



This Smart form is offered to change company information, account information, seal and signature or e-mail address for deposit transactions. This form may be submitted via Adobe LiveSign if signed by authorized signatory.

Change of Company Information

1. If you wish to change company information, please mark V in the relevant service.
2. You may choose more than one service. If you select one of the services, a window for input appears. If you select "Change of Company Information", items for change of company information are activated as show here.
3. When the items are activated, please click on the relevant item and enter all necessary information.

If you have filled in all the necessary items, click "Validate", print out the application form, and put your seal or signature in the box on the right.

Account Servicing Form

고객번호 Customer Number 002-123456
 회사명 Name of Company ABC Company

- 1. 기업정보변경 Company Information Change
- 2. 계좌정보변경 Account Information Change
- 3. 예금거래인감 및 서명 등록 신청서 Signature Authorization/Seal Registration
- 4. 고객연락정보 Customer Contact Update
- 5. 렉스, 우편, 인편 지사에 의한 금융거래 신청 Change of Indemnity Agreement details
- 6. 고객이메일등록/변경 신청서 Change of Advice Recipient Details

1. 기업정보변경 Company Information Change

- 회사명 Change of Company Name
- 대표자 Change of Legal Representative
- 사업자등록번호 Business Registration No. OR Tax ID

<주의 사항>

- 기업정보 변경인 경우 법인인감을, 계좌관련 변경인 경우 해당계좌의 거래인감 또는 서명을 날인하여 주시기 바랍니다.
(For change of business information, please affix a representative's corporate seal while a registered seal/signature is required for change of account information.)
- 사업자등록번호 변경시, 실명확인에 필요한 제한 서류를 제출하여 주시기 바랍니다.
(For change of business registration number, please submit all documents required for real name verification.)
- 신고/변경 신청 후 30일이내 각 계좌별로 등록된 거래인감 서명들이 상이할 경우 각 계좌별로 등록된 인감(서명)들을 모두 날인하여 주시기나 법인인감을 날인하신 후 법인인감증명서를 함께 제출하여 주시기 바랍니다. (If you request to report/change for more than one account and the registered seal/signatures for those accounts are different, you shall affix all registered seal/signatures by all authorized signatories. If a representative's corporate seal is affixed, please submit a certificate of corporate seal alongside.)
- 대리인을 선임할 경우, 별도의 위임장을 작성하여 주시고, 위임장에는 법인인감을 날인하신 후 법인인감증명서를 함께 제출하여 주시기 바랍니다. (If you appoint an agent for this request, please submit an additional Power of Attorney which needs to be affixed by a representative's corporate seal. Please submit a certificate of corporate seal alongside.)
- HSBCCnet 사용자의 경우 HSBCCnet 사용자 관리 도구를 통해 직접 사용자를 취소하시기 바랍니다. 추가 문의는 고객 서비스 관리자에게 문의하시기 바랍니다.
(For HSBCCnet users, please cancel the authorized user directly via HSBCCnet User Management Tool. For further enquiries, please contact your Client Service Manager.)

당기 제곡(물)에 대하여 위와 같이 신고/변경 신청한 사항을 처리 하여 주시기 바랍니다. 만일 이로 인하여 문제가 발생할 경우에는 신청인이 모든 책임을 부담할 것이며, 귀항에 일체의 책임을 묻지 않을 것임을 확인합니다.
(As above, I would like to report and/or change with respect to the aforesaid account(s). I hereby undertake to assume full liabilities and responsibilities for any damage or loss arising as a result of such report and/or change and keep you indemnified and hold harmless from and against

신청일 Date of request :

인감/서명 Seal / Authorized Signature

본 인감에 서명 또는 인감을 날인하시기 바랍니다. Please sign or seal.

Name of Signatory(ies)

본인확인 / 실명 확인 Staff Name

Validate

1. Please enter your customer number. (Customer number is the first 3 digits and 6 digits in the middle of your account number.)
2. Please enter company name. (Either in English or Korean)

Please enter the application date.

Please affix the seal registered with the Bank or the sign of authorized signatory. If authorized signatory is signing, please enter the name of the signatory at the bottom. If the seal or signature is not registered with the Bank, the process may be delayed or documents may be returned. In case of affixing a corporate seal, please submit the original copy of the application form along with the corporate seal certificate to Client Service Manager.



Account Servicing Form

고객번호 Customer Number 002-123456

회사명 Name of Company ABC Company

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- 3. 예금거래인감 및 서명 등록 신청서 Signature Authorization/Seal Registration
- 4. 고객연락정보 Customer Contact Update
- 5. 배스, 우편, 인편 지사에 의한 금융거래 신청 Change of Indemnity Agreement details
- 6. 고객이메일등록/변경 신청서 Change of Advice Recipient Details



- 2. 계좌정보변경 Account Information Change
 - 계좌명 Change of Account Short Name
 - 휴면계좌활성화 Dormant/Unclaimed Account Reactivation
 - 거래내역통보 Change of Statement Cycle/Date

Change of Account Information

- If you choose to change your account information, the items for changing your account information are activated at the bottom.
- When the items are activated, click the relevant item and enter all necessary information.

<주의 사항>

- 기업정보 변경인 경우 법인인감을, 계좌관련 변경인 경우 해당계좌의 거래인감 또는 서명을 날인하여 주시기 바랍니다.
(For change of business information, please affix a representative's corporate seal while a registered seal/signature is required for change of account information.)
- 사업자등록번호 변경시, 실명확인에 필요한 제반 서류를 제출하여 주시기 바랍니다.
(For change of business registration number, please submit all documents required for real name verification.)
- 신고/변경 신청 계좌가 복수인 경우 각 계좌별로 등록된 거래인감 서명본이 상이할 경우 각 계좌별로 등록된 인감/서명본을 모두 날인하여 주시기나 법인인감을 날인하신 후 법인인감증명서를 함께 제출하여 주시기 바랍니다. (If you request to report/change for more than one account and the registered seal/signatures for those accounts are different, you shall affix all registered seal/signatures by all authorized signatories. If a representative's corporate seal is affixed, please submit a certificate of corporate seal alongside.)
- 대리인을 선임할 경우, 별도의 위임장을 작성하여 주시고, 위임장에는 법인인감을 날인하신 후 법인인감증명서를 함께 제출하여 주시기 바랍니다.
(If you appoint an agent for this request, please submit an additional Power of Attorney which needs to be affixed by a representative's corporate seal. Please submit a certificate of corporate seal alongside.)
- HSBNet 사용자의 경우 HSBNet 사용자 관리 도구를 통해 직접 사용자를 취소하시기 바랍니다. 추가 문의는 고객 서비스 관리자에게 문의하시기 바랍니다.
(For HSBNet users, please cancel the authorized user directly via HSBNet User Management Tool. For further enquiries, please contact your Client Service Manager.)

*당기 계좌(들)에 대하여 위와 같이 신고/변경 신청한 사항을 처리 하여 주시기 바랍니다. 만일 이로 인하여 문제가 발생할 경우에는 신청인이 모든 책임을 부담할 것이며, 귀책에 일체의 책임을 묻지 않을 것임을 확인합니다.
(As above, I would like to report and/or change with respect to the aforesaid account(s). I hereby undertake to assume full liabilities and responsibilities for any damage or loss arising as a result of such report and/or change and keep you indemnified and hold harmless from and against such damage or loss.)

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Application for Seal and Signature Registration

1. If you are applying for seal and signature registration, the seal and signature registration items are activated at the bottom.
2. If you select the relevant item (whether you wish to register/change seal or signature for your deposit transactions), items such as new registration, change, and deletion are activated. If you wish to replace an existing authorized signatory with the new one, please select "Delete" for the existing signatory and register the new signatory by selecting "New Registration".
3. When the seal and signature registration window is activated, enter the account number, fill in all necessary information such as transaction instructions, and print out the document to send it with the new seal or signature affixed thereon.



Account Servicing Form

고객번호 Customer Number 002-123456

회사명 Name of Company ABC Company

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 3. 예금거래인감 및 서명 등록 신청서 Signature Authorization/Seal Registration
 4. 고객연락정보 Customer Contact Update
 5. 렉스, 우편, 인편 지시에 의한 금융거래 신청 Change of Indemnity Agreement details
 6. 고객이메일등록/변경 신청서 Change of Advice Recipient Details

3. 예금거래인감 및 서명 등록 신청서 Signature Authorization/Seal Registration

거래인감 Change of Specimen of Financial Chop

신규등록 New
 거래인감변경 Change

계좌번호 Account Number [][]-[][][][]-[][][][][]

변경전 Before [] 변경전 거래인감 날인 불가 시 Unable to affix the chop before the change

변경후 After []

거래지시사항 Authority Granted / Approval Limits []

The company seal(s) registered above shall be used to perform all lawful acts on behalf of the company in connection with the above account held by the company at HSBC Korea. Corresponding authority granted and/or approval limits for each signature/seal should be added in detail.

삭제 Delete
 거래서명 Change of Designated Specimen/ Authorized Signatory/ Authorized Person

Customer Contact Information

1. If you wish to change the business address, click "Change" and enter the new business address in Korean and English, and fill in all necessary information in the application including postcode. And then, submit a copy of your business license along with the application.
2. If you wish to change the person in charge of contact with the bank, please fill in all necessary information.
3. Your mailing address may or may not be the same as your business address. If you wish to change your mailing address, click "Change", enter the new address in Korean and English, and fill in all necessary information including postcode.



Account Servicing Form

고객번호 Customer Number 002 - 123458

회사명 Name of Company ABC Company

- 1. 기업정보변경 Company Information Change
- 2. 계좌정보변경 Account Information Change
- 3. 예금거래인감 및 서명 등록 신청서 Signature Authorization/Seal Registration
- 4. 고객연락정보 Customer Contact Update
- 5. 액스, 우편, 인편 지사에 의한 금융거래 신청 Change of Indemnity Agreement details
- 6. 고객이메일등록/연경 신청서 Change of Advice Recipient Details

4. 고객연락정보 Customer Contact Update

- 사업장주소 Change of Business Address
- 담당자명 Change of Contact Person details
- 우편주소 Change of Correspondence Address

<주의 사항>

- 기업 정보 변경인 경우 법인인감을, 계좌관련 변경인 경우 해당계좌의 거래인감 또는 서명을 날인하여 주시기 바랍니다.
(For change of business information, please affix a representative's corporate seal while a registered seal/signature is required for change of account information.)
- 사업자 등록번호 변경시, 실명확인에 필요한 제반서류를 제출하여 주시기 바랍니다.
(For change of business registration number, please submit all documents required for real name verification.)
- 신고/연경 신청 계좌가 복수이면서 각 계좌별로 등록된 거래인감 서명들이 상이할 경우 각 계좌별로 등록된 인감(서명)들을 모두 날인하여 주시기나 법인인감을 날인하신 후 법인인감증명서를 함께 제출하여 주시기 바랍니다. (If you request to report/change for more than one account and the registered seal/signatures for those accounts are different, you shall affix all registered seal/signatures by all authorized signatories. If a representative's corporate seal is affixed, please submit a certificate of corporate seal alongside.)
- 대리인을 선임할 경우, 별도의 위임장을 작성하여 주시고, 위임장에는 법인인감을 날인하신 후 법인인감증명서를 함께 제출하여 주시기 바랍니다.
(If you appoint an agent for this request, please submit an additional Power of Attorney which needs to be affixed by a representative's corporate seal.)



Account Servicing Form

고객번호 Customer Number -

회사명 Name of Company

1. 기업정보변경 Company Information Change

2. 계좌정보변경 Account Information Change

3. 예금거래인감 및 서명 등록 신청서 Signature Authorization/Seal Registration

4. 고객연락정보 Customer Contact Update

5. 팩스, 우편, 인편 지시에 의한 금융거래 신청 Change of Indemnity Agreement details

6. 고객이메일등록/변경 신청서 Change of Advice Recipient Details

Registration/Change of Customer Email

- Please select your CSM (Client Service Manager). Select "Yes" to apply the email address you wish to register to all accounts, or select "No" to apply it only to specific accounts.
- When registering an e-mail address, please enter the e-mail address you wish to register, name of the person in charge, and phone number, and then select the relevant service. To register for all services, please select "All Services". (Personal mobile phone numbers are personal information, so please enter the company phone number.)
- When deleting an email address, enter the email address to be deleted and select the relevant service.

6. 고객이메일등록/변경 신청서 Change of Advice Recipient Details

담당 CSM

모든 계좌에 적용 Apply to all accounts Yes No

신청 Request 등록 ADD 삭제 DELETE

*등록 / 삭제 신청 동시에 체크 가능 ADD / DELETE can be checked at the same time.

등록 Add

이메일 주소 Email Address

담당자명 Contact Name

전화번호 Tel Number

ALL services(include all 8 services) Cross border Outward Payment Cross border Inward Payment

ACH Salary Payment Other Domestic Korean Won & FCY Payment

Billing Invoice Bank Statement & Certificates GIRO / TAX

Withholding Tax Certificate

*GLCM 서비스 (수신관련 업무)에 대한 은행 거래와 관련하여 요청하신 거래내역/영수증 등 관련 자료는 상기 계좌별/서비스별 등록된 이메일 주소로 발급신청 및 수령할 수 있으며, 향후 추가적으로 이메일 주소의 등록/변경이 필요한 경우에는 본 신청사항식에 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 거래내역/영수증 등의 관련 자료를 발급신청 및 수령할 이메일주소를 등록/변경 신청한 사항을 처리하여 주시기 바라며, 단일 이보 인하여 문제가 발생할 경우에는 신청인이 모든 책임을 부담할 것이며, 귀행에 일체의 책임을 묻지 않을 것임을 확약합니다. (I request you to register/change email address(es) for issue request and receipt of transaction details and/or receipts etc.as stated above. I hereby undertake to assume full liabilities and

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