

IDEAL™高级维护表快速参考指南

注意：您只需要打印您想做的维护操作所对应的表格即可，无需全部打印。

维护操作	表格名	页码
<ul style="list-style-type: none"> 更改 IDEAL 联系人 / 邮寄地址 登陆维护 / 电子令牌维护 	子表 1	2
<ul style="list-style-type: none"> 添加 / 删除 / 修改银行账户 特殊指令 	子表 2	3
<ul style="list-style-type: none"> 添加 / 删除 / 修改用户档案 更改授权政策 按照账户定制用户权限 	子表 3	4, 5
<ul style="list-style-type: none"> 更改管理控制模式 添加 / 删除 / 修改用户档案 	子表 4	6, 7

IDEAL™ Advanced Maintenance Form Quick Reference Guide

Note: Please just print out certain tables corresponding to your maintenance requirements, no need to print all tables.

Maintenance Requirements	Table Name	Page No.
<ul style="list-style-type: none"> Change IDEAL Contact Person / Mailing Address Login Maintenance / Token Maintenance 	Schedule 1	2
<ul style="list-style-type: none"> Add / Delete / Modify User Profile Give Special Instructions 	Schedule 2	3
<ul style="list-style-type: none"> Add / Delete / Modify User Profile Change Authorization Policy Specify User Access by Accounts 	Schedule 3	4, 5
<ul style="list-style-type: none"> Change Management Control Mode Add / Delete / Modify User Profile 	Schedule 4	6, 7

子表 1 Schedule 1

高级维护表 Advanced Maintenance Form

致：星展银行（中国）有限公司，_____分行 网上银行事务处理代表 To: DBS Bank (China) Ltd, _____ Branch	您可用本表作如下维护操作： 更改 IDEAL 联系人 / 邮寄地址 登陆维护 / 电子令牌维护	Use this form for the following: Change IDEAL Contact Person / Mailing Address Login Maintenance / Token Maintenance
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1. 公司简介 COMPANY PROFILE			
网银机构代码 Organization ID	CN_____	公司名称（中文 / 英文） Company's Name (Chinese / English)	

2. 更改IDEAL联系人 / 邮寄地址 CHANGE IDEAL CONTACT PERSON / MAILING ADDRESS				
备注：若不变更联系人与邮寄地址则无需填写。			Note: No need to fill if no change of contact person or mailing address.	
联系人姓名 Contact Person Name		电话 / 传真号 Office No. / Fax No.		电邮地址 Email Address
邮寄地址 Mailing Address				邮政编码 Postal Code

3. 登陆维护 / 电子令牌维护 LOGIN MAINTENANCE / TOKEN MAINTENANCE					
备注： • 若您不记得登陆密码，请勾选“登陆密码重置”。 • 若您的账户已被锁定，请勾选“用户解锁”。 • 若您的电子令牌已被锁定，请在表格中填写锁定的电子令牌背面的“序列号”以及开启令牌后屏幕显示的“锁定码”。（无需将电子令牌寄回我行） • 若您的电子令牌已丢失或损坏，请勾选“电子令牌替换”。			Note: • If you don't remember the Login PIN, please tick "Reset Login PIN". • If your user account is locked, please tick "Unlock User". • If your token is locked, please write your token "Serial No." and "Unlock Challenge" shown on token screen after opening. (No need to mail back Token to DBS) • If your token is lost or damaged, please tick "Replace Token".		
用户全名 / 用户代号 (请用英文或拼音) User Full Name / User ID (English / Pinyin)	登陆密码重置 Reset Login PIN	用户解锁 Unlock User	电子令牌解锁 Unlock Token		电子令牌替换 Replace Token
			序列号 Serial No.	锁定码 Unlock Challenge	
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

4. 授权签署 AUTHORIZED SIGNATORIES			
“被授权电子银行签署人”签署: Signature of Electronic Banking (EB) Authorized Person:			
姓名 Name:	姓名 Name:	姓名 Name:	姓名 Name:
日期 Date:	日期 Date:	日期 Date:	日期 Date:
公章 / 财务章* Official Chop / Financial Chop*			

* 若账户授权书规定财务章作为电子银行服务相关文件的授权印鉴的，请加盖财务章，否则请加盖公司公章。
* Please affix the financial chop if it is the authorized chop for the documents relating to the electronic banking services in the account mandate. Otherwise please affix the official chop.

如果企业已提供我行单独的关于电子银行服务的授权书，那么申请表上签名必须与授权书上的“被授权电子银行签署人”的签名相符。如果企业提供我行的用于开设经常账户的账户授权书已包括电子银行服务，那么申请表上的授权人的签名必须与在董事会决议上具有最高权限的签名相符。
For a company which has furnished DBS Bank (China) Ltd with a standalone Authorization Letter in relation to Electronic Banking Services, the authorized signatories must be the current authorized signatories specified in that document. For a company which has furnished DBS Bank (China) Ltd with a Account Mandate for the opening of the current account that covers Electronic Banking services, the authorized signatories must be the current authorized signatories with the highest authorization limit as specified in that document.

仅供我行使用 FOR BANK USE ONLY		
IN-COUNTRY IDEAL SERVICE REP	IN-COUNTRY IDEAL SERVICE REP	IN-COUNTRY IDEAL SERVICE REP
Name	Name	Name
Signature	Signature	Signature
Date	Date	Date

子表 2 Schedule 2

高级维护表 Advanced Maintenance Form

致：星展银行（中国）有限公司，_____分行 网上银行事务处理代表 To: DBS Bank (China) Ltd, _____ Branch	您可用本表作如下维护操作： 添加 / 删除 / 修改银行账户 特殊指令	Use this form for the following: Add / Delete / Modify Bank Accounts Give Special Instructions
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1. 公司简介 COMPANY PROFILE

网银机构代码 Organization ID	CN_____	公司名称（中文 / 英文） Company's Name (Chinese / English)	
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2. 增加 / 删除银行账户 ACCOUNTS TO BE ADDED / DELETED

操作代码请填写 A 或 D 或 M (A = 增加, D = 删除, M = 修改) Action Code Please Fill in A / D / M (A = Add, D = Delete, M = Modify)

操作代码 Action Code	账号 Account No.	币种 Currency	电子对账单频率（请为每个账号只选择一种频率） E-Statement Frequency (Select only 1 option for each account)			仅供我行使用 FOR BANK USE ONLY
			<input type="checkbox"/> 按日 Daily	<input type="checkbox"/> 按周 Weekly	<input type="checkbox"/> 按月 Monthly	Branch Code
			<input type="checkbox"/> 按日 Daily	<input type="checkbox"/> 按周 Weekly	<input type="checkbox"/> 按月 Monthly	
			<input type="checkbox"/> 按日 Daily	<input type="checkbox"/> 按周 Weekly	<input type="checkbox"/> 按月 Monthly	
			<input type="checkbox"/> 按日 Daily	<input type="checkbox"/> 按周 Weekly	<input type="checkbox"/> 按月 Monthly	
			<input type="checkbox"/> 按日 Daily	<input type="checkbox"/> 按周 Weekly	<input type="checkbox"/> 按月 Monthly	

3. 特殊指令 SPECIAL INSTRUCTIONS

设置“多公司一站式访问” (Multi-CIN Setup) :

母公司 (HQ Company) _____ 子公司 (Sub Company) _____

4. 授权签署 AUTHORIZED SIGNATORIES

“被授权电子银行签署人” 签署: Signature of Electronic Banking (EB) Authorized Person:

姓名 Name:	姓名 Name:	姓名 Name:	姓名 Name:
日期 Date:	日期 Date:	日期 Date:	日期 Date:
公章 / 财务章* Official Chop / Financial Chop*			

* 若账户授权书规定财务章作为电子银行服务相关文件的授权印鉴的, 请加盖财务章, 否则请加盖公司公章。
* Please affix the financial chop if it is the authorized chop for the documents relating to the electronic banking services in the account mandate. Otherwise please affix the official chop.

如果企业已提供我行单独的有关电子银行服务的授权书, 那么申请表上签名必须与授权书上的“被授权电子银行签署人”的签名相符。如果企业提供我行的用于开设经常账户的账户授权书已包括电子银行服务, 那么申请表上的授权人的签名必须与在董事会决议上具有最高权限的签名相符。
For a company which has furnished DBS Bank (China) Ltd with a standalone Authorization Letter in relation to Electronic Banking Services, the authorized signatories must be the current authorized signatories specified in that document. For a company which has furnished DBS Bank (China) Ltd with an Account Mandate for the opening of the current account that covers Electronic Banking services, the authorized signatories must be the current authorized signatories with the highest authorization limit as specified in that document.

仅供我行使用 FOR BANK USE ONLY

IN-COUNTRY IDEAL SERVICE REP	IN-COUNTRY IDEAL SERVICE REP	IN-COUNTRY IDEAL SERVICE REP
Name	Name	Name
Signature	Signature	Signature
Date	Date	Date

子表 3 Schedule 3

高级维护表 Advanced Maintenance Form

致：星展银行（中国）有限公司，_____分行 网上银行事务处理代表 To: DBS Bank (China) Ltd, _____ Branch	您可用本表作如下维护操作： 添加 / 删除 / 修改用户档案 更改授权政策 按照账户定制用户权限	Use this form for the following: Add / Delete / Modify User Profile Change Authorization Policy Specify User Access by Accounts
--	---	--

1. 公司简介 COMPANY PROFILE

网银机构代码 Organization ID	CN _____	公司名称（中文 / 英文） Company's Name (Chinese / English)	
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2. 授权设置（仅适用于用网银作付款的客户）

AUTHORIZATION PROFILE (Only Applicable to Transaction Customers)

授权币种（请注明唯一的币种） Authorization Currency (Please specify a single currency)	开始金额（大于） From Amount (greater than)	截止金额（小于等于） Up to Amount (less than or equal to)	交易授权组别 Transaction Authorization Grouping	举例 For Example
<input type="checkbox"/> 人民币 CNY <input type="checkbox"/> 美元 USD <input type="checkbox"/> 港币 HKD <input type="checkbox"/> 新加坡元 SGD <input type="checkbox"/> 其它 Others _____				CC / BC / BB / AB
				BC / BB / AB
				BB / AB
				AB

- | | |
|--|---|
| <p>备注：</p> <ul style="list-style-type: none"> 请在授权币种栏勾选或填写所需货币的相应缩写。（比如人民币 CNY，美元 USD）。 如果未指明授权币种，系统默认为人民币。 请用阿拉伯数字填写金额至分位。 无截止金额限制可用“∞”符号表示。 此授权政策适用于所有已开通网上银行业务的账户。 | <p>Notes:</p> <ul style="list-style-type: none"> Please tick or fill in the authorization currency abbreviation. (E.g. CNY for Chinese Yuan, USD for US Dollar). Authorization Currency is default to CNY if it is not specified. Please fill in amount up to cents in numerical format. No Up to Amount limit can be represented by a "∞" symbol. The authorization policy covers all the subscribed accounts in IDEAL. |
|--|---|

3. 用户档案（请在所选服务控制的方格内打勾）

USER PROFILE (Please tick the box of desired service control)

操作代码请填写 A 或 D 或 M (A = 增加, D = 删除, M = 修改)		Action Code Please Fill in A / D / M (A = Add, D = Delete, M = Modify)			
	操作代码 Action Code				
	用户全名（请用英文或拼音） User Full Name (English / Pinyin)				
	电邮地址 E-Mail Address				
现金管理交易访问权限 Cash Management Transactions Access Level	查询 Enquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	交易制单人 Transaction Maker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	交易授权人 Transaction Authorizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	交易授权人组别 Authorization Group (e.g. "A" or "B" or "C")				
	交易授权人签署样本 Specimen Signature of Transaction Authorizer				
文件交换 File Exchange	文件交换发送人 File Exchange Sender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	文件交换授权人 File Exchange Authorizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
特殊 权限 Special	代理授权人 Proxy Authorizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
仅供我行使用 FOR BANK USE ONLY		User ID			

4. 用户权限 (选填) USERS ACCOUNTS ACCESS (OPTIONAL)

银行账户的用户权限: 如果某网上银行所关联的账户未在下表中设置用户权限, 则系统默认为所有用户都可访问此账户。

Segregation of User Access by Account: By default, if a bank account has no user access setup in the following table, all users will have access to this account.

币种 Currency	账号 Account No.	用户全名 (请用英文或拼音) User Full Name (English / Pinyin)	仅供我行使用 FOR BANK USE ONLY
			Branch Code

备注: 请在币种栏提供所需货币的相应缩写 (比如人民币 CNY, 美元 USD)。

Notes: Please fill in the currency abbreviation (e.g. CNY for Chinese Yuan, USD for US Dollar).

5. 特殊指令 SPECIAL INSTRUCTIONS

设置“多公司一站式访问”(Multi-CIN Setup):

母公司 (HQ Company) _____ 子公司 (Sub Company) _____

6. 授权签署 AUTHORIZED SIGNATORIES

“被授权电子银行签署人”签署: Signature of Electronic Banking (EB) Authorized Person:

姓名 Name:	姓名 Name:	姓名 Name:	姓名 Name:
日期 Date:	日期 Date:	日期 Date:	日期 Date:
公章 / 财务章* Official Chop / Financial Chop*			

* 若账户授权书规定财务章作为电子银行服务相关文件的授权印鉴的, 请加盖财务章, 否则请加盖公司公章。

* Please affix the financial chop if it is the authorized chop for the documents relating to the electronic banking services in the account mandate. Otherwise please affix the official chop.

如果企业已提供我行单独的有电子银行服务的授权书, 那么申请表上签名必须与授权书上的“被授权电子银行签署人”的签名相符。如果企业提供我行的用于开设经常账户的账户授权书已包括电子银行服务, 那么申请表上的授权人的签名必须与在董事会决议上具有最高权限的签名相符。

For a company which has furnished DBS Bank (China) Ltd with a standalone Authorization Letter in relation to Electronic Banking Services, the authorized signatories must be the current authorized signatories specified in that document. For a company which has furnished DBS Bank (China) Ltd with a Account Mandate for the opening of the current account that covers Electronic Banking services, the authorized signatories must be the current authorized signatories with the highest authorization limit as specified in that document.

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IN-COUNTRY IDEAL SERVICE REP	CHANNEL CREATOR	CHANNEL AUTHORIZER
Name	Name	Name
Signature	Signature	Signature
Date	Date	Date

致：星展银行（中国）有限公司，_____分行 网上银行事务处理代表 To: DBS Bank (China) Ltd, _____ Branch	您可用本表作如下维护操作： 更改管理控制模式 添加 / 删除 / 修改用户档案	Use this form for the following: Change Management Control Mode Add / Delete / Modify User Profile
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1. 公司简介 COMPANY PROFILE			
网银机构代码 Organization ID	CN _____	公司名称（中文 / 英文） Company's Name (Chinese / English)	

2. 用户档案（请在所选服务控制的方格内打勾） USER PROFILE (Please tick the box of desired service control)			
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操作代码请填写 A 或 D 或 M (A = 增加, D = 删除, M = 修改)		Action Code Please Fill in A / D / M (A = Add, D = Delete, M = Modify)			
操作代码 Action Code					
用户全名（请用英文或拼音） User Full Name (English / Pinyin)					
电邮地址 E-Mail Address					
现金管理交易访问权限 Access Level Cash Management Transactions	查询 Enquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	交易制单人 Transaction Maker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	交易授权人 Transaction Authorizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	交易授权人组别 Authorization Group (e.g. "A" or "B" or "C")				
	交易授权人签署样本 Specimen Signature of Transaction Authorizer				
文件交换 File Exchange	文件交换发送人 File Exchange Sender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	文件交换授权人 File Exchange Authorizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
特殊权限 Special	代理授权人 Proxy Authorizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
仅供我行使用 FOR BANK USE ONLY	User ID				

3. 单一 / 双重管理控制 SINGLE / DUAL MANAGEMENT CONTROL	
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星展银行建议采纳双重管理控制通过系统进行各项交易。此举确保不会由于任何一名人士能够同时经手及批核交易而发生欺诈行为。除另有指明外，双重控制将为预设模式（除非只有一名用户）。

DBS recommends dual management control for all transactions initiated via the system. This segregation of duties is to ensure no single person could initiate and approve transactions that would result in fraudulent actions.

Unless otherwise specified, dual management control would be the default setting (except for single user).

**有关申请IDEAL网银的单一控制功能的风险声明
RISK DISCLOSURE STATEMENT FOR THE APPLICATION OF SINGLE MANAGEMENT CONTROL IN IDEAL™**

本风险声明主要说明星展银行（中国）有限公司（“银行”，包括其继承人和受让人）提供的IDEAL网上银行系统（“IDEAL网银”）的业务受理模块中有关单一控制程序（“单一控制”）的功能特性和潜在风险。对于所有通过IDEAL网银进行的交易活动，系统默认采用双重控制程序（“双重控制”），该种双重控制使单个个人无法授权其自己创建的交易，从而降低了欺诈的风险。

双重控制需要两个或更多的人员参与完成每个特定的交易过程，包括创建交易的制单人员和批准交易的其他拥有更高授权权力的人员。双重控制采用适当的职权分离，是信息安全的基础之一。虽然双重控制并不能绝对避免风险，但能够减少非因故意行为导致的错误交易风险。银行强烈推荐使用双重控制。

单一控制只需要由一个人来完成某一特定交易过程，因此，相较于双重控制，单一控制可能引致更高的风险。

This disclosure statement discusses the characteristics and risks of having a single control ("Single Control") for transactions initiated through IDEAL provided by DBS Bank (China) Ltd (the "Bank", which expression includes its successors and assigns). For all transactions initiated through IDEAL, the system defaults to have dual control ("Dual control") in place such that no single person could initiate and approve transactions that would result to fraudulent actions.

Dual management control is a procedure whereby the active involvement of two or more people is required to complete a specified process. This involves having a person responsible for creating the transaction and another individual of higher authority to approve the transaction in the system.

Dual Management Control is one of the foundations of Information Security as it is based upon the premise that, for a breach to be committed, then both parties would need to be in collusion and, because one should always alternate the pairs of people, it would require a much greater level of corruption in order to breach dual management control procedures; especially if such procedures require nested dual management control access, such that (say) 2 pairs of people are required to enable access.

Single Management Control is a procedure whereby only one person is required to complete a specified process. Thus, compared to Dual Management Control, Single Management Control for transactions may incur higher risks.

请在所选服务控制的方格内打勾 **Please tick the box of desired service control**

<input type="checkbox"/> 双重管理控制 Dual Management Control 双重管理控制，我们不同意采纳IDEAL™单一管理控制。 We do not authorize the Bank to proceed with Single Management Control in IDEAL™.	<input type="checkbox"/> 单一管理控制 Single Management Control 我们已阅读有关申请IDEAL™网银的单一控制功能的风险声明。我们在此授权银行进行有关单一控制功能的设定工作。我们完全明白和确认单一控制的功能特性和潜在风险，并承担因使用单一控制可能引致的一切风险和损失。我们同时明白和同意，在通知我们后，银行可在任何时候终止提供或修改此单一控制程序。 We have read the Risk Disclosure Statement for the Application of Single Control in IDEAL™. We hereby authorize the Bank to proceed with Single Control setup in IDEAL™. We fully understand and acknowledge the characteristics of Single Control and the risks associated with this request, and shall assume all the risks and losses the Single Control through IDEAL may incur. We also understand and agreed that the Bank may terminate or modify the providing of Single Control procedure by notice to us at any time.
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4. 授权签署 AUTHORIZED SIGNATORIES

“被授权电子银行签署人” 签署: Signature of Electronic Banking (EB) Authorized Person:

姓名 Name:	姓名 Name:	姓名 Name:	姓名 Name:
日期 Date:	日期 Date:	日期 Date:	日期 Date:
公章 / 财务章* Official Chop / Financial Chop*			

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如果企业已提供我行单独的有电子银行服务的授权书，那么申请表上签名必须与授权书上的“被授权电子银行签署人”的签名相符。如果企业提供我行的用于开设经常账户的账户授权书已包括电子银行服务，那么申请表上的授权人的签名必须与在董事会决议上具有最高权限的签名相符。
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仅供我行使用 FOR BANK USE ONLY

IN-COUNTRY IDEAL SERVICE REP	CHANNEL CREATOR	CHANNEL AUTHORIZER
Name	Name	Name
Signature	Signature	Signature
Date	Date	Date