HSBC

AMENDMENT REQUEST FORM

Please submit this completed form to your nearest HSBC branch

CUSTOMER INFORMATION (please complete ALL sections)

Registered Name:	Registration No:

Details of Contact Person:

Name:		
Handphone No:	Tel No:	Fax No:
Email Address:		

ATM Account No (If applicable):

|_|_|_| - |_|_|_|_|_|_|_| - |_|_|_|

FOR BUSINESS ATM CARD AMENDMENT

Please tick (✓) and complete the details where applicable

Card Replacement *The request can be made and must be signed by the Delegate.*

Please issue me/us with a replacement card and PIN for the following reason:

☐ PIN forgotten/Non-receipt of PIN advice
☐ Card damaged or bent/Magnetic stripe dirty or damaged
☐ Card does not work. Message on ATM screen (if known)

|_____|

☐ Card reported (lost/stolen)

Date & time report made	Name of staff receiving the report (if it was made through the phone)

☐ Other reason (please indicate)

|_____|

Note: The Primary/Nominated account indicated above will be debited with the appropriate prevailing replacement card charges.

Signature of Delegate

Addition/Removal and Amendment on Business ATM Card Delegate

The Authorised Signatory(ies) is/are reminded that a maximum of 4 Delegates are allowed. If 4 Delegates have already been nominated, at least one must be removed before any addition can be effected.

☐ Add new Delegate ☐ Remove Delegate ☐ Change Delegation Authority

Name |_____|

Position in Company |_____| New IC No |_|_|_|_|_|_| – |_|_| – |_|_|_|_|

Tel No |_____| - |_____| Fax No |_____| - |_____| Email address |_____|

Delegation Authority

Max Daily Limit

☐ Maximum Daily Cash Withdrawal |RM _____| *

Preferred Language

☐ English (1)
☐ Mandarin (2)
☐ Bahasa Malaysia (3)

Specimen signature of new Delegate

* Please note that if no amount is stated, the default limit will be set at 'Five Thousand Ringgit' (RM5,000). If authority is given for the maximum limit as may be specified by HSBC from time to time, please state 'Maximum' in the space provided.

FOR BUSINESS ATM CARD AMENDMENT (CONT'D)

Please tick (✓) and complete the details where applicable

Addition/Removal and Amendment on Business ATM Card Delegate

☐ Add new Delegate ☐ Remove Delegate ☐ Change Delegation Authority

Name

Position in Company New IC No – –

Tel No - Fax No - Email address

Delegation Authority

Max Daily Limit

☐ Maximum Daily Cash Withdrawal RM *

Preferred Language

☐ English (1)
☐ Mandarin (2)
☐ Bahasa Malaysia (3)

Specimen signature of new Delegate

☐ Add new Delegate ☐ Remove Delegate ☐ Change Delegation Authority

Name

Position in Company New IC No – –

Tel No - Fax No - Email address

Delegation Authority

Max Daily Limit

☐ Maximum Daily Cash Withdrawal RM *

Preferred Language

☐ English (1)
☐ Mandarin (2)
☐ Bahasa Malaysia (3)

Specimen signature of new Delegate

* Please note that if no amount is stated, the default limit will be set at 'Five Thousand Ringgit' (RM5,000). If authority is given for the maximum limit as may be specified by HSBC from time to time, please state 'Maximum' in the space provided.

Cancellation of Business ATM Card service

As we no longer require the Business ATM Card service, please cancel the facility.

Reason being:

FOR BUSINESS DEPOSIT CARD AMENDMENT

Cancellation of Business Deposit Card service

As we no longer require the Business Deposit Card service, please cancel the facility.

Reason being:

IMPORTANT NOTE

Please cancel all unused portion(s) in this Form to prevent tampering/alteration.

DECLARATION

1. I/We wish to request for changes to the services indicated in this amendment form ("Services") and hereby acknowledge that the use of the Services is subject to HSBC's Generic Terms & Conditions and Specific Terms & Conditions for Commercial Banking (available at www.hsbc.com.my). I/We have read and agree to be bound by the same (including all amendments thereto from time to time).
2. I/We confirm that the information given in this amendment request form is true, complete and not misleading, and authorise HSBC to confirm this from any source HSBC may choose. I/We will furnish such identification and/or supporting documents as may be required by HSBC.
3. I/We acknowledge that I/we remain bound by all transactions effected through the Services whether or not the named users of the Services are the account signatories.
4. I/We acknowledge that if HSBC's Specific Terms & Conditions for Commercial Banking allows for the named users of the Services to instruct HSBC on matters pertaining to their personal identifiers and/or password, then HSBC is authorised to act on such instructions notwithstanding the named user is not an account signatory.

To be signed by:

For Sole Proprietorship	– the Sole Proprietor
For Partnership	– the Partner(s) authorised by the partnership resolution
For Limited Company	– the person(s) authorised by a Board resolution
For Registered Club/Society/Association	– the Office-Bearer(s) authorised by the governing body resolution
For Embassy/Diplomatic Office	– H.E. Ambassador/High Commissioner

SIGNED FOR AND ON BEHALF OF THE CUSTOMER

1. Full name in BLOCK LETTERS

New IC No: _____ – _____ – _____

I confirm that I am duly authorised by the Customer to sign this Amendment Request Form for and on its behalf.

Signature

2. Full name in BLOCK LETTERS

New IC No: _____ – _____ – _____

I confirm that I am duly authorised by the Customer to sign this Amendment Request Form for and on its behalf.

Signature

3. Full name in BLOCK LETTERS

New IC No: _____ – _____ – _____

I confirm that I am duly authorised by the Customer to sign this Amendment Request Form for and on its behalf.

Signature

FOR BANK USE ONLY

Link Accounts:

Date Received: d d - m m - y y y y

Signature(s) Verified:

Input By:

Approved By:

Date Input: d d - m m - y y y y

Date Approved : d d - m m - y y y y