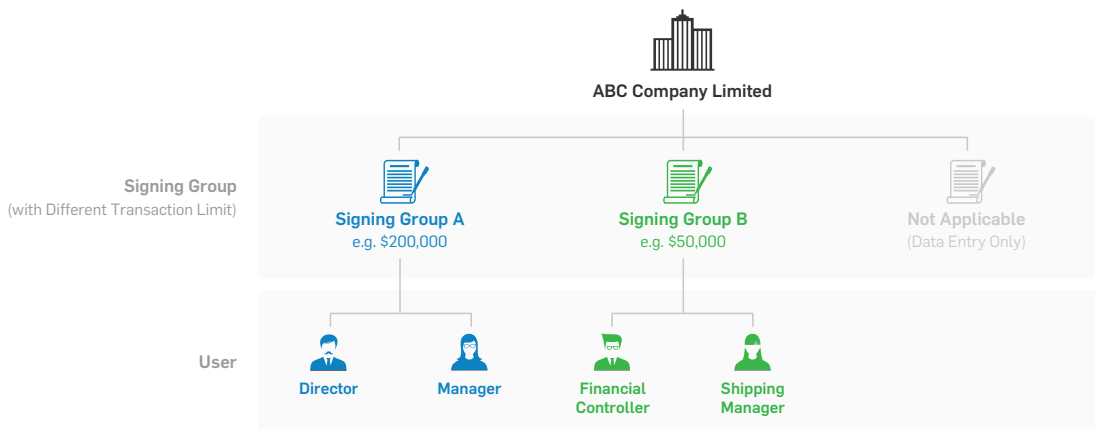


Hang Seng Business e-Banking User Guide

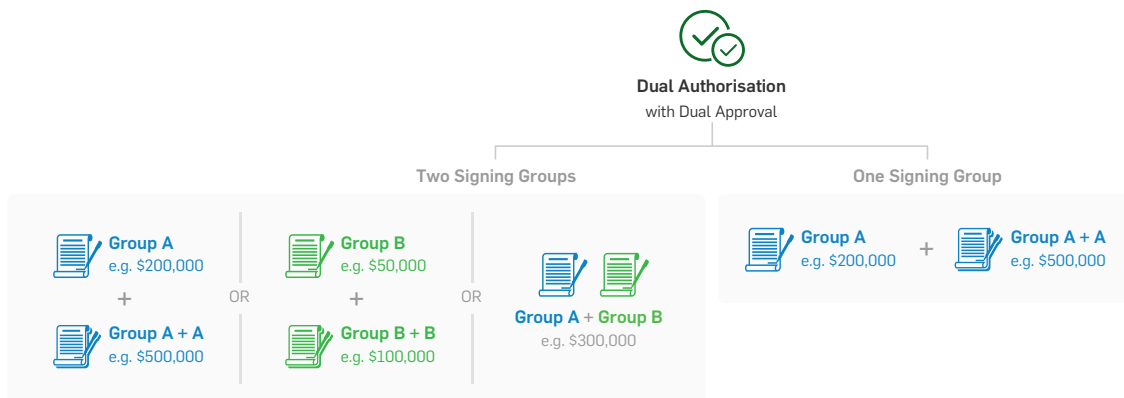
Authorisation Settings

Authorisation Mode

Authorisation Settings are applicable to companies that require two signatories to authorize cash management transactions or companies that wish to perform trade transactions in Business e-Banking. (It is not applicable to companies that have enrolled in MPF services only)



Dual Authorisation



Sole Authorisation



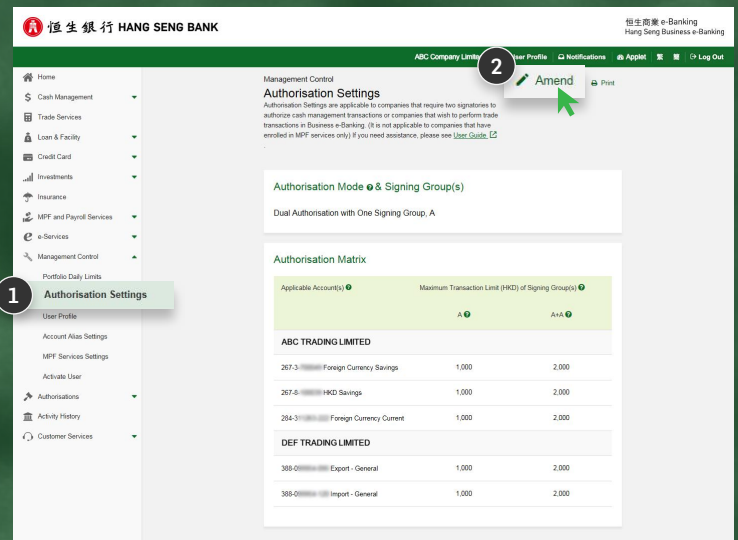
Hang Seng Business e-Banking User Guide

Authorisation Settings

Steps for Authorisation Settings

STEP 1 Open the Page

- 1 Click " **Management Control** " on the left hand side menu. Go to " **Authorisation Settings** " page.
- 2 Click " **Amend** " to continue.

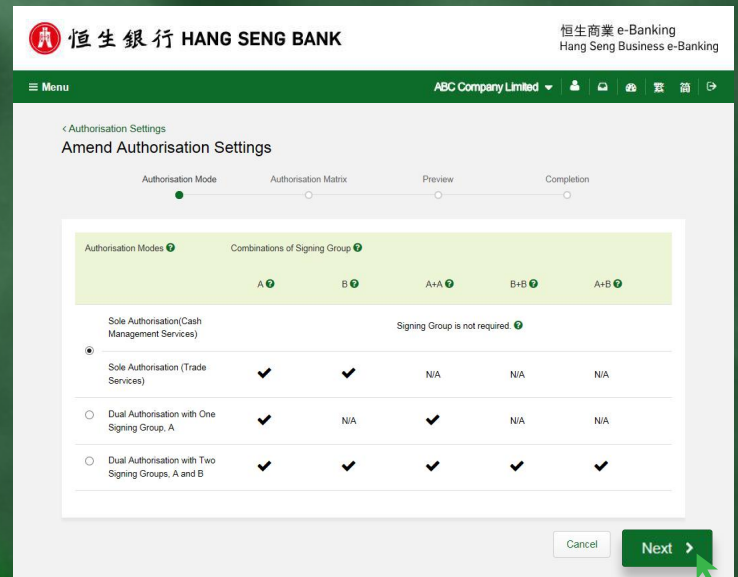


STEP 2 Select Authorisation Modes

Select the Authorisation Mode that suits your company's need.

(Whichever mode you select, please remember to assign Signing Group to the designated users after you have finished with the Authorisation Settings.)

Click " **Next** " to continue.



Hang Seng Business e-Banking User Guide

Authorisation Settings

Steps for Authorisation Settings

STEP 3 Enter Maximum Transaction Limit

You may save your effort by putting the maximum transaction limit(s) at the top row and click " **Apply to All Accounts** " to update all accounts. You could adjust individual account limit before clicking " **Next** ".

Based on different Authorisation Mode, table contents will be slightly different.

Click " **Next** " to continue.

恒生銀行 HANG SENG BANK

恒生商業 e-Banking
Hang Seng Business e-Banking

ABC Company Limited

Amend Authorisation Settings

Authorisation Mode Authorisation Matrix Preview Completion

Authorisation Matrix & Signing Group(s)

Dual Authorisation with Two Signing Groups, A and B

Authorisation Matrix

Applicable Account(s)	Maximum Transaction Limit (HKD) of Signing Group(s)				
	A	B	A+A	B+B	A+B
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Revert Apply to All Accounts				
ABC TRADING LIMITED					
267-3 Foreign Currency Savings	<input type="text" value="1,000"/>	<input type="text" value="0"/>	<input type="text" value="2,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
267-8 HKD Savings	<input type="text" value="1,000"/>	<input type="text" value="0"/>	<input type="text" value="2,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
284-3 Foreign Currency Current	<input type="text" value="1,000"/>	<input type="text" value="0"/>	<input type="text" value="2,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
DEF TRADING LIMITED					
388-0 Export - General	<input type="text" value="1,000"/>	<input type="text" value="0"/>	<input type="text" value="2,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
388-0 Import - General	<input type="text" value="1,000"/>	<input type="text" value="0"/>	<input type="text" value="2,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Note

- Under Sole Authorisation for Cash Management Services, Signing Group is not required. Authorisation is checked against the User Daily Limit set in User Profile.
- Under Sole Authorisation for Trade Services, Signing Group A and/or B have to be assigned. No User Daily Limit is required for Trade transaction.

Hang Seng Business e-Banking User Guide

Authorisation Settings

Steps for Authorisation Settings

STEP
4

Preview the Instruction

Read carefully on the instruction information and acknowledge the important note before you "**Confirm to Submit the Instruction**".

恒生銀行 HANG SENG BANK

恒生商業 e-Banking
Hang Seng Business e-Banking

ABC Company Limited

< Authorisation Settings

Amend Authorisation Settings

Authorisation Matrix & Signing Group(s)

Dual Authorisation with Two Signing Groups, A and B

Authorisation Matrix

Applicable Account(s)	Maximum Transaction Limit (HKD) of Signing Group(s)				
	A	B	A+A	B+B	A+B
ABC TRADING LIMITED					
267-3 Foreign Currency Savings	100	100	200	200	200
267-6 HKD Savings	100	100	200	200	200
284-3 Foreign Currency Current	100	100	200	200	200
DEF TRADING LIMITED					
388-0 Export - General	100	100	200	200	200
388-0 Import - General	100	100	200	200	200

Important Note

Before amending your authorisation settings, please take note that these new limit(s) or setting(s) (collectively "amendments") will only apply to transaction instructions placed subsequent to the amendments. In other words, our bank shall be entitled to treat any forward-dated transaction instruction (such as a post-dated e-cheque) issued prior to the amendments as having been placed by you or your authorised signatory(ies) pursuant to the mandate effective on the date of placing of the instruction and NOT pursuant to the amended mandate, meaning that your mandate for such forward-dated transaction instructions shall be unaffected by the amendments. Your company must therefore review all your forward-dated instruction(s) and ensure that you still intend to place such instructions, notwithstanding any amendment to your mandate. If you do not intend any forward-dated instructions to be implemented because of any amendments, YOU MUST review, amend or cancel (as the case may be) such instructions before the date fixed for their implementation.

Our bank reserves the right to pay or cancel any payment instruction at our sole discretion. If our bank chooses to cancel your payment, a service fee may be levied. If you have any questions, please contact our Customer Service Representatives at (852) 2198 8000.

Yes, I acknowledge and agree with this Note and wish to proceed.
 No, I want to review my forward-dated instructions placed previously first.

[Back](#)
[Cancel](#)
[Confirm to Submit the Instruction](#)

Hang Seng Business e-Banking User Guide

Authorisation Settings

Steps for Authorisation Settings

STEP 5 Completion

Instruction completed.

To review your settings, you can click " **Go to Authorisation Settings** " at bottom of the page.

恒生銀行 HANG SENG BANK

恒生商業 e-Banking
Hang Seng Business e-Banking

ABC Company Limited

< Authorisation Settings

Amend Authorisation Settings

Authorisation Mode Authorisation Matrix Preview **Completion**

● Instruction Completed

Authorisation Matrix & Signing Group(s)

Dual Authorisation with Two Signing Groups, A and B

Authorisation Matrix

Applicable Account(s)	Maximum Transaction Limit (HKD) of Signing Group(s)				
	A	B	A+A	B+B	A+B
ABC TRADING LIMITED					
267-3- Foreign Currency Savings	100	100	200	200	200
267-8- HKD Savings	100	100	200	200	200
284-3- Foreign Currency Current	100	100	200	200	200
DEF TRADING LIMITED					
388-0- Export - General	100	100	200	200	200
388-0- Import - General	100	100	200	200	200

Important Note

Before amending your authorisation settings, please take note that these new limit(s) or setting(s) (collectively "amendments") will only apply to transaction instructions placed subsequent to the amendments. In other words, our bank shall be entitled to treat any forward-dated transaction instruction (such as a post-dated e-cheque) issued prior to the amendments as having been placed by you or your authorised signatory(ies) pursuant to the mandate effective on the date of placing of the instruction and NOT pursuant the amended mandate, meaning that your mandate for such forward-dated transaction instructions shall be unaffected by the amendments. Your company must therefore review all your forward-dated instruction(s) and ensure that you still intend to place such instructions, notwithstanding any amendment to your mandate. If you do not intend any forward-dated instructions to be implemented because of any amendments, YOU MUST review, amend or cancel (as the case may be) such instructions before the date fixed for their implementation.

Our bank reserves the right to pay or cancel any payment instruction at our sole discretion. If our bank chooses to cancel your payment, a service fee may be levied. If you have any questions, please contact our Customer Service Representatives at (852) 2193 8000.

Yes, I acknowledge and agree with this Note and wish to proceed.

No, I want to review my forward-dated instructions placed previously first.


[Go to Authorisation Settings](#)

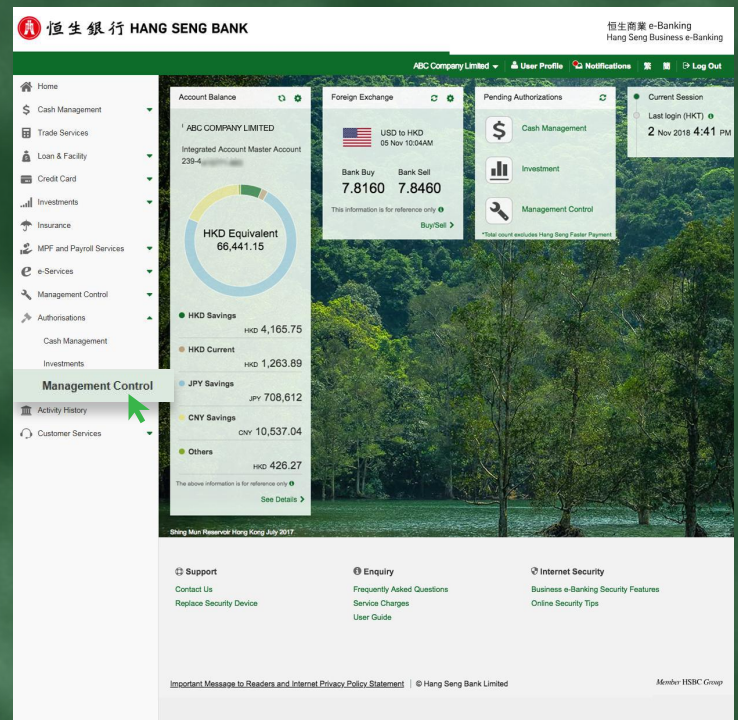
Hang Seng Business e-Banking User Guide

Authorisation Settings

Steps for Authorise the Authorisation Settings (for Primary Users only)


STEP 1 1 Open the Page

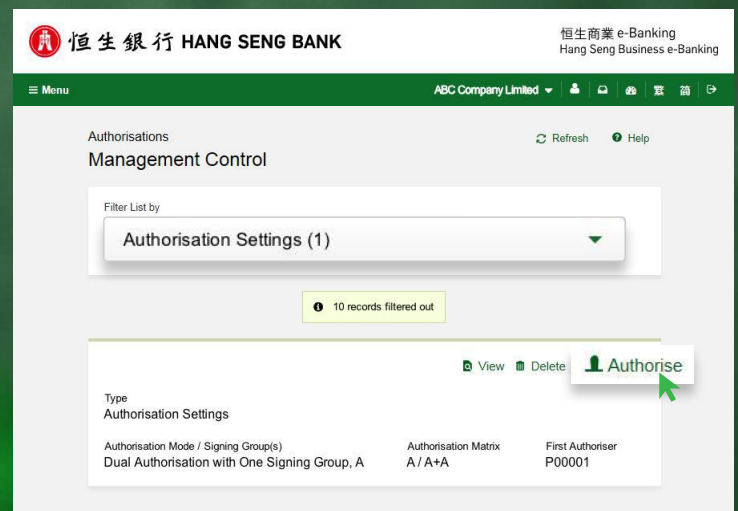
Click “  Authorisations ” on the left hand side menu.
Go to “ **Management Control** ” page.



STEP 2 2 Select the Correct Type

You could use the filter to show only pending “ **Authorisation Settings** ” instructions.

Click “  Authorise ” at the appropriate instruction to continue.



Hang Seng Business e-Banking User Guide

Authorisation Settings

Steps for Authorise the Authorisation Settings (for Primary Users only)

STEP
3

Preview the Instruction

Read carefully on the instruction information and acknowledge the important note before “ **Confirm to Authorise the Instruction** ”.

恒生銀行 HANG SENG BANK

恒生商業 e-Banking
Hang Seng Business e-Banking

ABC Company Limited

< Management Control

Authorise

Authorisation Matrix & Signing Group(s)

Dual Authorisation with Two Signing Groups, A and B

Authorisation Matrix

Applicable Account(s)	Maximum Transaction Limit (HKD) of Signing Group(s)				
	A	B	A+A	B+B	A+B
ABC TRADING LIMITED					
267-3 Foreign Currency Savings	100	100	200	200	200
267-8 HKD Savings	100	100	200	200	200
284-3 Foreign Currency Current	100	100	200	200	200
DEF TRADING LIMITED					
388-0 Export - General	100	100	200	200	200
388-0 Import - General	100	100	200	200	200

Important Note

Before amending your authorisation settings, please take note that these new limit(s) or setting(s) (collectively "amendments") will only apply to transaction instructions placed subsequent to the amendments. In other words, our bank shall be entitled to treat any forward-dated transaction instruction (such as a post-dated e-cheque) issued prior to the amendments as having been placed by you or your authorised signatory(ies) pursuant to the mandate effective on the date of placing of the instruction and NOT pursuant the amended mandate, meaning that your mandate for such forward-dated transaction instructions shall be unaffected by the amendments. Your company must therefore review all your forward-dated instruction(s) and ensure that you still intend to place such instructions, notwithstanding any amendment to your mandate. If you do not intend any forward-dated instructions to be implemented because of any amendments, YOU MUST review, amend or cancel (as the case may be) such instructions before the date fixed for their implementation.

Our bank reserves the right to pay or cancel any payment instruction at our sole discretion. If our bank chooses to cancel your payment, a service fee may be levied. If you have any questions, please contact our Customer Service Representatives at (852) 2198 8000.

Yes, I acknowledge and agree with this Note and wish to proceed.
 No, I want to review my forward-dated instructions placed previously first.

Cancel **Confirm to Authorise the Instruction**

Hang Seng Business e-Banking User Guide

Authorisation Settings

Steps for Authorise the Authorisation Settings (for Primary Users only)

STEP
4

Completion

Instruction completed.

To review other pending authorisations, you can click " **Go to Management Control** " at bottom of the page.

The screenshot shows the 'Authorise' page in the Hang Seng Business e-Banking system. At the top, there is a navigation bar with the bank's logo and name, and the user's company name 'ABC Company Limited'. Below the navigation bar, the page title is 'Authorise'. A green box indicates 'Instruction Completed'. The main content area is titled 'Authorisation Matrix & Signing Group(s)' and shows 'Dual Authorisation with Two Signing Groups, A and B'. Below this is the 'Authorisation Matrix' table, which lists applicable accounts and their maximum transaction limits for different signing groups (A, B, A+A, B+B, A+B). The table is divided into two sections: 'ABC TRADING LIMITED' and 'DEF TRADING LIMITED'. At the bottom of the page, there is an 'Important Note' section with a disclaimer and a 'Go to Management Control' button.

Applicable Account(s)	Maximum Transaction Limit (HKD) of Signing Group(s)				
	A	B	A+A	B+B	A+B
ABC TRADING LIMITED					
267-3 Foreign Currency Savings	100	100	200	200	200
267-8 HKD Savings	100	100	200	200	200
284-3 Foreign Currency Current	100	100	200	200	200
DEF TRADING LIMITED					
388-0 Export - General	100	100	200	200	200
388-0 Import - General	100	100	200	200	200

Important Note

Before amending your authorisation settings, please take note that these new limit(s) or setting(s) (collectively "amendments") will only apply to transaction instructions placed subsequent to the amendments. In other words, our bank shall be entitled to treat any forward-dated transaction instruction (such as a post-dated e-check) issued prior to the amendments as having been placed by you or your authorised signatory(ies) pursuant to the mandate effective on the date of placing of the instruction and NOT pursuant the amended mandate, meaning that your mandate for such forward-dated transaction instructions shall be unaffected by the amendments. Your company must therefore review all your forward-dated instruction(s) and ensure that you still intend to place such instructions, notwithstanding any amendment to your mandate. If you do not intend any forward-dated instructions to be implemented because of any amendments, YOU MUST review, amend or cancel (as the case may be) such instructions before the date fixed for their implementation.

Our bank reserves the right to pay or cancel any payment instruction at our sole discretion. If our bank chooses to cancel your payment, a service fee may be levied. If you have any questions, please contact our Customer Service Representatives at (852) 2198 8000.

Yes, I acknowledge and agree with this Note and wish to proceed.
 No, I want to review my forward-dated instructions placed previously first.

[Go to Management Control](#)