**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**](mailto: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) |