

CitiDirect BE® User Administration Form  
CitiDirect BE 使用者管理申請書



Section I – Flow Control Setup:

第一部份-授權流程設定:



New 新增



Update 更新



Supersede 取代

Describe your company's authorization structure: (For complex structures, kindly discuss with your Citi representative)  
請敘述貴公司之授權結構：(若為複雜結構，請與花旗銀行專員討論)

| Amount Limit (With Currency)<br>金額限制 (請包括貨幣種類) | Account(s) Restriction<br>(If Any)<br>帳戶限制 (如適用) | Cash / Trade /<br>Payroll<br>現金/貿易/薪資 | Authorizations Required<br>(Indicate Grouping If Applicable)<br>需要授權 (如適用時，請說明授權層級) | Verification<br>Required<br>需要覆核 | Release Re-<br>quired<br>需要放行 |
|------------------------------------------------|--------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------|----------------------------------|-------------------------------|
|                                                |                                                  |                                       |                                                                                     | <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"/>         | <input type="checkbox"/>      |
|                                                |                                                  |                                       |                                                                                     | <input type="checkbox"/>         | <input type="checkbox"/>      |

Free-Format Instructions / 其他事項 (請自行填寫)

| Additional CitiDirect BE Workflows / 其他 CitiDirect BE 工作流程 |                                                |                                                    |
|------------------------------------------------------------|------------------------------------------------|----------------------------------------------------|
| Libraries / 目錄維護                                           | <input type="radio"/> Authorization Req'd 需經授權 | <input type="radio"/> No Authorization Req'd 不需經授權 |
| Payment Template / Preformat / 付款樣張/自訂格式                   | <input type="radio"/> Authorization Req'd 需經授權 | <input type="radio"/> No Authorization Req'd 不需經授權 |
| Schedule Files & Reports / 自動檔案及報表送達                       | <input type="radio"/> Authorization Req'd 需經授權 | <input type="radio"/> No Authorization Req'd 不需經授權 |
| AES eDocs / AES e-文件 設置                                    | <input type="radio"/> Authorization Req'd 需經授權 | <input type="radio"/> No Authorization Req'd 不需經授權 |

\* denotes mandatory field. \* 表示必填欄位

|                                                                                                                                                                                                  |                                                                                                                                                                                                  |                                                                         |                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------|
| <b>Authorized Signature / Name / Date:</b><br>授權簽名/姓名/日期<br><br>DBU: Corporate Seal and Responsible Person's Chop<br>經濟部大小章<br><br>OBU: Authorized Signers as per Board Resolution<br>董事會決議錄授權簽樣 | <b>Authorized Signature / Name / Date:</b><br>授權簽名/姓名/日期<br><br>DBU: Corporate Seal and Responsible Person's Chop<br>經濟部大小章<br><br>OBU: Authorized Signers as per Board Resolution<br>董事會決議錄授權簽樣 | <b>*Company Name:</b><br>公司名稱                                           |                                               |
|                                                                                                                                                                                                  |                                                                                                                                                                                                  | <b>*CitiDirect Client Definition Name / ID:</b><br>CitiDirect 客戶定義名稱/ID | <b>** 請務必填寫正確，並確保與網銀上所顯示者完全相符，包含任何標點、空格等。</b> |
|                                                                                                                                                                                                  |                                                                                                                                                                                                  | <b>*Primary Contact Name:</b><br>主要聯絡人姓名                                |                                               |
|                                                                                                                                                                                                  |                                                                                                                                                                                                  | <b>*Email Address:</b><br>電子郵件信箱                                        |                                               |
|                                                                                                                                                                                                  |                                                                                                                                                                                                  | <b>*Phone Number:</b><br>電話號碼                                           |                                               |

# CitiDirect BE® User Administration Form

## CitiDirect BE 使用者管理申請書



### Section II – Access Profile Design & Control

#### 第二部份-使用權限設定及控管



New 新增



Update 更新



Supersede 取代

| Services Required                               |                                                  |                                                            |                                       |
|-------------------------------------------------|--------------------------------------------------|------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Wire Transfers<br>國外匯款 | <input type="checkbox"/> Worldlink^<br>環球付款      | <input type="checkbox"/> Payroll<br>薪資                     | <input type="checkbox"/> Others<br>其他 |
| <input type="checkbox"/> ACH/GIRO<br>台幣跨行匯款     | <input type="checkbox"/> Collections^<br>收款      | <input type="checkbox"/> Liquidity Reporting^<br>資金流動報表    |                                       |
| <input type="checkbox"/> Cheque<br>支票           | <input type="checkbox"/> Trade Services^<br>貿易服務 | <input type="checkbox"/> RMB Extended Services#<br>人民幣延伸服務 |                                       |

^ These services may require additional setup 這些服務可能需要其他之設定

# Only available in selected markets 僅於特定市場才提供

| Segregate Access by Accounts? 依帳戶分層管理?                               |                              |
|----------------------------------------------------------------------|------------------------------|
| <input type="radio"/> Yes (Please Provide Details) / 是 (請提供明細)       | <input type="radio"/> No / 否 |
| <input type="checkbox"/> By Specific Accounts / 特定帳戶                 |                              |
| <input type="checkbox"/> By Legal Entity / Base Number / 公司正式全名/公司代碼 |                              |
| <input type="checkbox"/> By Account Branch / Country / 分行/國家之帳戶      |                              |
| <input type="checkbox"/> Other Logic / 其他                            |                              |
| Details / 明細說明:                                                      |                              |

| Segregate Access by Payment Methods? 依付款方式分層管理? |                              |
|-------------------------------------------------|------------------------------|
| <input type="radio"/> Yes + / 是+                | <input type="radio"/> No / 否 |
| Remarks / 註記:                                   |                              |

+ If checked, by default, Citi will separate your access setup into three (or more) distinct groups of payment methods: 若勾選此欄位，依預定設定，花旗銀行將會把您的使用設定分為三個或三個以上不同之支付方式種類

- Wire Transfers (Cross Border Fund Transfer, Domestic Fund Transfer, Book Transfer) 電匯 (國際間資金轉帳、國內資金轉帳、內部轉帳)
- ACH / GIRO 媒體交換自動轉帳/銀行同業自動轉帳
- Cheque 支票
- Others (if applicable) 其他 (如適用)

| Payroll Setup / 薪資付款設定                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Separate Payroll Profiles Required. If checked, please indicate the specific payroll accounts in the remarks section below.<br>需要將薪資付款檔案分開。如果勾選本欄位，請於以下註記欄指出特定的薪資付款帳戶 |
| Remarks / 註記:                                                                                                                                                                                  |



Other Setup / 其他設定

( Any additional non-standard setups including country-specific capabilities or as advised by your Citi representatives. )  
( 任何其他非標準之設定，包含特定國家產品或由您的網銀建置經理所提供之建議。 )

\* denotes mandatory field. \*表示必填欄位

|                                                                                                                                                                                              |                                                                                                                                                                                              |                                                                         |                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------|
| <b>Authorized Signature / Name / Date:</b><br>授權簽名/姓名/日期<br>DBU: Corporate Seal and Responsible Person's Chop<br>經濟部大小章<br><br>OBU: Authorized Signers as per Board Resolution<br>董事會決議錄授權簽樣 | <b>Authorized Signature / Name / Date:</b><br>授權簽名/姓名/日期<br>DBU: Corporate Seal and Responsible Person's Chop<br>經濟部大小章<br><br>OBU: Authorized Signers as per Board Resolution<br>董事會決議錄授權簽樣 | <b>*Company Name:</b><br>公司名稱                                           |                                               |
|                                                                                                                                                                                              |                                                                                                                                                                                              | <b>*CitiDirect Client Definition Name / ID:</b><br>CitiDirect 客戶定義名稱/ID | <b>** 請務必填寫正確，並確保與網銀上所顯示者完全相符，包含任何標點、空格等。</b> |
|                                                                                                                                                                                              |                                                                                                                                                                                              | <b>*Primary Contact Name:</b><br>主要聯絡人姓名                                |                                               |
|                                                                                                                                                                                              |                                                                                                                                                                                              | <b>*Email Address:</b><br>電子郵件信箱                                        |                                               |
|                                                                                                                                                                                              |                                                                                                                                                                                              | <b>*Phone Number:</b><br>電話號碼                                           |                                               |

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Appendix: User Setup 附錄：使用者設定 ☐ Add 新增 ☐ Update 更新 ☐ Delete 刪除

\* denotes mandatory field. \*表示必填欄位

|                                                      |                                                      |                                                    |
|------------------------------------------------------|------------------------------------------------------|----------------------------------------------------|
| User Details                                         |                                                      |                                                    |
| *First Name: (as per ID documents)<br>名字 (與身分證文件相符)  | Middle Name: (as per ID documents)<br>中間名 (與身分證文件相符) | *Last Name: (as per ID documents)<br>姓氏 (與身分證文件相符) |
| *Email Address: 電子郵件信箱                               | *Telephone Number: 電話號碼<br>( ) - ( )                 | *Mobile Number: 手機號碼<br>( ) - ( )                  |
| User Alias: (Existing Users Only)<br>使用者別名 (已存在之使用者) |                                                      |                                                    |

|                                                                                                                            |                                        |                           |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------|
| User Address 使用者地址 <input type="checkbox"/> Check here if the address is the same as the company address 若地址與公司地址相同，請勾選本欄位 |                                        |                           |
| Building / Floor / Room / 棟/樓層/室                                                                                           | *Street Address / 街道地址                 | City / 城市                 |
| *Country / 國家                                                                                                              | *State / Province / Territory / 州/省/領地 | *ZIP / Postal Code / 郵遞區號 |

^ Mandatory for US and Canada addresses 美國及加拿大地址必填欄位

|                                                                                                                                                                                                                                               |                                                                      |                                                       |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------|--|
| Credential 憑證                                                                                                                                                                                                                                 |                                                                      |                                                       |  |
| Default Mobile Token (soft-token) credentials will be issued for new users. 預設的行動密碼 (非實體動態密碼) 將會核發予新使用者。<br>Mobile Token may not be available in all markets, please check with your respective Citi representative. 行動密碼不適用於所有國家，請與各國花旗代表確認。 |                                                                      |                                                       |  |
| For New Users                                                                                                                                                                                                                                 |                                                                      | For Existing Users                                    |  |
| <input type="checkbox"/> New Mobile Token<br>新的行動密碼                                                                                                                                                                                           | <input type="checkbox"/> Re-Activate Mobile Token<br>重新啟用行動密碼        | <input type="checkbox"/> No Action Required<br>不需任何動作 |  |
| <input type="checkbox"/> New Safeword / VASCO<br>新的動態密碼卡                                                                                                                                                                                      | <input type="checkbox"/> Re-issue Safeword / VASCO Card<br>重新核發動態密碼卡 |                                                       |  |

|                                              |                                                            |                                                                      |
|----------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------|
| Deletion 刪除                                  |                                                            |                                                                      |
| <input type="checkbox"/> 馬上刪除<br>Immediately | <input type="checkbox"/> 請於 (日期) 後刪除<br>After certain date | <input type="checkbox"/> 請於 (使用者姓名) 卡片生效後刪除<br>After user is created |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Access Profile Association / Roles / Remarks 存取權限設定/角色/註記                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <input type="checkbox"/> 取代此使用者之前的存取權限及設定 Supersede all existing access profile for this user                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <input type="checkbox"/> 權限比照現有使用者 Mirror existing user profile : (請填卡號+使用者姓名 Enter user ID and name)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <div>In this section, please include a list of all access profiles required for this user. The list of access profiles can be retrieved from CitiDirect. If new access profiles are required, please complete Section II for the creation of additional access profiles, you may then indicate in free-text what role(s) are required for this user corresponding to the roles setup in Section II, for example:<br/>在此請提供要給予該使用者之所有存取權限清單。存取權限清單可於 CitiDirect 中查詢。如果需要新的存取權限，請完成第二部份增加其他額外存取權限之填寫。根據第二部份之角色設定，您可以自由指出哪些為該使用者所需要之角色。舉例如下：<br/>帳戶 123001/ 123002/123003 for GIRO only<br/>帳戶 123001/ 123002/123003 使用者僅能編輯台幣跨行匯款之付款方式<br/>帳戶 456001/456002 for Wire Transfers only<br/>帳戶 456001/456002 使用者僅能編輯國外匯款之付款方式<br/>Please note that Citi will only entitle roles or access profiles based on what is currently maintained. If the roles or access profiles do not currently exist, they must be created by completing Section II.<br/>請注意，花旗銀行僅針對現有之角色或權限進行設定。如果角色或權限現在並不存在，則必須填寫第二部份來創建。</div> |  |

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Under local Anti-Money Laundering regulations, please note that identity documentation may need to be submitted to local Citi offices if the user is an authorizer for India, New Zealand, Thailand, Vietnam and Bangladesh accounts. For more information, please click [here](#)

根據各地之反洗錢法令規定，請注意，若該使用者為印度、紐西蘭、泰國、越南以及孟加拉帳戶之授權人，則可能需要繳交身份證明文件至當地之花旗銀行辦公室。欲了解更多資訊，請點擊[本連結](#)。

|                                                                                          |                                         |                                                                                           |                                         |
|------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------|
| Asia Extended Services (Optional)                                                        |                                         |                                                                                           |                                         |
| <input type="checkbox"/> 權限比照現有使用者 Mirror existing user profile :                        |                                         | ( 請填卡號及姓名 Enter user ID & name )                                                          |                                         |
| Reports 報表                                                                               |                                         | Open Invoice: 開立發票                                                                        |                                         |
| <input type="radio"/> New 新增 <input type="radio"/> Update 更新 <input type="radio"/> N/A 無 |                                         | <input type="checkbox"/> Maker <input type="checkbox"/> Checker      ** 若未特別設定授權流程，則為自動放行 |                                         |
| Branch(es) 分行 :                                                                          |                                         | Client Code(s) 客戶代碼 :                                                                     |                                         |
| Reports 報表                                                                               |                                         | Supporting Documents Upload 附屬文件上傳                                                        |                                         |
| <input type="checkbox"/> Payables 應付帳款                                                   | <input type="checkbox"/> Collections 收款 | <input type="checkbox"/> Bangladesh 孟加拉                                                   | <input type="checkbox"/> Sri Lanka 斯里蘭卡 |
| <input type="checkbox"/> Payroll 薪資                                                      | <input type="checkbox"/> Statements 對帳單 | <input type="checkbox"/> China 中國                                                         | <input type="checkbox"/> Thailand 泰國    |
| <input type="checkbox"/> Deposits 存款                                                     | <input type="checkbox"/> Trade 貿易       | <input type="checkbox"/> Indonesia 印尼                                                     | <input type="checkbox"/> Taiwan 台灣      |
| <input type="checkbox"/> Liquidity Management 資金流動管理                                     |                                         | <input type="checkbox"/> India 印度                                                         | <input type="checkbox"/> Vietnam 越南     |
|                                                                                          |                                         | <input type="checkbox"/> South Korea 南韓                                                   |                                         |

\* denotes mandatory field. \*表示必填欄位

|                                                                                                                                                                                           |                                                                                                                                                                                           |                                                                  |                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------|
| Authorized Signature / Name / Date:<br>授權簽名/姓名/日期<br><br>DBU: Corporate Seal and Responsible Person's Chop<br>經濟部大小章<br><br>OBU: Authorized Signers as per Board Resolution<br>董事會決議錄授權簽樣 | Authorized Signature / Name / Date:<br>授權簽名/姓名/日期<br><br>DBU: Corporate Seal and Responsible Person's Chop<br>經濟部大小章<br><br>OBU: Authorized Signers as per Board Resolution<br>董事會決議錄授權簽樣 | *Company Name:<br>公司名稱                                           |                                        |
|                                                                                                                                                                                           |                                                                                                                                                                                           | *CitiDirect Client Definition Name / ID:<br>CitiDirect 客戶定義名稱/ID | ** 請務必填寫正確，並確保與網銀上所顯示者完全相符，包含任何標點、空格等。 |
|                                                                                                                                                                                           |                                                                                                                                                                                           | *Primary Contact Name:<br>主要聯絡人姓名                                |                                        |
|                                                                                                                                                                                           |                                                                                                                                                                                           | *Email Address:<br>電子郵件信箱                                        |                                        |
|                                                                                                                                                                                           |                                                                                                                                                                                           | *Phone Number:<br>電話號碼                                           |                                        |