

DBS IDEAL Customer Self Administration MAINTENANCE FORM (FOR SUBMISSION TO BANK)

客户名称
Customer Name* _____

IDEAL机构代码
Organization ID* _____

请用正楷完成表格填写。

目的

此表格必须由获授权人士或指定或者移除以上机构管理员的有权人士填写。

管理员将有权利和责任代表上述机构设置、管理、维护、使用和访问IDEAL，包括：

Purpose

This form must be completed by the authorised person or persons to appoint or remove Administrator(s) for the organisation listed above.

Administrators will have the authority and responsibility for the set-up, administration, maintenance, and ongoing use of and access to IDEAL on behalf of the organisation listed above, including:

类别 CATEGORY	角色 ROLES	管理员 ADMINISTRATOR
用户 User	添加或移除交易制单人和授权人 Adding or removing a Transaction maker and authoriser	✓
	更改用户的账户和服务访问权限 Modifying any user access to accounts and services	✓
	暂停及重新激活用户的IDEAL访问权限 Suspending and reactivating a User's IDEAL access	✓
	重新设置用户密码 Resetting User's PIN	✓
	电子令牌 Security Device	✓
	解锁电子令牌 Unlocking Security Device	✓
公司配置 Company Profile	管理公司在IDEAL*中的配置 Managing company prole in IDEAL*	✓
	管理公司授权策略 Managing company authorisation policy	✓

重要提示

Important Notes

- I. 鉴于被指定的管理员拥有广泛的权力，管理员应该由机构中具有足够执行力和权限的人来担当该角色，而机构也有责任确保其有适当和充分的内部控制程序和安全措施，以防止管理员发生任何欺诈、滥用或未经授权的行为/疏忽。
- Given the wide powers conferred on the appointed Administrator(s), Administrator(s) should be persons within the organisation with sufficient executive power and authority to take on the role and the organisation is responsible for ensuring that it has appropriate and adequate internal controls procedures and security measures in place to prevent any fraud, abuse or unauthorised acts/omissions by Administrators.



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- II. 出于安全原因，必须指定至少2名管理员，由一名管理员发起的任何操作必须由至少一名其他管理员批准。
For security reasons, at least 2 Administrators must be appointed, and any action initiated by one Administrator must be approved by at least one other Administrator.
- III. 如需删除用户，请使用IDEAL维护表。
To delete a user, use the IDEAL Maintenance Form.

创建新管理员需要提交的材料

Documents to be submitted for new Administrator

请在提交表格前仔细阅读。如果之前没有提供过材料，请提供必要的材料给我们以避免延误。

Please read through thoroughly before submitting the form. If the documents are not furnished previously, please furnish us necessary documents to avoid any delay.

- 中国公民 - 核验过的中国居民第二代身份证复印件
Chinese citizen - Verified copy of Second-Generation Resident Identity Card
- 中国居民 - 核验过的中华人民共和国外国人永久居留身份证
Chinese resident - Verified copy of Foreigner's Permanent Resident Identity Card
- 港澳居民
 - 出具核验过的港澳居民往来内地通行证复印件
 - 提供能够证明其居住地址的证明材料（如近期的电话账单，银行对账单等）Hong Kong and Macau resident
 - Verified copy of Mainland Travel Permit for Hong Kong and Macau Residents
 - Proof of address (e.g. recent phone bills, bank statements, etc.)
- 台湾居民
 - 出具核验过的台湾居民来往大陆通行证或其他有效的旅行证件复印件
 - 提供能够证明其居住地址的证明材料（如近期的电话账单，银行对账单等）Taiwan resident
 - Verified copy of Mainland Travel Permit for Taiwan Residents or other valid travel documents
 - Proof of address (e.g. recent phone bills, bank statements, etc.)
- 外籍人士
 - 核验过的护照
 - 能够证明其居住地址的证明材料（如近期的电话账单，银行对账单等）Foreigners
 - Verified copy of Passport
 - Proof of address (e.g. recent phone bills, bank statements, etc.)

授权签字人要求 Authorised signatories required

姓名 Name:	签名 Signature:	姓名 Name:	签名 Signature:
日期 Date:	SIGN HERE	日期 Date:	SIGN HERE

DBS IDEAL Customer Self Administration

MAINTENANCE FORM (FOR SUBMISSION TO BANK)

公司名称

Company Name* _____

IDEAL机构代码

Organization ID* _____

请用正楷完成表格填写。

1 用户详细信息 USER DETAILS

注意：要添加或删除更多管理员，请点击[这里](#)查看更多页面。“删除管理员”选项将只能删除用户的管理员访问权限。要删除用户档案，请使用IDEAL维护表。

Note: To add / remove more Administrators, click [here](#) for additional pages. The “Remove Administrator” option will only remove administrator access from the user. To delete the user profile, use the IDEAL Maintenance form.

☐ 添加 Add	或 OR	☐ 删除管理员 Remove Administrator
管理员1 Administrator 1		
姓名（与身份证或护照保持一致）* Name (as in Identity Card/Passport) *		身份证号码或护照号码* Identity Card/Passport No.*
_____		_____
国籍* Nationality*		出生日期* Date of Birth (DD/MM/YYYY) *
_____		_____
新增或现存的IDEAL用户代码 （8-12位字母数字字符，如A-Z, 0-9） Preferred / Existing IDEAL User ID (8-12 alphanumeric characters, ie. A-Z, 0-9)		手机号码* Mobile No. *
_____		_____
电子邮箱* Email*		_____
_____		_____

☐ 添加 Add	或 OR	☐ 删除管理员 Remove Administrator
管理员2 Administrator 2		
姓名（与身份证或护照保持一致）* Name (as in Identity Card/Passport) *		身份证号码或护照号码* Identity Card/Passport No.*
_____		_____
国籍* Nationality*		出生日期* Date of Birth (DD/MM/YYYY) *
_____		_____
新增或现存的IDEAL用户代码 （8-12位字母数字字符，如A-Z, 0-9） Preferred / Existing IDEAL User ID (8-12 alphanumeric characters, ie. A-Z, 0-9)		手机号码* Mobile No. *
_____		_____
电子邮箱* Email*		_____
_____		_____

☐ 添加 Add	或 OR	☐ 删除管理员 Remove Administrator
管理员3 Administrator 3		
姓名（与身份证或护照保持一致）* Name (as in Identity Card/Passport) *		身份证号码或护照号码* Identity Card/Passport No.*
_____		_____
国籍* Nationality*		出生日期* Date of Birth (DD/MM/YYYY) *
_____		_____
新增或现存的IDEAL用户代码 （8-12位字母数字字符，如A-Z, 0-9） Preferred / Existing IDEAL User ID (8-12 alphanumeric characters, ie. A-Z, 0-9)		手机号码* Mobile No. *
_____		_____
电子邮箱* Email*		_____
_____		_____

☐ 添加 Add	或 OR	☐ 删除管理员 Remove Administrator
管理员4 Administrator 4		
姓名（与身份证或护照保持一致）* Name (as in Identity Card/Passport) *		身份证号码或护照号码* Identity Card/Passport No.*
_____		_____
国籍* Nationality*		出生日期* Date of Birth (DD/MM/YYYY) *
_____		_____
新增或现存的IDEAL用户代码 （8-12位字母数字字符，如A-Z, 0-9） Preferred / Existing IDEAL User ID (8-12 alphanumeric characters, ie. A-Z, 0-9)		手机号码* Mobile No. *
_____		_____
电子邮箱* Email*		_____
_____		_____

2 授权和确认 AUTHORISATION AND ACKNOWLEDGEMENT

请说明需要授权一个由管理员和/或由管理员维护创建的设置所需要的管理员数量。
Please indicate number of Administrator(s) required to approve a set-up, administration and/or maintenance created by an Administrator.

- ☐ 请求需要任意一名管理员授权
Any 1 Administrator required to approve a request
- ☐ 请求需要任意三名管理员授权
Any 3 Administrators required to approve a request
- ☐ 请求需要任意五名管理员授权
Any 5 Administrators required to approve a request
- ☐ 请求需要任意两名管理员授权
Any 2 Administrators required to approve a request
- ☐ 请求需要任意四名管理员授权
Any 4 Administrators required to approve a request

由管理员创建一个请求的案例
Scenario of Administrator creating a request
(经由3个管理员授权with 3 Administrator approvals)



每个请求您可以最多由5名管理员授权。
You may have up to 5 administrator approvals required for a request.

授权签字人要求 Authorised signatories required

姓名 Name:	签名 Signature:	姓名 Name:	签字 Signature
日期 Date:	SIGN HERE	日期 Date:	SIGN HERE

DBS IDEAL Customer Self Administration MAINTENANCE FORM (FOR SUBMISSION TO BANK)

公司名称

Company Name* _____

IDEAL机构代码

Organisation ID* _____

请用正楷完成表格填写。

3 协议和认可 AGREEMENT AND ACCEPTANCE

本人/我们由本表格所示机构（下称“机构”）正式授权签署，并将本表格递交至星展银行（中国）有限公司（下称“银行行”）。

I am/We are duly authorised by the organisation named in this form (“Organisation”) to sign and deliver this form to DBS Bank (China) Limited. (the “Bank”).

本人/我们已阅读、理解并同意本表格所载事项，并同意以星展银行电子银行服务条款及条件为条件，提供电子银行服务，该条款及条件可不时修订、补充或取代，本人/我们确认所提供的资料及本人/我们所提交的文件均真实、完整及准确，本人/我们在向银行提供任何个人资料时，本人/我们确认本人/我们为以下目的和法提供该等资料供银行使用及披露：（1）向本人/我们提供产品或服务；（2）符合星展集团的营运、行政及风险管理要求；（3）根据任何法律或任何法院、政府部门或监管机构的规定，在星展集团合理认为有必要的情况下遵守任何要求。“星展集团”系指DBS集团控股有限公司及其境内外附属公司及分支机构。

I/We have read, understood and agree to the matters in this form and agree that the provision of electronic banking services will be subject to DBS Electronic Banking Services Terms and Conditions, as the same may be amended, supplemented or substituted from time to time. I/We confirm that all information provided, and documents submitted by me/us are true, complete and accurate. When providing any personal data to the Bank, I/we confirm that I am/we are lawfully providing the data for the Bank to use and disclose for the purposes of: (1) providing products or services to me/us; (2) meeting the operational, administrative and risk management requirements of DBS Group; and (3) complying with any requirement, as DBS Group reasonably deems necessary, under any law or of any court, government authority or regulator. “DBS Group” means DBS Group Holdings Ltd and its affiliates.

如本机构不再聘用任何管理员，本人/我们承诺通知银行，本机构将提交IDEAL维护表来删除IDEAL管理员的用户资料。本人/我们同意，本机构不会追究银行对其因未获通知的机构不再聘用的管理人所致任何作为或不作为的责任。

Should any Administrator cease to be employed by the Organisation, I/we undertake to inform the Bank and the Organisation will submit the IDEAL Maintenance form to delete this Administrator’s user profile in IDEAL. I/We agree that the Organisation shall not hold the Bank liable for any act or omission by an Administrator who ceases to be employed by the Organisation for which the Bank is not informed.

授权签字人要求 Authorised signatories required

姓名 Name:	签名 Signature:	姓名 Name:	签字 Signature
日期 Date:	SIGN HERE	日期 Date:	SIGN HERE