



Business Internet Banking (BIB) Change Form

This form is to be used to request changes to Delegates accessing Business Internet Banking (BIB). Complete a separate form for each Delegate.

Name of Organisation: _____

DELEGATE INFORMATION

Add Delegate

Remove Delegate
(Complete Section 1 Only)

Edit Delegate

Please amend the Delegate's details as follows:

Title: Mr. Mrs. Miss Ms. Dr. Other _____

Name: _____

Tel No.: _____ Fax No.: _____

E-mail: _____

Please add/remove the following account(s) to be accessed through the BIB service:

Account No. : _____ Account No. : _____

Account No. : _____ Account No. : _____

<input type="checkbox"/> PREPARE This allows the Customer Delegate to prepare transactions on all accounts listed above up to the Customer Delegate's daily limit.	<input type="checkbox"/> APPROVE This allows the Customer Delegate to approve their own and/or other Customer Delegates' transactions on accounts listed above up to their transaction and daily limit.	<input type="checkbox"/> ENQUIRE ONLY This allows the Customer Delegate to view the accounts listed above.
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*Complete for **PREPARE** or **APPROVE** Customer Delegates*

Transaction Category	Daily Limit*	Bank Limit
Transfer to pre-designated payee**		1,000,000
Transfer to non-designated payee***		100,000
Own account transfer		1,000,000
Bill payment		100,000

* The Daily Limit cannot be greater than the listed Bank Limit
 ** Pre-designated payees are created by the Bank at your request
 *** Non-designated payees are created by the Applicant via BIB

*Complete for **APPROVE** Customer Delegates*

Transaction Approval Limit: _____
 (This limit is per transaction and must be lower or equal to the highest Daily Limit)

Please indicate the preferred method of disbursement for your Security Credentials (PIN Advice & Security Device):

- Collect from HSBC House, 68 West Bay, George Town, Grand Cayman.
 Courier to (overseas street address only): _____

Tel. No.: _____

 (PRINT full name of Authorised Signatory) (Signature of Authorised Signatory) Date (dd/mm/yy)

 (PRINT full name of Authorised Signatory) (Signature of Authorised Signatory) Date (dd/mm/yy)