



Filling Guide – New Profile Set up & Add New Associate (HSBCnet & H2H)

HSBCTAIWAN GLCM

Jan 2017



PUBLIC

Document List

- Create Profile Owner
 1. E-Channels Application Form
 2. CDA
 3. Taiwan Person Identification / Passport Copy & Pricing Schedule

- Add New Associate (Optional)
 1. E-Channels Letter of Authority
 2. CDA

Create Profile Owner

1.E-Channels Application Form

E-Channels Application Form

Profile Owner*	ABC Company	
E-Channel ID		Profile Bank* HSBC TAIWAN

HOST to HOST

This application form refers to the agreement (the "E-Channel Agreement") entered into by the Profile Owner and the Profile Bank, under which the Profile Owner may use the Profile Bank's electronic banking systems ("E-Channels"). The Profile Owner requests, and the Profile Bank agrees, to provide the products and services as detailed in this form with respect to the accounts and services listed below.

Type of Host-to-Host E-Channel required

Specific Host-to-Host contact required?

Yes

Please choose channel

**For HSBCnet Only customer,
No this page at agreement.
Please move to next page.**

* Indicates Mandatory Fields

Create Profile Owner

1.E-Channels Application Form

E-Channels Application Form

Profile Owner*	ABC Company	
E-Channel ID		Profile Bank* HSBC TAIWAN

HSBCnet

HSBCnet Security

Total Number of Security Devices required

Security Device

System Administration Control

?

For Security Devices one Initial System Administrator must be nominated, as the principal contact, to receive all of the Security Devices. Please ensure that the delivery address and phone number listed for this Initial System Administrator are correct.

Principal Contact

System Administrator

SA1 should input the registered user ID and mandatory info

If Yes is selected, the named System Administrator will be set up on HSBCnet to automatically have access to all accounts and services loaded onto the E-Channel profile (now and in the future), have full administration privileges (including the set up and entitlement for all other users set up on the E-Channel profile)

HSBCnet Username*			
Title (Mr/Ms/etc)*		First Name*	
Last Name*		Mobile/Cell Number*	
Office Telephone*		Date of Birth (DDMMYYYY)	
Email Address*			
Delivery Address*			
Address 1*		Signature Field	SA1 Signature
Address 2*			
Address 3*			
Address 4*			

System Administrator

If Yes is selected, the named System Administrator will be set up on HSBCnet to automatically have access to all accounts and services loaded onto the E-Channel profile (now and in the future), have full administration privileges (including the set up and entitlement for all other users set up on the E-Channel profile)

HSBCnet Username*			
Title (Mr/Ms/etc)*		First Name*	
Last Name*		Mobile/Cell Number*	
Office Telephone*		Date of Birth (DDMMYYYY)	
Email Address*			
Delivery Address*			
Address 1*		Signature Field	SA2 Signature
Address 2*			
Address 3*			
Address 4*			

Delete Add

SA2 should input the registered user ID and mandatory info

Create Profile Owner

1.E-Channels Application Form

E-Channels Application Form

Each System Administrator listed above is authorised by the Profile Owner to:

- give instructions to the Profile Bank in respect of any services accessed via HSBCnet;
- authorise other individuals to give instructions to the Profile Bank on the Profile Owner's behalf in respect of any services accessed via HSBCnet; and/or
- otherwise perform acts under the applicable terms and conditions on the Profile Owner's behalf, subject to any restrictions for that individual which the Profile Bank or the Profile Owner may impose from time to time.

Dual System Administration Control ?

Dual Authority Sole Authority

Currency of Payment Authorisation Limits ?

Currency

Account Level Limits

Account level currency limits

* Indicates Mandatory Fields

Profile Owner*

ABC Company

E-Channel ID

Profile Bank HSBC TAIWAN

Account Details

Account Details

Authority to correct errors: does the Profile Owner authorise the Profile Bank to complete this application form on its behalf and correct any patent errors herein? Yes

Profile Level Products

Please input a/c info and tick service

Accounts to be added to the E-Channel

Bank Name Country Branch Code/ Name / BIC Account Number / Fund Code

Currency Account Owner Entity Name

* Enter the products to be provided in respect of each account added to the E-Channel. Please refer to the Product Key to enter the relevant code.

* Products ACH AI FLU MT MT MT MT MT MT MT MT PP TRF * Others FIN FinACT

Bank Name Country Branch Code/ Name / BIC Account Number / Fund Code

Currency Account Owner Entity Name

* Enter the products to be provided in respect of each account added to the E-Channel. Please refer to the Product Key to enter the relevant code.

* Products ACH AI FLU MT MT MT MT MT MT MT MT PP TRF * Others FIN FinACT

Bank Name Country Branch Code/ Name / BIC Account Number / Fund Code

Currency Account Owner Entity Name

* Enter the products to be provided in respect of each account added to the E-Channel. Please refer to the Product Key to enter the relevant code.

* Products ACH AI FLU MT MT MT MT MT MT MT MT PP TRF * Others FIN FinACT

* Indicates Mandatory Fields

Create Profile Owner

1.E-Channels Application Form

E-Channels Application Form

<p>• Products:</p> <p>ACH - Automated Clearing House Payments CUS Enq - Custody Enquiry FS Enq - Fund Services Enquiry MT 942 - Interim Transaction Report PP - Priority Payments TPD - Times at Placements - BOURSE</p> <p>• Other - (Please insert the service code as applicable, e.g. INS, BEN)</p> <p>BEN - Beneficiary (o) eSec - eSecurity HPE - Historic Payment Enquiry (available in select regions only) MT202 - Bank to Bank Transfer RDC - Remote Deposit Capture SCS-AI - Supplier STP - Straight Through Processing Reporting</p>	<p>AI - Account Information CUS Inst - Custody Instruction MT 101 - Single Customer Credit Transfer (SCORE Only) MT900 - Confirmation of Debt PERf - Performance TPC - Times at Placements - Complex</p> <p>BP - Bill Payment EZ - SEPA Payments INS - Instruction (o) MT758 - SWIFT for Corporates for Trade RF - Receivables Finance SCSB - Supply Chain Solutions Buyer TAX - Tax and Social Security Payments</p>	<p>CBRT - CTLA Bond Report FLU - File Upload MT 103 - Single Customer Credit Transfer MT910 - Confirmation of Credit RPT - Reporting TPD - Times at Placements - OPCVM</p> <p>CLS - Continuous Linked Settlement ORS - One Rate ITS - Internet Trade Services PBEH - Partial Beneficiary RMS - Receivables Management System SCS5 - Supply Chain Solutions Supplier TD - Time Deposit</p>	<p>CUS AS - Custody Asset Servicing PLU - TA Enq - Transfer Agency Enquiry MT 940/930 - Statement Passage MIP - Market Information Product TA Inst - Transfer Agency Instruction TRF - Interaccount Transfers</p> <p>COS - Cheque Outsourcing Service DTE - Guarantees LEX - Lockbox Service PINS - Partial Instruction (o) SCS-AI - Buyer SEC - Securities</p>
---	--	--	---

Create Profile Owner

1.E-Channels Application Form

E-Channels Application Form

Profile Owner	ABC Company	
E-Channel ID		Profile Bank HSBC TAIWAN

Authorisation

By executing this application form, the Profile Owner acknowledges the receipt of and agrees to all of the terms and conditions contained within the E-Channel Agreement.

The Profile Owner certifies that:

- it has taken all necessary action to authorise the entry into and performance of the E-Channel Agreement; and
- the signatories named below have the necessary capacity and authority to enter into the E-Channel Agreement with the Profile Bank on its behalf.

Signature on behalf of you:	<input type="text"/>	Signature on behalf of you:	<input type="text"/>
Full Name of Signatory:	<i>James Bond</i>	Full Name of Signatory:	<input type="text"/>
Title:	<input type="text"/>	Title:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

The Profile Bank (and no other member of the HSBC group) agrees with the Profile Owner that the terms and conditions contained within the E-Channels Agreement shall apply by providing the E-Channels

Signatory seal/chop:		Signatory seal/chop:	<input type="text"/>
----------------------	--	----------------------	----------------------

DBU Clients :
Company Chop, Chops and Signature of Company Representative for DBU Profile

OBU Clients :
Signing Bar and Director's signature for OBU profile

Customer's Seal / Chop

Create Profile Owner

1.E-Channels Application Form

E-Channels Terms and Conditions (no need to sign)

E-Channels Application Form

E-Channels Terms and Conditions (E-Terms) General E-Terms

1 Introduction

1.1 The E-Channels shall be governed by these terms and conditions and the terms and conditions which apply to the Services (the "Service Terms") and which shall replace all previous agreements between the Parties relating to the E-Channels. In the event of any conflict between any applicable terms, the following order of priority shall apply:

- the applicable Country Conditions;
- any Supplementary E-Terms;
- the General E-Terms; and
- any Service Terms.

1.2 The E-Terms may be entered into by the execution of copies of the relevant Application Form, all of which form one document.

1.3 References to the singular include the plural and vice versa headings are included for convenience only and do not constitute interpretation.

2 Definitions

- Application Form means any form in which the User agrees to the provision of an E-Channel by the Profile Owner.
- Authorised Person means a person that the Profile Owner has authorised (either alone or in combination with Instructions and/or otherwise perform acts on) the Profile Owner's behalf.
- Country Conditions means, for each relevant jurisdiction, the specific terms which supplement and/or amend the General E-Terms.
- E-Channel means the Group's electronic banking service.
- E-Terms means the General E-Terms, any applicable Supplementary E-Terms and any applicable Country Conditions.
- General E-Terms means these terms and conditions.
- Group means HSBC Holdings plc, its subsidiary companies, corporate, associated entities and undertakings of their branches.
- Infrastructure Provider means any third party providing market infrastructure necessary for a Party to fulfil its obligations under the E-Terms including any clearing, settlement or payment system, or its correspondent bank.
- Instruction means any communication which the Profile Owner provides to the Profile Bank via an E-Channel which has or may have been provided by an Authorised Person.
- Loss means any loss, damages, liability, costs, and expenses of any kind whether or not foreseen.
- Party means the Profile Owner or the Profile Bank.
- Profile Bank means the member of the Group which provides the Profile Owner with an E-Channel.
- Profile Owner means the party provided with an E-Channel by the Profile Bank.
- Security Measures means the measures required to ensure the security of an E-Channel as may be provided to the Profile Owner from time to time.
- Services means any banking or related service accessed via an E-Channel.
- Supplementary E-Terms means any terms and conditions which relate to a particular E-Channel service and which supplement the General E-Terms.

3 Instructions

3.1 The Profile Owner agrees to provide Instructions to the Profile Bank as advised to it to use from time to time, and shall not be obliged to act on an Instruction provided

3.2 The Profile Bank is entitled to rely on and it is not obliged to query any Instruction and the Profile Bank may treat all Instructions received as valid. The Profile Bank may decline or fail to act on an Instruction where it doubts its legality, origination or authorisation.

3.3 The Parties agree to comply with the Security Measures. The Profile Owner shall establish, maintain and review its own appropriate internal security measures for its

E-Channels Application Form

Security Measures

This document sets out the security measures for any electronic banking systems ("E-Channels") provided by any member of the HSBC group (the "Profile Bank") to its customers (the "Profile Owner").

Profile Bank Security Measures

1 The Profile Bank shall employ measures to deny access by unauthorised external parties to the environment in which its internet service operates.

2 The Profile Bank shall ensure that its systems are strictly controlled including having business continuity plans.

Profile Owner Security Measures

- The Profile Owner shall only access E-Channels using the authentication method prescribed by the Profile Bank.
- The Profile Owner shall ensure that all of the users it authorises to use any E-Channels ("Users") keep their security credentials (password, memorable answer, security answers, smart card PIN, Security Device PIN or any other security credential required to access E-Channels, as applicable) secure and secret at all times and not facilitate any unauthorised use of these credentials. In particular, the Profile Owner shall not share its security credentials or access of an E-Channel with any third party and the Profile Owner shall ensure that users always remove smartcards from readers when they're not accessing an E-Channel.
- The Profile Owner shall notify the Profile Bank promptly if any security devices are lost or stolen.
- The Profile Owner shall:
 - promptly take appropriate action to protect any User's profile if it has any suspicion that such User's credentials have been in full or part compromised in any way;
 - review recent activity on its accounts and User profiles if it suspects any User's credentials have been compromised and inform the Profile Bank promptly of any discrepancies; and
 - regularly review its account and Users' profile activity to ensure that there are no irregularities and report any discrepancies promptly to the Profile Bank.
- The Profile Owner shall promptly suspend the use of the E-Channels by any User if such User leaves the Profile Owner's organisation or where there is any concern about the conduct of that User or their entitlements. The Profile Owner shall ensure that the security credentials or devices of any User (which are issued to and specific to the individual User) are not transferred to another User or shared with another User, even in the event of that User being on leave or leaving the Profile Owner's organisation.
- The Profile Owner shall ensure that individuals do not maintain more than one username or set of security credentials.
- The Profile Owner shall inform the Profile Bank within seven days of dispatch of a physical security token or PIN by the Profile Bank that it has not received the package sent, provided that the Profile Owner is made aware of the dispatch.
- The Profile Owner shall return any security devices to the Profile Bank promptly if requested by the Profile Bank.
- The Profile Owner shall review its internal security measures on a regular basis to ensure protection remains up to date and in line with regulatory and industry best practice guidance. These should include, but not be limited to, malware protection, network restrictions, physical access restrictions, remote access restrictions, computer security settings, monitoring of improper usage.
- The Profile Owner shall have internal procedures which include guidance on acceptable web browser and email usage.
- The Profile Owner shall have processes in place to prevent users being socially engineered or acting on fraudulent communications. This is to prevent business email compromise and similar schemes where a fraudster sends an email impersonating someone known to the authorised user for an E-Channel and seeking to change an address or bank account number where payments are to be sent. Such processes should include, for example, where communications are received by users seemingly from known senders (including, but not limited to, senior management, suppliers and vendors) the authenticity of those communications are independently verified (through a means other than email).
- If any E-Channel is accessed by a User via a mobile device, the Profile Owner shall require that the User:
 - does not leave the mobile phone unattended after logging on to any E-Channels;
 - clicks the "Logout" button when the User is finished with accessing any E-Channels; and
 - enables the mobile device's automatic pass code lock feature.

Document Number: GF-3000-161212-EN. HSBC

Document Number: GF-3000-161212-EN. HSBC Bank plc © All rights reserved.

HSBC 
Document ID: 2017-01-16 14:56:07 eCKM v2.1

PUBLIC

Create Profile Owner

2.CDA (E-Channel Profile Owner)

▪ Certificate of Due Authorisation for an E-Channel Profile Owner

For execution of the E-Channels Application Form and initial appointment of authorised persons.

E-Channel(s)
Certificate Of Due Authorisation
 of ABC Company (Profile company name Company")

I/We HEREBY CERTIFY that the following resolutions were passed on 2017/01/12 (date) at a meeting of the Board of Directors of the Company / by way of written resolutions signed by all the Directors of the Company:

- the E-Channels Application Form (the "Agreement") of which this certificate forms part be approved;
- the person(s) whose name(s) and signature(s) appearing in the Authorisation section of the Agreement be authorised to sign the Agreement for and on behalf of the Company;
- any one of the following persons be authorised to act solely.
 OR,
 any two of the following persons be authorised to act jointly.

to give, and to also appoint/remove such other person(s) to give, instructions to the Profile Bank and any member of the HSBC Group (collectively "Banks" and each a "Bank") in respect of all matters in connection with the Agreement, including, without limitation, all matters regarding the E-Channel(s) referred to in the Agreement, the signing up for new E-Channel(s) and all other matters regarding such new E-Channel(s) and to amend, add/delete any Accounts and Services in any one or more jurisdictions to/from any E-Channel for and on behalf of the Company:

any person mentioned in paragraph 2 above;
 any Director of the Company;
 Name: _____ Specimen Signature: _____
 Name: _____ Specimen Signature: _____
 any authorised signatory of any account of the Company maintained any Bank;

- details of these resolutions be communicated to such Banks as shall be appropriate and remain in force until an amending resolution shall have been passed by the Company's Board of Directors and a certified copy thereof shall have been received by such Banks as shall be appropriate (or such other written confirmation as required by them);

and that details of the foregoing resolutions have been recorded in the Minutes and/or entered into the Minute Book of the Company and signed therein by the Chairman of the Meeting/Company Secretary/all the Directors and are in accordance with the applicable constitutional documents of the Company and such applicable laws and regulations (if any).

Expressions used in this certificate have the same meaning as corresponding expressions in the Agreement unless otherwise specified.

Director: **ABC** (red box) Secretary: **詹姆斯** (red box) *James Bond*
 Date: **有限公司** (red box) Certified by the Company Secretary: _____

Note:

- Only if permitted under the M&A and/or the applicable laws.
- The person(s) authorized under paragraphs 2 and 3 above shall be signatories of one or more account(s) of the Company maintained with a Bank.
- Please tick either one only.
- Please place a tick in one or more () as shall be applicable. This option is not acceptable in India.
- Australia: 2 Directors or 1 Director + the Chairman of the Board of Directors; China: The Chairman of the Board of Directors; Hong Kong: The Chairman of the Board of Directors; India: The Chairman of the Board of Directors; Japan: The Chairman of the Board of Directors; Legal Representative must also sign.
- Bangladesh: any person(s) authorized by the Board of Directors; All other countries: (a) Chairman of the meeting; (b) Any Director to sign if above resolutions were passed by written resolutions signed by all the Directors.
- Additional certification by the Company Secretary is also required if the Bank is HSBC in Malaysia.

DBU Clients :
 Company Chop, Chops and Signature of Company Representative for DBU Profile

OBU Clients :
 Signing Bar and Director's signature for OBU profile

Create Profile Owner

3.Taiwan Person Identification / Passport Copy

Please provide SAs' ID/ Passport Copy

▶ Systems Administrator 1

身分證影本 正面黏貼處
身分證影本 反面黏貼處
(請浮貼於上方黏貼處)

▶ Systems Administrator 2

身分證影本 正面黏貼處
身分證影本 反面黏貼處
(請浮貼於上方黏貼處)

▶ Systems Administrator 3

身分證影本 正面黏貼處
身分證影本 反面黏貼處
(請浮貼於上方黏貼處)

▶ Systems Administrator 4

身分證影本 正面黏貼處
身分證影本 反面黏貼處
(請浮貼於上方黏貼處)

Signature of Relationship Manager :

Create Profile Owner

3.Pricing Schedule

For Bank Use Only: Customer ID

► Pricing Schedule

► HSBNet

▪ Payment Account for HSBNet Service Fees /Advising/Alert

Please specify the account(s) that you wish the Bank to first debit to settle the following fees relating to HSBNet and any other fees as shall be advised by the Bank from time to time.

▪ Account Details^{*1}

Country
 Bank name
 Account Number Currency

▪ Pricing Table for HSBNet

Charging Items	Fees (please specify the currency and amount)
Initial set-up fee	<input type="text"/>
Basic monthly service fee	<input type="text"/>
Inclusive of:	
<input type="checkbox"/> User(s)	<input type="checkbox"/> Smart Card(s)
<input type="checkbox"/> Chargeable Account(s)	<input type="checkbox"/> Smart Card Reader(s)
<input type="checkbox"/> Security Device(s)	
Monthly service fee for additional User(s)	<input type="text"/> Per User
Monthly service fee for additional Chargeable Account(s)	<input type="text"/> Per Account
Fee for addition / replacement of Security Device(s)	<input type="text"/> TWD500/USD17 Per Device
Fee for addition / replacement of Smart Card(s)	<input type="text"/> TWD2,000/USD70 Per Card
Fee for addition / replacement of Smart Card Reader(s)	<input type="text"/> TWD1,000/USD35 Per Reader
Fee for addition / replacement of Smart Card Package(s)	<input type="text"/> TWD2,500/USD85 Per Package

▪ Pricing Table for Advice

Charging Items Fees (please specify the currency and amount)

Advice Service – Transactional Fees

Email advice Per advice
 Fax advice Per page of advice
 SMS advice Per advice

Advising – Exceptional Handling Fees^{*2}

Exceptional handling and manual processing Per advice

Note:

1. If not specified, the Bank will first debit the same payment account(s) as specified for settling HSBNet service fees, to settle the fees relating to Advising Service.
2. This is subject to out-of-pocket expenses including IDD, telecommunication costs and postage.

Add New Associate

2.CDA

Certificate of Due Authorisation for an Account Holder¹

For execution of the E-Channels Letter of Authority and initial appointment of authorised persons.

E-Channel(s) ²

Certificate Of Due Authorisation³

of _____ ("Company")⁴

Associate Name

I/We HEREBY CERTIFY that the following resolutions were passed on date at a meeting of the Board of Directors of the Company/ by way of written resolutions signed by all the Directors of the Company:

1. the letter of authority ("Letter of Authority") which relates to the agreement between ABC Company ("Profile Owner") and HSBC TAIWAN ("Bank") dated _____ for the provision of e-Channels and services by HSBC to the Profile Owner (the "Agreement") of which this certificate forms part be approved;
2. the person(s) whose name(s) and signature(s) appearing in the Letter of Authority and on behalf of the Company;

Profile Name

3. any one of the following persons be authorised to act solely.
OR.
 any two of the following persons be authorised to act jointly.

to, for and on behalf of the Company, give, and to also appoint/remove such other persons(s) to give, instructions to HSBC in respect of all matters relating to the Letter of Authority including, without limitation, to amend, add/delete any accounts and services of the Company in any one or more jurisdictions to/from any e-Channel set up by the Profile Owner under the Agreement:-

* any person mentioned in paragraph 2 above;

any director of the Company;

Name: _____ Specimen Signature: _____
Name: _____ Specimen Signature: _____

any authorised signatory of any account of the Company maintained with a HSBC bank;

4. details of these resolutions be communicated to the Bank as shall be appropriate and remain in force until an amending resolution shall have been passed by the Company's Board of Directors and a certified copy thereof shall have been received by the Bank (or such other written confirmation as required by the Bank);

and that details of the foregoing resolutions have been recorded in the Minutes and/or entered into the Minute Book of the Company and signed therein by the Chairman of the Meeting/Corporate Secretary/all the Directors and are in accordance with the applicable constitutional documents of the Company and such applicable laws and regulations, if any.

Expressions used in this certificate have the same meaning as corresponding expressions in the Agreement and the Letter of Authority as applicable unless otherwise specified.

Director(s) and / or Corporate Secretary⁵,

Certified by the Company Secretary⁶,

Date,

Note:

1. Only if permitted under the M&A and/or the applicable laws.
2. The person(s) authorised under paragraph 2 and 3 shall be authorised to sign any document maintained with a HSBC bank.
3. Please tick either one only.
4. Please place a tick in one or more () as shall be authority to basically do any act and sign any document.
5. This option is not acceptable in India.
6. Australia: 2 Directors or 1 Director + the Company Secretary;
China: The Chairman of the Board of Directors + the Company Secretary;
Legal Representative must also sign.
Bangladesh: any person(s) authorized by the Articles of Association;
All other countries: (a) Chairman of the meeting;
(b) Any director to sign if above is not available.
7. Additional certification by the Company Secretary

DBU Clients :
Company Chop, Chops and Signature of Company Representative for DBU Profile

OBU Clients :
Signing Bar and Director's signature for OBU profile