

For assistance, please call our Customer Service Centre on **1800 216 9008** (Singapore) or **(65) 6216 9008** (overseas)

Official use only

Corporate EBN:

Business Internet Banking change maintenance form

Section 1: Main applicant's details

Note: Please fill in all text in BLOCK letters.

Company name: _____	Official use: DCN
Account number (any): _____	

Section 2: Primary user services (Mandatory information)

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

Full name as in NRIC/Passport (with title: Dr/Mr/Ms/Mdm)	NRIC/Passport no.:
Username:	E-mail address:

Please tick the services you require. You may tick more than one option.

<input type="checkbox"/> Reset password* Reference number: _____	<input type="checkbox"/> Delete primary user
<input type="checkbox"/> Issue new Security Device [†]	<input type="checkbox"/> Issue new activation code
<input type="checkbox"/> Subscribe to e-Alerts service Mobile no.: _____	<input type="checkbox"/> Suspend primary user up to ____ day ____ month ____ year
<input type="checkbox"/> Unsubscribe from e-Alerts service	<input type="checkbox"/> Update of mobile no. for e-Alerts service New mobile no.: _____

* Please log-on with your username, click "Forgotten your password?" and complete the password reset process. If you are unable to remember the answers to your password reset questions, you will be given a password reset reference number.
† Please note that replacement costs of S\$10.00 per device (not inclusive of the prevailing GST or costs incurred for delivery outside Singapore) will be debited from your designated subscription fee account.

Full name as in NRIC/Passport (with title: Dr/Mr/Ms/Mdm)	NRIC/Passport no.:
Username:	E-mail address:

Please tick the services you require. You may tick more than one option.

<input type="checkbox"/> Reset password* Reference number: _____	<input type="checkbox"/> Delete primary user
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Section 3: eStatement subscription (Please tick the appropriate box)

Subscribe to eStatement service
 Unsubscribe from eStatement service

Note: If you subscribe for eStatements, the paper statement(s) of account(s) for your Company will be discontinued. You will receive electronic statement(s) of account(s) instead.

Section 4: Change daily authorisation limits

Important note:
By setting a daily authorisation limit, your primary user(s) will be able to freely delegate authorisation limits to other users of Business Internet Banking as long as the limit you have set below is not breached. Please consider appropriate internal controls and measures in the context of your organisation's operating environment. You may refer to our security guide to assist you.

Change daily combined cash authorisation limit to S\$ _____ (Maximum S\$5 million only)

Section 5: Business Internet Banking subscription

Change the subscription account to - -

Section 6: Other service changes (Please tick the appropriate box)

- Suspend Business Internet Banking service Period from ____ day ____ month ____ year
to ____ day ____ month ____ year
- Re-activate Business Internet Banking service (applicable only if the status is currently "suspended") Effective date ____ day ____ month ____ year
- Cancel Business Internet Banking service[‡] Effective date ____ day ____ month ____ year

[‡] Cancellation fee of S\$50 (not inclusive of the prevailing GST) applies if the service is cancelled within six months of registering for Business Internet Banking.

Section 7: Declaration by main applicant

Signed for and on behalf of the main applicant by the number of signatories as per clause 3 of the board resolution or mandate submitted with the initial Business Internet Banking application form.

<p>(1) Full name in BLOCK LETTERS:</p> <p>_____</p> <p>Designation: _____</p>	<p>Authorised signature:</p> <p>_____</p> <p>Date: _____</p>
<p>(2) Full name in BLOCK LETTERS:</p> <p>_____</p> <p>Designation: _____</p>	<p>Authorised signature:</p> <p>_____</p> <p>Date: _____</p>
<p>(3) Full name in BLOCK LETTERS:</p> <p>_____</p> <p>Designation: _____</p>	<p>Authorised signature:</p> <p>_____</p> <p>Date: _____</p>
<p>(4) Full name in BLOCK LETTERS:</p> <p>_____</p> <p>Designation: _____</p>	<p>Authorised signature:</p> <p>_____</p> <p>Date: _____</p>

For official use only:

Main applicant:	Remarks:	Prepared by:	Recommended by:	Approved by:
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Please return completed forms and board resolution or mandate (if applicable) to:

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

**NOTE: ALL AMENDMENTS MUST BE COUNTERSIGNED BY ALL AUTHORISED SIGNATORIES AS PER SECTION 7 OF THE CHANGE MAINTENANCE FORM.
 ALL SIGNATURES MUST MATCH SPECIMEN SIGNATURES IN OUR BANK RECORDS.
 ALL SIGNATURES MUST BE VERIFIED BY AN OFFICER OF AN HSBC BRANCH OR AN INTERNATIONAL BANK.**