

**Corporate Internet Banking – Service/s Request Form****(To be used for adding new User(s), changing access rights, mode of operation and transaction limit of Corporate & User)**

1. Terms with capitalized initials in this Request Letter shall have the same meanings as used in the Internet Banking Terms and Conditions unless the context otherwise requires.
2. To be filled in English preferably in BLOCK LETTERS and tick (✓) where applicable
3. All fields are mandatory unless specified otherwise
4. If you have any queries with respect to this form, please contact your relationship manager

Name of the Company (in English): \_\_\_\_\_

Customer ID 

Corp ID: \_\_\_\_\_

Date **1. Request for Addition of User(s)**

Kindly add the below mentioned User(s) to Corporate Internet Banking.

Title: ☐ Mr. ☐ Miss. ☐ Mrs. ☐ Others

Name (in English): \_\_\_\_\_

User ID<sup>1</sup>: \_\_\_\_\_

Mobile Phone Number of User2: Country code: \_\_\_\_\_ Phone Number \_\_\_\_\_

Unique E-mail address of User: \_\_\_\_\_

Type of access required for the User: ☐ Transaction ☐ View

For transaction access, specify the limit per transaction for the User:

Limit per transaction in HKD (up to HKD 7,500,000)	_____
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If the limit per transaction is not specified, the default limit per transaction will be zero.

Signature of User: \_\_\_\_\_

Is User currently an Authorised Signatory for any of the company's accounts with ICICI Bank, Hong Kong: ☐ Yes ☐ NoIf not<sup>3</sup>, please fill the below details for the User:

i. Nationality: \_\_\_\_\_

ii. Date of Birth: 

iii. Type of identification document:

Document provided	Tick (✓) to select	Identification Document Number
Hong Kong Identity Card		
Passport		
Others (please specify): _____		

- 1 User ID to be chosen by Applicant and it should be six characters without space and can be any combination of A to Z and/or 0 to 9. The short name cannot be changed after set up.
- 2 We may commence / stop the SMS alert service with/without notice to Customers, from time to time.
- 3 User to submit the following documents : Hong Kong permanent resident – HK ID , Non- Permanent Resident –Valid Passport and/or Identity card acceptable to ICICI Bank. For user with transaction access, latest address proof document may be required as per requirement of ICICI Bank, Hong Kong.

Title: ☐ Mr. ☐ Miss. ☐ Mrs. ☐ Others

Name (in English): \_\_\_\_\_

User ID<sup>1</sup>: \_\_\_\_\_

Mobile Phone Number of User2: Country code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Unique E-mail address of User: \_\_\_\_\_

Type of access required for the User: ☐ Transaction ☐ View

For transaction access, specify the limit per transaction for the User:

Limit per transaction in HKD (up to HKD 7,500,000)	_____
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If the limit per transaction is not specified, the default limit per transaction will be zero.

Is User currently an Authorised Signatory for any of the company's accounts with ICICI Bank, Hong Kong: ☐ Yes ☐ No

Signature of User: \_\_\_\_\_

If not<sup>3</sup>, please fill the below details for the User:

i. Nationality: \_\_\_\_\_

ii. Date of Birth: 

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iii. Type of identification document:

Document provided	Tick (✓) to select	Identification Document Number
Hong Kong Identity Card		
Passport		
Others (please specify): _____		

## 2. Request to change access rights

Kindly change the type of access required for the below User(s):

i. Name (in English): \_\_\_\_\_

User ID<sup>1</sup>: 

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☐ Transaction ☐ View

i. Name (in English): \_\_\_\_\_

User ID<sup>1</sup>: 

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☐ Transaction ☐ View

i. Name (in English): \_\_\_\_\_

User ID<sup>1</sup>: 

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☐ Transaction ☐ View

## 3. Request to change mode of operation

Revised Mode of operation: ☐ Singly ☐ Jointly

3 Kindly provide the following KYC documents: For Hong Kong permanent resident – HKID, For Non- Permanent Resident and others–Valid Passport and/or Identity card acceptable to ICICI Bank. For all user(s) requesting transaction access, latest residential address proof document is required

Below table to be filled only when joint mode of operation is selected

Enter name of User initiating the transaction (Maker)	_____	_____	_____
Enter Name of User authorised to approve transactions initiated by the corresponding User mentioned in the same column (Approver)	_____	_____	_____

1. The work flow rules would be common for all transaction types.
2. The Approver mentioned should be a registered CIB User
3. For any other mode of operation, please check with your relationship manager and kindly provide a separate annexure.
4. In Maker-Approver workflow, user who initiate the transaction, will not be able to approve the same transaction.

#### 4. Request to change the limit per transaction for the User(s):

Kindly change the limit per transaction for the User(s) as per below table (up to HKD 7,500,000):

Name of User (in English)	_____	_____	_____	_____
Limit per transaction in HKD	_____	_____	_____	_____

\* Maximum limit per transaction at applicant level is HKD 7,500,000 or its USD equivalent. If the limits are not specified, the default limit will be zero.

#### 5. Please select the daily transaction limit for your Corporate account:

##### Daily Transaction Limit (HKD)

- ☐ Up to 250,000  
☐ Up to 500,000  
☐ Up to 1,000,000  
☐ Up to 3,750,000  
☐ Up to 7,500,000  
☐ Up to 75,000,000

If the daily transaction limit is not specified, the default transaction limit will be HKD 3,750,000

#### 6. Mode of Collection of User ID and Login password:

Please select preferred method for delivery

- ☐ Collection from ICICI Bank branch by User or authorised representative of Applicant entity or  
☐ \*Send to the registered communication address of the Applicant as available in the records of the Bank

\*To be sent by Courier for all communication addresses outside Hong Kong and postage charges will be debited from the Applicant's account

**Note:** User ID and Login password will be dispatched within 7 working days from the date of submission of request, subject to receipt of completed application form as per the Bank's discretion.

#### Declaration

I/We have read, understood and agree to the terms and conditions applicable to internet banking service in relation to the operation of my/our Account as set forth on the website [www.icicibank.hk](http://www.icicibank.hk) or otherwise agreed between the Bank and me/us, and that I/we will adhere to all of the applicable terms and conditions.

I/We declare, confirm and agree:

- a) That all the particulars and information given in this application form (and all documents referred to or provided herewith) are true, correct, complete and up-to-date in all respects and I/we have not withheld any information. I/We understand that certain particulars given by me/us may be required for regulatory reasons. I/We agree and undertake to provide any further information that the Bank or its group companies may require; and

b) That I/we have had no insolvency proceedings initiated against me/us nor have I/we ever been adjudicated insolvent.

I/We have read, understood and shall be bound by VII.16 (Use and Disclosure of data) of the General Terms and Conditions Governing Accounts and Secured Facilities (as amended from time to time) relating to the Personal Data (Privacy) Ordinance. In particular, I/We agree, undertake and authorise the Bank and/or its group companies to exchange or share all the information, data or documents relating to my/our application with other ICICI group companies or credit reference agencies.

**ACCEPTED AND SIGNED BY THE AUTHORISED SIGNATORY(IES) FOR CORPORATE INTERNET BANKING:**

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

Please send the duly filled form to ICICI Bank Limited, Hong Kong Branch, Unit 1504B-1506, Level 15, International Commerce Centre, 1 Austin Road West, Kowloon, Hong Kong.

Your request will be processed within 7 working days from the date of submission of request, subject to receipt of completed application form as per the Bank's discretion.

**For ICICI Bank Limited, Hong Kong Branch use only**

To be filled in by the Relationship Manager

RM Employee ID: \_\_\_\_\_

RM Signature: \_\_\_\_\_