

BUSINESS INTERNET BANKING AMENDMENT FORM

CUSTOMER INFORMATION

Name of Sole Proprietorship / Partnership / Company / Club / Association / Society*: _____

Primary Account No.: _____

Details of Contact Person:

Name: _____

Mobile Phone No.: _____ Tel. No.: _____ Fax No.: _____

Email address: _____

**Please delete where not applicable*

SECTION A. PASSWORD MATTERS *(The request under Section A must be signed by the User / Delegate)*

- Please send me a NEW password
- My access to BIB service has been blocked (Please reset my access to BIB service)

BIB User ID / Username: _____

I am a Primary User Secondary User

Full name in BLOCK LETTERS of User / Delegate: _____

Signature

SECTION B. COMPANY SET UP

Note: For security reason, the Business Internet Banking (BIB) User ID, Password and Security Device are required to logon to BIB. Please note that the User is required to acknowledge receipt of the Security Device. Otherwise the User is unable to conduct payment/transfer although he/she has been authorised to do so. Payment/transfer limits will be activated within three (3) banking days after our receipt of the relevant Security Device Acknowledgement letter.

<p>Do you wish to subscribe to e-statement? <input type="checkbox"/> Yes <i>Note: If you subscribe to e-Statement, the hardcopy statement(s) for all your Company's account(s) will be discontinued.</i></p> <p>Do you wish to subscribe for AutoPay / Bulk Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Autopull - Please automatically link all accounts to BIB <input type="checkbox"/> Yes <i>Note: By default, all future company accounts will be automatically linked unless stated otherwise.</i></p> <p>Administration Control - Account / BIB User to be set up by <input type="checkbox"/> One Primary User (Single Control) <input type="checkbox"/> Two Primary Users (Dual Control) <i>Note: By default, the BIB services will be set by One Primary User unless stated otherwise. Once you have opted for "Two Primary Users" you CANNOT revert to "One Primary Users"</i></p>	<p>Authorisation Matrix - Transactions to be approved by</p> <ul style="list-style-type: none"> <input type="checkbox"/> One to approve <input type="checkbox"/> One or two within a signature group to approve <input type="checkbox"/> One or two within two signature groups to approve <p><i>Note: By default, all transactions will be set as "one to approve" unless stated otherwise.</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right;">Company Maximum Daily Limit</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Transfer to Non-Designated Payee</td> <td style="text-align: right;">BND _____ *</td> </tr> <tr> <td><input type="checkbox"/> Transfer to Own Account</td> <td style="text-align: right;">BND _____ *</td> </tr> <tr> <td><input type="checkbox"/> Bill Payment</td> <td style="text-align: right;">BND _____ *</td> </tr> <tr> <td><input type="checkbox"/> AutoPay / Bulk Payment</td> <td style="text-align: right;">BND _____ *</td> </tr> <tr> <td><input type="checkbox"/> All Transactions</td> <td style="text-align: right;">BND _____ **</td> </tr> </tbody> </table>		Company Maximum Daily Limit	<input type="checkbox"/> Transfer to Non-Designated Payee	BND _____ *	<input type="checkbox"/> Transfer to Own Account	BND _____ *	<input type="checkbox"/> Bill Payment	BND _____ *	<input type="checkbox"/> AutoPay / Bulk Payment	BND _____ *	<input type="checkbox"/> All Transactions	BND _____ **
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You are recommended to nominate at least one (1) Primary User (PU) for Single Administration Control and at least two (2) Primary Users for Dual Administration Control. PU(s) can also go online to create up to 18 Secondary Users (SU). When a User performs a transfer / payment instruction that is higher than his / her current transaction limit and/or account signatory limit, the payment instruction will be held pending approval by another User(s) whose limit is/(are) adequate and in accordance with Account Control setup for the payment/transfer value.

For control purposes, you are recommended to set PUs with same limits to facilitate approval of administrative changes especially if you have opted for Dual Administration Control. Please complete the following details of the User(s) and indicate the transaction services required as well as the maximum daily limit for each User. Please note that once nominated, the PU will be able to assign access for the company's accounts via the Account Control setup. First four (4) physical Security Device are free of charge. The fifth (5th) and subsequent Security Device(s) are chargeable at BND20 per device.

SECTION C. ACCOUNT MATTERS

Please add / remove the following account(s) for access / to be operated through the HSBC BIB service.

- Add Remove 1. _____
 Add Remove 2. _____
 Add Remove 3. _____
 Add Remove 4. _____

SECTION D. USER AMENDMENT / ADDITION / REMOVAL

Please be reminded you need at least one (1) Primary User (PU) for Single Administration Control and at least two(2) Primary Users for Dual Administration Control. A Primary User must be the authorised signatory of at least one of your accounts with HSBC. A total of 20 Users are allowed. If all Users have already been nominated, at least One User must be removed before any addition can be effected. Please tick boxes where appropriate.

<input type="checkbox"/> Add Primary User <input type="checkbox"/> Remove Primary User	<input type="checkbox"/> Change Primary User's Transaction Unit <input type="checkbox"/> Change Secondary User to Primary User												
Name: _____ Position in Company: _____ New IC No. / Passport# No.: _____ (#mandatory) Date of Birth: _____ Tel. No.: _____ Fax No.: _____ Email Address: _____													
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* Please note that if no amount is stated, the default limit size will be set at "Zero" (0). User with "Zero" limit can only view and prepare payment. The maximum daily limit for 'Transfer to Non-Designated Payee' is BND50,000, 'Transfer to Own Account' is BND200,000, 'Bill payment' is BND30,000 and 'AutoPay' is BND100,000. Secondary User's daily limit must not be higher than any of Primary User's daily limit. If authority is given for the maximum limit as may be specified by HSBC from time to time, please state "Maximum" in space provided. Please note that the Company's Maximum Daily Limit will be defaulted to the highest limit accorded to any of your Users, unless otherwise stated in the Company Setup.

** This refers to the allowed maximum amount to be performed by the company as a whole for all types of transaction. This limit is recommended to be set as the total of your entire daily transaction limit for the various types of transfers.

Note: Please cancel all unused portion(s) in this form to prevent tampering/alteration.

SECTION E. DECLARATION

1. I/We wish to apply for the services indicated in this application form ("Services") and hereby acknowledge that the use of the Services is subject to the HSBC General Terms & Conditions and Business Internet Banking Terms & Conditions for Commercial Banking (available at www.hsbc.com.bn). I/We have read and agree to be bound by the same (including all amendments thereto from time to time).
2. I/We confirm that the information given in this application form is true, complete and not misleading, and authorise the Bank to confirm this from any source the Bank may choose. I/We will furnish such identification and/or supporting documents as may be required by the Bank.
3. I/We acknowledge that I/we remain bound by all transactions effected through the Services whether or not the named users of the Services are the account signatories.
4. I/We acknowledge that if the Bank's Specific Terms & Conditions for Commercial Banking allows for the named users of the Services to instruct the Bank on matters pertaining to their personal identifiers and/or password, then the Bank is authorised to act on such instructions notwithstanding the named user is not an account signatory.

Note:

- For **SOLE PROPRIETORSHIP** – to be signed by Sole Proprietor.
- For **PARTNERSHIP** – to be signed by all Partners.
- For **LIMITED COMPANY** – to be signed by the number of Directors as stated in the company's Memorandum and Articles of Association or person(s) authorised by a Board Resolution.
- For **REGISTERED CLUB / SOCIETY / ASSOCIATION** – to be signed by the Office-Bearer(s) authorised by the governing body resolution.

1. Full Name in BLOCK letters:

IC / Passport No.:

Signature

2. Full Name in BLOCK letters:

IC / Passport No.:

Signature

3. Full Name in BLOCK letters:

IC / Passport No.:

Signature

4. Full Name in BLOCK letters:

IC / Passport No.:

Signature

Company Chop / Stamp (If any)

FOR BANK USE ONLY

Customer Details and Signature(s) Verified By: _____ Date Received: _____ Input By: _____

Account Linked: _____ Approved By: _____

Authorised Delegate(s)

1. User ID / EBN _____ Recommended By: _____

2. User ID / EBN _____

3. User ID / EBN _____ Approved By: _____

4. User ID / EBN _____

Comments / Instructions

Note: If customer selected 'AutoPay / Bulk Payment' as 'Yes', please ensure service bundle at company level is changed to '003'.