



## HSBC MiVision Enrollment Form

### Company Information

Company Name: \_\_\_\_\_

Card Company Number/Card Billing Account Number: \_\_\_\_\_

### MiVision Administrator(s) Details

Please list out the MiVision Administrators to be added or deleted from the card program  
All fields all mandatory. Email address provided will be the MiVision User ID.

**\*\* Kindly note that if you select "Approver" rights, the administrator will have very wide power and authority to act for and on behalf of your Company, including but not limited to approve cardholder credit limit changes and/or approve new card(s) application. It is your responsibility to ensure that the selection of the type of access rights for each administrator is in line with your company's mandate/policy.**

**MiVision Administrator 1**     Add     Modify     Delete    **\*\*Access Rights:**

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**MiVision Administrator 2**     Add     Modify     Delete    **\*\*Access Rights:**

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**MiVision Administrator 3**     Add     Modify     Delete    **\*\*Access Rights:**

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**MiVision Administrator 4**     Add     Modify     Delete    **\*\*Access Rights:**

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**MiVision Administrator 5**     Add     Modify     Delete    **\*\*Access Rights:**

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**MiVision Administrator 6**     Add     Modify     Delete    **\*\*Access Rights:**

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**MiVision Administrator 7**     Add     Modify     Delete    **\*\*Access Rights:**

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**MiVision Administrator 8**     Add     Modify     Delete    **\*\*Access Rights:**

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**MiVision Roles Definition:**

**Requester** - Administrators can raise request(s) on behalf of cardholder(s) such as card replacement, report lost card, etc. They can apply or send invitation for new cards and raise request for card limits adjustment. However, for new card(s) and limits adjustment requests will require another administrator with "Approver" rights to approve such requests. This role can be a checker of new applications before releasing new application(s) to the approver prior sending to the bank for processing.

**Approver** - Administrator can approve limits adjustment and new card application(s) requests including all function of "Requester" administrator. Do note that new applications and limit change raised by this administrator will require another approver to approve.

**Reporting only** - Administrator with only view access and reporting functions without any access rights to send card requests to the bank.

**Application Creator** - Administrator similar to "Reporting only" administrator with additional access right to send new cards invitation or complete online application form on behalf of cardholders. This administrator does not have approval rights to approve new cards.

It is highly recommended to have at least 2 administrators to fully make use of MiVision features.

**Company Signature**

I/We have read and agree to be bound by the MiVision terms and conditions found in the HSBC World Corporate MasterCard Cardholder's Agreement. I/We certify that all information provided on this form is accurate and complete

Signed for and on behalf of the Company

\_\_\_\_\_  
*Signature of officer(s) authorised to give instructions to the Bank in relation to the Company's credit card program*

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of officer(s) authorised to give instructions to the Bank in relation to the Company's credit card program*

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## Terms and Conditions for HSBC MiVision

By accessing and/or making use of HSBC MiVision ("MiVision") provided by the Bank, the Company (the "Customer") agrees to the following terms and conditions.

1. The Customer agrees to use MiVision only for self-management of its corporate card program and/or such other purposes as permitted by the Bank. The Customer accepts and agrees to be bound by these terms and conditions and any additional terms and conditions posted on or presented in MiVision, and acknowledges that each MiVision Administrator (as defined below) and authorised user of MiVision, will be required to accept such terms and conditions. For convenience, MiVision Administrator(s) and authorized user(s) of MiVision will be collectively referred to as "Users" and each a "User".
2. In order to utilise MiVision:
  - (i) the Customer must appoint company administrators ("MiVision Administrators") in the manner required by the Bank; and
  - (ii) any appointment or removal of a MiVision Administrator will take effect only after the Customer's instructions have been processed and accepted by the Bank.

MiVision Administrators may have very wide powers, depending on the access right that the Customer assigns to its MiVision Administrators. The Customer's submission of the documents so required shall constitute a representation by the Customer that the individuals named therein have been granted general authority from the Customer's Board of Directors or other governing body (or have been designated by an officer who has been duly authorized by the Customer's Board of Directors or other governing body) to administer and perform maintenance on the corporate card program, including without limitation adding new cardholders to the corporate card program, changing card limits and inviting cardholders to access MiVision.

The Customer agrees to notify the Bank of any change to any MiVision Administrator in the manner required by the Bank, together with any required documentation.

3. MiVision is for the internal use of the Company, and may not be otherwise copied, displayed, distributed, downloaded, disassembled, reverse engineered, modified, published, transmitted, incorporated in other products or services, or otherwise used for public or private or commercial purposes, without the Bank's written consent.
4. The Customer shall, and shall ensure that each User of MiVision:
  - (i) comply with all directions issued by the Bank pertaining to the security, use of any User ID/password and access to and use of MiVision;
  - (ii) take all necessary precautions (including without limitation, when downloading and running third party programs off the internet) to protect any computer or device that is used for accessing MiVision from viruses or programs which might make any User ID/ password on the computer or device accessible to third parties; and
  - (iii) immediately notify the Bank if the Customer or User becomes aware, or has a reasonable suspicion:
    - (a) that any User ID has been compromised or has become known to an unauthorised third party; or
    - (b) of any unauthorised use of any User ID or MiVision.
5. The Customer shall, and shall ensure that its Users shall, abide by all applicable data protection and privacy laws, regulations and codes of practice in its/his/her access to and use of MiVision.
6. If the Customer uses or accesses MiVision in relation to a credit card program of a third party, it represents and warrants that it has appropriate authorisation from that third party to do so.
7. Either party may terminate MiVision by giving 30 days prior written notice to the other. In addition, the Bank has the right to immediately limit, suspend or terminate the Customers and/or its Users' access to and use of MiVision where the Bank is of the opinion that such action is appropriate, desirable or necessary as a result of any person's use of or actions in connection with the use of MiVision.
8. The Bank is entitled to rely on and treat all instructions received through MiVision as authorised and valid. The Customer is responsible for setting up MiVision to be in accordance with its own mandates and internal controls. The Bank is not under any obligation to review whether an instruction received through MiVision conflicts with any other instruction or mandate of the Customer. The Customer assumes sole responsibility and liability for all requests, changes, and instructions made by a User that is initiated through MiVision.
9. The Customer shall indemnify the Bank against all claims, liabilities, costs, expenses, loss and damage suffered or incurred by the Bank as a result of or in connection with the Bank acting on instructions received through MiVision or the Customer and/or any of its Users failing to comply with these terms and conditions or other applicable terms and conditions.
10. The Company understands that the information available through MiVision is updated periodically and therefore, at any point in time, may not reflect the latest information on the Bank's records at such time.
11. The Bank may impose such fees and charges with regard to MiVision as may be notified to the Customer from time to time.
12. MiVision may be suspended by the Bank for maintenance or for any other reason where the Bank reasonably considers it necessary to do so. The Bank will provide the Customer and the Users with reasonable prior notice of the suspension where it is practical to do so.
13. The Confidentiality and Regulatory Annex (together with defined words used in the Master Services Agreement) set out in the Relationship Documents governing the Bank's provision of the corporate card services to the Customer shall be incorporated by reference and apply to any information exchanged between the Bank and the Customer in connection with MiVision.
14. The Bank may alter this terms and conditions at any time upon notice to the Customer. The Customer will be bound by such alterations unless it terminates its access to and use of MiVision, and gives notice to the Bank of such termination, before the date on which any alteration is to have effect.
15. These terms and conditions shall be governed by and construed in accordance with the laws of Singapore.
16. No person other than the Bank and the Customer will have any right under the Contracts (Right of Third Parties) Act (Cap 53B) to enforce or enjoy the benefit of any of the provisions of these terms and conditions.