



FOR BANK USE ONLY	
International Customer Number:	Bank Authorized Signature and Stamp

DATE: \_\_\_\_\_

## Application Form for Business Internet Banking, Business ATM Card and SMS Banking - Text Alerts Services

**CUSTOMER INFORMATION**

Registered Name: \_\_\_\_\_

**BUSINESS INTERNET BANKING (BIB) SERVICE** Please tick (✓) and complete the details where applicable.

### Section A: Company Set Up

#### E-Statements

E-statements (up to 3 months prior) will be available for download in BIB. Once subscribed, hard copy statements will no longer be issued. Subscribe to e-statements?  Yes  No

#### Administrator Control Set Up

- Dual Admin Control - Two (2) Primary Users are required to make a change in administrative entitlements.
- Single Admin Control - Only one (1) Primary User is required to make a change in administrative entitlements.
- Please note that if you choose Dual control, you cannot go back to Single control.

#### Account Enrollment

Accounts to be accessed through Business Internet Banking:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

If left blank, all accounts at the time of company enrollment will be linked to your BIB access.

#### Authorization Matrix

BIB Approval Arrangements need not follow signing arrangements specified in the Secretary's Certificate. Please refer to the HSBC e-Channels Guide for the actual setup of signing limits and groups.

- One to approve  One or two within a signature group to approve  One or two within two signature groups to approve

### Section B: User Set Up

A Primary User (PU) must be an Authorized Signatory for the company. At least one PU must be selected for Business Internet Banking (BIB) Services. You are recommended to nominate a minimum of 2 PUs. For control purposes, you are recommended to set PUs with the same limits to facilitate approval of administrative changes, especially if you have opted for Dual Administrative Control. PUs are responsible for maintaining the daily transaction limit of other Users. They are also authorized to assign account access to Users via the Account Control Setup. When a User performs a transfer/payment instruction that is higher than his/her current transaction limit, the payment instruction will be held pending approval by another User(s) whose limit is/are adequate and in accordance with Account Control setup for the payment/transfer value.

Please complete the following details of the User(s) and indicate the transaction services required as well as the maximum daily limit for each User. Users with transaction limits are required to submit a valid ID and proof of residence address.

Please note that if no amount is stated, the Maximum Daily Limit will be set to "Zero" (0).

#### 1. Business Internet Banking User Details

Full Name of Delegate \_\_\_\_\_

User Type  Primary  Secondary

##### Daily Transaction Limits

- | Transaction Category                             | Maximum Daily Limit* |
|--|----------------------|
| <input type="checkbox"/> Input and Enquiry Only  |                      |
| <input type="checkbox"/> Transfer to 3rd party   | [Php _____]          |
| <input type="checkbox"/> Transfer to own account | [Php _____]          |
| <input type="checkbox"/> Bill Payment            | [Php _____]          |
| <input type="checkbox"/> AutoPay/Bulk Payment    | [Php _____]          |

Signature of Delegate (S.V.) \_\_\_\_\_

#### 2. Business Internet Banking User Details

Full Name of Delegate \_\_\_\_\_

User Type  Primary  Secondary

##### Daily Transaction Limits

- | Transaction Category                             | Maximum Daily Limit* |
|--|----------------------|
| <input type="checkbox"/> Input and Enquiry Only  |                      |
| <input type="checkbox"/> Transfer to 3rd party   | [Php _____]          |
| <input type="checkbox"/> Transfer to own account | [Php _____]          |
| <input type="checkbox"/> Bill Payment            | [Php _____]          |
| <input type="checkbox"/> AutoPay/Bulk Payment    | [Php _____]          |

Signature of Delegate (S.V.) \_\_\_\_\_

\*Please note that if no amount is stated, the default limit will be set at "zero" (0). These limits cannot be higher than the Maximum Daily Limit allowed at a system level and specified in the FAQ's under Transfer on our website.



