



恒生銀行
HANG SENG BANK

Hang Seng Bank (China) Limited _____ Branch

Date: _____

Concerning: _____ <Company Name> _____ <Customer Number>

Change Appointment to Hang Seng HSBCnet Initial System Administrator

Dear Sir/Madam,

1. We hereby authorize the Bank to add the following users as the Initial System Administrator (the "ISA").

Initial System Administrator (1)	
Title (e.g. Mr, Mrs, Ms, Miss, Others)	
Name	
Identity Type	
Identity Card No.	
Validity of ID Card	
Date of Birth	
Mobile/Cell Number	
Office Telephone	District code: Phone Number:
Email Address	
Token Type ^{Note1}	The token type will be configured based on the existing profile setting of your company in Hang Seng HSBCnet. If the profile has already set up both soft token and security device, but only the soft token needs to be assigned to this ISA, please check the following box. If the profile has only set up security device, the check mark below will be invalid. <input type="checkbox"/> Soft Token only
Have Hang Seng (China) personal Account or not ^{Note2}	<input type="checkbox"/> Yes, Account No. <input type="checkbox"/> No
Residential Address	
Permanent Address	<input type="checkbox"/> Same as Residential Address <input type="checkbox"/> Others
Correspondence Address	<input type="checkbox"/> Same as Residential Address <input type="checkbox"/> Same as Correspondence Address <input type="checkbox"/> Others
Authorised Signatory	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature Specimen	
No auto-entitlement for this user ^{Note3}	<input type="checkbox"/> Yes

Seal on the perforation

Initial System Administrator (2)	
Title (e.g. Mr, Mrs, Ms, Miss, Others)	
Name	
Identity Type	
Identity Card No.	
Validity of ID Card	
Date of Birth	
Mobile/Cell Number	
Office Telephone	District code: Phone Number:
Email Address	
Token Type ^{Note1}	<p>The token type will be configured based on the existing profile setting of your company in Hang Seng HSBCnet. If the profile has already set up both soft token and security device, but only the soft token needs to be assigned to this ISA, please check the following box. If the profile has only set up security device, the check mark below will be invalid.</p> <p><input type="checkbox"/> Soft Token only</p>
Have Hang Seng (China) personal Account or not ^{Note2}	<input type="checkbox"/> Yes, Account No. <input type="checkbox"/> No
Residential Address	
Permanent Address	<input type="checkbox"/> Same as Residential Address <input type="checkbox"/> Others
Correspondence Address	<input type="checkbox"/> Same as Residential Address <input type="checkbox"/> Same as Correspondence Address <input type="checkbox"/> Others
Authorised Signatory	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature Specimen	
No auto-entitlement for this user ^{Note3}	<input type="checkbox"/> Yes

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Initial System Administrator (3)	
Title (e.g. Mr, Mrs, Ms, Miss, Others)	
Name	

Identity Type	
Identity Card No.	
Validity of ID Card	
Date of Birth	
Mobile/Cell Number	
Office Telephone	District code: Phone Number:
Email Address	
Token Type ^{Note1}	The token type will be configured based on the existing profile setting of your company in Hang Seng HSBCnet. If the profile has already set up both soft token and security device, but only the soft token needs to be assigned to this ISA, please check the following box. If the profile has only set up security device, the check mark below will be invalid. <input type="checkbox"/> Soft Token only
Have Hang Seng (China) personal Account or not ^{Note2}	<input type="checkbox"/> Yes, Account No. <input type="checkbox"/> No
Residential Address	
Permanent Address	<input type="checkbox"/> Same as Residential Address <input type="checkbox"/> Others
Correspondence Address	<input type="checkbox"/> Same as Residential Address <input type="checkbox"/> Same as Correspondence Address <input type="checkbox"/> Others
Authorised Signatory	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature Specimen	
No auto-entitlement for this user ^{Note3}	<input type="checkbox"/> Yes

Note 1 If need to order additional Security Device, please also submit the “Hang Seng HSBCnet Security Device Order Form”.

Note 2 if the designated ISA has an existing personal account with the Bank, please use his/her obligated personal information when opening the personal account.

Note3 ISA will be authorized by default with auto entitlements to all the accounts and service on the profile of your company in Hang Seng HSBCnet (details please refer to Hang Seng HSBCnet Customer Agreement – Managing Security and Access to HSBCnet). If your company wish to cancel this default setting, please tick the box.

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Reason of adding new Initial System Administrator (please choose ONE option below):

- There are insufficient users on the profile to carry out System Administrator functions due to recent leavers within the company
- There are insufficient users on the profile to carry out System Administrator functions due to extended vacations and holiday leave
- There is insufficient System Administrator with required entitlements to perform System Administrator functions (e.g. existing System Administrator only has prepare access, but no one has approval right)
- The existing System Administrator has lost access to Hang Seng HSBCnet (e.g. lost physical security device / soft token^{note4}) and needs to be assigned a new one, but no sufficient System Administrator at the company to conduct the activity
- The newly appointed System Administrator is an existing active End User (Username: _____)
- Other reason (please specify): _____

Note 4 If you lost your security device, please contact the Bank immediately to deactivate the device.

We understand and agree that based on the Bank's security control setting of Hang Seng HSBCnet, the Initial System Administrator is entitled to manage all Hang Seng HSBCnet users and maintains the highest system authority. If any above mentioned newly added Initial System Administrator is not the unlimited authorized signatory of our company, we hereby authorize the Bank to set up the above designated people as the Initial System Administrator by Dual Authorization under the Hang Seng HSBCnet Customer agreement. In the other case, the authority of all Initial System Administrator of our company shall remain unchanged with the existing setting (Sole Authority or Dual Authority, as the case may be).

We clearly acknowledge all other stipulations under "the Hang Seng HSBCnet Customer Agreement" (including Clause 3 of The Hang Seng HSBCnet Customer Agreement) and hereby agree to the following:

- a) Fully accept the operational risk due to assigning of non-Account signatory and/or non-unlimited signatory as Initial System Administrator;
 - b) All terms in the Hang Seng HSBCnet Customer Agreement are still valid and binding, and should there is any discrepancy between this letter and the Hang Seng HSBCnet Customer Agreement, this letter shall prevail;
 - c) Neither the Bank or any member of the HSBC Group shall be liable for any loss, obligation or damage incurred by the assigning of non-Account signatory /non-unlimited signatory as Initial System Administrator by our company; and
 - d) We shall at all times indemnify and reimburse the Bank and any member of the HSBC Group from and against any loss, obligation or damage which the Bank and any member of the HSBC Group may suffer incur or sustain in connection with or arising out of the assigning of non-Account signatory and/or non-unlimited signatory as Initial System Administrator.
2. We hereby authorize the Bank to perform the above mentioned ISA setting in Hang Seng HSBCnet Customer Agreement, and correspondingly delete below listed original ISA from Hang Seng HSBCnet. To avoid misunderstanding, our appointment to aforementioned ISA shall take effect after the Bank complete the setting in Hang Seng HSBCnet Customer Agreement. Before that, all the instructions and/or any actions taken by the original ISA based on the Hang Seng HSBCnet Customer Agreement shall be valid and binding on us.

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Name of Initial System Administrator	HSBCnet Username

3. We hereby authorize the Bank to update the ID documents of the following ISA by providing the copy of ID with the company chop as the supporting.

Name of Initial System Administrator	
Hang Seng HSBCnet Username	
Identity Type	
Identity Card No.	
Validity of ID Card	

Name of Initial System Administrator	
Hang Seng HSBCnet Username	
Identity Type	
Identity Card No.	
Validity of ID Card	

Seal on the perforation

Please kindly process our foregoing application.

Thank you for your cooperation!

Authorized Signatory*

** Same as the Authorized Signatory specified in the statement of proper authorization in the Hang Seng HSBCnet Customer Agreement.*