

## CMS HK Maintenance Form

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

<input checked="" type="checkbox"/> <b>[A-1] Applicant information</b>												
<b>Customer Name</b> 1-64 alphanumeric characters												
<b>COMSUITE ID</b>												
<b>CMS HK ID</b>	H	K	G									

### [B] CMS HK Information

<input type="checkbox"/> <b>[B-1] Service Package</b>												
Information Reporting						Payment and Collection						
<input type="checkbox"/> Add	<input type="checkbox"/> Delete	Cash Pooling				<input type="checkbox"/> Add	<input type="checkbox"/> Delete	File Upload				
<input type="checkbox"/> Add	<input type="checkbox"/> Delete	Export L/C				<input type="checkbox"/> Add	<input type="checkbox"/> Delete	Bulk Payment(HK)				
						<input type="checkbox"/> Add	<input type="checkbox"/> Delete	Collection(HK)				
						<input type="checkbox"/> Add	<input type="checkbox"/> Delete	Remittance(HK)				

<input type="checkbox"/> <b>[B-2] Transaction Limit</b>												
Remittance												
Book Transfer to Own	<input type="checkbox"/> Max. Amt.	H	K	D								
Book Transfer to Third Party	<input type="checkbox"/> Max. Amt.	H	K	D								
Domestic Transfer	<input type="checkbox"/> Max. Amt.	H	K	D								
Foreign Remittance	<input type="checkbox"/> Max. Amt.	H	K	D								

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

**[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		
<input type="checkbox"/> Add <input type="checkbox"/> Delete Bulk Payment / Collection / Remittance									
<input type="checkbox"/> Add <input type="checkbox"/> Delete Bulk Payment / Collection / Remittance									
<input type="checkbox"/> Add <input type="checkbox"/> Delete Bulk Payment / Collection / Remittance									
<input type="checkbox"/> Add <input type="checkbox"/> Delete Bulk Payment / Collection / Remittance									

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

**[B-4] Security Group**

1.	<input type="checkbox"/> Bulk Payment <input type="checkbox"/> Collection <input type="checkbox"/> Remittance	<input type="checkbox"/> Add <input type="checkbox"/> Delete
2.	<input type="checkbox"/> Bulk Payment <input type="checkbox"/> Collection <input type="checkbox"/> Remittance	<input type="checkbox"/> Add <input type="checkbox"/> Delete
3.	<input type="checkbox"/> Bulk Payment <input type="checkbox"/> Collection <input type="checkbox"/> Remittance	<input type="checkbox"/> Add <input type="checkbox"/> Delete

**[B-5] UFX Schema**

Activate/Deactivate **all** UFX schema

1.	<input type="checkbox"/> Activate <input type="checkbox"/> Deactivate
2.	<input type="checkbox"/> Activate <input type="checkbox"/> Deactivate
3.	<input type="checkbox"/> Activate <input type="checkbox"/> Deactivate

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

<input type="checkbox"/> [B-6] Primary Contact Information <span style="float: right;"><input type="checkbox"/> Add <input type="checkbox"/> Amend</span>	
Name	
Phone number 1	
Phone number 2	
Fax	
Email	

<input type="checkbox"/> [B-7] Account information			
A/C #1	<input type="checkbox"/> Add <input type="checkbox"/> Delete	A/C #2	<input type="checkbox"/> Add <input type="checkbox"/> Delete
<input type="checkbox"/> Grant to All existing user group <input type="checkbox"/> Designated User/User Group !: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____		<input type="checkbox"/> Grant to All existing user group <input type="checkbox"/> Designated User/User Group !: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____	
Payment and Collection Service	<input type="checkbox"/> Add <input type="checkbox"/> Bulk Payment (HK) <input type="checkbox"/> Collection (HK) <input type="checkbox"/> Remittance (HK)	Payment and Collection Service	<input type="checkbox"/> Add <input type="checkbox"/> Bulk Payment (HK) <input type="checkbox"/> Collection (HK) <input type="checkbox"/> Remittance (HK)
A/C #3	<input type="checkbox"/> Add <input type="checkbox"/> Delete	A/C #4	<input type="checkbox"/> Add <input type="checkbox"/> Delete
<input type="checkbox"/> Grant to All existing user group <input type="checkbox"/> Designated User/User Group !: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____		<input type="checkbox"/> Grant to All existing user group <input type="checkbox"/> Designated User/User Group !: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____	
Payment and Collection Service	<input type="checkbox"/> Add <input type="checkbox"/> Bulk Payment (HK) <input type="checkbox"/> Collection (HK) <input type="checkbox"/> Remittance (HK)	Payment and Collection Service	<input type="checkbox"/> Add <input type="checkbox"/> Bulk Payment (HK) <input type="checkbox"/> Collection (HK) <input type="checkbox"/> Remittance (HK)
<input type="checkbox"/> Update <b>Charge Account</b> for CMS HK:			

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

<input type="checkbox"/> [B-8] Upload profile options (For GPH Auto Upload Service only)			
	Skip Value Date checking	Duplicate Reference Check	File split
Remittance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Batch <input type="checkbox"/> Individual
AutoCheque	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Faster Payment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## [C] User Information

<input type="checkbox"/> <b>[C-1] User information</b>																			
<input type="checkbox"/> Add User			<input type="checkbox"/> Amend User Information			<input type="checkbox"/> Password Reset			<input type="checkbox"/> Deactivate OTP Token										
<input type="checkbox"/> Re-issue OTP Token			<input type="checkbox"/> Cancel applied OTP Token Activation			<input type="checkbox"/> Release suspended status / Reactivate User ID													
<input type="checkbox"/> Request office for OTP Token Activation			<input type="checkbox"/> Delete User from COMSUIITE <b>and</b> CMS HK																
<input type="checkbox"/> Delete User from CMS HK only																			
OTP Token Serial No		-		-															
COMSUIITE User ID																			
COMSUIITE User Name 1-40 alphanumeric characters																			
CMS HK User ID at least 4 characters																			
CMS HK User Name (If different from COMSUIITE User Name)																			
<input type="checkbox"/> <b>[C-2] User Setting</b>																			
<b>COMSUIITE Setting</b>																			
User Category		<input type="checkbox"/> Administrator		<input type="checkbox"/> User		Email Address													
<b>CMSHK Setting</b>																			
Email Address		_____						or		<input type="checkbox"/> Same as COMSUIITE Email Address									
Mobile Phone				Phone No.															
Restricted Template Maker		<input type="checkbox"/> Yes		<input type="checkbox"/> No		Single Access User		<input type="checkbox"/> Yes		<input type="checkbox"/> No									
Daily Approval Limit				Signature Group		<input type="checkbox"/> A		<input type="checkbox"/> B		<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F									
Security Group		1. _____		2. _____		3. _____		4. _____		5. _____									
<input type="checkbox"/> <b>[C-3] User Group Setting</b>																			
Default Groups		<input type="checkbox"/> 01		<input type="checkbox"/> 02		<input type="checkbox"/> 03		<input type="checkbox"/> 04		<input type="checkbox"/> 05		<input type="checkbox"/> 06		<input type="checkbox"/> 07		<input type="checkbox"/> 08		<input type="checkbox"/> All Default Groups	
Custom User Groups		09. <input type="checkbox"/> _____		10. <input type="checkbox"/> _____		11. <input type="checkbox"/> _____		12. <input type="checkbox"/> _____		13. <input type="checkbox"/> _____		14. <input type="checkbox"/> _____							
Existing User Groups		Add/ Remov		01. <input type="checkbox"/> _____		02. <input type="checkbox"/> _____		03. <input type="checkbox"/> _____		04. <input type="checkbox"/> _____		05. <input type="checkbox"/> _____		06. <input type="checkbox"/> _____					
Remarks																			

<b><input type="checkbox"/> [C-1] User information</b>											
<input type="checkbox"/> Add User			<input type="checkbox"/> Amend User Information			<input type="checkbox"/> Password Reset			<input type="checkbox"/> Deactivate OTP Token		
<input type="checkbox"/> Re-issue OTP Token			<input type="checkbox"/> Cancel applied OTP Token Activation			<input type="checkbox"/> Release suspended status / Reactivate User ID			<input type="checkbox"/> Delete User from COMSUIITE <b>and</b> CMS HK		
<input type="checkbox"/> Request office for OTP Token Activation			<input type="checkbox"/> Delete User from COMSUIITE only								
OTP Token Serial No			-			-					
COMSUIITE User ID											
COMSUIITE User Name 1-40 alphanumeric characters											
CMS HK User ID at least 4 characters											
CMS HK User Name (If different from COMSUIITE User Name)											
<b><input type="checkbox"/> [C-2] User Setting</b>											
<b>COMSUIITE Setting</b>											
User Category			<input type="checkbox"/> Administrator			<input type="checkbox"/> User			Email Address		
<b>CMSHK Setting</b>											
Email Address			_____			or			<input type="checkbox"/> Same as COMSUIITE Email Address		
Mobile Phone						Phone No.					
Restricted Template Maker			<input type="checkbox"/> Yes <input type="checkbox"/> No			Single Access User			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Daily Approval Limit						Signature Group			<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F		
Security Group			1. _____			2. _____			3. _____		
			4. _____			5. _____					
<b><input type="checkbox"/> [C-3] User Group Setting</b>											
Default Groups			<input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08			<input type="checkbox"/> All Default Groups					
Custom User Groups			09. <input type="checkbox"/> _____			10. <input type="checkbox"/> _____			11. <input type="checkbox"/> _____		
			12. <input type="checkbox"/> _____			13. <input type="checkbox"/> _____			14. <input type="checkbox"/> _____		
Existing User Groups		Add/ Remov	01. <input type="checkbox"/> _____			02. <input type="checkbox"/> _____			03. <input type="checkbox"/> _____		
			04. <input type="checkbox"/> _____			05. <input type="checkbox"/> _____			06. <input type="checkbox"/> _____		
Remarks											

<b><input type="checkbox"/> [C-1] User information</b>																													
<input type="checkbox"/> Add User			<input type="checkbox"/> Amend User Information			<input type="checkbox"/> Password Reset			<input type="checkbox"/> Deactivate OTP Token																				
<input type="checkbox"/> Re-issue OTP Token			<input type="checkbox"/> Cancel applied OTP Token Activation			<input type="checkbox"/> Release suspended status / Reactivate User ID																							
<input type="checkbox"/> Request office for OTP Token Activation			<input type="checkbox"/> Delete User from COMSUIE <b>and</b> CMS HK																										
<input type="checkbox"/> Delete User from CMS HK only																													
OTP Token Serial No		-		-																									
COMSUIE User ID																													
COMSUIE User Name																													
1-40 alphanumeric characters																													
CMS HK User ID																													
at least 4 characters																													
CMS HK User Name																													
(If different from COMSUIE User Name)																													
<b><input type="checkbox"/> [C-2] User Setting</b>																													
<b>COMSUIE Setting</b>																													
User Category			<input type="checkbox"/> Administrator			<input type="checkbox"/> User			Email Address																				
<b>CMSHK Setting</b>																													
Email Address			_____						or			<input type="checkbox"/> Same as COMSUIE Email Address																	
Mobile Phone						Phone No.																							
Restricted Template Maker			<input type="checkbox"/> Yes			<input type="checkbox"/> No			Single Access User			<input type="checkbox"/> Yes			<input type="checkbox"/> No														
Daily Approval Limit						Signature Group			<input type="checkbox"/> A			<input type="checkbox"/> B			<input type="checkbox"/> C			<input type="checkbox"/> D			<input type="checkbox"/> E			<input type="checkbox"/> F					
Security Group			1. _____			2. _____			3. _____			4. _____			5. _____														
<b><input type="checkbox"/> [C-3] User Group Setting</b>																													
Default Groups			<input type="checkbox"/> 01			<input type="checkbox"/> 02			<input type="checkbox"/> 03			<input type="checkbox"/> 04			<input type="checkbox"/> 05			<input type="checkbox"/> 06			<input type="checkbox"/> 07			<input type="checkbox"/> 08			<input type="checkbox"/> All Default Groups		
Custom User Groups			09. <input type="checkbox"/> _____			10. <input type="checkbox"/> _____			11. <input type="checkbox"/> _____			12. <input type="checkbox"/> _____			13. <input type="checkbox"/> _____			14. <input type="checkbox"/> _____											
Existing User Groups		Add/ Remov	01. <input type="checkbox"/> _____			02. <input type="checkbox"/> _____			03. <input type="checkbox"/> _____			04. <input type="checkbox"/> _____			05. <input type="checkbox"/> _____			06. <input type="checkbox"/> _____											
Remarks																													

<input type="checkbox"/> [C-4] Account Accessibility for User Group. Name: _____	
<input type="checkbox"/> All <b>Information Reporting</b> Functions	<input type="checkbox"/> Overview
<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____	<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____
<input type="checkbox"/> Cash Pooling	
<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____	
<input type="checkbox"/> All <b>Payment &amp; Collection</b> Functions	<input type="checkbox"/> Bulk Payment
<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____	<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____
<input type="checkbox"/> Collection	<input type="checkbox"/> Remittance
<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____	<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____

<input type="checkbox"/> [C-4] Account Accessibility for User Group. Name: _____	
<input type="checkbox"/> All <b>Information Reporting</b> Functions	<input type="checkbox"/> Overview
<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____	<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____
<input type="checkbox"/> Cash Pooling	
<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____	
<input type="checkbox"/> All <b>Payment &amp; Collection</b> Functions	<input type="checkbox"/> Bulk Payment
<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____	<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____
<input type="checkbox"/> Collection	<input type="checkbox"/> Remittance
<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____	<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____

<input type="checkbox"/> [C-4] Account Accessibility for User Group. Name: _____	
<input type="checkbox"/> All <b>Information Reporting</b> Functions	<input type="checkbox"/> Overview
<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____	<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____
<input type="checkbox"/> Cash Pooling	
<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____	
<input type="checkbox"/> All <b>Payment &amp; Collection</b> Functions	<input type="checkbox"/> Bulk Payment
<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____	<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____
<input type="checkbox"/> Collection	<input type="checkbox"/> Remittance
<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> Designated Account No. _____	<u>Add / Remove</u> <input type="checkbox"/> All Accounts <input type="checkbox"/> 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
<u>User Role</u>							
	Viewer						
	Maker						
	Verifier						
	Authoriser						
	Releaser						
<u>Group Details</u>							
	Online Data Capture						
	File Upload						
	Template						
<u>Functions Access (Cash)</u>							
-	Information Reporting						
	Overview						
	Cash Pooling						
	Export L/C <b>(All Companies)</b>						
-	Payment and Collection (Online, File Upload and Template)						
	Bulk payment (HK)						
	Collection (HK)						
	Remittance (HK)						
<u>Functions Access (Admin)</u>							
-	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						



		Customer User Group					
		09	10	11	12	13	14
-	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:	_____	<input type="checkbox"/> Add		<input type="checkbox"/> Delete	
		Secured Inbox	Email	SMS	Amount(HKD) !
<b>Bank Host Notification</b>					
	Summary <sup>#</sup>				
<b>Event Notification</b>					
	Event Reminder				
	New Report Generated				
	Notification of Incoming CHATS				
	Notification of Inward Remittance				
	Notification of Export L/C				

User ID:	_____	<input type="checkbox"/> Add		<input type="checkbox"/> Delete	
		Secured Inbox	Email	SMS	Amount(HKD) !
<b>Bank Host Notification</b>					
	Summary <sup>#</sup>				
<b>Event Notification</b>					
	Event Reminder				
	New Report Generated				
	Notification of Incoming CHATS				
	Notification of Inward Remittance				
	Notification of Export L/C				

User ID:	_____	<input type="checkbox"/> Add		<input type="checkbox"/> Delete	
		Secured Inbox	Email	SMS	Amount(HKD) !
<b>Bank Host Notification</b>					
	Summary <sup>#</sup>				
<b>Event Notification</b>					
	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

<b>Contact Person</b>		<b>Contact Phone No.</b>	
<b>Currency</b>	<b>Settlement Account</b>	<b>Charges Account</b>	
<b>HKD</b>			
<b>USD</b>			

\* Account for settlement and for charges should be the same currency of the respective transaction type.

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.

^ According to the Place of Incorporation given above, you will receive “**Autocheque Company Logo Acceptance Form (CMSHK-041)**” for confirming the declaration to be shown on AutoCheque.

## [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:

(Customer Name)

[ \_\_\_\_\_ ]

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 \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory's Signature/Seal

If 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	
Vice President	Officer



C/I No.:	Signature Verification (AHB)	
	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
<u>User Role</u>									
	Viewer				•			•	
	Maker	•	•			•			•
	Authoriser	•		•			•		•
<u>Group Details</u>									
	Online Data Capture		•	•	•	•	•	•	
	File Upload		•	•		•	•		
	Template		•	•	•	•	•	•	
<u>Functions Access (Cash)</u>									
-	Information Reporting								
	Overview <b>(All Accounts)</b>								•
	Cash Pooling <b>(All Accounts)</b>								•
	Export L/C <b>(All Companies)</b>								•
-	Payment and Collection (Online, File Upload and Template)								
	Bulk payment (HK) <b>(All Accounts)</b>					•	•	•	
	Collection (HK) <b>(All Accounts)</b>					•	•	•	
	Remittance (HK) <b>(All Accounts)</b>		•	•	•				
<u>Functions Access (Admin)</u>									
-	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	•							

			Default User Group							
			01	02	03	04	05	06	07	08
		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