



中國銀行(香港)

BANK OF CHINA (HONG KONG)

BOC Corporate Banking Services Online



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First Login

Welcome to “CBS Online”. You can now manage your corporate bank accounts more conveniently over the internet anytime, anywhere.

- 1 Input “Corporate Internet Banking Number / Login Name”, “User ID”, and “Verification Code”, then press “2FA Login”.

中銀企業網上銀行
BOC CORPORATE BANKING SERVICES ONLINE

Welcome to
CBS Online

Corporate Internet Banking Number / Login Name: 01287568839769

User ID: EFL606

Verification Code: 4dhw

[Refresh Image](#)

Basic Login 2FA Login

Now in a few easy steps!

Practical Information

- ▶ [Reminder for use of "Verification Code" for first time](#)
- ▶ [Service Directory](#)
- ▶ [Remittance Handbook \(New\)](#)
- ▶ [How to Apply](#)
- ▶ [How to apply "Security Device"](#)

Forgot User ID

- Primary Users: Please visit our branches for your user ID.
- Delegated Users: Primary users can login to “CBS Online” and retrieve your ID from “Management” > “User Settings” > “User List” page.

- 2 Input “Corporate Internet Banking Password”, then press “Login”.

中銀企業網上銀行
BOC CORPORATE BANKING SERVICES ONLINE

Welcome to
CBS Online

Corporate Internet Banking Password

[Forgot your password?](#) Back Login

Practical Information



- ▶ [Reminder for use of "Verification Code" for first time](#)
- ▶ [Service Directory](#)
- ▶ [Remittance Handbook \(New\)](#)
- ▶ [How to Apply](#)
- ▶ [How to apply "Security Device"](#)



- 3 Please confirm the related terms, then press "Accept".


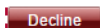
Terms and Conditions for Corporate Internet Banking

Conditions for Services

(Note: Chiyu and NCB are no longer members of BOCHK Group. The relevant webpages will be updated as soon as possible.)

 **Bank of China (Hong Kong) Limited** 

 **Chiyu Banking Corporation Limited** 



- 4 Reset your password by inputting the current and new password.

 中銀企業網上銀行
BOC CORPORATE BANKING SERVICES ONLINE

Welcome to
CBS Online

Please enter your new password (8-12 chars)

Please re-enter your new password

[Forgot your password?](#) 


must comprise at least any 2 types of the combination of uppercase letters, lowercase letters, numbers and symbols, with 3 or more consecutive identical characters.
If your password, you cannot use your old password or login name as a password.



- 5  中銀企業網上銀行
BOC CORPORATE BANKING SERVICES ONLINE

Welcome to
CBS Online

Your new password is now activated




6 Input the serial number on the back of the Security Device.

Security Device Activation

1. Please enter the serial number on the back of the Security Device.

Serial Number -- (e.g. 12-1234567-8)

2. Please press the  once and enter the 6-digit security code generated by the Device.

4. Mobile Phone Number

3XX-37***777

Please ensure the correctness of your e-Mail address and Mobile No..If you required to change the e-Mail address / Mobile No., please update them via User Setting.

An important SMS will be sent to the above mobile phone number. Please ensure that:

- your mobile phone is switched on;
- your mobile phone has good signal reception;
- your mobile phone has sufficient memory for storing SMS.



7 After the setup, you can use CBS Online immediately.

Upon this confirmation, your Security Device is effective immediately.

Security Device Activation


Request	Security Device Activation
Serial Number	10 - 0016783 - 0

Please input the SMS One Time Password (OTP):

Note: # the SMS OTP will be sent to your registered mobile phone number only.

Conditions for Services | Important Notice and Privacy Policy | Copyright © Bank of China (Hong Kong) Limited. All Rights Reserved.

Input the SMS One Time Password (OTP) sent to the registered mobile number.



Authorisation Setting

Account Setup

For security reasons, any transactions setup via CBS Online needs to be authorised by Authorised Users. Therefore, after the first login, Primary User needs to setup the authorisation setting for each of the accounts and users.

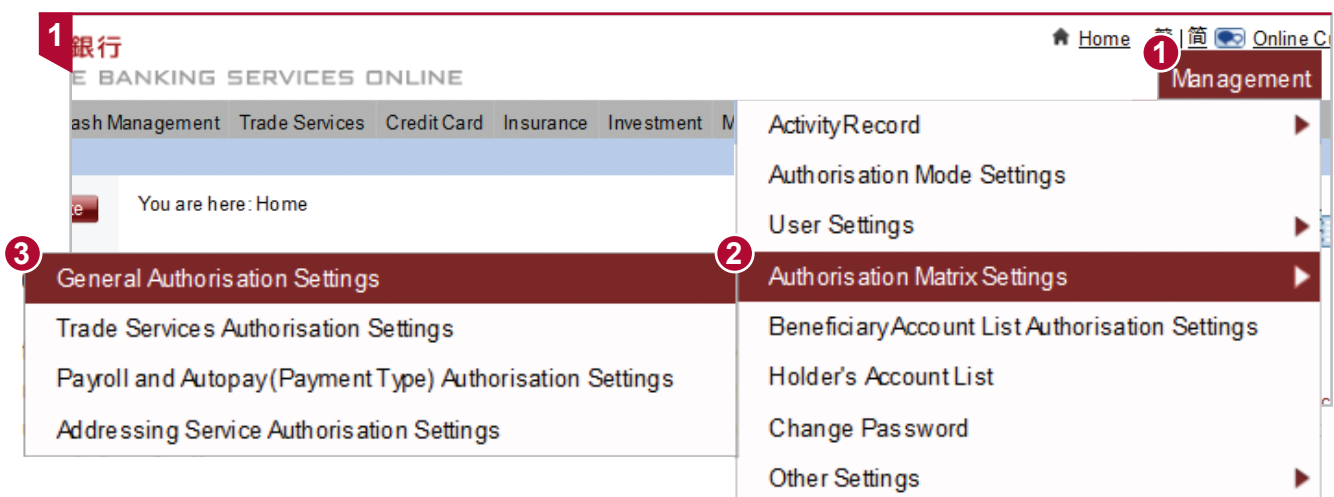
For ease of use, we have two authorisation modes that is tailored for different business needs:

1 “Standard Authorisation Mode” is applicable to the small and medium enterprises with simple structure and following characteristics:

- Number of Authorised Persons for each transaction not more than 2
- Number of Authorisation Groups not more than 2
- Number of Authorisation Matrices not more than 5

2 “Advanced Authorisation Mode” is applicable to the company with a more complex structure. Please change the authorisation mode in “Management” > “Authorisation Mode Settings”.

Steps to setting up “Standard Authorisation Mode”



2 中銀企業網上銀行 BOC CORPORATE BANKING SERVICES ONLINE

Home 繁體 簡體 Online Customer Service Co

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

General Authorisation Settings Trade Services Authorisation Settings Payroll and Autopay (Payment Type) Authorisation Settings Addressing Service Authorisation Settings Update

Authorisation Matrix Settings

Help Service Directory Glossary Add to My Shortcut

☐ 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)

Customers can set transactions to require **Single Authorisation** (that is, one user creates the transaction, and one user performs authorisation), or **Dual Authorisation** (that is, one user creates the transaction, and two users perform authorisation). While customer needs to choose one of the modes of authorization, each account (ex. HKD Current Account or USD Current Account) can be customised to have different setting.



3 中銀企業網上銀行 BOC CORPORATE BANKING SERVICES ONLINE

Home Online Customer Service Contact us

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

General Authorisation Settings Trade Services Authorisation Settings Payroll and Autopay (Payment Type) Authorisation Settings Addressing Service Authorisation Settings Update

Inbox (2) To-Do-list

Pending A authorisation: 0 Pending Repair: 0 Rejected General Services: 0 Trade Services: ---

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

Steps 1 2 3 4

Print Help Service Directory Glossary

Authorisation Settings

Transfer Transaction

To Holder's Accounts

Authorisation Limit of Each Group (HKD)

☐ Apply authorisation limit to all accounts

	A	B	A+A	A+B	B+B
Account Number					
Account Name					
012-875-0-041530-7	999999				
IXX XXXXXXXXXX					
XXXXX (XXXXX)					
XXXXXXXX					

1

A	B

Authorisation Group A, B: Each user can be grouped under Group A or B, to distinguish the different authorisation limit or types of authorisation transactions they are allowed to perform.

2

A	B	A+A	A+B	B+B
99999.00				

If you do not want to set authorisation limit for a particular group (e.g. B), please leave field B blank. If one Authorisation Group (e.g. A) is the subset of another Authorisation Group combination (e.g. A+B), the latter (A+B) must have a greater authorisation amount than the former (A).

3

☐ **Apply authorisation limit to all accounts**

Please select “Apply authorisation limit to all accounts” if needed and enter authorisation limits in the boxes. Press “Sumit” upon completion. Press “Clear” if you want to clear all settings.

Note:

- If you need to make payrolls, bill payments, issue e-cheques or transfer funds to other third party accounts in other means, please estimate the required transfer limit.
- If the system shows that the authorisation limit must not be greater than the “Daily Accumulated Debit Limit of Payments to Other Third Party Accounts” as stated in account opening documents, please download the **“Daily Accumulated Debit Limits Amendment Form”** under “More” > “Download Forms” of BOCHK website, complete and submit the original form to us either by visiting our branches or by mail to the address stated in the form.
- If you have not made any transfer to other third party accounts within 18 months, “Daily Accumulated Debit Limit of Payments to Other Third Party Accounts” will be reset as “0” automatically. You need to complete the above form to increase relevant debit limit and send it to BOCHK for processing.



4

Verification

Confirmed by CHOWTA

Please press to generate a 6-digit Security Code on your device screen.

Please enter your 6-digit Security Code

Security Code

Warning
After this setting is completely authorised and takes effect, it may result in changing the status of all general transactions pending authorisation (if any) which are related to this / these holder's account(s). Please visit “Authorisation Centre” to review and process related transactions. For details, please refer to the “Help” page.

Enter the Security Code to confirm changes – the setting can be further adjusted subsequently as required.

▶▶ User Setup

Primary User (or authorised Delegated User) can manage User's setting via CBS Online:

- 1 Create new User and assign Authorisation Group to define functions and accounts they are authorised to access.
- 2 Amend existing User setting including changing Authorisation Group to define functions and accounts they are authorised to access.
- 3 Put designated User's account access on Hold (User cannot log into CBS Online until the account has been reactivated).
- 4 Delete designated User's account.
- 5 Reset Password for designated User's account.
- 6 Apply for new, replace, status reset or report loss Security Device.

Note: Customer needs to apply in person for adding new Primary User accounts.

- 1 Primary User can view all the existing Users and create new User.

The screenshot shows the BOC Corporate Banking Services Online interface. The top navigation bar includes 'My Shortcut', 'Cash Management', 'Trade Services', 'Credit Card', 'Insurance', 'Investment', 'MPF', 'Authorisation Centre', 'Download', and 'Management'. The 'Management' section is highlighted with a red box and a red '1' in a circle. The 'User List' section is highlighted with a red dashed box and a red '3' in a circle. The 'User Settings' section is highlighted with a red box and a red '2' in a circle. The 'Refer to User Settings' section shows a dropdown menu with options: AGNES1, CHOWIA, HORA, JESS1, and WENDY1.

- 2 Creating new User:

- 1 **User Information**

User ID	<input type="text"/>
User Name	<input type="text"/> (Must be identical with the name on the identity document)
Identification Document Type	Please Select <input type="text"/>
Identification Document Number	<input type="text"/>
Password #	<input type="text"/> (8-12 digits)
Please re-enter your password	<input type="text"/>
Mobile Phone Number	<input type="text"/> - <input type="text"/>
Country and Area Code	<input type="text"/> - Phone Number
Email Address	<input type="text"/>
Designated transaction notification and e-Cheque/Cashier's Order notification ^	Means of Notification: SMS and Email Language Selection <input type="radio"/> Traditional Chinese <input type="radio"/> Simplified Chinese <input type="radio"/> English

Input "User ID" & other personal information for new user. Select the mean of "Designated Transaction Notification", "Language" and "Authorisation Group" for the user.

2

Apply for Security Device ☐

Please check the "Apply for Security Device" box if needed and press "Submit".

Note:

- After identity verification, "User Name", "Identification Document Type" and "Identification Document Number" cannot be changed.
- "Authorisation Group" of "Standard Authorisation Settings" represents the authorisation group of ALL transactions of the user. It can be classified as group "A" or group "B", or neither of them. You can choose the authorisation group for a user here, and then set up the transaction limits for group "A" and "B" through "Authorisation Matrix Settings" later.

Example:

A user cannot belong to 2 groups, e.g. group "A" for fund transfer, and group "B" for payroll at the same time.

If a user does not belong to any authorisation group, the user cannot authorise transaction but can make enquiry and input transaction.



3

You can refer to the existing "User Settings" and make further amendment.

中銀企業網上銀行 BOC CORPORATE BANKING SERVICES ONLINE

Home Online Customer Service Contact

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 > User Settings > User List

Steps 1 2 3 4

Print Help Service Directory

Refer to User Settings

Select User #

Remarks: # The respective automatic... will be specified under "Refer to User Settings" according to selected users. The Menu will display the users' rights

Functional Rights Settings

☐ **Corporate Mobile Banking Settings**

☒ Corporate Mobile Banking ☒ Biometric Authentication ☒ Receive Notification

☐ **Cash Management**

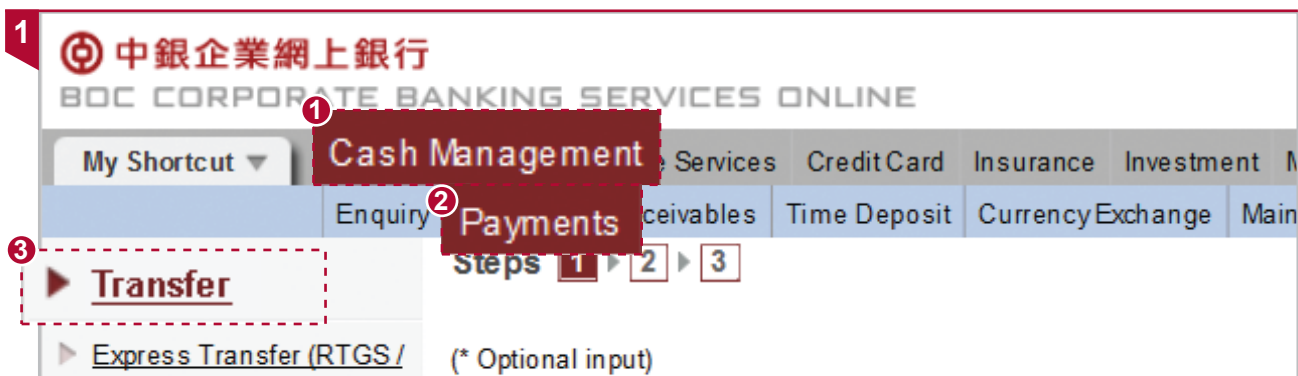
Payments

<input checked="" type="checkbox"/> Transfer	<input checked="" type="checkbox"/> Express Transfer/FPS	<input checked="" type="checkbox"/> Telegraphic Transfer	<input checked="" type="checkbox"/> Demand Draft
<input checked="" type="checkbox"/> BOC Remittance Plus	<input checked="" type="checkbox"/> Stop Cheque	<input checked="" type="checkbox"/> Request Cheque Book	<input checked="" type="checkbox"/> Payroll
<input checked="" type="checkbox"/> Payroll (Payment Type)	<input checked="" type="checkbox"/> Bill Payment	<input checked="" type="checkbox"/> Autopay-Out	<input checked="" type="checkbox"/> Autopay-Out (Payment Type)

Transfer Services

Transfer Services

You can simply make transfers to other bank accounts within BOCHK (except the Group's overseas account) via the "Transfer" tab.



1 Select Debit Account and its Account Currency

3 Input Debit Amount

2 Input Payment Value Date

4 You may select Holder's or a third party's account as Beneficiary, as long as it is held with BOCHK. Input Account number and Name.

Telegraphic Transfer Services

▶▶ Telegraphic Transfer Services

You can simply make transfers to any bank accounts to any country/region via the “Telegraphic Transfer” function.

1 **中銀企業網上銀行**
BOC CORPORATE BANKING SERVICES ONLINE

My Shortcut **1** **Cash Management** Services Credit Card Insurance Investment MPF Authorisation Cer

Enquiry **2** **Payments** Receivables Time Deposit Currency Exchange Maintenance

Transfer
Express Transfer (RTGS / CHATS)
FPS

You are here: Cash Management > Payments > Telegraphic Transfer
Steps **1** ▶ **2** ▶ **3**

3 **Telegraphic Transfer**



Telegraphic Transfer

Use Template *

Debit Account#

Account Currency

Amount

Remit Currency Remit Amount

Payment Purpose

Exchange Rate Type *

Exchange Rate

Charges Handling charges ([Details](#)) and correspondent bank charges will be deducted in the way//from the account that you

☐ Handling charges to be deducted from the selected account #

Debit Account#

Account Currency

Correspondent Bank Charges to be borne by

☒ Handling charges to be deducted from the remit amount and correspondent bank charges to be borne by the beneficiary



2 Beneficiary Bank Details

Country / Region	CANADA
<input type="radio"/> SWIFT Code	
<input checked="" type="radio"/> Select and enter bank details from the bank list	
Province / City / Autonomous Region	VANCOUVER
Bank Name ▲	BANK OF CHINA (CANADA)
Branch Name / Sub-Branch Name ▲	(VANCOUVER BRANCH)
Address * ▲	123 Lougheed Hwy BC

You may directly input SWIFT Code, or select the bank details (including bank name, address, etc)



or

Beneficiary Bank Details

Country / Region	CANADA
<input checked="" type="radio"/> SWIFT Code	BKCHCATTVAN
<input type="radio"/> Select and enter bank details from the bank list	



Beneficiary Details

Beneficiary Account Type	<input type="radio"/> Listed  <input checked="" type="radio"/> Non-listed #	Customer Reference *	
Account Number / IBAN	0235145678957 Details		
Name ▲	ABC Limited (Please input the beneficiary's address information in the "Address" below.)		
Address * ▲	234 Glenn Street BC		
A maximum of 28 Chinese or 140 English characters in a maximum of 4 rows is allowed for the Name and Address (CNY Remittance to the Mainland of China, a maximum of 27 Chinese or 136 English characters in a maximum of 4 rows is allowed)			
Remarks: # Notice will be sent to you after your company has completed a payment transaction to a non-registered beneficiary account.			
Correspondent Bank Details *			
<input type="checkbox"/> If you can provide Correspondent Bank Details of the Beneficiary Bank, please click this box			
Remitting Date			
Remitting Date	<input type="radio"/> Submit Application Now <input type="radio"/> Payment Value Date YYYY/MM/DD 		

Bill Payment

▶▶ Bill Payment

You can make payments to designated merchants through Bill Payment function.

1

中銀企業網上銀行
BOC CORPORATE BANKING SERVICES ONLINE

My Shortcut **1** Cash Management **2** Payments Receivables Time Deposit Currency Exchange Maintenance

Transfer
Express Transfer (RTGS / CHATS)
FPS
Telegraphic Transfer
Demand Draft
BOC Remittance Plus
3 Bill Payment

You are here: Cash Management > Payments > Bill Payment
Steps **1** ▶ **2** ▶ **3**

Points to Note
• Notice will be sent to you after your company has completed a payment transaction to Banking Brokers.
(* Optional input)
(▲ Traditional Chinese characters are allowed)

Bill Payment
Use Template *

2

Bill Payment
Use Template *

Merchant Information
Please Select

Merchant Name

- 8 SECURITIES LIMITED
- AEON Credit Service (Asia) Co., Ltd.
- AIA International Limited (HKD Payment)
- AIA International Limited (RMB Payment)
- AIA International Limited (USD Payment)
- AIA MPF
- AXA China Region Insurance Company Limited
- BANK OF CHINA GROUP INSURANCE CO LTD
- BANK OF CHINA INTERNATIONAL LIMITED (HKD)
- BANK OF CHINA INTERNATIONAL LIMITED (USD)
- BEALife Limited
- BMW Financial Services HK Ltd.
- BOC Group Life Assurance Co Ltd
- BOC Group Life Assurance Co Ltd
- BOC-Prudential Easy-Choice MPF Scheme
- BOCI Securities Limited
- Blue Cross (Asia-Pacific) Insurance Limited
- Bright Smart Futures & Commodities Co Ltd
- Bright Smart Securities International (HK) Ltd
- CHILDREN'S CANCER FOUNDATION
- CHINA INDUSTRIAL SECURITIES INTERNATIONAL BR
- CLP Power
- CSL
- CSL Prepaid Recharge - Mobile No.
- Cantas Bianchi College of Careers

Select Merchant

3

Bill Payment
Use Template *

Merchant Information

Merchant Name	BOC Group Life Assurance Co Ltd
Customer Reference *	
Bill Type	01 - Premium (HKD) ▼
Bill Invoice Number (Policy Number)	1201022188 Merchant Payment Information

Input Merchant Information such as Customer Reference (if applicable), Bill Type, and Bill Invoice Number, etc.

Debit Information			
Debit Account	012-875-0-041530-7 IXX XXXXXXXX XXXX (XXXX) XXXXXX ▼ 🔍		
Payment Currency	HKD	Payment Amount	500 ×
Payment Value Date *	YYYY/MM/DD 📅 Leave "Value Date" blank for same-day payment.		

Input Debit Account information, including payment amount and payment value date

▶▶ Check CBS Online Authorisation Setting

1 Management

3

General Authorisation Settings
Trade Services Authorisation Settings
Payroll and Autopay(Payment Type) Authorisation Settings
Addressing Service Authorisation Settings

2

Authorisation Matrix Settings
ActivityRecord
Authorisation Mode Settings
User Settings
BeneficiaryAccount List Authorisation Settings
Holder's Account List
Change Password
Other Settings

1

Limit Settings
Transfer Limit of Non-listed Beneficiaries
☐ Apply authorisation limit to all accounts

Account Number	Account Name	DailyLimit of Transfer to Non-listed Beneficiaries (HKD equivalent) *
012-875-0-041530-7	IXX XXXXXXXX XXXX (XXXX) XXXXXX	<input type="text"/>
012-875-1-146570-0	IXX XXXXXXXX XXXX (XXXX) XXXXXX	<input type="text"/>
012-875-92-43250-3	IXX XXXXXXXX XXXX (XXXX) XXXXXX	<input type="text"/>
012-884-0-010480-2	IXX (XXXXXX) XXXXXXXXXXXX XXXXXX	<input type="text"/>
012-884-0-800847-2	IXX (XXXXXX) XXXXXXXXXXXX XXXXXX	<input type="text"/>
012-884-1-041938-1	IXX (XXXXXX) XXXXXXXXXXXX XXXXXX	<input type="text"/>

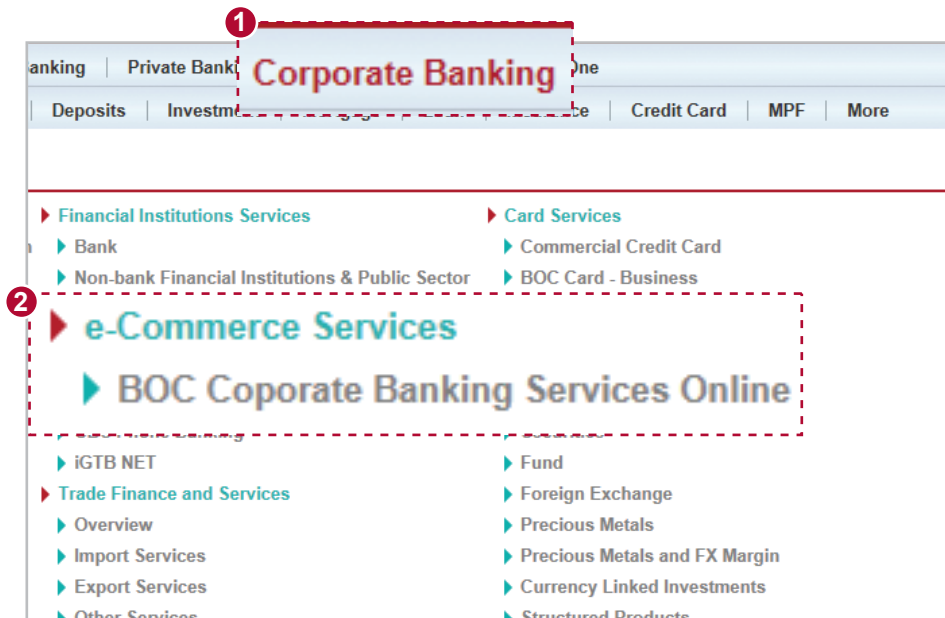
Please check if the relevant User and Payment Account have the necessary authorisation setting first, including the Authorisation Limit setting for the User, and the Daily Limit of Transfers to Non-Listed Beneficiaries of the Payment Account, etc. If you have yet to setup the relevant authorisation setting, you can refer to Chapter 2“Authorisation Setting” in this Service Guide for more details.

Payroll Services

You can issue your employees' salary at ease via CBS Online, and in the currency of either Hong Kong dollars or Renminbi.

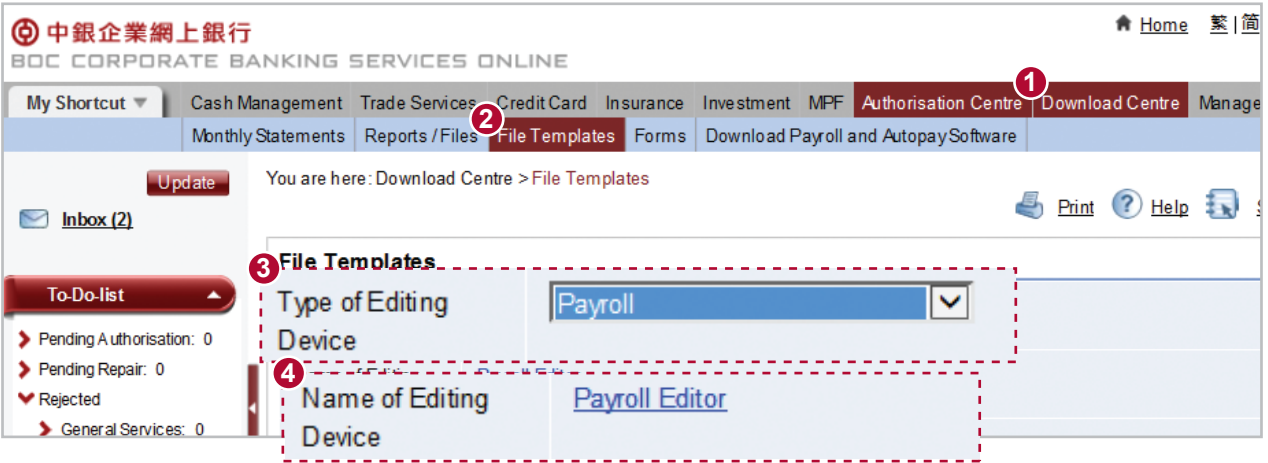
▶▶ Initial Setup of Payroll Services

1 Download "Payroll Editor"



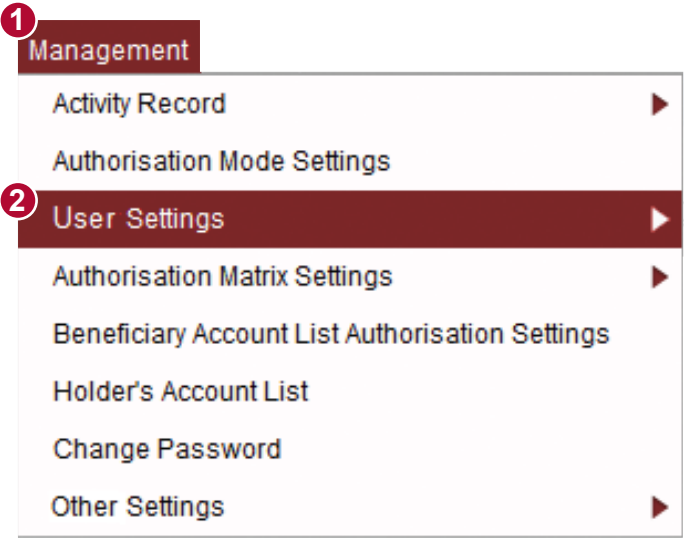
- Download the "Payroll Editor" from BOCHK website or CBS Online
- Save the template for future use.

Please note that if the Microsoft Office you are using is 32-bit, please download the “32-bit Editor” via CBS Online.



2 CBS Online Authorisation Setting

Check if the responsible User has been authorised to use the Payroll function



Terminated Records

Update
Inbox (2)
To-Do-List

Pending Authorisation: 0
Pending Repair: 0
Rejected
General Services: 0
Trade Services: ---

Enquiry
Useful Information
Other Information

e-Cheques Services (Corporate)
Quick Service Guide

Refer to User Settings

Select User #

Please Select
AGNES1
CHOWTA
HORA
JESS1
WENDY1

Remarks : # The res automa
ified under "Refer to User Settings" according to selected users. The Menu will display the users' rights

Functional Right

☐ Corporate

☒ Corporate Mobile Banking
☒ Biometric Authentication
☒ Receive Notification

☐ Cash Management

Payments

☒ Transfer
☒ Express Transfer/FPS
☒ Telegraphic Transfer
☒ Demand Draft
☒ BOC Remittance Plus
☒ Stop Cheque
☒ Request Cheque Book
☒ Payroll
☒ Payroll (Payment Type)
☒ Autopay-Out
☒ Autopay-Out (Payment Type)
☒ Issue e-Cheque
☒ Issue e-Cashier's Order

Receivables

☒ Autopay-In
☒ Autopay-In (Payment Type)
☒ Deposit e-Cheque/e-Cashier's Order

Time Deposit

☒ Set Up Time Deposit
☒ Close Time Deposit Account
☒ Maturity Date Amendment Instruction
☒ Interest Rate Enquiry

Maintenance

☒ Autopay-Out Transaction Result File
☒ Payroll Transaction Result File
☒ Payroll (Payment Type) Transaction Result File
☒ e-Cheque Issuance Report
☒ e-Cashier's Order Issuance Report

Receivables

☒ Autopay-In Transaction Result File
☒ Deposit e-Cheque/e-Cashier's Order Report

Direct Debit Authorization

☒ Direct Debit Authorization File

☐ Upload File

Payments

☒ Autopay-Out
☒ Autopay-Out (Payment Type)
☒ Payroll
☒ Payroll (Payment Type)
☒ Issue Bulk e-Cheque/e-Cashier's Order

Receivables

☒ Autopay-In
☒ Autopay-In (Payment Type)
☒ Deposit Bulk e-Cheque/e-Cashier's Order

MPF

☒ MPF Contributions File

Account Rights Settings

Total Daily Authorisation Debit Limit of Holder's Account (HKD equivalent) 9999999999.99

(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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> HKD Savings Account		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	99999999 x

After confirming the User having the authorisation, check if the relevant account has set a transfer amount limit as well.

To set the Authorisation Setting of your user account, you can follow the steps below, or refer to the steps detailed in "Authorisation Setting" in Chapter 2 of the Service Guide (Management ► Authorisation Matrix Settings ► General Authorisation Settings).

Choose "Single Authorisation" or "Dual Authorisation" based on your company's needs.

- Single Authorisation: authorisation by only one Primary User is required
- Dual Authorisation: authorisation by two Primary Users is required

16

中銀企業網上銀行 BOC CORPORATE BANKING SERVICES ONLINE

Home 簡 Online

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

Activity Authorisation Mode Settings User Settings

3 General Authorisation Settings

4 Authorisation Matrix Settings

1 Management

2

3

4

Trade Services Authorisation Settings

Payroll and Autopay (Payment Type) Authorisation Settings

Addressing Service Authorisation Settings

Update

Inbox (2)

Authorisation Matrix Settings

Supports Single Authorisation Only

One Authorisation Group Only (Aonly)

Two Authorisation Groups (Aand B)

Supports Single and Dual Authorisation

One Authorisation Group Only (Aonly)

Two Authorisation Groups (Aand B)



中銀企業網上銀行 BOC CORPORATE BANKING SERVICES ONLINE

Home Online Customer Service Contact Us

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

General Authorisation Settings

Trade Services Authorisation Settings

Payroll and Autopay (Payment Type) Authorisation Settings

Addressing Service Authorisation Settings

Update

Inbox (2)

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

Steps 1 2 3 4

Print Help Service Directory Glossary

User Information

Authorisation Settings

Transfer Transaction

To Holder's Accounts

Authorisation Limit of Each Group (HKD)

	A	B	A+A	A+B	B+B
Account Number					
Account Name	A	B	A+A	A+B	B+B
012-875-0-041530-7	100000	50000		1000000	
IXX XXXXXXXXX					
XXXXXX (XXXXX)					
XXXXXX					

Trade Services: ---

For example, if you wish to transfer HKD500,000 from IXX account to another account, it requires a both A and B group of authorised users to authorise.

Please take note that:

- A's Authorisation Amount cannot be equal to or greater than A+A or A+B
- B's Authorisation Amount cannot be equal to or greater than B+B or A+B
- There is no limitation for the Authorisation Amount between A or B



XXXXXXXXXX
XXXXXXXX

Payroll

Daily Limit of Total Payroll (HKD)

	A	B	A+A	A+B	B+B
<input type="checkbox"/> Apply authorisation limit to all accounts					
Account Number	A	B	A+A	A+B	B+B
Account Name					
012-875-0-041530-7	90000	150000		2000000	
IXX XXXXXXXXXX XXXXX (XXXXX) XXXXXX					

Apart from setting the Authorisation Setting and Amount for Transfer, you are also required to do likewise for Payroll, which involves setting the “Daily Limit of Total Payroll” and the related authorisation. You are also required to set the “Daily Limit of Transfer to Non-listed Beneficiaries” at an amount sufficient for payroll purposes.



012-884-92-22426-8

IXX (XXXXXX)
XXXXXXXXXXXX
XXXXXX

Limit Settings

Transfer Limit of Non-listed Beneficiaries

☐ Apply authorisation limit to all accounts

Account Number	Account Name	DailyLimit of Transfer to Non-listed Beneficiaries (HKD equivalent) *
012-875-0-041530-7	IXX XXXXXXXXXX XXXXX (XXXXX) XXXXXXX	
012-875-1-146570-0	IXX XXXXXXXXXX XXXXX (XXXXX) XXXXXXX	
012-875-92-43250-3	IXX XXXXXXXXXX XXXXX (XXXXX) XXXXXXX	
012-884-0-010480-2	IXX (XXXXXX) XXXXXXXXXX XXXXXXX	
012-884-0-800847-2	IXX (XXXXXX) XXXXXXXXXX XXXXXXX	
012-884-1-041938-1	IXX (XXXXXX) XXXXXXXXXX XXXXXXX	
012-884-92-22426-8	IXX (XXXXXX) XXXXXXXXXX XXXXXXX	

Back

Submit

Clear

▶▶ Payroll 3 Steps

After the initial setup, you can follow the simple Payroll 3 Steps:

1 Create Payroll File

Open the “Payroll Editor” and input relevant information

The screenshot shows the 'Payroll Editor' spreadsheet in Microsoft Excel. The interface includes a ribbon with tabs like '檔案', '常用', '插入', '版面配置', '公式', '資料', '校閱', and '檢視'. A yellow security warning bar at the top (callout 1) says '安全性警告 已經停用巨集' with a button '啟用內容'. The spreadsheet has columns A through H. Row 1 is '發薪檔案編輯器'. Row 2 is 'Payroll Editor'. Row 3 has callout 7 for '開啟發薪檔案 Open Payroll File' and callout 6 for '儲存發薪檔案 Save Payroll File'. Row 4 has callout 2 for '發薪賬戶號碼' and callout 3 for '發薪日期 (年/月/日)'. Row 5 has 'Employer Account Number : ' and 'Effective Date(YYYY/MM/DD) : '. Row 6 has callout 4 for '發薪賬戶名稱'. Row 7 has 'Employer Name : '. Row 10 has '總筆數' and '總金額'. Row 11 has 'Total Quantity : 0' and 'Total Amount : 0.00'. Row 12 has callout 5 for a table header. The table has columns: 編號, 員工賬戶號碼, 員工賬戶名稱, 金額 (HKD/CNY), 備考號, and 備註. Rows 14-18 show data for employees 1 through 4.

- 1 If there is a “Security Warning” pop-up, please press “Enable Content”
- 2 Input “Employer Account Number”, this will be the debit account
- 3 Input Effective Date (Note: For Monday to Friday, if the file has been checked and authorised before 12noon, payroll can be effective on the same day, otherwise it will be handled on the next working day. If effective day is preset on Saturday, the Bank will handle BOCHK accounts’ payroll on the same day, for other banks it will be handled on the next working day.
- 4 Input Employer Name (in English)
- 5 Input the relevant Employees’ details
 - Employee A/C: Employee Account can be with BOCHK or other Bank (input the relevant bank code and account number)
 - Employee Name Input the Employee’s Account Name in English
 - Amount: Please input the net amount after deducting the MPF contribution amount (Example: Employee’s salary is \$10,000, Employer’s MPF contribution is \$500, amount to be inputted is 9500)
 - Reference: Inputted content will be shown on Employee’s Account Transaction Record. If there is no input, it will display “Employer Name” by default.
 - Remark: This will not be shown on Employee’s Account Transaction Record, and just for your company’s reference. It is not mandatory and can be left as blank if not required.
- 6 After inputting, please press “Save Payroll File” (do not use the “Save” function on Excel directly to save the file, and you must save the file in .dat format)
- 7 For future updates, you can simply use the PayrollEditor and press “Open Payroll File”, select the last saved .dat file to retrieve the information saved last time. You can review and make changes to the file and submit for payroll transaction. Please take note that you cannot upload payroll files of the same name within the same day.

2 Upload Payroll File

中銀企業網上銀行
BOC CORPORATE BANKING SERVICES ONLINE

Home 繁 | 簡 Online Custom

My Shortcut **Upload** Send Message Transaction Draft **Tools**

You are here: Tools > Upload > Upload File

Print Help Service Directory

(* Optional input)
Notice will be sent to you after your company has completed a payment transaction to a non-registered beneficiary account.

Upload File

Transaction Type Payroll

File Location 瀏覽...

Upload Status Notification * #

Select "Payroll" under "Transaction Type"

- Press "Browse" and select the saved .dat Payroll File (not PayrollEditor)
- If you require Upload Status Notification, you can input Email Addresses under "Checker(s)/Authoriser(s) Notification"
- Press "Upload" to finish uploading the Payroll File.



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Home 繁 | 簡 Online Cust

My Shortcut **Upload** Send Message Transaction Draft **Tools**

You are here: Tools > Upload > Upload Result Enquiry

Print Help Service Directory

Upload Result Enquiry

File Reference Number *

Transaction Type * Payroll

Upload Status * All

Upload Date From 2018/10/04 To * YYYY/MM/DD

Records Shown Per Page ☒ 25 Items ☐ 50 Items

Search Clear

Remarks : File uploaded will only be effective after authorisation. Please go to "Authorisation Centre" to authorise uploaded transactions.

File Reference Number	Transaction Type	File Name	Status #	Date	Accepted	Error
F1829600005	Payroll	TEST16.DAT	Uploaded	2018/10/25	1	0

- If the File is being indicated as "Accepted", please go to the Authorisation Centre to authorise the transaction
- If the file is being indicated as "Error", please press the link underneath "Error" to find out the error reason.



3 Confirm Payroll

Upload Result Enquiry

File Reference Number *	<input type="text"/>		
Transaction Type *	<input type="text" value="Payroll"/>		
Upload Status *	<input type="text" value="All"/>		
Upload Date	From <input type="text" value="2018/10/04"/>	To *	<input type="text" value="YYYY/MM/DD"/>
Records Shown Per Page	<input checked="" type="radio"/> 25 Items <input type="radio"/> 50 Items		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

Remarks : File uploaded will only be effective after authorisation. Please go to "Authorisation Centre" to authorise uploaded transactions.

File Reference Number	Transaction Type	File Name	Status #	Date	Transaction Count(s)		Error
					Number of Upload Transaction(s)	Accepted	
F1829600005	Payroll	TEST16.DAT	Uploaded	2018/10/25	1	1	0

If the File is being indicated as "Accepted", please go to the Authorisation Centre to authorise the transaction



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Home 繁體 Online Customer Service

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

You are here: Authorisation Centre

Inbox (4) Update

To-Do-list

- Pending Authorisation: 1
- Pending Repair: 0
- Rejected
 - General Services: 0
 - Trade Services: ---

Enquiry

Useful Information

Other Information

e-Cheques Services (Corporate) Quick Service Guide

(* Optional input)

Authorisation Centre

User ID	<input type="text" value="All"/>
Bank Reference *	<input type="text"/>
Status	<input type="text" value="All"/>
Transaction Type	<input type="text" value="All"/>
File Reference Number *	<input type="text"/>
Records Shown Per Page	<input checked="" type="radio"/> 25 Items <input type="radio"/> 50 Items
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Customise Column Settings

A/C No.	CCY	Amount	Value Date	Status	Action	
384-0-010480-2	HKD	5,000,000.00		Pending 1st Authorisation	<input type="button" value="Authorise"/> <input type="button" value="Delete"/> <input type="button" value="Return"/>	012

Points to Note

• "Trade Services", "Investment" and "Add / Amend / Delete New Beneficiary" transactions do not support "Bulk Check", "Bulk Authorisation", "Bulk Deletion" and "Bulk Return" functions.

All of the authorisation must be completed for the payroll to be effective on Effective Date.



▶▶ Enquire Transaction Record

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My Shortcut Cash Management **Reports / Files** Card Insurance Investment MPF Authorisation Download Centre

Monthly Statement Templates Forms Download Payroll and Autopay Software

You are here: Download Centre > Reports / Files > **Payments Files**

Print Help Service Dir



Payments Files

File Type	Payments
File Name	Please Select
Activate Account	Autopay-Out Transaction Result File
Date	Payroll Transaction Result File
	Issue e-Cheque
	Issue e-Cashier's Order
Download Format	<div> <div>Please Select</div> <div>Download with Column Names *</div> </div>
	<div>Download</div> <div>Clear</div>

1. Select File Type
2. Select Activate Account
3. Select Date Range
4. Select Download Format

Currency Exchange

You can make set instant or preset currency exchange transactions via Internet Banking*.

▶▶ Currency Exchange

1 **中銀企業網上銀行**
BOC CORPORATE BANKING SERVICES ONLINE

My Shortcut **1 Cash Management** e Services Credit Card Insurance Investment MPF Authorisat

Enquiry Payments Receivables Time Depos. **2 Currency Exchange** ntenance

▶ Exchange Rates Enquiry You are here: Cash Management > CurrencyExchange > CurrencyExchange Transact
▶ Booked Exchange Rates

3 ▶ **Currency Exchange** Currency Exchange Transactions

Steps 1 ▶ 2 ▶ 3



Currency Exchange Transactions

From Account	012-875-0-041530-7 IXX XXXXXXXXXX XXXXX (XXXXX) XXXXXXXX	Quotes
Withdrawal Amount	HKD	(Up to 2 decimal places, except JPY)
To Account	012-875-92-43250-3 IXX XXXXXXXXXX XXXXX (XXXXX) XXXXXXXX	
Deposit Amount	AUD	50000 (Up to 2 decimal places, except JPY)
Effective Date	<input checked="" type="radio"/> Now <input type="radio"/> Exchange later on YYYY/MMDD Office Hours	
Exchange Rate Contracts	(If applicable)	

Points to Note

- CNY exchange rate refers to the CNH rate.
- Cash withdrawal from Multi-Currency Account is subject to the availability of banknotes. This service is available to
- If the forward-dated Currency Exchange Transactions cannot be executed due to the insufficient fund on the val (excluding Saturdays) on the same date.

Submit **Clear**

1. Select From Account, To account and the depositing currency type
2. You can input either the withdrawal amount or deposit amount
3. Select Effective Date



2 Currency Exchange Transactions - Authorise Instruction

From Account	HKD Current Account 012-875-0-041530-7
Withdrawal Amount	HKD 316,920.50
To Account	Multi-Currency Savings Account 012-875-92-43250-3
Deposit Amount	AUD 50,000.00
Exchange Rate	AUD1 worth the same as(=)HKD6.338410 (Standard Exchange Rate: 6.339410 ,Additional Prime Rate:
Effective Date	Now

System displays the Exchange Rate

Service hours

Mon - Fri[#] : 24 hours*

Sat^{##} : 00:00 - 05:00, 08:30 - 13:00

The service is also available during public holidays and the hoisting of a Black Rainstorm Warning or a Gale or Storm Signal No. 8.

The service is not available during public holidays and the hoisting of a Black Rainstorm Warning or a Gale or Storm Signal No. 8. However, the service is still available if the Black Rainstorm Warning is issued at or after 8:30 am (subject to further notice in case of special circumstances).

* The service is not available from 00:00 to 07:59 every Monday.

Note:

1 Hours of operation on December 25:

- Service is available until 17:00 on Monday to Friday
- Service is unavailable on Saturday

2 On 1st January, the service is not available

Authorisation Centre

Based on your Authorisation Setting, some of the transactions may require another User to authorise. You may browse all the pending transactions in Authorisation Centre.

You may refer to “Authorisation Setting – Account Setup” on how to check and set up each transaction’s authorisation setting.

Authorisation Settings			
Transfer Transaction			
To Holder's Accounts			
		Authorisation Limit of Each Group (HKD)	
		A	B
<input type="checkbox"/> Apply authorisation limit to all accounts			
Account Number	Account Name	A	B
012-875-0-041530-7	IXX XXXXXXXXXX XXXXX (XXXXX) XXXXXXXX	500000.00	9999999999.00
012-875-1-146570-0	IXX XXXXXXXXXX XXXXX (XXXXX) XXXXXXXX	500000.00	9999999999.00

Authorisation Centre

1 中銀企業網上銀行 BOC CORPORATE BANKING SERVICES ONLINE

My Shortcut ▼ Cash Management Trade Services Credit Card Insurance Investment MPF **1 Authorisation Centre** Load Cent

You are here: Authorisation Centre

Print Help S



2 **Authorisation Centre**

User ID	<input type="text" value="All"/> ▼
Bank Reference *	<input type="text"/>
Status	<input type="text" value="All"/> ▼
Transaction Type	<input type="text" value="All"/> ▼
File Reference Number *	<input type="text"/>
Records Shown Per Page	<input checked="" type="radio"/> 25 Items <input type="radio"/> 50 Items

1. Select User ID
2. Select Status and Transaction Type

Standing Instruction and Template

Under “Payments”, a “Standing Instruction” and “Template” can be created for certain services including Transfer, Telegraphic transfer, Express Transfer (RTGS/CHATS), and FPS.

▶▶ Standing Instruction and Template

1 Cash Management

Enquiry ▶

2 Payments ▶

Receivables ▶

Time Deposit ▶

Currency Exchange ▶

Maintenance ▶

3 Transfer

Express Transfer (RTGS / CHATS)

FPS

Telegraphic Transfer

Demand Draft

BOC Remittance Plus

1 Transfer

Use Template *

Debit Information

Debit Account

Account Currency

Payment Value Date Leave "Value Date" blank for same-day transfer.

Beneficiary Details

Amount

Debit Currency

Debit Amount

Payment Currency

Payment Amount

Exchange Rate Type

Exchange Rate

Beneficiary Account Type ☐ Holder's / Listed ☒ Non-listed #

Customer Reference *

Account Number

Name

- Select transaction type, and input Debit Account Number, Account Currency, and Beneficiary Details.
- No need to input Payment Value Date.

2

Standing Instruction *

Standing Instruction Name	<input type="text"/>	
Frequency Settings	<input type="text" value="Please Select"/>	
Duration	Start Date <input type="text" value="YYYY/MM/DD"/> (The starting date specified by your instruction m Terminate Instruction <input type="radio"/> End Date <input type="text" value="YYYY/MM/DD"/> <input type="radio"/> Until further update online <input type="radio"/> Number of Successful Funds Transfers <input type="text"/>	
Suspend	From <input type="text" value="YYYY/MM/DD"/> To <input type="text" value="YYYY/MM/DD"/> (Both dates inclusive)	

Input Standing Instruction Name, Frequency, and the Duration. After setup, system will automatically execute the transaction per scheduled.



3

中銀企業網上銀行 BOC CORP ONLINE

Cash Management | Credit Card | Insurance | Investment | MPF | Authorisation Centre | Download Centre | Management | Tools

Enquiry | Payments | Receivables | Time Deposit | Currency Exchar

Standing Instruction Maintenance

Standing Instruction Name *

Transaction Type *

Customer Reference *

Beneficiary Name *

Records Shown Per Page ☒ 25 Items ☐ 50 Items

<input type="checkbox"/>	Standing Instruction Name	Transaction Type	Customer Reference	Beneficiary Name	Debit Account	Debit Currency	Paym
<input type="checkbox"/>	SI1	Transfer		100 XXXXXXXXXX XXXXX (XXXXXX) XXXXXXXX	012-875-1-146570-0	HKD	

You can setup multiple Standing Instructions, and edit or delete as required.

▶▶ Setup “Template”

1 **Cash Management**

Enquiry ▶

2 **Payments** ▶

3 **Transfer**

Express Transfer (RTGS / CHATS)

FPS

Telegraphic Transfer

Dem and Draft

BOC Remittance Plus

1 **Save as Template ***

Template Name

Usage Right ▼

Save as Draft *

Draft Reference Number

Standing Instruction * #

Standing Instruction Name

Frequency Settings ▼

Duration

Start Date (The starting date specified by your instruction must be within the next 45 days.)

Terminate Instruction

☐ End Date

☐ Until further update online

☐ Number of Successful Funds Transfers

Suspend Instruction *

From To (Both dates inclusive)

Remarks: # In the case of standing instruction, please ensure the validity of these settings on the execution date. The transaction notification will be sent to your company on the execution date.

Points to Note

• If the forward-dated or standing instruction of Transfer Transactions cannot be executed due to the insufficient fund on the value date, the instruction will be cancelled at 11:45am and 3:15pm on the same date (subject to the cut-off time of Currency Exchange Transactions if currency exchange is involved).

- Select transaction type, and input Debit Account Number, Debit Amount, and Beneficiary Details as usual. Set the Template name and its Usage Rights.
- You can still edit the fields such as Debit Amount and Remarks while using a Template for each individual transaction.



2

中銀企業網上銀行

Home | 繁體中文 | Online Customer Service | Contact Us

1

Cash Management

Credit Card | Insurance | Investment | MPF | Authorisation Centre | Download Centre | Management | Tools

2

Maintenance

Enquiry | Payments | Receivables | Time Deposit | Currency Exchange

3

Template Maintenance

Addressing Service

Update

Inbox (1)

To-Do-list

Pending Authorisation: 0

Pending Repair: 0

Rejected

General Services: 0

Trade Services: ---

Enquiry

Template Name *

Transaction Type

Customer Reference *

Beneficiary Name *

Records Shown Per Page

25 Items

50 Items

Search Clear

<input type="checkbox"/>	Template Name	Transaction Type	Customer Reference	Beneficiary Name	Debit Account	Debit Currency	Payment Currency
<input type="checkbox"/>	ABC	Transfer	---	ABC	012-875-0-041530-7	HKD	HKD

Delete

Clear

You can setup multiple Standing Instructions, and edit or delete as required.

Inbox and Send Message

You can submit enquiries regarding “Deposits”, “Remittance”, “Electronic Banking” and “Relationship Manager” via the Send Message and Inbox function.

►► Inbox and Send Message

1 中銀企業網上銀行 BOC CORPORATE BANKING SERVICES ONLINE

Home 繁體中文 Online Customer Service

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

Upload **Send Message** Transaction Draft

Update You are here: Tools > Send Message

Inbox (2) Steps **1** ▶ **2** ▶ **3**

(* Optional input)

Print Help Service Directory Add to My Shortcut



2 Send Message

Bank	BANK OF CHINA (HONG KONG) LIMITED
Message Type	REMITTANCE
Subject	<div> Please Select 更改 AMENDMENT REQUEST 退匯 REQUEST FOR REFUND 匯款查詢 ENQUIRY </div>

Submit **Clear**



3 Select Message Type and input Message details.

Send Message

Bank	BANK OF CHINA(HONG KONG) LIMITED
Message Type	REMITTANCE
Subject	更改 AMENDMENT REQUEST
Send to	REMITTANCE SERVICE CENTRE
Branch Code	269
Transaction Reference *	
Customer Reference *	
Select Sender Account	Please Select
Recipient *	
Message Content ▲	<p>銀行備考號 BANK REFERENCE:</p> <p>匯款日期 REMITTING DATE:</p> <p>____/____/____ (YYYY/MM/DD)</p> <p>匯款貨幣 REMIT CURRENCY:</p> <p>____</p> <p>匯款金額 REMIT AMOUNT:</p> <p>____</p> <p>匯款人必須為賬戶持有人，請參照上述匯款資料更改以下事項：</p> <p>THE REMITTER MUST BE THE HOLDER OF THE RELATED ACCOUNT, WITH REFERENCE TO THE ABOVE MENTIONED REMITTANCE, PLEASE AMEND THE FOLLOWING DETAILS:</p> <p>每行最多70個英文字元 / 10個中文字元 MAXIMUM 70 ENGLISH / 10 CHINESE CHARACTERS FOR EACH ROW</p>

All instructions received by our Bank after 6pm (Monday to Friday) or after 1pm on Saturdays, Sundays and public holidays (including Typhoon Signal No. 8 or above and Black Rainstorm Warning) will be processed on the next working day.

If our Bank cannot contact you to confirm the information concerned (including but not limited to authorization matters and unmatching information), your instruction(s) will not be processed even after they are received.

4 中銀企業網上銀行

BOC CORPORATE BANKING SERVICES ONLINE

Home 繁體 Online Customer Service

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

Upload **Inbox** Send Message Transaction Draft

Update You are here: Tools > Inbox

5 You will receive our Bank's reply via the Inbox after sending the messages to our Bank.

Search Mail

Received Date *	YYYY/MM/DD
Sent by *	Please Select
Subject * ▲	
Records Shown Per Page	<input checked="" type="radio"/> 25 Items <input type="radio"/> 50 Items
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

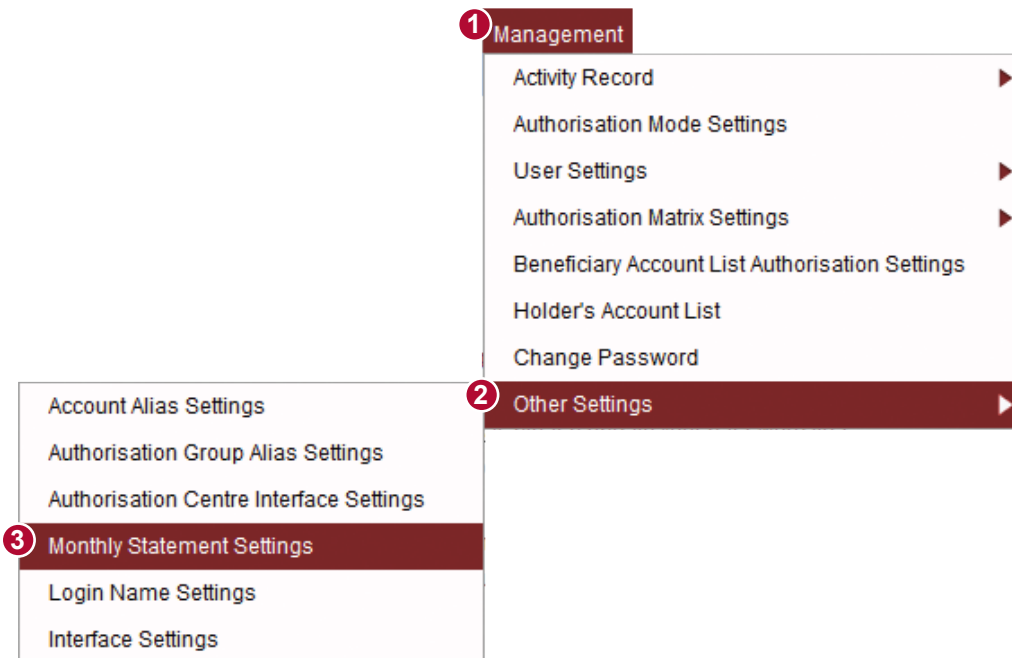
You have 2 messages (1 unread).

<input type="checkbox"/>	Subject	Received Date	Sent by
<input type="checkbox"/>	重設付款至其他第三方賬戶限額通知	2018/10/09	ELECTRONIC BANKING SERVICE CENTRE
<input type="checkbox"/>	Notification of reset Daily Debit Limit of "Payments to Other Third Party A/C"	2018/10/09	ELECTRONIC BANKING SERVICE CENTRE

e-Statement Settings

You can choose to receive your monthly statements by post, electronic means, or both.

▶▶ e-Statement Settings



1 中銀企業網上銀行 BOC CORPORATE BANKING SERVICES ONLINE

Home | Online Customer Service | Contact us | HK Time

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 > Other Settings > Monthly Statement Settings

Steps **1** > **2** > **3**

Monthly Statement Settings

Options for Receiving Statement #	<input type="radio"/> Statement by Post <input checked="" type="radio"/> e-Statement <input type="radio"/> Statement by Post and e-Statement
Language for Consolidated Statement ^A	<input type="radio"/> Traditional Chinese <input type="radio"/> Simplified Chinese <input checked="" type="radio"/> English

^A Applicable to Consolidated Statement and Bills Services Statement (All bills accounts).
^A Applicable to Consolidated Statement only.

Points to Note:

- If you choose "e-Statement", you will be deemed to have agreed to cease receiving all Consolidated Statement, Statement of Bills Account and Bills Interest Statement and List by post, and you can view monthly e-Statements with the "Monthly Statements" function under "Download Centre" (Note: Adobe Reader installation is required to view the e-Statements).
- Your statement settings will be effective immediately.

Submit **Clear**

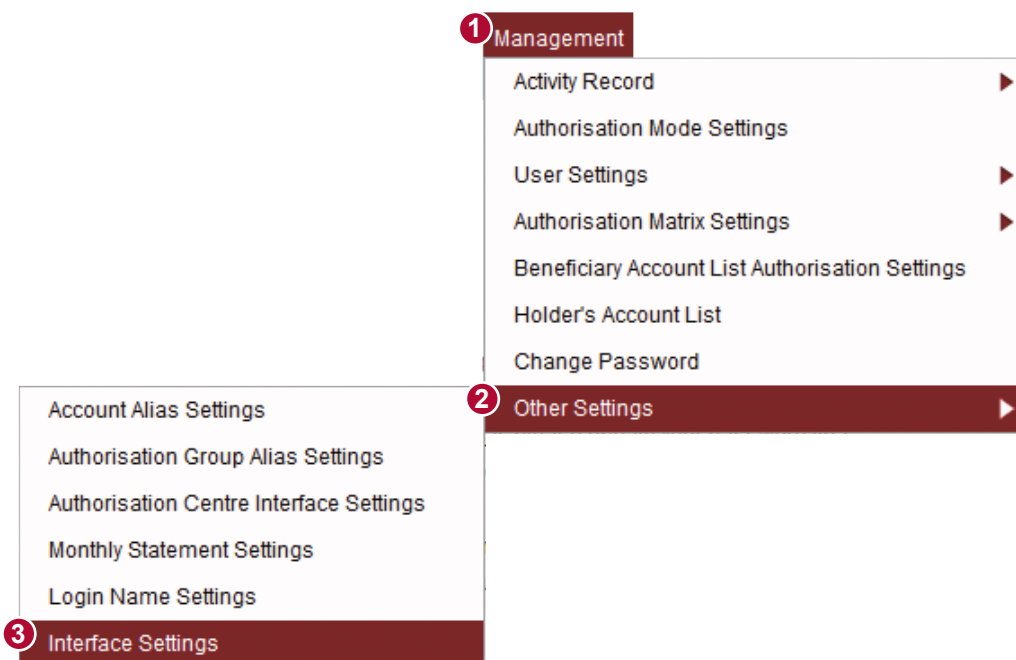
To-Do-list

- Pending Authorisation: 0
- Pending Repair: 0
- Rejected
- General Services: 0
- Trade Services: ---

Home Settings

You can set short-cuts on the Home Page for accessing frequently used Accounts or functions via the “Interface Settings” to increase efficiency.

▶▶ Home Settings



1 Select frequently used Accounts or functions

Customise Home Display Functions

Customise your home functions display for a seamless browsing experience.

Options

Please click on the following field for selection.

To-Do-list

Account Overview

Inbox

Please click on the following field for selection.

Optional

Please click on the following field for selection.

012-875-0-041530-7 IXX XXXXXXXXXX XXXXX

012-875-1-146570-0 IXX XXXXXXXXXX XXXXX

012-875-92-43250-3 IXX XXXXXXXXXX XXXXX

012-884-0-010480-2 IXX (XXXXXXX) XXXXXXX

012-884-0-800847-2 IXX (XXXXXXX) XXXXXXX

012-884-1-041938-1 IXX (XXXXXXX) XXXXXXX

012-884-92-22426-8 IXX (XXXXXXX) XXXXXXX

Selected Account(s)

Please click on the following field for selection.

Submit

Clear

Customise Home Display Functions

Customise your home functions display for a seamless browsing experience.

Please click on the following field for selection.

Options

To-Do-list
Inbox

Account Overview

Optionally, you can select the account(s) to be displayed on the Account Overview page.

Please click on the following field for selection.

Account Number and Account Name

012-875-92-43250-3 IXX XXXXXXXXXXXX XXXXXX
012-884-0-010480-2 IXX (XXXXXXXX) XXXXXXXX
012-884-0-800847-2 IXX (XXXXXXXX) XXXXXXXX
012-884-1-041938-1 IXX (XXXXXXXX) XXXXXXXX
012-884-92-22426-8 IXX (XXXXXXXX) XXXXXXXX

Selected Account(s)

Please click on the following field for selection.

012-875-1-146570-0 IXX XXXXXXXXXXXX XXXXXX
012-875-0-041530-7 IXX XXXXXXXXXXXX XXXXXX

Submit Clear



3 After setup, Home Page will display the relevant short-cuts to the selected functions or Accounts Overview.

中銀企業網上銀行 BOC CORPORATE BANKING SERVICES ONLINE

Home Online Customer Service Contact us HK Tin

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

You are here: Home

Update

Inbox (1)

To-Do-list

Pending Authorisation: 0
Pending Repair: 0
Rejected
General Services: 0
Trade Services: ---

Enquiry

Useful Information

Other Information

Welcome to "CBS Online".

With effect from 17 May 2015, we made arrangements for setting delegated users as the following:

1. Your company can apply for security devices for new delegated users through our Corporate Internet Banking.
2. If your company grants authorisation of fund transfers to delegated user(s), the delegated user(s) may need to go through identity verification procedures upon completion of online set-up.

Your password has not been updated within a specified period, to ensure your password to be safe and confidential, please update your password first.

From now on, the default limit on each Currency Exchange transaction has increased to equivalent to HKD100,000,000.00. Customer's other settings on the transaction limit of each user and/or each account will not be affected.

If you have changed e-Cheque related Authorisation Setting(s) after issuing e-Cheque(s), this may lead to rejection of e-Cheque presentation. To avoid the situation, you are recommended to check those issued e-Cheque(s) before changing this type of Authorisation Setting(s) and/or issue e-Cheque(s) again, if required.

To enhance the security of online investment transactions, customers are required to use "Two-factor authentication" to perform designated investment transactions via Internet Banking. Also, in order to receive the notification message of the Bank, please ensure the correctness of your registered Mobile Phone No. and Email Address. Otherwise, customers will not be able to perform designated investment transactions via Internet Banking from July 2018.

Update

Account Overview Self-select Account

Account Number	Account Name	Account Type	Currency	Ledger Balance	Available Balance
012-875-0-041530-7	IXX XXXXXXXXXXX XXXX (XXXXX) XXXXXXXX	HKD Current Account	HKD	267,476.12	267,476.12
012-875-1-146570-0	IXX XXXXXXXXXXX XXXX (XXXXX) XXXXXXXX	HKD Savings Account	HKD	1,220,777.85	1,220,777.85

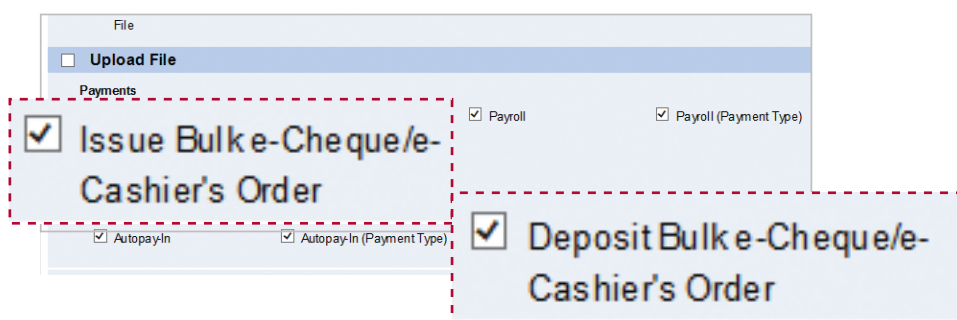
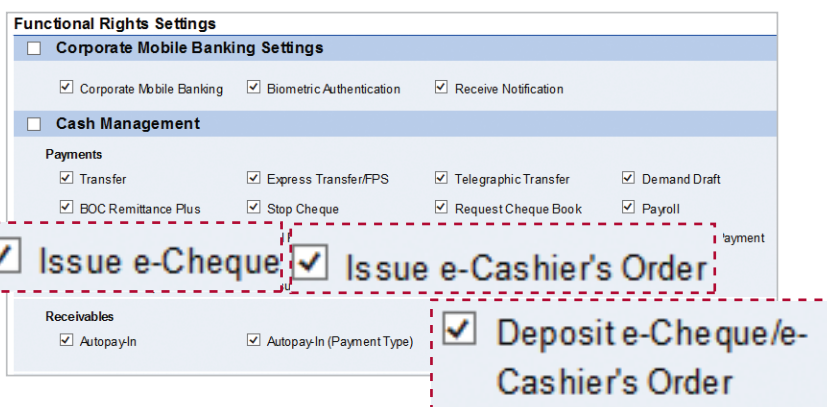
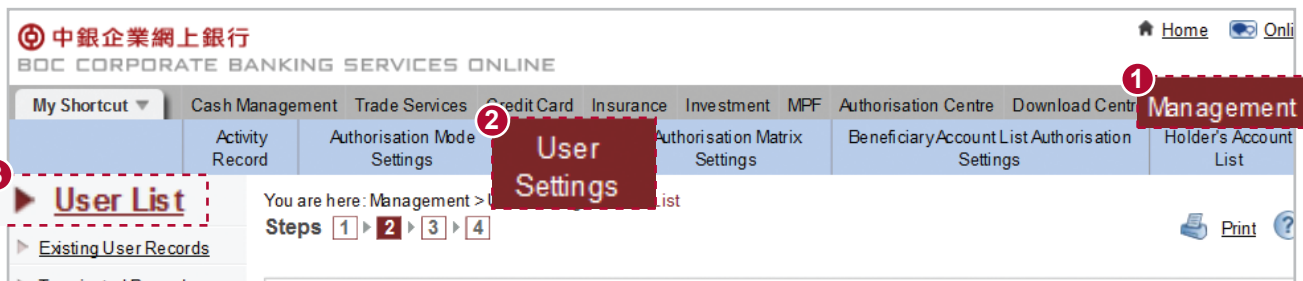
Enquire All Accounts

Broadcast Message

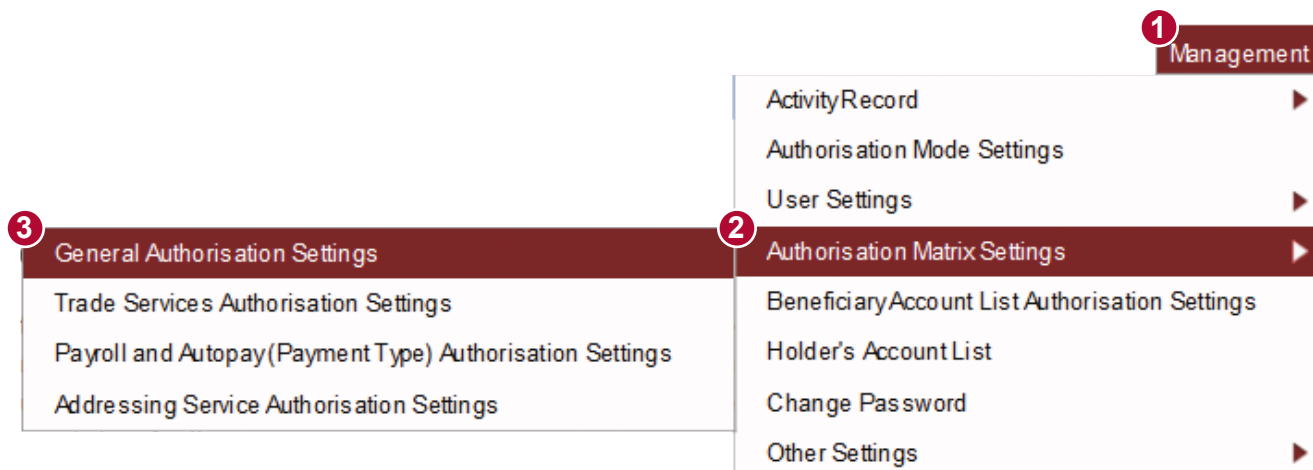
e-Cheque/e-Cashier's Order

You can issue or deposit e-Cheque/e-Cashier's Order in currencies of HKD, RMB, and USD digitally, with a validity of 6 months. You can simply send it via emails at ease.

Prior to using this service, Primary User(s) need to set access right to the relevant users and accounts authorisation setting.



►► e-Cheque/e-Cashier's Authorisation Setting



1 Issue e-Cheque

To Listed Beneficiary Accounts

Authorisation Limit of Each Group (HKD)

A

☐ Apply authorisation limit to all accounts

Account Number	Account Name
012-875-2-000539-1	U02 COMPANY
012-875-2-000540-1	U02 COMPANY
012-875-2-000541-4	U02 COMPANY

10000.00

10000.00

10000.00

To Non-listed Beneficiary Accounts

Authorisation Limit of Each Group (HKD)

A

☐ Apply authorisation limit to all accounts

Account Number	Account Name
012-875-2-000539-1	U02 COMPANY
012-875-2-000540-1	U02 COMPANY
012-875-2-000541-4	U02 COMPANY

100000.00

100000.00

100000.00

Issue e-Cashier's Order

To Listed Beneficiary Accounts

Authorisation Limit of Each Group (HKD)

A

☐ Apply authorisation limit to all accounts

Account Number	Account Name
012-875-2-000537-5	U02 COMPANY
012-875-2-000538-8	U02 COMPANY
012-875-2-000539-1	U02 COMPANY
012-875-2-000540-1	U02 COMPANY
012-875-2-000541-4	U02 COMPANY

100000.00

100000.00

100000.00

100000.00

100000.00

To Non-listed Beneficiary Accounts

Authorisation Limit of Each Group (HKD)

A

☐ Apply authorisation limit to all accounts

Account Number	Account Name
012-875-2-000537-5	U02 COMPANY
012-875-2-000538-8	U02 COMPANY
012-875-2-000539-1	U02 COMPANY
012-875-2-000540-1	U02 COMPANY
012-875-2-000541-4	U02 COMPANY

100000.00

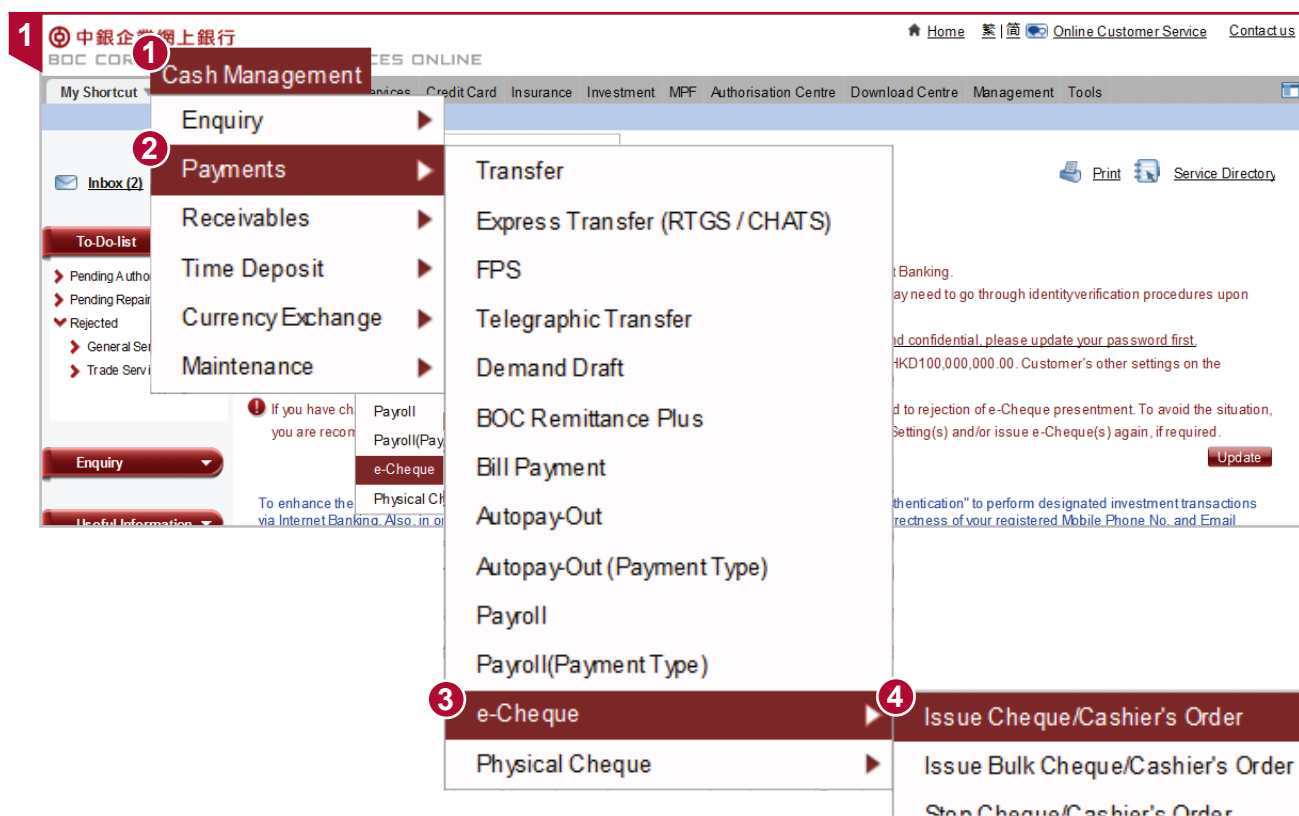
100000.00

100000.00

100000.00

100000.00

►► Issue e-Cheque/e-Cashier's Order



2

1

Cheque / Cashier's Order	<input checked="" type="radio"/> Cheque <input type="radio"/> Cashier's Order
Debit Information	
Debit Account	012-875-0-041530-7 IXX XXXXXXXX XXXXX (XXXXX) XXXXXXXX
Account Currency	HKD
Amount	Cheque Currency HKD 2000
Amount in Words	English
Cheque Date *	2023/09/26
Issue Date	<input checked="" type="radio"/> Now <input type="radio"/> Later On YYYY/MMDD

- Input Debit Information such as Debit Account, Account Currency, Amount, Amounts in Words, Cheque Date etc.
- Choose to issue the e-Cheque/e-Cashier's Order immediately or at a designated date

2 Beneficiary Details

Beneficiary Account Type	<input type="radio"/> Listed <input checked="" type="radio"/> Non-listed #	Customer Reference *	
Beneficiary Name	ABC Limited (A maximum of 16 Chinese or 80 English characters is allowed)		

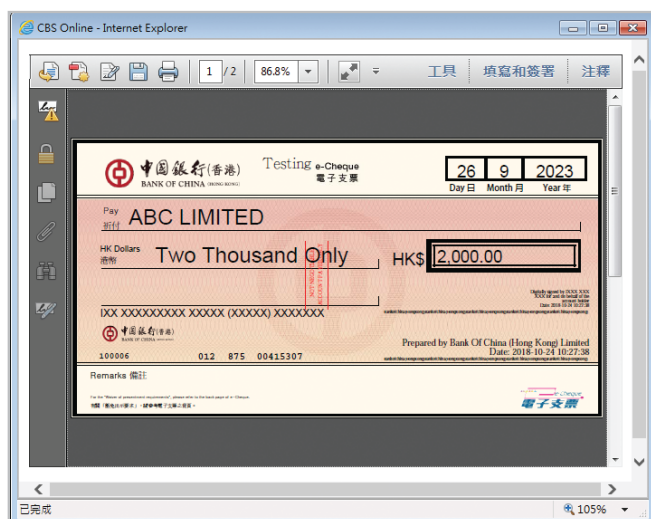
Input Beneficiary Details such as Beneficiary Name

3

To be sent to the email address(es) of the recipient(s) on the Issue Date *	<input checked="" type="checkbox"/> 1st : abc@abc.com
	<input type="checkbox"/> 2nd :
	<input type="checkbox"/> 3rd :

You can send the e-Cheque/e-Cashier's Order via email to designated email recipients on issue date

OR



Alternatively you can save it as an PDF and issue email separately

3 中銀企業網上銀行 BOC CORPORATE BANKING SERVICES ONLINE

My Shortcut | Cash Management | Trade Services | Credit Card | Insurance | Investment | MPF | Authorisation Centre | Monthly Statements | Reports | **File Templates** | Download Payroll and Autopay Software

1 Download Centre

You are here: Download Centre > File Templates

2

3 File Templates

Type of Editing Device	Issue Bulk e-Cheque/e-Cashier
Name of Editing Device	Issue Bulk e-Cheque/e-Cashier's Order Editor

For ease of use, you can download the Bulk e-Cheque/e-Cashier's Order Editor, to issue multiple e-Cheques/e-Cashier's Orders to different recipients with different amount, issue date in one-go.

4

BulkChequeEditor (簿據) [簿據模式] - Microsoft Excel

簽發電子支票/本票編輯器

1 簽發電子支票/本票編輯器
2 E-Cheque File Editor
3 必須輸入 mandatory fields
4 可選空 Optional

開啟檔案 Open Files 儲存檔案 Save Files

客戶確認「豁免出示要求」(適用於以下所有支票/本票)
Accept "Waiver of Presentation Requirement" (Applicable to all e-Cheques/e-Cashier's Order listed below):

總筆數
Total Number of E-Cheque: 0

備考金額總和
Control Amount: 0.00

Waiver of presentation requirements
This is an e-Cheque. This e-Cheque is only required to be presented by sending it in the form of an electronic record in accordance with the rules and operating procedures of Hong Kong Interbank Clearing Limited. I/We request my/our bank to pay this e-Cheque against presentation of the electronic record in the above manner without requesting any other form of presentation (whether specified in the Bills of Exchange Ordinance (Cap.19, Laws of Hong Kong) or not). I/We expressly waive presentation of this e-Cheque in any other form.

豁免出示要求
此乃一紙電子支票。此電子支票只須按香港銀行同業結算有限公司的規則及運作程序以電子紀錄形式傳送以作出示。本人(等)要求本人(等)的銀行,支付以上述電子紀錄方法出示此電子支票,而無須要求以任何其他形式出示(不論香港法例第19章《匯票條例》是否指明出示形式)。本人(等)明確豁免此電子支票以任何其他形式出示。

編號 No.	交易種類* eCO/eCC Transaction Type* eCO/eCC	簽發日期* (YYYYMMDD) Issue Date* (YYYYMMDD)	扣賬賬戶* Debit Account*	賬戶幣種* Account Currency*	扣賬金額* Debit Amount*	收款人編號* Beneficiary Number*	收款人名稱* Payee Name*
1							
2							
3							
4							
5							
6							
7							

▶▶ Stop e-Cheque/e-Cashier's Order

1 中銀企業網上銀行
BOC CORPORATE BANKING SERVICES ONLINE

My Shortcut 1 Cash Management Services Credit Card Insurance Investment MPF Authorisation Centre

Enquiry 2 Payments Receivables Time Deposit Currency Exchange Maintenance

You are here: Cash Management > Payments > e-Cheque > Stop Cheque/Cashier's Order

Steps 1 ▶ 2 ▶ 3

Issue Cheque/Cashier's Order Issue Bulk Cheque/Ca 4 Stop Cheque/Cashier's Order

Cheque Type	e-Cheque/e-Cashier's Order
Account Number	012-875-0-041530-7 IXX XXXXXXXXXX XXXXX (XXXXX) XXXXXXXX
Cheque Number	From 100009 To 100010

Points to Note

- Please check the cheque status or contact the bank where your account was opened if an

3 e-Cheque

▶▶ Deposit e-Cheque/e-Cashier's Order

1 中銀企業網上銀行
BOC CORPORATE BANKING SERVICES ONLINE

My Shortcut ▼

Cash Management Trade Services Credit Card Insurance Investment MPF Authorisation Centre

Enquiry ▶

Payments ▶

2 Receivables ▶ Autopay-In

Time Deposit ▶ Autopay-In (Payment Type)

3 Currency Exchange ▶ e-Cheque ▶ 4 Deposit Cheque/Cashier's Order

Maintenance ▶ Any can apply for security devices for

Deposit Bulk Cheque/Cashier's Order

Inbox (2)

To-Do-list

Pending Authorisation



2 Deposit Cheque/Cashier's Order

Deposit Account 012-875-0-041530-7 IXX XXXXXXXXXX XXXXX (XXXXX) XXXXXXXX ▼

File Upload Section

File Name 0000196737 瀏覽... Delete

Cheque Date 2024/03/14

Deposit Date ☒ Now ☐ Later On YYYY/MMDD

Amount HKD 2,000.00

Internal Memo for depositor * ▾

(A maximum of 50 Chinese or 250 English characters in a maximum of 5 rows is allowed)

Upload Status Upload Successful(Account name does not match(026009))

Since the payee name on the cheque/cashier's order and the name of account are different, extra

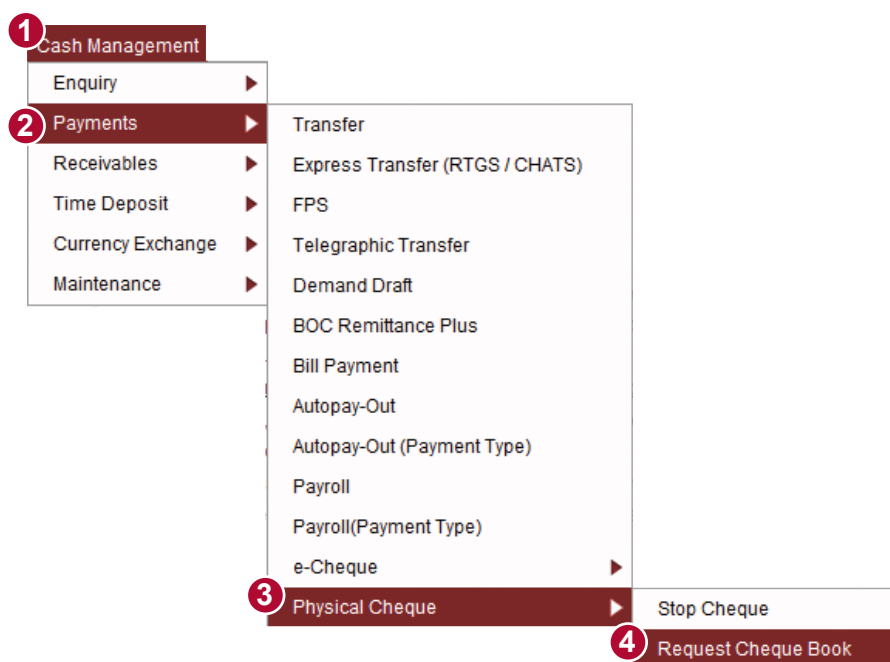
☐ Yes ☐ No

Select and upload the saved e-Cheque/e-Cashier's Order (PDF), system will automatically recognize the beneficiary name, amount, cheque date for processing.

Request Cheque Book

You can request Physical Cheque Books at ease via “CBS Online”.

Request Cheque Book



1 Request Cheque Book

Account Number	<input type="text" value="Please Select"/>
Cheque Type	<input type="radio"/> Crossed Cheque <input type="radio"/> Bearer Cheque #
Delivery Method	<input type="radio"/> Surface Mail <input type="radio"/> Registered Mail
Select Page	<input type="radio"/> 25 pages <input type="radio"/> 50 pages
Quantity	<input type="text" value="Please Select"/> Copy(ies)
Remarks: # Bearer cheque shall be sent by registered mail and a postage will be charged.	

- Select Account, the requested Cheque Type, Number of Pages and Quantity, and the Delivery Method.
- Please note that, all “Bearer Cheque” will be sent by registered mail, and any relevant mailing charges will be debited from your current account.

General Terms & Conditions:

1. The above products, services and offers are applicable to Business Integrated Account (“BIA”) customers of Bank of China (Hong Kong) Limited (“BOCHK”).
2. The above products and services are subject to the terms of the relevant products, services and offers. For details, please refer to the relevant materials or contact BOCHK.
3. BOCHK reserves the rights to amend, suspend or terminate the above product, service and offer, and to amend the relevant terms and the content in this “CBS Online” at any time at its sole discretion without prior notice. In case of any dispute, the decision of BOCHK shall be final.
4. In the case of discrepancies between the English and Chinese versions of this “CBS Online”, the Chinese version shall prevail unless otherwise provided herein.