



The world's local bank

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

Official use only

Corporate EBN:

### 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

##### 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 [www.hsbc.com.sg](http://www.hsbc.com.sg), 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: \_\_\_\_\_

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: \_\_\_\_\_

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 activation code application form and clause 3 of the Mandate for changing authorised signatories (if applicable).

- 1. Full name in BLOCK LETTERS: \_\_\_\_\_ Authorised signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_
- 2. Full name in BLOCK LETTERS: \_\_\_\_\_ Authorised signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_
- 3. Full name in BLOCK LETTERS: \_\_\_\_\_ Authorised signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_
- 4. Full name in BLOCK LETTERS: \_\_\_\_\_ Authorised signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

**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 to:  
 Attention: **SOC - Electronic Banking Operations**  
**The Hongkong and Shanghai Banking Corporation Limited**  
 Robinson Road P.O. Box 896 Singapore 901746

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