



이메일주소 등 등록/변경 신청서
Registration/Change Request for Email Address etc.

홍콩상하이은행 서울지점 _____ 부서 앞.

To: The Hongkong and Shanghai Banking Corporation Limited, Seoul Branch ("Bank")

회사명 한글 (Korean): 에이비씨 코리아 주식회사 영문 (English): ABC Korea Co., Ltd.		고객번호 (Customer Number): 002-123458 계좌 번호 (Account Number): 002-123456-011 <input type="checkbox"/> 모든계좌에 적용 (Apply to all the accounts)			
서비스종류 Service Type	이메일주소 Email Address	담당자명 Contact Name	전화번호 Tel. No	팩스번호 Fax No	신청 Request
GLCM 모든 서비스 (GLCM All services)	Honggildong@kr.hsbc.com	홍길동	02-2004-1234		<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
(급여 이체 서비스 제외)					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
서비스 별로 담당자, 이메일 주소, 전화번호, 팩스번호가 다를 경우 아래 서비스별로 담당자를 지정하여 주시기 바랍니다. (If Contact Name, E-mail Address, Tel. No, and Fax No. are different by service below, please fill out the section below by service.)					
해외송금 Cross border Outward Payment					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
해외입금 Cross border Inward Payment					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
급여이체 ACH Salary Payment					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
기타 국내이체 Other Domestic Korean Won & FCY Payment					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
각종 수수료 Billing Invoices					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete

This form is an application to update the e-mail address of the person in charge of your company. If you register the e-mail address, you can send and receive e-mails on to various receipts and certificates related to deposit transactions. Please see the description at the bottom of the application.

If you are registering the email address for every service, please enter the e-mail address here. However, if you want to exclude a specific service, for example, a payroll transfer service, enter 'Excluding payroll transfer service' in parentheses.

If the e-mail address to be registered is added/deleted only for a specific service, not for all services, for example, if you want to register an e-mail address for overseas remittance services only, please enter your e-mail address for the service and mark in 'Add' or 'Delete' as appropriate. If you need to enter several email addresses, it's OK to enter more than one in each box.

1. Please enter your company name (either in English or Korean).
2. Be sure to enter the customer number and account number, and mark v in 'Apply to all accounts' to register your e-mail address to all accounts opened with the Bank. (The customer number is the first 3 digits and the middle 6 digits of your account number.)

When adding or deleting e-mail addresses for all GLCM services, please enter the e-mail addresses to be added/deleted and mark v in "Add" or "Delete" as appropriate. If you want to check the registered email address, please contact CS manager in charge.

After completing the email address update above, enter the application date, the name of the applicant and the name of company and then affix the seal/signature registered with the Bank. If it is not a registered seal or signature, the document may be returned.
If you are affixing a corporate seal, please submit the original application form along with the corporate seal certificate.

거래내역서 및 각 종류영서 : Bank Statement & Certificates					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
자료, 세금납부 : GIRO / TAX					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
원천징수 영수증 Withholding Tax Certificate					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete
					<input type="checkbox"/> 추가 Add <input type="checkbox"/> 삭제 Delete

* 서비스별로 등록하실 담당자명, 이메일 주소, 전화번호, 팩스번호가 모두 동일한 경우, 'GLCM 모든 서비스(GLCM All services)' 부분만 작성하여 주시기 바랍니다.
 If the Contact Name, E-mail Address, Tel. No, and Fax No are the same for all services, please fill out the 'GLCM All Services' section only.

* GLCM 서비스 (수신관련 업무)에 대한 은행 거래와 관련하여 요청하신 거래내역/영수증 등 관련 자료는 상기 계좌별/서비스별로 등록된 이메일 주소로 발송신청
 및 수령할 수 있으며, 향후 추가적으로 이메일 주소의 등록/변경이 필요한 경우에는 본 신청서양식에 관련내용을 기재하신 후 제출하여 주시기 바랍니다.
 Transaction details and/or receipts related to GLCM Services (Cash, Deposit and Payment Services) transactions will be requested by and sent to above registered
 email address by account/service(s), and in case of any additional email address registration/change required, please submit an application form in due course.

* 은행은 상기의 정보가 업데이트 되지 않음으로 인해 발생한 오류/손실에 대해서 책임지지 않습니다.
 The Bank shall not be responsible for any errors/losses caused by failure to update the above information.

* 상기 거래내역영수증 등의 관련 자료를 발송신청 및 수령을 위해 영수증을 등록/변경 신청한 사항을 처리하여 주시기 바라며, 만일 허위 진하여 문제가 발생될 경우에는 신청인이 모든
 책임을 부담할 것이며, 귀행에 영체의 책임을 묻지 않을 것을 약속합니다. @request you to register/change email address for issue request and receipt of transaction details and/or receipts
 occurs caused by you, hereby undertake to assume full liability and responsibilities for any damage or loss arising as a result of this request and keep you indemnified and hold harmless from and
 against such damage or loss.

신청일 Date of Request: 년YY 월MM 일DD
 신청인(예금주) Name of A/C holder: **ABC Kores Co. Ltd.**
 법인(사업자명) Name of Company: **ABC Kores Co. Ltd.**
 인감(서명) Seal/Authorized Signature:

본인 확인	Captured by	Authorized by