

**CORPORATE ATM CARD SERVICES MAINTENANCE / CANCELLATION FORM**  
**企業提款卡服務更改 / 取消申請表**

To: DBS Bank (Hong Kong) Limited – SME Banking Branch  
 致: 星展銀行 (香港) 有限公司 – 中小企業銀行分行

Date 日期	Day 日 / Month 月 / Year 年

Notes 附註:

1. "The Bank" means DBS Bank (Hong Kong) Limited and its successors and assigns.  
 "本行" 指星展銀行 (香港) 有限公司及其繼承人及受讓人。
2. Please complete this form in BLOCK LETTERS.  
 請以英文正楷填寫。
3. Please tick where applicable.  
 請在適當地方加上剔號。
4. Upon completion of this form, please submit the form to any one of our SME Banking Branches.  
 填妥此申請表後, 請遞交至任何一間星展中小企業銀行分行。

<b>Company Name</b> 公司名稱		
<b>Certificate of Registration/Business Registration No.</b> 公司註冊/商業登記號碼		
<b>Cardholder's Name</b> 持卡人姓名		
<b>Card Number</b> 卡號碼		
<b>HKID/Passport No.</b> 香港身份證 / 護照號碼		
<b>A. Amend Account(s) Linked to Corporate ATM Card 更改企業提款卡附加戶口</b>		
Account(s) in the same name to be added / deleted (A maximum of 2 HKD accounts can be added per Card) 附加 / 刪除之同名港幣戶口 (每張卡最多可附加 2 個戶口)	<input type="checkbox"/> Add 附加 <input type="checkbox"/> Delete 刪除	Associated Account(s) 附加戶口
	<input type="checkbox"/> Add 附加 <input type="checkbox"/> Delete 刪除	
	<input type="checkbox"/> Add 附加 <input type="checkbox"/> Delete 刪除	
<b>B. Card Replacement 補發新卡</b>		
Reason for Card Replacement 補發新卡原因	<input type="checkbox"/> Card Damaged/Inoperable 原卡損壞/失效 <input type="checkbox"/> Card Lost/Stolen – Date and Time 卡遺失/被竊 – 日期及時間: _____ <input type="checkbox"/> PIN Lost/Forgotten/Inoperable 密碼遺失 / 遺忘 / 失效 <input type="checkbox"/> Card Not Received 未能收到卡 <input type="checkbox"/> Card Captured by ATM & destroyed 卡被扣置於自動櫃員機內並毀壞 <input type="checkbox"/> Other (please specify) 其他原因 (請詳細說明): _____	
<b>PIN Acknowledgement (if necessary) 確認收妥密碼 (如適用)</b>		S.V.
Sequence No. 密碼編號: _____ I acknowledge receipt of the PIN 本人確認收妥密碼: _____		
<b>C. Reactivate / Terminate Corporate ATM Card 重新啟動 / 終止企業提款卡</b>		
Reactivate / Terminate Corporate ATM Card 重新啟動 / 終止企業提款卡	<input type="checkbox"/> The above Corporate ATM Card has previously been reported lost but has now been located. Please reactivate the above Corporate ATM Card. 上述曾經報失之企業提款卡, 現已尋回, 請取消該企業提款卡之停用指示。 <input type="checkbox"/> Please cancel the above Corporate ATM Card. 請取消上述之企業提款卡。	
<b>D. Amend Transaction Limits of Corporate ATM Card Account 更改企業提款卡戶口交易限額</b>		
Maximum daily limit(s) of the above Corporate ATM card 以上企業提款卡之每日最高交易限額	<b>Maximum Daily Limit<sup>#</sup></b> 每日最高交易限額 <sup>#</sup>	<b>Personalized (in multiple of HKD/RMB1,000)</b> 自定(必須為HKD/RMB1,000之倍數)
	Cash withdrawal (HKD/RMB) 提取現金 (港幣/人民幣)	HKD/RMB
	Transfer to accounts within the same card (HKD only) 轉賬 – 卡內戶口 (只限港幣)	HKD
	Transfer to account not within same card (HKD only) 轉賬 – 非卡內戶口 (只限港幣)	HKD
	PPS debit (HKD only) 以「繳費靈」付賬 (只限港幣)	HKD
	POS payment (HKD only) 終端機購物 (只限港幣)	HKD
# Except for cash withdrawal, the maximum limit is HKD/RMB 999,000. The maximum limit for cash withdrawal is HKD/RMB 100,000.		
<b>E. Receive Corporate ATM Card 取回企業提款卡</b>		
Corporate ATM Card Acknowledgement 確認收妥企業提款卡	I acknowledge receipt of the Corporate ATM Card, which was captured by ATM on _____ (DD/MM/YY). 本人已於 _____ (日/月/年) 於貴行取回被自動櫃員機扣置之企業提款卡。	

For enquiries, please contact DBS BusinessCare at (852) 2290-8068 or email to businesscare-hk@dbs.com  
 如有查詢, 請聯絡星展企業一線通 (852) 2290-8068 或電郵至 businesscare-hk@dbs.com

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<b>F. Overseas Cash Withdrawal Setting 海外提取現金設定</b>						
Activation / Deactivation of Overseas Cash Withdrawal services 啟動/撤銷海外提取現金	<input type="checkbox"/> Activation 啟動 Start Date 服務開始日期: _____ End Date 服務終止日期: _____ Maximum Daily Limit 每日最高交易限額: (HKD) _____ The Start Date should be set as a date not earlier than the next bank business day (which does not include Saturdays, Sundays and Public Holidays) after this form is submitted to the Bank. 服務開始日期不能早於由本行收到此申請表後下一個工作天(不包括星期六、日及公眾假期)。 The End Date should not be set beyond the expiry date of your Corporate ATM Card. 服務終止日期不能超越你的企業提款卡之到期日。 <input type="checkbox"/> Deactivation 撤銷					
<b>G. Others 其他</b>						
<input type="checkbox"/> Others 其他: _____						
<b>H. Acknowledgement of Use of My/Our Personal Data in Direct Marketing 有關本人/吾等的個人資料用於直銷推廣的確認</b>						
I/We understand that the Bank intends to use my/our personal data in direct marketing and cannot do so without my/our consent. I/We have previously selected whether or not to receive direct marketing contact or information and I/we confirm that there is no change to my/our existing choice and all information provided in this form shall be used in accordance with such choice. I/We understand that if I/we wish to change my/our existing choice, I/we may do so at any time and without charge by completing an opt-out form and returning it to the Bank. 本人/吾等明白，貴行擬將本人/吾等的個人資料用於直銷推廣，惟必須先獲得本人/吾等的同意。本人/吾等曾就是否接收直銷推廣聯繫或資訊作出選擇，本人/吾等現確認本人/吾等的現有選擇將維持不變，而本表格內提供的所有資料均可根據該項選擇加以使用。本人/吾等明白，如本人/吾等欲更改現有的選擇，本人/吾等可隨時填妥拒絕直銷推廣表格後交回貴行，且毋須就此支付任何費用。						
<b>I. Signature / Authorized Signature 簽署/授權簽署</b>						
1. I/We confirm that the information given in this form is correct and complete, and authorize the Bank to confirm this from any source you may choose. 本人/吾等確認本表格所提供的資料為正確及完整，並授權貴行向任何資料來源查證。 2. I/We authorize the Bank to accept instructions/orders from the above authorized Corporate ATM Cardholder to operate my/our relevant account(s) covered by my/our Corporate ATM Card from time to time. I/We confirm that the aforesaid arrangement overrides any signing authority and signing arrangement specified by me/us to the Bank with respect to the relevant account(s) covered my/our Corporate ATM Card from time to time. 本人/吾等授權 貴行接納上述被授權持卡人的指示/命令，以操作本人/吾等的企業提款卡不時涵蓋的本人/吾等之賬戶。本人/吾等確認前述的安排凌駕本人/吾等向貴行就有關企業提款卡不時涵蓋的本人/吾等之賬戶所提供的任何簽署授權及簽署安排。 3. I/We have read and understood the applicable terms and conditions governing the Corporate ATM Card Services provided by the Bank (found at <a href="https://www.dbs.com.hk/corporate/forms-and-guides">https://www.dbs.com.hk/corporate/forms-and-guides</a> ) and agree to be bound by them. 本人/吾等已閱讀及明白用以規管貴行提供的企業提款卡服務的相關條款及細則(列於 <a href="https://www.dbs.com.hk/corporate-zh/forms-and-guides">https://www.dbs.com.hk/corporate-zh/forms-and-guides</a> )，並同意受其約束。						
						
x Authorized Signature(s) and Company Chop (if applicable) 簽署及公司印章 (如適用)						
Full Name in <b>BLOCK LETTERS</b> 全名 (以英文正楷填寫)				Date 日期		
For Bank Use Only						
Branch			SSB			
Card Type	Address: <input type="checkbox"/> Checked	Initial, and mark name & date if different from the attending staff	Approved by (Signature, Name & Date)	S.V.	Input	Approved
<input type="checkbox"/> Card Enclosed <input type="checkbox"/> Card not Enclosed 'Hot' placed by _____	Attended by: (Signature, Name & Date)	 	(Sig.No. _____)	Card shredded on: Shredded by (Initial)		

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