

To : Shanghai Commercial Bank Ltd. ("the Bank")

致 : 上海商業銀行有限公司(「貴行」)

Instruction and Request Form for i-Banking –  
Enrolment / Cancellation for e-Statement Service  
要求及指示 i-Banking 表格 – 登記 / 取消電子結單服務

Customer Name 客戶名稱: \_\_\_\_\_

ID No. 身份證號碼: \_\_\_\_\_

<b>1. Enrol / Cancel the e-Statement Service for the following Account (s) in my/our name. 登記 / 取消下列本人(等)名下帳戶之電子結單服務</b>				
Instruction 指示		Internet Banking Registered Account Number 已登記網上銀行帳戶號碼		
<b>Enrol 登記</b>	1. _____	2. _____	3. _____	4. _____
	5. _____	6. _____	7. _____	8. _____
<b>Cancel 取消</b>	1. _____	2. _____	3. _____	4. _____
	5. _____	6. _____	7. _____	8. _____
Note 備註: 1. For joint accounts, the Bank will immediately cease sending the physical copy of statement once the enrolment process for e-Statement service has been successfully completed. If any joint account holder(s) do(es) not have i-Banking service and wish(es) to receive e-Statement for such joint account, he/she will have to apply the i-Banking service and enrol for e-Statement service. 就聯名帳戶成功登記「電子結單」服務後, 貴行將即時停止發送該帳戶之紙張結單, 如任何聯名帳戶持有人欲同時收取該聯名帳戶的電子結單, 其需自行申請 i-Banking 服務及就該戶口登記「電子結單」服務。 2. The above accounts must be registered in i-Banking account portfolio. 以上帳戶須先登記於 i-Banking 之指定帳戶。 3. For Consolidated Statement (applicable when the primary account is registered in i-Banking account portfolio), only one of the account numbers should be filled to effect the change for the statement. 如為綜合月結單(基本帳戶已登記於 i-Banking 之指定帳戶), 只需填寫其中一個帳戶號碼以使變更生效。 4. The Enrol / Cancel e-Statement request will be effective in 7 working days. 登記/取消電子結單服務之要求將會在七個工作天內生效。				
<b>2. Email Notification Instruction 電郵通知書指示:</b> An email notification will be sent to my/our registered email address when new e-Statement is available and the email will be the only notice that e-Statement is posted in the Bank's website. I/We shall provide a valid email address to the Bank and notify the Bank immediately after my/our email address has been changed. 貴行將於有新電子結單時發送電郵通知書至本人(等)登記之電郵地址, 此電郵將為本人(等)獲通知電子結單已上載至貴行網站的唯一途徑。本人(等)將提供有效的電郵地址予貴行, 並在更改電郵地址後立即通知貴行。 <b>Email Address* 電郵地址*:</b> (Please fill in English BLOCK letters; Maximum 30 Characters 請用英文正楷填寫; 最多30個位) Customer Name* 客戶姓名*: _____ Email Address 電郵地址*: _____ *Mandatory Field 必須輸入欄 (A) _____ (B) _____				

**Declaration 聲明**

**登記電子結單服務:**

- 本人(等)現要求及授權貴行將本人(等)開立並由本人(等)上述所指定(經貴行同意)之每個戶口之任何結單、通知、確認、收據、通告、訊息、報告或通訊以電子形式(統稱「電子結單」)透過 i-Banking 服務供本人(等)取覽或使用。本人(等)完全明白並接受本電子結單服務(下稱「本服務」)須時刻受本章程及條款、載於銀行帳戶及一般服務章程及條款內之 i-Banking 服務章程及條款、管轄帳戶之章程及條款、以及貴行不時修訂之章程及條款所規限。貴行有權在有或沒有通知之情況下於任何時間修改、增加或減少本服務的範圍及細節, 或暫停或終止本服務。
- 本人(等)確認及同意(1) 已登記本服務之存款帳戶、信用卡帳戶或證券帳戶, 貴行將電子結單於有關網頁「電子結單郵箱」內登載十二個月, 或貴行不時可能認為適當的其他時期內登載, 然後始予刪除; (2) 尚未登記本服務之存款帳戶、信用卡帳戶或證券帳戶, 貴行只保留電子結單三個月; (3) 本人(等)有責任在貴行刪除有關電子結單前審核有關電子結單內容並在本人(等)認為有需要時將之下載及儲存於本人(等)之電腦內, 或列印有關電子結單作記錄, 有關電子結單於刪除後將不會重新發送予本人(等)。由於電子結單載有本人(等)之敏感帳戶及個人資料, 本人(等)應把副本儲存於安全的位置以防止第三者取覽; (4) 貴行並無任何責任向本人(等)發送任何紙張結單; (5) 所有在本服務下的電郵通知書, 當貴行根據貴行記錄發送給本人(等)的電郵地址時, 將被視為已送達予本人(等); 及(6) 當貴行將有關電子結單發出並使本人(等)可透過 i-Banking 服務取覽或使用時, 本人(等)將被視為已收妥有關電子結單, 不論本人(等)有否收到電郵通知書及/或本人(等)有否開啟、閱讀、進入、審閱及/或審查有關電子結單。
- 本人(等)同意審核由貴行透過 i-Banking 服務所發出的有關電子結單, 並檢查有否錯漏、偏差、未經授權扣款或因任何原因而引致的其他交易或入賬, 包括但不限於偽造、冒簽、詐騙、未經授權交易或本人(等)或其他人士的疏忽等(統稱「錯失」)。
- 本人(等)亦同意有關電子結單是貴行與本人(等)之間就其所顯示結餘的確實證明, 而有關電子結單將對本人(等)具有約束力, 並將視為本人(等)已同意放棄任何就有關電子結單而向貴行提出反對或追討賠償的權利。除非本人(等)在貴行發出有關電子結單並使本人(等)可透過 i-Banking 服務取覽或使用之後 90 天內, 以書面將任何錯失通知貴行。
- 本人(等)了解、確認及接受發送電郵通知書至本人(等)的電郵地址可能涉及的一切風險, 包括但不限於以下風險: (1) 本服務將在本人(等)具備互聯網服務提供商、適當的電腦設備及軟件並可收取及閱讀有關本服務之電子結單及電郵通知書的前提下供本人(等)使用, 本人(等)亦需要一個指定的電郵地址以使用本服務; (2) 電郵被攔截、監視、修改、竄改或未經本人(等)授權而向他人發送或披露; (3) 互聯網及電郵服務或會涉及若干與資訊科技相關的風險及中斷; (4) 使用本服務時, 本人(等)或會需要支付額外的費用; (5) 電郵將為本人(等)獲通知電子結單已上載至貴行網站的唯一途徑, 故本人(等)應定期查看本人(等)的電郵地址以收取有關通知; (6) 凡貴行收到任何關於本人(等)之指示, 要求重發任何不再透過貴行網站可取覽及下載的電子結單, 本人(等)須支付貴行有關之合理費用, 而貴行只會重發該電子結單之副本並以郵遞方式(並非經 i-Banking 服務)予本人(等); 及(7) 本人(等)可填妥本表格並指示貴行取消本服務及恢復郵寄本人(等)之紙張結單。
- 本人(等)明白本人(等)必須採取一切合理措施, 防止他人未經授權或為欺詐意圖進入本人(等)的電郵地址。
- 本人(等)亦了解、確認及接受倘若貴行未能提供貴行網站或其任何部份或 i-Banking 服務或本服務, 貴行有絕對酌情權取消本服務及/或在合理的時間內以郵寄方式向本人(等)發送當月的紙張結單。
- 本人(等)亦同意並承諾不會因本人(等)使用本服務, 未能或延遲發送電郵通知及/或提供本服務, 或電子結單中任何錯誤或故障而直接或間接地招致的任何損失、損害或開支, 除非該等損失、損害或開支完全及直接由貴行的嚴重疏忽或蓄意違責所造成。特別是, 本人(等)須承擔任何因無法及時接收、開啟、閱讀、進入、審閱及/或審查電子結單及/或電郵通知書而引致信用卡或其他帳戶的過期費用、逾期利息及其他額外費用。本人(等)須就貴行因提供本服務而招致或蒙受的一切或任何損失及責任, 除非該等損失及責任完全及直接由貴行的嚴重疏忽或蓄意違責所造成。

**取消電子結單服務:**

本人(等)現指示貴行取消本服務並恢復郵寄由本人(等)開立之每個戶口之紙張結單。本人(等)確認於取消本服務後, 貴行有權(毋須通知本人(等))隨時停止將有關電子結單透過 i-Banking 服務供本人(等)取覽或使用。

(如英文版本與中文版本如有歧異, 概以英文版本為準。)

**Enrol for e-Statement Service:**

1. I/We request and authorise the Bank to make available any statement, advice, confirmation, receipt, notice, message, report or communication in electronic form (the "e-Statements") in connection with each of the accounts in my/our name(s) which is designated by me/us as above (subject to the Bank's acceptance) for my/our access or use through i-Banking Services. I/We fully understand and accept that the use of this e-Statement service (the "Service") shall at all times be subject to the terms and conditions herein contained, the Terms and Conditions for i-Banking Services as incorporated in the Terms and Conditions for Bank Accounts and General Services, the terms and conditions governing the accounts and such other terms and conditions as the Bank may from time to time specify. The Bank is entitled to modify, expand or reduce the scope and features of the Service, or suspend or terminate the Service, at any time with or without notice.
2. I/We acknowledge and agree that (1) for the deposit account, credit card account or securities account enrolled for the Service, the Bank will keep the e-Statements in "e-Statement Mailbox" on the relevant webpage for 12 months or such other period as the Bank may from time to time consider appropriate before deleting them; (2) for the deposit account, credit card account or securities account not enrolled for the Service, e-Statements will be retained by the Bank for 3 months only; (3) it is my/our duty to examine the relevant e-Statements, download and save my/our e-Statements on my/own computer or print the same for record (if I/we deem it necessary) before they are deleted by the Bank and such e-Statements shall not be re-sent to me/us again after the deletion. Since the e-Statements contain sensitive account and personal information of me/us, I/we shall keep the copy in a location secured from any third party access; (4) the Bank is not under any duty to send physical copies of the statements to me/us; (5) All email notification sent under the Service to the email address shall be deemed to be delivered to me/us at the time when the email notification was sent according to the Bank's record; and (6) I/we shall be deemed to have received the relevant e-Statements at the time when the Bank has made available for my/our access or use through i-Banking Services, irrespective of whether I/we have been received any email notification and/or I/we have opened, read, accessed, reviewed and/or examined the relevant e-Statements.
3. I/We agree to examine the relevant e-Statements through i-Banking Services to see if there are any errors, discrepancies, unauthorised debits or other transactions or entries arising from whatever cause, including, but without limitation, forgery, forged signature, fraud, lack of authority or negligence of me/us or any other person (the "Error").
4. I/We also agree that the relevant e-Statements shall, as between the Bank and me/us, be conclusive evidence as to the balance shown therein and that the relevant e-Statements shall be binding upon me/us, who shall be deemed to have agreed to waive any rights to raise objections or pursue any remedies against the Bank in respect thereof unless I/we notify the Bank in writing of any such Errors within 90 days after the relevant e-Statements are made available for my/our access or use through i-Banking Services.
5. I/We understand, acknowledge and accept **ALL POSSIBLE RISKS INVOLVED** in having the email notification sent to my/our email address, including but not limited to the following risks: (1) the Service is available to me/us provided that I/we have an internet service provider, appropriate computer equipment and software capable of receiving and reading the e-Statements and email notifications in connection with the Service, and a specific email address is required for using the Service; (2) the email being intercepted, monitored, amended, tampered with or being sent or disclosed to other parties without my/our authorization; (3) the Internet and email services may be subject to certain risks and disruption related to information technology; (4) I/we may incur additional costs for using the Service; (5) the email will be my/our only notice that e-Statements have been posted on the Bank's website, and I/we should check my/our email address regularly for such notice; (6) I/we shall be required to pay a reasonable charge to the Bank in relation to any requests the Bank receives from me/us to re-send any e-Statements that are no longer available for access and downloading through the Bank's website, the Bank shall only re-send such e-Statements in hard copy form by post (and not by i-Banking Services); and (7) I/we may instruct the Bank to cancel the Service and resume sending me/us the physical copies of my/our statements by completing this Form.
6. I/We understand that I/we must take reasonable precautions to prevent unauthorized or fraudulent access to my/our email address.
7. I/We also understand, acknowledge and accept that in case of any unavailability of the Bank's website or any part thereof or i-Banking Services or the Service, the Bank shall have its sole discretion to cancel the Service and/or to issue the physical copies of current statements by mail to me/us within the reasonable period.
8. I/We also agree and undertake that the Bank shall not be liable for any loss, damages or expenses arising directly or indirectly from my/our use of the Service, any failure or delay in sending the email notification and/or providing the Service, or any error or failure in the e-Statements unless solely and directly caused by the gross negligence or wilful default of the Bank. In particular, I/we shall be liable for any late charges, overdue interest and other additional payment for the credit card or other accounts due to the e-Statements and/or the email notification not being received, opened, read, accessed, reviewed and/or examined in a timely manner. I/We shall indemnify the Bank against all or any losses and liabilities which may be incurred or suffered by the Bank in connection with or as a result of the provision of the Service, unless such losses and liabilities are caused solely and directly by the gross negligence or wilful default of the Bank.

**Cancel e-Statement Service:**

I/We instruct the Bank to cancel the Service and resume sending me/us the physical copies of my/our statements in connection with each of the accounts in my/our name(s). I/We acknowledge that after the cancellation of the Service, the Bank shall have the right not to make available the relevant e-Statements for my/our access or use through i-Banking Services at any time (without notice to me/us).

(If there is any conflict between the English and Chinese versions, the English version shall prevail.)

Customer's Signature 客戶簽署 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_  
 (Signed by all Account Holders 由全體帳戶持有人簽署)

**For Bank Use Only 銀行專用**

Rec'd Date	Branch	Signature Verified	Approved by	CIC	
				Input	Accepted