

## Welcome to Standard Chartered Bank (Hong Kong) Limited

### About this Account Opening Pack

#### What documents are contained in this Account Opening Pack?

- a. **Account Opening and Straight2Bank "S2B" Set Up Form** — records key information, necessary for us to open your account and for you to use Straight2Bank.
- b. **Mandate** — the sample mandate provides the resolutions and authorised persons we require to be recorded in our systems, so that we can accept instructions from your representatives, who are authorised to act on your behalf.

In Hong Kong, all SME Banking Clients bank with **STANDARD CHARTERED BANK (HONG KONG) LIMITED**, a wholly owned subsidiary of Standard Chartered Bank. All reference to "Bank", "We" or "Us" in these and any documents applicable to your account shall be taken to mean **STANDARD CHARTERED BANK (HONG KONG) LIMITED**.

#### What products and services are offered under this Account Opening Pack?

Our Core Account Services include:

- **Cash Accounts** — current, savings and other deposit accounts (including payment and collections services); and
- **Straight2Bank Web** — is our internet based version of our Straight2Bank platform, which provides a range of transactional and reporting activities for basic cash services (including payments and collections) available under an account, and also provides access to our wider suite of products and services under an account including spot foreign exchange transactions.

## 歡迎選用渣打銀行 (香港) 有限公司

### 關於本套開戶文件

#### 本套開戶文件包含的文件有哪些？

- a. 開戶及 **Straight2Bank 「S2B」** 設立表格 —— 記下本行有關您開戶和使用 Straight2Bank 的必要關鍵資訊
- b. **授權書** —— 本行的授權書範本提供我們記錄在我們系統中的決議和獲授權人，以便我們可以接受經您授權代您行事的代表的指示。

在香港，所有中小企業銀行部客戶均與**渣打銀行 (香港) 有限公司** (渣打銀行的全資附屬公司) 進行銀行業務往來。這些文件以及適用於您賬戶的任何文件中提及的「本行」、「我們」(主詞) 或「我們」(賓詞)，均應被視為指**渣打銀行 (香港) 有限公司**。

#### 在本套開戶文件下提供的產品與服務有哪些？

我們的核心賬戶服務如下：

- **現金賬戶** —— 往來、儲蓄和定期存款賬戶 (包括付款和收款服務)；以及
- **Straight2Bank 網頁** —— 此為本行 Straight2Bank 平台的網絡版；其在賬戶下提供與基本現金服務相關 (包括付款和收款) 的一系列交易和報告活動，以及在賬戶下提供更廣泛的產品與服務組合，包括即期外匯交易。

#### How do you open an account with Standard Chartered Bank?

Please complete this Account Opening Pack together with any supporting documentation we may require. We may request from you additional supporting documentation and clarify with you on any missing information to ensure completeness and consistent information for a smoother account opening experience.

Additional documents such as Entity Constitutional documents, Certificate of Incorporation, Identity documents of Shareholders and Signatories as part of "Know Your Customer" will also be required.

You may be asked at any time, to provide necessary information and identity proof about people authorised to have access and/or transact on your account on your behalf, to help safeguard your account for any potential unauthorised transactions.

We may not open any account at our discretion for any reason and may not need to disclose the reasons, unless required by applicable law.

#### 您如何在渣打銀行開立賬戶？

請填寫本套開戶文件，並一併呈交我們可能需要的任何證明文件。我們可能會要求您提供額外的證明文件，並請您說明任何遺漏的資料，以確保資料的完整性和一致性，從而讓您有更順暢的開戶體驗。

作為「認識客戶」程序的一部分，我們還需要其他文件，如機構章程文件、公司註冊證明書及股東和簽署人的身份文件。

我們可能會不時就您所授權可代表您使用您的賬戶或以其進行交易的人士要求您提供其必要的資料和身份證明，以保護您的賬戶免于任何未經授權的交易。

本行可自行決定基於任何因素拒絕開戶，除非適用法律有所規定，否則本行不需要披露理由。

#### Will there be any other documentation provided to me?

If you require additional products or services not offered under this Account Opening Pack, we may require separate documentation relevant to such product or service, including letters, fee schedules, risk disclosure statements, user guides or other guidelines.

Your Relationship Manager will inform you of any additional documentation and set-up forms for such products and/or services that you may be required to complete. We look forward to supporting you for a smooth account opening process.

#### 銀行會否提供任何其他文件給我嗎？

如果您需要本套開戶文件所未提供的其他產品或服務，本行可能需要分開適用於此類產品或服務的其他文件，包括信函、費用表、風險披露聲明書、使用者指南或其他指引。

您的客戶關係經理會就此類產品和/或服務通知您可能需要填寫任何其他文件和開立賬戶表格。我們期待在您開立賬戶的過程中助你順利完成。

# Section I 第一部分

## Account Opening Application Form 開戶申請表

### Basic requirements 基本要求

(Information necessary to open your account across all Standard Chartered Bank branches and/or our subsidiaries)  
(在所有渣打銀行分行和/或我們的子公司開立帳戶一律需要的資訊)

Please note that a fee may be applicable for your account opening with us, for details please refer to the Service Charges Booklet.  
請注意，開戶費可能適用，詳情請參閱服務收費手冊。

### 1. Company basic information 公司基本資訊

|  |  |                               |  |                               |             |          |
|--|--|-------------------------------|--|-------------------------------|-------------|----------|
| Name of entity (insert FULL legal name exactly as it appears in the constitutional documents)<br>機構名稱(需與組成文件所示之法定名稱全名相同)       |  |                               |  |                               |             |          |
| Business registration no/<br>Certificate of incorporation/<br>Unique Business Identifier (UBI)<br>商業登記證號碼/公司註冊<br>證書號碼/唯一業務識別碼 |  |                               |  |                               |             |          |
| Country/region of<br>incorporation/Establishment<br>註冊/成立國家或地區   |  |                               | Date of incorporation<br>(dd/mm/yyyy)<br>公司成立日期(日/月/年) |                               |             |          |
| English address<br>英文地址  | Room / Flat<br>室   |                               | Floor<br>樓層  |                               | Block<br>座數 |          |
|  | Building<br>大廈   |                               |  |                               |             |          |
|  | Estate / Court<br>屋村 / 屋苑  |                               |  | Street no. & name<br>街號及街名    |             |          |
|  | District<br>地區   |                               |  | HK<br>香港                      | KLN<br>九龍   | NT<br>新界 |
|  | Postal code<br>郵區編號  |                               |  | City/State/Country<br>國家/州/城市 |             |          |
| Chinese correspondence<br>address (Consolidated<br>statement client only)<br>中文通訊地址<br>(只限綜合結單客戶)                              | For Mainland China, Taiwan or Macau correspondence address, <b>Chinese and English address</b> must be provided.<br>如通訊地址為中國境內、台灣或澳門。必須同時提供 <b>中文及英文</b> 地址。 |                               |  |                               |             |          |
| Mailing address<br>郵寄地址  | Postal code<br>郵區編號  |                               |  |                               |             |          |
|  | Same as Registered address<br>與登記地址相同<br>If different from Registered address, please specify:<br>如果與登記地址不同,請註明  | City/State/Country<br>國家/州/城市 |  |                               |             |          |
| Postal code<br>郵區編號  |  |                               |  |                               |             |          |
| Website (if applicable)<br>網站(如適用)   |  |                               | No. of employees<br>(including owners)<br>員工人數(包括僱主)   |                               |             |          |

### 2. General communication 一般聯絡資料

#### Contact person 1 第一聯絡人

|                                 |   |                             |     |
|---------------------------------|---|-----------------------------|-----|
| Name of contact person<br>聯絡人姓名 |   |                             |     |
| Primary contact<br>主要聯絡電話       | ( )   | Secondary contact<br>次要聯絡電話 | ( ) |
| Email address<br>電郵地址           | (Please provide email address with maximum 30 characters) (請提供最多 30 個字元的電郵地址) |                             |     |
| <b>Contact person 2 第二聯絡人</b>   |   |                             |     |
| Name of contact person<br>聯絡人姓名 |   |                             |     |
| Primary contact<br>主要聯絡電話       | ( )   | Secondary contact<br>次要聯絡電話 | ( ) |
| Email address<br>電郵地址           | (Please provide email address with maximum 30 characters) (請提供最多 30 個字元的電郵地址) |                             |     |

# Section I 第一部分

## Account Opening Application Form 開戶申請表

| 3. Accounts with Standard Chartered Bank 渣打銀行賬戶   |                     |                |           |                |   |                        |                       |
|---|---------------------|----------------|-----------|----------------|---|------------------------|-----------------------|
| Account information 賬戶資料  |                     |                |           |                |   |                        |                       |
| Account type 戶口類別   | Currency 貨幣         |                |           |                | Ownership ("✓" one box only) 擁有權 ("✓" 請選一欄) |                        |                       |
| Statement savings<br>月結單儲蓄  | HKD<br>港幣           | CNY<br>人民幣     | USD<br>美元 | Others<br>其它   | Depositor(s)'s own right<br>以本身權益持有         | Client account<br>客戶賬戶 | Trust account<br>信託賬戶 |
| Current account<br>往來戶口   | HKD<br>港幣           | CNY<br>人民幣     | USD<br>美元 | Others<br>其它   | Depositor(s)'s own right<br>以本身權益持有         | Client account<br>客戶賬戶 | Trust account<br>信託賬戶 |
| Cheque book required?<br>是否需要支票簿?<br>Please note that a fee<br>may be applicable for<br>cheque book, for details<br>please refer to the<br>Service Charges Booklet.<br>請注意，支票簿收費可能適用，<br>詳情請參閱服務收費手冊。 | Not required<br>不需要 | Bearer<br>來人支票 |           | Order<br>抬頭人支票 | Crossed<br>劃線                               | Uncrossed<br>無劃線       |                       |
| Do you have any Trade<br>needs in the next 12 months?<br>在未來 12 個月內會否有<br>貿易需要?   | Yes<br>是            | No<br>否        |           |                |   |                        |                       |

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## Account Opening Application Form 開戶申請表

### 4. Mandate/Board/Directors resolution/ Minutes of meeting 委託書/董事會/董事會決議/會議紀要

To: Standard Chartered Bank (Hong Kong) Limited (the "Bank) and of its affiliates  
致:渣打銀行(香港)有限公司(「本行」)及其聯屬公司

Date  
日期

#### Certification 證明

We, being [the company secretary/director(s)/partner(s)/member(s)/trustee(s)/legal representative(s)]<sup>1</sup> of the Client, hereby certify that the resolutions set out below are a true extract of the resolutions of the board of directors/members/trustees/partners of the Client passed with effect from the date shown below.

我們作為客戶的[公司祕書/董事/合夥人/成員/受託人/法定代表人]<sup>1</sup>,特此證明,以下所列為客戶的董事會/成員/受託人/合夥人所通過的決議案的真實摘錄,其在以下所示日期生效。

#### Signature 簽署

|                         |  |
|-------------------------|--|
| Full name<br>全名         |  |
| Title/Position<br>職銜/職位 |  |

#### Signature 簽署

|                         |  |
|-------------------------|--|
| Full name<br>全名         |  |
| Title/Position<br>職銜/職位 |  |

Name of entity (the "Client")  
機構名稱(「客戶」)

Country/region of incorporation/  
Establishment  
註冊/成立國家或地區

Business registration no/  
Certificate of incorporation /  
Unique Business Identifier (UBI)  
商業登記證號碼/公司註冊  
證書號碼/唯一業務識別碼

Date of the  
resolution  
決議日期

<sup>1</sup>Delete as applicable. <sup>1</sup>將不適用的刪除。

S.V. / V.I.P.

# Section I 第一部分

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### 5. Resolution

1. The Approving Signatories listed in the Schedule to this Mandate may from time to time, on behalf of and in the name of the Client:
  - a. Open and close Bank accounts of any type with the Bank;
  - b. Sign and deliver any account opening, cash management, lending, trade Banking, electronic Banking (such as Straight2Bank Web and Straight2Bank Mobile) and/or any other related documentation as required from time to time with the Bank;
  - c. Arrange with the Bank for:
    - i. advances to the Client by way of discount, loan, overdraft or otherwise;
    - ii. granting of credit facilities including general lending products, such as term loans, short-term loans, revolving loans;
    - iii. the issue of guarantees by the Bank from time to time;
    - iv. signing on behalf of the Client any form of deposit and withdrawal, Memorandum of Deposit, Letter of Trust, Mortgage or any other grant of security whatsoever relating to any securities or property or documents of title relating thereto to secure any advances, obligations, undertakings, instructions, guarantees, indemnities and counter-indemnities; and
    - v. any other documents required by the Bank in connection with such facilities unless they are required to be executed under the Common Seal of the Client;
  - d. Enter into transactions relating to trade services, including:
    - i. trade related products, instruments, financing or services, including the issuance, advising, or confirmation of trade instruments (including standby letters of credit and Bank guarantees);
    - ii. negotiation of documentary credits, documentary collections (including import and export bills collections);
    - iii. trade-related lending (including pre-shipment and post-shipment financing, invoice financing and inventory financing);
    - iv. receivables purchase, receivables discounting and/or factoring; and
    - v. any financing, service or product provided in relation to supply chain financing (including without limitation, vendor prepay programmes and trade payables management programmes);
  - e. Sign and deliver an ISDA Master Agreement, with or without a Credit Support Annex, and any other agreements or confirmations in relation to derivatives transactions (including, without limitation foreign exchange and commodity related transactions, swaps and options), securities dealing (including, without limitation, repurchase and securities lending transactions), money market transactions and collateral or margin arrangements relating to such transactions between the Bank and the Client;
  - f. Agree, amend, supplement, restate or vary the terms of any agreement or document referred to in the foregoing resolutions;
  - g. Enter into any Banking, financial or commercial transaction and/or related services from time to time offered by the Bank ("Transactions"), whether orally, in writing or through an electronic messaging or dealing system;
  - h. Do any or all the acts and things as set out in resolution 3(a) to (e) hereinbelow;
  - i. Amend the list of Approving Signatories and/or provide the Bank with an updated list of Approving Signatories;
  - j. Amend the list of Authorised Persons as specified in the Schedule to this Mandate;
  - k. Appoint any agent or agents to act on the Client's behalf to carry out the purposes and intent of the foregoing resolutions; and
  - l. If any agreement, instrument or other document is required to be executed under the Common Seal of the Client, that the Common Seal be affixed to such agreement, instrument or document in accordance with the Client's Articles of Association.

### 5. 開戶決議

1. 本授權列表中列出的獲批准簽署人可不時代表客戶並以客戶的名義：
  - a. 在本行開立和關閉任何類型的銀行賬戶；
  - b. 簽署並提供任何開戶、現金管理、貸款、銀行貿易、電子銀行 (如Straight2Bank Web 和 Straight2Bank Mobile) 和/或本行不時要求的任何其他相關文件；
  - c. 與本行安排：
    - i. 透過貼現、貸款、透支或其他方式向客戶墊款；
    - ii. 提供信貸措施，包括一般貸款產品，如定期貸款、短期貸款、循環貸款；
    - iii. 本行不時發行擔保；
  - iv. 代表客戶簽署任何形式的存款和提款、存款備忘錄、信用狀、抵押或任何其他與任何證券、財產或擁有權文件有關的擔保授予，以確保任何墊款、責任、承諾、指示、擔保、賠償和反賠償；以及
  - v. 本行要求與該等措施相關的任何其他文件，除非其執行需憑據客戶的公章；
- d. 訂立與貿易服務有關的交易，包括：
  - i. 貿易相關產品、文書、融資或服務，包括發行、建議或確認貿易工具 (包括備用信用證和銀行擔保)；
  - ii. 就跟單信用證、跟單收款 (包括進出口賬單收款) 進行的議付；
  - iii. 貿易相關貸款 (包括裝運前和裝運後融資、發票融資和存貨融資)；
  - iv. 應收款項購買、應收款項貼現及/或保理；及
  - v. 與供應鏈融資相關所提供的任何融資、服務或產品 (包括但不限於供應商預付計劃和貿易應付款項管理計劃)；
- e. 簽署和交付 ISDA 主協議，包括或不包括信貸支持附件，以及與衍生品交易 (包括但不限於外匯和商品相關交易、掉期和期權)、證券交易 (包括但不限於回購和證券借貸交易)、貨幣市場交易以及銀行與客戶之間跟此類交易相關的抵押品或保證金安排有關的任何其他協議或確認；
- f. 同意、修訂、補充、重述或更改前述決議中提及的任何協議或文件的條款；
- g. 無論是以口頭、書面或透過電子訊息或交易系統訂用本行不時提供的任何銀行、金融或商業交易及/或相關服務 ('交易')；
- h. 執行下文第 3(a) 至 (e) 號決議中所列的任何或所有行動及事項；
- i. 修改獲批准簽署人名單及/或向本行提供最新的獲批准簽署人名單；
- j. 修改本授權列表中指定的獲授權人士名單；
- k. 委任任何代理人代表客戶為上述決議的目的和意圖採取行動；以及
- l. 如果需要憑客戶的公章執行任何協議、文書或其他文件，則應根據客戶的公司組成章程在該協議、文書或文件上蓋上公章。

# Section I 第一部分

## Account Opening Application Form 開戶申請表

2. The Approving Signatories as listed in the Schedule to this Mandate may from time to time delegate any of their authority or powers referred to in resolution 1 above to any one or more persons specified as Authorised Persons as listed in the Schedule to this Mandate and revoke any such delegation.
3. The Authorised Persons as listed in the Schedule to this Mandate may from time to time, on behalf of and in the name of the Client:
  - a. Bind the Client to the Bank's account opening, cash management, lending, trade Banking, electronic Banking (such as Straight2Bank Web and Straight2Bank Mobile) and/or related documentation as required from time to time;
  - b. Issue (i) instructions for the payment of money, or the dealing of securities, to or from any account maintained by the Bank, (ii) payment instruments in the form of cheques, draft, money orders, cashier's order or other similar instrument, (iii) instructions in respect of the settlement or performance of Transactions, including, without limitation, notices exercising any option or other right of election under any Transaction;
  - c. Provide confirmation to the Bank in relation any instruction or Transaction;
  - d. Operate any account through electronic banking services and delegate such authority to any other person; and
  - e. Conduct any other activity or Transaction delegated by Approving Signatories.
4. The Approving Signatories as listed in the Schedule to this Mandate and the Authorised Persons as listed in the Schedule to this Mandate may appoint any affiliated company of the Client (or its representative) as the agent of the Client for the purposes of any netting, aggregation or pooling arrangement (whether notional or actual) with the Bank and/or any affiliate of the Bank to which the Client is a party with the power to instruct the Bank (and/or the Bank's affiliates) to apply balances on the Client's accounts and to apportion interest as calculated in accordance with such arrangements between the Client and its affiliates participating therein. These arrangements, together with any associated guarantee by the Client of the obligations of its affiliates participating with the Client in such arrangements, including debit balances on their participating accounts, shall be in the commercial interest and to the benefit of the Client.
5. Any step already taken by the Approving Signatories and/or Authorised Persons or their agents as contemplated by resolutions 1, 2, 3 and 4 above is ratified by the Client.
6. These resolutions will remain in force unless and until the Client delivers to the Bank a new resolution revoking, amending or superseding these resolutions, and the Bank has had a reasonable opportunity to update its records.

2. 授權列表中列出的獲批准簽署人可不時將上述第 1 項決議中提及的任何權責與權力轉授給授權列表中列為獲授權人士的任何一名或多個人士，以及撤銷任何此類授權。
3. 授權列表中列出的獲授權人士可不時代表客戶並以客戶名義：
  - a. 不時按需要替客戶接受在本行開戶、現金管理、貸款、銀行貿易、電子銀行業務 (如 Straight2Bank Web 和 Straight2Bank Mobile) 和/或相關文件之約束；
  - b. 發出 (i) 有關向或從於本行所持有的任何帳戶付款或買賣證券的指示；(ii) 支票、匯票、郵政匯票、銀行本票或其他類似此等工具的付款工具；(iii) 有關結算或履行交易的指示，包括但不限於就任何交易行使任何期權或其他選擇權的通知；
  - c. 就任何指示或交易向本行提供確認；
  - d. 透過電子銀行服務經營任何賬戶，並將該權力委託給任何其他人士；及
  - e. 執行獲批准簽署人委託的任何其他活動或交易。
4. 授權列表中列出的獲批准簽署人和授權列表中列出的獲授權人士可以委任客戶的任何關聯公司 (或其代表) 作為客戶的代理人，以與本行和/或本行的任何關聯公司進行任何淨額結算、匯總或匯集安排 (無論是名義上或實際上)，在此安排中客戶作為其中一員有權指示本行 (和/或本行的關聯公司) 將餘額用於客戶的賬戶，並分配利息，其計算根據客戶及參與其中的關聯公司之間所達成的安排。此等安排連同客戶對與其一同參與此類安排的關聯公司之職責所作出的任何相關擔保，包括其參與賬戶的借方餘額，均需符合商業利益並有利於客戶。
5. 上述按第 1~3 和 4 項決議所斟酌而由獲批准簽署人和/或獲授權人士或其代理人採行的任何行動均已經客戶批准。
6. 除非及直至客戶向本行提交撤銷、修訂或取代此等決議的新決議，且本行有合理時機更新其記錄，否則此等決議將繼續有效。

## 6. Direct debit collection service 直接支賬收取服務

Direct Debit service effectively gives you access to course your company's collections digitally and straight-through via Straight2Bank by leveraging in the applicable local clearing system/network. If you wish to apply direct debit service, please check the box on the side.

直接支賬服務利用適用的本地結算系統/網絡，讓您能透過 Straight2Bank 為公司數碼收款。若您希望申請直接支賬服務，請勾選以下方框。

Please select the credit account in below

請選擇以下的入賬賬戶：

HKD current account

港元往来賬戶

HKD saving account

港元儲蓄賬戶

## 7. Disable dual approval function 關掉雙重審批功能

Dual Approval is a function of the Straight2Bank service which is included for reducing the risk of internal unauthorised transactions. It requires two separate users of the clients (a preparer/maker & an approver) to authorize a transaction. The user creating the request is known as the preparer/maker of the transaction, whereas the user who checks and approves the request is known as the approver. This dual approval function has been activated on Straight2Bank by default. If you wish to disable the dual approval function, please check the box(es) as follow(s). In doing so, you indicate your instruction to disable the dual approval function for your company and acknowledge your acceptance to an increased risk associated, for example, with potential fraud/or financial loss for having the same user creating and approving a transaction singly.

雙重審批是 Straight2Bank 服務的一項功能，用於降低內部未授權交易的風險。它需要客戶的二名獨立用戶(操作人/發起人及批准者)來授權交易。創建請求的用戶稱為交易操作人/發起人，而檢查和批准該請求的用戶稱為批准者。雙重審批功能為 Straight2Bank 的起始設定。如果您希望關掉雙重審批功能，請勾選以下方框。在過程中，你明確指示將貴公司的雙重審批功能關上，並確認您接受增加之相關風險，例讓同一用戶創建和批准交易潛在的欺詐和/或財務損失。

Disable Dual Approval Function for **Payment Service**

關掉**付款服務**中的雙重審批功能

Disable Dual Approval Function for **Direct Debit Collection Service**

關掉**直接支賬收取服務**中的雙重審批功能

### For Bank Use only

|                      |                |                   |  |
|----------------------|----------------|-------------------|--|
| Referral source      | W-in/CCC/DN/RM |                   |  |
| Customer source code |                | CSP name          |  |
| ARM code             |                | CRM code (if any) |  |
| Local ISIC code      |                | Global ISIC code  |  |

# Section I 第一部分

## Account Opening / Straight2Bank “S2B” Set Up Form 開戶申請表

### 8. Approving Signatories/Authorised Persons 獲批准簽署人/獲授權人士

Name of entity (insert FULL legal name exactly as it appears in the constitutional documents)

機構名稱(所填為與組成文件所示相同之法定全名)

Grouping if applicable: Authoriser - Approving group  
Refer to below example section. Please specify in Special Instructions section  
分組(如適用):授權者 - 簽批人群組  
請參閱下面的範例部分。請在特別指示部分註明 \_\_\_\_\_

Grouping if applicable: Authoriser - Approving group  
Refer to below example section. Please specify in Special Instructions section  
分組(如適用):授權者 - 簽批人群組  
請參閱下面的範例部分。請在特別指示部分註明 \_\_\_\_\_

#### Specimen signature 簽署樣本

|   |  |                        |  |
|---|--|------------------------|--|
| Full name<br>全名   |  |                        |  |
| Title/Position<br>職銜/職位   |  |                        |  |
| Nationality<br>國籍   | HKID/<br>Passport No.<br>香港身份證/<br>護照號碼                                |                        |  |
| Office no.<br>辦事處號碼   | ( )  | Mobile no.<br>手機號碼 ( ) |  |
| Email address<br>電郵地址   |  |                        |  |
| Date of birth<br>(dd/mm/yyyy)<br>出生日期<br>(日/月/年)                                  | Country/<br>Region of<br>residence<br>居住國家/<br>地區                      |                        |  |
| Preferred S2B User ID<br>首選 S2B<br>用戶號碼   |  |                        |  |
| Type of Signatories<br>簽署者類型  | Approving Signatories 獲批准簽署人<br>Authorised Persons 獲授權人士               |                        |  |
| <p>I do not wish to receive direct marketing communication#<br/>本人不想接收直接促銷通訊#</p> |  |                        |  |
| Do not set-up the services<br>請勿設立服務  | PhoneBanking 電話銀行<br>Straight2Bank Primary users 設為 Straight2Bank 主要用戶 |                        |  |

#### Specimen signature 簽署樣本

|   |  |                        |  |
|---|--|------------------------|--|
| Full name<br>全名   |  |                        |  |
| Title/Position<br>職銜/職位   |  |                        |  |
| Nationality<br>國籍   | HKID/<br>Passport No.<br>香港身份證/<br>護照號碼                                |                        |  |
| Office no.<br>辦事處號碼   | ( )  | Mobile no.<br>手機號碼 ( ) |  |
| Email address<br>電郵地址   |  |                        |  |
| Date of birth<br>(dd/mm/yyyy)<br>出生日期<br>(日/月/年)                                  | Country/<br>Region of<br>residence<br>居住國家/<br>地區                      |                        |  |
| Preferred S2B User ID<br>首選 S2B<br>用戶號碼   |  |                        |  |
| Type of Signatories<br>簽署者類型  | Approving Signatories 獲批准簽署人<br>Authorised Persons 獲授權人士               |                        |  |
| <p>I do not wish to receive direct marketing communication#<br/>本人不想接收直接促銷通訊#</p> |  |                        |  |
| Do not set-up the services<br>請勿設立服務  | PhoneBanking 電話銀行<br>Straight2Bank Primary users 設為 Straight2Bank 主要用戶 |                        |  |

#### Signing instructions 簽署指示

Signing instructions is applicable to both Approving and Authorised signatories. Please choose one. 簽署指示適用於獲批准簽署人和獲授權人士。請選其一。

Any one to sign 任何一人都可以簽名      Any two to sign 任何兩人都可以簽名      Others 其他

(If you tick "Others", describe the alternative method, see Examples, in the Special Instruction area below) (如果您勾選「其他」，請描述替代方法，請參閱下方特別指示部位內的範例)

|  |  |  |  |
|--|--|--|--|
| Special instructions<br>特別指示   |  |  |  |
| Signature(s) of Approving Signatories to appoint Authorised Persons<br>獲批准簽署人簽名，以任命獲授權人士 |  |  |  |
| Name(s)<br>姓名  |  |  |  |
| Date<br>日期   |  |  |  |
| S.V. / V.I.P.  |  |  |  |

# Section I 第一部分

## Account Opening / Straight2Bank “S2B” Set Up Form 開戶申請表

### **\*(Applicable to sole proprietorship or entity other than limited company):**

- The Bank would not use the personal data of yours (or your representative(s)) for direct marketing that may be provided to the subject applicant without consent from you (or your representative(s)).

未經閣下 (或閣下的代表) 之同意，本行將不會使用閣下 (或閣下的代表) 的個人資料以向本表格內的申請人作出直接促銷。

- Please check the relevant box if you (or your representative(s)) do not consent the Bank to use the data of yours (or your representative(s)) (including any investment profile completed by you (or your representative(s)) before or after this application) for direct marketing that may be provided to the subject applicant as set out in the Bank's "Notice to customers and other individuals relating to the Personal Data (Privacy) Ordinance ("Ordinance") and the Code of Practice on Consumer Credit Data".

如閣下 (或閣下的代表) 不同意本行使用閣下 (或閣下的代表) 之資料 (包括閣下 (或閣下的代表) 於本申請之前或後所填寫的投資取向問卷) 以向本表格內的申請人作出本行「關於《個人資料(私隱)條例》(「條例」)及《個人資料實務守則》致客戶及其他個別人士的通知」中所載列之直接促銷，請於本戶口開戶表格的相關方格內填上剔號。

- If not opted-out, the signature of yours (or your representative(s)) gives consent to the Bank to so use such data as noted above.

若沒有如上表示不同意，閣下 (或閣下的代表) 的簽署，即表明同意本行以上述方式使用該等資料。

### **Examples - Authoriser - Approving group 範例 - 授權者 - 簽批人群組**

**Example 1: Unlimited - 1'A' (Singly). Example 2: Unlimited - 2'A'. Example 3: Up to \$100k - 1'A' + 1'B'; Unlimited - 1'B' + 1'C'.**

範例1:無限 -1「A」(單一)。範例2:無限 -2「A」。範例3: 最高10 萬元 -1「A」+1「B」;無限 -1「B」+1「C」。

**Example 4: Up to \$50k - 1'A' + 1'B'; Up to \$150k - 1'A' + 1'C'; Unlimited - 1'B' + 1'C'.**

範例4:最高5 萬元 -1「A」+1「B」;最高15 萬元 -1「A」+1「C」;無限 -1「B」+1「C」。

**Please indicate approving group for users assigned 'Authoriser' role.**

請列明給使用者指派「授權者」角色的簽批人群組。

### **Bank disclosures 銀行披露**

- As Approving Signatories (AP) or Authorised Persons (AU), you will be given a Straight2Bank account by default to perform online transactions.

作為獲批准簽署人或獲授權人士，您將自行獲得Straight2Bank 賬戶以執行網上交易。

- AP will be provided with (Administrator/Viewer/Operator/Authoriser). AU will be provided with (Viewer/Operator/Authoriser).

獲批准簽署人將被設定為(管理者/檢視者/操作者/授權者)。獲授權人士將被設定為(檢視者/操作者/授權者)。

- For New User, please indicate your preferred User ID (min 3, max 10 characters with no spacing between characters and no symbols).

對於新用戶，請註明您的首選用戶號碼(最少3個字元，最多10個字元，字元之間沒有空格或符號)。

- To make any changes (e.g. user role), please use the Bank's S2B Maintenance Form found on the Bank's website.

若要進行任何變更(例如使用者角色)，請使用載於銀行網站上的銀行S2B 維護表格。

### **User roles definition 使用者角色定義**

| S2B roles S2B角色   | Description 描述  |
|-------------------|---|
| Administrator 管理者 | Has overall administrative management of the account on S2B, including creating, modifying, removing other user roles and their service entitlement, as well as approving the token management for transactions authorisation.<br>對S2B 上的賬戶進行全面管理，包括建立、修改、刪除其它使用者角色及其服務權責，以及針對交易授權批准管理。 |
| Viewer 檢視者        | Can only view the S2B account details and transactions.<br>只能檢視S2B 賬戶的詳細資料和交易。  |
| Operator 操作者      | Can create and operate S2B account, making all types of payment transactions and inquiries<br>可以建立和操作S2B 賬戶，進行各類支付交易和查詢   |
| Authoriser 授權者    | Has the power to authorise or disapprove transactions involving the S2B account.<br>有權授權或不批准涉及S2B 賬戶的交易   |

### **9. Electronic Terms and Conditions QR codes 電子條款與條件二維碼**

I/We request that all relevant terms and conditions and important information documents applicable to this application be provided to me/us in electronic form (including by means of electronic QR code or designated URL). I/We also acknowledge that I/we have downloaded, read and understood all such terms and conditions and important information documents

本人/吾等要求銀行以電子方式(包括以電子二維碼或指定網址的方式)提供予本人/吾等適用於此申請的條款及細則及重要資料文件；本人/吾等亦確認已成功下載、閱讀及明白以上條款及細則及重要資料文件。

#### **English version Terms and Conditions**



[av.sc.com/hk/content/docs/hk-bb-booklet-eng-tnc.pdf](http://av.sc.com/hk/content/docs/hk-bb-booklet-eng-tnc.pdf)

#### **中文版條款及細則**



[av.sc.com/hk/zh/content/docs/hk-bb-booklet-chi-tnc.pdf](http://av.sc.com/hk/zh/content/docs/hk-bb-booklet-chi-tnc.pdf)

# Account Opening Application Form 開戶申請表

## 10. Additional Service 附加服務

Optional Services\* – After considering the Account Opening Form and the risks associated with authorising the relevant persons to operate and have access to the accounts opened by Client with the Bank and the statements and details relevant thereto and to possibly effect transfers to third parties using the relevant service(s), it is in the interests of the Client and the Client intends to apply for and use the following additional service(s) as applied under the Account Opening Form and any product or other services offered by the Bank in relation thereto (collectively “Optional Services”):

可選服務\* – 在考慮開戶表格以及授權相關人員操作和查閱客戶在銀行開立的賬戶，以及相關報表和詳細資料，並可能使用相關服務向第三方進行轉賬的相關風險後，選用附加服務符合客戶的利益，且客戶擬申請並使用開戶表格下的以下可用的附加服務以及銀行提供與其相關的任何產品或其他服務（統稱為「可選服務」）：

### Consolidated Statement<sup>^</sup> 綜合報表<sup>^</sup>

The Client's accounts as specified in the Account Opening Form are hereby approved and authorised to be consolidated into the Consolidated statement (in such format as is from time to time issue by the Bank) provided a request to consolidate any such accounts opened from time to time shall be by way of notice issued to the Bank under the hand of any Signatories.

本行特此批准及授權將開戶表格中指定的客戶賬戶合併到綜合報表中（採用銀行不時發布的格式），祇要簽署人親手以知會的方式向銀行就這等不時開立的賬戶發出合併的要求。

### Phone Banking Services<sup>^</sup> 電話銀行服務<sup>^</sup>

Each Signatory (unless otherwise specified) is authorised to singly access all Client's deposit account(s) applied hereunder through the Phone Banking Services and the Bank is requested and authorised to issue a Business Phone Banking Number and Tele-electronic Identification Number (TIN) to each of the foregoing persons for such account access and use of the Phone Banking Services.

每名簽署人（除非另有規定）均獲授權透過電話銀行服務單獨查閱客戶於本協議項下申請的所有存款賬戶，且本行被要求並獲授權向各以上人士發出商業電話銀行號碼和電話電子識別號碼（TIN），以讓查閱該等賬戶及使用電話銀行服務。

\* This paragraph will only be applicable if any of the checkboxes following is/are ticked.

<sup>^</sup>Tick as applicable.

\* 祇有勾選以下任何方框，本段方適用。

<sup>^</sup>勾選適用方格。

## 11. I6 Endorsement Section I6 簽注部分

### For Bank Use only 銀行專用

|                     |  |       |      |
|---------------------|--|-------|------|
| Verified by<br>核證人  | I6 Requested and<br>approved<br>I6 申請並獲批准                      | Yes 是 | No 否 |
| Name of staff<br>姓名 | I6 Approved<br>by team head<br>with signing<br>I6 負責人批准並<br>簽字 |       |      |

## 12. Deposit insurance scheme 存款保障計劃

Deposit in the Account(s) applied hereunder is (are) deposit(s) qualified for protection under the Deposit Protection Scheme in Hong Kong. However, a time deposit with a tenor exceeding 5 years will NOT be protected under the Scheme.

在此申請的戶口內的存款是符合香港的存款保障計劃保障資格的存款。但年期超過5年的定期存款將不受該計劃保障。

## 13. Payment eAdvice for RTGS, BT and TT 即時支付結算系統 (RTGS)、同一系統轉賬 (BT) 及電匯 (TT) 的付款電子通知書

Going forward, the Bank will only provide e-Advice for RTGS, BT\* and TT transactions. e-Advice service requires pre-registration. The Client must register with the Bank by submitting the payment e-Advice service setup form. Upon successful registration, the Client will receive transaction e-Advice through email.

日後本行將就即時支付結算系統(RTGS)、同一系統轉賬(BT)\*及電匯(TT)支付服務只提供電子通知書。電子通知書服務需要預先註冊。如欲申請電子通知書服務，客戶必須提交電子通知書服務設定表格以向本行登記。成功登記後，客戶將透過電子郵件收到交易通知書。

\*In respect of BT transactions, e-Advice will only be available for debit transactions. No e-Advice will be available for BT credit transactions.

\* 同一系統轉賬的電子通知書服務僅適用於支帳交易。電子通知書服務不適用於同一系統轉賬信用交易。

## 14. Delivery of notification letter / notice of change 發送通知信 / 更改通知

To protect our environment, notification letter / notice of change will be sent to you in an electronic format (“e-notification”) based on your contact information under the Bank's record. If you DO NOT wish to receive e-notification, please tick the below box.

為保護環境，本行日後的通知信/更改通知將以電子形式（「電子通知」）按儲存於本行紀錄之通訊資料發送。如客戶不欲接收電子通知，請在下列方格加「√」。

I/We do not wish to receive notification letter / notice of change in an electronic format.

本人/吾等不想接收以電子形式發送的通知信/更改通知。

# Account Opening Application Form 開戶申請表

## 15. SC WIN

SC WIN is a global proposition that supports Standard Chartered's global commitment to support women-led SMEs by providing access to funding, expertise, and a network of like-minded entrepreneurs. Eligible businesses will be enrolled in the Programme automatically. Automated enrolment comes with benefits such as access to tailored resources, strategic connections, and financial solutions.

SC WIN 是渣打銀行一項全球倡議，旨在支持女性主導的中小企業，透過提供資金、專業知識及志同道合的創業者網絡來協助其發展。符合資格的企業將會自動被納入此計劃。自動被納入計劃可享有一系列福利，包括獲得量身打造的資源、策略性人際網絡，以及財務解決方案。

\*Eligibility criteria for SC WIN:

1. Be incorporated with a valid business registration number.
2. Business Vintage 1 year.
3. Have 51% shareholdings owned by women, or 50% shareholdings owned by a female founder.

SC WIN 的申請資格：

1. 擁有有效的公司註冊號碼。
2. 成立滿一年。
3. 至少 51% 的股權由女性持有，或至少50% 的股權由女性創辦人持有。

I do not wish to be enrolled into SC WIN.

我不希望被納入 SC WIN 計劃

### Section III 第三部分 Declaration 聲明

I/We consent to the Bank contacting my/our representatives at the address, email address and phone numbers I/we have provided (and have procured their consent in that regard), to give me/us information on other products and services that the Bank, its strategic partners, may offer. I/We further consent to the Bank sharing any of my/our information in relation to this application with any of their strategic partners, and have procured my/our representatives' consent in that regard. I/We acknowledge and understand that I/we may withdraw our consent to marketing at any time.

I/We apply to open the above Account(s) with Standard Chartered Bank (Hong Kong) Limited (the "Bank"). The information provided in this form and in any other document(s) provided by me/us to the Bank is true, accurate and complete. The Bank may decline my/our application without providing any reason in which event no contractual relationship will arise between the Bank and me/us. I/We further acknowledge that I/we have received, read and understood the Bank's applicable terms and conditions entered into with the Bank, including the General Banking Terms and Conditions as the same may be updated or amended from time to time and the terms contained in this form and I/we agree to be bound by them in connection with all Accounts opened by me/us with the Bank. I/We further agree to be bound by any additional terms and conditions governing any facilities, products and/or services offered by the Bank as I/we may apply for and/or utilise from time to time.

本人/吾等同意銀行以本人/吾等提供(並已取得其同意)之地址、電郵地址及電話號碼與本人/吾等之代表聯絡,向本人/吾等提供銀行或其策略夥伴可能提供的其他產品及服務資訊。本人/吾等進一步同意銀行與其任何策略夥伴分享本人/吾等有關此申請的任何資料,並已取得本人/吾等之代表在此方面的同意。本人/吾等確認並理解,本人/吾等可以隨時撤回我們對市場營銷服務的同意。

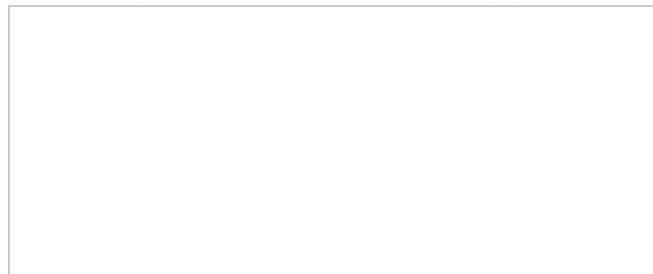
本人/吾等申請在渣打銀行(香港)有限公司(「銀行」)開立上述賬戶。本表格和本人/吾等向銀行呈交的任何其他文件中所提供的資訊均為真實、準確和完整。銀行可在不提供任何理由的情況下拒絕本人/吾等的申請,在此情況下,銀行與本人/吾等之間不會產生任何合約關係。本人/吾等進一步確認,本人/吾等已收到、閱讀並理解與銀行訂立的適用條款與細則,包括一般銀行業務條款與細則,該等條款與細則以及本表格中包含的條款可能會不時更新或修訂,因而本人/吾等同意就本人/吾等在銀行開立的所有賬戶受其約束。本人/吾等進一步同意受銀行為規管銀行所提供的設施、產品及/或服務所設的額外條款與細則約束,因為本人/吾等會不時申請或使用它們。

I/We have read and understood the Bank's applicable terms and conditions entered into with the Bank as the same may be updated or amended from time to time. The latest applicable version of the General Banking Terms and Conditions is available on <https://www.sc.com/hk/business/terms-and-conditions/>.

本人/我等已閱讀及了解與銀行訂立的銀行之適用條款與細則,有關條款與細則可能不時更新或修訂。一般銀行條款與細則的最新適用版本可在<https://www.sc.com/hk/business/terms-and-conditions/>查閱

**Signing with Company Chop 簽名並加蓋公司印章**

If Yes, specimen chop of the company 如果是,請蓋公司印章樣本

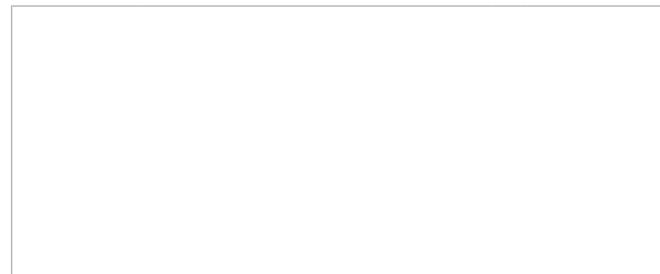


Approving signatories 獲批准簽署人

|                         |  |
|-------------------------|--|
| Full name<br>全名         |  |
| Title/Position<br>職銜/職位 |  |
| Date<br>日期              |  |

**Signing with Company Chop 簽名並加蓋公司印章**

If Yes, specimen chop of the company 如果是,請蓋公司印章樣本



Approving signatories 獲批准簽署人

|                         |  |
|-------------------------|--|
| Full name<br>全名         |  |
| Title/Position<br>職銜/職位 |  |
| Date<br>日期              |  |

S.V. / V.I.P.

## Section III 第三部分 Declaration 聲明

### 16. Other Business Information 其他業務資料

Please check “✓” Yes or No for each of the following questions: 請回答以下問題，並於適當空格填上“✓”號:

| Questions 問題   | Yes 是# | No 否 |
|--|--------|------|
| <p>1. Does the Company/individuals or entities that own or control the Company/directors/ related parties<sup>1</sup> have any direct or indirect exposure/dealings<sup>2</sup> with countries/territories<sup>3</sup> or Sanctioned parties<sup>4</sup> subject to economic sanctions?</p> <p>貴公司/擁有公司控制權之個人或機構/董事/關聯人士<sup>1</sup>是否與受經濟制裁的國家/地區<sup>3</sup>或受制裁人士<sup>4</sup>有任何直接或間接接觸/交易<sup>2</sup>?</p> <p><sup>1</sup>The examples of related parties are beneficial owner, partner, Guarantor, authorised signatory or Power of Attorney etc.<br/>關聯人士的例子有受益人、合伙人、擔保人、獲批准簽署人或授權人士等。</p> <p><sup>2</sup>Direct or indirect exposure (indirect exposure through parent entities or through subsidiaries) or having direct or indirect dealings include business interests or activities (irrespective of the % dealings), customers/suppliers, asset/business ownership, nationality, residency, incorporation or operations.<br/>直接或間接接觸(通過母公司或子公司之間接接觸)或有直接或間接之交易包括業務利益或活動(不論交易百分比)、客戶/供應商、資產/業務擁有權、國籍、居住地、註冊成立或業務營運地。</p> <p><sup>3</sup>The countries/territories subject to economic sanctions are listed in SC Group Sanctions Policy Statement* embedded in this form.<br/>受經濟制裁的國家/地區已列明於本表格內的渣打銀行集團制裁政策聲明中*。</p> <p><sup>4</sup>Sanctioned Parties are defined in SC Group Sanctions Policy Statement* embedded in this form.<br/>受制裁人士的定義已列明於本表格內的渣打銀行集團制裁政策聲明中*。</p> <p>*It is subject to change from time to time without notice and always refer to the latest version through SCB website <a href="https://av.sc.com/hk/content/docs/hk-business-policy-statement.pdf">https://av.sc.com/hk/content/docs/hk-business-policy-statement.pdf</a> for list of sanctioned countries/territories.<br/>制裁政策聲明可能會被不時更改，而不作另行通知，請不時到本行網站參考受制裁國家/地區的最新版本。<br/>(<a href="https://av.sc.com/hk/content/docs/hk-business-policy-statement.pdf">https://av.sc.com/hk/content/docs/hk-business-policy-statement.pdf</a>)</p> <p>#If yes, please specify 如是, 請詳述</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |        |      |