*To:* **MUFG Bank, Ltd. Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Incorporated in Japan with limited liability)

CMS HK Maintenance Form

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| We, the undersigned as Customer, hereby request your Bank to register the following information in relation to the CMS HK to be provided by your Bank in accordance with the relevant basic agreements entered into between us and your Bank, the Terms and Conditions on Cash Management System Hong Kong and any other terms and conditions and agreements and documents relating thereto. We acknowledge that this application shall be deemed an application for the addition and/or the deletion of CMS HK and/or the Users, and also for single sign on ("SSO") to be utilized by a single authentication user, unless otherwise agreed. |

**[A] Basic Information**

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| **☑ [A-1]Applicant information** |
| **Customer Name** **1-64 alphanumeric characters** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |
| **COMSUITE ID**  |  |  |  |  |  |  |  |  |  |
| **CMS HK ID** | **H** | **K** | **G** |  |  |  |  |  |  |  |

**[**B**] CMS HK Information**

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| 🞏 **[B-1] Service Package**  |
| Information Reporting |  | Payment and Collection |
| 🞏 Add | 🞏 Delete | Account Interest Information |  | 🞏 Add | 🞏 Delete | File Upload |
| 🞏 Add | 🞏 Delete | Export L/C  |  | 🞏 Add | 🞏 Delete | Bulk Payment(HK) |
| 🞏 Add | 🞏 Delete | Consolidated Statement |  | 🞏 Add | 🞏 Delete | Collection(HK) |
|  |  | 🞏 Add | 🞏 Delete | Remittance(HK) |

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| 🞏 **[B-2] Transaction Limit**  |
| Remittance |  |
| Book Transfer to Own | 🞏 Max. Amt. | **H** | **K** | **D** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Book Transfer to Third Party | 🞏 Max. Amt. | **H** | **K** | **D** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Domestic Transfer | 🞏 Max. Amt. | **H** | **K** | **D** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Foreign Remittance | 🞏 Max. Amt. | **H** | **K** | **D** |  |  |  |  |  |  |  |  |  |  |  |  |  |

**!** Max. Amt. equals to HKD 9,999,999,999,999

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| 🞏 **[B-3] Signatory Matrix** |
| **[I] Corporate Admin Functions** - Please indicate the number of **V**erifier (**0-2**), **A**pprover (**0-9**) and **R**eleaser (**0-1**) for each function below. Only user(s) assigned to **Corporate Admin group** can approve the below functions. All functions require at least one approver except "Report Template Configuration", "Template Maintenance", “Upload Profile”and “Beneficiary/Debtor Maintenance”.Below matrix will **replace** your **existing** setting |
| Corporate Admin | V | A | R | Services | V | A | R |
| Custom Schema Maintenance**!** |  |  |  | Beneficiary/Debtor File Upload (HK)**!** |  |  |  |
| Force Release (CFO)**!** |  |  |  | Beneficiary/Debtor Maintenance |  |  |  |
| Notification Setup**!** |  |  |  | Report Template Configuration |  |  |  |
| Signatory Matrix Setup**!** |  |  |  | Template Maintenance |  |  |  |
| Subscriber Maintenance**!** |  |  |  | Upload Profile |  |  |  |
| **!** At least **one approver** is required. Maximum number of approvers = **9** |
| **[II] Payment and Collection Functions** 🞏 Checking this box means you want to **replace** your **existing** signature matrix with below setting |
| Please indicate the number of authoriser(s) required for each signature group and the corresponding limit of approval amount. |
| #Function Type**!** | V | Signature Group | R | Limit of approval amount(HKD) |
| A | B | C | D | E | F |
| 🞏 Add🞏 Delete | Bulk Payment / Collection / Remittance |  |  |  |  |  |  |  |  |  |
| 🞏 Add🞏 Delete | Bulk Payment / Collection / Remittance |  |  |  |  |  |  |  |  |  |
| 🞏 Add🞏 Delete | Bulk Payment / Collection / Remittance |  |  |  |  |  |  |  |  |  |
| 🞏 Add🞏 Delete | Bulk Payment / Collection / Remittance |  |  |  |  |  |  |  |  |  |

**!** You may fill in multiple pages if the number of fields provided is not enough

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| 🞏 **[B-4] Security Group** |
| 1. 🞏 Bulk Payment 🞏 Collection 🞏 Remittance | 🞏 Add | 🞏 Delete |
| 2. 🞏 Bulk Payment 🞏 Collection 🞏 Remittance | 🞏 Add | 🞏 Delete |
| 3. 🞏 Bulk Payment 🞏 Collection 🞏 Remittance | 🞏 Add | 🞏 Delete |

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| 🞏 **[B-5] UFX Schema**  |
| 🞏 Activate/Deactivate **all** UFX schema |
| 1. | 🞏 Activate | 🞏 Deactivate |
| 2. | 🞏 Activate | 🞏 Deactivate |
| 3. | 🞏 Activate | 🞏 Deactivate |

**!** UFX Schema is a file upload conversion tool set by the customer in CMS HK. For details, please refer to the User Manual.

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| 🞏 **[B-6] Primary Contact Information** 🞏 Add 🞏 Amend |
| Name |  |
| Phone number 1 |  |
| Phone number 2 |  |
| Fax |  |
| Email |  |

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| 🞏 **[B-7]Account information** |
| A/C #1 |  | 🞏 Add | 🞏 Delete | A/C #2 |  | 🞏 Add | 🞏 Delete |
| 🞏 Grant to All existing user group🞏 Designated User/User Group**!**: 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞏 Grant to All existing user group🞏 Designated User/User Group**!**: 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Payment and Collection Service | 🞏 Add 🞏 Bulk Payment (HK) 🞏 Collection (HK) 🞏 Remittance (HK) | Payment and Collection Service | 🞏 Add 🞏 Bulk Payment (HK) 🞏 Collection (HK) 🞏 Remittance (HK) |
| A/C #3 |  | 🞏 Add | 🞏 Delete | A/C #4 |  | 🞏 Add | 🞏 Delete |
| 🞏 Grant to All existing user group🞏 Designated User/User Group**!**: 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞏 Grant to All existing user group🞏 Designated User/User Group**!**: 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Payment and Collection Service | 🞏 Add 🞏 Bulk Payment (HK) 🞏 Collection (HK) 🞏 Remittance (HK) | Payment and Collection Service | 🞏 Add 🞏 Bulk Payment (HK) 🞏 Collection (HK) 🞏 Remittance (HK) |
| 🞏 Update **Charge Account** for CMS HK:  |  |

**!** All users who shares the same user group as the designated user will have access right to the account as well

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| 🞏 **[B-8] Upload profile options (For GPH Auto Upload Service only)** |
|  | Skip Value Date checking | Duplicate Reference Check | File split |
| Remittance | 🞏 Yes 🞏 No | 🞏 Yes 🞏 No | 🞏 Batch 🞏 Individual |
| AutoCheque | 🞏 Yes 🞏 No | 🞏 Yes 🞏 No |  |
| Faster Payment | 🞏 Yes 🞏 No | 🞏 Yes 🞏 No |  |

**[C] User Information**

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| 🞏 **[C-1] User information** |
| 🞏 Add User 🞏 Amend User Information 🞏 Password Reset 🞏 Deactivate OTP Token🞏 Re-issue OTP Token 🞏 Cancel applied OTP Token Activation 🞏 Request office for OTP Token Activation 🞏 Release suspended status / Reactivate User ID 🞏 Delete User from CMS HK only 🞏 Delete User from COMSUITE **and** CMS HK |
| OTP Token Serial No  |  |  | **−** |  |  |  |  |  |  |  | **−** |  |  |
| COMSUITE User ID  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| COMSUITE User Name 1-40 alphanumeric characters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CMS HK User IDat least 4 characters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CMS HK User Name (If different from COMSUITE User Name) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OTP Token Type | 🞏 Mobile OTP Token 🞏 Physical OTP Token |
| Mobile Phone |  | Email Address |  |
| 🞏 **[C-2] User Setting** |
| **COMSUITE Setting** |
| User Category |  🞏 Administrator 🞏 User | Email Address |  |
| **CMSHK Setting** |
| Email Address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | or 🞏Same as COMSUITE Email Address |
| Mobile Phone |  | Phone No. |  |
| Restricted Template Maker | 🞏 Yes 🞏 No | Single Access User | 🞏 Yes 🞏 No |
| Daily Approval Limit  |  | Signature Group | 🞏A 🞏B 🞏C 🞏D 🞏E 🞏F |
| Security Group | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 **[C-3] User Group Setting** |
| Default Groups | 🞏 01 🞏 02 🞏 03 🞏 04 🞏 05 🞏 06 🞏 07 🞏 08 🞏 99 🞏 All Default Groups |
| Custom User Groups | 09. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_10. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_12. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Existing User Groups | Add/ Remove | 01. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_02. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 03. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_04. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 05. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 06. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Remarks |  |
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| 🞏 **[C-1] User information** |
| 🞏 Add User 🞏 Amend User Information 🞏 Password Reset 🞏 Deactivate OTP Token🞏 Re-issue OTP Token 🞏 Cancel applied OTP Token Activation 🞏 Request office for OTP Token Activation 🞏 Release suspended status / Reactivate User ID 🞏 Delete User from CMS HK only 🞏 Delete User from COMSUITE **and** CMS HK |
| OTP Token Serial No  |  |  | **−** |  |  |  |  |  |  |  | **−** |  |  |
| COMSUITE User ID  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| COMSUITE User Name 1-40 alphanumeric characters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| CMS HK User IDat least 4 characters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CMS HK User Name (If different from COMSUITE User Name) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OTP Token Type | 🞏 Mobile OTP Token 🞏 Physical OTP Token |
| Mobile Phone |  | Email Address |  |
| 🞏 **[C-2] User Setting** |
| **COMSUITE Setting** |
| User Category |  🞏 Administrator 🞏 User | Email Address |  |
| **CMSHK Setting** |
| Email Address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | or 🞏Same as COMSUITE Email Address |
| Mobile Phone |  | Phone No. |  |
| Restricted Template Maker | 🞏 Yes 🞏 No | Single Access User | 🞏 Yes 🞏 No |
| Daily Approval Limit  |  | Signature Group | 🞏A 🞏B 🞏C 🞏D 🞏E 🞏F |
| Security Group | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 **[C-3] User Group Setting** |
| Default Groups | 🞏 01 🞏 02 🞏 03 🞏 04 🞏 05 🞏 06 🞏 07 🞏 08 🞏 99 🞏 All Default Groups |
| Custom User Groups | 09. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_10. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_12. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Existing User Groups | Add/ Remove | 01. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_02. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 03. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_04. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 05. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 06. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Remarks |  |
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| 🞏 **[C-1] User information** |
| 🞏 Add User 🞏 Amend User Information 🞏 Password Reset 🞏 Deactivate OTP Token🞏 Re-issue OTP Token 🞏 Cancel applied OTP Token Activation 🞏 Request office for OTP Token Activation 🞏 Release suspended status / Reactivate User ID 🞏 Delete User from CMS HK only 🞏 Delete User from COMSUITE **and** CMS HK  |
| OTP Token Serial No  |  |  | **−** |  |  |  |  |  |  |  | **−** |  |  |
| COMSUITE User ID  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| COMSUITE User Name 1-40 alphanumeric characters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CMS HK User IDat least 4 characters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CMS HK User Name (If different from COMSUITE User Name) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OTP Token Type | 🞏 Mobile OTP Token 🞏 Physical OTP Token |
| Mobile Phone |  | Email Address |  |
| 🞏 **[C-2] User Setting** |
| **COMSUITE Setting** |
| User Category |  🞏 Administrator 🞏 User | Email Address |  |
| **CMSHK Setting** |
| Email Address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | or 🞏Same as COMSUITE Email Address |
| Mobile Phone |  | Phone No. |  |
| Restricted Template Maker | 🞏 Yes 🞏 No | Single Access User | 🞏 Yes 🞏 No |
| Daily Approval Limit  |  | Signature Group | 🞏A 🞏B 🞏C 🞏D 🞏E 🞏F |
| Security Group | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 **[C-3] User Group Setting** |
| Default Groups | 🞏 01 🞏 02 🞏 03 🞏 04 🞏 05 🞏 06 🞏 07 🞏 08 🞏 99 🞏 All Default Groups |
| Custom User Groups | 09. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_10. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_12. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Existing User Groups | Add/ Remove | 01. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_02. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 03. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_04. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 05. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 06. 🞏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Remarks |  |
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| 🞏 **[C-4] Account Accessibility for User Group. Name:**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 🞏 **All Information Reporting Functions** | 🞏 **Overview (incl. E-Statement)** |
| **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 Account Interest Information | 🞏 Consolidate Statement |
| **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Add / Remove** 🞏 All CIFs 🞏 Designated CIF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 **All Payment & Collection Functions** | 🞏 **Bulk Payment** |
| **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 **Collection** | 🞏 **Remittance** |
| **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 🞏 **[C-4] Account Accessibility for User Group. Name:**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 🞏 **All Information Reporting Functions** | 🞏 **Overview (incl. E-Statement)** |
| **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 **Cash Pooling** | 🞏 Consolidate Statement |
| **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Add / Remove** 🞏 All CIFs 🞏 Designated CIF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 **All Payment & Collection Functions** | 🞏 **Bulk Payment** |
| **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 **Collection** | 🞏 **Remittance** |
| **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 🞏 **[C-4] Account Accessibility for User Group. Name:**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 🞏 **All Information Reporting Functions** | 🞏 **Overview (incl. E-Statement)** |
| **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 **Cash Pooling** | 🞏 Consolidate Statement |
| **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Add / Remove** 🞏 All CIFs 🞏 Designated CIF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 **All Payment & Collection Functions** | 🞏 **Bulk Payment** |
| **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 **Collection** | 🞏 **Remittance** |
| **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Add / Remove** 🞏 All Accounts 🞏 Designated Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

🞏 **[C-5] Custom User Group Setting (Please fill in the preferred access right below)**

|  | **Customer User Group** |
| --- | --- |
|  | **09** | **10** | **11** | **12** | **13** | **14** |
| User Role  |   |
|   | Viewer  |  |  |  |  |  |  |
|   | Maker  |  |  |  |  |  |  |
|  | Verifier |  |  |  |  |  |  |
|   | Authoriser  |  |  |  |  |  |  |
|  | Releaser |  |  |  |  |  |  |
| Group Details  |  |
|   | Online Data Capture |  |  |  |  |  |  |
|   | File Upload |  |  |  |  |  |  |
|   | Template  |  |  |  |  |  |  |
| Functions Access (Cash) |  |
|   | Information Reporting |  |
|   |   | Overview (incl. E-Statement) |  |  |  |  |  |  |
|   |   | Account Interest Information |  |  |  |  |  |  |
|  |  | Consolidated Statement |  |  |  |  |  |  |
|   |   | Export L/C **(All Companies)** |  |  |  |  |  |  |
|   | Payment and Collection (Online, File Upload and Template)  |  |
|   |   | Bulk payment (HK) |  |  |  |  |  |  |
|   |   | Collection (HK) |  |  |  |  |  |  |
|   |   | Remittance (HK) |  |  |  |  |  |  |
| Functions Access (Admin)  |  |
|   | Corporate Admin |  |
|   |   | User Audit Log |  |  |  |  |  |  |
|   |   | Custom Schema Maintenance |  |  |  |  |  |  |
|   |   | File Simulation |  |  |  |  |  |  |
|   |   | Force Release (CFO) |  |  |  |  |  |  |
|   |   | Notification Setup |  |  |  |  |  |  |
|   |   | Signatory Matrix Setup |  |  |  |  |  |  |
|   |   | Subscriber Maintenance |  |  |  |  |  |  |
|   | Information Reporting |  |
|   |   | Special Reports |  |  |  |  |  |  |
|   | Payment and Collection |  |
|   |   | File Upload |  |  |  |  |  |  |
|   | Reporting |  |
|   |   | Corporate Administration |  |  |  |  |  |  |
|   |   | Corporate Consolidated |  |  |  |  |  |  |
|   |   | Corporate Login |  |  |  |  |  |  |
|   |   | Corporate Non-Financial |  |  |  |  |  |  |
|   |   | Corporate User Login |  |  |  |  |  |  |
|   |   | Corporate User Summary |  |  |  |  |  |  |
|   |   | Transaction Detail Report |  |  |  |  |  |  |
|   | Services (Global) |  |
|   |   | Beneficiary & Debtor Maintenance |  |  |  |  |  |  |
|   |   | Report Template - Account Statement (Custom) |  |  |  |  |  |  |
|   |   | Report Template - Account Statement (Default) |  |  |  |  |  |  |
|   |   | Report Template Configuration |  |  |  |  |  |  |
|   |   | Secured Inbox |  |  |  |  |  |  |
|   |   | Template Maintenance |  |  |  |  |  |  |
|   |   | Upload Profile |  |  |  |  |  |  |
|   | Services (HK) |  |
|   |   | Beneficiary & Debtor Download (HK) |  |  |  |  |  |  |
|   |   | Beneficiary & Debtor File Upload (HK) |  |  |  |  |  |  |
|   |   | Notification of Incoming CHATS |  |  |  |  |  |  |
|   |   | Notification of Inward Remittance |  |  |  |  |  |  |
|   |   | Report Template - AutoCheque Report |  |  |  |  |  |  |
|  |  | Report Template - FPS Report |  |  |  |  |  |  |
|   |   | Report Template - Remittance Report |  |  |  |  |  |  |
|   | Task List |  |
|   |   | Admin Log Inquiry |  |  |  |  |  |  |
|   |   | Cheque Status Inquiry |  |  |  |  |  |  |
|   |   | File Upload Status Inquiry |  |  |  |  |  |  |
|   |   | Task List |  |  |  |  |  |  |
|   |   | Transaction Status Inquiry |  |  |  |  |  |  |

🞏 **[C-6] Notification Setting**

**Please fill in the preferred notification channel(s).**

|  |  |  |  |
| --- | --- | --- | --- |
| **User ID:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 🞏 **Add**  | 🞏 **Delete**  |
|  | **Secured Inbox** | **Email**  | **SMS** | **Amount(HKD)!** |
| **Bank Host Notification** |  |
|  | **Summary#** |  |  |  |  |
| **Event Notification** |  |
|  | **Event Reminder** |  |  |  |  |
| **New Report Generated** |  |  |  |  |
| **Notification of Incoming CHATS** |  |  |  |  |
| **Notification of Inward Remittance** |  |  |  |  |
| **Notification of Export L/C** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **User ID:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 🞏 **Add**  | 🞏 **Delete**  |
|  | **Secured Inbox** | **Email**  | **SMS** | **Amount(HKD)!** |
| **Bank Host Notification** |  |
|  | **Summary#** |  |  |  |  |
| **Event Notification** |  |
|  | **Event Reminder** |  |  |  |  |
| **New Report Generated** |  |  |  |  |
| **Notification of Incoming CHATS** |  |  |  |  |
| **Notification of Inward Remittance** |  |  |  |  |
| **Notification of Export L/C** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **User ID:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 🞏 **Add**  | 🞏 **Delete**  |
|  | **Secured Inbox** | **Email**  | **SMS** | **Amount(HKD)!** |
| **Bank Host Notification** |  |
|  | **Summary#** |  |  |  |  |
| **Event Notification** |  |
|  | **Event Reminder** |  |  |  |  |
| **New Report Generated** |  |  |  |  |
| **Notification of Incoming CHATS** |  |  |  |  |
| **Notification of Inward Remittance** |  |  |  |  |
| **Notification of Export L/C** |  |  |  |  |

# Notification is sent whenever any of the transaction in beneficiary/debtor level has an update for Faster Payment/Faster Payment(Collection)

! Notification is sent if the incoming fund is more than the defined amount.

🞏 **[C-7] AutoCheque Service**

|  |  |
| --- | --- |
| **Customer Name** |  |
| **Contact Person** |  | **Contact Phone No.** |  |

For the purpose of making use of this service, we agreed with the respective terms and conditions of the CMS HK “Funds Transfer” and “AutoCheque” Service.

The Bank is authorised to debit aforesaid account(s) for any handling charges in respect of CMS HK AutoCheque Service in accordance with the rates levied by you.

Under Non-Hong Kong Companies Regulation (Cap.622M), declaration of Place of Incorporation and Liability Status is required for non-Hong Kong companies. Please specify below if declaration is applicable.

 Yes, the declaration^ is needed.

*Place of Incorporation*: Japan Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 No, this regulation is not applicable to our company.

**[D] Customer Authentication**

\* The Bank may, at its sole discretion, delete the authentication user if the Products to be accessed by the authentication user do not exist upon the termination or cancellation of the basic agreements of the Products.

|  |
| --- |
| Remarks: |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Check the page(s) with information provided.Please also fill in # of pages if particular page contains more than **one** page:🞏 All P.1 – P.10 total \_\_\_\_ pages, or**☑** P.1 x 1 🞏 P.2 x \_\_\_ 🞏 P.3 x \_\_\_🞏 P.4 x 1 🞏 P.5 x 1 🞏 P.6 x \_\_\_🞏 P.7 x \_\_\_ 🞏 P.8 x \_\_\_ 🞏 P.9 x \_\_\_🞏 P.10 x \_\_\_ **☑** P.11 x \_\_\_  | (Customer Name) [ ]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Authorized Signatory's Signature/SealIf different from above, please also put the authorized signature/seal for the fees/charges account in the space above. |

**For Bank Use Only**

**Documentation**

|  |  |  |  |
| --- | --- | --- | --- |
| Marketing |  | C/I No.:  | Signature Verification (AHB) |
| Vice President | Officer |  | Checker | Maker |
|  |  | 🢂 | Main: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sub: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

|  |  |
| --- | --- |
| Execution Date: | Execution (AHB) |
| Remarks: | Checker | Maker |
|  |  |  |
|  |

**[Appendix 1] Default User Group Setting (For Reference Only)**

|  | **Default User Group** |
| --- | --- |
|  | **01** | **02** | **03** | **04** | **05** | **06** | **07** | **08** | **99** |
| User Role  |   |
|   | Viewer  |  |  |  | • |  |  | • |  |  |
|   | Maker  | • | • |  |  | • |  |  | • |  |
|   | Authoriser  | • |  | • |  |  | • |  | • |  |
| Group Details  |  |
|   | Online Data Capture |  | • | • | • | • | • | • |  |  |
|   | File Upload |  | • | • |  | • | • |  |  |  |
|   | Template  |  | • | • | • | • | • | • |  |  |
| Functions Access (Cash) |   |
|   | Information Reporting |   |
|   |   | Overview (incl. E-Statement) **(All Accounts)** |  |  |  |  |  |  |  | • |  |
|   |   | Account Interest Information **(All Accounts)** |  |  |  |  |  |  |  | • |  |
|   |   | Export L/C **(All Companies)** |  |  |  |  |  |  |  | • |  |
|  |  | Consolidated Statement |  |  |  |  |  |  |  |  | • |
|   | Payment and Collection (Online, File Upload and Template)  |  |
|   |   | Bulk payment (HK) **(All Accounts)** |  |  |  |  | • | • | • |  |  |
|   |   | Collection (HK) **(All Accounts)** |  |  |  |  | • | • | • |  |  |
|   |   | Remittance (HK) **(All Accounts)** |  | • | • | • |  |  |  |  |  |
| Functions Access (Admin)  |  |
|   | Corporate Admin |  |
|   |   | User Audit Log | • |  |  |  |  |  |  |  |  |
|   |   | Custom Schema Maintenance | • |  |  |  |  |  |  |  |  |
|   |   | File Simulation | • |  |  |  |  |  |  |  |  |
|   |   | Force Release (CFO) | • |  |  |  |  |  |  |  |  |
|   |   | Notification Setup | • |  |  |  |  |  |  |  |  |
|   |   | Signatory Matrix Setup | • |  |  |  |  |  |  |  |  |
|   |   | Subscriber Maintenance | • |  |  |  |  |  |  |  |  |
|   | Information Reporting |   |
|   |   | Special Reports |  |  |  |  |  |  |  | • |  |
|   | Payment and Collection |  |
|   |   | File Upload |  | • |  |  | • |  |  |  |  |
|   | Reporting |   |
|   |   | Corporate Administration | • |  |  |  |  |  |  |  |  |
|   |   | Corporate Consolidated | • |  |  |  |  |  |  |  |  |
|   |   | Corporate Login | • |  |  |  |  |  |  |  |  |
|   |   | Corporate Non-Financial | • |  |  |  |  |  |  |  |  |
|   |   | Corporate User Login | • |  |  |  |  |  |  |  |  |
|   |   | Corporate User Summary | • |  |  |  |  |  |  |  |  |
|   |   | Transaction Detail Report |  | • | • | • | • | • | • |  |  |
|   | Services (Global) |   |
|   |   | Beneficiary & Debtor Maintenance |  | • | • | • | • | • | • |  |  |
|   |   | Report Template - Account Statement (Custom) |  |  |  |  |  |  |  | • |  |
|   |   | Report Template - Account Statement (Default) |  |  |  |  |  |  |  | • |  |
|   |   | Report Template Configuration |  | • | • | • | • | • | • | • |  |
|   |   | Secured Inbox | • | • | • | • | • | • | • | • |  |
|   |   | Template Maintenance |  | • | • | • | • | • | • |  |  |
|   |   | Upload Profile |  | • | • | • | • | • | • |  |  |
|   | Services (HK) |   |
|   |   | Beneficiary & Debtor Download (HK) |  | • | • | • | • | • | • |  |  |
|   |   | Beneficiary & Debtor File Upload (HK) |  | • | • |  | • | • |  |  |  |
|   |   | Notification of Incoming CHATS |  |  |  |  |  |  |  | • |  |
|   |   | Notification of Inward Remittance |  |  |  |  |  |  |  | • |  |
|   |   | Report Template - AutoCheque Report |  |  |  |  | • | • | • |  |  |
|  |  | Report Template - FPS Report |  |  |  |  | • | • | • |  |  |
|   |   | Report Template - Remittance Report |  | • | • | • |  |  |  |  |  |
|   | Task List |   |
|   |   | Admin Log Inquiry | • |  |  |  |  |  |  |  |  |
|   |   | Cheque Status Inquiry |  |  |  |  | • | • | • |  |  |
|   |   | File Upload Status Inquiry |  | • | • | • | • | • | • |  |  |
|   |   | Task List | • | • | • |  | • | • |  | • |  |
|   |   | Transaction Status Inquiry |  | • | • | • | • | • | • |  |  |

|  |
| --- |
| Default Group Name: |
| 01.Corporate Admin | 05.Maker (Bulk payment) |
| 02.Maker (Remittance) | 06.Authoriser (Bulk payment) |
| 03.Authoriser (Remittance) | 07.Viewer (Bulk payment) |
| 04.Viewer (Remittance) | 08.Information Reporting  |
| 99. Consolidated Statement |  |