

# Agreement to Accept Instructions and Scanned Documents via eMail

## Customer Information

Legal Entity (the "Customer"):	
Address :	
Date :	

This Agreement to Accept Instructions and Scanned Documents via eMail dated as of the above date (the "Agreement") is by and between the Customer and the HSBC entity to which the Customer is providing documentation and instructions under this Agreement (the "Bank") and sets out certain agreements, acknowledgements and authorizations of the Customer with respect to certain banking products and services provided by the Bank, as further described below. This Agreement shall be governed by, and construed in accordance with, the laws of the jurisdiction in which the Customer's accounts are held or services are being provided in relation to which instructions and documentation are provided in accordance with the terms of this Agreement (without regard to conflicts-of-laws principles) as well as the terms and conditions applicable to the accounts and services provided by the Bank to the Customer, as same may be amended from time to time.

Whereas, the Customer has requested the Bank to accept instructions and scanned documents, via a secured email system acceptable to the Bank, to open, manage and close accounts, add, modify and terminate cash management, liquidity and E-Channel services and to accept via such email system any signed agreements with respect to such accounts and services as may be required by the Bank;

NOW, THEREFORE, for due and valuable consideration, the receipt of which is hereby acknowledged, the Customer and the Bank agree as follows:

### Email Authorization

The Customer hereby authorizes the Bank to accept instructions and documents (the "Scanned Documentation"), via a secured email system acceptable to the Bank, to open, manage and close accounts and corporate card programs on behalf of the Customer and to add, modify and terminate any services relating to such accounts. By submitting a request to the Bank, the Customer agrees that the Bank may treat any Scanned Documentation sent to the Bank via secured email as if it were an original document signed by the Customer. The Customer represents and warrants that such Scanned Documentation has been duly authorized by the Customer and shall be enforceable against the Customer. The Customer agrees to promptly provide the Bank with any additional documentation reasonably requested by the Bank, including originals of the Scanned Documentation sent. The Customer acknowledges that for certain documents an original may be required by the Bank.

In providing Scanned Documentation to the Bank hereunder, the Customer acknowledges the risk of sending such instructions and documentation via email and agrees to take appropriate measures, including any reasonable security measures advised by the Bank, to increase security, which may include safeguarding passwords, logging out of sessions, locking computer screens, using email encryption and not emailing sensitive information from a public computer.

The Customer agrees that any Scanned Documentation will be sent from the email address of an Authorized Person, in each case, as listed in Annex A, as may be amended in writing and notified to the Bank from time to time.

For the avoidance of doubt, the reference to 'instructions' herein does not include any form of payment instructions.

Agreed to by the Legal Entity set out above.

*To be executed by Authorized Individuals authorized to execute agreements in accordance with Customer Resolutions / authorization*

*If two signatures are required, Agreement may be signed in counterparts.*

**SIGNER A**

**SIGNER B**

Signature: \_\_\_\_\_ Signature:

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

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Tel. Number - Work\* \_\_\_\_\_ Tel. Number - Work\* \_\_\_\_\_

Tel. Number - Mobile\* \_\_\_\_\_ Tel. Number - Mobile\* \_\_\_\_\_

Company E-mail address:\* \_\_\_\_\_ Company E-mail address:\* \_\_\_\_\_

*\*To be used by Bank for confirmation / callback purposes as needed*

ANNEX A

AUTHORISED PERSONS APPROVED TO EMAIL SCANNED DOCUMENTATION

Name of Authorised Person	Title of Authorised Person	Company Contact Details of Authorised Person	Signature of Authorised Person <i>(only required where this Annex A can be printed, signed and submitted as a scanned document)</i>
		Email: Telephone number: Mobile number:	
		Email: Telephone number: Mobile number:	
		Email: Telephone number: Mobile number:	
		Email: Telephone number: Mobile number:	
		Email: Telephone number: Mobile number:	

NOTE: ALL SCANNED DOCUMENTATION MUST BE EXECUTED IN ACCORDANCE WITH CUSTOMER RESOLUTIONS/AUTHORIZATIONS AS APPLICABLE.