Dear Sir/Madam，

First of all, thank you very much for using Internet Banking of KBank China. Here are some suggestion/tips for your kind information. Please peruse the following notes:

1. Please note that the Internet Banking password envelope and USB Key will be sent to your esteemed party via separate courier. Please check and ensure that the Internet Banking password envelope and USB Key have been well received and are sealed properly. Then please stamp with your company's official seal and seal/signature of legal representative on the confirmation, then send it back to KBank China. After the confirmation letter duly received by our bank, we will activate your Internet Banking users accordingly. Then you will be able to log in and use our Internet banking services.
2. By plugging in the USB Key and entering the initial password, the screen asking for changing the initial password will be pop up and you are required to change password immediately, and then Internet explorer will automatically pop up to log in the Internet Banking.
3. **The initial password of USB Key is 88888888.** When logging in for the first time, please change the USB Key password immediately and DO remember it. If the USB Key password is mistyped for 6 consecutive times, the USB Key will be locked. Formal Application (duly stamped with official seal and seal/signature by legal representative) has to be submitted with KBank China to apply unlocking the USB Key.
4. **The sealed password envelope acts as the initial login password of Internet Banking of each individual IB user. IB user** will be forced to change the password when user first log in the IB system. After change the login password, users are reminded to bear in mind the new password. If the login password is mistyped for 5 consecutive times a day, or mistyped total 10 times, the user will be temporarily frozen. The administrator of Internet Banking of your company will be entitled to unfreeze or reset the password of IB user. However, if the administrator’s login password is mistyped for 10 consecutive times, he will be locked completely. Formal Application (duly stamped with official seal and seal/signature by legal representative) has to be submitted with KBank China to unlock or reset the Administrator’s login password.
5. When login the website, please ensure to enter the login password and verification code within 60 seconds. Or otherwise please refresh and enter the new verification code then press the “Submit” button
6. You are kindly recommended to download KBank China Internet banking assistant (of which displayed on the left side of the landing page). Or you may also search “开泰银行中国” to enter the official website of KBank China then tick the function named “Business application form（业务表格下载）” to download the KBank China Internet banking assistant. By download and install the Internet Banking assistant, you might use Internet Banking services more smoothly.

Thanks again for choosing KBank China for providing you with the excellent Internet banking services.

KASIKORNBANK (CHINA) COMPANY LIMITED