

Business Internet Banking authorisation change form

Note: Please fill in all text in BLOCK letters.

Addition of new primary user : Complete **Sections 1, 2 and 5**, with the appropriate board resolution **or** mandate
 Addition of new associate applicants : Complete **Sections 1, 3 and 5**, with the appropriate letter of authority **and** board resolution
 Change of primary user authority type : Complete **Sections 1, 4 and 5**, with the appropriate board resolution **or** mandate

Section 1: Main applicant's details

Company name: _____	Official use: DCN
Account number: _____	

Section 2: New primary user (Mandatory information)

Note: Below details are required for application to be processed.

Primary user control

Primary user(s) will have the authority and responsibility for the installation, administration, maintenance, and ongoing use of Business Internet Banking on behalf of the organisation listed above, including authority to: a) appoint secondary users; b) delegate various access and/or control rights to secondary users; c) vary the access and/or control rights and limits that apply to themselves and/or other secondary users.

Important note:

Given the wide powers conferred on your designated primary user(s), please consider appropriate internal controls and measures in the context of the organisation's operating environment. You may refer to our security guide to assist you.

You do not need to include details of your secondary users in this form.

Please print the appropriate board resolution or mandate forms that can be found at hsbc.com.sg/business, complete it accordingly and attach the mandate or board resolution to this form.

Appointed primary user

Full name as in NRIC / Passport (with title Dr / Mr / Ms / Mdm) _____

_____ NRIC / Passport number*: _____

Date of birth: _____ E-mail address: _____

Telephone: (Office) _____ (Mobile phone) _____

Signature _____

Appointed primary user

Full name as in NRIC / Passport (with title Dr / Mr / Ms / Mdm) _____

_____ NRIC / Passport number*: _____

Date of birth: _____ E-mail address: _____

Telephone: (Office) _____ (Mobile phone) _____

Signature _____

* If the appointed primary user is currently not an authorised signatory for banking transactions, copies of the NRIC / Passport of the primary user and his / her signature must be certified by an HSBC branch and forwarded to the Bank with this authorisation change form. Should there be delivery of security devices outside Singapore, please note that courier charges will apply.

NOTE: ALL AMENDMENTS MUST BE COUNTERSIGNED BY ALL AUTHORISED SIGNATORIES AS PER SECTION 5 OF THE AUTHORISATION CHANGE FORM. ALL SIGNATURES MUST MATCH SPECIMEN SIGNATURES IN OUR BANK RECORDS.

Section 3: Addition / Deletion of associate applicants

Official use: DCN

1. Entity name _____ Add
 Entity registration number _____ Delete
2. Entity name _____ Add
 Entity registration number _____ Delete
3. Entity name _____ Add
 Entity registration number _____ Delete
4. Entity name _____ Add
 Entity registration number _____ Delete

Section 4: Change primary user authority type*Please tick one only*

- Change from **Sole** authority to **Dual** authority Change from **Dual** authority to **Sole** authority

Section 5: Declaration by main applicant

Signed for and on behalf of the main applicant by ALL signatories as per clause 2 of the board resolution / mandate submitted with the initial Business Internet Banking application form and clause 3 of the mandate for changing authorised signatories (if applicable).

- | | |
|---|---|
| 1. Full name in BLOCK LETTERS:

Title: _____ | Authorised signature:

Date: _____ |
| 2. Full name in BLOCK LETTERS:

Title: _____ | Authorised signature:

Date: _____ |
| 3. Full name in BLOCK LETTERS:

Title: _____ | Authorised signature:

Date: _____ |
| 4. Full name in BLOCK LETTERS:

Title: _____ | Authorised signature:

Date: _____ |

For official use only

Main applicant	Remarks	Prepared by	Recommended by	Approved by

Please return completed forms and board resolution or mandate to:

Attention: **SD – Electronic Banking Operations**
The Hongkong and Shanghai Banking Corporation Limited
 Robinson Road P O Box 896 Singapore 901746

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