

新電子證書(銀行證書(企業))申請表格 (適用於客戶使用電子銀行服務之管理員有更改的情況)

New e-certificate (Bank-Cert (Corporate)) Application Form (For use where there is a change in the Administrator for e-Banking Services)

致：中國農業銀行股份有限公司香港分行（「農行香港分行」）

To : Agricultural Bank of China Limited, Hong Kong Branch ("ABCHK")

請注意：正在使用農行香港分行之電子支票簽發服務之客戶，在委任新管理員使用農行香港分行提供予客戶之電子銀行服務時，請填寫及遞交本申請表格及其他所需文件以申請新的電子證書。

Note: The customer who has been provided with ABCHK' s e-Cheques Issuance Services is reminded to, in case where the customer appoints a new Administrator in respect of the e-Banking Services provided by ABCHK to the customer, complete and submits this application form and other required documents to apply for a new e-certificate.

適用於獨資商號、合夥經營商號及公司。

Applicable to Sole Proprietorship, Partnership and Corporation

請用正楷填寫本表格，並在適當方格(□)內加上"✓"號。如欄位不敷應用，請用附頁。

Please complete this application form in BLOCK LETTERS and "✓" the boxes (□) where appropriate. Please use supplementary sheets if necessary.

☒ **甲部 PART A 客戶資料 CUSTOMER INFORMATION**

客戶名稱 Name of Customer Name of Customer in English 客戶名稱 (英文) Name of Customer in Chinese 客戶名稱 (中文) 	客戶號碼 (六位數) Customer Number (Six digits) <table border="1" data-bbox="1149 784 1516 851"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>						
Business Registration Type and Number 商業登記文件類型及號碼 ☐ Certificate of Incorporation Number 公司註冊證書號碼: _____ ☐ Business Registration Certificate Number 商業登記證號碼: _____ ☐ Others 其他 (Please specify 請註明): _____							

☒ **乙部 PART B 向香港郵政申請新的電子證書 APPLICATION FOR NEW E-CERTIFICATE FROM HKPOST**

☒ 貴司在此指示農行香港分行代表貴公司向香港郵政署長（「香港郵政」）申請新的電子證書(銀行證書(企業))，以其使用農行香港分行之電子支票簽發服務。貴司委任以下之新管理員為新的電子證書(銀行證書(企業))之授權用戶。

The Customer(s) would hereby instruct ABCHK to apply for a new Bank-Cert (Corporate) for the Customer(s) from the Postmaster General of Hong Kong ("HKPost") for using ABCHK' s e-Cheques Issuance Services and the Customer(s) would appoint the following new Administrator as the Authorised User of the new Bank-Cert (Corporate).

授權用戶 AUTHORISED USER (必須和現有的管理員相同 Must be same as existing record)

請只委任農行香港分行提供予貴司之電子銀行服務下之管理員 (Please only appoint the Administrator in respect of the e-Banking Services provided by ABCHK to the Customer(s))		
用戶英文姓名 (必填) User Name in English (Compulsory)	用戶中文姓名 (如有) User Name in Chinese	身份證明文件 Identification Document (1) 香港身份證 HK Identity Card (2) 中國身份證 China Identity Card (3) 護照 Passport (4) 其他Others (請註明 Please specify)
		☐ (1) ☐ (2) ☐ (3) ☐ (4) 號碼 Number

其他備註: Remarks

(1) 閣下請於遞交申請表格至中國農業銀行股份有限公司香港分行之前，詳閱農行香港分行之適用於電子支票服務之補充條款、香港郵政之銀行證書登記人協議及香港郵政之核證作業準則。

如閣下為合夥經營商號或有限公司，申請表格必須連同已簽署之決議一併交回。合夥經營商號由所有合夥人簽署決議；如貴司為香港有限公司則需要根據公司章程之會議法定出席人數，由董事簽署決議。

Before you submit the application form to Agricultural Bank of China Limited, Hong Kong Branch, please read ABCHK' s Supplemental Terms and Conditions for e-Cheques Services, HKPost' s Certificate Subscriber Agreement and HKPost' s CPS.

The Resolutions must be signed by all partners if the Customer(s) is a partnership, or directors who constituted quorum for the meeting in accordance with its Articles of Association if the Customer(s) is a Hong Kong limited company, and be returned with the application form.

(2) 請閣下同時另外填寫及遞交閣下與香港郵政的銀行證書登記人協議，以向香港郵政申請發出適用於使用本行電子支票簽發服務之電子證書。

Please also complete and submit the Certificate Subscriber Agreement entered into between you and HKPost for applying to HKPost for issuance of an e-certificate for using our e-Cheques Issuance Services.

(3) 此服務只適用於農行香港分行之企業網上銀行客戶

This service is only for ABCHK Corporate Online Banking customer

☒ 丙部 PART C 聲明 DECLARATIONS

貴司知悉及確認

The Customer(s) acknowledges and confirms that:

1. 貴司須遵守農行香港分行之適用於電子支票服務之補充條款。
The Customer(s) is bound by ABCHK's Supplemental Terms and Conditions for e-Cheques Services.
2. 在本申請表格及附件(如有)所提供的資料均為真實及正確, 並承諾如有任何變更, 其當立即通知農行香港分行。
The information given in this application form and the form(s) attached (if any) is true and correct and the Customer(s) undertakes to notify ABCHK immediately for any change.
3. 貴司已被通知其責任(包括其應小心保存在使用儲存於農行香港分行內之私人密碼匙時需要的保安編碼器及其應迅速通報任何外洩或懷疑外洩私人密碼匙之事件)。
The Customer(s) has been informed of its obligations, including its duty to safeguard its security token that is required for accessing the private key stored in ABCHK, and promptly report any compromise or suspected compromise.
4. 貴司同意如農行香港分行提供予貴司之電子銀行服務下之管理員擬有更改, 農行香港分行可向香港郵政通報該擬有更改而電子證書亦可能被暫時吊銷。貴司在此被提示應及時申請以新管理員為授權用戶之新的電子證書。在新的電子證書未發出前, 貴司可能不被允許使用舊有的電子證書及農行香港分行的電子支票簽發服務。
The Customer(s) agrees that if the Administrator in respect of the e-Banking Services provided by ABCHK to the Customer(s) will be or is changed, ABCHK may report such change to HKPost and the e-certificate may be suspended. The Customer(s) is hereby reminded of making a timely application for a new e-certificate with the new Administrator as its Authorised User. Until a new e-certificate has been issued, the Customer(s) may not be allowed to use the previous e-certificate and the e-Cheques Issuance Services of ABCHK.
5. 貴司明白如貴司申請續期其電子證書, 貴司應在有效期屆滿前按香港郵政之核證作業準則作出申請。
The Customer(s) acknowledges that in case of renewal of its e-certificate, the Customer(s) is required to make an application for renewal before expiry in accordance with the CPS of HKPost.
6. 貴司同意農行香港分行可按香港郵政之核證作業準則內的規條暫時吊銷或向香港郵政申請暫時吊銷或撤銷已發予貴司的電子證書。
The Customer(s) agrees that ABCHK may suspend or apply to HKPost to suspend or revoke any e-certificate issued to the Customer(s) in accordance with the provisions of the CPS of HKPost.
7. 如本文件(包括決議書)內之英文及中文版本有差異, 概以英文版本為準。
In the event of any discrepancies between the English version and the Chinese version of this document (including the Resolutions), the English version shall prevail.

簽字章 Company Chop

於_____年_____月_____日簽署

Dated this_____ day of_____

X_____

東主 / 合夥人 / 董事 [姓名: _____] 簽署

Signature of Sole Proprietor/ Partner/ Director

(Name: _____)

For Bank Use Only

Customer Number: _____

For Hong Kong Branch Use Only 香港分行專用

Handled By:	Checked By:	Approved By:
Name:	Name:	Name:
Date :	Date :	Date :

決議書 -新電子證書(銀行證書(企業))申請(適用於客戶使用電子銀行服務之管理員有更改的情況)
RESOLUTIONS – Application for new e-certificate (Bank-Cert (Corporate))
(For use where there is a change in the Administrator for e-Banking Services)

致：中國農業銀行股份有限公司香港分行（「貴行」）

To: Agricultural Bank of China Limited, Hong Kong Branch (the “Bank”)

適用於合夥經營商號及公司 Applicable to Company and Partnership

公司 / 商號名稱: _____（「客戶」）

Name of Company/Firm: _____ (the “Customer”)

決議 RESOLUTIONS:

本人/我們證明，以下為本司於_____（日期）舉行的董事/合夥人會議記錄的真實節錄，以下所載的決議已獲得董事/合夥人會通過及記錄在會議紀錄冊內，符合本司章程或其他公司組織文件（任何董事之利益已按該章程或其他公司組織文件作出申報）或合夥人協議（如適用）：

I/We certify that the following is a true extract from the minutes of the meeting of our directors/Partners held on _____ (date) and that the resolutions set out below were duly passed, have been recorded in the minutes book of the Company and signed therein by our chairman and are in accordance with the Articles of Association or other constitutional documents of the Company (after disclosure of any interest of our directors having been duly made in accordance with such Articles of Association or constitutional documents) or in accordance with our Partnership Agreement (where applicable):

議決 RESOLVED:

1. 客戶按附於本決議之申請表格向貴行申請向香港郵政署長（「香港郵政」）申請新的電子證書（銀行證書（企業）），以其使用貴行提供之電子支票簽發服務（「申請表格」）；
the Customer applies to the Bank for making an application to the Postmaster General of Hong Kong (“HKPost”) for issuance of a new e-certificate for using the Bank’ s e-Cheques Issuance Services under the application form attached to these Resolutions (the “Application Form”);
2. 客戶同時簽署客戶與香港郵政的銀行證書登記人協議。該銀行證書登記人協議（連同香港郵政之核證作業準則）已經在本會議上被呈交；
the Customer also signs a Certificate Subscriber Agreement between the Customer and HKPost which was tabled at the meeting (and the CPS of HKPost was also tabled at the meeting);
3. 該等申請及使用香港郵政之電子證書乃符合客戶之商業利益；
the applications, the use of the HKPost’ s e-certificate are in the commercial interest of the Customer;
4. 該申請表格及香港郵政之銀行證書登記人協議（包括香港郵政之核證作業準則）已獲得通過接納；
each of the Application Form and the Certificate Subscriber Agreement (including the CPS of the HKPost) be approved and accepted;
5. (如客戶為合夥經營商戶)任何合夥人/(如客戶為有限公司)任何董事均被委任為獲授權代表及可代表客戶簽署及送出該申請表格、香港郵政之銀行證書登記人協議及任何與該等申請、該電子證書及貴行提供之電子支票服務有關的所有文件及通知,並可就該等申請、該電子證書及貴行提供之電子支票服務向貴行發出任何指示；及
(For Partnership) any partner/(For Company) any director be authorized to sign and despatch on behalf of the Customer the Application Form, the Certificate Subscriber Agreement and all documents and notices, and give any instruction to the Bank, under or in connection with the applications, the e-certificate or the Bank’ s e-Cheques Services; and
6. 向貴行通知此等決議。
these Resolutions be communicated to the Bank

於_____年_____月_____日簽署
Dated this_____ day of_____.

X _____
合夥人 / 董事 [姓名: _____] 簽署
Signature of Partner/ Director (Name : _____)

X _____
合夥人 / 董事 [姓名: _____] 簽署
Signature of Partner/ Director (Name : _____)

For Bank Use Only
Customer Number: _____