



商業電子理財服務 - 公司設定更改表格

Business eBanking - Company Profile 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

- 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)。
Please send the completed form to one of our branches (For locations, please visit 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 取消商業電子理財服務 Cancellation of Business eBanking Services

1. 取消本公司之商業網上理財服務
Cancel Business Internet Banking Services

2. 取消本公司之電話理財服務
Cancel Telematic Banking Services

請注意 Please note

未到期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 will still be valid, please cancel all outstanding transaction(s), if necessary.

3 更改基本賬戶 Change Primary Account

基本賬戶必須為港幣 / 澳門幣往來賬戶、儲蓄賬戶或結單賬戶。而聯絡地址將根據基本賬戶所登記之地址。

Primary Account must be HKD / MOP Current, Savings or Statement Account. Registered address of Primary Account will be used as correspondence address of Business eBanking Services.

請更改本公司之基本賬戶為 Please change the Primary Account _____

4 更改公司賬戶清單 Amendment of Company Account List

登記之賬戶將自動授權予所有使用者 Registered account(s) will be granted to all user(s) of the company by default.

1.	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete	賬戶號碼 Account Number _____	至 To	<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	賬戶號碼 Account Number _____	至 To	<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	賬戶號碼 Account Number _____	至 To	<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	信用卡號碼 Credit Card Number _____	至 To	<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	信用卡號碼 Credit Card Number _____	至 To	<input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking

授權簽署人簽署：

Authorized Signature(s) : _____

5 網上理財服務選項 Internet Banking Service Scope

網上理財 Internet Banking		
基本服務 Basic Services 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、電子發薪及批量付款服務(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.	<input type="checkbox"/> 新增 Add	<input type="checkbox"/> 取消 Delete
匯款服務 (電匯) Remittance Service (Telegraphic Transfer) 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.	<input type="checkbox"/> 新增 Add	<input type="checkbox"/> 取消 Delete
港澳即匯通服務 HK-Macau Instant Remittance Service 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.	<input type="checkbox"/> 新增 Add	<input type="checkbox"/> 取消 Delete
投資服務 Investment Service 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.	<input type="checkbox"/> 新增 Add	<input type="checkbox"/> 取消 Delete
「過數易」服務 Easy Transfer Service 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。每日每收款人轉賬上限為澳門幣伍萬圓正。 For adding service, please provide your mobile phone no. for one-time password or fill out "User Alteration Request Form". The daily transfer limit per beneficiary is MOP50,000.	<input type="checkbox"/> 新增 Add	<input type="checkbox"/> 取消 Delete

6 每日交易限額 Daily Transaction Limit

主要使用者可透過商業網上理財服務，降低有關服務之每日最高限額。

Primary user can reduce the Maximum Daily Transaction Limit of designated service(s) through Business eBanking Services.

服務 Services	預設之每日交易最高限額 Bank Maximum Daily Limit	要求設定的每日最高限額 (不可高於本行之設定) Requested Daily Limit (Not exceeding Bank Maximum Daily Limit)
內部轉賬 Internal Fund Transfer	HKD10,000,000	
指定戶口轉賬 Nominated Account Transfer	HKD1,000,000	
已登記電匯 Registered Telegraphic Transfer	HKD10,000,000 (兩者共用) (Shared)	
已登記港澳即匯通 Registered HK- Macau Instant Remittance	「已登記港澳即匯通」之每次交易最高限額為 HKD500,000 Max. HKD500,000 for each transaction of "Registered HK-Macau Instant Remittance"	
繳付賬單 Bill Payment	HKD100,000	
繳付信用卡賬款 Credit Card Payment	HKD1,000,000	
新做定期存款 Fixed Deposit Placement	無上限 No Limit	
外幣及黃金買賣限價指示 FCY & Gold Buy/ Sell Order	每次交易最高限額為 HKD300,000 Max. HKD300,000 for each transaction	(僅適用於降低交易限額) (Only applicable for reduction)
股票交易 Securities Trading	無每日交易上限，惟每次交易最高限額為 HKD8,000,000 No daily transaction limit, Max. HKD8,000,000 for each transaction	
發薪服務 Payroll Service	HKD2,000,000 (兩者共用) (Shared)	
批量付款服務 Batch Payment Service		
「過數易」轉賬服務 Easy Transfer Service	MOP2,000,000	

授權簽署人簽署：

Authorized Signature(s) : _____

7 指定戶口轉賬付款授權書 Standing Payment Order for Nominated Account Transfer

茲授權 貴行在收到本公司經由商業電子理財發出之指定戶口轉賬指示後，從本授權書所填具之賬戶支取有關款項並轉交至 貴行下列收款人之賬戶。本付款授權書將繼續生效直至另行通知或於下列到期日屆滿為止 (兩者中最早之日期為準)。

Upon receipt of instruction for Nominated Account Transfer transmitted to you through Business eBanking, you are authorized to debit the account mentioned in this standing payment order and make payment to the account of the payee named below with you. This payment order shall have effect until further notice or until the below written expiry date (whichever is earlier).

1.	
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete 指定戶口代號 Nominated A/C Code _____	<div style="text-align: right;"> <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking </div>
付款賬戶 Account No. to be debited	收款賬戶 Account No. to be credited
賬戶號碼 Account Number _____ <input type="checkbox"/> 澳門幣 MOP <input type="checkbox"/> 港幣 HKD <input type="checkbox"/> 其他幣別 Other _____	賬戶號碼 Account Number _____ <input type="checkbox"/> 澳門幣 MOP <input type="checkbox"/> 港幣 HKD <input type="checkbox"/> 其他幣別 Other _____
每次最高限額 Maximum Transaction Limit ▶ 每日交易最高為等值港幣 1,000,000 Not exceeding equivalent to HKD1,000,000 per day	收款賬戶名稱 Name of Account to be credited
到期日 Expiry Date ▶ 日/月/年 DD/MM/YY ____/____/____	收款人參考 Payee's Reference

2.	
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete 指定戶口代號 Nominated A/C Code _____	<div style="text-align: right;"> <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking </div>
付款賬戶 Account No. to be debited	收款賬戶 Account No. to be credited
賬戶號碼 Account Number _____ <input type="checkbox"/> 澳門幣 MOP <input type="checkbox"/> 港幣 HKD <input type="checkbox"/> 其他幣別 Other _____	賬戶號碼 Account Number _____ <input type="checkbox"/> 澳門幣 MOP <input type="checkbox"/> 港幣 HKD <input type="checkbox"/> 其他幣別 Other _____
每次最高限額 Maximum Transaction Limit ▶ 每日交易最高為等值港幣 1,000,000 Not exceeding equivalent to HKD1,000,000 per day	收款賬戶名稱 Name of Account to be credited
到期日 Expiry Date ▶ 日/月/年 DD/MM/YY ____/____/____	收款人參考 Payee's Reference

3.	
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete 指定戶口代號 Nominated A/C Code _____	<div style="text-align: right;"> <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking </div>
付款賬戶 Account No. to be debited	收款賬戶 Account No. to be credited
賬戶號碼 Account Number _____ <input type="checkbox"/> 澳門幣 MOP <input type="checkbox"/> 港幣 HKD <input type="checkbox"/> 其他幣別 Other _____	賬戶號碼 Account Number _____ <input type="checkbox"/> 澳門幣 MOP <input type="checkbox"/> 港幣 HKD <input type="checkbox"/> 其他幣別 Other _____
每次最高限額 Maximum Transaction Limit ▶ 每日交易最高為等值港幣 1,000,000 Not exceeding equivalent to HKD1,000,000 per day	收款賬戶名稱 Name of Account to be credited
到期日 Expiry Date ▶ 日/月/年 DD/MM/YY ____/____/____	收款人參考 Payee's Reference

4.	
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete 指定戶口代號 Nominated A/C Code _____	<div style="text-align: right;"> <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking </div>
付款賬戶 Account No. to be debited	收款賬戶 Account No. to be credited
賬戶號碼 Account Number _____ <input type="checkbox"/> 澳門幣 MOP <input type="checkbox"/> 港幣 HKD <input type="checkbox"/> 其他幣別 Other _____	賬戶號碼 Account Number _____ <input type="checkbox"/> 澳門幣 MOP <input type="checkbox"/> 港幣 HKD <input type="checkbox"/> 其他幣別 Other _____
每次最高限額 Maximum Transaction Limit ▶ 每日交易最高為等值港幣 1,000,000 Not exceeding equivalent to HKD1,000,000 per day	收款賬戶名稱 Name of Account to be credited
到期日 Expiry Date ▶ 日/月/年 DD/MM/YY ____/____/____	收款人參考 Payee's Reference

授權簽署人簽署：

Authorized Signature(s) : _____

8 信用卡轉賬付款授權書 Standing Payment Order for Credit Card Transfer

茲授權 貴行在收到本公司經由商業電子理財發出之轉賬指示後，從本公司已加入電子理財之指定戶口支取有關款項並轉交至 貴行下列信用卡賬戶。本付款授權書將繼續生效直至另行通知為止。
Upon the receipt of instruction for Credit Card Account Transfer transmitted to you through Business eBanking, you are authorized to debit the accounts that had been added to Business eBanking and make payment to the Credit Card account of the payee named below with you. This payment order shall have effect until further notice.

1.			
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete	信用卡號碼 Credit Card Number - - -	<input type="checkbox"/> 澳門幣 MOP <input type="checkbox"/> 港幣 HKD	至 To <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking
信用卡持卡人英 / 葡文姓名 Cardholder Name in Eng / Port. _____		證件號碼 ID Card No. _____	

2.			
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete	信用卡號碼 Credit Card Number - - -	<input type="checkbox"/> 澳門幣 MOP <input type="checkbox"/> 港幣 HKD	至 To <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking
信用卡持卡人英 / 葡文姓名 Cardholder Name in Eng / Port. _____		證件號碼 ID Card No. _____	

3.			
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete	信用卡號碼 Credit Card Number - - -	<input type="checkbox"/> 澳門幣 MOP <input type="checkbox"/> 港幣 HKD	至 To <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking
信用卡持卡人英 / 葡文姓名 Cardholder Name in Eng / Port. _____		證件號碼 ID Card No. _____	

4.			
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 取消 Delete	信用卡號碼 Credit Card Number - - -	<input type="checkbox"/> 澳門幣 MOP <input type="checkbox"/> 港幣 HKD	至 To <input type="checkbox"/> 網上理財 Internet Banking <input type="checkbox"/> 電話理財 Telematic Banking
信用卡持卡人英 / 葡文姓名 Cardholder Name in Eng / Port. _____		證件號碼 ID Card No. _____	

9 網上理財批核權限設定 Internet Banking Approval Authority Setting

本公司於商業網上理財所作出之指示將根據下列之批核權限表設定作出批核。
Instructions submitted through Business Internet Banking Services should be approved according to Approval Matrix as follows.

- 批核權限表為一管理設定，容許客戶將用戶分為不同之批核組別。透過所預先設定之批核限額及不同之組別組合以達致控制交易限額之目的。
Approval Matrix is a control instrument which allows company to assign Secondary User into different groups. Through the interaction of preset limit for each group, the control of transaction limit can be achieved.
- 授權批核的使用者最多可被劃分為 A, B 及 C 三個組別。
"Approver(s)", user(s) whom was / were granted the approval authority, can be classified into Group A, B and C.
- 當使用者所發出之指示超出其獨立批核權限，指示將會與其他使用者以聯合批核形式被批核。
If the instruction exceeds the user's single approval authority, the instruction will be approved by joint approval with other user.
- 所有使用者之最終批核權限乃受本行就個別電子銀行服務之交易項目而訂定之每日最高交易限額所限制，有關每日最高交易限額，請參照第 6 項所列資料。
The final approval authority of all users should be subject to the Daily Transaction Limits of eBanking Services. Please refer to Section 6 for the Daily Transaction Limit.

批核權限表 Approval Matrix	
授權組別 Approval Group	每次交易授權限額 (港幣等值) Transaction Approval Limit (HKD Equivalent)
A	HKD
B	HKD
C	HKD
A + A	HKD
A + B	HKD
A + C	HKD
B + B	HKD
B + C	HKD
C + C	HKD

授權簽署人簽署：
Authorized Signature(s) : _____

10 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

1. 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。
2. 所有申請均須銀行認可方為有效。

To: OCBC Bank (Macau) Limited

1. 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.
2. 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.
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▶ 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.
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▶ 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.
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▶ 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.
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▶ 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
NACT		Credit Card Transfer	
Transfer Code	Authorize / Date	Cardholder Verified <input type="checkbox"/> Same <input type="checkbox"/> Diff.	Inquiry Function Approved by