

BOCNET HK
Remittance Handbook
SEP 2018

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1. Create Remittance and Transfer Transaction

1.1 Create Express Transfer(RTGS/CHATS)Transaction

Step 1: Data Input

1.

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

Enquiry ▾

Payments ▾

Transfer

Express Transfer (RTGS / CHATS)

Electronic Transfer(Express Processing)

Electronic Transfer

Telegraphic Transfer

Demand Draft

BOC Remittance Plus

Bill Payment

Autopay-Out

Payroll

Cheque Handling ▾

Account Number ▾

012-875-0-045507-1

012-875-0-045777-6

012-875-0-602176-4

012-875-0-803280-3

Account Type Currency

Debit Account HKD

Debit Account HKD

Debit Account CNY

Debit Account USD

Broadcast Message

Click Cash Management > Payments > Express Transfer (RTGS/CHATS)

2.

Express Transfer (RTGS / CHATS)

Use Template *

Debit Information

Debit Account #

Account Currency

Amount

Debit Currency Debit Amount

Remit Currency^A Remit Amount

Exchange Rate Type * Exchange

Exchange Rate

Remitting Date †

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 #

Account Currency

Beneficiary Bank charges to be borne by

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

Remarks: # Debit Account of Remittance and Debit Account of Charges must be in the same bank.
^A Remit Currency: HKD/USD/EUR/CNY
[†] Under normal circumstances, the funds will be deducted immediately or deducted on the "Payment Value Date", and the receiving bank will collect the funds immediately or on the "Payment Value date" morning at the earliest.

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 #

Account Currency

Amount

Debit Currency Debit Amount

Remit Currency^A 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 *

Exchange Rate

Preferred Rate

Please Select

Preferred Rate

Exchange Contract

Exchange

(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 Contract** rate.

6.

Remitting Date †

☒ Submit Application Now

☐ Payment Value Date

You can choose to submit application now or select any working day within

7.

Charges	<p>Handling charges (Details) and beneficiary bank charges will be deducted in the way / from the account that you have selected.</p> <p><input checked="" type="radio"/> Handling charges to be deducted from the selected account #</p> <p>012-875-92-31708-6 BOCI PRUDENTIAL</p> <p>Account Currency: USD</p> <p>Beneficiary Bank charges to be borne by: Beneficiary</p> <p><input type="radio"/> Handling charges to be deducted from the remit amount and beneficiary bank charges to be borne by the beneficiary</p>
---------	---

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.


- (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: If you have selected beneficiary bank charges to be borne by remitter, 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	
<p>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.</p>	
Beneficiary Account Type	<input type="radio"/> Listed <input checked="" type="radio"/> Non-listed #
Account Number	<input type="text"/> <p>You can enter a maximum of 31 alphanumeric characters (Please exclude bank code)</p>
Name and Address ▲	<input type="text"/> <p>(A maximum of 28 Chinese or 140 English characters in a maximum of 4 rows is allowed)</p>
<p>Remarks: # Notice will be sent to you after your company has completed a payment transaction to a non-registered beneficiary account.</p>	

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	<input type="text"/>
Bank Name	<input type="text"/>

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	OSLOSNEWNEW
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



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	OSLOSNEWNEW
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)

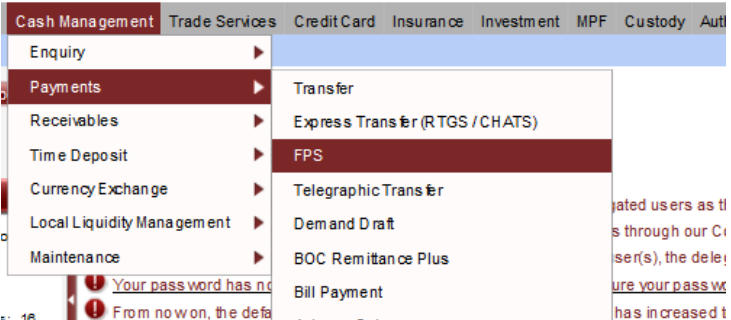
Remittance Commission	HKD 50.00
Beneficiary Bank Charges	to be borne by the beneficiary
Total Amount of Handling Charges and Beneficiary Bank Charges	HKD 50.00

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

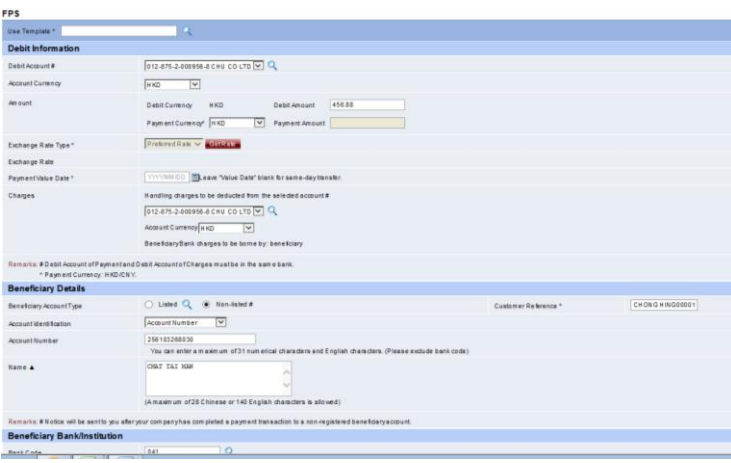
1.2 Create FPS Transaction

Step 1: Data Input

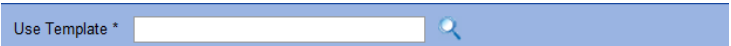
1.



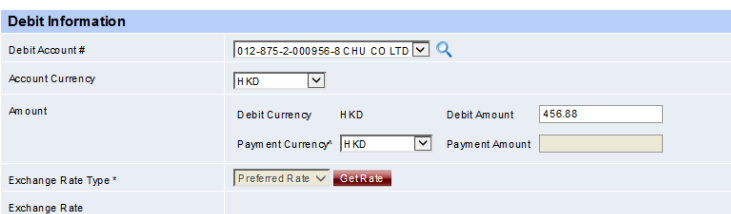
2.



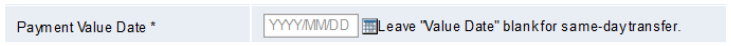
3.



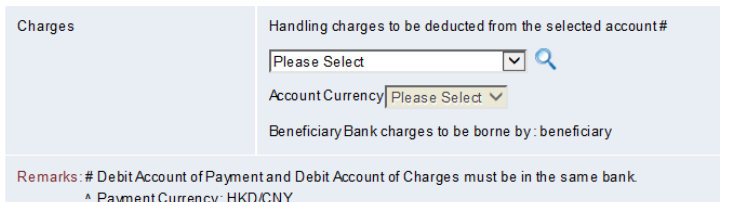
4.



5.




6.



Click **Cash Management > Payments > FPS**

FPS input screen will be displayed after selection.

(Optional)
If you have already saved the payment template, you can retrieve the template by clicking  button.

(1) Select **Debit Account**

(2) Select **Account Currency**

(3) Enter **Debit Amount** or **Payment Amount**

(4) Select **Payment Currency**

(Optional)

Payment Value Date: Effect the payment in any working day within 50 days. Leave blank for same-day transfer.

(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


Beneficiary Account Type: ☐ Listed ☒ Non-listed # Customer Reference #: CHONGHONG0001

Account Identification:

Account Number: 25010100010
You can enter a maximum of 31 numerical characters and English characters. (Please exclude bank code)

Name:
(A maximum of 20 Chinese or 140 English characters 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, 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

Beneficiary Account Type: ☐ Listed ☒ Non-listed # Customer Reference #: BANKREF020000

Account Identification:

FPS Identifier: 1010010
(A maximum of 20 Chinese or 140 English characters is allowed)

Name:
(A maximum of 20 Chinese or 140 English characters 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 chosen FPS Identifier in Account Identification, please enter related details:

- (1) FPS Identifier
- (2) Customer Reference (optional)

7.2.

Beneficiary Details

Beneficiary Account Type: ☐ Listed ☒ Non-listed # Customer Reference #: BANKREF020000

Account Identification:

Mobile Phone Number: +852 12345678
(A maximum of 20 Chinese or 140 English characters is allowed)

Name:
(A maximum of 20 Chinese or 140 English characters 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 chosen Mobile Phone Number in Account Identification, please enter related details:

- (1) Mobile Phone Number
- (2) Customer Reference (optional)

7.3.

Beneficiary Details

Beneficiary Account Type: ☐ Listed ☒ Non-listed # Customer Reference #: BANKREF020000

Account Identification:

Email Address: 12345678901234567890
(A maximum of 20 Chinese or 140 English characters is allowed)

Name:
(A maximum of 20 Chinese or 140 English characters 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 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.

Save as Draft Only Save as Template Only Submit Clear

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		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	458.08
Payment Currency	HKD	Payment Amount	458.08
Payment Value Date	Submit Application Now		
Handling Charges	HKD 0.55		
Debit Account	012-875-2-000956-8	Account Currency	HKD
Debit Account Name	CHU CO LTD		
Beneficiary Details			
Beneficiary Account Type	Non-Related	Customer Reference	CHONG WING BANK001
Account Number	2581828826		
Name	CHONG WING BANK		
Beneficiary Bank/Institution			
Bank Code	041		
Bank Name	Chong Wing Bank Limited		

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.

12.1

Transaction Type		FPS	
FPS - Authorise Instruction			
Debit Information			
Debit Account	012-875-2-000956-7		
Debit Account Name	CHU CO LTD		
Account Currency	HKD		
Debit Currency	HKD	Debit Amount	598.25
Payment Currency	HKD	Payment Amount	598.25
Payment Value Date	Submit Application Now		
Handling Charges	HKD 0.55		
Debit Account	012-875-2-000956-7	Account Currency	HKD
Debit Account Name	CHU CO LTD		
Beneficiary Details			
Beneficiary Account Type	Non-Related	Customer Reference	BAUKEFER02000
FPS Identifier	1838623		
Name	00000 000000000 120 (Please confirm beneficiary name)		

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.

12.2

Transaction Type		FPS	
FPS - Authorise Instruction			
Debit Information			
Debit Account	012-875-2-000956-7		
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 0.55		
Debit Account	012-875-2-000956-7	Account Currency	HKD
Debit Account Name	CHU CO LTD		
Beneficiary Details			
Beneficiary Account Type	Non-Related	Customer Reference	BAUKEFER02000
Mobile Phone Number	+852 6 1234 5678		
Name	0000 000000 0000 (Please confirm beneficiary name)		
Beneficiary Bank/Institution			
Bank Code	De Nutt Beneficiary Bank Institution		
Bank Name	De Nutt Beneficiary Bank Institution		

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.

12.3

Transaction Type		FPS	
FPS - Authorise Instruction			
Debit Information			
Debit Account	012-875-2-000956-7		
Debit Account Name	CHU CO LTD		
Account Currency	HKD		
Debit Currency	HKD	Debit Amount	333.25
Payment Currency	HKD	Payment Amount	333.25
Payment Value Date	Submit Application Now		
Handling Charges	HKD 0.55		
Debit Account	012-875-2-000956-7	Account Currency	HKD
Debit Account Name	CHU CO LTD		
Beneficiary Details			
Beneficiary Account Type	Non-Related	Customer Reference	BAUKEFER02000
Email Address	JE 123456789@123.com		
Name	CATSEY BAO JYE 1 (Please confirm beneficiary name)		
Beneficiary Bank/Institution			
Bank Code	004		
Bank Name	The Hongkong and Shanghai Banking Corporation Limited		

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.

Step 3: Transaction Confirmation

13.

Transaction Status: The application has been sent

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

1.3 Create Telegraphic Transfer Transaction

Step 1: Data Input

1

My Shortcut ▾

Cash Management Trade Services Credit Card Insurance Investment MPF Authorisation Centre

Enquiry ▾

Payments ▾

Transfer

Express Transfer (RTGS / CHATS)

Electronic Transfer(Express Processing)

Electronic Transfer

Telegraphic Transfer

Demand Draft

BOC Remittance Plus

Bill Payment

Autopay-Out

Payroll

Cheque Handling ▾

Account Number ▾

012-875-0-045507-1

012-875-0-045777-6

012-875-0-802176-4

012-875-0-803280-3

Payment Type Currency

Debit Account HKD

Debit Account HKD

Debit Account CNY

Debit Account USD

Update

Enquiry ▾

Useful Information ▾

Broadcast Message

Select **Cash Management> Payments> Telegraphic Transfer**

2.

Telegraphic Transfer

Use Template *

Debit Information

Debit Account # 012-875-1-009781-0 BOCI PRUDENTIAL

Account Currency HKD

Amount

Please [press here](#) for CNY remittance details

Debit Currency HKD Debit Amount

Remit Currency CAD Remit Amount

Payment Purpose Please Select

Exchange Rate Type * Preferred Rate Exchange

Exchange Rate

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 # Please Select

Account Currency Please Select

Correspondent Bank Charges to be borne by Please Select

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

Remarks: # Debit Account of Remittance and Debit Account of Charges must be in the same bank.

Beneficiary Bank Details

Telegraphic Transfer 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 # 012-875-1-009781-0 BOCI PRUDENTIAL

Account Currency HKD

Amount

Please [press here](#) for CNY remittance details

Debit Currency HKD Debit Amount

Remit Currency CAD Remit Amount

Payment Purpose Please Select

Payment Purpose Please Select

Preferred Rate

PAYMENT FOR GOODS

PAYMENT FOR SERVICE

INVESTMENT/WEALTH MANAGEMENT

CHARITY DONATION

BILL PAYMENT

PAYROLL

PAYMENT OF LOAN

LOAN LENDING

Handling charges ☐ Handling charge CASH SWEEPING

PURCHASING

Debit Account # OTHERS

(Screen 4.1)

(Screen 4.2)

- (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.

Exchange Rate Type Preferred Rate Exchange

Exchange Rate

(Optional)

If the Debit currency is different than the remit currency, please select **Preferred Rate** to generate the

6.

Charges	Handling charges (Details) and correspondent bank charges will be deducted in the way / from the account that you have selected.
	<input checked="" type="radio"/> 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
<input type="radio"/> Handling charges to be deducted from the remit amount and correspondent bank charges to be borne by the beneficiary	

exchange rate or contact the bank to reserve the **Exchange Contact** rate.

- (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 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. If Correspondent Bank Charges are requested to be borne by remitter, 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	
<input type="radio"/> Select and enter bank details from the bank list	

Beneficiary Bank Details	
Country / Region	CHINA
<input checked="" type="radio"/> Provide CNAPS Information	
<input type="radio"/> CNAPS No.	
<input checked="" type="radio"/> 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	<input type="radio"/> Listed <input checked="" type="radio"/> Non-listed #
Account Number / IBAN	<input type="text"/>
Name ▲	<input type="text"/>
(Please input the beneficiary's address information in the "Address" below.)	
Address * ▲	<input type="text"/>
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

☐ 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

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 *
(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.

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

Step 2: Transaction Verification

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	SWHQHKHXXX
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	<p>Please press  to generate a 6-digit Security Code on your device screen.</p> <p>Please enter your 6-digit Security Code <input type="text"/></p>	
------------------------	--	--

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

Step 3: Transaction Confirmation

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.

(Screen 4.1)

(Screen 4.2)

- (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	<p>Handling charges (Details) and correspondent bank charges will be deducted in the way / from the account that you have selected.</p> <p><input checked="" type="radio"/> Handling charges to be deducted from the selected account #</p> <p>Debit Account # 012-875-92-31747-1 CBS REVAMP AC 888888 </p> <p>Account Currency USD</p> <p>Correspondent Bank Charges to be borne by Beneficiary</p> <p><input type="radio"/> Handling charges to be deducted from the remit amount and correspondent bank charges to be borne by the beneficiary</p>
---------	---

- (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 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
<input type="radio"/> 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	<input checked="" type="radio"/> Listed <input type="radio"/> Non-listed #
Account Number	
Name and Address	<div></div> <p>(A maximum of 28 Chinese or 140 English characters in a maximum of 4 rows is allowed)</p>
Customer Reference *	

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	<input type="radio"/> Submit Application Now
	<input type="radio"/> 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 * ▲	<div></div> <p>(A maximum of 28 Chinese or 140 English characters in a maximum of 4 rows is allowed)</p>
Internal Payment Memo * ▲	<div></div> <p>(A maximum of 50 Chinese or 250 English characters in a maximum of 5 rows is allowed)</p>

(Optional)

- (1) Enter Message to Beneficiary
- (2) 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.

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	<p>Please press  to generate a 6-digit Security Code on your device screen.</p> <p>Please enter your 6-digit Security Code <input type="text"/></p>	
---------------------	--	---

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	SWHQHKH000X
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.

My Shortcut ▾

Cash Management Trade Services Credit Card Insurance Investment MPF Authorisation Centre

Enquiry ▾

Payments ▾

Transfer

Express Transfer (RTGS / CHATS)

Electronic Transfer(Express Processing)

Electronic Transfer

Telegraphic Transfer

Account Number ▾

012-875-0-045507-1

012-875-0-045777-6

012-875-0-602178-4

012-875-0-803280-3

Demant Draft

BOC Remittance Plus

Bill Payment

Autopay-Out

Payroll

Cheque Handling ▾

To-do-list ▾

Pending Authorisation: 0

Pending Repair

General Services: 2

Rejected by Bank

General Services: 2

Trade Services: 0

Update

Enquiry ▾

Useful Information ▾

Broadcast Message

Account Type	Currency
Debit Account	HKD
Debit Account	HKD
Debit Account	CNY
Debit Account	USD

Select **Cash Management>Payment>Demand Draft**

2.

Demand Draft

Use Template *

Debit Information

Debit Account #

Account Currency

Amount

Debit Currency Debit Amount

Remit Currency Remit Amount

Remitting Date

☐ Submit Application Now

☐ Submission Date

Charges

Handling Charges (Details) will be deducted in the way / from the account that you have selected

☐ Handling charges to be deducted from the selected account #

Debit Account

Account Currency

☐ Handling charges to be deducted from remit amount

Remarks: # Debit Account of Remittance and Debit Account of Charges must be in the same bank.

Payee Details

Beneficiary Account Type ☐ Listed ☐ Non-listed #

Name

(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

☐ By Registered Mail

Demand Draft 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 #

Account Currency

Amount

Debit Currency Debit Amount

Remit Currency Remit Amount

- (1) Choose **Debit Account**
- (2) Choose **Account Currency**
- (3) Enter **Debit Amount** or **Remit Amount**
- (4) Choose **Remit Currency**

5.

Charges

Handling Charges (Details) will be deducted in the way / from the account that you have selected

☒ Handling charges to be deducted from the selected account #

Debit Account


Account Currency

☐ Handling charges to be deducted from remit amount

- (1) Select Debit Account for handling charges and debit currency; or
- (2) Deducted handling chargers from the remit amount

6.


Payee Details

Beneficiary Account Type ☐ Listed  ☐ Non-listed # Customer Reference

Name ▲
(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

☐ 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 *

Bank Name *

☐ Province / City / Autonomous Region

Branch Name / Sub-Branch Name

☐ 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 *
(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 Bank”
- (2) Enter “Internal Payment Memo”

9.

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.
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

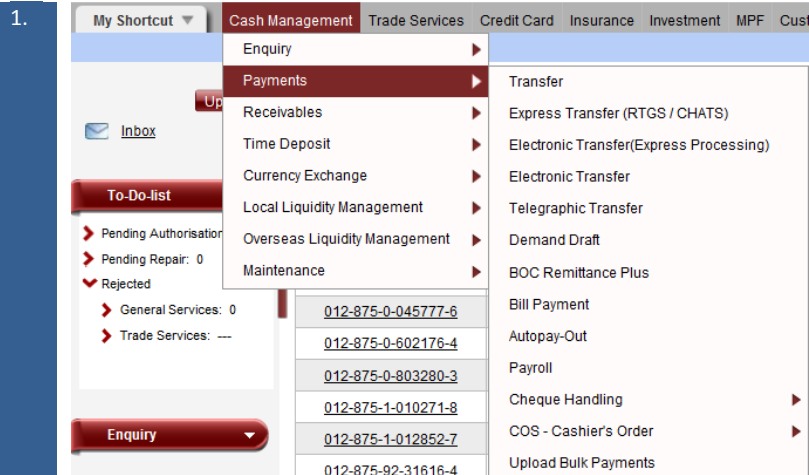
Remittance Commission	HKD(Subject to the charges announced by the Bank at the time of transaction.)
Debit Currency	HKD

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



Select **Cash Management**>
Payments> **Upload Bulk Payments**

(* Optional Input)

Upload File

Transaction Type: Bulk Payments

File Location: 浏览...

Rejection Mode: ☒ Reject Whole File ☐ Reject Partial

Upload Status Notification * #:

Remarks: # Please enter your email under the "Upload Status Notification" so that you will be notified of "Upload Result Enquiry" after system checking.

- (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)



Press **"Upload"** button to upload transaction.

Upload File

Status: File Reference Number

File uploaded received. Please click [here](#) to enquire upload results.

[Back](#)

While the file is uploaded, please enquire the upload results.

File Reference Number	Transaction Type	File Name	Status	Date	Transaction Count(s)		
					Number of Uploaded Transaction(s)	Accepted	Error
F1223000001	COS-Cashier's Order	CIBCKP20150410A.DAT	Uploaded	2015/04/10	1000	1000	0
F1223000015	COS-Cashier's Order	CIBCKP20150410B.DAT	Uploaded	2015/04/10	1	1	0
F1223000007	COS-Cashier's Order	CIBCKP20150410C.DAT	Uploaded	2015/04/10	4	4	0

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	<input type="text"/>
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
Remit Currency	HKD
Debit Amount	100.00
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 *
<input type="text"/>

You can press "Use Template"  button to open search window or go to Cash Management> Maintenance>Template Maintenance

4.

Template Search	
Template Name *	<input type="text"/>
Transaction Type	Transfer
Customer Reference *	<input type="text"/>
Beneficiary Name *	<input type="text"/>
Records Shown Per Page	<input checked="" type="radio"/> 25 Items <input type="radio"/> 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
<u>TEST</u>	Transfer	---	OSL05NEWNEW
<u>TEST_333</u>	Transfer	---	OSL05NEWNEW

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 012-075-92-32821-3
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

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 Applications Sent

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.

- (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.

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 Time Deposit Currency Exchange

Maintenance Standing Instruction

Account Number Beneficiary List

Template Maintenance

Account Type Currency

HKD Current Account HKD

HKD Current Account HKD

Update

Cash Management > Maintenance > Standing Instruction

4. **Standing Instruction Maintenance**

Standing Instruction Name *

Transaction Type *

Customer Reference *

Beneficiary Name *

Records Shown Per Page ☒ 25 Items ☐ 50 Items

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**

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.

The screenshot shows the 'Cash Management' menu with a sub-menu 'Maintenance' expanded, highlighting 'Beneficiary List'. The 'To-do-list' on the left shows 'Pending Authorisation: 0', 'Pending Repair: 0', 'General Services: 2', 'Rejected by Bank: 0', 'General Services: 2', and 'Trade Services: 0'. The 'Update' button is visible.

Select **Cash Management**>
Maintenance> **Beneficiary List**

2.

You are here: Cash Management > Maintenance > Beneficiary List

[Print](#)

Account Number / IBAN / Beneficiary Number	Name	Address
012-875-0-045507-1	ABC 123	
012-875-0-045777-6		

Press **"ADD"** button to add beneficiary.

3.

Add New Beneficiary

Account Type: LOCAL BANK A/C

Bank Code: [Bank Code](#)

Bank Name:

Account Number: Please exclude bank code

Name ▲ #:

Address * ▲ #:

Daily Debit Limit (HKD Equivalent): 0.00

Enter Beneficiary information.

4.

Press **"Submit"** after data entry completed.

Step 2: Beneficiary Information Verification

5.

Verification

Confirmed by AUTH1

Please verify the beneficiary details and follow below instructions for verification:

- Press on your Security Device until "-" appears on the device screen.
- Enter the above digits, (Total transaction count) and (Checksum), which are highlighted in RED into the device #.
- Please press to generate a 6-digit Transaction Confirmation Code on your device screen.

Please enter your 6-digit Transaction Confirmation Code:

Remarks: # For input error, please use to delete the number.

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

Step 3: Beneficiary Information Confirmation

6.

You are here: Cash Management > Maintenance > Beneficiary List

Steps [1](#) [2](#) [3](#)

Transaction Status : Transaction is completed

Transaction Type	Add New Beneficiary	Transaction Reference	R271000652	Transaction Date & Time	2012/01/13 14:45
Maker	AUTH1				

If transaction is completed represents your beneficiary is successfully added.

3.2 Transaction Authorisation

Step 1: Select Transaction to Authorise

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** Download Centre

Update You are here: Home

Inbox

To-Do-list

Pending Authorisation: 0

Pending Repair: 0

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

Click on **"Authorisation Centre"**.

2. (* Optional input)

Authorisation Centre

User ID: All

Bank Reference: *

Status: All

Transaction Type: All

File Reference Number: *

Records Shown Per Page: ☒ 25 Items ☐ 50 Items

Search **Clear**

- (1) Enter transaction information
- (2) Press **"Search"** button

Step 2: Authorise Transaction Verification

3.

Transaction Type	Account Number	Currency	Amount	Value Date	Status	Action
Create User			---		Pending 1st Authorisation	Amend Delete
Transfer	012-875-0-046591-7	HKD	5.00	2024/12/13	Pending 1st Authorise	Authorise Return Delete
Transfer	012-875-0-046545-4	HKD	150.00		Pending 1st Check	Check Return Delete

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.
- For "Cash Management" transactions, blank "Value Date" implies "Submit Application Now". But for "COS - Cashier's Order" transactions, there may be multiple "Value Dates" so that only blank "Value Date" will be shown.

Bulk Checks **Bulk Authorisation** **Bulk Delete** **Bulk Return**

- (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. **Transfer - Check Instruction**

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: 012-875-1-015612-7

Name: CHAN MAN

Verification

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

Please enter your 6-digit Security Code:

Security Code

Back **Confirm**

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

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 *	<input type="text"/>		
User ID *	<input type="text"/>		
Status	<input type="text" value="All"/>		
Group	<input type="text" value="All"/>		
<input type="button" value="Search"/> <input type="button" value="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.

You are here: Management > User Settings > User List
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 <input type="checkbox"/> Change
Email Address	hubert***@bochk.com <input type="checkbox"/> Change
Designated transaction notification and e-Cheque/e-Cashier's Order notification *	Means of Notification: SMS and Email Language Selection <input checked="" type="radio"/> Traditional Chinese <input type="radio"/> Simplified Chinese <input type="radio"/> English
Authorisation Group	<input type="text" value="A"/> (Applicable to control over list of beneficiary accounts only) <input type="text" value="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

- | | | | |
|---|--|--|---|
| <input checked="" type="checkbox"/> Transfer | <input checked="" type="checkbox"/> Express Transfer | <input checked="" type="checkbox"/> Electronic Transfer (Express Processing) | <input checked="" type="checkbox"/> Electronic Transfer |
| <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) | <input checked="" type="checkbox"/> COS-Cashier's Order | <input checked="" type="checkbox"/> Issue e-Cheque |
| <input checked="" type="checkbox"/> Issue e-Cashier's Order | | | |

Receivables

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> Autopay-In | <input checked="" type="checkbox"/> Autopay-In (Payment Type) | <input checked="" type="checkbox"/> Sub-account Maintenance | <input checked="" type="checkbox"/> Sub-account Transaction History |
| <input checked="" type="checkbox"/> Deposit e-Cheque/e-Cashier's Order | | | |

Enquiry

- ☒
- Cheque Collection

Time Deposit

- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> Set Up Time Deposit | <input checked="" type="checkbox"/> Close Time Deposit Account | <input checked="" type="checkbox"/> Maturity Date Amendment Instruction | <input checked="" type="checkbox"/> Interest Rate Enquiry |
|---|--|---|---|

Local Liquidity Management

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Local Physical Cash Pooling | <input checked="" type="checkbox"/> Global Liquidity Management | <input checked="" type="checkbox"/> Interest Reallocation | <input checked="" type="checkbox"/> InterCo Fund Transfer |
| <input checked="" type="checkbox"/> Payment Limit Control Settings | <input checked="" type="checkbox"/> Payment Limit Control Adjustment | <input checked="" type="checkbox"/> Group Payment Limit Control Settings | <input checked="" type="checkbox"/> Group Payment Limit Control One-off Adjustment |
| <input checked="" type="checkbox"/> Cross-Border Cash Pool Manual Sweep | <input checked="" type="checkbox"/> Combined Available Funds | | |

Maintenance

- | | |
|--|--|
| <input checked="" type="checkbox"/> Beneficiary List | <input checked="" type="checkbox"/> 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.

You are here: Management > User Settings > User List

Steps 1 2 3 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			
<input checked="" type="checkbox"/> Transfer	<input checked="" type="checkbox"/> Express Transfer	<input checked="" type="checkbox"/> Electronic Transfer (Express Processing)	<input checked="" type="checkbox"/> Electronic Transfer
<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"/> Requecheque Book	<input checked="" type="checkbox"/> Payroll	<input checked="" type="checkbox"/> Payroll (Payment Type)	<input checked="" type="checkbox"/> Bill Payment
<input checked="" type="checkbox"/> Autopay	<input checked="" type="checkbox"/> Autopay-Out (Payment Type)	<input checked="" type="checkbox"/> COS-Cashier's Order	<input checked="" type="checkbox"/> Issue e-Cheque
<input checked="" type="checkbox"/> Issue Cashier's Order			
Receivables			
<input checked="" type="checkbox"/> Autopay	<input checked="" type="checkbox"/> Autopay-In (Payment Type)	<input checked="" type="checkbox"/> Sub-account Maintenance	<input checked="" type="checkbox"/> Sub-account Transaction History
<input checked="" type="checkbox"/> Deposit Cheque/e-Cashier's Order			
Enquiry			
<input checked="" type="checkbox"/> Cheque collection			
Time Deposit			
<input checked="" type="checkbox"/> Set Up Time Deposit	<input checked="" type="checkbox"/> Close Time Deposit Account	<input checked="" type="checkbox"/> Maturity Date Amendment Instruction	<input checked="" type="checkbox"/> Interest Rate Enquiry
Local Liquidity Management			
<input checked="" type="checkbox"/> Local Physical Cash Pooling	<input checked="" type="checkbox"/> Global Liquidity Management	<input checked="" type="checkbox"/> Interest Reallocation	<input checked="" type="checkbox"/> InterCo Fund Transfer
<input checked="" type="checkbox"/> Payment Limit Control Setting	<input checked="" type="checkbox"/> Payment Limit Control Adjustment	<input checked="" type="checkbox"/> Group Payment Limit Control Settings	<input checked="" type="checkbox"/> Group Payment Limit Control One-off Adjustment
<input checked="" type="checkbox"/> Cross-Border Cash Pool Manual keep	<input checked="" type="checkbox"/> Combined Available Funds		
Maintenance			
<input checked="" type="checkbox"/> Amend User List	<input checked="" type="checkbox"/> 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



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 Addressing Service Authorisation Settings

Step 1: Addressing Service Authorisation Settings

1.

You are here: Management > Authorisation Matrix Settings > Addressing Service Authorisation Settings
Steps [1](#) > [2](#) > [3](#) [Print](#) [Help](#) [Service Directory](#) [Glossary](#) [Add to My Shortcut](#)

Addressing Service Authorisation Settings

Addressing Service Control	1st Authorisation	2nd Authorisation	3rd Authorisation
	<input type="text" value="A"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
or	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

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

Choose the Addressing Service Control matrix and click “Submit”.

Step 2: Authorise Transaction Verification

2.

You are here: Management > Authorisation Matrix Settings > Addressing Service Authorisation Settings
Steps [1](#) > [2](#) > [3](#) [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

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 SecurityCode on your device screen. Please enter your 6-digit SecurityCode <input type="text"/>

 **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.

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

Step 3: Authorise Transaction Confirmation

3.

You are here: Management > Authorisation Matrix Settings > Addressing Service Authorisation Settings
Steps [1](#) > [2](#) > [3](#) > [4](#) [Print](#) [Help](#) [Service Directory](#) [Glossary](#)

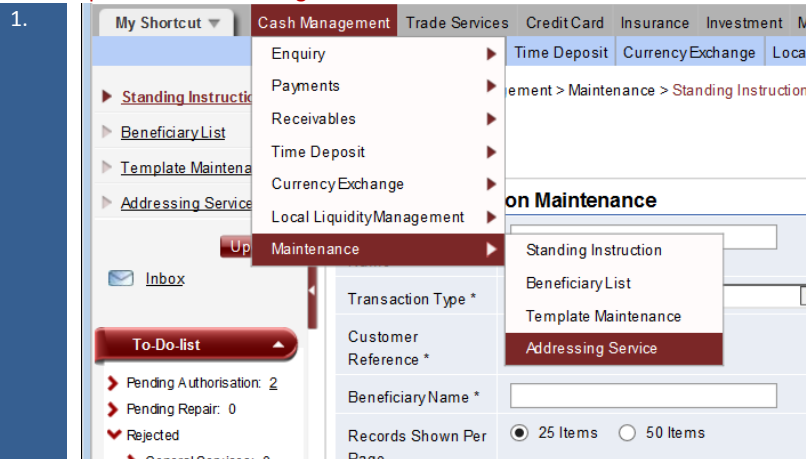
Transaction Status: The transaction has been completed

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.

4.2 Create Addressing Record

Step 1: Create Addressing Record



Select **Cash Management > Maintenance > Addressing Service**

You are here: Cash Management > Maintenance > Addressing Service



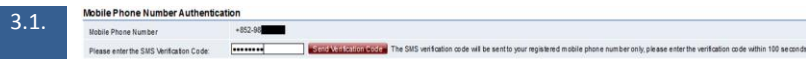
Select "Create New" button.



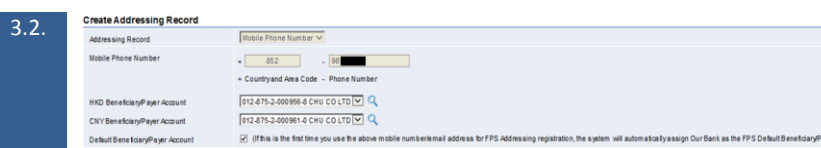
Choose Addressing Record

- (1) Mobile Phone Number
- (2) Email Address
- (3) FPS Identifier

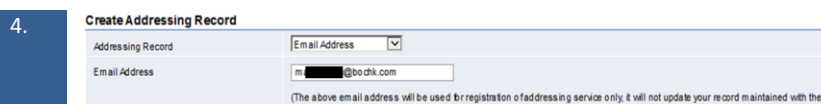
Create Addressing Record using Mobile Phone Number requires provision of Country/Area Code and Phone Number.



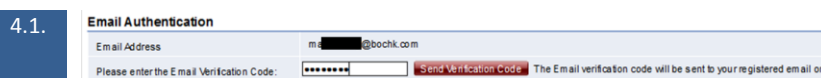
Create Addressing Record using Mobile Phone Number
Enter the FPS Addressing Service One Time Password from the SMS.



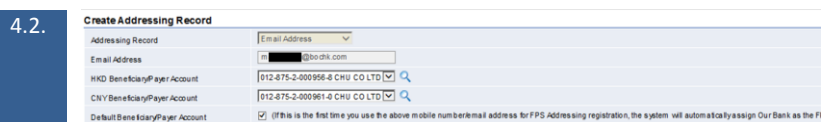
Create Addressing Record using Mobile Phone Number
Select "HKD Beneficiary Account" and "CNY Beneficiary Account".
Default Beneficiary field: Default Bank of China (Hong Kong) Limited as Beneficiary Bank.



Create Addressing Record using Email Address requires provision of a valid email address.



Create Addressing Record using Email Address
Enter the FPS Addressing Service One Time Password from the Email.



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	<input checked="" type="checkbox"/> (If this is the first time you use the above mobile number/email address for FPS Addressing registration, the system will automatically assign Our Bank as the FPS Default Beneficiary/Payer Bank.)

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



Please verify the information in this page before confirming the transaction.	
Transaction Type	Create Addressing Record
Create Addressing Record - Authorise Instruction	
Mobile Phone Number	852-1-1111
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	<input checked="" type="checkbox"/> (If this is the first time you use the above mobile number/email address for FPS Addressing registration, the system will automatically assign Our Bank as the FPS Default Beneficiary/Payer Bank.)
Verification	
Confirmed by USER2	Please press to generate a 6-digit Security Code on your device screen. Please enter your 6-digit Security Code: <input type="text"/>
Points to Note * Kindly note that the account you selected in linking with Mobile Number/E-mail Address/FPS Identifier would potentially be used in other payment applications (e.g. Direct Debit Authorisation etc.), apart from for fund collection.	
Customer Confirmation and Terms & Conditions Acceptance <input checked="" type="checkbox"/> I have read, acknowledged and agreed to the Bank's Conditions for Services and in particular the Condition relating to "Faster Payment System" therein.	

Create Addressing Record using Mobile Phone Number
Please insert 6-digit security code by using the security token.



Please verify the information in this page before confirming the transaction.	
Transaction Type	Create Addressing Record
Create Addressing Record - Authorise Instruction	
Email Address	852-1-1111@bank.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	<input checked="" type="checkbox"/> (If this is the first time you use the above mobile number/email address for FPS Addressing registration, the system will automatically assign Our Bank as the FPS Default Beneficiary/Payer Bank.)
Verification	
Confirmed by USER2	Please press to generate a 6-digit Security Code on your device screen. Please enter your 6-digit Security Code: <input type="text"/>
Points to Note * Kindly note that the account you selected in linking with Mobile Number/E-mail Address/FPS Identifier would potentially be used in other payment applications (e.g. Direct Debit Authorisation etc.), apart from for fund collection.	
Customer Confirmation and Terms & Conditions Acceptance <input checked="" type="checkbox"/> I have read, acknowledged and agreed to the Bank's Conditions for Services and in particular the Condition relating to "Faster Payment System" therein.	

Create Addressing Record using Email Address
Please insert 6-digit security code by using the security token.



Please verify the information in this page before confirming the transaction.	
Transaction Type	Create Addressing Record
Create Addressing Record - Authorise Instruction	
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	<input checked="" type="checkbox"/> (If this is the first time you use the above mobile number/email address for FPS Addressing registration, the system will automatically assign Our Bank as the FPS Default Beneficiary/Payer Bank.)
Verification	
Confirmed by USER2	Please press to generate a 6-digit Security Code on your device screen. Please enter your 6-digit Security Code: <input type="text"/>
Points to Note * Kindly note that the account you selected in linking with Mobile Number/E-mail Address/FPS Identifier would potentially be used in other payment applications (e.g. Direct Debit Authorisation etc.), apart from for fund collection.	
Customer Confirmation and Terms & Conditions Acceptance <input checked="" type="checkbox"/> I have read, acknowledged and agreed to the Bank's Conditions for Services and in particular the Condition relating to "Faster Payment System" therein.	

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

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

Create Addressing Record

Mobile Phone Number	+852-3-12345678
Registered Name	CHU CO LTD
HKD Beneficiary Account	012-875-2-000956-8 CHU CO LTD
CNY Beneficiary Account	012-875-2-000961-0 CHU CO LTD
Default Beneficiary Account	<input checked="" type="checkbox"/>

Create Addressing Record using Mobile Phone Number

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

7.1

Transaction Status: The transaction has been completed

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

Create Addressing Record

Email Address	me@bndk.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	<input checked="" type="checkbox"/>

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 as

Create Addressing Record using Email Address

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

7.2.

Transaction Status: The transaction has been completed

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	<input checked="" type="checkbox"/>

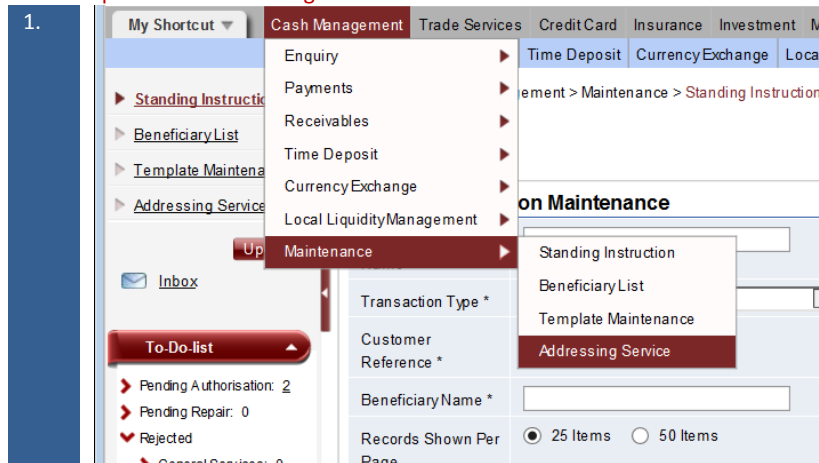
If the above Mobile Phone No./E-mail Address is different from the contact information you registered with Our Bank, please be reminded that this Mobile Phone No./E-mail Address will not replace your contact

Create Addressing Record using FPS Identifier

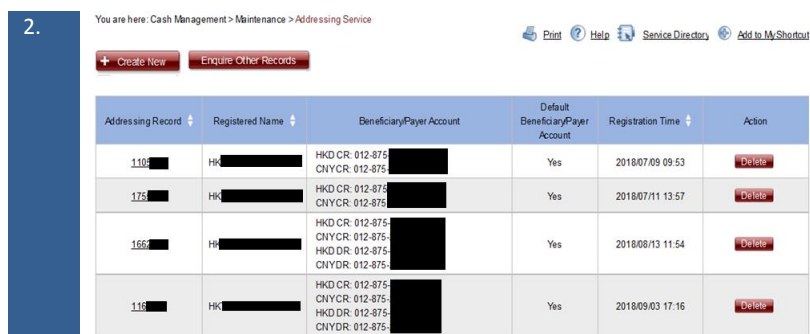
If “The transaction has been completed” is shown, it represents your application is successfully processed and your designated FPS Identifier will be shown.

4.3 Update Addressing Record

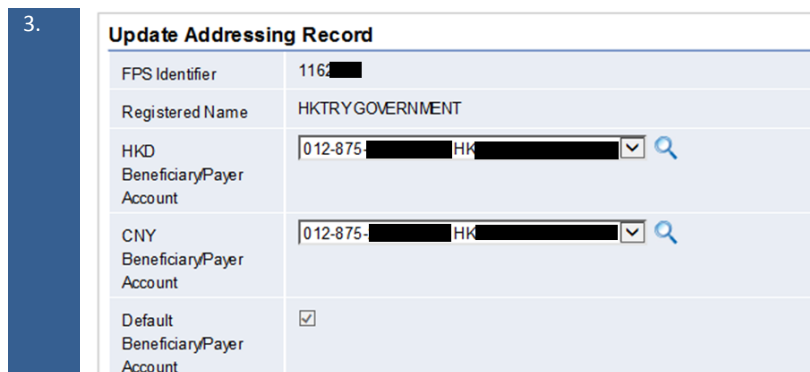
Step 1: Select Addressing Record



Select **Cash Management > Maintenance > Addressing Service**

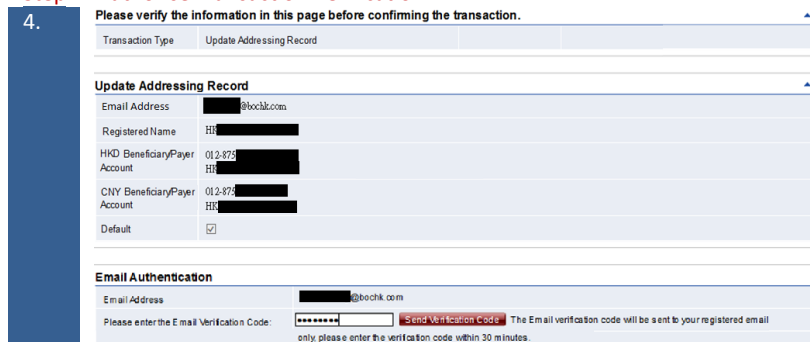


Select the addressing record for update.



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

Step 2: Authorise Transaction Verification



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 verify the information in this page before confirming the transaction.

Transaction Type	Update Addressing Record
------------------	--------------------------

Update Addressing Record - Authorise Instruction

FPS Identifier	116
Registered Name	HK
HKD Beneficiary/Payer Account	012-875- HK
CNY Beneficiary/Payer Account	012-875- HK
Default Beneficiary/Payer Account	<input checked="" type="checkbox"/>

Verification

Confirmed by USER1	<p>Please press  to generate a 6-digit SecurityCode on your device screen.</p> <p>Please enter your 6-digit SecurityCode <input type="text"/></p>
--------------------	--

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

Step 3: Transaction Confirmation

6.

Transaction Status: The transaction has been completed

Transaction Type	Update Addressing Record	Transaction Reference	E004000665	Transaction Date & Time	2018/09/07 09:41
Maker	USER1	1st Authoriser	USER1		

Update Addressing Record

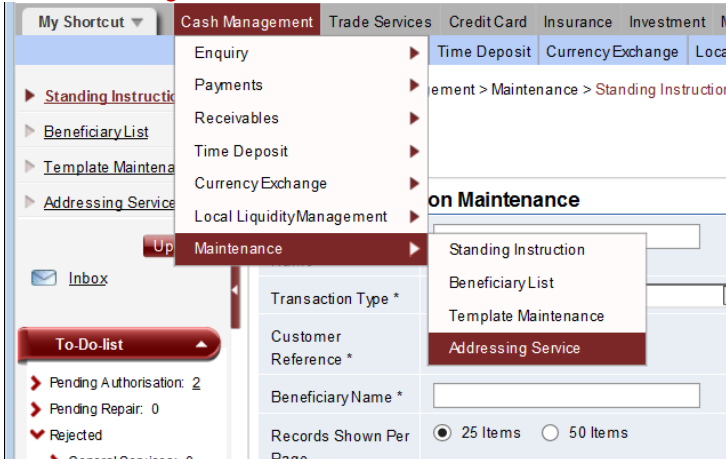
FPS Identifier	116
Registered Name	HK
HKD Beneficiary/Payer Account	012-875- HK
CNY Beneficiary/Payer Account	012-875- HK
Default Beneficiary/Payer Account	<input checked="" type="checkbox"/>

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.



The screenshot shows the 'Cash Management' menu with the following path highlighted: **Cash Management > Maintenance > Addressing Service**. The 'Addressing Service' option is selected, and a sub-menu is displayed with the following options: **Standing Instruction**, **Beneficiary List**, **Template Maintenance**, and **Addressing Service**. The 'Addressing Service' option is highlighted in red.

Select **Cash Management > Maintenance > Addressing Service**

2.

You are here: Cash Management > Maintenance > Addressing Service

[Print](#) [Help](#) [Service Directory](#) [Add to My Shortcut](#)
[Create New](#) [Enquire Other Records](#)

Addressing Record	Registered Name	Beneficiary/Payer Account	Default Beneficiary/Payer Account	Registration Time	Action
1105	HK	HKD CR: 012-875- CNYCR: 012-875-	Yes	2018/07/09 09:53	Delete
1105	HK	HKD CR: 012-875- CNYCR: 012-875-	Yes	2018/07/11 13:57	Delete
1650	HK	HKD CR: 012-875- CNYCR: 012-875- HKD DR: 012-875- CNYDR: 012-875-	Yes	2018/08/13 11:54	Delete
1105	HK	HKD CR: 012-875- CNYCR: 012-875- HKD DR: 012-875- CNYDR: 012-875-	Yes	2018/09/03 17:16	Delete

Select the addressing record for deletion and click “Delete”.

Step 2: Authorise Transaction Verification

3.


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

Transaction Type	Delete Addressing Record
------------------	--------------------------

Delete Registered Record - Authorise Instruction

FPS Identifier	162
Registered Name	HK
HKD Beneficiary Account	012-875- HK
HKD Payer Account	012-875- HK
CNY Beneficiary Account	012-875- HK
CNY Payer Account	012-875- HK
Default Beneficiary/Payer Account	<input checked="" type="checkbox"/>

Verification

Confirmed by USER1 Please press  to generate a 6-digit SecurityCode on your device screen.
Please enter your 6-digit SecurityCode

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

Step 3: Transaction Confirmation

4.

Transaction Status: The transaction has been completed

Transaction Type	Delete Addressing Record	Transaction Reference	E004000668	Transaction Date & Time	2018/09/07 09:42
Maker	USER1	1st Authoriser	USER1		

Delete Registered Record

FPS Identifier	162
Registered Name	HK
HKD Beneficiary Account	012-875- HK
HKD Payer Account	012-875- HK
CNY Beneficiary Account	012-875- HK
CNY Payer Account	012-875- HK
Default Beneficiary/Payer Account	<input checked="" type="checkbox"/>

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.

Management Trade Services Credit Card Insurance Investment MPF Custody Authorisation Centre Download Centre Management **Tools**

Upload

Custom Reports

Inbox

Send Message

Transaction Draft

You are here: Home

Welcome to "BOCNET HK".

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

2.

You are here: Tools > Send Message

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

Print Help Service Directory Add to My Shortcut

(* Optional input)
(▲ Traditional Chinese characters are allowed)

Send Message

Bank: BANK OF CHINA (HONG KONG) LIMITED

Message Type: REMITTANCE

Subject: Please Select

Submit Clear

3.

Transaction Reference *	<input type="text"/>
Customer Reference *	<input type="text"/>
Select Sender Account	Please Select
Recipient *	<input type="text"/>

4.

Transaction Reference *	<input type="text"/>
Customer Reference *	<input type="text"/>
Select Sender Account	Please Select
Recipient *	<input type="text"/>

5.

銀行備考號 BANK REFERENCE :

匯款日期 REMITTING DATE :

/ / (YYYY/MM/DD)

匯款貨幣 REMIT CURRENCY :

匯款金額 REMIT AMOUNT :

Select Tools > Send Message

(1) Choose Remittance in **Message Type**

(2) Choose Amendment Request in **Subject**

(Optional)

(1) Input Transaction Reference

(2) Input Customer Reference

(3) Input Recipient

Select Sender Account (which should be the debit account of the related remittance instruction).

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.

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.



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

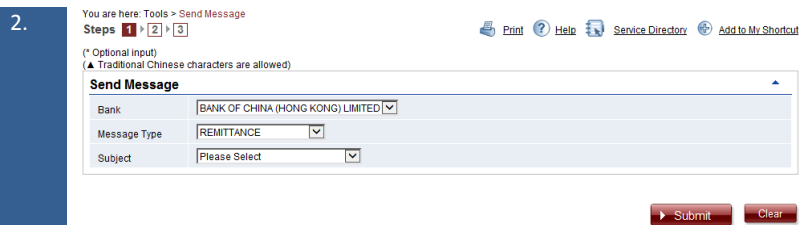
If "Transaction Completed" is shown, it represents your application is submitted (please note that it takes time to process the Amendment Request. "Transaction Completed" does not mean the instruction has been accepted).

5.2 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**

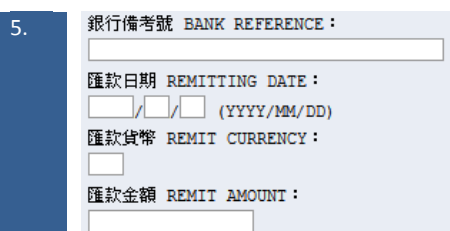
3. 

(Optional)

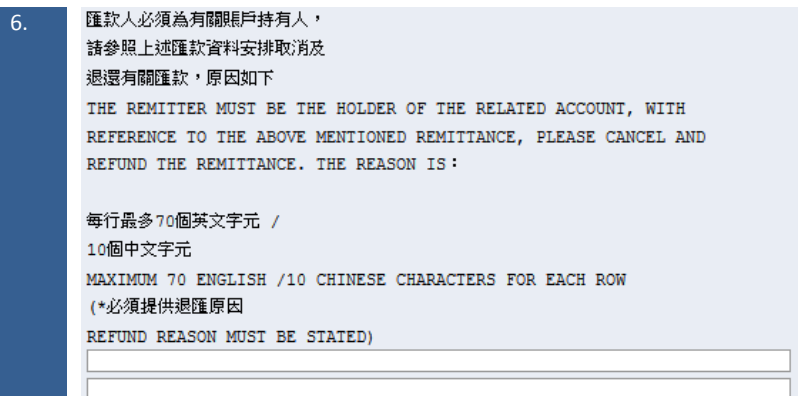
- (1) Input Transaction Reference
- (2) Input Customer Reference
- (3) Input Recipient

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.

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.

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:

- Press ☒ on your Security Device until "*" appears on the device screen.
- Enter the above digits of "Remit Amount" which are underlined in **RED** into the device. # (Details)
- 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-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

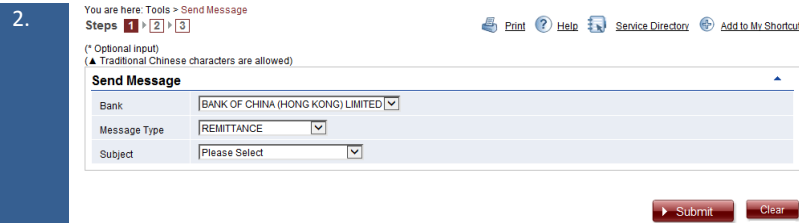
If "Transaction Completed" is shown, it represents your application is submitted (please note that it takes time to process the Amendment Request. "Transaction Completed" does not mean the instruction has been accepted).

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)

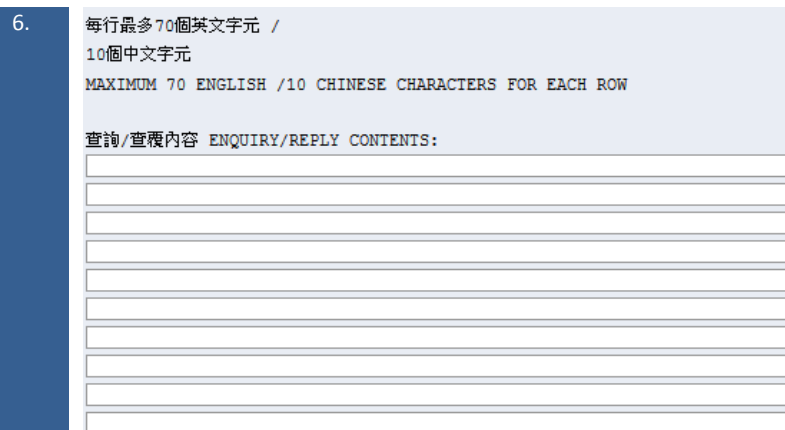
- (1) Input Transaction Reference
- (2) Input Customer Reference
- (3) Input Recipient

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.

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		
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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
Maker	TOKEN2			2011/11/21 10:23

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).