





5. 更改用戶管理監控及授權者設定 Change of User Management Control and Approver(s) Set Up

**雙重管理監控 Dual Management Control**

銀行建議採納雙重管理監控透過 328 營商網上理財進行各項交易。雙重管理監控是一個需要由兩個不同的人士（即執行者和授權者或兩位不同的授權者）以完成交易之程序。雙重管理控制可以減少欺詐和未授權交易的風險。The Bank recommends dual management control for all transactions carried out through 328 Business e-Banking. Dual management control is a procedure requiring two different persons (i.e. Maker and Approver or two different Approvers) to complete a transaction. Dual management control may reduce the risks of fraud and unauthorized transactions.

**單一管理監控 Single Management Control**

在單一管理監控下，執行者和授權者都是同一人士，而他／她可以獨自完成交易。通過選擇單一管理監控，您特此確認明白及接受單一管理監控的所有風險（包括但不限於欺詐的風險）。此外，您特此同意主要公司須承擔及負責於透過 328 營商網上理財系統採納單一管理監控引致所有相關的風險或涉及的損失。申請公司特此承諾會就因銀行同意允許採納單一管理監控下而所產生或蒙受或可能面對或遭受的任何損失、合理的費用（包括律師費用）及開支、賠償、申索、要求、訴訟、起訴及任何性質及基於各種原因產生的所有其他責任，向銀行作出全額彌償。您亦同意銀行可隨時發出通知而無須給予任何理由暫停或終止提供單一管理監控。Under single management control, the Maker and Approver are the same person and he / she could complete the transaction on his / her own. By choosing single management control, you hereby acknowledge that you are well aware of and accept all the risks of single management control (which including but limited to the risk of fraud). Further, you hereby agree that the Applicant Company shall assume and be responsible for all the risks associated with and losses arising out of or in connection with the use of single management control in or through 328 Business e-Banking and that the Master Company hereby undertakes to indemnify and hold the Bank fully indemnified from and against any loss, reasonable costs (including legal costs) and charges, damages, claims, demands, actions, proceedings and all other liabilities of whatever nature and howsoever incurred or suffered by the Bank or which may be brought against the Bank as a result of the Bank allowing the use of single management control. You agree that the Bank may, without giving any reasons, suspend or terminate the provision of single management control by giving notice to us at any time.

新增／更改／刪除授權者 Add / Amend / Delete Approver(s)

**重要備註**  
Important Notes

- 每當授權者授權 (i) 付款給第三者收款人（非內部轉賬）、(ii) 繳付賬單至指定商戶、(iii) 交易金額超過銀行的設定限額及／或其他銀行可能會不時提供之交易，銀行可根據您所提供的交易通知（第 2 部分）發出一個電郵及 SMS 短訊以作通知。An email and SMS alert will be sent to your provided Notification Channel (Part 2), when an Approver (or Approvers, as appropriate) has / have approved a (i) payment to a third-party beneficiary (i.e. not an intra-group fund transfer), (ii) Bill Payment to designated merchants, (iii) payment amount over the Bank's pre-determined threshold and / or other transactions as the Bank may offer from time to time.
- 必須填寫授權者流動電話號碼，以便接收作登入 328 營商網上理財用途及雙重認證的 SMS 短訊一次性密碼。**每位授權者必須提供不同的流動電話號碼。**請於電話號碼前填寫國家編碼（舉例，香港流動電話號碼之國家編碼為 852）及地區編碼（如有）。括弧內只限填寫國家編碼（請不要於國家編碼前加上「0」（零））。Provision of Approver's mobile phone number is mandatory as the SMS One-time Password (OTP) for the use of login to 328 Business e-Banking and Two-factor authentication will be sent to the Approver's mobile phone number registered with the Bank. **Each Approver must provide different mobile phone number.** Please add country code (e.g. the country code of Hong Kong mobile phone number is 852) and area code (if any) in front of the mobile phone number. The space inside the bracket is for provision of country code only (**please do not add "0" (zero) in front of the country code**).
- 用戶編號一旦設定或刪除後，將不接受更改或重用。Once the User ID is set up or deleted, it cannot be changed or reused.**
- 授權者的確認函及密碼將會郵寄至申請公司的 328 營商網上理財郵寄地址。Both Approver's Confirmation Advice and PIN will be mailed to the 328 Business e-Banking Mailing Address of the Applicant Company.
- 授權者必須使用 SMS 短訊一次性密碼／保安認證或銀行指定的其他方法登入 328 營商網上理財。Approver(s) is(are) required to use SMS One-time Password (OTP) / Security Authentication or other method as designated by the Bank to log into 328 Business e-Banking.
- 如您在選擇服務權限新增支薪／自動轉賬付款服務，您需要於第 6、6a 和第 7 部分設定交易限額並提供有關的支薪／自動轉賬付款服務資料。If you have selected to add Payroll / Autopay-Out Services for Service Access, you need to setup transaction limit and provide related Payroll / Autopay-Out Services information in Part 6, 6a and 7.

選項 Options	授權者姓名及流動電話號碼 Approver Name and Mobile Phone Number	用戶編號 User ID 用戶編號必須包含最多 10 位的字母 (A - Z) 或數字 (0 - 9)， 空格及其他符號均不接受 User ID should consist of maximum 10 alphabets and / or numeric characters (A - Z, 0 - 9); spaces and other symbols will not be accepted.	服務權限 Service Access
<input type="checkbox"/> 增設 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 解除 SMS 短訊一次性密碼封鎖 Unlock SMS OTP <input type="checkbox"/> 停用保安認證 Deactivate Security Authentication <input type="checkbox"/> 重設登入密碼 Reset Login Password <input type="checkbox"/> 重發確認函 Resend Welcome Letter <input type="checkbox"/> 恢復 Reactivate <input type="checkbox"/> 暫停 Suspend	英文姓名 English Name:  流動電話號碼 Mobile Phone Number <sup>#2</sup> : 國家編碼 Country Code* 地區編碼 Area Code (如有 if any) 及 流動電話號碼 Mobile Phone Number* (            )    [    ]	授權者用戶編號 Approver User ID <sup>#3</sup>  [    ] [    ] [    ] [    ] [    ] [    ] [    ] [    ] [    ] [    ]	<input type="checkbox"/> 所有銀行預設的服務 All pre-set services by the Bank  <input type="checkbox"/> 支薪／自動轉賬付款服務 Payroll / Autopay-Out Services
<input type="checkbox"/> 增設 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 解除 SMS 短訊一次性密碼封鎖 Unlock SMS OTP <input type="checkbox"/> 停用保安認證 Deactivate Security Authentication <input type="checkbox"/> 重設登入密碼 Reset Login Password <input type="checkbox"/> 重發確認函 Resend Welcome Letter <input type="checkbox"/> 恢復 Reactivate <input type="checkbox"/> 暫停 Suspend	英文姓名 English Name:  流動電話號碼 Mobile Phone Number <sup>#2</sup> : 國家編碼 Country Code* 地區編碼 Area Code (如有 if any) 及 流動電話號碼 Mobile Phone Number* (            )    [    ]	授權者用戶編號 Approver User ID <sup>#3</sup>  [    ] [    ] [    ] [    ] [    ] [    ] [    ] [    ] [    ] [    ]	<input type="checkbox"/> 所有銀行預設的服務 All pre-set services by the Bank  <input type="checkbox"/> 支薪／自動轉賬付款服務 Payroll / Autopay-Out Services

6. 更改服務申請及交易限額設定 (只適用於 328 營商網上理財的主要公司)

Change of Service Applying and Setup Transaction Limit (Only Applicable to Master Company of 328 Business e-Banking)

增設／更改 Add / Amend	刪除 Delete	交易 Transaction	銀行預設的最高每日交易限額，以港元計算 Maximum Daily Transaction Limit Pre-set by the Bank in HKD	每日交易限額，以港元計算 (如刪除欄位，限額將被設置為零) Daily Transaction Limit in HKD (If the fields are crossed out, the limit will be set as 0)	採用銀行預設的最高每日交易限額作為每日交易限額 Adopt the default Maximum Daily Transaction Limit Pre-set by the Bank as the Daily Limit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	集團內部轉賬 (包括商務卡還款) <sup>#</sup> Intra-group Fund Transfer within the Bank (includes Business Card Repayment) <sup>#</sup>	HKD 999,999,999	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	轉賬／匯款至已登記的第三者賬戶 <sup>#1</sup> Fund Transfer / Remittance to registered third-party accounts <sup>#1</sup> (涉及跨境資金流動的匯款服務不適用於 328 商業理財戶口 (開戶易)。Remittance services involving cross-border fund movement is not applicable to the 328 Business Account (Express).)	HKD 20,000,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	轉賬／匯款至未經預先登記的第三者賬戶 <sup>#1</sup> Fund Transfer / Remittance to non-registered third-party accounts <sup>#1</sup> (涉及跨境資金流動的匯款服務不適用於 328 商業理財戶口 (開戶易)。Remittance services involving cross-border fund movement is not applicable to the 328 Business Account (Express).)	HKD 2,000,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	透過轉數快轉賬至已登記的第三者賬戶 <sup>#1</sup> Fund Transfer to registered third-party accounts via FPS <sup>#1</sup>	HKD 500,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	透過轉數快轉賬至未經預先登記的第三者賬戶 <sup>#1</sup> Fund Transfer to non-registered third-party accounts via FPS <sup>#1</sup>	HKD 500,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	設立電子直接扣賬授權支賬指示 <sup>#</sup> Set up Electronic Direct Debit Authorization (eDDA) debit instruction <sup>#</sup>	HKD 500,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	繳付賬單至非指定商戶 <sup>#2</sup> Bill Payment to non-designated merchants <sup>#2</sup>	HKD 1,000,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	繳付賬單至指定商戶 <sup>#2</sup> Bill Payment to designated merchants <sup>#2</sup>	HKD 500,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	定期存款 <sup>#</sup> Fixed Deposit <sup>#</sup>	HKD 999,999,999	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	支薪及自動轉賬付款 (如增設此服務，請填寫第 6a 部分) Payroll and Autopay-Out (Please complete Part 6a if you add this service)	HKD 5,000,000	HKD	<input type="checkbox"/>

# 預設已有的網上交易及服務。 Available online transactions and services by default.

- 限額將適用於現有及由銀行不時指定及／或新增之網上轉賬／匯款服務，包括但不限於轉賬／匯款至第三者賬戶、轉賬／匯款至其他銀行賬戶及／或透過轉數快轉賬至其他香港銀行賬戶。如 328 商業理財戶口 (開戶易) 之客戶欲辦理跨境匯款，請向銀行職員查詢。 The assigned limits will be applied to existing and future online fund transfer / remittance services as may be designated or added by the Bank from time to time, including but not limited to transfer of fund / remittance to third-party accounts, transfer of fund / remittance to accounts maintained with other banks and / or fund transfer to accounts in other local banks via FPS. If the customer of 328 Business Account (Express) would like to use the cross-border remittance services, please contact our Bank's staff.
- 指定商戶指包括「銀行或信用卡服務」、「信貸服務」及「證券公司」等類別之商戶。有關商戶分類，可登入 328 營商網上理財查詢。 Designated Merchants include merchants of "Banking and Credit Card Services", "Credit Services" and "Security Broker" category. For enquiry of the merchant types, please log into 328 Business e-Banking.

6a. 更改支薪／自動轉賬付款選項 Change of Payroll / Autopay-Out Service Options

備註 Notes: 1. 請留意及閱讀銀行不時發佈的 328 營商網上理財常見問題中最新的系統及安全性要求。 Please note and read the latest system and security requirements as set out in the 328 Business e-Banking FAQs issued by the Bank from time to time.

2. 銀行將採用申請公司於銀行現有戶口註冊的郵寄地址作為申請公司的 328 營商網上理財支薪／自動轉賬付款服務聯絡地址。如欲使用其他通訊地址作為支薪／自動轉賬付款服務聯絡地址，請另填「客戶資料更改表格」。 The Bank shall adopt the mailing address as registered under an existing account of the Company with the Bank as the Payroll / Autopay-Out Service(s) mailing address of the Company for 328 Business e-Banking services. If you would like to use other correspondence address for 328 Business e-Banking Payroll / Autopay-Out Service(s), please complete "Customer Information Amendment Form".

3. 銀行將採用申請公司於銀行戶口登記的聯絡人資料 (包括公司電話號碼) 作為申請公司於 328 營商網上理財支薪／自動轉賬付款服務下之聯絡人資料。如欲更改 328 營商網上理財的支薪／自動轉賬付款服務聯絡資料，請另填「客戶資料更改表格」。 The Bank shall adopt the contact information of the Contact Person (including office phone number) registered under an account of the Applicant Company with the Bank as the contact information of the Applicant Company for 328 Business Payroll / Autopay-Out Service(s). If you would like to change the contact information for 328 Business e-Banking Payroll / Autopay-Out Service(s), please complete the "Customer Information Amendment Form".

	新增 Add	刪除 Delete	服務 Service(s)	支賬戶口號碼 Debit Account Number (只適用於港元儲蓄或支票的商業理財戶口) (Applicable to HKD Current / Savings Business Account only)	戶口名稱 Account Name
支賬戶口設定 Details of Debit Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 支薪 Payroll <input type="checkbox"/> 自動轉賬付款 Autopay-Out	040 - [ ] - [ ] - [ ]	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 支薪 Payroll <input type="checkbox"/> 自動轉賬付款 Autopay-Out	040 - [ ] - [ ] - [ ]	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 支薪 Payroll <input type="checkbox"/> 自動轉賬付款 Autopay-Out	040 - [ ] - [ ] - [ ]	

由於銀行間結算的安排，支薪／自動轉賬付款金額會於付款日期的前一個結算日從支賬戶口中扣賬；而收款戶口並非設於銀行的收款人會於付款日期的下一個結算日收到款項。 Due to interbank clearing arrangement, the Debit Account will be debited one clearing day before the payment date; whereas payees whose receiving accounts are not maintained with the Bank will receive the funds from their accounts one clearing day after the payment date.

**7. 更改授權設定 (只適用於 328 營商網上理財的主要公司) Change of Authorization Settings (Only Applicable to Master Company of 328 Business e-Banking)**

備註 Notes: 1. 請參閱以下例子以作說明之用。 Please read the below examples for illustration purpose.

2. 以下列出的每一則交易授權限額均不能高於第 6 部分相應及自行設定的最高每日交易限額。 None of the Transaction Authorization Limits below shall exceed the corresponding Daily Transaction Limit setup in Part 6.

交易類型 Transaction Type	每筆交易授權限額設定 (HKD) Authorization Limit Setting per Transaction (HKD)		授權者數目 No. of Approver	以第 6 部分所設定的每日最高交易限額作為以下各項交易之授權限額，並以「任何一個」作為所需授權者數目。 Adopt the Daily Transaction Limit in Part 6 as the Authorization Limit of the below transactions and agrees to use "Any One" as the option for "No. of Approver".
	由 From	至 To		
集團內部轉賬 Intra-group Fund Transfer within the Bank	HKD 0	HKD	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
	HKD	以上 above	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	
轉賬至第三者賬戶及匯款 Fund Transfer to Third-party Accounts and Remittance (涉及跨境資金流動的匯款服務不適用於 328 商業理財戶口 (開戶易)。 Remittance services involving cross-border fund movement is not applicable to the 328 Business Account (Express).)^	HKD 0	HKD	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
	HKD	以上 above	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	
透過轉數快及電子直接扣賬授權轉賬^ Fund Transfer via FPS and Electronic Direct Debit Authorization (eDDA)^	HKD 0	HKD	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
	HKD	以上 above	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	
轉數快收款^ FPS Collection^	不適用 Not applicable		<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
繳付賬單 Bill Payment	HKD 0	HKD	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
	HKD	以上 above	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	
定期存款 Fixed Deposit	HKD 0	最高每日交易限額 Maximum Daily Transaction Limit	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
支薪及自動轉賬付款 Payroll and Autopay-Out (必須已選擇了相關服務) (Must have selected related services)	HKD 0	HKD	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
	HKD	以上 above	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	
預設交易指示 Scheduled Instruction Maintenance	HKD 0	按交易類型所設定之最高每日交易限額 Maximum Daily Transaction Limit set up for the transaction type	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>

^ 授權設定只適用於透過轉數快/電子直接扣賬授權轉賬及轉數快收款。轉數快登記及二維碼收款易指示只需由一位授權者授權。 The authorization setting is only applicable to Fund Transfer via FPS / Electronic Direct Debit Authorization (eDDA) and FPS Collection. FPS Registration and Easy Collect via QR Code instruction require only one Approver to approve.

# 如 328 商業理財戶口 (開戶易) 之客戶欲辦理跨境匯款，請向銀行職員查詢。 If the customer of 328 Business Account (Express) would like to use the cross-border remittance services, please contact our Bank's staff.

每筆交易授權限額設定 (HKD) Authorization Limit Setting per Transaction (HKD)		授權者數目 No. of Approver
由 From	至 To	
HKD 0	HKD 50,000	<input checked="" type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two
HKD 50,000	以上 above	<input type="checkbox"/> 任何一個 Any one <input checked="" type="checkbox"/> 任何兩個 Any two

**例子說明  
Example Explanation**

由 HKD 0 至 HKD 50,000 的交易需要任何一個授權者授權。  
Transaction from HKD 0 to HKD 50,000 requires approval from any one Approver.

HKD 50,000 以上的交易需要任何兩個授權者授權。  
Transaction above HKD 50,000 requires approval from any two Approvers.







**9b. 申請公司授權證明書 (有限公司、非法團社團、會社或組織適用)**

**Certificate Of Authorization By Applicant Company (For Limited Company, Unincorporated Society, Club or Association)**

茲 證明本申請公司已於 \_\_\_\_\_ (日期) 召開董事會會議 / 經唯一董事書面決議，通過以下決議：

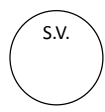
I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors / pursuant to a written resolution of the sole director of the Applicant Company on

\_\_\_\_\_ (insert date) that:

1. 在大新銀行有限公司(「銀行」)之328營商網上理財更改表格上所列明的章則及條款及本申請公司所提供的資料已獲本申請公司批准及同意接受；  
the terms and conditions set out and the particulars completed in the 328 Business e-Banking Maintenance Form of Dah Sing Bank, Limited ("Bank") are approved and adopted in all aspects;
2. 於上述第9a.部份附上姓名及簽名式樣的董事，已獲授權代表本申請公司簽署328營商網上理財更改表格；  
the director whose name and signature appear above in section 9a. be authorized to sign the 328 Business e-Banking Maintenance Form on behalf of the Applicant Company;
3. 所有在328營商網上理財更改表格上已登記之聯繫公司 / 主要公司，應獲授權經328營商網上理財進入及管理本申請公司的戶口；  
all Related Companies / Master Company set out in the 328 Business e-Banking Maintenance Form shall be authorized to gain access to and operate the accounts of the Applicant Company maintained with the Bank via the 328 Business e-Banking;
4. 本主要公司明白並同意本申請公司與聯繫公司 / 主要公司將共享328營商網上理財組合，聯繫公司 / 主要公司之管理者、執行者及授權者將有權經328營商網上理財進入及管理所有申請公司在328營商網上理財的戶口，不論該聯繫公司 / 主要公司是否已被授權；  
the Applicant Company understands and agrees that a Related Company / Master Company will share with the Applicant Company the same 328 Business e-Banking portfolio and the Administrator(s), Maker(s) and Approver(s) of such Related Company / Master Company shall have the right to gain access to and operate ALL the Applicant Company's accounts via the 328 Business e-Banking, and this is irrespective of whether such Related Company / Master Company has been authorized to do so;
5. 以上各項決議的詳細內容將傳達予銀行，並將維持有效，直至決議被修訂而修訂決議已經本申請公司的董事會 / 唯一董事通過，以及一份核證副本已送交銀行為止。  
details of this resolution be communicated to the Bank and remain in force until an amending resolution shall have been passed by the Applicant Company's Board of Directors / sole director and a certified copy thereof shall have been received by the Bank.

本人進一步證明以上各項決議詳細已記錄於本申請公司的會議紀錄簿內並由會議主席簽署，且符合本申請公司的章程細則或具相同效力的公司組織文件的規定。

I further certify that details of the above resolution has been entered into the Minute Book of the Applicant Company and signed therein by the chairman of the meeting and are in accordance with the Applicant Company's Articles of Association or equivalent constitutional documents.

全名 (請用正楷填寫) Full name in BLOCK LETTERS  _____  日期 Date: _____	簽署 (會議主席 / 唯一董事 / 所有合夥人) Signature (Chairman of the Meeting / Sole Director / All Partners)  _____	<p style="text-align: center;"><b>For Bank Use</b></p> <div style="text-align: center;">  <p>S.V.</p> </div> <p>Verified that the signer is the Director of the Applicant Company and the Signing Requirements are complied with.</p>
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備註 Notes: 董事會可以是 The Board of Directors shall, in the case of

- 在會、社或團中，被指為委員會委員 A Society, Club or Association, be referred to as the Members of the Committee
  - 在業主立案法團中，被指為管理委員會委員 An Owners Incorporation, be referred to as the Members of the Management Committee
  - 在職工會，被指為執行委員會委員 A Trade Union, be referred to as the Members of the Executive
  - 在信託基金中，被指為受託人 A Trust, be referred to as the Trustee
  - 在合夥企業中，被指為合夥人或成員 A Joint Venture, be referred to as the Partners / Members of the Joint Venture
- 及 AND

不須公司印章 (但使用印章將不影響簽署的有效性)。 Company chop is not required (however, the use of chop shall not affect the validity of the execution).

**銀行專用 For Bank Use Only**

To Be Completed by Branch		To Be Completed by OSD	
Receiving Branch:	Date received:	Date:	
Service Options handled: <input type="checkbox"/> Resend Welcome Letter <input type="checkbox"/> Unlock SMS OTP <input type="checkbox"/> Deactivate Security Authentication		Service Options handled: <input type="checkbox"/> Add / Amend <input type="checkbox"/> Delete <input type="checkbox"/> Reset Login Password <input type="checkbox"/> Reactive	
ID verified by*: _____ Mail-in / 3rd party & call-back handled by*: _____ Call-back date, time & extension: _____ * Fill in full name & initial <input type="checkbox"/> Urgent	Reviewed and approved by authorized signer:  _____ Full name & Signature No.	<input type="checkbox"/> SBA Customer (No cross-border remittance authorization) <input type="checkbox"/> SBA to Non - SBA (Update SBA flag in IBS-Cl)	Input by: _____ Checked by: _____