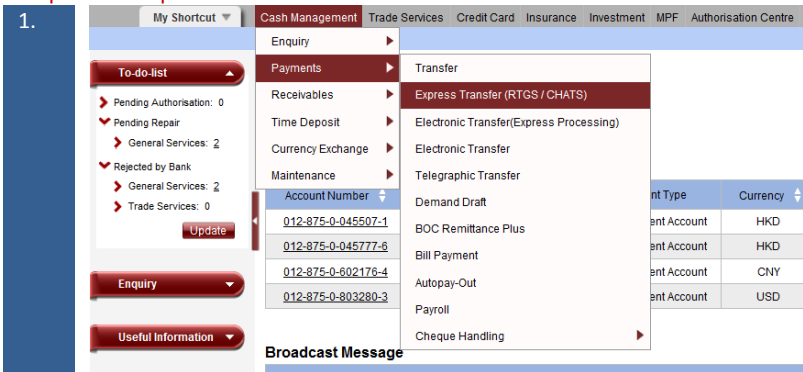中國銀行(香港)有限公司
BANK OF CHINA (HONG KONG) LIMITED

BOC CBS Online
Remittance Handbook
SEP 2018

Table of Content

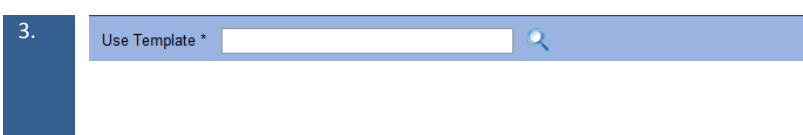# 1. Create Remittance and Transfer Transaction

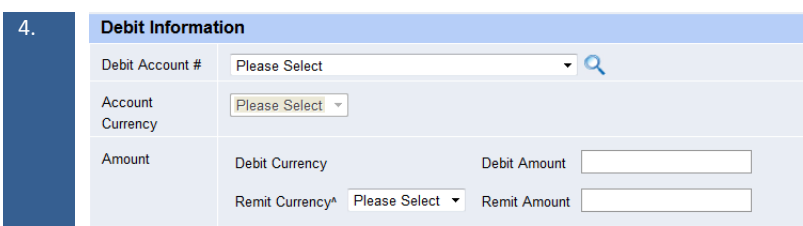## 1.1 Create Express Transfer(RTGS/CHATS)Transaction

Step 1: Data Input

1.		Click **Cash Management** > **Payments** > **Express Transfer (RTGS/CHATS)**
2.		Express Transfer (RTGS/CHATS) input screen will be displayed after selection.
3.	Use Template * 🔍	(Optional) If you have already saved the payment template, you can retrieve the template by clicking 🔍button.
4.	**Debit Information** Debit Account # Please Select 🔍 Account Currency Please Select Amount Debit Currency Debit Amount Remit Currency^ Please Select Remit Amount	(1) Select **Debit Account** (2) Select **Account Currency** (3) Enter **Debit Amount** or **Remit Amount** (4) Select **Remit Currency**
5.	Exchange Rate Type * Preferred Rate [Exchange] Please Select / Preferred Rate / Exchange Contract Exchange Rate	(Optional) If the Debit currency is different than the remit currency, please select **Preferred Rate** to generate the exchange rate or contact the bank to reserve the **Exchange Contact** rate.
6.	Remitting Date † ⦿ Submit Application Now ○ Payment Value Date YYYY/MM/DD	You can choose to submit application now or select any working day within
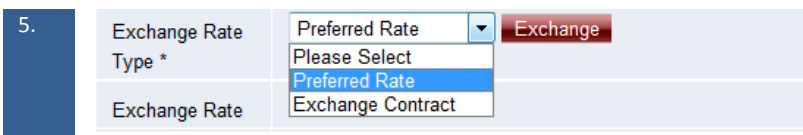
50 days to effect the payment.

Submit Application Now: Bank will debit your account and release SWIFT message immediately.

Payment Value Date: Effect the payment in any working day within 50 days.
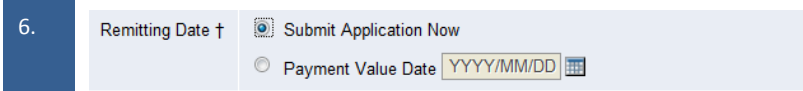
7.	Charges	Handling charges (Details) and beneficiary bank charges will be deducted in the way / from the account that you have selected. ◉ Handling charges to be deducted from the selected account # 　012-875-92-31708-6 BOCI PRUDENTIAL　▾ 🔍 　Account Currency USD ▾ 　Beneficiary Bank charges to be borne by Beneficiary ▾ ○ Handling charges to be deducted from the remit amount and beneficiary bank charges to be borne by the beneficiary	(1) Select debit account for handling charges (2) Select debit currency (3) Select Correspondent bank charges to be borne by the remitter or beneficiary (4) Client may also select handling charges to be deducted from the remit account and beneficiary bank charges to be borne by the beneficiary Note: <u>If you have selected beneficiary bank charges to be borne by remitter,</u> we may collect the charges in advance. Please note that this charge option requires more work and the related banks/institutions generally collect higher amount than if they are deducted from proceeds. Suggestion: If beneficiary want to receive in full amount, please ask the beneficiary to provide the beneficiary bank service charge, in order for you to add the service charges into the remit amount.
8.	**Beneficiary Details** ▲ The fund transferring through CNY Express Transfer(RTGS/CHATS) to designated business customer beneficiary account will be returned by the beneficiary bank, the remitter shall be liable for any costs and expenses incurred by the Bank. Beneficiary Account Type　○ Listed 🔍　◉ Non-listed #　Customer Reference *　[　] Account Number　[　] 　You can enter a maximum of 31 alphanumeric characters (Please exclude bank code) Name and Address ▲　[　] 　(A maximum of 28 Chinese or 140 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.	If you have already registered the beneficiary account, you may press 🔍 button to choose applicable beneficiary information. Otherwise, please select Non-listed and enter: (1) Beneficiary Account Number (2) Beneficiary Name and Address (3) Customer Reference (optional)
9.	**Beneficiary Bank Details** Bank Code　[　] 🔍 Bank Name	Enter **Beneficiary Bank Code** You may press on 🔍 button to search for beneficiary bank code (Example：Bank of China (Hong Kong) is 012).

10.	**Other Details *** Message to Beneficiary * ▲ (A maximum of 28 Chinese or 140 English characters in a maximum of 4 rows is allowed) Internal Payment Memo * ▲ (A maximum of 50 Chinese or 250 English characters in a maximum of 5 rows is allowed)	(Optional) Enter Message to Beneficiary. (Optional) Enter Internal Payment Memo.
11.	Save as Draft Only Save as Template Only ▶ Submit Clear	Press "**Submit**" button to complete the transaction.

Step 2: Transaction Verification

12.	**Express Transfer (RTGS / CHATS)** **Debit Information** Debit Account — 012-588-0-000567-2 A/C Name — 0SL05NEWNEW Account Currency — HKD Debit Amount — 1,000.00 Remitting Date — Submit Application Now Handling Charges — Handling charges to be deducted from the remit amount **Handling Charges and Beneficiary Bank Charges (Details)** Remittance Commission — HKD 50.00 Beneficiary Bank Charges — to be borne by the beneficiary Total Amount of Handling Charges and Beneficiary Bank Charges — HKD 50.00 **Beneficiary Details** Beneficiary Type — Listed Account Number — 123456789 Name and Address — DSAFDS	Customer should verify the payment details before confirmation.
13.	**Verification** Confirmed by HAP111 Please press 💬 to generate a 6-digit Security Code on your device screen. Please enter your 6-digit Security Code **Security Code**	Please insert 6-digit security code by using the security token after verification.

Step 3:Transaction Confirmation

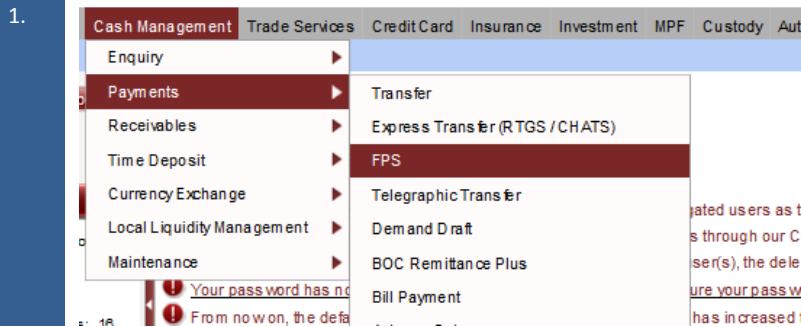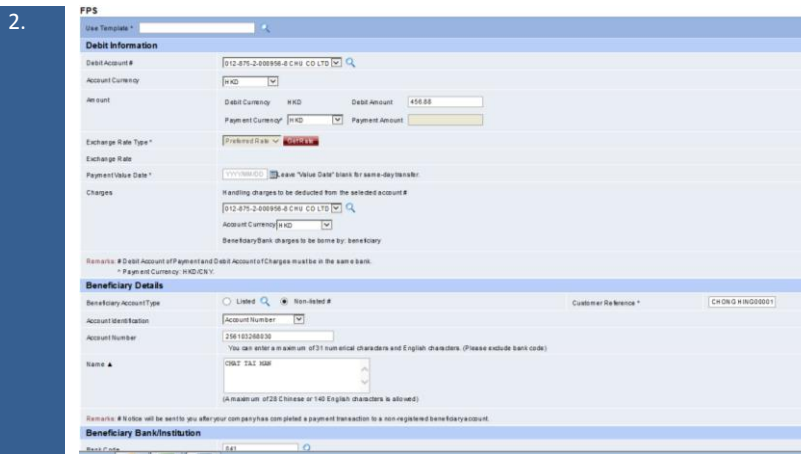|		
14.	**Transaction Status:Application sent. Template is stored** Transaction Type — Express Transfer (RTGS / CHATS) Transaction Reference — R271001530 Transaction Date & Time — 2012/01/13 16:47 Maker — HAP111 **Express Transfer (RTGS / CHATS)** **Reference number** Reference number — 12340928CBS00128 **Debit Information** Debit Account — 012-588-0-000567-2 A/C Name — 0SL05NEWNEW Account Currency — HKD Debit Amount — 1,000.00 Remitting Date — Submit Application Now Handling Charges — Handling charges to be deducted from the remit amount **Handling Charges and Beneficiary Bank Charges (Details)** Remittance Commission — HKD 50.00 Beneficiary Bank Charges — to be borne by the beneficiary Total Amount of Handling Charges and Beneficiary Bank Charges — HKD 50.00	Please pay attention to the transaction status, "Application Sent" represents your application is successfully sent to our bank.

1.2 Create FPS Transaction

Step 1: Data Input

1.		Click **Cash Management** > **Payments** > **FPS**
2.		FPS input screen will be displayed after selection.
3.	Use Template * [ ] 🔍	(Optional) If you have already saved the payment template, you can retrieve the template by clicking 🔍 button.
4.		(1) Select **Debit Account** (2) Select **Account Currency** (3) Enter **Debit Amount** or **Payment Amount** (4) Select **Payment Currency**
5.	Payment Value Date * [YYYY/MM/DD] 📅 Leave "Value Date" blank for same-day transfer.	(Optional) **Payment Value Date**: Effect the payment in any working day within 50 days. Leave blank for same –day transfer.
6.	Charges — Handling charges to be deducted from the selected account # [Please Select ▼] 🔍 Account Currency [Please Select ▼] Beneficiary Bank charges to be borne by : beneficiary Remarks: # Debit Account of Payment and Debit Account of Charges must be in the same bank. ^ Payment Currency: HKD/CNY.	(1) Select debit account for handling charges (2) Select debit currency Debit Account of Payment and Debit Account of Charges must be in the same bank.
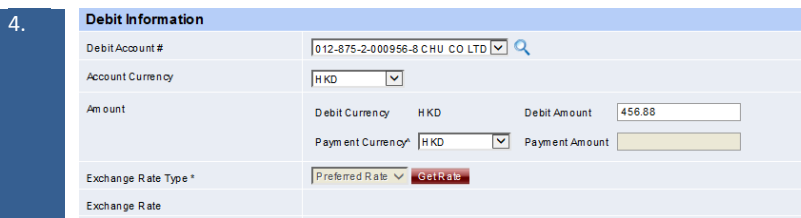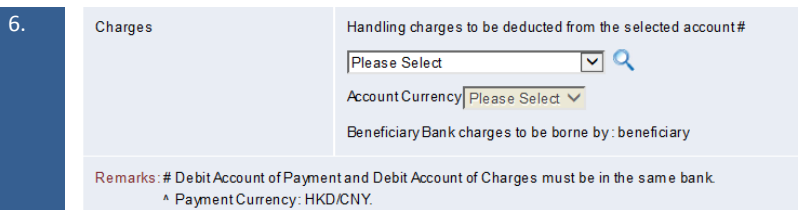
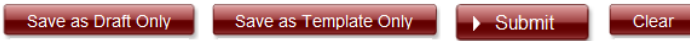|		
7.	Beneficiary Details	If you have already registered the beneficiary account, you may press 🔍 button to choose applicable beneficiary information. Otherwise, please select Non-listed, select Account Identification type and enter related details: (1) Account Identification (2) Customer Reference (optional) (3) Account Number (4) Beneficiary Name
7.1	Beneficiary Details	If you have chosen FPS Identifier in Account Identification, please enter related details: (1) FPS Identifier (2) Customer Reference (optional)
7.2.	Beneficiary Details	If you have chosen Mobile Phone Number in Account Identification, please enter related details: (1) Mobile Phone Number (2) Customer Reference (optional)
7.3.	Beneficiary Details	If you have chosen Email Address in Account Identification, please enter related details: (1) Email Address (2) Customer Reference (optional)
8.	**Beneficiary Bank Details** Bank Code [_____] 🔍 Bank Name	Enter **Beneficiary Bank Code** You may press on 🔍 button to search for beneficiary bank code(Example：Bank of China (Hong Kong) is 012). Note: Not applicable for choosing FPS Identifier in Account Identification
9.	Other Details * Message to Beneficiary * ▲ [_____] (A maximum of 35 Chinese or 140 English characters in a maximum of 5 rows is allowed) Internal Payment Memo * ▲ [_____] (A maximum of 50 Chinese or 250 English characters in a maximum of 5 rows is allowed)	(Optional) Enter Message to Beneficiary. (Optional) Enter Internal Payment Memo.
10.	Beneficiary Notification Transaction Notification ☑ Email Address (1) abc@bochk.com Email Address (2) bcd@bochk.com Email Address (3) Email Address (4) Email Address (5) Checker(s)/Authoriser(s) Notification Transaction Notification ☑ Email Address (1) cde@bochk.com Email Address (2) def@bochk.com Email Address (3) Email Address (4) Email Address (5) Return Transaction to Maker Notification Transaction Notification ☑ Email Address 123@bochk.com	(Optional) Enter Beneficiary Email Address for transaction notification. (Optional) Enter Checker(s)/Authoriser(s) Email Address for transaction notification. (Optional) Enter Maker Email Address for returning transaction notification.

| 11. | Press "**Submit**" button to complete the transaction. |

Save as Draft Only **Save as Template Only** ▶ **Submit** **Clear**

Step 2: Transaction Verification

| 12. | If you have chosen Account Number in Account Identification, customer should verify the payment details before confirmation, and insert 6-digit security code by using the security token after verification. |

Please verify the information in this page before confirming the transaction.

| Transaction Type | FPS |

FPS - Authorise Instruction

Debit Information

Debit Account	012-875-2-000956-8		
Debit Account Name	CHU CO LTD		
Account Currency	HKD		
Debit Currency	HKD	Debit Amount	456.88
Payment Currency	HKD	Payment Amount	456.88
Payment Value Date	Submit Application Now		
Handling Charges	HKD 9.55		
Debit Account	012-875-2-000956-8	Account Currency	HKD
Debit Account Name	CHU CO LTD		

Beneficiary Details

Beneficiary Account Type	Non-listed	Customer Reference	CHONG HING00001
Account Number	256163260030		
Name	CHAT TAI HAN		

Beneficiary Bank/Institution

| Bank Code | 041 | | |
| Bank Name | Chong Hing Bank Limited | | |

| 12.1 | If you have chosen FPS Identifier in Account Identification, customer should verify the payment details before confirmation, and insert 6-digit security code by using the security token after verification. |

FPS - Authorise Instruction

Debit Information

Debit Account	012-875-2-000959-7		
Debit Account Name	CHU CO LTD		
Account Currency	HKD		
Debit Currency	HKD	Debit Amount	556.25
Payment Currency	HKD	Payment Amount	556.25
Payment Value Date	Submit Application Now		
Handling Charges	HKD 9.55		
Debit Account	012-875-2-000959-7	Account Currency	HKD
Debit Account Name	CHU CO LTD		

Beneficiary Details

Beneficiary Account Type	Non-listed	Customer Reference	BANKREFER020000
FPS Identifier	1935873		
Name	XXXXX XXXXXXXXX LTD (Please confirm beneficiary name)		

| 12.2 | If you have chosen Mobile Phone Number in Account Identification, customer should verify the payment details before confirmation, and insert 6-digit security code by using the security token after verification. |

FPS - Authorise Instruction

Debit Information

Debit Account	012-875-2-000959-7		
Debit Account Name	CHU CO LTD		
Account Currency	HKD		
Debit Currency	HKD	Debit Amount	123.25
Payment Currency	HKD	Payment Amount	123.25
Payment Value Date	Submit Application Now		
Handling Charges	HKD 9.55		
Debit Account	012-875-2-000959-7	Account Currency	HKD
Debit Account Name	CHU CO LTD		

Beneficiary Details

Beneficiary Account Type	Non-listed	Customer Reference	BANKREFER020000
Mobile Phone Number	+852-6		
Name	XXXX XXXXXX TXXT (Please confirm beneficiary name)		

Beneficiary Bank/Institution

| Bank Code | Default Beneficiary Bank/Institution | | |
| Bank Name | Default Beneficiary Bank/Institution | | |

| 12.3 | If you have chosen Email Address in Account Identification, customer should verify the payment details before confirmation, and insert 6-digit security code by using the security token after verification. |

FPS - Authorise Instruction

Debit Information

Debit Account	012-875-2-000959-7		
Debit Account Name	CHU CO LTD		
Account Currency	HKD		
Debit Currency	HKD	Debit Amount	0333.25
Payment Currency	HKD	Payment Amount	333.25
Payment Value Date	Submit Application Now		
Handling Charges	HKD 9.55		
Debit Account	012-875-2-000959-7	Account Currency	HKD
Debit Account Name	CHU CO LTD		

Beneficiary Details

Beneficiary Account Type	Non-listed	Customer Reference	BANKREFER020000
Email Address	jeff		
Name	CATHEY BBO PTE 1 (Please confirm beneficiary name)		

Beneficiary Bank/Institution

| Bank Code | 004 | | |
| Bank Name | The Hongkong and Shanghai Banking Corporation Limited | | |

Step 3: Transaction Confirmation

| 13. | Please pay attention to the transaction status, "The application has been sent" represents your application is successfully sent to our bank. |

Transaction Status: The application has been sent

1.3 Create Telegraphic Transfer Transaction

Step 1: Data Input
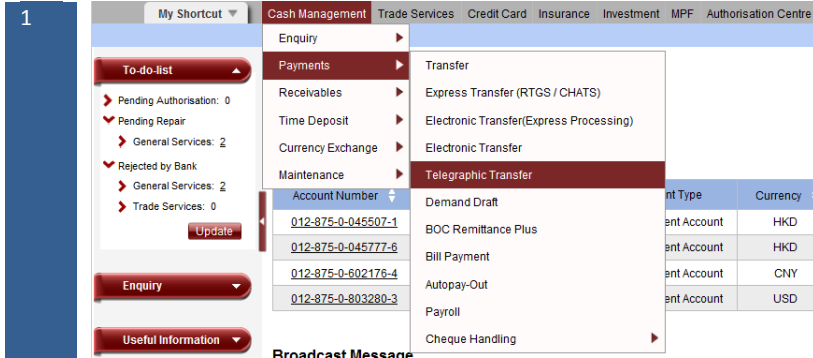
1		Select **Cash Management**> **Payments**> **Telegraphic Transfer**
2.		Telegraphic Transfer input screen will be displayed after selection.
3.		(Optional) If you have already saved the payment template, you can retrieve the template by clicking 🔍 button.
4.		(1) Choose **Debit Account** (2) Choose **Account Currency** (3) Enter **Debit Amount** or **Remit Amount** (4) Choose **Remit Currency** (5) Choose **Payment Purpose** If you select "**Others**" in payment purpose, you can input at most 70 alphanumeric characters or 14 Chinese characters. **(Screen 4.1)** If the remit currency is **CNY**, the payment purpose must be designated codes required by CNY Clearing Bank. **(Screen 4.2)**
5.		(Optional) If the Debit currency is different than the remit currency, please select **Preferred Rate** to generate the

		exchange rate or contact the bank to reserve the **Exchange Contact** rate.
6.	Charges — Handling charges (Details) and correspondent bank charges will be deducted in the way / from the account that you have selected. ◉ Handling charges to be deducted from the selected account # Debit Account # 012-875-92-31747-1 CBS REVAMP AC 888888 ▾ 🔍 Account Currency USD ▾ Correspondent Bank Charges to be borne by Beneficiary ▾ ◯ Handling charges to be deducted from the remit amount and correspondent bank charges to be borne by the beneficiary	(1) Select debit account for handling charges (2) Select debit currency (3) Select Correspondent bank charges to be borne by the remitter or beneficiary. (4) Client may also select Handing charges to be deducted from the remit account and Correspondent bank charges to be borne by the beneficiary. Note: "Correspondent Bank Charges" means collectively the charges imposed by the related correspondent banks, intermediary banks, clearing institutions &/or beneficiary bank in processing the remittance, plus extra handling charge of the Bank. <u>If Correspondent Bank Charges are requested to be borne by remitter</u>, the Bank is entitled to collect the charges in advance. Please note that this charge option requires more work and the related banks/institutions generally collect higher amounts than if they are otherwise borne by beneficiary.
7.	**Beneficiary Bank Details** Country / Region — UNITED STATES OF AMERICA ▾ ◉ SWIFT Code _____ ◯ Select and enter bank details from the bank list **Beneficiary Bank Details** Country / Region — CHINA ▾ ◉ Provide CNAPS Information 　◯ CNAPS No. _____ 　◉ Select and enter bank details from the bank list Bank Name — Please Select ▾ Province/Municipality/Autonomous Region — Please Select ▾ City — Please Select ▾ Branch/Sub-branch — Please Select ▾	(1) Select "**Country/Region**" of the beneficiary bank (2) Enter beneficiary bank's **SWIFT Code** or select and enter bank details from the bank list Note: **Sort Code** must be provided to fulfill the clearing requirement if the remit currency is **GBP** and the beneficiary bank is located in **United Kingdom**. **CNAPs Code** must be provided if the remit currency is **CNY** and the beneficiary bank is located in the mainland. You may also select and enter bank details from the bank list if you do not know CNAPS code of beneficiary bank/branch.
8.	**Beneficiary Details** Beneficiary Account Type — ◯ Listed 🔍 ◉ Non-listed #　　Customer Reference * _____ Account Number / IBAN _____ Details Name ▲ [_____] (Please input the beneficiary's address information in the "Address" below.) Address * ▲ [_____] 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.	If you have already registered the beneficiary account, you may press 🔍 button to choose applicable beneficiary information. If it is not register yet, please select Non-listed and enter: (1) Beneficiary account numbers (2) Beneficiary Name

		(3) Beneficiary Address (Optional) (4) Customer Reference (Optional)
9.	**Correspondent Bank Details *** ☑ If you can provide Correspondent Bank Details of the Beneficiary Bank, please click this box Correspondent Bank Account Number * [_____] Country / Region [Please Select ▼] ○ SWIFT Code [_____] ○ Select and enter bank details from the bank list	(Optional) You can enter correspondent bank details if required.
10.	**Remitting Date** Remitting Date ○ Submit Application Now ○ Payment Value Date [YYYY/MM/DD 📅]	You can choose to submit application now or select any working day within 50 days to effect the payment. **Submit Application Now:** Bank will debit your account and release SWIFT message immediately. **Payment Value Date**: Effect the payment in any working day within 50 days (Bank will prioritize to process your payment by value date).
11.	**Other Details *** Message to Bank * [Please Select ▼] (If the chosen payment method is not practical, the bank will use the alternative payment method to proceed and will not be responsible to advise the remitter.) Message to Beneficiary * ▲ [_____] (A maximum of 28 Chinese or 140 English characters in a maximum of 4 rows is allowed) Internal Payment Memo * ▲ [_____] (A maximum of 50 Chinese or 250 English characters in a maximum of 5 rows is allowed)	(Optional) (1) Select "Message to Bank" (2) Enter "Message to Beneficiary" (3) Enter "Internal Payment Memo"
12.	[Save as Draft Only] [Save as Template Only] [▶ Submit] [Clear]	Press "**Submit**" button to complete the transaction.

13.

Please verify the information in this page before confirming the transaction.

Transaction Type	Telegraphic Transfer		

Telegraphic Transfer

Debit Information

Debit Account	012-588-0-600532-4
Debit Account Name	0SL05NEWNEW
Remit Amount	CNY 300.00

Handling Charges

Remittance Commission	CNY (Subject to the charges announced by the Bank at the time of transaction.)
Correspondent Bank Charges	to be borne by the remitter (The correspondent bank charges shall be collected later.)
Account Currency	CNY
Debit Account	012-873-0-601345-9
Debit Account Name	0SL05NEWNEW

Beneficiary Bank Details

Country / Region	HONG KONG
SWIFT CODE	SWHQHKHKXXX
Province / City / Autonomous Region	CUSTOMER SERVICE CENTRE HK
Bank Name	SWIFT CUSTOMER SERVICE CENTRE HONG KONG
Branch Name / Sub-Branch Name	CUSTOMER SERVICE CENTRE HK
Address	

Authoriser should verify the payment details before confirmation.

14.

Verification

Confirmed by HAP111	Please press 🔴 to generate a 6-digit Security Code on your device screen. Please enter your 6-digit Security Code	Security Code

Please insert 6-digit security code by using the security token after verification.

15.

Transaction Status:Application sent. Template is stored

Transaction Type	Telegraphic Transfer	Transaction Reference	R247000907	Transaction Date & Time	2012/01/09 15:05
Maker	HAP111				

Telegraphic Transfer

Debit Information

Debit Account	012-588-0-600532-4
Debit Account Name	0SL05NEWNEW
Remit Amount	CNY 300.00

Handling Charges

Remittance Commission	CNY (Subject to the charges announced by the Bank at the time of transaction.)
Correspondent Bank Charges	to be borne by the remitter (The correspondent bank charges shall be collected later.)
Account Currency	CNY
Debit Account	012-873-0-601345-9
Debit Account Name	0SL05NEWNEW

Please pay attention to the transaction status. "Application Sent" represents your application is successfully sent to our bank.

1.4 Create BOC Remittance Plus (Within BOC Group)

Step 1: Data Input
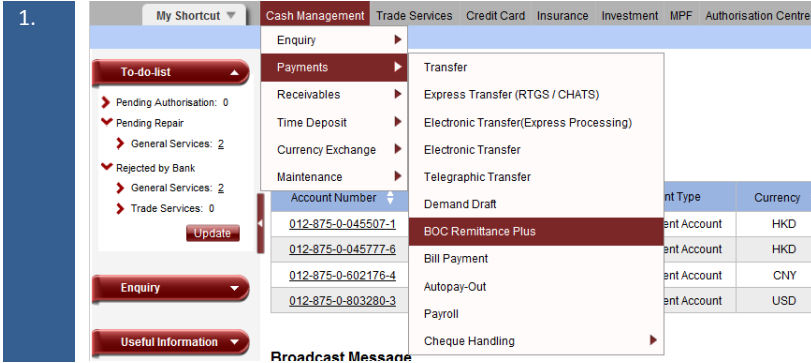
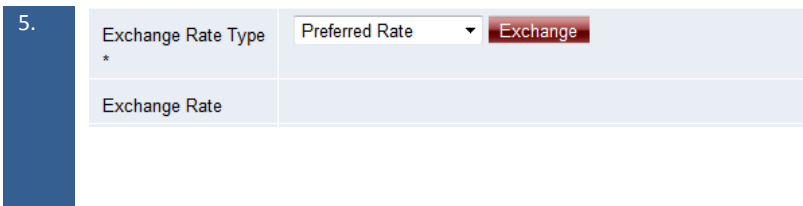|		
1.		Select **Cash Management**> **Payments**> **BOC Remittance Plus**
2.		BOC Remittance Plus input screen will be displayed after selection.
3.		(Optional) If you have already saved the payment template, you can retrieve the template by clicking 🔍 button
4.		(1) Choose **Debit Account** (2) Choose **Account Currency** (3) Enter **Debit Amount** or **Remit Amount** (4) Choose **Remit Currency** (5) Choose **Payment Purpose** If you select "**Others**" in payment purpose, you can input at most 70 alphanumeric characters or 14 Chinese characters. **(Screen 4.1)** If the remit currency is **CNY**, the payment purpose must be designated codes required by CNY Clearing Bank. **(Screen 4.2)**
5.		(Optional) If the Debit currency is different than the remit currency, please select **Preferred Rate** to generate the exchange rate or contact the bank to reserve the **Exchange Contact** rate.
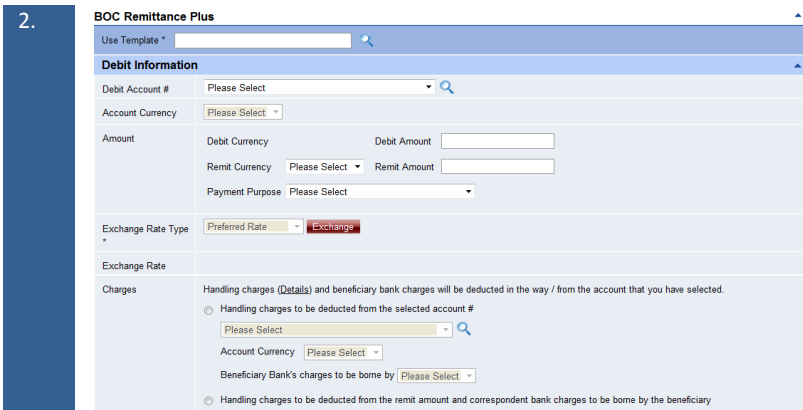
6.	Charges	Handling charges (Details) and correspondent bank charges will be deducted in the way / from the account that you have selected.

Charges

Handling charges (Details) and correspondent bank charges will be deducted in the way / from the account that you have selected.

◉ Handling charges to be deducted from the selected account #

Debit Account # 012-875-92-31747-1 CBS REVAMP AC 888888 ▼ 🔍

Account Currency USD ▼

Correspondent Bank Charges to be borne by Beneficiary ▼

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

(1) Select debit account for handling charges
(2) Select debit currency
(3) Select Correspondent bank charges to be borne by the remitter or beneficiary.
(4) Client may also select Handing charges to be deducted from the remit account and correspondent bank charges to be borne by the beneficiary.

7.

Beneficiary Bank Details ▲

Country / Region   CHINA ▼

Bank Name   BANK OF CHINA ▼

◉ Province / City / Autonomous Region Please Select ▼   Branch Name / Sub Branch Name

Please Select ▼

○ Province / City / Autonomous Region / Branch Name / Sub-Branch Name   Search by Keyword(s)

(1) Select "**Country/Region**" for the Beneficiary Bank
(2) Select Beneficiary Bank Name
(3) Select Domicile for the Beneficiary Bank
(4) Select Branch Name, or by using "Search by Keyword(s)" function to search for the branch name and location.

8.

Beneficiary Details

Beneficiary Account Type   ○ Listed 🔍   ○ Non-listed #   Customer Reference *

Account Number

Name and Address ▲

(A maximum of 28 Chinese or 140 English characters in a maximum of 4 rows is allowed)

If you have already registered the beneficiary account, you may press 🔍 button to choose applicable beneficiary information.

If otherwise, please select Non-listed and enter:

(1) Beneficiary Account Numbers
(2) Beneficiary Name and Address
(3) Customer Reference (optional)

9.

Remitting Date

Remitting Date   ○ Submit Application Now

○ Payment Value Date YYYY/MM/DD 🗓

You can choose to submit application now or select any working day within 50 days to effect the payment.

Submit Application Now: Bank will debit your account and release SWIFT message immediately.

Payment Value Date: Effect the payment in any working day within 50 days (Bank will prioritize to process your payment by value date).

10.

Other Details *

Message to Beneficiary * ▲

(A maximum of 28 Chinese or 140 English characters in a maximum of 4 rows is allowed)

Internal Payment Memo * ▲

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

(Optional)

(1) Enter Message to Beneficiary
(2) Enter Internal Payment Memo

11.		Press "**Submit**" button to complete the transaction.

Step 2: Transaction Verification

12.	**Please verify the information in this page before confirming the transaction.** Transaction Type — Telegraphic Transfer **Telegraphic Transfer** **Debit Information** Debit Account — 012-588-0-600532-4 Debit Account Name — 0SL05NEWNEW Remit Amount — CNY 300.00 **Handling Charges** Remittance Commission — CNY (Subject to the charges announced by the Bank at the time of transaction.) Correspondent Bank Charges — to be borne by the remitter (The correspondent bank charges shall be collected later.) Account Currency — CNY Debit Account — 012-873-0-601345-9 Debit Account Name — 0SL05NEWNEW **Beneficiary Bank Details** Country / Region — HONG KONG	Customer should verify the payment details before confirmation.
13.	**Verification** Confirmed by HAP111 Please press 🔴 to generate a 6-digit Security Code on your device screen. Please enter your 6-digit Security Code _____ **Security Code**	Please insert 6-digit security code by using the security token after verification.

Step 3: Transaction Confirmation

| 14. | **Transaction Status: Application sent. Template is stored**

Transaction Type — Telegraphic Transfer — Transaction Reference — R247000907 — Transaction Date & Time — 2012/01/09 15:05
Maker — HAP111

Telegraphic Transfer
Debit Information
Debit Account — 012-588-0-600532-4
Debit Account Name — 0SL05NEWNEW
Remit Amount — CNY 300.00
Handling Charges
Remittance Commission — CNY (Subject to the charges announced by the Bank at the time of transaction.)
Correspondent Bank Charges — to be borne by the remitter (The correspondent bank charges shall be collected later.)
Account Currency — CNY
Debit Account — 012-873-0-601345-9
Debit Account Name — 0SL05NEWNEW
Beneficiary Bank Details
Country / Region — HONG KONG
SWIFT CODE — SWHQHKHKXXX
Province / City / Autonomous Region — CUSTOMER SERVICE CENTRE HK | Please pay attention to the transaction status, "Application Sent" represents your application is successfully sent to our bank. |

1.5 Create Demand Draft
Step 1: Data Input
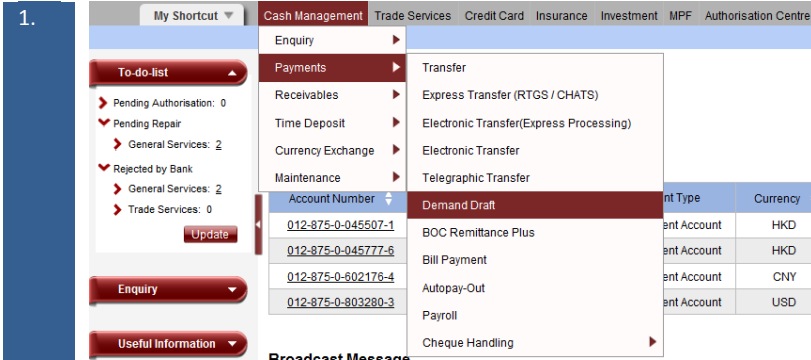
1.		Select **Cash Management>Payment> Demand Draft**
2.		Demand Draft Input Screen will be displayed after selection.
3.		(Optional) If you have already saved the payment template, you can retrieve the template by clicking 🔍 button.
4.		(1) Choose **Debit Account** (2) Choose **Account Currency** (3) Enter **Debit Amount** or **Remit Amount** (4) Choose **Remit Currency**
5.		(1) Select Debit Account for handling charges and debit currency; or (2) Deducted handling chargers from the remit amount
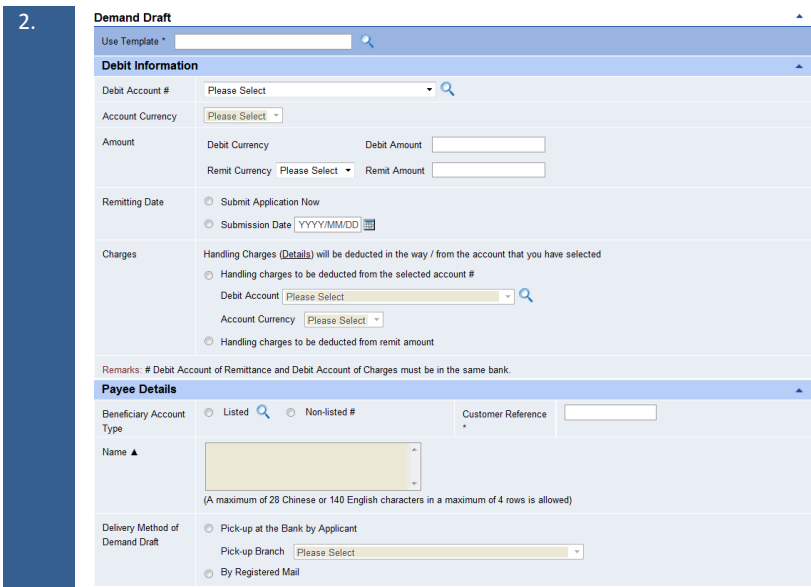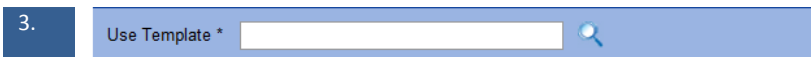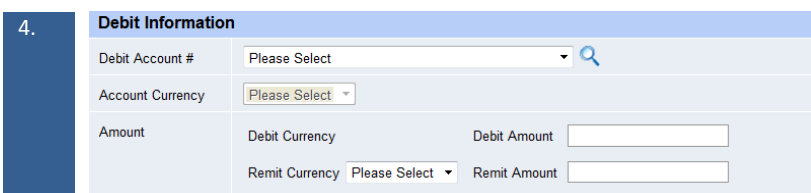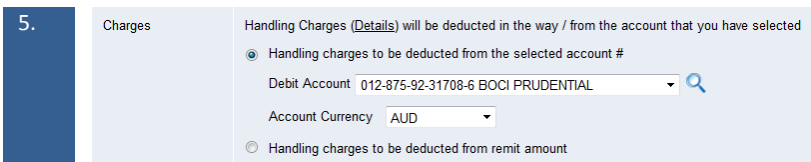
6.	**Payee Details**	If you have already registered the beneficiary account, you may click button to choose applicable beneficiary information.

	Beneficiary Account Type	○ Listed 🔍	○ Non-listed #	Customer Reference *	[ ]
	Name ▲	[text area]			
		(A maximum of 28 Chinese or 140 English characters in a maximum of 4 rows is allowed)			
	Delivery Method of Demand Draft	○ Pick-up at the Bank by Applicant			
		Pick-up Branch Please Select ▼			
		○ By Registered Mail			

If you have already registered the beneficiary account, you may click button to choose applicable beneficiary information.

○

Otherwise, please select Non-listed and enter:

(1) Beneficiary Name
(2) Customer Reference (Optional)

Client can choose delivery Method of Demand Draft:
(1) Pick up at the Bank by applicant, or
(2) By Registered Mail

7.

Payment Location *

Country / Region *	Please Select ▼
Bank Name *	Please Select ▼
	○ Province / City / Autonomous Region Please Select ▼
	Branch Name / Sub-Branch Name Please Select ▼
	○ Province / City / Autonomous Region / Branch Name / Sub-Branch Name Search by Keyword(s)

(1) Select country/region of the beneficiary bank
(2) Enter Beneficiary Name
(3) Select Beneficiary Bank location
(4) Enter Branch Name

Client may also use "Search by Keywords" for the branch name and location.

8.

Other Details *

Message to Bank * ▲	[text area]
	(A maximum of 28 Chinese or 140 English characters in a maximum of 4 rows is allowed)
Internal Payment Memo * ▲	[text area]
	(A maximum of 50 Chinese or 250 English characters in a maximum of 5 rows is allowed)

(Optional)

(1) Enter "Message to Bank"
(2) Enter "Internal Payment Memo"

9.

[Save as Draft Only] [Save as Template Only] [▶ Submit] [Clear]

Press "Submit" button to complete the transaction.

Step 2: Transaction Verification

10.

Please verify the information in this page before confirming the transaction.

Transaction Type	Demand Draft

Demand Draft
Debit Information

Debit Account	012-595-0-001166-3
Debit Account Name	NEW NEW TEST CASE L03-44 CO LTD
Account Currency	HKD
Debit Amount	1,000.00
Remitting Date	Beyond cut-off time, transaction will be proceeded on next working day.
Handling charges	Handling charges to be deducted from remit amount

Handling charges

Handling charges	HKD(Subject to the charges announced by the Bank at the time of transaction.)
Debit Currency	HKD

Payee Details

Customer should verify the payment details before confirmation.

11.

Verification

Confirmed by TOKEN1	Please press ● to generate a 6-digit Security Code on your device screen.	Security Code
	Please enter your 6-digit Security Code [ ]	

Please insert 6-digit security code by using the security token after verification.

Step 3:Transaction Confirmation

12.

Transaction Status : Application sent. Template is stored

Transaction Type	Demand Draft	Transaction Reference	R059002604	Transaction Date & Time	2011/11/01 17:07
Maker	HAP111				

Demand Draft

Debit Information

Debit Account	012-873-1-009634-5
Account Currency	HKD
Debit Amount	200.00
Remitting Date	Submit Application Now
Handling charges	Handling charges to be deducted from remit amount

Handling charges

Remittance Commission	HKD(Subject to the charges announced by the Bank at the time of transaction.)
Debit Currency	HKD

Payee Details

Please pay attention to the transaction status. "Application Sent" represents your application is successfully sent to our bank.

1.6 Upload Bulk Payments
Step 1: Data Input

1.		Select **Cash Management**> **Payments**> **Upload Bulk Payments**
2.		(1) Select Transaction Type (2) Upload file (Client may visit Download Center> File Template to download Bulk Payments Template) (3) Select Rejection Mode (Reject Whole File: If one of the transactions is rejected, all of the transactions will reject. Reject Partial: Only reject problematic transaction(s), the remaining transactions will be accepted
3.		Press "**Upload**" button to upload transaction.
4.		While the file is uploaded, please enquire the upload results.
5.		The upload transactions will appear. You can check on the transaction status.

2. Create Template, Draft and Standing Instruction

2.1 Create Template

Step 1: Input Template Name and Information

1.	Save as Template * Template Name [_____] Usage Right [Shared ▼]	(1) Client can enter template name for template setup (2) Select Usage Right： **Shared**: All users can also view this template. **Individual**: Only creator can view the template (3) Press the [Save as Template Only] button in the bottom of the page It is convenient for customer to setup payment template, so user does not need to re-enter the same payment information again next time.
2.	**Transaction Status : The template has been saved** Transaction Type: Express Transfer (RTGS/CHATS) Transaction Reference: I011000332 Transaction Date & Time: 2014/10/31 14:39 Maker: TOKEN4 **Express Transfer (RTGS/CHATS)** **Debit Information** Debit Account: 012-875-0-046545-4 Debit Account Name: MOTHER CO LTD (CIB) Account Currency: HKD Debit Currency: HKD Debit Amount: 100.00 Remit Currency: HKD Handling charges: Handling charges to be deducted from the remit amount **Beneficiary Details** Beneficiary Type: Listed Account Number: 1234567890123456789012345678901	"The template has been saved" will be displayed if successful.

Step 2: Retrieve Template

3.	Use Template * [_____] 🔍	You can press "Use Template" 🔍 button to open search window or go to Cash Management> Maintenance>Template Maintenance
4.	**Template Search** ▲ Template Name * [_____] Transaction Type: Transfer Customer Reference * [_____] Beneficiary Name * [_____] Records Shown Per Page: ● 25 Items ○ 50 Items [Search] [Clear]	In the Template Search window, you can use template name, customer reference and beneficiary name to search the template.
5.		Template Name	Transaction Type	Customer Reference	Beneficiary Name	 |---|---|---|---| 	TEST	Transfer	---	0SL05NEWNEW	 	TEST_333	Transfer	---	0SL05NEWNEW		In the template search results, you may click on the template name and the payment details will be retrieved.

2.2　Create Draft

Step 1: Input Draft Information

1.	**Save as Draft** * Draft Reference Number [ ]	You may consider to save as draft by entering the draft reference number and clicking on the [Save as Draft Only] button if the user has to print the internet banking before data input is completed.
2.	Transaction draft has been saved at "Transaction Draft" under "Tools" Transaction Type　Express Transfer (RTGS/CHATS) **Express Transfer (RTGS/CHATS)** **Debit Information** Debit Account　012-875-92-32821-3 Account Currency　GBP Debit Currency　GBP Remit Currency　HKD　Remit Amount　1000 Exchange Rate Type　Preferred Rate Remitting Date　Submit Application Now Handling charges　Handling charges to be deducted from the remit amount **Beneficiary Details** Beneficiary Type　Non-listed Account Number　12345678 Name and Address　TEST TEST TEST **Beneficiary Bank Details** Bank Code　007 Bank Name　JPMORGAN CHASE BANK, N.A. **Save as Draft** Draft Reference Number　1000	Click the [Save as Draft Only] button，to save the draft into system.

Step 2: Retrieve Transaction Draft

3.	Authorisation Centre　Download Centre　Management　**Tools** Upload ▶ Inbox Send Message **Transaction Draft**	Select **Tools** > **Transaction Draft**
4.	**Transaction Draft Search** Draft Reference Number * [ ] Type [All ▼] Creation Date From * [YYYY/MM/DD] To * [YYYY/MM/DD] Last Amendment Date From * [YYYY/MM/DD] To * [YYYY/MM/DD] Records Shown Per Page ⦿ 25 Items ○ 50 Items [Search] [Clear]	By entering relevant Reference Number, Transaction Type and Creation Date in order to search saved "Draft". In search results, press the draft reference number to retrieve the transaction draft back for further processing.

2.3 Create Standing Instruction
Step 1: Enter Standing Instruction Information

1.	**Standing Instruction * #**
	
	Standing Instruction Name [_____]
	Frequency Settings [Please Select ▾]
	Duration Start Date [YYYY/MM/DD] (The starting date specified by your instruction must be within the next 45 days.)
	  Terminate Instruction
	  ○ End Date [YYYY/MM/DD]
	  ○ Until further update online
	  ○ Number of Applications Sent [____]
	Suspend Instruction * From [YYYY/MM/DD] To [YYYY/MM/DD] (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.
		(1) Enter Standing Instruction Name
		(2) Select Frequency Settings (E.g Daily, Weekly, Monthly, etc)
		(3) Select Start Date and End Date
		
		Note: The starting date specified by your instruction must be within the next 45 days.

2	Save as Draft Only Save as Template Only ▶ Submit Clear	Press "**Submit**" button to setup the starting instruction.

Step 2: Retrieve and Maintenance for the Standing Instruction

3.	My Shortcut ▾ **Cash Management** Trade Services Credit Card Insurance Investment MPF Authorisation Centre Enquiry ▶ Payments ▶ Receivables ▶ line". Time Deposit ▶ Currency Exchange ▶ **Maintenance ▶** Standing Instruction To-do-list Pending Authorisation: 0 Pending Repair Account Number Beneficiary List Account Type Currency General Services: 2 012-875-0-045507-1 Template Maintenance HKD Current Account HKD Rejected by Bank 012-875-0-045777-6 ABC 123 HKD Current Account HKD General Services: 2 Trade Services: 0 Update	**Cash Management> Maintenance> Standing Instruction**
4.	**Standing Instruction Maintenance** Standing Instruction Name * [_____] Transaction Type * [Please Select ▾] Customer Reference * [_____] Beneficiary Name * [_____] Records Shown Per Page ● 25 Items ○ 50 Items Search Clear	Enter relevant information and press "Search" button to start searching saved standing instruction.
5.		Standing Instruction Name	Transaction Type	Customer Reference	Beneficiary Name	Debit Account	Debit Currency	Payment Currency
---	---	---	---	---	---	---	---
☐	SI808	Express Transfer (RTGS / CHATS)		XXXXXXX	012-873-0-005875-1	HKD	HKD | ▶ Delete Clear	The search result will show, you can press standing instruction name to edit or tick on the ☐ to delete the instruction after clicking "Delete" button.

3. Register Beneficiary Information and Authorise Transaction

3.1 Register Beneficiary Information

Step 1: Input Beneficiary Information
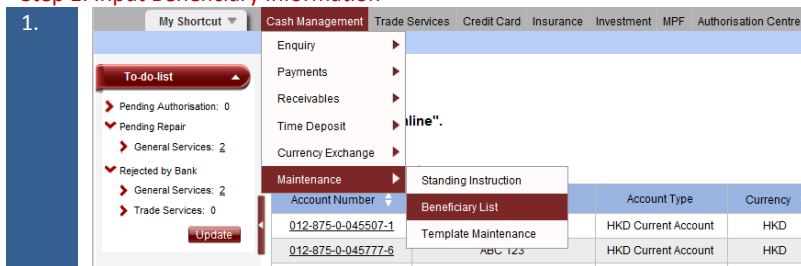
1.		Select **Cash Management> Maintenance> Beneficiary List**
2.		Press "**ADD**" button to add beneficiary.
3.		Enter Beneficiary information.
4.		Press "**Submit**" after data entry completed.
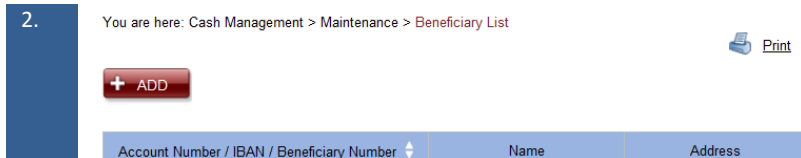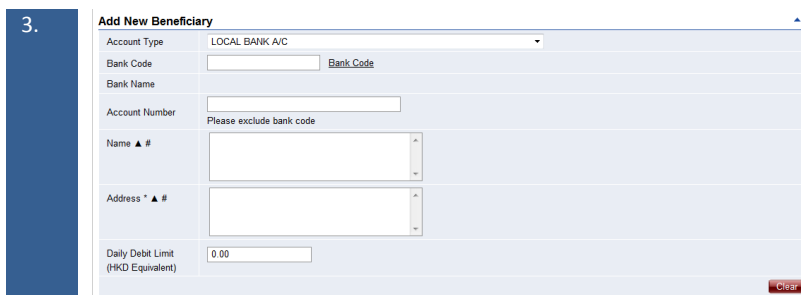
Step 2: Beneficiary Information Verification
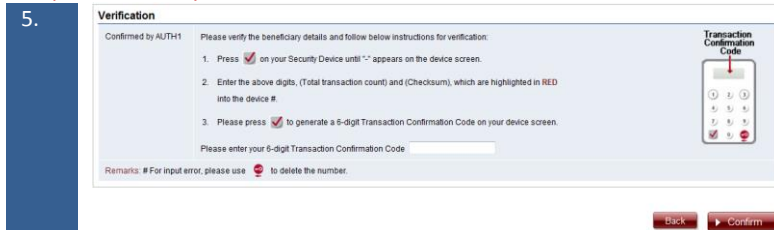
5.		Please insert 6-digit security code by using the security token.

Step 3: Beneficiary Information Confirmation

6.		If transaction is completed represents your beneficiary is successfully added.

3.2 Transaction Authorisation

Step 1: Select Transaction to Authorise
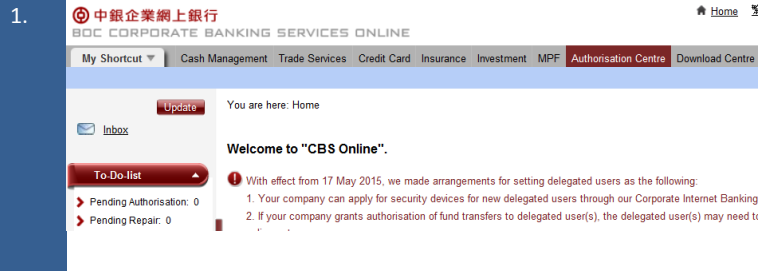
1.		Click on **"Authorisation Centre"**.
2.		(1) Enter transaction information (2) Press **"Search"** button
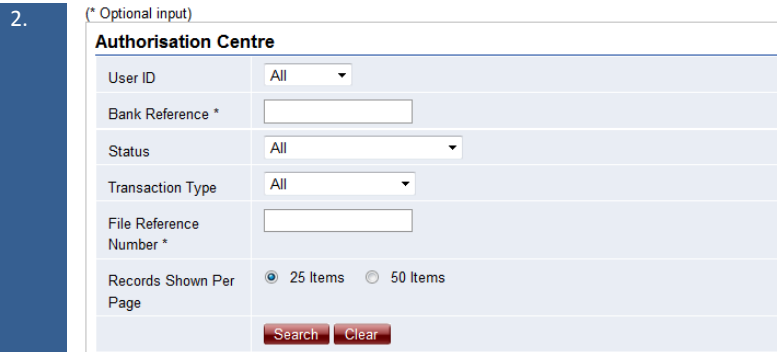
Step 2: Authorise Transaction Verification
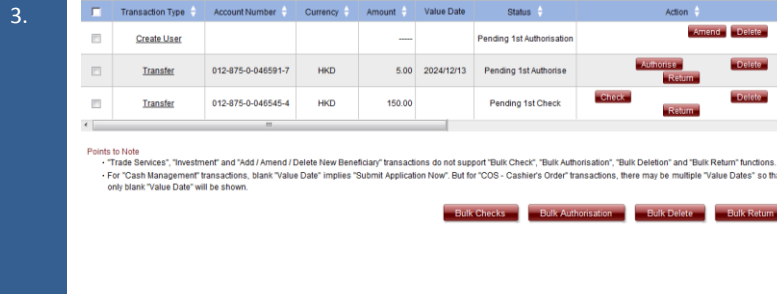
3.		(1) Click on the Authorise or Amend button in the Action Column to authorise or amend the transaction (2) If you wish to handle multiple transactions please tick on the ☐ and then press "**Bulk Checks**", "**Bulk Authorisation**", "**Bulk Delete**" or "**Bulk Return**" button
4.		Please insert 6-digit security code by using the security token.
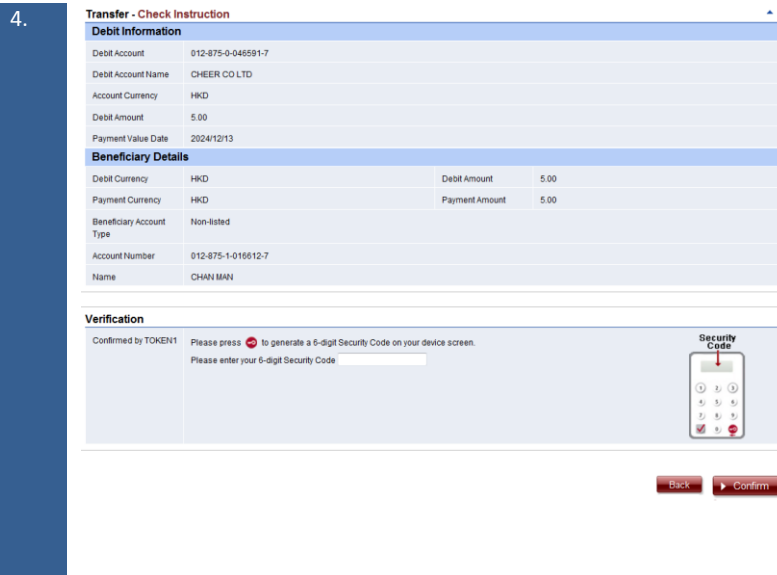
Step 3: Authorise Transaction Confirmation

5.

Transaction Status : Transaction is completed					
Transaction Type	Transfer	Transaction Reference	H348002565	Transaction Date & Time	2014/11/03 14:35
Maker	TOKEN2	1st Authoriser	TOKEN1		

Transfer

Debit Information	
Debit Account	012-875-0-046591-7
Debit Account Name	CHEER CO LTD
Account Currency	HKD
Debit Amount	5.00
Payment Value Date	2024/12/13

Beneficiary Details			
Debit Currency	HKD	Debit Amount	5.00
Payment Currency	HKD	Payment Amount	5.00
Beneficiary Account Type	Non-listed		
Account Number	012-875-1-016612-7		
Name	CHAN MAN		

If "Transaction Completed" is shown, it represents your application is successfully processed.

4. Addressing Service
4.1 Addressing Service Setup
4.1.1 User List(Standard)
Step 1: User List

1.

Select **Management > User Settings > User List**

Please click the "User ID" or the "User name" to edit "User Information".

2.

Please confirm "Authorization Group" is correct and click "Submit".
(Remark: Only need to set 1 authorisation group)

3.

Please check the "Addressing Service" box in the **Functional Rights Setting > Cash Management > Maintenance**, and click the "Submit" button

(Remark: Please make sure user has authority of the account for Addressing Service under Account Rights Settings)

Account Rights Settings

Total Daily Authorisation Debit Limit of Holder's Account (HKD equivalent) 9999999999999.99

(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)
Apply settings to all accounts		☐	☐	☐	
HKD Savings Account					
Apply settings to all accounts		☐	☐	☐	
012-875-1-249806-4	VASTIME LTD T/A TOP PROS PRODUCTS CO	☑	☑	☐	999999.00
012-875-2-000521-0	T & J TRADING & MANUFACTING INVESTMENT COMPANY LIMITED	☑	☑	☑	999999.00
HKD Current Account					
Apply settings to all accounts		☐	☐	☐	
	UNITED (YIU FUNG)				
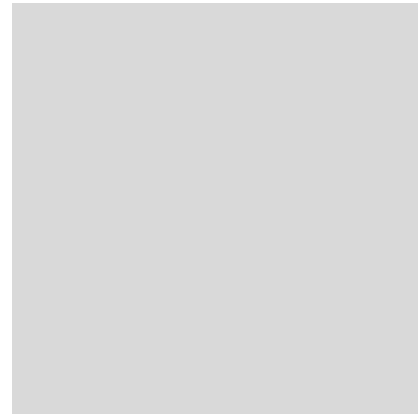
Step 2: Authorise Transaction Verification

4.

Please verify the information in the page.

5.

Verification

Confirmed by PU1

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

Please enter your 6-digit Security Code

Please insert 6-digit security code by using the security token.

Step 3: Authorise Transaction Confirmation

6.

You are here: Management > User Settings > User List
Steps 1 ▸ 2 ▸ 3 ▸ 4   Print Help Service Directory

Transaction Status: The transaction has been completed

Transaction Type	Amend User	Transaction Reference	E111000613	Transaction Date & Time	2018/09/18 17:38
Maker	PU1	1st Authoriser	PU1		

If "The transaction has been completed" is shown, it represents your application is successfully processed. ∘

4.1.2 User List(Advance)
Step 1: User List

1.

You are here: Management > User Settings > User List
Print Help Service Directory Add to My Shortcut

(* Optional input)

Serial Number of Security Device :10-0012358-4

User Search

User Name *	
User ID *	
Status	All
Group	All

Search   Clear

+ Create User

User ID ⬍	User Name	Status	Group	Action
PU1	PRIME USER	Active	A	Security Device Setting
PU2	NAME	Active	A	
DU1	DU1 FPS	Active		Hold Delete Reset Password Security Device Setting

Select **Management > User Settings > User List**

Please click the "User ID" or the "User name" to edit "User Information".

2.

Steps **1** ▸ 2 ▸ 3 ▸ 4

🖨 Print ❓ Help 📇 Service Directory

User Information ▲

User ID	USER1
User Name	USER1 NAME(Must be identical with the name on the identity document)
Identification Document Type	
Issuing Country/Region	
Identification Document Number	
Mobile Phone Number	852-64***528 ☐ Change
Email Address	hubert***@bochk.com ☐ Change
Designated transaction notification and e-Cheque/e-Cashier's Order notification ^	Means of Notification:SMS and Email Language Selection ◉ Traditional Chinese ○ Simplified Chinese ○ English
Authorisation Group	A ▾ (Applicable to control over list of beneficiary accounts only) A ▾ (Applicable to Addressing Service only)

Remarks : ^ The Bank will send you e-Cheque related notification via the notification setting above. You may want to enquire about the respective e-Cheque status via Corporate Internet Banking.

Please choose "Authorization Group" for Addressing Service and click "Submit".

(Remark: Need to set authorisation group under Addressing Service)

3.

Steps 1 ▸ **2** ▸ 3 ▸ 4

🖨 Print ❓ Help 📇 Service Directory

Refer to User Settings ▾

Functional Rights Settings ▲
☐ **Cash Management** ▲

Payments
☑ Transfer	☑ Express Transfer	☑ Electronic Transfer (Express Processing)	☑ Electronic Transfer
☑ Telegraphic Transfer	☑ Demand Draft	☑ BOC Remittance Plus	☑ Stop Cheque
☑ Request Cheque Book	☑ Payroll	☑ Payroll (Payment Type)	☑ Bill Payment
☑ Autopay-Out	☑ Autopay-Out (Payment Type)	☑ COS-Cashier's Order	☑ Issue e-Cheque
☑ Issue e-Cashier's Order			

Receivables
☑ Autopay-In	☑ Autopay-In (Payment Type)	☑ Sub-account Maintenance	☑ Sub-account Transaction History
☑ Deposit e-Cheque/e-Cashier's Order			

Enquiry
☑ Cheque Collection

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

Local Liquidity Management
☑ Local Physical Cash Pooling	☑ Global Liquidity Management	☑ Interest Reallocation	☑ InterCo Fund Transfer
☑ Payment Limit Control Settings	☑ Payment Limit Control Adjustment	☑ Group Payment Limit Control Settings	☑ Group Payment Limit Control One-off Adjustment
☑ Cross-Border Cash Pool Manual Sweep	☑ Combined Available Funds		

Maintenance
☑ Beneficiary List	☑ Addressing Service

Please check the "Addressing Service" box in the **Functional Rights Setting > Cash Management > Maintenance**, and click the "Submit" button.

(Remark: Please make sure user has authority of the account for Addressing Service under Account Rights Settings)

Step 2: Authorise Transaction Verification

4.

Steps [1] ▶ [2] ▶ ▶ [4]   🖨 Print ❓ Help 📇 Service Directory

Please verify the information in this page before confirming the transaction.

Transaction Type	Amend User

User Information - Authorise Instruction

User ID	USER1
User Name	USER1 NAME
Identification Document Type	
Issuing Country/Region	
Identification Document Number	
Mobile Phone Number	852-64***528
Email Address	hubert***@bochk.com
Designated transaction notification and e-Cheque/e-Cashier's Order notification	Means of Notification: SMS and Email Language Selection: Traditional Chinese
Authorisation	A (Applicable to control over list of beneficiary accounts only)

Functional Rights Settings

Cash Management

Payments
- ☑ Transfer
- ☑ Express Transfer
- ☑ Electronic Transfer (Express Processing)
- ☑ Electronic Transfer
- ☑ Telegraphic Transfer
- ☑ Demand Draft
- ☑ BOC Remittance Plus
- ☑ Stop Cheque
- ☑ Request Cheque Book
- ☑ Payroll
- ☑ Payroll (Payment Type)
- ☑ Bill Payment
- ☑ Autopay-out
- ☑ Autopay-Out (Payment Type)
- ☑ COS-Cashier's Order
- ☑ Issue e-Cheque
- ☑ Issue Cashier's Order

Receivables
- ☑ Autopay
- ☑ Autopay-In (Payment Type)
- ☑ Sub-account Maintenance
- ☑ Sub-account Transaction History
- ☑ Deposit Cheque/e-Cashier Order

Enquiry
- ☑ Cheque collection

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

Local Liquidity Management
- ☑ Local Physical Cash Pooling
- ☑ Global Liquidity Management
- ☑ Interest Reallocation
- ☑ InterCo Fund Transfer
- ☑ Payment Limit Control Settings
- ☑ Payment Limit Control Adjustment
- ☑ Group Payment Limit Control Settings
- ☑ Group Payment Limit Control One-off Adjustment
- ☑ Cross-Border Cash Pool Manual Sweep
- ☑ Combined Available Funds

Maintenance
- ☑ Beneficial List
- ☑ Addressing Service

| Please verify the information in the page. |

5.

Verification

Confirmed by PU1	Please press 🔴 to generate a 6-digit Security Code on your device screen. Please enter your 6-digit Security Code [＿＿＿＿＿]	Security Code

| Please insert 6-digit security code by using the security token. |

Step 3: Authorise Transaction Confirmation

6.

Steps [1] ▶ [2] ▶ [3] ▶ **[4]**   🖨 Print ❓ Help 📇 Service Directory

Transaction Status: The transaction has been completed

Transaction Type	Amend User	Transaction Reference	E111000613	Transaction Date & Time	2018/09/18 17:38
Maker	PU1	1st Authoriser	PU1		

| If "The transaction has been completed" is shown, it represents your application is successfully processed.。 |

4.1.3 Addressing Service Authorisation Settings (Standard)
Step 1: Addressing Service Authorisation Settings

1.		Select **Management > Authorisation Matrix Settings > Addressing Service Authorisation Settings** Choose the related setting and click "Submit".
2.1		**Option 1** If "**Supports Single Authorisation Only – One Authorisation Group Only(A only)**" is selected, please check the "Authorisation Control" in the "Addressing Service Authorisation Settings" section and click "Submit".
2.2		**Option 2** If "**Supports Single Authorisation Only – Two Authorisation Group (A and B)**" is selected, please check the "Authorisation Control" in the "Addressing Service Authorisation Settings" section and click "Submit".
2.3		**Option 3** If "**Supports Single and Dual Authorisation –One Authorisation Group Only(A only)**" is selected, please check the "Authorisation Control" in the "Addressing Service Authorisation Settings" section and click "Submit".
2.4		**Option 4** If "**Supports Single and Dual Authorisation – Two Authorisation Group (A and B)**" is selected, please check the "Authorisation Control" in the "Addressing Service Authorisation Settings" section and click "Submit".

Step 2: Authorise Transaction Verification

3.1

Steps 1 ▸ 2 ▸ **3** ▸ 4   🖶 Print ❓ Help Service Directory 📖 Glossary

Please verify the information in this page before confirming the transaction.

Transaction Type	Addressing Service Authorisation Settings		

Addressing Service Authorisation Settings - Authorise Instruction

	Authorisation Control
	A
Addressing Service Control	☑

Verification

Confirmed by PU1	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 addressing service transactions pending authorisation (if any). Please visit "Authorisation Centre" to review and process related transactions. For details, please refer to the "Help" page.

[Back] [▸ Confirm]

Option 1
Please verify the information in the page and insert 6-digit security code by using the security token.

3.2

Steps 1 ▸ 2 ▸ **3** ▸ 4   🖶 Print ❓ Help Service Directory 📖 Glossary

Please verify the information in this page before confirming the transaction.

Transaction Type	Addressing Service Authorisation Settings		

Addressing Service Authorisation Settings - Authorise Instruction

	Authorisation Control	
	A	B
Addressing Service Control	☑	☐

Verification

Confirmed by PU1	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 addressing service transactions pending authorisation (if any). Please visit "Authorisation Centre" to review and process related transactions. For details, please refer to the "Help" page.

[Back] [▸ Confirm]

Option 2
Please verify the information in the page and insert 6-digit security code by using the security token.

3.3

Steps 1 ▸ 2 ▸ 3 ▸ **4**   🖶 Print ❓ Help Service Directory 📖 Glossary

Transaction Status: The transaction has been completed

Transaction Type	Addressing Service Authorisation Settings	Transaction Reference	E111000606	Transaction Date & Time	2018/09/18 17:24
Maker	PU1	1st Authoriser	PU1		

Addressing Service Authorisation Settings

	Authorisation Control	
	A	A+A
Addressing Service Control	☑	☐

Verification

Confirmed by PU1	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 addressing service transactions pending authorisation (if any). Please visit "Authorisation Centre" to review and process related transactions. For details, please refer to the "Help" page.

[Back] [▸ Confirm]

Option 3
Please verify the information in the page and insert 6-digit security code by using the security token.

3.4

Please verify the information in this page before confirming the transaction.

| Transaction Type | Addressing Service Authorisation Settings | | | |

Addressing Service Authorisation Settings - Authorise Instruction

	Authorisation Control				
	A	B	A+A	A+B	B+B
Addressing Service Control	☑	☐	☐	☐	☐

Verification

Confirmed by PU1   Please press ⊖ to generate a 6-digit Security Code on your device screen.
Please enter your 6-digit Security Code [ ]

Warning
After this setting is completely authorised and takes effect, it may result in changing the status of addressing service transactions pending authorisation (if any). Please visit "Authorisation Centre" to review and process related transactions. For details, please refer to the "Help" page.

Back   ▸ Confirm

Option 4
Please verify the information in the page and insert 6-digit security code by using the security token.

Step 3: Authorise Transaction Confirmation

4.

Transaction Status: The transaction has been completed

Transaction Type	Addressing Service Authorisation Settings	Transaction Reference	E111000609	Transaction Date & Time	2018/09/18 17:28
Maker	PU1	1st Authoriser	PU1		

Addressing Service Authorisation Settings

	Authorisation Control
	A
Addressing Service Control	☑

If "The transaction has been completed" is shown, it represents your application is successfully processed. ○

4.1.4 Addressing Service Authorisation Settings (Advance)
Step 1: Addressing Service Authorisation Settings

1.

Addressing Service Authorisation Settings

Addressing Service Control	1st Authorisation	2nd Authorisation	3rd Authorisation	
	A ▾	Please Select ▾	Please Select ▾	
or	Please Select ▾	Please Select ▾	Please Select ▾	Add

▸ Submit   Clear

Select **Management > Authorisation Matrix Settings > Addressing Service Authorisation Settings**

Choose the Addressing Service Control matrix and click "Submit".

Step 2: Authorise Transaction Verification

2.

Please verify the information in this page before confirming the transaction.

| Transaction Type | Addressing Service Authorisation Settings | | | |

Addressing Service Authorisation Settings - Authorise Instruction

Addressing Service Control	1st Authorisation	2nd Authorisation	3rd Authorisation
	A		

Verification

Authorisation Group Required   P

Confirmed by USER1   Please press ⊖ to generate a 6-digit Security Code on your device screen.
Please enter your 6-digit Security Code [ ]

Warning
After this setting is completely authorised and takes effect, it may result in changing the status of addressing service transactions pending authorisation (if any). Please visit "Authorisation Centre" to review and process related transactions. For details, please refer to the "Help" page.

Back   ▸ Confirm

Please verify the information in the page and insert 6-digit security code by using the security token.
○

Step 3: Authorise Transaction Confirmation

3.

Steps ☐1 ▸ ☐2 ▸ ☐3 ▸ ☐4   🖨 Print ❓ Help 🔧 Service Directory 📖 Glossary

Transaction Status: The transaction has been completed

Transaction Type	Addressing Service Authorisation Settings	Transaction Reference	E111000609	Transaction Date & Time	2018/09/18 17:28
Maker	PU1	1st Authoriser	PU1		

If "The transaction has been completed" is shown, it represents your application is successfully processed. 。

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4.2 Create Addressing Record

Step 1: Create Addressing Record
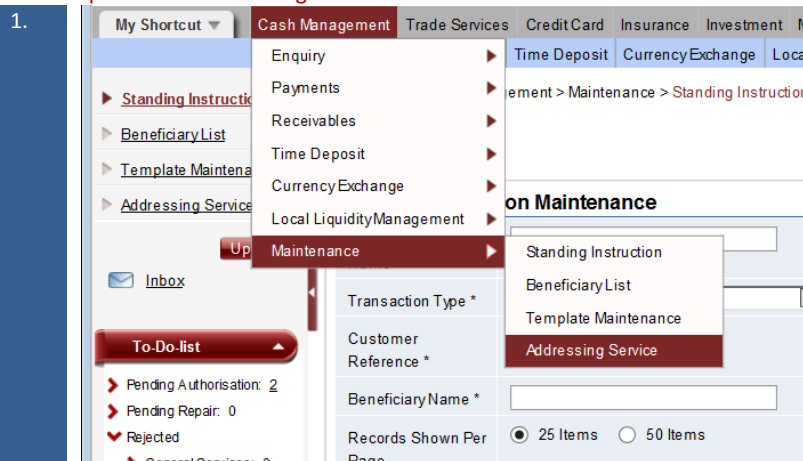
1.		Select **Cash Management＞Maintenance＞Addressing Service**
2.		Select "Create New" button.
3.		Choose Addressing Record (1) Mobile Phone Number (2) Email Address (3) FPS Identifier **Create Addressing Record using Mobile Phone Number** requires provision of Country/Area Code and Phone Number.
3.1.		**Create Addressing Record using Mobile Phone Number** Enter the FPS Addressing Service One Time Password from the SMS.
3.2.		**Create Addressing Record using Mobile Phone Number** Select "HKD Beneficiary Account" and "CNY Beneficiary Account". Default Beneficiary field: Default Bank of China (Hong Kong) Limited as Beneficiary Bank.
4.		**Create Addressing Record using Email Address** requires provision of a valid email address.
4.1.		**Create Addressing Record using Email Address** Enter the FPS Addressing Service One Time Password from the Email.
4.2.		**Create Addressing Record using Email Address** Select "HKD Beneficiary Account" and "CNY Beneficiary Account".
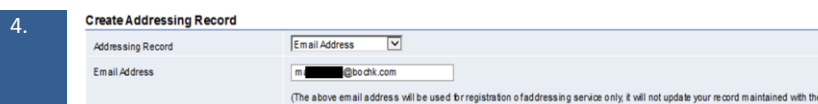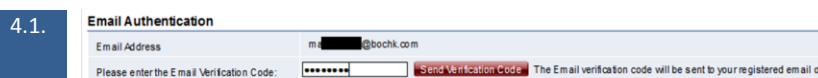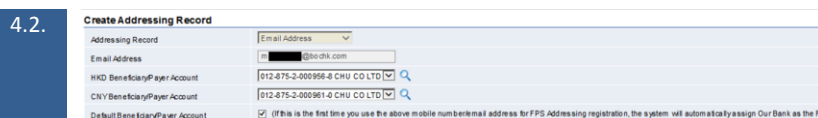
			Default Beneficiary field: Default Bank of China (Hong Kong) Limited as Beneficiary Bank.
5.	**Create Addressing Record** Addressing Record FPS Identifier ▾		**Create Addressing Record using FPS Identifier**
5.1.	**Create Addressing Record** Addressing Record FPS Identifier ▾ HKD Beneficiary/Payer Account 012-875-2-000956-8 CHU CO LTD ▾ 🔍 CNY Beneficiary/Payer Account 012-875-2-000961-0 CHU CO LTD ▾ 🔍 Default Beneficiary/Payer Account ☑ (If this is the first time you use the above mobile number/email address for FPS Addressing registration, the sys		**Create Addressing Record using FPS Identifier** Select "HKD Beneficiary Account" and "CNY Beneficiary Account". Default Beneficiary field: Default Bank of China (Hong Kong) Limited as Beneficiary Bank.

Step 2: Authorise Transaction Verification

6.			**Create Addressing Record using Mobile Phone Number** Please insert 6-digit security code by using the security token.
6.1			**Create Addressing Record using Email Address** Please insert 6-digit security code by using the security token.
6.2			**Create Addressing Record using FPS Identifier** Please insert 6-digit security code by using the security token.

Step 3: Transaction Confirmation

7.	**Transaction Status: The transaction has been completed**				**Create Addressing Record using Mobile Phone Number** If "The transaction has been completed" is shown, it represents your application is successfully processed.

	Transaction Type	Create Addressing Record	Transaction Reference	C365000989
	Maker	USER2	1st Authoriser	USER2

Create Addressing Record

Mobile Phone Number	+852-
Registered Name	CHU
HKD Beneficiary Account	012-8 CHU
CNY Beneficiary Account	012-8 CHU
Default Beneficiary Account	☑

7.1	**Transaction Status: The transaction has been completed**				**Create Addressing Record using Email Address** If "The transaction has been completed" is shown, it represents your application is successfully processed.

	Transaction Type	Create Addressing Record	Transaction Reference	D366000333
	Maker	USER2	1st Authoriser	USER2

Create Addressing Record

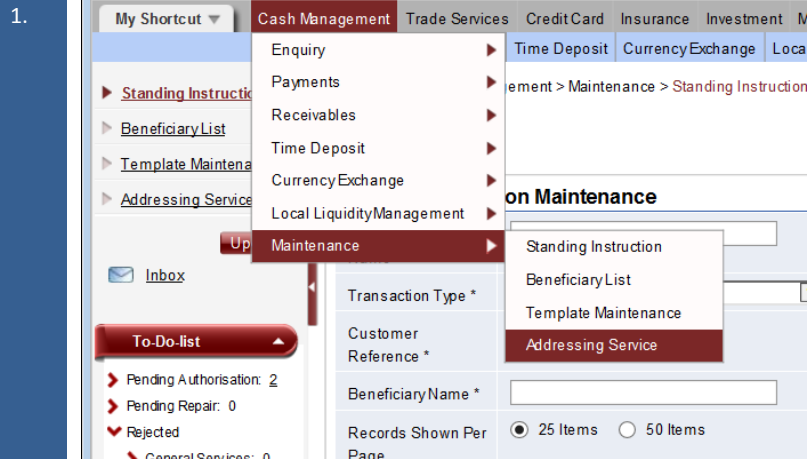| Email Address	ma▇***@bochk.com
Registered Name	CHU CO LTD
HKD Beneficiary/Payer Account	012-875-2-000956-8 CHU CO LTD
CNY Beneficiary/Payer Account	012-875-2-000961-0 CHU CO LTD
Default Beneficiary/Payer Account	☑

If the above Mobile Phone No./E-mail Address is different from the contact information you registered with Our Bank, please be reminded that this Mobile Phone No./E-mail Address will not replace your contact information record a...

| 7.2	**Transaction Status: The transaction has been completed**				**Create Addressing Record using FPS Identifier** If "The transaction has been completed" is shown, it represents your application is successfully processed and your designated FPS Identifier will be shown.

	Transaction Type	Create Addressing Record	Transaction Reference	D366000344
	Maker	USER2	1st Authoriser	USER2

Create Addressing Record

FPS Identifier	1870252
Registered Name	CHU CO LTD
HKD Beneficiary/Payer Account	012-875-2-000956-8 CHU CO LTD
CNY Beneficiary/Payer Account	012-875-2-000961-0 CHU CO LTD
Default Beneficiary/Payer Account	☑

If the above Mobile Phone No./E-mail Address is different from the contact information you registered with Our Bank, please be reminded that this Mobile Phone No./E-mail Address will not replace your contact...

4.3 Update Addressing Record
Step 1: Select Addressing Record

1.		Select **Cash Management＞ Maintenance＞Addressing Service**
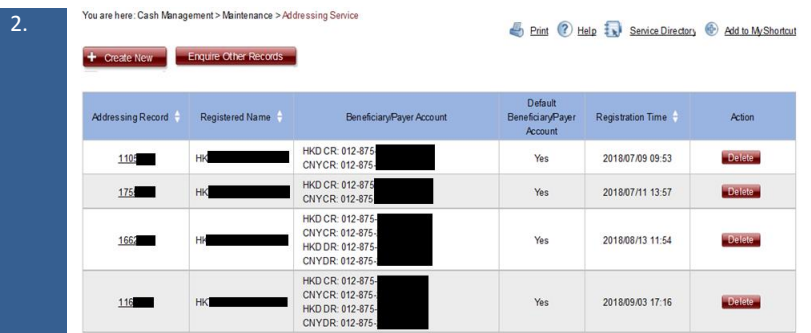
2.		Select the addressing record for update.

3.		Amend "HKD Beneficiary/Payer Account" and "CNY Beneficiary/Payer Account" and click "Submit" button.

Step 2: Authorise Transaction Verification
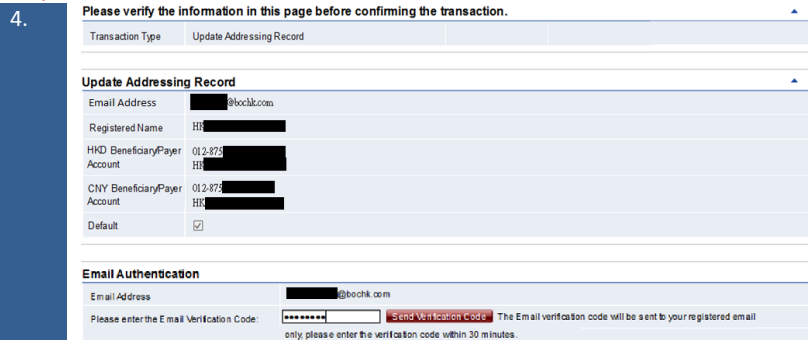
4.		Enter the FPS Addressing Service One Time Password from the Mobile Phone Number or Email. Remark: Only Application for updating Account for Mobile Phone Number and Email Address.

| 5. | | Please insert 6-digit security code by using the security token. |

Step 3: Transaction Confirmation

| 6. | | If "The transaction has been completed" is shown, it represents your application is successfully processed. |

4.4 Delete Addressing Record
Step 1: Select Addressing Record

| 1. | | Select **Cash Management＞Maintenance＞Addressing Service** |

| 2. | | Select the addressing record for deletion and click "Delete". |

Step 2: Authorise Transaction Verification

| 3. | | Please insert 6-digit security code by using the security token. |

Step 3: Transaction Confirmation

| 4. | | If "The transaction has been completed" is shown, it represents your application is successfully processed. |

5.   Amendment Request/Request for Refund/Enquiry

5.1 Amendment Request

Step 1: Data Input

1.		Select **Tools** ＞ **Send Message**
2.		(1) Choose Remittance in **Message Type** (2) Choose Amendment Request in **Subject**
3.		(Optional) (1) Input Transaction Reference (2) Input Customer Reference (3) Input Recipient
4.		**Select Sender Account** (which should be the debit account of the related remittance instruction).
5.		In **Message Content** input the required information of the related remittance instruction.

6.	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 1. 收款銀行名稱及地址 BENEFICIARY'S BANK NAME AND ADDRESS SHOULD BE: 2. 收款人名稱及地址 BENEFICIARY'S NAME AND ADDRESS SHOULD BE: 3. 收款人賬戶號碼 BENEFICIARY'S ACCOUNT SHOULD BE: 4. 對收款人附言 DETAILS OF PAYMENT SHOULD BE: 5.匯款用途 PAYMENT PURPOSE SHOULD BE:	Provide only the remittance information that needs to be amended.
7.	請於以下賬戶扣除所需手續費及 因此而產生的其他銀行費用 PLEASE DEBIT THE HANDLING CHARGES INCLUDING OTHER BANK CHARGES (IF ANY) IN THE FOLLOWING ACCOUNT: ☐-☐-☐-☐ 扣賬貨幣 DEBIT CUR ☐ 注意：經這功能發送訊息的每日 服務時間 SERVICE HOURS: 星期一至五： 上午九時至下午六時 MON-FRI:09:00AM - 18:00PM 星期六、日及公眾假期： 於下一工作天處理 SAT-SUN/PUBLIC HOLIDAY:PROCESS ON NEXT WORKING DAY	Input the charge debit account of the amendment.
8.	▶ Submit Clear	Press "Submit" after finishing the above process.

Step 2: Transaction Verification

9.	**Please verify the information in this page before confirming the transaction.**	Customer should verify the details before confirmation.
	Transaction Type — Send Message	
	Send Message - Authorise Instruction	
	Bank — BANK OF CHINA (HONG KONG) LIMITED	
	Message Type — REMITTANCE	
	Subject — 更改 AMENDMENT REQUEST	
	Send to — REMITTANCE SERVICE CENTRE	
	Branch Code — 269	
	Select Sender Account — 012-875-0-602620-6 PAYMENT TEAM ZHAO SI MEI	

10.	**Verification**	Please insert 6-digit security code by using the security token after verification.
	Confirmed by PU3	Please verify the beneficiary details and follow below instructions for verification:	
		1. Press ☑ on your Security Device until "-" appears on the device screen.	
		2. Enter the above digits of "Remit Amount" which are underlined in RED into the device. # (Details)	
		3. Please press ☑ to generate a 6-digit Transaction Confirmation Code on your device screen.	
		Please enter your 6-digit Transaction Confirmation Code [_____]	
		(Please do not enter the space inside the code)	
		Remarks : # For input error, please use ⬤ to delete the number.	

Step 3: Transaction Confirmation

| 11. | **Transaction Status : Transaction is completed** | If "Transaction Completed" is shown, it represents your application is submitted (please note that it takes time to process the Amendment Request. "Transaction Completed" does not mean the instruction has been accepted). |

Transaction Type	Send Message	Transaction Reference	R093002038	Transaction Date & Time	2011/11/21 10:23
Maker	TOKEN2				

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
Select Sender Account	012-875-0-602620-6 PAYMENT TEAM ZHAO SI MEI

5.2 Request for Refund
Step 1: Data Input

1.		Select **Tools** ＞ **Send Message**
2.		(1) Choose Remittance in **Message Type** (2) Choose Request for Refund in **Subject**
3.		(Optional) (1) Input Transaction Reference (2) Input Customer Reference (3) Input Recipient
4.		**Select Sender Account** (which should be the debit account of the related remittance instruction).
5.		In **Message Content** input the required information of the related remittance instruction.
6.		Input the refund reason.

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7.	請將退還款項存入以下賬戶 WHEN REFUND RETURNED, PLEASE CREDIT THE NET AMOUNT IN THE FOLLOWING ACCOUNT： □□-□□-□□□□□-□ 及於以下賬戶扣除所需手續費 及因此而產生的其他銀行費用 AND DEBIT THE HANDLING CHARGES INCLUDING OTHER BANK CHARGES (IF ANY)IN THE FOLLOWING ACCOUNT： □□-□□-□□□□□-□ 扣賬貨幣 DEBIT CUR □ 注意：經這功能發送訊息的每日 服務時間 SERVICE HOURS： 星期一至五： 上午九時至下午六時 MON-FRI:09:00AM - 18:00PM 星期六、日及公眾假期： 於下一工作天處理 SAT-SUN/PUBLIC HOLIDAY:PROCESS ON NEXT WORKING DAY	Input the credit account and charge debit account of the refund.
8.	▶ Submit Clear	Press "Submit" after finishing the above process.

Step 2: Transaction Verification

9.	**Please verify the information in this page before confirming the transaction.** 	Transaction Type	Send Message		 **Send Message - Authorise Instruction** 	Bank	BANK OF CHINA (HONG KONG) LIMITED
Message Type	REMITTANCE
Subject	更改 AMENDMENT REQUEST
Send to	REMITTANCE SERVICE CENTRE
Branch Code	269
Select Sender Account	012-875-0-602620-6 PAYMENT TEAM ZHAO SI MEI		Customer should verify the details before confirmation.
10.	**Verification** Confirmed by PU3 Please verify the beneficiary details and follow below instructions for verification: 1. Press ✔ on your Security Device until "-" appears on the device screen. 2. Enter the above digits of "Remit Amount" which are underlined in RED into the device. # (Details) 3. Please press ✔ to generate a 6-digit Transaction Confirmation Code on your device screen. Please enter your 6-digit Transaction Confirmation Code _____ (Please do not enter the space inside the code) Remarks : # For input error, please use ⊗ to delete the number. Transaction Confirmation Code	Please insert 6-digit security code by using the security token after verification.

Step 3: Transaction Confirmation

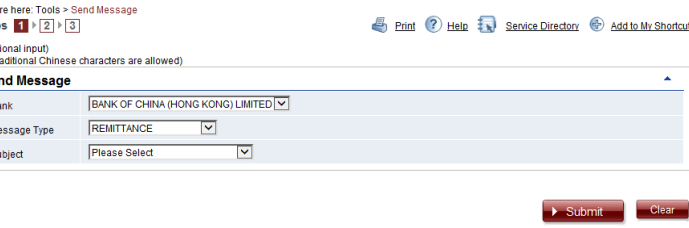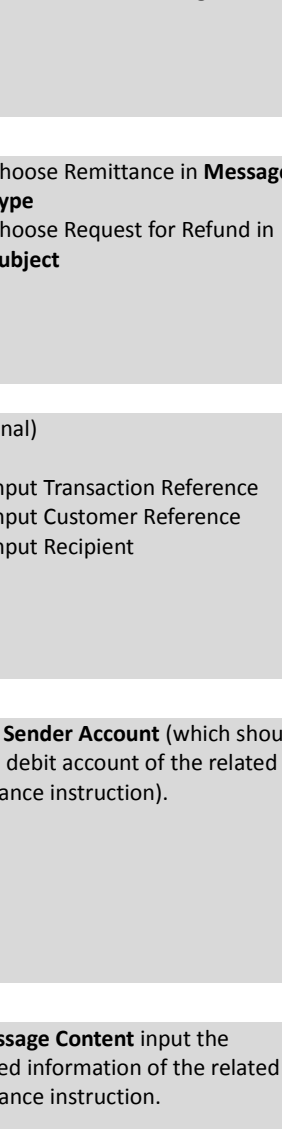| 11. | **Transaction Status : Transaction is completed**

| Transaction Type | Send Message | Transaction Reference | R093002038 | Transaction Date & Time | 2011/11/21 10:23 |
Maker	TOKEN2					 **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
Select Sender Account	012-875-0-602620-6 PAYMENT TEAM ZHAO SI MEI		If "Transaction Completed" is shown, it represents your application is submitted (please note that it takes time to process the Amendment Request. "Transaction Completed" does not mean the instruction has been accepted).

5.3 Enquiry
Step 1: Data Input

1.		Select **Tools**＞**Send Message**
2.		(1) Choose Remittance in **Message Type** (2) Choose Request for Refund in **Subject**
3.		(Optional) (1) Input Transaction Reference (2) Input Customer Reference (3) Input Recipient
4.		**Select Sender Account** (which should be the debit account of the related remittance instruction).
5.		In **Message Content** input the required information of the related remittance instruction.
6.		Input the enquiry/reply content.

7.	注意：經這功能發送訊息的每日 服務時間 SERVICE HOURS: 星期一至五： 上午九時至下午六時 MON-FRI:09:00AM - 18:00PM 星期六、日及公眾假期： 於下一工作天處理 SAT-SUN/PUBLIC HOLIDAY:PROCESS ON NEXT WORKING DAY 於以下賬戶扣除所需手續費及 因此而產生的其他銀行費用 DEBIT THE HANDLING CHARGES INCLUDING OTHER BANK CHARGES (IF ANY) IN THE FOLLOWING ACCOUNT: ☐-☐☐-☐-☐☐☐☐☐-☐ 扣賬貨幣 DEBIT CUR ☐	Input the charge debit account of the enquiry.
8.	▶ Submit Clear	Press "Submit" after finishing the above process.

Step 2: Transaction Verification

9.	**Please verify the information in this page before confirming the transaction.** 	Transaction Type	Send Message		 **Send Message - Authorise Instruction** 	Bank	BANK OF CHINA (HONG KONG) LIMITED
Message Type	REMITTANCE
Subject	匯款查詢 ENQUIRY
Send to	REMITTANCE SERVICE CENTRE
Branch Code	269
Select Sender Account	012-120-90-00642-7 CIN CASE 16 36.24		Customer should verify the details before confirmation.
10.	**Verification** Confirmed by PU3 Please verify the beneficiary details and follow below instructions for verification: 1. Press ✔ on your Security Device until "-" appears on the device screen. 2. Enter the above digits of "Remit Amount" which are underlined in RED into the device. # (Details) 3. Please press ✔ to generate a 6-digit Transaction Confirmation Code on your device screen. Please enter your 6-digit Transaction Confirmation Code [ ] (Please do not enter the space inside the code) Remarks : # For input error, please use 🔴 to delete the number.	Please insert 6 digits security code by using the security token after verification.

Step 3: Transaction Confirmation

11.	**Transaction Status : Transaction is completed** 	Transaction Type	Send Message	Transaction Reference	R093002038	Transaction Date & Time	2011/11/21 10:23
Maker	TOKEN2				| **Send Message** | Bank	BANK OF CHINA (HONG KONG) LIMITED
Message Type	REMITTANCE
Subject	匯款查詢 ENQUIRY
Send to	REMITTANCE SERVICE CENTRE
Branch Code	269		If "Transaction Completed" is shown, it represents your application is submitted (please note that it takes time to process the Amendment Request. "Transaction Completed" does not mean the instruction has been accepted).