

# BUSINESS ATM CARD APPLICATION FORM

Please complete ALL sections. Indicate NA if not applicable.

## SECTION I. CUSTOMER INFORMATION

**Type of Business:**

- Sole Proprietorship     
  Partnership     
  Club / Society / Association  
 Limited Company     
  Others, please specify: \_\_\_\_\_

Name of Limited Company / Business / Club / Society / Association: \_\_\_\_\_

Company / Business / Society Registration No.: \_\_\_\_\_

**Current Account(s) to be linked with Business ATM Card** (Note: You may link up to 3 accounts under the same company):

Primary Account : \_\_\_\_\_

Secondary Account 1: \_\_\_\_\_

Secondary Account 2: \_\_\_\_\_

**Delivery Options:**     Collect in HSBC Branch      Preferred branch: \_\_\_\_\_

Send to company address by registered mail (Charges apply for overseas delivery.)

## SECTION II. BUSINESS ATM CARD (BAC)

Please complete the following details of the Authorised Delegate(s) (AD). A BAC will be issued to each AD. **For new-to-bank ADs, please provide a copy of your IC.**

**Number of cards required and the accounts you wish to access** (BAC: Maximum of 4 ADs per company):

**1. Authorised Delegate**

Name: \_\_\_\_\_

IC No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Services Required** (Please select any / all preferred):

- Cash Withdrawal .....  
 Local Transfer / Credit Card Payment .....  
 Bill Payment .....  
 Account Balance Enquiry  
 Account Activity Enquiry  
 Statement & Cheque Book Request

**Daily Card Limit** (Maximum of BND4,000):

BND \_\_\_\_\_ \*\*  
 BND \_\_\_\_\_ \*\*  
 BND \_\_\_\_\_ \*\*

Please state to which account(s) this card will be linked:

- Primary Account   
  Secondary Account 1   
  Secondary Account 2

**Preferred Language:**

- English     
  Bahasa Melayu     
  Chinese

Specimen Signature

**2. Authorised Delegate**

Name: \_\_\_\_\_

IC No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Services Required** (Please select any / all preferred):

- Cash Withdrawal .....
- Local Transfer / Credit Card Payment .....
- Bill Payment .....
- Account Balance Enquiry
- Account Activity Enquiry
- Statement & Cheque Book Request

**Daily Card Limit** (Maximum of BND4,000):

BND \_\_\_\_\_ \*\*

BND \_\_\_\_\_ \*\*

BND \_\_\_\_\_ \*\*

Please state to which account(s) this card will be linked:

- Primary Account
- Secondary Account 1
- Secondary Account 2

Preferred Language:

- English
- Bahasa Melayu
- Chinese

*Specimen Signature*

**3. Authorised Delegate**

Name: \_\_\_\_\_

IC No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Services Required** (Please select any / all preferred):

- Cash Withdrawal .....
- Local Transfer / Credit Card Payment .....
- Bill Payment .....
- Account Balance Enquiry
- Account Activity Enquiry
- Statement & Cheque Book Request

**Daily Card Limit** (Maximum of BND4,000):

BND \_\_\_\_\_ \*\*

BND \_\_\_\_\_ \*\*

BND \_\_\_\_\_ \*\*

Please state to which account(s) this card will be linked:

- Primary Account
- Secondary Account 1
- Secondary Account 2

Preferred Language:

- English
- Bahasa Melayu
- Chinese

*Specimen Signature*

**4. Authorised Delegate**

Name: \_\_\_\_\_

IC No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Services Required** (Please select any / all preferred):

- Cash Withdrawal .....
- Local Transfer / Credit Card Payment .....
- Bill Payment .....
- Account Balance Enquiry
- Account Activity Enquiry
- Statement & Cheque Book Request

**Daily Card Limit** (Maximum of BND4,000):

BND \_\_\_\_\_ \*\*

BND \_\_\_\_\_ \*\*

BND \_\_\_\_\_ \*\*

Please state to which account(s) this card will be linked:

- Primary Account
- Secondary Account 1
- Secondary Account 2

Preferred Language:

- English
- Bahasa Melayu
- Chinese

*Specimen Signature*

\*\* Please note that if no amount is stated, the default limit will be set at zero (0).  
Please cancel any unused Authorised Delegate's Profile to prevent tampering / alteration.

### SECTION III. UTILITY BILL PAYMENT (OPTIONAL)

Please fill in this section if you have selected bill payment service for any of your Authorised Delegates. All merchants listed below are accessible to all ADs.

1. Name of Merchant: \_\_\_\_\_ Bill Reference No.: \_\_\_\_\_
2. Name of Merchant: \_\_\_\_\_ Bill Reference No.: \_\_\_\_\_
3. Name of Merchant: \_\_\_\_\_ Bill Reference No.: \_\_\_\_\_
4. Name of Merchant: \_\_\_\_\_ Bill Reference No.: \_\_\_\_\_

**List of Bill Payment Merchants** (Please refer to the HSBC website [www.hsbc.com.bn](http://www.hsbc.com.bn) for the latest list of merchants.):

AIA Co Ltd Premium	HSBC Finance (B) Ltd	Pantai Mentiri Golf Club
Century Travel Centre Sdn Bhd	International School Brunei	Royal Brunei Yacht Club
DSTCom Sdn Bhd	Jerudong International School	TelBru
Great Eastern Life Co Ltd	Kristal-Astro Sdn Bhd	

### SECTION IV. DECLARATION (To be filled up by Sole Proprietor and Partners only.)

1. I / We\* wish to apply for HSBC's Business ATM Card Service (herein referred to as "the BAC Service") and hereby acknowledge that the use of the Services is subject to HSBC's General Terms & Conditions (available at <http://www.hsbc.com.bn>) and such amendments thereto as HSBC shall time to time impose.
2. I / We\* confirm that I / we\* have read, understood and accept all the said Terms & Conditions as attached to this form.

Note:

- For SOLE PROPRIETORSHIP – to be signed by Sole Proprietor.
- For PARTNERSHIP – to be signed by all Partners.

1. Full Name in BLOCK letters: \_\_\_\_\_  
IC No.: \_\_\_\_\_ 

*Signature*
2. Full Name in BLOCK letters: \_\_\_\_\_  
IC No.: \_\_\_\_\_ 

*Signature*
3. Full Name in BLOCK letters: \_\_\_\_\_  
IC No.: \_\_\_\_\_ 

*Signature*
4. Full Name in BLOCK letters: \_\_\_\_\_  
IC No.: \_\_\_\_\_ 

*Signature*

### SECTION V. RESOLUTION FOR BUSINESS ATM CARD

(To be filled up by Limited Company / Club / Association only.)

Name of Limited Company / Club / Society / Association\*: \_\_\_\_\_

Registration No.: \_\_\_\_\_ At a meeting with the Directors / Office Bearers duly held at  
\_\_\_\_\_ on \_\_\_\_\_

The following resolutions were passed:

1. That the Limited Company / Club / Society / Association\* shall subscribe for the HSBC's Business ATM Card Service (herein referred to as "the BAC Service") offered by HSBC Brunei (hereinafter referred to as "the Bank" in relation to the account of the Limited Company / Club / Society / Association\* as specified in the BAC Service Application Form/any subsequent Business ATM Card Amendment Request Form (hereinafter referred to as the "HSBC's BAC Service Account").

2. That the terms set out and the particulars completed in the BAC Service Application Form and the HSBC's Generic Terms and Conditions and Terms and Conditions for Business ATM Card are approved, accepted and adopted in all aspects.
3. That any of the \_\_\_ (please state number of signatories) persons whose names appear below (hereinafter referred to as the "Authorised Signatories") be authorised, on behalf of the Limited Company / Club / Society / Association\* to:
  - i) Sign the Business ATM Card Application Form ("Application Form"); and
  - ii) Sign the HSBC's Business ATM Card Amendment Request Form ("Amendment Request Form").

**Authorised Signatories**

1. Full Name in BLOCK letters: \_\_\_\_\_  
 IC No.: \_\_\_\_\_

Signature

2. Full Name in BLOCK letters: \_\_\_\_\_  
 IC No.: \_\_\_\_\_

Signature

3. Full Name in BLOCK letters: \_\_\_\_\_  
 IC No.: \_\_\_\_\_

Signature

4. That the Bank be instructed to act on and comply with all directions and instructions issued by the number of Authorised Signatories as indicated in (3) above, pertaining to the use of the HSBC's BAC service including terminating the use of the same in accordance with the HSBC's Terms and Conditions for Business ATM Card.
5. That the resolution given herein shall prevail for all transactions or instructions given in relation to the HSBC's BAC Service Account by the Authorised Signatories notwithstanding any conflict between the resolution given herein and those given for the BAC Service Account.
6. That except for the resolutions herein contained, all other existing mandates given in relation to the account(s) of the Limited Company / Club / Society / Association\* held with the Bank shall continue and remain in force.
7. That a copy of any resolution of the Limited Company / Club / Society / Association\*, if purporting to be certified as correct by a Director / Company Secretary / Partner / Committee Member of the Limited Company / Club / Society / Association\* shall be conclusive of the passing of the resolution so certified.
8. That these resolutions be communicated to the Bank and remain in force until an amending resolution shall have been passed by the Limited Company / Club / Society / Association\* and a certified copy thereof shall have been received by the Bank.

Note:

- **For LIMITED COMPANY** – to be signed by the number of Directors as stated in the company's memorandum articles or Association or person authorised by a Board Resolution.
- **For REGISTERED CLUB / SOCIETY / ASSOCIATION** - to be signed by such number of Office Bearers constituting a quorum for meeting of its governing body.

\* Please delete where not applicable.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

WE HEREBY CERTIFY that the foregoing Resolutions were passed by the meeting referred to above, been entered into the Minute Book and signed therein by the Chairman of the Meeting and are in accordance the Memorandum and Articles of Association or equivalent constitutional documents.

Full Name in BLOCK LETTERS

\_\_\_\_\_  
 Chairman of the Meeting

\_\_\_\_\_  
 IC No.: \_\_\_\_\_

Full Name in BLOCK LETTERS

\_\_\_\_\_  
 Director / Office Bearer

\_\_\_\_\_  
 IC No.: \_\_\_\_\_

Full Name in BLOCK LETTERS

Director / Office Bearer

IC No.: \_\_\_\_\_

Full Name in BLOCK LETTERS

Director / Office Bearer

IC No.: \_\_\_\_\_

## SECTION VI. FOR BANK USE ONLY

Customer Details & Signature(s) Verified By: \_\_\_\_\_

Input By: \_\_\_\_\_ Date Received: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date Input: \_\_\_\_\_

## SECTION VII. BUSINESS ATM SERVICE TERMS AND CONDITIONS

The Sole Proprietorship / Partnership / Company / Club / Society / Association (hereinafter referred to as "the Customer"), agrees to be bound by the following terms and conditions governing the use of ATM service made or to be made available by the Bank to the Customer at the Customer's request:

### 1. Authorised Delegates as agents

- 1.1 All Authorised Delegates act as agents of the Customer when using the Services availed to carry out a Transaction. The Customer will ensure that each Authorised Delegate is aware of and complies with these terms and conditions.
- 1.2 The maximum number of Authorised Delegates for the Services shall be determined by the Bank from time to time at its absolute discretion.
- 1.3 That all Authorised Delegates named in the Application Form and any subsequent Amendment Request Form be authorised to request to reset/replace their own Personal Identification Number (PIN) and their access to the BAC Service and that the Bank be instructed to act on and comply with all such requests made by any of the Authorised Delegates. *(Applicable to BAC Services only)*

### 2. Customer's responsibility

- 2.1 The Customer is fully liable for all Transactions processed whether or not they are performed by the Authorised Delegates and regardless of whatever signing arrangement and limit is stipulated on the Customer's Account mandate, and will ensure that the Authorised Delegates adhere to the daily cycle limit defined by the Bank.
- 2.2 If a personal account of an Authorised Delegate is designated as a credit account, the Customer should be aware that amounts could be transferred from the Customer's Account to the aforesaid personal account without the Customer's knowledge beforehand. The Bank assumes no liability in acting on a transfer instruction emanating from the Authorised Delegate and is under no obligation to make any enquiries in relation thereto.

### 3. Customer's obligations

The Customer hereby agrees that:

- 3.1 an ATM Card and / or the ATM-PIN may be sent to the Customer or an Authorised Delegate by registered post and may be regarded by the Bank as having been duly received by the Customer or Authorised Delegate (as the case may be) in good order;
- 3.2 in the event an ATM Card and / or ATM-PIN is to be collected by or on behalf of a Customer and / or Authorised Delegate, delivery of the ATM Card and / or ATM-PIN by the Bank to a person identifying himself as the relevant Authorised Delegate or the person authorised by the Customer to collect the ATM Card and / or ATM-PIN, shall be deemed good delivery to the relevant Authorised Delegate;
- 3.3 the Bank shall not incur any liability to the Customer or the Authorised Delegate or be responsible for any loss or damage whatsoever suffered by the Customer and / or the Authorised Delegate howsoever caused if the ATM Card and / or ATM-PIN is not in fact so received or otherwise in connection with the despatch or delivery of the ATM Card and / or ATM-PIN by registered mail;
- 3.4 the Customer and the Authorised Delegate will safeguard the ATM Card and the Customer will ensure that the ATM-PIN is known only to the relevant Authorised Delegate and will procure that the Authorised Delegate safeguards the ATM-PIN and does not reveal it in any circumstances to any other person;
- 3.5 ATM Cards are not transferable and the Customer will ensure that each ATM Card is used only by the relevant Authorised Delegate;
- 3.6 it will provide the Bank with such documents and information regarding Authorised Delegates, the Customer's Accounts and ATM Cards as the Bank may from time to time request;
- 3.7 it will cooperate fully with the Bank in the event of any investigation or litigation relating to any ATM Card or its use.
- 3.8 The Customer is responsible for providing the correct bill reference number for the purpose of Merchant Bill Payment and the Bank shall not incur any liability to the Customer if the wrong bill reference number is submitted or for any losses or damages incurred.