

User Guide for Payer

Through e-Cheque Bill Payment Service, you can make bill payment to designated merchants with e-Cheque(s), saving your efforts to post the paper cheques and allowing you to manage your bills with convenience and ease. You can also choose to receive the bill payment transaction record through email for easy reconciliation.

You can make use of our “e-Cheque Bill Payment Service” via one of the following two platforms: “BOCHK website” (www.bochk.com) and “BOCHK Mobile App”.

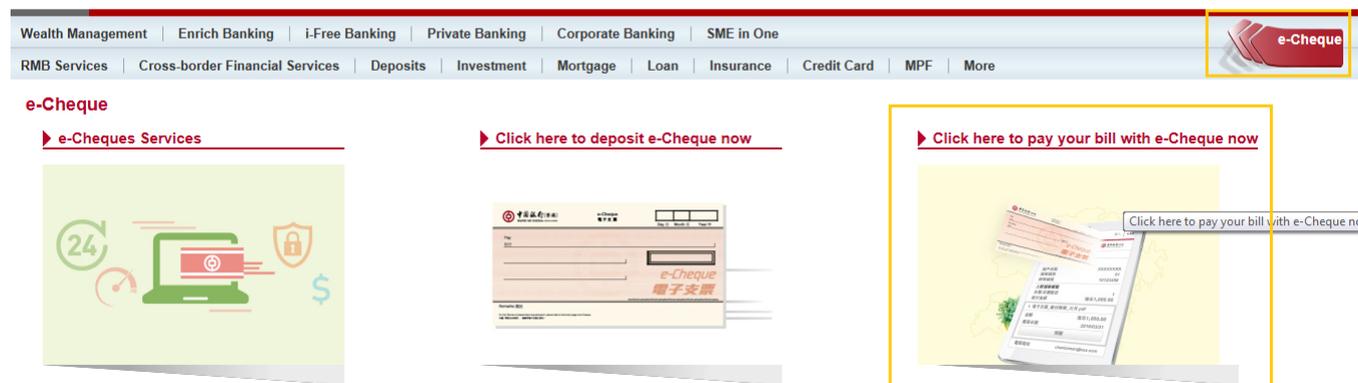
1. BOCHK Website

Step 1:

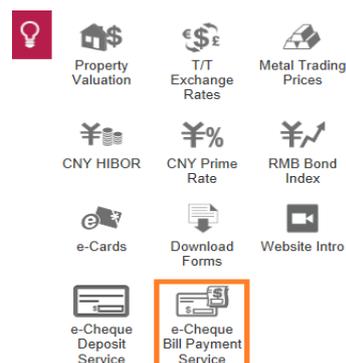
- Enter BOCHK Website (www.bochk.com), click “e-Cheque” (the icon) on the top right side of the page, the icons for “e-Cheque Services”, “Click here to deposit e-Cheque now” and “Click here to pay your bill with e-Cheque now” will be shown. Then you can click on “Click here to pay your bill with e-Cheque now” to proceed with the bill payment transaction.



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- Alternatively, you can click on the light bulb icon on the right side of the first page of BOCHK Website (www.bochk.com) and click on the icon “e-Cheque Bill Payment Service” for the bill payment transaction.



- “e-Cheque Bill Payment” function is selected; read and tick the “Terms and Conditions”, input “Verification Code”, and click on the button “Confirm” to enter the transaction page.

e-Cheque Bill Payment

Step 1 > 2 > 3 > 4

Deposit e-Cheque e-Cheque Bill Payment

Through e-Cheque Bill Payment Service, you can make bill payment to designated merchants with e-Cheque(s), saving your efforts to post the paper cheques and allowing you to manage your bills with convenience and ease. You can also choose to receive the transaction record of bill payment through email for easy reconciliation.

[Terms and Conditions](#)

Please read the above Customer Terms and Conditions for e-Cheques Services.

Verification Code

e2yY

[Refresh Image](#)

e2yY

Confirm Cancel

Step 2:

Select merchant and input bill information as instructed on the transaction page. Upload e-Cheque(s). You can provide email address to receive the e-Receipt. Complete the fields and click on the “Submit” button.

 中國銀行(香港)
BANK OF CHINA (HONG KONG)

e-Cheque Bill Payment



Step 1 > **2** > 3 > 4

Deposit e-Cheque e-Cheque Bill Payment

Merchant Category * Insurance Or Pension Services

Merchant Name * XXX Co Ltd

Bill Type 01 - Premium (HKD)

Bill Number * 1900736488

Upload e-Cheque

Cheque Date: 2029/07/09
Amount: HKD 291.50
Upload Status: Accept

File Location 1857.pdf



Testing e-Cheque 電子支票 17 7 2029
Day 日 Month 月 Year 年

Pay 新付 XXX Co Ltd

HK Dollars 港幣 Two Hundred Ninety HK\$ 291.50

One And Fifty Cents Only

CHAN TAI MAN

000006 012 873 00074751

Remarks 備註 Bill Payment 2016

[Upload More](#)

Remarks: You can deposit up to 8 e-Cheque(s)/e-Cashier's Order(s)

Contact Information

Receive e-Receipt Yes, via e-mail No

E-mail Address chantaiman@xxx.com

Your personal information stated above will be used for this application only and not for other direct marketing purposes. If you have become our customer and wish to update your personal information maintained at the Bank, please kindly submit a duly signed [Contact Information Amendment Form \(Personal Customer\)](#) and return to any of our branches. The E-mail Address provided above will be used for handling the related usage of the e-Cheques Services only and it will not be transferred to a third party.

Step 3:

Verify the information on the confirmation page before clicking on the button “Confirm” to submit the instruction.



e-Cheque Bill Payment



Step 1 > 2 > **3** > 4

Please verify before confirming this transaction.

Merchant Category	Insurance Or Pension Services
Merchant Name	XXX Co Ltd
Bill Type	01 - Premium (HKD)
Bill Number	1900736488

Upload Summary

Number Of Accepted Cheque	1
Total Payment Amount	HKD 291.50

File Name [1857.pdf](#) [Modify](#) [Remove](#)

Cheque Date 2029/07/09

Amount HKD 291.50

Upload Status Accept



Testing e-Cheque 電子支票 17 7 2029
Day 日 Month 月 Year 年

Pay 支付 XXX Co Ltd

HK Dollars 港幣 Two Hundred Ninety HK\$ 291.50

One And Fifty Cents Only

CHAN TAI MAN

000006 012 873 00074751

Remarks 備註 Bill Payment 2016

Prepared by Bank Of China (Hong Kong) Limited Date: 2016-03-11 17:19:36

Contact Information

E-mail chantaiman@xxx.com

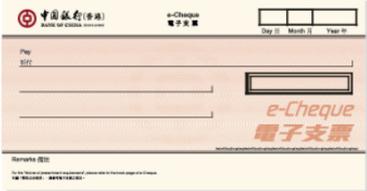
Address

Step 4:

You can click on the button “Save” to download the transaction record of e-Cheque Bill Payment immediately. If you have provided email address in Step 2, the system will send the transaction record to the designated email address.

 **中國銀行(香港)**
BANK OF CHINA (HONG KONG)

e-Cheque Bill Payment



Step 1 > 2 > 3 > 4

Transaction is accepted.

Reference Number V1160314195648559001

Merchant Category Insurance Or Pension Services

Merchant Name XXX Co Ltd

Bill Type 01 - Premium (HKD)

Bill Number 1900736488

Upload Summary

Number Of Accepted Cheque 1

Total Payment Amount HKD 291.50

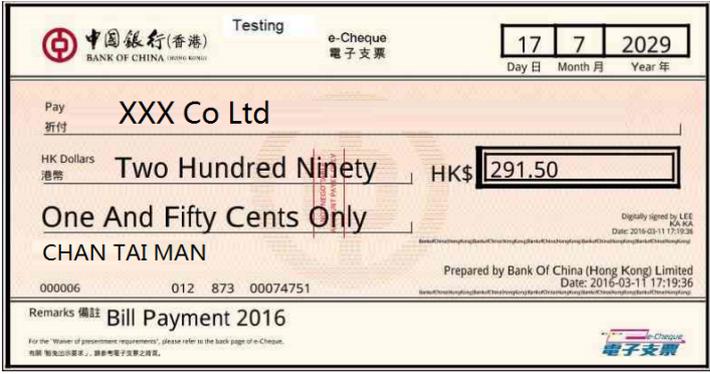
File Name 1857.pdf

Cheque Date 2029/07/09

Payment Date 2029/07/17

Amount HKD 291.50

Upload Status Accept



Testing e-Cheque 電子支票 17 7 2029
Day 日 Month 月 Year 年

Pay 新付 XXX Co Ltd

HK Dollars 港幣 Two Hundred Ninety HK\$ 291.50

One And Fifty Cents Only

CHAN TAI MAN

000006 012 873 00074751

Remarks 備註 Bill Payment 2016

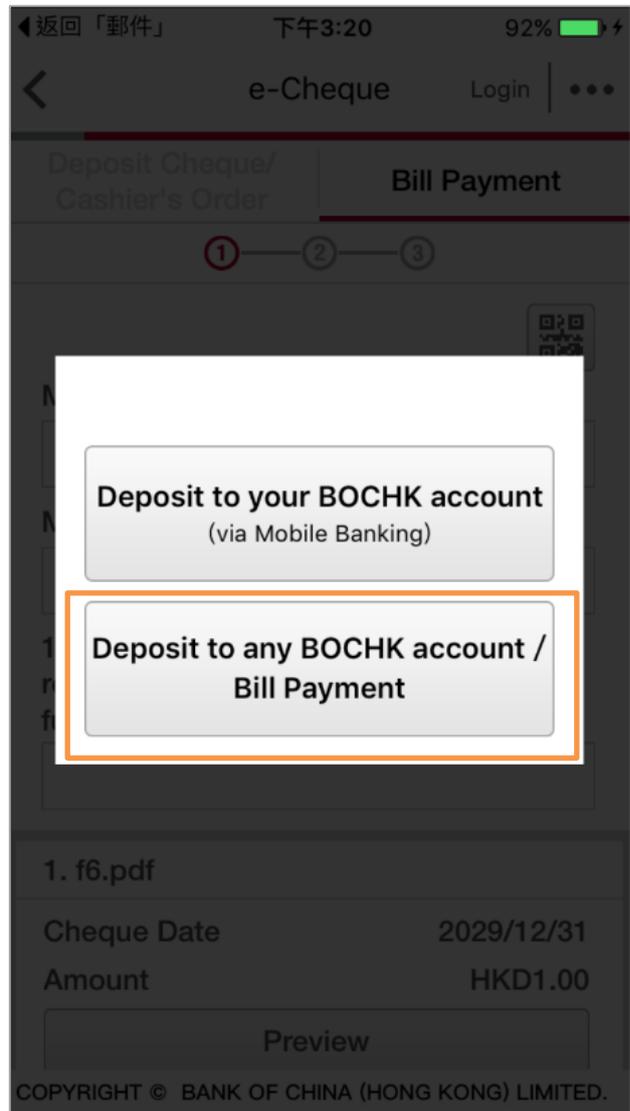
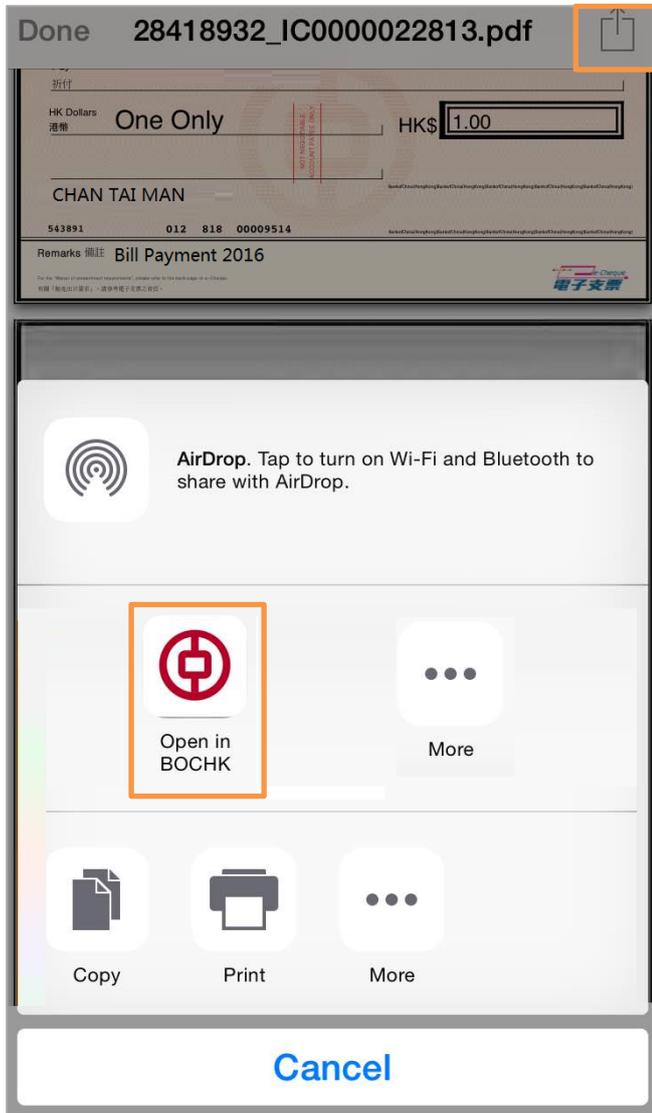
Contact Information

E-mail Address chantaiman@xxx.com

2. BOCHK Mobile App - iOS

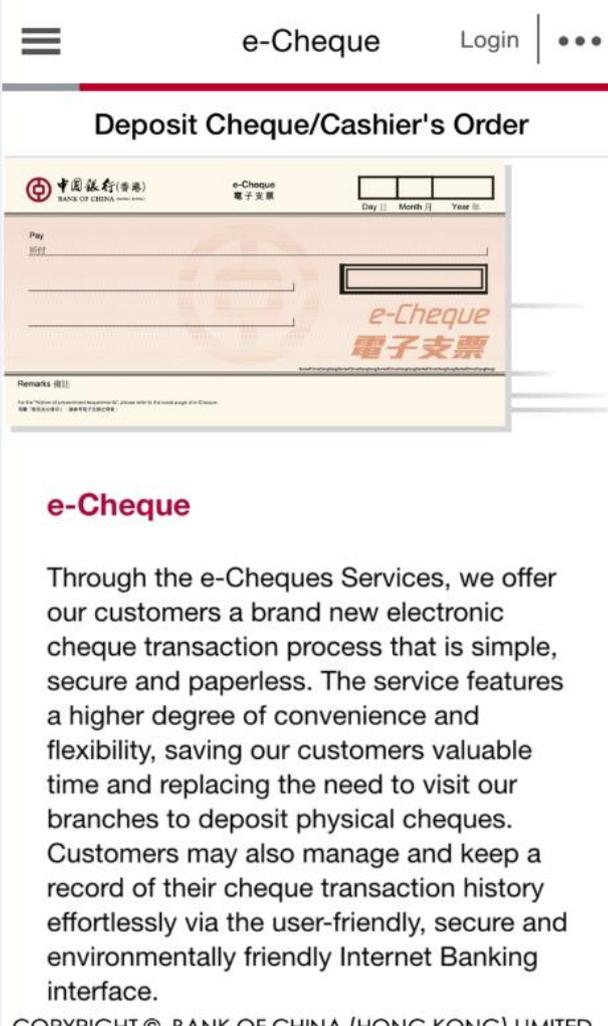
Step 1:

Open the e-Cheque PDF file in email or file. Click on the button in upper right corner, choose “Open in BOCHK” to open it, and click on the button “Deposit to any BOCHK account/Bill Payment”.



Step 2:

Enter BOCHK Mobile App. Read Terms and Conditions, input “Verification Code”, and click on the button “Confirm” to enter the transaction page.



Deposit Cheque/Cashier's Order

中國銀行(香港) BANK OF CHINA (HONG KONG) e-Cheque 電子支票

Day // Month // Year //

Pay 票付

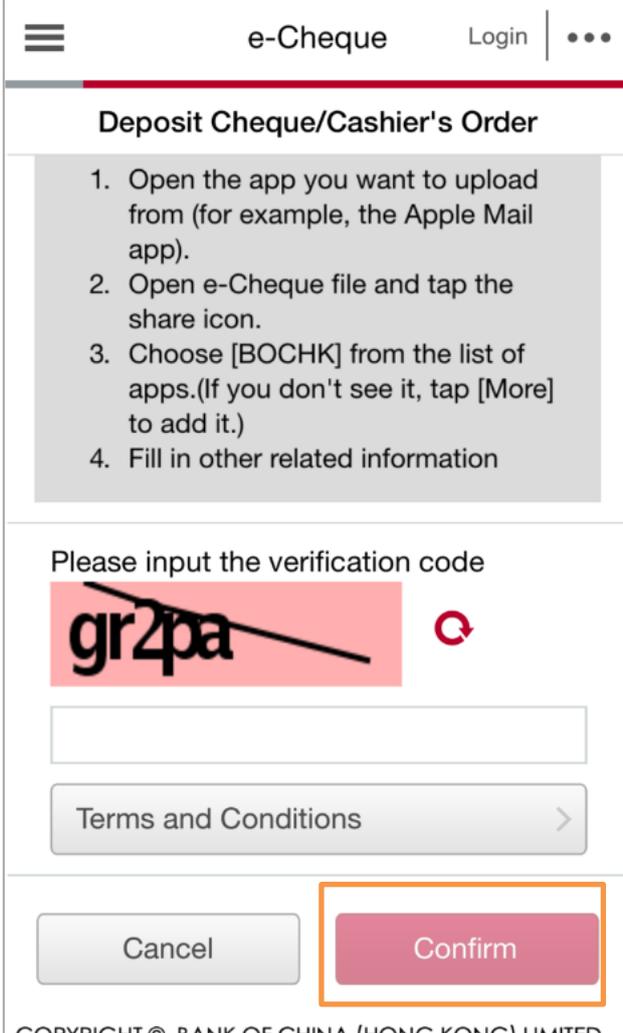
e-Cheque
電子支票

Remarks 備註

e-Cheque

Through the e-Cheques Services, we offer our customers a brand new electronic cheque transaction process that is simple, secure and paperless. The service features a higher degree of convenience and flexibility, saving our customers valuable time and replacing the need to visit our branches to deposit physical cheques. Customers may also manage and keep a record of their cheque transaction history effortlessly via the user-friendly, secure and environmentally friendly Internet Banking interface.

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Deposit Cheque/Cashier's Order

1. Open the app you want to upload from (for example, the Apple Mail app).
2. Open e-Cheque file and tap the share icon.
3. Choose [BOCHK] from the list of apps.(If you don't see it, tap [More] to add it.)
4. Fill in other related information

Please input the verification code

~~gr2pa~~ ↻

Terms and Conditions >

Cancel Confirm

COPYRIGHT © BANK OF CHINA (HONG KONG) LIMITED.

Step 3:

The e-cheque is uploaded. Select merchant and input bill information as instructed on the page. You can provide email address to receive e-Receipt. Complete the fields and click on the button “Submit”.

The screenshot shows the 'e-Cheque' app interface with the 'Bill Payment' tab selected. A progress indicator at the top shows three steps, with the first step (1) highlighted in red. The form contains the following fields:

- Merchant Category:** Securities Broker
- Merchant Name:** XXX Limited
- Bill Type:** 01 - Index Futures
- Bill No.:** H01991
- Attachment:** 1. 3155683_IC2000009457.pdf
- Amount:** HKD99.99
- Cheque Date:** 2029/11/21
- Preview:** A button to view the bill details.

This screenshot shows the 'Receive e-Receipt' section of the 'e-Cheque' app. The progress indicator shows the first step (1) highlighted in red. The section includes:

- Receive e-Receipt:** A section with two radio buttons: 'Yes, via e-mail' (selected) and 'No'.
- E-mail Address:** A text input field containing 'chantaiman@xxx.com'.
- Disclaimer:** A paragraph stating: 'The e-mail address provided above will be used for handling the related usage of the e-Cheques Services only and it will not be transferred to a third party. If you have become our customer and wish to update your personal information maintained at the Bank, please kindly submit a duly signed Contact Information Amendment Form (Personal Customer) and return to any of our branches.'
- Buttons:** 'Reset' and 'Submit' buttons.
- Footer:** COPYRIGHT © BANK OF CHINA (HONG KONG) LIMITED.

Step 4:

Verify the information on the confirmation page before clicking on the button “Confirm” to submit the instruction.

The screenshot shows a mobile application interface for e-Cheque Bill Payment. At the top, there is a navigation bar with a back arrow, the text 'e-Cheque', and a 'Login' link with a menu icon. Below this is a red header bar with the text 'Bill Payment'. A progress indicator shows three steps, with the second step (2) highlighted in red. A red-bordered box contains the text: 'Please verify before confirming this transaction.' Below this is the 'Bill Information' section, which includes: Merchant Category: Securities Broker; Merchant Name: XXX Limited; Bill Type: 01 - Index Futures; Futures Trading Account No.: H01991. The 'Upload Summary' section shows: Number of Cheque/Cashier's Order: 1; Payment Amount: HKD99.99. A file named '1. 3155683_IC2000009457.pdf' is listed. Below the file name is a table with two columns: 'Amount' (HKD99.99) and 'Cheque Date' (2029/11/21). A 'Preview' button is located below the table. At the bottom, the 'E-mail Address' is 'chantaiman@xxx.com'. There are two buttons: 'Amend' and 'Confirm'. The 'Confirm' button is highlighted with an orange border.

Bill Information

Merchant Category	Securities Broker
Merchant Name	XXX Limited
Bill Type	01 - Index Futures
Futures Trading Account No.	H01991

Upload Summary

Number of Cheque/ Cashier's Order	1
Payment Amount	HKD99.99

1. 3155683_IC2000009457.pdf

Amount	HKD99.99
Cheque Date	2029/11/21

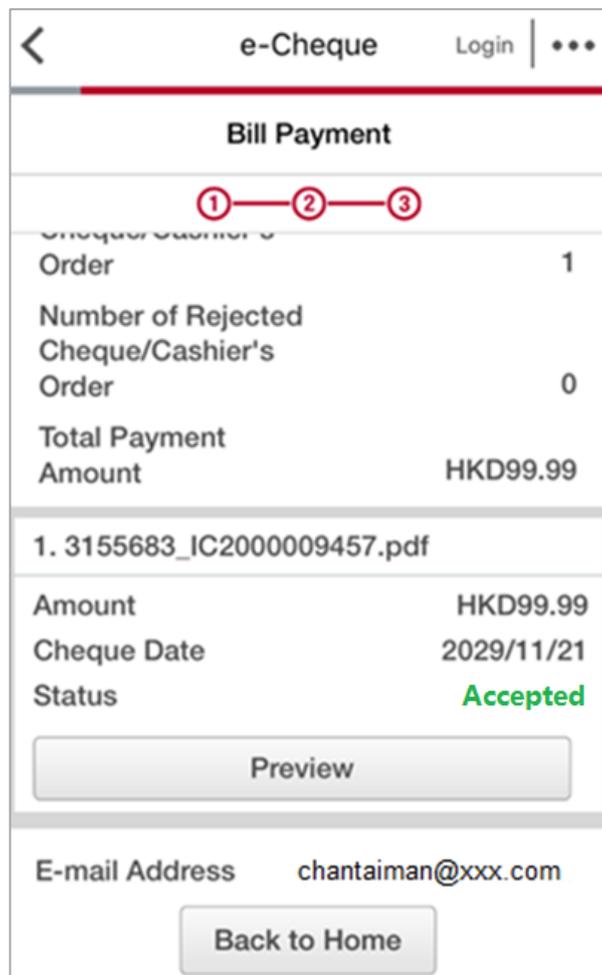
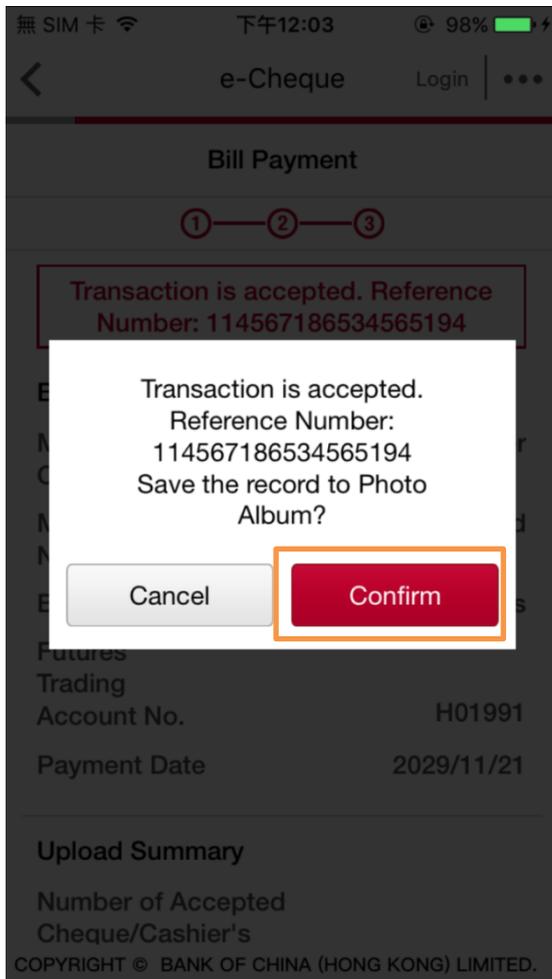
Preview

E-mail Address: chantaiman@xxx.com

Amend Confirm

Step 5:

The transaction is accepted. If you would like to save the transaction record to Photo Album, click on the button “Confirm”. If you have provided email address in step 3, the system will send the e-Receipt to the designated email address.



Step 6:

You can refer to the transaction record in Photo Album if you have saved it in step 5.

 中國銀行(香港)
BANK OF CHINA (HONG KONG) LIMITED

Dear Valued Customer,

Thank you for choosing the e-Cheque Services of Bank of China (Hong Kong) e-Cheque drop box service. Please find the transaction details below.

Payment Date	2029/11/21
Merchant Category	Securities Broker
Merchant	XXX Limited
Bill Type	01 - Index Futures
Bill No.	H01991

Transaction Reference Number:
114567186534565194

Total number of e-cheques of the transaction	1 cheque(s)
"Accepted" and "pending for verification" transaction	1 cheque(s)
"Rejected" transaction	0 cheque(s)

Accepted

Number of e-cheque(s)	1 cheque(s)
Amount	HKD99.99

Pending for verification

Number of e-cheque(s)	0 cheque(s)
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Transaction details

Cheque1	
Cheque No.	109685
Cheque date	2029/11/21
Amount	HKD99.99
Status	Accepted

- Funds from cheques will only be available after verification and clearing of the cheques.
- The Bank reserves the right to debit the relevant account with the sum representing the full value of any cheque so deposited which is subsequently verified as invalid.
- For security reason, part of the account number will be shown as ***.
- The Bank shall not be held responsible for any delay, loss or damages caused directly or indirectly by technical failure or by any other cause howsoever which is beyond the Bank's control.

For enquiry, please contact our Customer Service Hotline at +852 3988 2288.

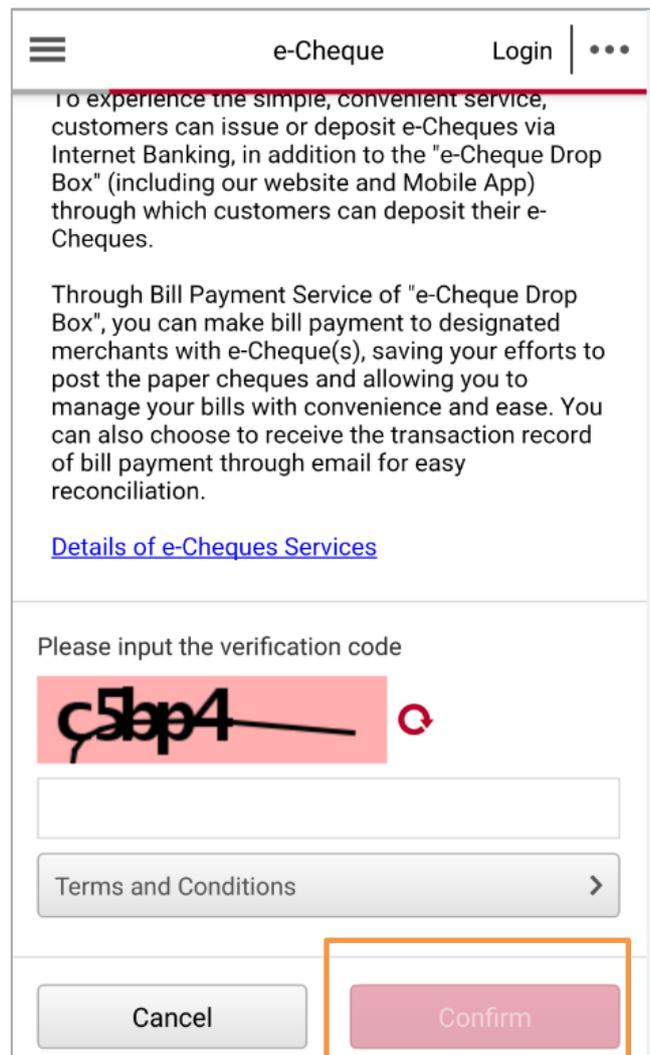
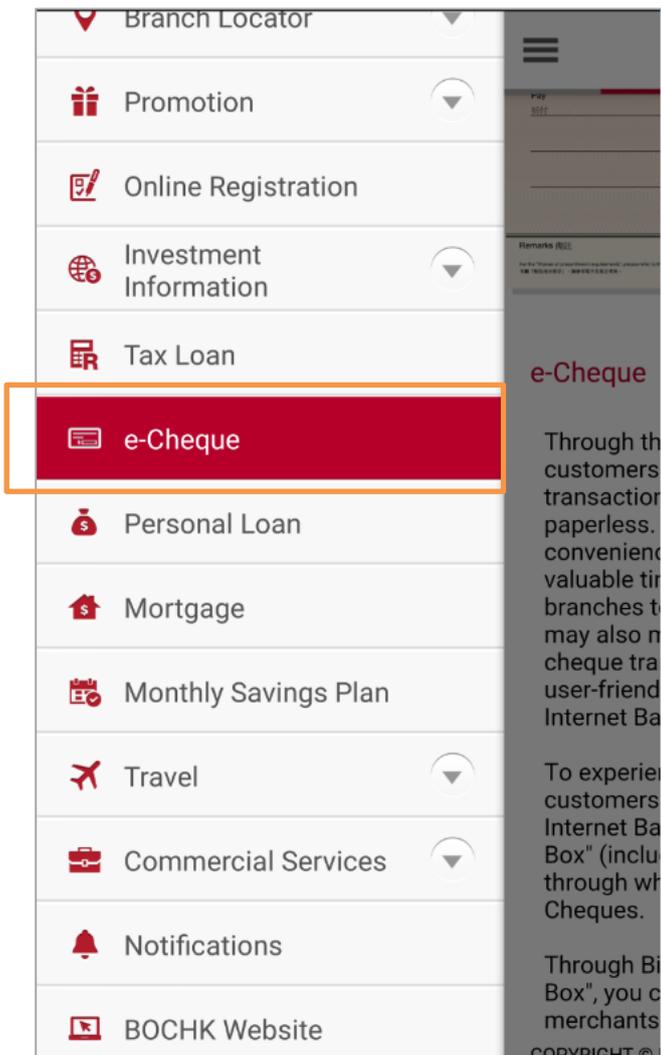
BANK OF CHINA (HONG KONG) LIMITED

3. BOCHK Mobile App - Android

Step 1*:

Open BOCHK Mobile App, click “e-Cheque” in the menu on the left. Read Terms and Conditions, input “Verification Code”, and click on the button “Confirm” to enter the transaction page.

**Remark: If you choose to open the PDF file of e-Cheque directly, please refer to Step 1 of Part 2 (iOS).*



Step 2:

Select merchant and input bill information as instructed on the page. Upload e-Cheque(s). You can provide email address to receive the e-Receipt. Complete the fields and click on the button “Submit”. If you would like to upload more than one e-Cheque, click on the button “Add” to add the e-Cheque PDF file(s).

Deposit Cheque/Cashier's Order | **Bill Payment**

1 — 2 — 3

Merchant Category
Securities Broker

Merchant Name
XXX Limited

Bill Type
All Category

Bill Number
10123458

File 1

1. 3153722_IC2000009390.pdf

Amount HKD1.00
Cheque Date 2029/11/07

Preview

+ Add

Deposit Cheque/Cashier's Order | **Bill Payment**

1 — 2 — 3

Receive e-Receipt
 Yes, via e-mail No

E-mail Address
chantaiman@xxx.com

The e-mail address provided above will be used for handling the related usage of the e-Cheques Services only and it will not be transferred to a third party. If you have become our customer and wish to update your personal information maintained at the Bank, please kindly submit a duly signed Contact Information Amendment Form (Personal Customer) and return to any of our branches.

Reset Submit

Note:
1. If the e-Cheque(s)/e-Cashier's Order(s) is/are effective immediately, the deposit instruction cannot be modified or cancelled after confirmation.
2. You can deposit up to 8 e-Cheque(s)/e-Cashier's Order(s) during each transaction.

Step 3:

Verify the information on the confirmation page before clicking on the button “Confirm” to submit the instruction.

< e-Cheque Login | ...

Bill Payment

① — ② — ③

Please verify before confirming this transaction.

Merchant Category Securities Broker
Merchant Name **XXX Limited**

Bill Type All Category
Bill Number 10123458

Upload Summary

Number of Cheque(s)/Cashier's Order(s) 1
Payment Amount HKD1.00

File ▲

1. 3153722_IC2000009390.pdf

Amount HKD1.00
Cheque Date 2029/11/07

Preview

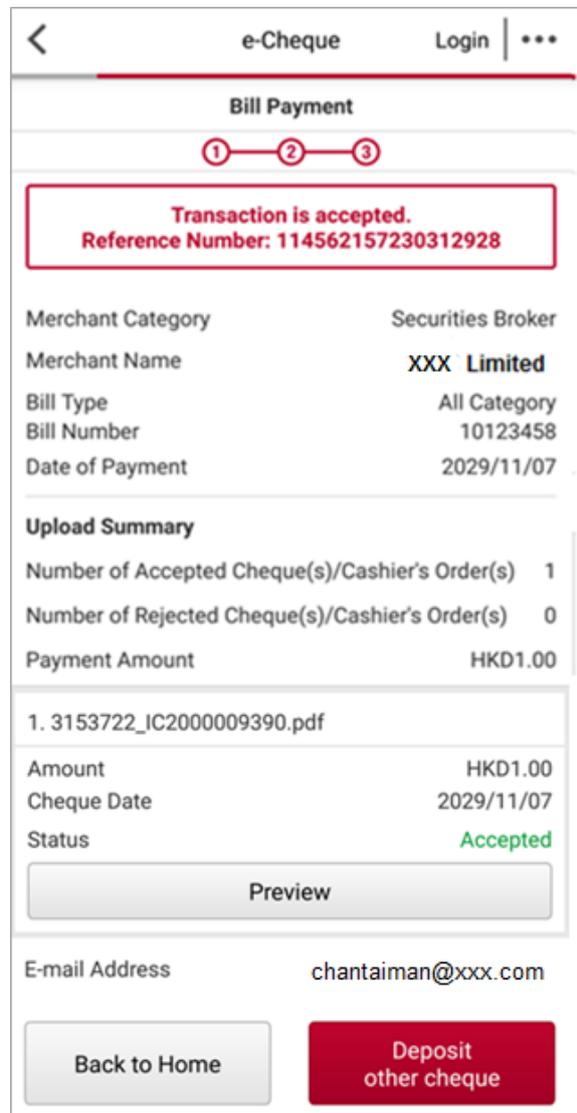
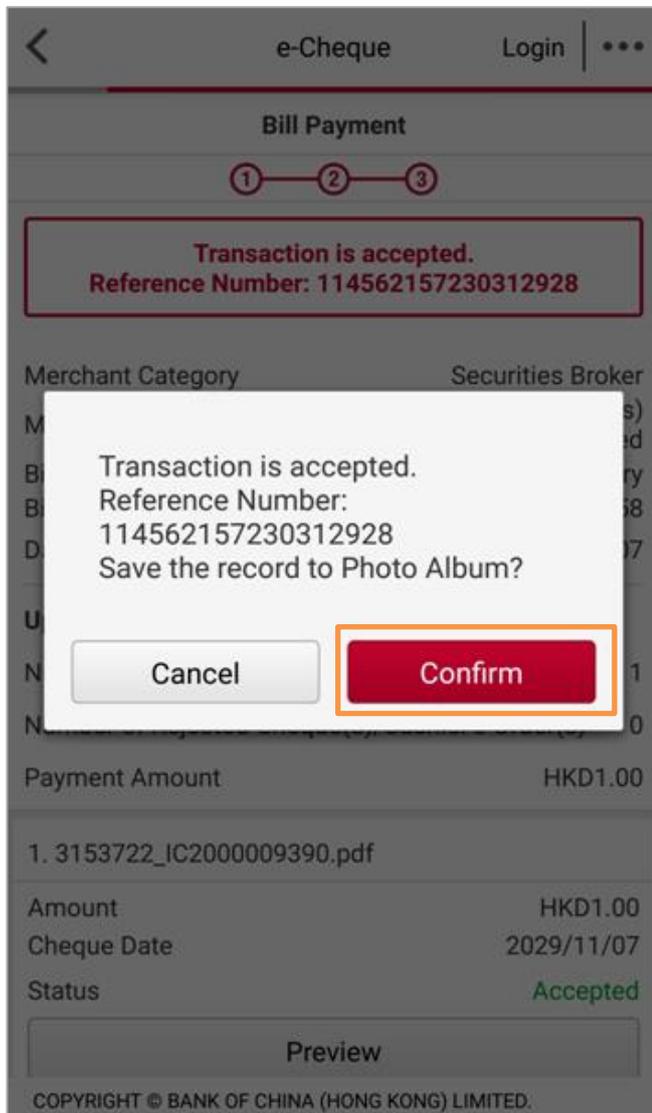
E-mail Address chantaiman@xxx.com

Amend **Confirm**

Step 4:

The transaction is accepted.

If you would like to save the transaction record to Photo Album, click the button “Confirm”. If you have provided email address, the system will send the e-Receipt to the designated email address.



Step 5:

You can refer to the transaction record in Photo Album if you have saved it in step 4.

 中國銀行(香港) BANK OF CHINA (HONG KONG)	
Dear Valued Customer,	
Thank you for choosing the e-Cheque Services of Bank of China (Hong Kong) e-Cheque drop box service. Please find the transaction details below.	
Payment Date	2029/11/07
Merchant Category	Securities Broker
Merchant	XXX Limited
Bill Type	All Category
Bill Number	10123458
Transaction Reference Number: 114562157230312928	
Total number of e-cheques of the transaction	1 cheque(s)
"Accepted" and "pending for verification" transaction	1 cheque(s)
"Rejected" transaction	0 cheque(s)
Accepted	
Number of e-cheque(s)	1 cheque(s)
Amount	HKD1.00
Pending for verification	
Number of e-cheque(s)	0 cheque(s)
Transaction details	
Cheque1	
Cheque No.	130186
Cheque date	2029/11/07
Amount	HKD1.00
Status	Accepted
<ul style="list-style-type: none">- Funds from cheques will only be available after verification and clearing of the cheques.- The Bank reserves the right to debit the relevant account with the sum representing the full value of any cheque so deposited which is subsequently verified as invalid.- For security reason, part of the account number will be shown as ***.- The Bank shall not be held responsible for any delay, loss or damages caused directly or indirectly by technical failure or by any other cause howsoever which is beyond the Bank's control.	
For enquiry, please contact our Customer Service Hotline at +852 3988 2288.	
BANK OF CHINA (HONG KONG) LIMITED	

Notes:

1. The above products and services are subject to the relevant terms applicable from time to time. For details, please refer to the respective materials or contact our branch staff.
2. The Bank reserves the right to amend, suspend or terminate the above products and services and to amend the relevant terms at any time at its sole discretion without prior notice.
3. In case of any dispute, the decision of the Bank shall be final and conclusive.
4. Should there be any discrepancy between the English and Chinese versions of this promotional material, the English version shall prevail.