

8.1 General Services

8.1.1 Example for using “Standard Authorisation Mode” (Supports Single Authorisation, One Authorisation Group)

Standard Mode

Assume Company X has one director and one staff. The authorisation mode is as follows:

Person	Suggested Grouping
Staff A	No group (Can set up instructions but cannot authorise)
Director	A

The company requires that all transactions should be authorised by the director.

If Company X would like to conduct the following transaction:

Transfer an amount of HKD100,000 or less from ACCOUNT 1 to a holder’s account, authorisation from the director is required.

As only one authorisation group is required, “Standard Authorisation Mode” with single authorisation and one authorisation group should be used.

User and Account Authorisation Mode Setting Options

- Standard Authorisation Settings (Supports dual authorisation, a maximum of 2 authorisation groups, and up to 5 authorisation matrices.)
- Advanced Authorisation Settings (Supports 2-level authorisation, a maximum of 12 authorisation groups, and up to 8 authorisation matrices. Authorisation in order is supported.)



Beneficiary Account List Authorisation Settings

- Supports Single Authorisation Only
- One Authorisation Group Only (A only)
- Two Authorisation Groups (A and B)
- Supports Single and Dual Authorisation
 - One Authorisation Group Only (A only)
 - Two Authorisation Groups (A and B)

User settings:

Staff A does not belong to any group, and has the right to enquire and enter transaction only.

Account Rights Settings

Authorisation Group: N/A

Total Daily Authorisation Debit Limit of Holder's Account (HKD equivalent):

(All transactions under the following accounts will be conducted according to the authorisation settings given under the "User Information")

Account Number	Account Name	Enquiry	Input	Authorisation	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
<input type="checkbox"/> Apply settings to all accounts					
HKD Savings Account					
012-875-1-010329-0	ACCOUNT 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Director belongs to group A, and has the enquiry and authorisation right. Also, his / her daily debit limit of ACCOUNT 1 is HKD100,000.

Account Rights Settings

Authorisation Group: A

Total Daily Authorisation Debit Limit of Holder's Account (HKD equivalent): 100000.00

(All transactions under the following accounts will be conducted according to the authorisation settings given under the "User Information")

Account Number	Account Name	Enquiry	Input	Authorisation	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
<input type="checkbox"/> Apply settings to all accounts					
HKD Savings Account					
012-875-1-010329-0	ACCOUNT 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100000.00

Account's "Authorisation Matrix Settings" should be set as follows:

Authorisation Matrix Settings

Transfer Transaction

To Holder's Accounts

Authorisation Limit of Each Group (HKD)

Apply authorisation limit to all accounts

Account Number	Account Name	Authorisation Limit
012-875-0-292295-7	ACCOUNT1	100000

8.1.2 Example for using “Standard Authorisation Mode” (Supports Single Authorisation, Two Authorisation Groups)

Standard Mode

Assume Company X has one director and four staff. The authorisation mode is as follows:

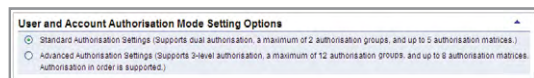
Person	Suggested Grouping
Staff A	No group (Can set up instructions but cannot authorise)
Staff B	No group (Can set up instructions but cannot authorise)
Staff C	No group (Can set up instructions but cannot authorise)
Manager	B
Director	A

The company requires that all transactions should be authorised by the director or manager.

If Company X would like to conduct the following transactions:

1. Transfer an amount of HKD100,000 or less from ACCOUNT 1 to a holder’s account, authorisation from either the manager or director is required.
2. Transfer an amount of HKD100,000 to HKD200,000 from ACCOUNT 1 to a holder’s account, authorisation from the director is required.

As two authorisation groups are required, “Standard Authorisation Mode” with single authorisation and two authorisation groups should be used.



User settings:

Staff A, B and C do not belong to any group, and have the right to enquire and enter transaction only.

Authorisation Group: N/A

Account Rights Settings

Total Daily Authorisation Debit Limit of Holder's Account (HKD equivalent):

(All transactions under the following accounts will be conducted according to the authorisation settings given under the "User Information".)

Account Number	Account Name	Enquiry	Input	Authorisation	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
<input type="checkbox"/> Apply settings to all accounts					
012-875-1-010329-0	ACCOUNT 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Manager belongs to group B, and has the enquiry and authorisation right. Also, his / her daily debit limit of ACCOUNT 1 is HKD100,000.

Authorisation Group: B

Account Rights Settings

Total Daily Authorisation Debit Limit of Holder's Account (HKD equivalent): 100000.00

(All transactions under the following accounts will be conducted according to the authorisation settings given under the "User Information".)

Account Number	Account Name	Enquiry	Input	Authorisation	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
<input type="checkbox"/> Apply settings to all accounts					
012-875-1-010329-0	ACCOUNT 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100000.00

Director belongs to group A, and has the enquiry and authorisation right. Also, his / her daily debit limit of ACCOUNT 1 is HKD200,000.

Authorisation Group: A

Account Rights Settings

Total Daily Authorisation Debit Limit of Holder's Account (HKD equivalent): 200000.00

(All transactions under the following accounts will be conducted according to the authorisation settings given under the "User Information".)

Account Number	Account Name	Enquiry	Input	Authorisation	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
<input type="checkbox"/> Apply settings to all accounts					
012-875-1-010329-0	ACCOUNT 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	200000.00

Account's "Authorisation Matrix Settings" should be set as follows:

My Shortcut | Cash Management | Trade Services | Credit Card | Insurance | Investment | MPF | Authorisation Centre | Download Centre | Management | Tools

Activity Record | Authorisation Mode Settings | User Settings | **Authorisation Matrix Settings** | Beneficiary Account List | Holder's Account List | Change Password | Other Settings

You are here: Management > Authorisation Matrix Settings > General Authorisation Settings

Steps 1 | 2 | 3 | 4

User Information

Authorisation Settings

Transfer Transaction

To Holder's Accounts

Authorisation Limit of Each Group (HKD)

Apply authorisation limit to all accounts

Account Number	Account Name	A	B
012-875-0-232295-7	ACCOUNT1	200000	100000

8.1.3 Example for using “Standard Authorisation Mode” (Supports Single and Dual Authorisation, One Authorisation Group)

Standard Mode

Assume Company X has one director and four staff. The authorisation mode is as follows:

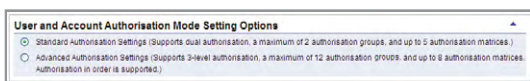
Person	Suggested Grouping
Staff A	No group (Can set up instructions but cannot authorise)
Staff B	No group (Can set up instructions but cannot authorise)
Staff C	No group (Can set up instructions but cannot authorise)
Manager	A
Director	A

The company requires that all transactions should be authorised by the director and manager.

If Company X would like to conduct the following transactions:

1. Transfer an amount of HKD100,000 or less from ACCOUNT 1 to a holder’s account, authorisation from either the manager or director is required.
2. Transfer an amount of HKD100,000 to HKD200,000 from ACCOUNT 1 to a holder’s account, authorisation from both the manager and director are required.

As one authorisation group and dual authorisation are required, “Standard Authorisation Mode” with single and dual authorisation / one authorisation group should be used.



User settings:

Staff A, B and C do not belong to any group, and have the right to enquire and enter transaction only.

Authorisation Group: N/A

Account Rights Settings

Total Daily Authorisation Debit Limit of Holder's Account (HKD equivalent): []
 (All transactions under the following accounts will be conducted according to the authorisation settings given under the "User Information")

Account Number	Account Name	Enquiry	Input	Authorisation	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
<input type="checkbox"/> Apply settings to all accounts					
HKD Savings Account					
012-875-1-010329-0	ACCOUNT 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[]

Manager and director belong to group A, and have the enquiry and authorisation right. Also, their daily debit limits of ACCOUNT 1 are HKD200,000.

Authorisation Group: A

Account Rights Settings

Total Daily Authorisation Debit Limit of Holder's Account (HKD equivalent): 200000.00
 (All transactions under the following accounts will be conducted according to the authorisation settings given under the "User Information")

Account Number	Account Name	Enquiry	Input	Authorisation	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
<input type="checkbox"/> Apply settings to all accounts					
HKD Savings Account					
012-875-1-010329-0	ACCOUNT 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	200000.00

Account's "Authorisation Matrix Settings" should be set as follows:

My Shortcut | Cash Management | Trade Services | Credit Card | Insurance | Investment | MPF | Authorisation Centre | Download Centre | **Management** | Tools

Activity Record | Authorisation Mode Settings | User Settings | **Authorisation Matrix Settings** | Beneficiary Account List | Authorisation Settings | Holder's Account List | Change Password | Other Settings

You are here: Management > Authorisation Matrix Settings > General Authorisation Settings

Steps: 1 | 2 | 3 | 4

User Information

Authorisation Settings

Transfer Transaction

To Holder's Accounts

Authorisation Limit of Each Group (HKD)

Apply authorisation limit to all accounts

Account Number	Account Name	A	A+A
012-875-0-292295-7	ACCOUNT1	100000	200000

8.1.4 Example for using “Standard Authorisation Mode” (Supports Single and Dual Authorisation, Two Authorisation Groups)

Assume Company X has two partners and five staff. The authorisation mode is as follows:

Person	Suggested Grouping
Staff A	No group (Can set up instructions but cannot authorise)
Staff B	No group (Can set up instructions but cannot authorise)
Staff C	No group (Can set up instructions but cannot authorise)
Manager	B
Finance Manager	B
Partner A	A
Partner B	A

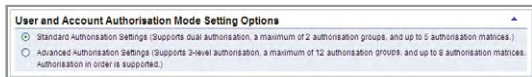
The company requires that all transactions of large amount should be authorised by one of the following combinations of persons:

- 1) the manager / finance manager and one of the partners
- 2) the manager and finance manager
- 3) the two partners

If Company X would like to do the following transactions:

1. Transfer an amount of HKD100,000 or less from ACCOUNT 1 to a holder’s account, authorisation from the manager or finance manager, or one of the partners is required.
2. Transfer an amount of HKD100,000 to HKD150,000 from ACCOUNT 1 to a holder’s account, authorisation from both the manager and finance manager, or one of the partners is required.
3. Transfer an amount of HKD150,000 to HKD200,000 from ACCOUNT 1 to a holder’s account, authorisation from either the manager or finance manager and one of the partners, or authorisation from one of the partners is required.
4. Transfer an amount of HKD200,000 to HKD230,000 from ACCOUNT 1 to a holder’s account, authorisation from either the manager or finance manager and one of the partners, or authorisation of two partners are required.
5. Transfer an amount of HKD230,000 to HKD250,000 from ACCOUNT 1 to a holder’s account, authorisation from two partners are required.

As two authorisation groups and dual authorisation are needed, “Standard Authorisation Mode” with single and dual authorisation / two authorisation groups should be used.



User settings:

Staff A, B and C do not belong to any group, and have the right to enquire and enter transaction only.

Account Number	Account Name	Enquiry	Input	Authorisation	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
012-875-1-010329-0	ACCOUNT 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Manager and finance manager belong to group B, and have the enquiry and authorisation right. Also, their daily debit limits of ACCOUNT 1 are HKD230,000.

Account Number	Account Name	Enquiry	Input	Authorisation	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
012-875-1-010329-0	ACCOUNT 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	230000.00

Partners A and B belong to group A, and have the enquiry and authorisation right. Also, their daily debit limits of ACCOUNT 1 are HKD250,000.

Account Number	Account Name	Enquiry	Input	Authorisation	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
012-875-1-010329-0	ACCOUNT 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	250000.00

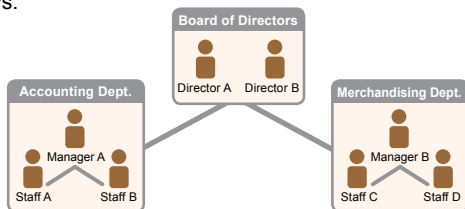
Account's "Authorisation Matrix Settings" should be set as follows:

		A	B	A+A	A+B	B+B
Account Number	012-875-0-282295-7	200000	100000	250000	230000	150000
Account Name	ACCOUNT1					

8.1.5 Example for using “Advanced Authorisation Mode”

Advanced Mode

Assume Company X has two directors and two departments with six staff. The corporate structure is as follows:



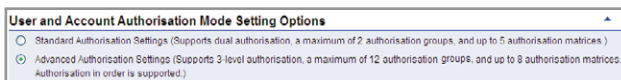
Person	Suggested Grouping	Checker Role
Staff A	No group (Can set up instructions but cannot authorise)	Yes
Staff B	No group (Can set up instructions but cannot authorise)	Yes
Staff C	No group (Can set up instructions but cannot authorise)	No
Staff D	No group (Can set up instructions but cannot authorise)	No
Manager A	B	Yes
Manager B	C	No
Director A	A	No
Director B	A	No

- Company X requires that each transaction has to be verified by one checker, which means that all transactions have to be verified by a staff from accounting department.
- Company X requires that each transaction needs to be executed according to the authorisation order, which means that Company X has an internal sequence for processing transactions.

If Company X needs to do the following transactions:

- Merchandising department needs to transfer an amount of HKD100 or less from ACCOUNT 1 for purchasing purpose. The transaction has to be verified by a staff from the accounting department, and then authorised by the merchandising department manager.
- Merchandising department needs to transfer an amount of HKD1,000 or less from ACCOUNT 1 for purchasing purpose. The transaction has to be verified by a staff from the accounting department, and then authorised by the merchandising department manager and subsequently authorised by the accounting department manager.
- Merchandising department needs to transfer an amount of HKD10,000 or less from ACCOUNT 1 for purchasing purpose. The transaction has to be verified by a staff from the accounting department, and then authorised by the merchandising department manager, subsequently authorised by the accounting department manager and finally authorised by one of the directors.
- Merchandising department needs to transfer an amount of HKD100,000 or less from ACCOUNT 1 for purchasing purpose. The transaction has to be verified by a staff from the accounting department, and then authorised by the two directors.

As more than two authorisation groups are needed, “Advanced Authorisation Mode” should be used.



User settings:

Staff A and B from accounting department do not belong to any group, and under ACCOUNT 1, they have the enquiry and verification right on conducting Payments (except Payroll) / Receivables / Insurance transactions.

Account Number	Account Name	Enquiry	Input	Check	Auth Group	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
012-875-1-009746-7	ACCOUNT 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please Select	100000

Staff C and D from merchandising department do not belong to any group, and they have the right to enquire and enter transaction on conducting Payments (except Payroll) / Receivables / Insurance transactions.

Account Number	Account Name	Enquiry	Input	Check	Auth Group	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
012-875-1-009746-7	ACCOUNT 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please Select	100000

Merchandising department manager B belongs to group C, and under ACCOUNT 1, he / she has the enquiry and authorisation right on conducting Payments (except Payroll) / Receivables / Insurance transactions. Also, his / her daily debit limit of ACCOUNT 1 is HKD100,000.

Account Number	Account Name	Enquiry	Input	Check	Auth Group	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
012-875-1-009746-7	ACCOUNT 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C	100000

Accounting department manager A belongs to group B, and under ACCOUNT 1, he / she has the enquiry, verification and authorisation right on conducting Payments (except Payroll) / Receivables / Insurance transactions. Also, his / her daily debit limit of ACCOUNT 1 is HKD100,000.

Account Number	Account Name	Enquiry	Input	Check	Auth Group	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
012-875-1-009746-7	ACCOUNT 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	100000

Directors A and B belong to group A, and under ACCOUNT 1, they have the enquiry and authorisation right on conducting Payments (except Payroll) / Receivables / Insurance transactions. Also, their daily debit limits of ACCOUNT 1 are HKD100,000.

Account Number	Account Name	Enquiry	Input	Check	Auth Group	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
012-875-1-009746-7	ACCOUNT 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	100000

Account's "Authorisation Settings" should be set as follows:

Authorisation Settings

Authorisation in order

Transfer Transaction

Number of Checks Supported 1 (Applicable to all holder's accounts under this service)

Cap Amount (HKD)	Authorisation to Holder's Accounts			Authorisation to Listed Beneficiary Accounts			Authorisation to Non-listed Beneficiary Accounts		
	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd
100	C	---	---	C	---	---	C	---	---
	or	---	---	---	---	---	---	---	---
1000	C	B	---	C	B	---	C	B	---
	or	---	---	---	---	---	---	---	---
10000	C	B	A	C	B	A	C	B	A
	or	---	---	---	---	---	---	---	---
10000	A	A	---	A	A	---	A	A	---
	or	---	---	---	---	---	---	---	---

8.2 Trade Services

Settings for "Trade Services" and "General Services" are similar; both have "Standard Authorisation Mode" and "Advanced Authorisation Mode". The example for "Trade Services Standard Authorisation Mode" is shown as follows.

Assume Trading Company X has one director and one staff. The authorisation mode is as follows:

Person	Suggested Grouping
Staff A	No group (Can set up instructions and enquiry but cannot authorise)
Director	A

The company requires that all trading transactions should be authorised by the director.

If Trading Company X would like to conduct the following transactions:
Issue LC of HKD100,000 or less from ACCOUNT 1, authorisation from the director is required.

As only one authorisation group is required, "Standard Authorisation Mode" with single authorisation and one authorisation group should be used.

User and Account Authorisation Mode Setting Options

Standard Authorisation Settings (Supports dual authorisation, a maximum of 2 authorisation groups, and up to 5 authorisation matrices.)

Advanced Authorisation Settings (Supports 2-level authorisation, a maximum of 12 authorisation groups, and up to 8 authorisation matrices. Authorisation in order is supported.)

Beneficiary Account List Authorisation Settings

Supports Single Authorisation Only

One Authorisation Group Only (A only)

Two Authorisation Groups (A and B)

Supports Single and Dual Authorisation

One Authorisation Group Only (A only)

Two Authorisation Groups (A and B)

User settings:

Trading staff A does not belong to any group, and has the right to enquire and enter transaction only.

Authorisation Group: **N/A**

Account Rights Settings

Total Daily Authorisation Debit Limit of I holder's Account (HKD equivalent):

(All transactions under the following accounts will be conducted according to the authorisation settings given under the "User Information".)

Account Number	Account Name	Enquiry	Input	Authorisation	Daily Authorisation Debit Limit of I holder's Account (HKD equivalent)
<input type="checkbox"/> Apply settings to all accounts					
HKD Savings Account					
012-875-1-010326-0	ACCOUNT 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
HKD Current Account					
012-875-0-045933-2	ACCOUNT 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Time Deposit Account					
012-8768453-0	ACCOUNT 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Bills Account					
012-267-61-00493-0	ACCOUNT 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Director belongs to group A, and has the enquiry and authorisation right.

Authorisation Group: **A**

Account Rights Settings

Total Daily Authorisation Debit Limit of Holder's Account (HKD equivalent):

(All transactions under the following accounts will be conducted according to the authorisation settings given under the "User Information".)

Account Number	Account Name	Enquiry	Input	Authorisation	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
<input type="checkbox"/> Apply settings to all accounts					
HKD Savings Account					
012-875-1-010326-0	ACCOUNT 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
HKD Current Account					
012-875-0-045933-2	ACCOUNT 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Time Deposit Account					
012-8768453-0	ACCOUNT 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Bills Account					
012-267-61-00493-0	ACCOUNT 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>

"Trade Services Authorisation Settings" should be set as follows:

Authorisation Settings

Import

Authorisation Limit of Each Group (HKD)

A

Apply authorisation limit to all accounts

Account Number	Account Name	Authorisation Limit
012-263-61-00161-1	CBS REVAMP AC 150	100000