

使用指南

个人银行文件电子签署平台

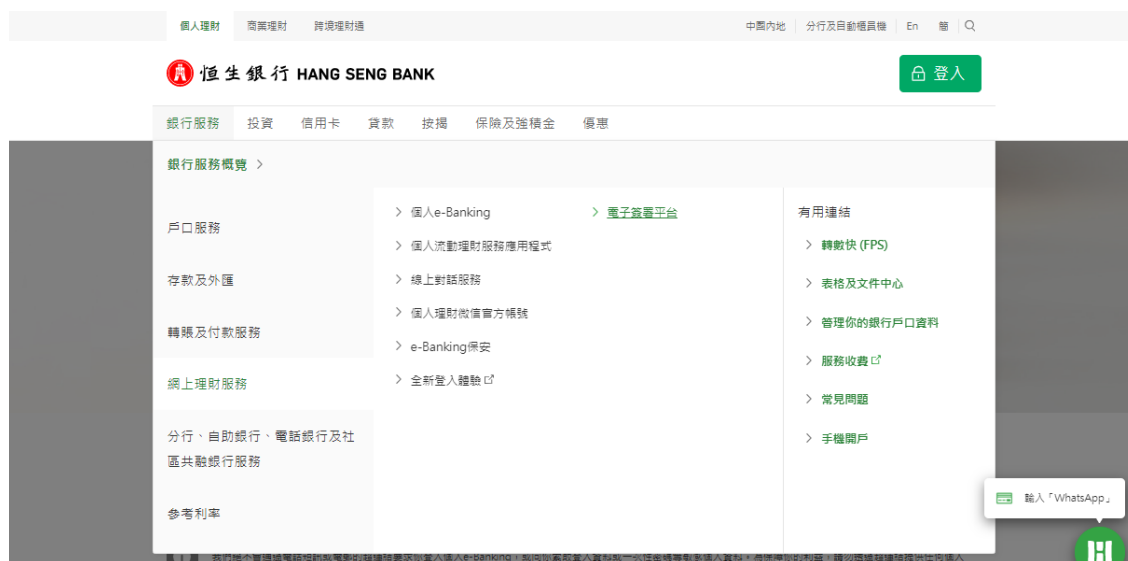
步骤 1

登入「电子签署平台」

如你收到关于「电子签署平台」上有文件待签署的电邮，请登入「电子签署平台」以完成签署流程。

请根据以下步骤登入「电子签署平台」：

1. 开启个人银行网站上侧的「**银行服务**」标籤，然后点击「**网上理财服务**」分页下的「**电子签署平台**」。



2. 输入已登记在本行之电邮地址及手提电话号码登入「**电子签署平台**」。

A screenshot of the 'Digital Signature Platform' login page. The page title is '電子簽署平台' (Digital Signature Platform). Below the title, there are two informational boxes: the first explains that the user will receive an email with a link to the platform, and the second states that the user must provide their registered email address and mobile phone number. The main section is titled '線上簽署您的文件' (Sign your documents online) and includes a '重要事項' (Important Information) section. Below this, there are input fields for '電郵地址' (Email Address) and '手提號碼' (Mobile Number), with a '+852' prefix for the mobile number. A '聲明' (Declaration) section contains four checkboxes: (i) '我已細閱、明白並同意網站條款及細則' (I have read, understood and agree to the website terms and conditions), (ii) '我已細閱、明白並同意電子簽署平台條款及細則' (I have read, understood and agree to the digital signature platform terms and conditions), (iii) '我已細閱、明白並同意私隱政策' (I have read, understood and agree to the privacy policy), and (iv) '我親身處境香港並明白此服務旨在香港提供' (I am personally in Hong Kong and understand that this service is provided in Hong Kong). A '下一步' (Next Step) button is located at the bottom right.

3. 请阅读并同意「电子签署平台」之条款及细则。

The screenshot shows a web form titled "線上簽署您的文件" (Online Document Signing). It has three main sections: "重要事項" (Important Information), "輸入資料" (Input Information), and "聲明" (Declaration). Under "重要事項", it asks the user to input their email and mobile phone number before proceeding. Under "輸入資料", the email field contains "b2guat3@gmail.com" and the mobile number field contains "+852" followed by a masked number. Under "聲明", there are four checkboxes, all of which are checked. A green arrow points to the first checked checkbox. A green "下一步" (Next Step) button is located at the bottom right of the form.

4. 点击「下一步」。你将进入电子签署平台。

This screenshot is identical to the previous one, but with a green arrow pointing to the "下一步" (Next Step) button. Below the form, there is a dark grey footer area containing various links and app download buttons. The links include "關於恒生" (About Hang Seng), "網上安插提示" (Online Security Notice), "重要通告" (Important Notice), "恒生附屬機構" (Hang Seng Subsidiaries), "服務收費" (Service Charges), "監管掛號" (Regulatory Registration), "聯絡銀行" (Contact Us), "利率/匯率資訊" (Interest/Exchange Rate Information), and "系統提升時間表" (System Upgrade Schedule). On the right side of the footer, there is a section titled "Manage your finances with Hang Seng mobile apps (TC)" with buttons for "App Store" and "Google Play", and a link for "APK 安裝位" (APK Download).

*备注：

- 登入「电子签署平台」时请确保你身处香港，否则你将未能继续使用此服务。
- 如你对登入资料有任何疑问，请联络银行相关同事。

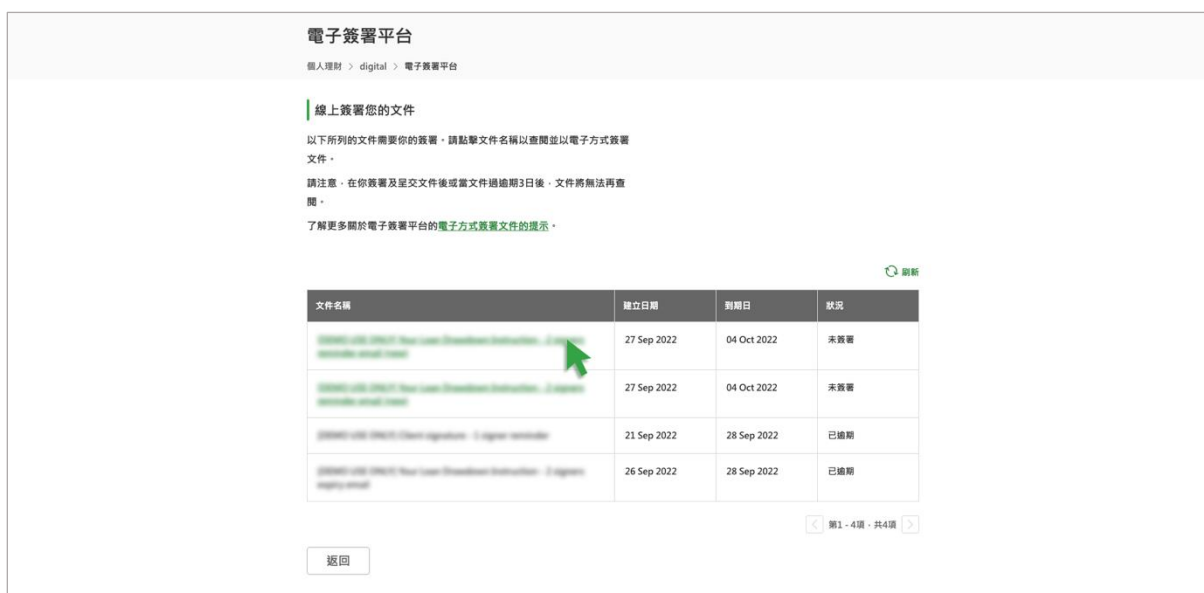
步骤 2

选择须签署的文件

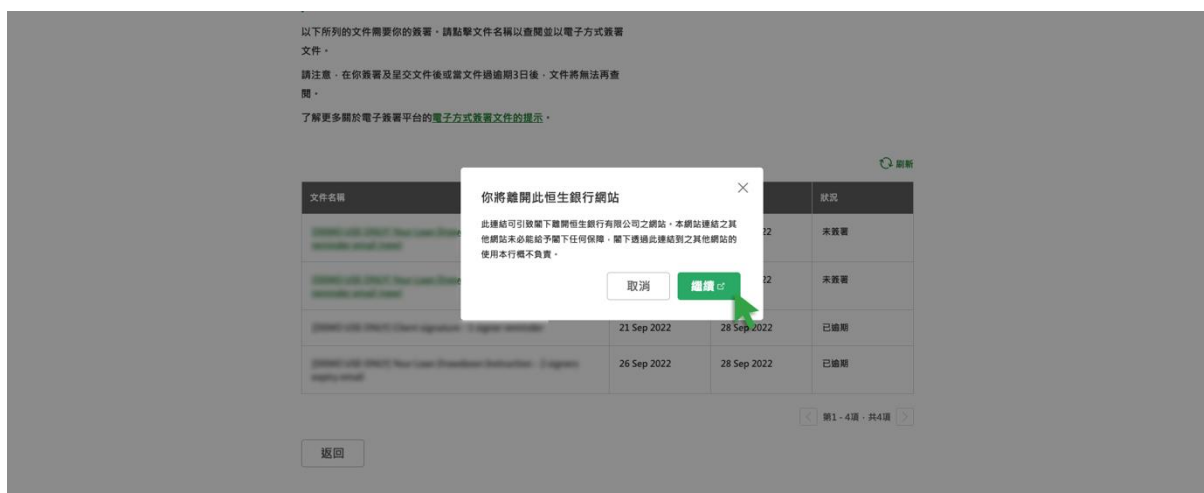
页面将列出所有待签署的文件。请选择并点击须签署的文件。

*备注：

请于文件逾期前完成签署。如果文件已逾期，将不能开启签署，请联络银行相关同事。所有逾期文件将自到期日计起 3 天自动删除。



点击「继续」以同意在新分页上开启 Adobe Sign 网页，并继续操作。

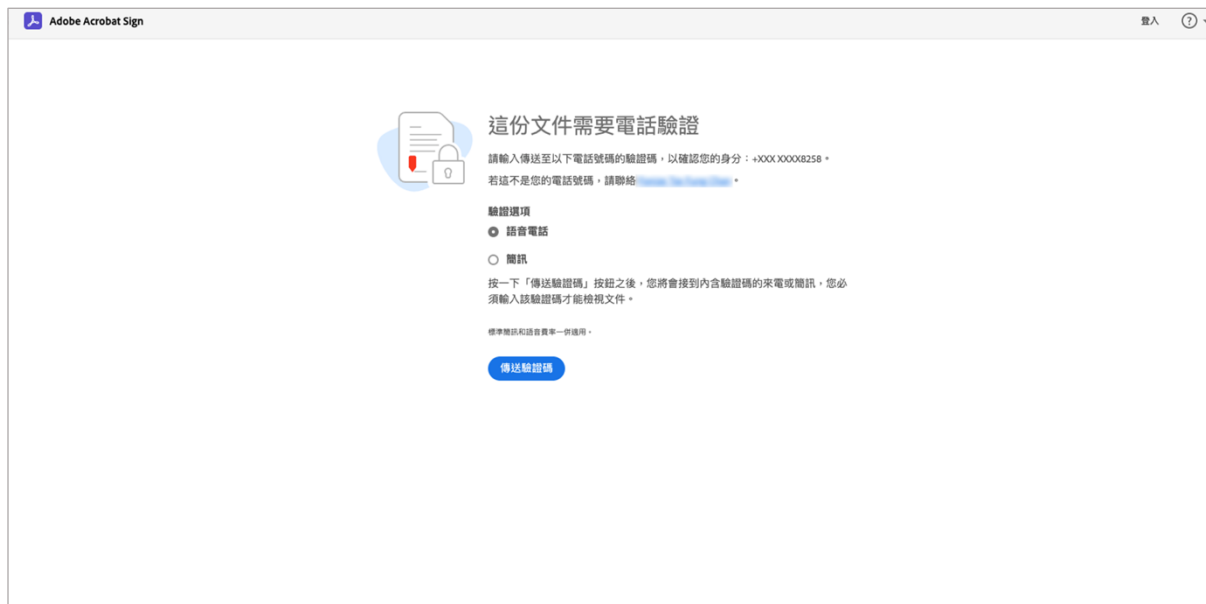


步骤 3

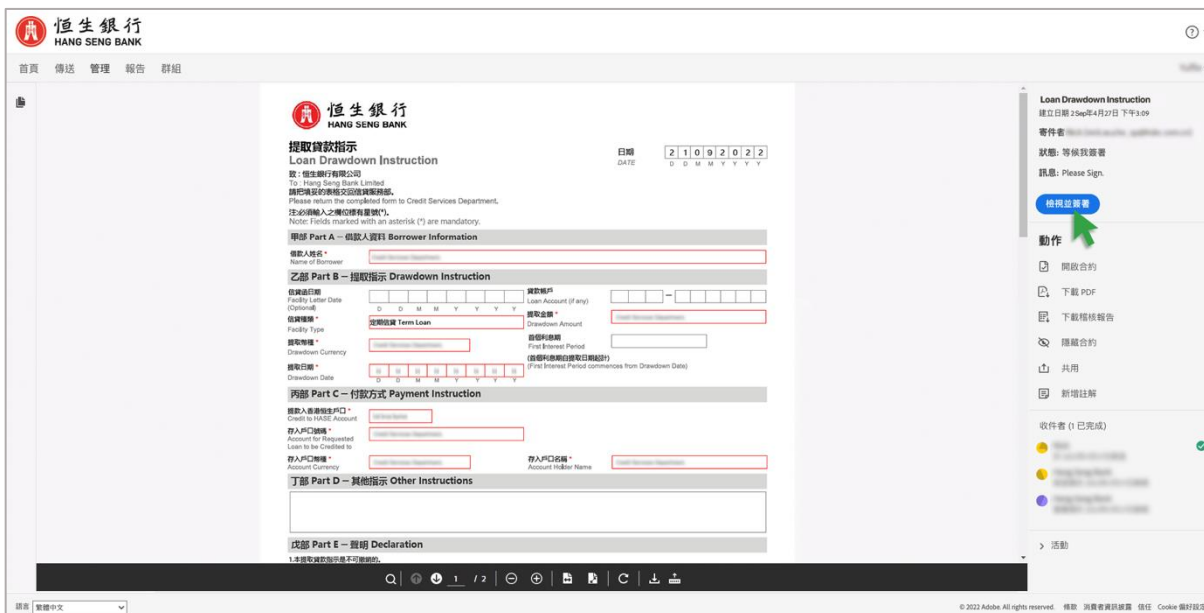
检视并签署文件

请选择「语音电话」*或「简讯」。然后点击「传送验证码」并按指示完成身分验证。

*备注：「语音电话」暂时只支援英语及普通话。



细阅文件并点击「检视并签署」。



于电子签署平台签署文件的步骤

然后点击「确定」以审阅并完成。

恒生銀行
HANG SENG BANK

請審閱並完成

您必須完整審閱本合約並填寫 1 個必要欄位。

確定

提取貸款指示
Loan Drawdown Instruction

日期
DATE

1 0 9 2 0 2 2

D D M M Y Y Y Y

甲部 Part A - 借款人資料 Borrower Information

借款人姓名 *
Name of Borrower

乙部 Part B - 提取指示 Drawdown Instruction

信貸日期
Facility Letter Date
Optional

日期
D D M M Y Y Y Y

貸款帳戶
Loan Account (if any)

提取金額 *
Drawdown Amount

定期借貸 Term Loan

首期利息
First Interest Period
(首期利息期自提取日期起計)
(First Interest Period commences from Drawdown Date)

提取日期 *
Drawdown Date

日期
D D M M Y Y Y Y

丙部 Part C - 付款方式 Payment Instruction

匯款入香港恒生戶口 *
Credit to HASE Account

存人戶口號碼 *
Account for Requested
Loan to be Credited to

存人戶口幣種 *
Account Currency

存人戶口名稱 *
Account Holder Name

1 / 2

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请小心核对以确保文件内容正确无误。然后点击「按一下這裡进行签署」并按页面上的指示进行签署。

2. 信貸函提到的所有定義和詞彙，與本文件具有相同含義。
Terms defined in the Facility Letter shall have the same meaning in this Loan Drawdown Instruction.

3. 受適用的信貸函中之條款及條件規限
The drawing to be made under this Loan Drawdown Instruction is subject to the terms and conditions of the applicable facility letter.

4. 我們確認借貸提取屬我們的權力範圍內，已通過適當的行動獲得有效授權，並不會超過我們借款(無論所給予的法令、法規、協議或其他方式的任何限制，(適用於企業借款人)
We confirm that the drawing to be made under this Loan Drawdown Instruction is within our powers, has been validly authorized by appropriate action and will not cause any limit on our borrowings (whether imposed by statute, regulation, agreement or otherwise) to be exceeded. (Applicable to Corporate Borrower only)

文義如有歧義，以英文本為準。
In case of discrepancies between the English and Chinese versions of this Loan Drawdown Instruction, the English version shall prevail.

借款人簽署 Signature of the Borrower

銀行專用 For Bank Use

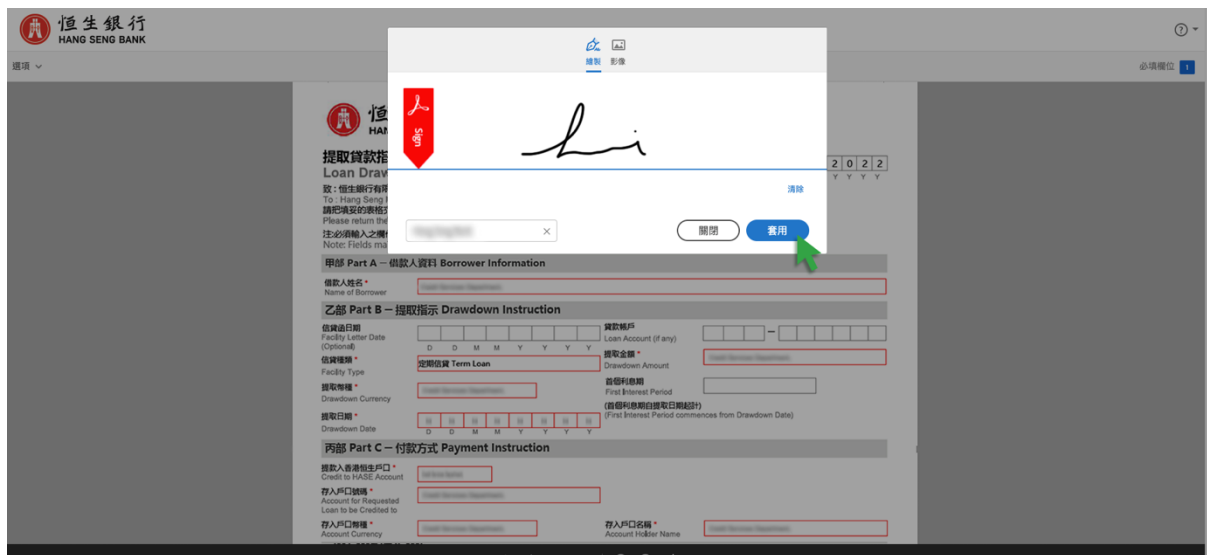
* 按一下這裡進行簽署 請用留存本行之印鑑簽署 Please use signature(s)/seal(s) filed with the Bank	Exchange Rate:	
	Numbering:	
	Deal No.:	
	Dealer:	
	GBS <input type="checkbox"/> CBA <input type="checkbox"/> BBD <input type="checkbox"/>	
Others:		

于电子签署平台签署文件的步骤

你可选择以下其中一种方式签署文件：

1. **绘制** – 直接签署；或
2. **影像** – 上载你的签名图像

请选择合适的方式进行签署。如你满意签名，请点击「**套用**」。



The screenshot shows the Hang Seng Bank online interface for a loan drawdown application. A signature overlay is visible in the center, featuring a red vertical stamp with the Chinese characters '人' (Person) and '字' (Signature). The signature itself is a cursive 'hi'. Below the signature, there are two buttons: '關閉' (Close) and '套用' (Apply), with a green arrow pointing to the '套用' button. The background form is partially obscured but shows sections for '甲部 Part A - 借款人資料 Borrower Information', '乙部 Part B - 提取指示 Drawdown Instruction', and '丙部 Part C - 付款方式 Payment Instruction'. The top left corner displays the Hang Seng Bank logo and name. The top right corner shows a user profile icon and the text '必須職位 1'.

步骤 4

完成

当完成上述步骤后，你的签名将显示于文件上。

如你同意相关条款及细则以及消费者资讯披露之条款及细则，请点击「**按一下以签署**」。

2. 信貸協議中的所有定義和條款，與本函件具有相同含義。
Terms defined in the Facility Letter shall have the same meaning in this Loan Drawdown Instruction.

3. 受函件內信貸函中之條款及條件規限。
The drawing to be made under this Loan Drawdown Instruction is subject to the terms and conditions of the applicable facility letter.

4. 我們確認此項貸款取閱我們的權力範圍內，已透過適當的行動獲得有效授權，並不會超過我們借款(無論所給予的指令、授權、協議或其他方式的任何限制。(適用於企業借款人士)
We confirm that the drawing to be made under this Loan Drawdown Instruction is within our powers, has been validly authorized by appropriate action and will not cause any limit on our borrowings (whether imposed by statute, regulation, agreement or otherwise) to be exceeded. (Applicable to Corporate Borrower only)

文檔如有歧異，以英文本為準。
In case of discrepancies between the English and Chinese versions of this Loan Drawdown Instruction, the English version shall prevail.

借戶人簽署 Signature of the Borrower		銀行專用 For Bank Use	
<div style="border: 1px solid black; padding: 5px; text-align: center;">按一下以簽署</div> 		Exchange Rate	
		Numbering	
		Dual No.	
		Dealer	
		GBS	<input type="checkbox"/>
		CBA	<input type="checkbox"/>
		BBD	<input type="checkbox"/>
		Others	

請用留存本行之印簽簽署 Please use signature(s)/chop(s) filed with the Bank

請將簽署，我同意這份合約和消費者資訊披露，加以電子方式與 Hang Seng Bank 業務往來。

按一下以簽署

你已完成簽署。你可点击「**下载**」以储存该已签署的文件。

恒生銀行
HANG SENG BANK

✓ 已完成簽署

您已完成簽署

接下來，文件會交由 Hang Seng Bank 核准。

所有相關方都將收到電子郵件通知。您也可以下載您剛簽署之內容的副本。

管理您的 Acrobat Sign 合約

管理