**Online Banking and Digital Certificate Maintenance Form**

**网上“企业银行”及数字证书维护申请表**

Please fill out the form in **English Block Letters** and check (🗷) where appropriate.请以英文印刷体填写表格，并叉选 (🗷) 对应项目。

Application date 申请日期: (mm/dd/yyyy):

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| **Customer Information客户信息** |
| Customer Name单位名称 |       | Customer ID客户号 |       |
| Mailing Address通讯地址 |       |
| City市 |       | State, Country州/省，国家 |       | Zip Code邮政编码 |       |
| Contact Person Name联系人姓名 |       | Email邮箱 |       | Phone电话 |       |
| **Note: This mailing address is used for online banking related mails only. 注：本通讯地址仅用于寄送网上“企业银行”相关信件** |
| **[ ]  Add Account(s) 新增账号** |
|  Account No.: |       | , |       | , |       | , |       |
| **[ ]  Delete Account(s) (Keep online banking services) 删除账号（保留网上银行服务）** |
|  Account No.: |       | , |       | , |       | , |       |
| **[ ]  Add Function(s) 新增功能** [ ] NY Settlement Business 纽约分行支付结算 [ ] NY Foreign Exchange Application 纽约外汇交易网上申请 |
| **[ ]  Delete Function(s)删除功能** [ ] NY Settlement Business 纽约分行支付结算 [ ] NY Foreign Exchange Application 纽约外汇交易网上申请 |
| **[ ]  Cancel Online Banking Services 关闭网上“企业银行”** |
| **[ ]  Administrator Maintenance (A form can only maintain one administrator) 管理员维护 (一张申请表只能维护一个管理员)** |

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| Current Admin Name当前管理员姓名 |       | Phone电话 |       | Email邮箱 |       |
| ID Type证件类型 |       | ID Country证件国别 |       | ID Number证件号码 |       |
| USB Key No. (Required if has one)U-Key号码 (维护已有证书时填写) |       |

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|  [ ]  Reset Password重置用户登录密码 [ ]  Reissue Lost/Stolen Certificate证书遗失补发 [ ]  Reissue Broken/Damaged Certificate (Please send the USB-Key back) 证书损坏重发 (请寄回USB-Key) [ ]  Reset Password of Expired/Locked Certificate (Please send the USB-Key back) 证书过期/密码锁死重置 (请寄回USB-Key) [ ]  Discard Certificate作废证书 [ ]  Change Administrator and Apply Certificate for New Administrator变更系统管理员并为变更后的系统管理员申请证书 [ ]  Change Administrator and Change the User of Certificate (Please send the USB-Key back) 变更系统管理员并变更证书持有  人 (请寄回USB-Key) [ ]  Change Administrator and Use New Administrator’s Existing Certificate 变更系统管理员并使用新管理员现有的证书 |

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| New Admin Name变更后管理员姓名 |       | Phone电话 |       | Email邮箱 |       |
| ID Type证件类型 |       | ID Country证件国别 |       | ID Number证件号码 |       |

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| **[ ]  Regular User Maintenance (A form can only maintain one regular user) 一般用户维护 (一张申请表只能维护一个一般用户)** |

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| Regular User Name一般用户姓名 |       | Phone电话 |       | Email邮箱 |       |
| ID Type证件类型 |       | ID Country证件国别 |       | ID Number证件号码 |       |
| USB Key No. (Required if has one)U-Key号码 (维护已有证书时填写) |       |

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|  [ ]  Apply Certificate 申请证书 [ ]  Reissue Lost/Stolen Certificate证书遗失补发 [ ]  Reissue Broken/Damaged Certificate证书损坏重发 (Please send the USB-Key back 请寄回USB-Key) [ ]  Reset Password of Expired/Locked Certificate 证书过期/密码锁死重置 (Please send the USB-Key back 请寄回USB-Key) [ ]  Discard Certificate作废证书 |
| **[ ] Other Maintenance Request其他维护要求：**      |
| **Signature (s) of Authorized Signatory(ies) 有权签字人签名：** |

If you choose to send us this form electronically, please always email to **Banking@ny.cmbchina.com** in PDF version.

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| **Bank Use Only以下由银行填写** |
| **Consent from Account Officer for Loan Customers:** (Name and Signature)  |
|  **Operations Department (Online Banking Maintenance)** We acknowledge receipt of this form on (Time, Date), (Name and Signature) [ ]  Email [ ]  Mail [ ]  In Person  Customer signature(s) verified by: (Name and Signature) [ ]  Call Back if by Email  Spoke to: Time: Caller: (Name and Signature) Maintenance operated by: (Name and Signature)Maintenance authorized by: (Name and Signature)**Customer User ID(s) and Password(s) were sent to Customer by**[ ]  Mail [ ]  Email on (Time, Date), (Name and Signature) |
|  **Operations Department (Digital Certificate Maintenance)**We acknowledge receipt of this form on (Time, Date), (Name and Signature)USB-Key ID(s) maintained 1: , 2: USB-Key(s) maintained by: (Name and Signature)USB-Key(s) authorized by: (Name and Signature)USB-Key(s) mailed to customer on (Time, Date), (Name and Signature) |