

**To: The Bank of East Asia, Limited  
United Kingdom ("BEAUK")**

For Bank Use Only	
Cyberbanking Number	

Please complete in BLOCK letters

Company Information				
Name of Company / Firm / Organisation ("the Customer")		Customer No.		
Company Number (if applicable)				
Contact Number				
Company Account Maintenance (apply to all users of the company)				
<input type="checkbox"/> Resume Service	<input type="checkbox"/> Terminate Service	<input type="checkbox"/> Suspend Service		
Change of Company Email Address (A notification will be sent to this email address when there are new webmails in Corporate Cyberbanking.)				
New Company E-mail Address				
Change of Approval Arrangement				
(A number of approvers are required to authorise certain transactions / instructions within the UK Corporate Cyberbanking Services ("the Service"). Please tick on one of the boxes below to select the approval arrangement for the company / firm / organisation.)				
<input type="checkbox"/> One approver is required to authorise up to the Approval Limit as previously given or amended below				
<input type="checkbox"/> Two approvers are required to authorise up to the Approval Limit as previously given or amended below				
Change of Daily Approval Limit (per Company per day)				
Transaction Type	Increase To	Reduce To	Maximum (£)	New Limit (£)
Transfer between Own Account(s)	<input type="checkbox"/>	<input type="checkbox"/>	Unlimited	
Payment to Pre-Registered Payee(s)	<input type="checkbox"/>	<input type="checkbox"/>	GBP100,000*	
*The maximum amount allowed for each payment transaction is £99,999.				
Change of Pre-registered Payee for Domestic Payments* (Only payments to pre-registered account(s) is/are allowed)				
	Payee 1: <input type="checkbox"/> Add <input type="checkbox"/> Delete	Payee 2: <input type="checkbox"/> Add <input type="checkbox"/> Delete	Payee 3: <input type="checkbox"/> Add <input type="checkbox"/> Delete	
Template Name <i>(max. 10 characters)</i>				
Payee Bank				
Sort Code				
Payee in full name <i>(max. 30 characters)</i>				
Account Number				
Payment Reference <i>(max. 30 characters)</i>				
* For payment within BEAUK, debit and credit account must be in the same currency. * For payment to other UK bank(s), only GBP is allowed.				
Addition of User Profile				
Full Name <i>(as in Passport/HKID)</i>	Passport / HKID No.	Role(s)***	User Signature	For Bank Use
				User Cyberbanking Number / PIN Control Code
		<input type="checkbox"/> Enquiry only		
		<input type="checkbox"/> Inputter*		
		<input type="checkbox"/> Approver**		
		<input type="checkbox"/> Enquiry only		
		<input type="checkbox"/> Inputter*		
		<input type="checkbox"/> Approver**		
		<input type="checkbox"/> Enquiry only		
		<input type="checkbox"/> Inputter*		
		<input type="checkbox"/> Approver**		
		<input type="checkbox"/> Enquiry only		
		<input type="checkbox"/> Inputter*		
		<input type="checkbox"/> Approver**		
* Inputter is a user designated and appointed by the Administrator to input the instruction through the Service. ** Approver is a user designated and appointed by the Administrator to authorise the instruction through the Service submitted by the inputter. *** A user can be set up as an Inputter and Approver but they cannot authorise their own input using a single login. For sole users, two separate login IDs will be assigned.				

Change of Existing User Role				
Full Name (as in Passport/HKID)	Passport / HKID No.	New Role(s)***		
		<input type="checkbox"/> Enquiry only	<input type="checkbox"/> Inputter*	<input type="checkbox"/> Approver**
		<input type="checkbox"/> Enquiry only	<input type="checkbox"/> Inputter*	<input type="checkbox"/> Approver**
		<input type="checkbox"/> Enquiry only	<input type="checkbox"/> Inputter*	<input type="checkbox"/> Approver**

\* Inputter is a user designated and appointed by the Administrator to input the instruction through the Service.  
 \*\* Approver is a user designated and appointed by the Administrator to authorise the instruction through the Service submitted by the inputter.  
 \*\*\* A user can be set up as an Inputter and Approver but they cannot authorise their own input using a single login. For sole users, two separate login IDs will be assigned.

User Profile Maintenance				
Full Name (as in Passport/HKID)	Passport / HKID No.	Action		For Bank Use
				User Cyberbanking Number / PIN Control Code
		<input type="checkbox"/> Reset PIN	<input type="checkbox"/> Suspend	
		<input type="checkbox"/> Terminate	<input type="checkbox"/> Resume	
		<input type="checkbox"/> Reset PIN	<input type="checkbox"/> Suspend	
		<input type="checkbox"/> Terminate	<input type="checkbox"/> Resume	

Customer Declaration and Signature			
1. I / We hereby request to amend the above information on behalf of my/our company/firm/organisation in relation to my/our use of your UK Corporate Cyberbanking Service in accordance with the UK Corporate Cyberbanking Service Terms and Conditions as prescribed from time to time. 2. I / We hereby authorise you to execute the instructions of my/our company/firm/organisation through the UK Corporate Cyberbanking Service. 3. I / We acknowledge that it shall be my/our sole responsibility to verify the correctness of the name(s) and/or account number(s) of my/our company's account(s) and third party account(s), and you will not be liable for whatsoever error therein and consequence arising therefrom. 4. I / We confirm that the information given in this form is true and accurate and undertake to notify the BEAUK immediately of any material change to such information.			
Signature			
Name of Administrator			
Date			

Please read the Terms and Conditions before using the UK Corporate Cyberbanking Service and proceed with any instructions/transactions. If you do not understand any point, please ask for further information.

For Bank Use Only									
<input type="checkbox"/> Identity Proof <input type="checkbox"/> Address Proof <input type="checkbox"/> Others _____									
Additional Information									
<input type="checkbox"/> Branch and OBOD Application					<input type="checkbox"/> Postal, Fax, Scanned Application				
T24	Handled By	Checked By	Form Received	ID Verified By	Time	T24 UCB Open	Handled by	Checked by	
Date			Date			Date			
T24 Activate PIN		User 1-PIN Control Code _____			User 2-PIN Control Code _____			User 3-PIN Control Code _____	
		Handled By	Checked By	Handled By	Checked By	Checked By	Checked By		
Date									