



# 商業電子理財服務 - 使用者設定更改表格

## Business eBanking - User Alteration Request Form

客戶號碼 CIF No. \_\_\_\_\_ (銀行專用 For Bank Use Only)

經辦分行 Br. \_\_\_\_\_

日期 Date \_\_\_\_\_

### 請注意 Please note

- 領取用戶名稱/代號/個人密碼指示將寄往公司。  
We will mail the instruction of collecting User ID / Telematic Code / PIN to your office.
- 請以正楷填寫表格。  
Please complete the form in BLOCK LETTERS.
- 如於填寫表格時有任何疑問，歡迎隨時致電本行電子理財服務熱線 (853) 2832 2222 或向開戶分行查詢。  
If you have any problems filling in this form, please call our hotline at (853) 2832 2222 or contact your account opening branch.
- 請將填妥之表格遞交本行任何一間分行 (有關分行地址，請瀏覽 [www.ocbc.com.mo](http://www.ocbc.com.mo))。  
Please send the completed form to one of our branches (For locations, please visit [www.ocbc.com.mo](http://www.ocbc.com.mo)).

## 1 公司資料 Company Information

公司名稱 Company Name ▶ 請以英/葡文填寫 in English / Portuguese

\_\_\_\_\_

公司名稱 Company Name ▶ 請以中文填寫 in Chinese

\_\_\_\_\_

公司電話 Company Tel No.

\_\_\_\_\_

基本賬戶 Primary A/C

\_\_\_\_\_

商業登記證號碼 / 開業申報表編號 Business Registration Certificate / M1 Form

\_\_\_\_\_

公司類別 Company Type

☐ 獨資經營商號 Sole proprietorship ☐ 有限公司 Limited company ☐ 其他 Others \_\_\_\_\_

## 2 使用者資料 User Information

☐ 先生 Mr. ☐ 女士 Ms.

使用者姓名 User Name ▶ 請以英/葡文填寫 in English / Portuguese

\_\_\_\_\_

使用者姓名 User Name ▶ 請以中文填寫 in Chinese

\_\_\_\_\_

☐ 澳門身份證 Macau ID Card ☐ 護照 Passport ☐ 其他 Others

身份證明文件號碼 Identification Document No.

\_\_\_\_\_

主公司電話 1<sup>st</sup> Company Tel No.

\_\_\_\_\_

次公司電話 2<sup>nd</sup> Company Tel No.

\_\_\_\_\_

住宅電話 Home Tel No.

\_\_\_\_\_

流動電話號碼 Mobile Phone No.

\_\_\_\_\_

## 3 使用者類別 User Type ▶ 只可選擇一項 Tick one only

- ☐ 主要使用者 Primary User  
☐ 普通使用者 Secondary User  
☐ 主要及普通使用者 Primary & Secondary User

## 4 更改使用者狀況 Amend User Status

網上理財 Internet Banking

- ☐ 取消 Cancellation  
☐ 暫停 Suspension  
☐ 恢復使用不動戶 Resume Inactive Account

電話理財 Telematic Banking

- ☐ 取消 Cancellation  
☐ 暫停 Suspension  
☐ 恢復使用不動戶 Resume Inactive Account

### 請注意 Please note

使用者所批核之預設指示將仍然有效，如有需要請先自行取消所有預設指示

Forward date transaction(s) which previously approved by the user will still be valid. Please cancel all outstanding transactions(s), if necessary

授權簽署人簽署：

Authorized Signature(s) : \_\_\_\_\_

### 5 重發用戶名稱 / 密碼 Reissue User ID / PIN

網上理財 Internet Banking

☐ 重發用戶名稱及密碼 Reissue User ID & PIN

電話理財 Telematic Banking

☐ 重發代號及密碼 Reissue Code & PIN

☐ 重發密碼 Reissue PIN

### 6 更改服務選項 (普通使用者) Change Service Scope (Secondary User)

網上理財 Internet Banking

**基本服務 Basic Services**

☐ 新增 Add

☐ 取消 Delete

基本服務包括查詢交易指示狀況、賬戶查詢、支票服務、網上申請、利率及匯價查詢、內部轉賬、指定戶口轉賬、外幣及黃金買賣限價指示、定期存款、電子發薪及批發付款服務(如屬新增項目，須填寫電子證書服務申請/更改事項表格)、繳付費用及信用卡賬款等(如屬新增繳付信用卡賬款服務，須填寫第8項。)

Basic Services includes Transaction Status Enquiry, Account Enquiry, Cheque Service, Online Requisition, Rates Enquiry, Internal Transfer, Nominated Account Transfer (NACT), Foreign Currency and Gold Buy / Sell Order and Time Deposit, Payroll Service & Batch Payment Service (For adding service, please fill in eCertificate Service - Company Application / Change Information Form), Bill Payment, Credit Card Payment (For adding Credit Card Payment service, please fill in Section 8.) etc.

**匯款服務 (電匯) Remittance Service (Telegraphic Transfer)**

☐ 新增 Add

☐ 取消 Delete

如屬新增項目，須填寫網上理財服務-電匯範本申請表格。For adding service, please fill in Internet Banking -Telegraphic Transfer Template Application / Alteration Request Form.

**港澳即匯通服務 HK-Macau Instant Remittance Service**

☐ 新增 Add

☐ 取消 Delete

如屬新增項目，須填寫網上理財服務-港澳即匯通範本登記及取消表格。For adding service, please fill in Internet Banking -HK-Macau Instant Remittance Template Registration / Cancellation Request Form.

**投資服務 Investment Service**

☐ 新增 Add

☐ 取消 Delete

如屬新增項目，須於第4項附加閣下之投資賬戶號碼，並填寫股票服務申請/更改表格。For adding service, please add your Investment account number in Section 4 and fill in Securities Service Application Form.

**「過數易」服務 Easy Transfer Service**

☐ 新增 Add

☐ 取消 Delete

如屬新增項目，須提供使用者之流動電話號碼用作收取一次性密碼或填寫使用者設定更改表格。每日轉賬上限為澳門幣壹萬圓正。For adding service, please provide your mobile phone no. for one-time password or fill out User Alteration Request Form The daily transfer limit is MOP10,000.

### 7 更改管理之賬戶 (普通使用者) Change User Account List (Secondary User)

1.	
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete <input type="checkbox"/> 恢復 Resume	賬戶號碼 Account Number <input type="text"/> <div>至 To</div> <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking
2.	
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete <input type="checkbox"/> 恢復 Resume	賬戶號碼 Account Number <input type="text"/> <div>至 To</div> <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking
3.	
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete <input type="checkbox"/> 恢復 Resume	賬戶號碼 Account Number <input type="text"/> <div>至 To</div> <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking
4.	
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete <input type="checkbox"/> 恢復 Resume	信用卡號碼 Credit Card Number <input type="text"/> <div>至 To</div> <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking
5.	
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete <input type="checkbox"/> 恢復 Resume	信用卡號碼 Credit Card Number <input type="text"/> <div>至 To</div> <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking

### 8 更改使用者設定 (普通使用者) Change User Setting (Secondary User)

- ☐ 提供公司所登記之查詢服務 (普通使用者將不能進行任何交易) 及 Grant enquiry service(s) of the company (Secondary User CANNOT execute any transaction) AND
- ☐ 授權使用公司所登記之所有服務選項及賬戶 (普通使用者將不能批核任何交易) Grant all registered service(s) and registered account(s) of the company (Secondary User CANNOT approve any transaction)
- ☐ 授權使用公司所登記之所有服務選項及賬戶並授權予批核權限 Grant all registered service(s) and registered account(s) of the company and grant approval authority

如使用批核權限表請選擇以下其中一組 In case of using Approval Matrix please select one of the following Approval Groups

- ☐ 組別A Group A ☐ 組別B Group B ☐ 組別C Group C

授權簽署人簽署：

Authorized Signature(s) : \_\_\_\_\_

### 9 簽署 Authorised Signature

- 獨資經營商號 - 須由東主簽署 For Sole Proprietor - signed by Sole Proprietor.
- 有限公司 - 須由申請公司所通過的會議記錄所指定的有效授權簽署人簽署 For Limited Company - signed by authorized signers stated in the Certificate of Resolutions of the company.
- 協會 / 會社 / 社團 - 須由申請團體所通過的會議記錄所指定的有效授權簽署人簽署 For Association / Club / Society - signed by authorized signers stated in the Certificate of Resolutions of the association / club / society.

致：華僑銀行（澳門）股份有限公司

- 本人(等) 證實此登記表格資料均屬真確及詳盡，並授權 貴行可向任何方面查證。
- 所有申請均須銀行認可方為有效。

To : OCBC Bank (Macau) Limited

- I / We confirm that the information given in this form is correct and complete and authorize you to confirm this form from any source you may choose.
- All alteration will not be valid unless approved by the Bank.

授權簽署的申請公司 / 協會 / 會社 / 社團代表人 Signed for and on behalf of the applicant company / association / club / society

1. 全名 (請用正楷填寫) Full name in BLOCK letters

職位 Title

授權簽署人簽署 Authorized Signature

✗
S. V.

▶ 簽署須與基本賬戶之簽署式樣相同  
Please use specimen signature of the Primary A/C

2. 全名 (請用正楷填寫) Full name in BLOCK letters

職位 Title

授權簽署人簽署 Authorized Signature

✗
S. V.

▶ 簽署須與基本賬戶之簽署式樣相同  
Please use specimen signature of the Primary A/C

3. 全名 (請用正楷填寫) Full name in BLOCK letters

職位 Title

授權簽署人簽署 Authorized Signature

✗
S. V.

▶ 簽署須與基本賬戶之簽署式樣相同  
Please use specimen signature of the Primary A/C

4. 全名 (請用正楷填寫) Full name in BLOCK letters

職位 Title

授權簽署人簽署 Authorized Signature

✗
S. V.

▶ 簽署須與基本賬戶之簽署式樣相同  
Please use specimen signature of the Primary A/C

5. 全名 (請用正楷填寫) Full name in BLOCK letters

職位 Title

授權簽署人簽署 Authorized Signature

✗
S. V.

▶ 簽署須與基本賬戶之簽署式樣相同  
Please use specimen signature of the Primary A/C

銀行專用 FOR BANK USE ONLY			
Sub by	ID	<input type="checkbox"/> Signer / <input type="checkbox"/> A/C Holder / <input type="checkbox"/> 3rd Party	
Call Back Time & Date	Ext. Line	Call Back Staff	Confirmed with <input type="checkbox"/> A/C Holder <input type="checkbox"/> Signer
BRANCH Prepared by	BRANCH Approved by	CCD Approved by	Input by