中國銀行(香港) BANK OF CHINA (HONG KONG) | iGTB

iGTB NET

Adaptive User Guide

FOR NEW AND EXISTING
CORPORATE INTERNET BANKING USERS OF BOCHK

ADDRESS

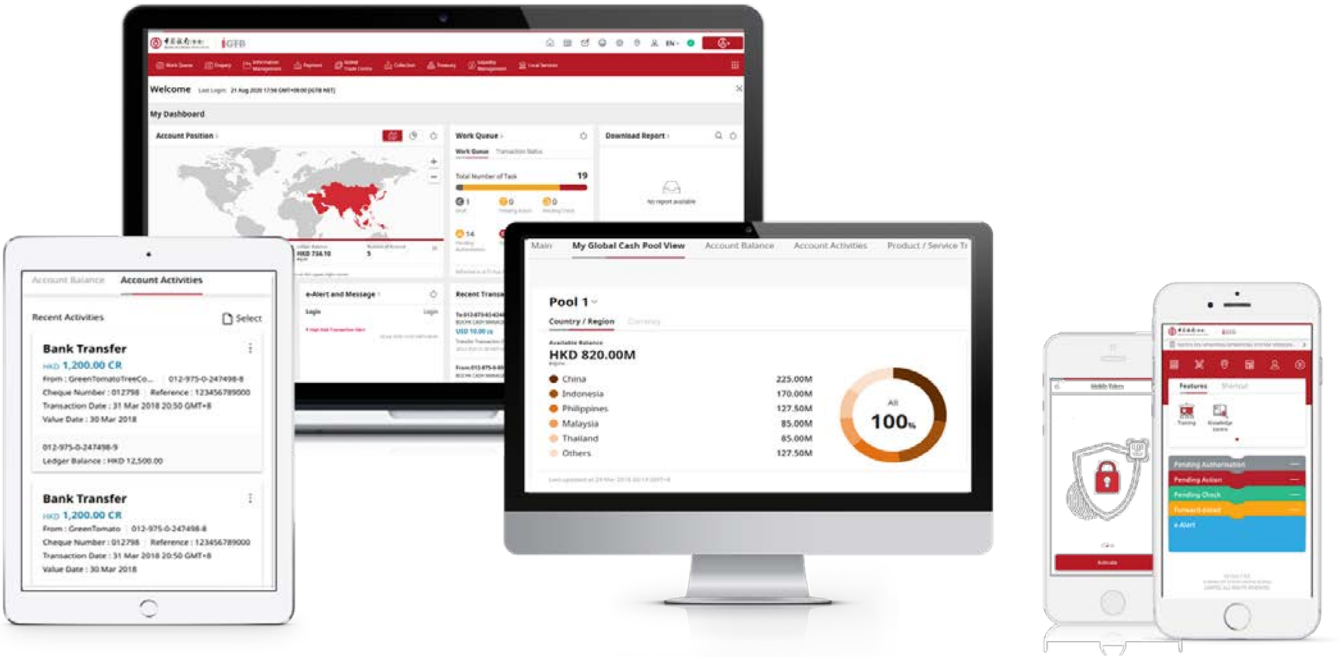
32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

CONTACT

Phone: (852) 3988 1333
Email: cbs_inf@bochk.com
Website: www.bochk.com

Welcome to

iGTB WORLD


Welcome
My Dashboard
Account Position
Work Queue
Download Report
No report available
e-Alert and Message
Recent Transactions

Account Balance | Account Activities

Recent Activities

Select

Bank Transfer
HKD 1,200.00 CR
From : GreenTomatoTreeCo... | 012-975-0-247498-8
Cheque Number : 012798 | Reference : 123456789000
Transaction Date : 31 Mar 2018 20:50 GMT+8
Value Date : 30 Mar 2018

012-975-0-247498-9
Ledger Balance : HKD 12,500.00

Bank Transfer
HKD 1,200.00 CR
From : GreenTomato | 012-975-0-247498-8
Cheque Number : 012798 | Reference : 123456789000
Transaction Date : 31 Mar 2018 20:50 GMT+8
Value Date : 30 Mar 2018

Main | My Global Cash Pool View | Account Balance | Account Activities | Product / Service Tr

Pool 1

Country / Region

Available Balance
HKD 820.00M

China	225.00M
Indonesia	170.00M
Philippines	127.50M
Malaysia	85.00M
Thailand	85.00M
Others	127.50M

All 100%

Features
Pending Authorisation
Pending Action
Pending Check
e-Alert
Activate

Contents

About iGTB NET 04

The All-New Experience 05

Changes Highlight 06

Work Queue 07

Online Experience 09

Multiple Device Support 10

New Login Page 11

Customer Support 12

Training Enrollment 13

Adaptive User Guides 14

About iGTB NET

The All-New Corporate Internet Banking of BOCHK

New experience of transaction banking service online

iGTB, the intelligent Global Transaction Banking Platform of BOCHK, provides full range of transaction banking services online to corporate customers in the region. The all-new corporate Internet Banking channel, iGTB NET supports full spectrum of transaction banking services with interactive online experience including operating account enquiry, payment, payroll, account receivable management, liquidity management, e-commerce, factoring, supply chain finance and information management.

Regional Focus

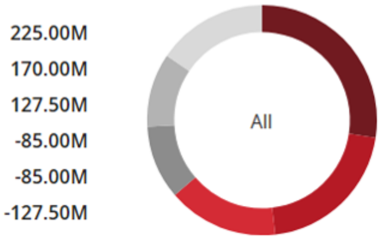
Aligning with the Belt and Road initiative, iGTB NET provides a full range of high quality online transaction banking services to the ASEAN region.

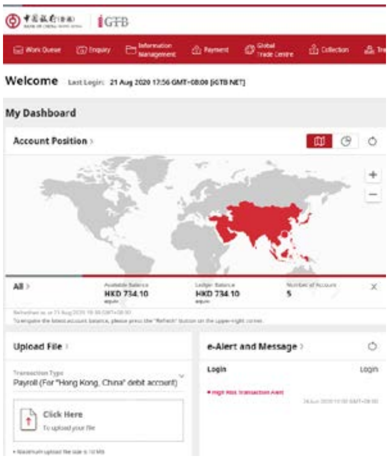
Global Connection

Managing your corporate accounts globally has never been easier. Through iGTB NET, you can simply enquire your global BOC group accounts and manage account transactions in real time.

The All-New Experience

More than just interface and cosmetic changes, we focus further into experience optimisation. iGTB NET is built for serving your business needs with all-new online.





Welcome Last Login: 21 Aug 2020 17:56 GMT+08:00 [iGTB NET]

My Dashboard

Account Position

All

Available Balance	Ledger Balance	Number of Account
HKD 734.10	HKD 734.10	5

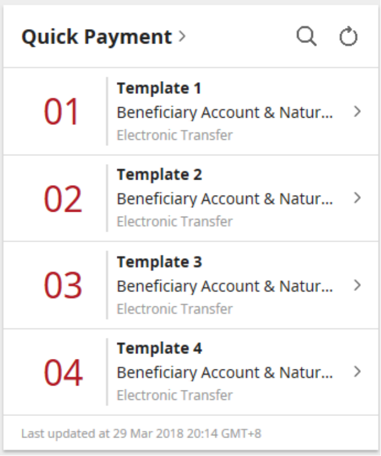
Upload File

Transaction Type
Payroll (For "Hong Kong, China" debit account)

Click Here
To upload your file

e-Alert and Message

Login



Quick Payment

01	**Template 1** Beneficiary Account & Natur... Electronic Transfer	>
02	**Template 2** Beneficiary Account & Natur... Electronic Transfer	>
03	**Template 3** Beneficiary Account & Natur... Electronic Transfer	>
04	**Template 4** Beneficiary Account & Natur... Electronic Transfer	>

Last updated at 29 Mar 2018 20:14 GMT+8

One Glance

Visible Data

Plain numbers and account information turn into visualized data. Enjoy the vivid view of these financial data. Clear and precise.

One Place

Dashboard

New dashboard design provides an intuitive working interface with enhanced operational experience through combination of visual data and transactional widgets.

One View

Card View

New card view design supports viewing of your financial operations from multiple angles, a new quick tool designed for your management and operational efficiency.

Changes Highlight

Pushing through limits

BOCHK continues to provide you with better service. In iGTB NET, we have further improved online banking capacities to satisfy your growing business needs.

Max. Size of Upload File	**10** MB Increased by *3 times*
Max. No. of Holder's Accounts	**5,000** accounts Increased by *5 times*
Max. No. of Reg. Beneficiaries	**3,000** beneficiaries Increased by *10 times*
Max. No. of Payment Templates	**10,000** templates
Max. No. of Primary & Delegated Users	**200** users
Max. No. of Saved Drafts	**200** drafts

Work Queue

Keep track of the life cycle of an instruction

We offer you a better view of all instructions and their status. Find out what is waiting for you at a glance.

Draft

Initiate an instruction

Pending Action

Special instructions for you further action

Pending Check

Instructions for you to check

Pending Authorisation

Instructions for you to authorise

Received by Bank

Instructions received by BOCHK

Processing

Instructions processing by BOCHK

Completed

Completed instructions

Forward-dated

Instructions be processed
on an approved future date

Rejected

Rejected instructions

Deleted

Deleted instructions

Brand-New experience. Secure as always. iGTB NET supports your online transactions, safe and easy.

- 2-Factor Authentication (2FA): Password and One-Time Password (OTP) are required for any online financial transactions.
- High Risk Transaction Notification: An email notification and SMS will be sent to the designated authoriser(s) after completing a high risk transaction.
- Management Limits and Payment Limits: Effective management and payment limit settings are supported and for upgrading to iGTB NET, previous limit settings would be migrated automatically.
- Beneficiary Registration: Similar to the existing beneficiary registration mechanism, you can register for your payment beneficiaries to further protect your payment operation.

Online Experience

Experience iGTB NET with a different angle online

Online Customer Service

Online Customer Service is a live text-chat service connecting you to our staff over instant messages. Click on this tab on the screen and start the chat.

New Inbox

Through the new Inbox, you would receive our timely notifications about your transactions including Notice, e-Alert, Message and Broadcast.

Online Electronic Advice

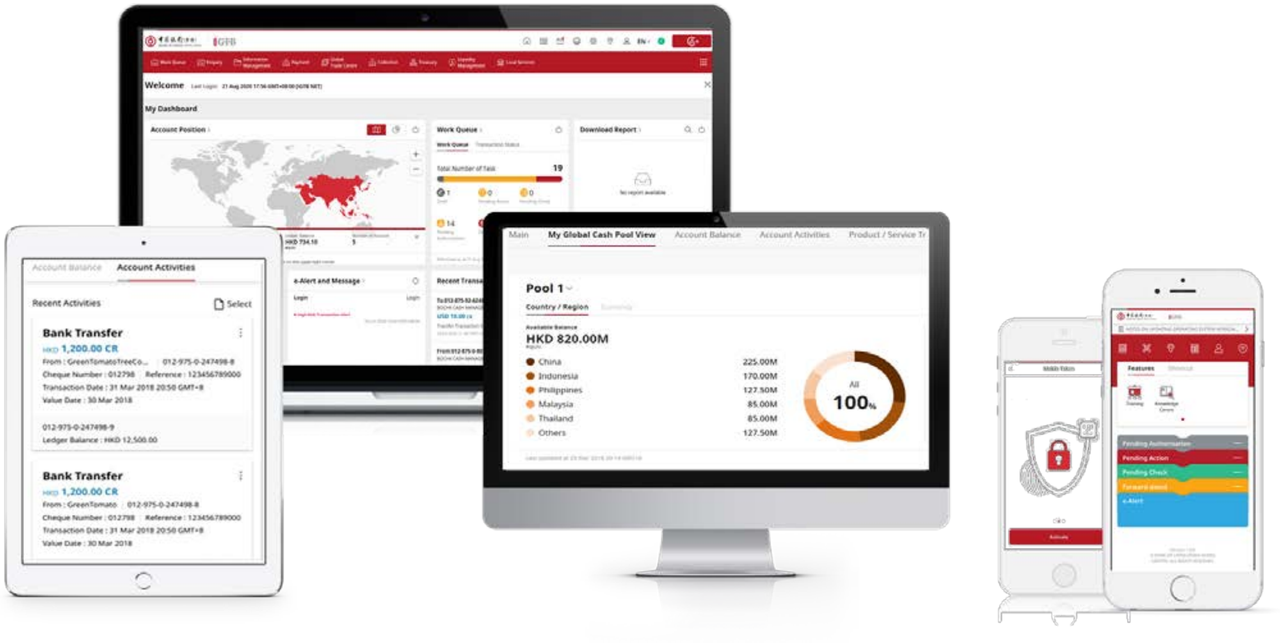
Enjoy the convenience of accessing various types of eAdvice and reports. iGTB NET allows you to acquire your electronic advices for up to the past 6 months.

New Knowledge Centre

Visit our new Knowledge Centre online for information you need to know about iGTB NET. Know more about transaction cut-off time, payment product guides and security tips here.

Multiple Device Support

Access the new iGTB NET with different devices


Welcome
My Dashboard
Account Position
Work Queue
Download Report
Account Balance
Account Activities
Recent Activities
Select
Bank Transfer
HKD 1,200.00 CR
Bank Transfer
HKD 1,200.00 CR
Main
My Global Cash Pool View
Account Balance
Account Activities
Pool 1
Country / Region
HKD 820.00M
China 225.00M
Indonesia 170.00M
Philippines 127.50M
Malaysia 85.00M
Thailand 85.00M
Others 127.50M
All
100%

Suggested Browser Versions

iGTB NET supports the latest versions of popular browsers, like Internet Explorer, Google Chrome, Firefox and Safari.

If you are not using recent browser versions, please upgrade your browser to the latest version.

Always access iGTB NET via BOCHK official portal -

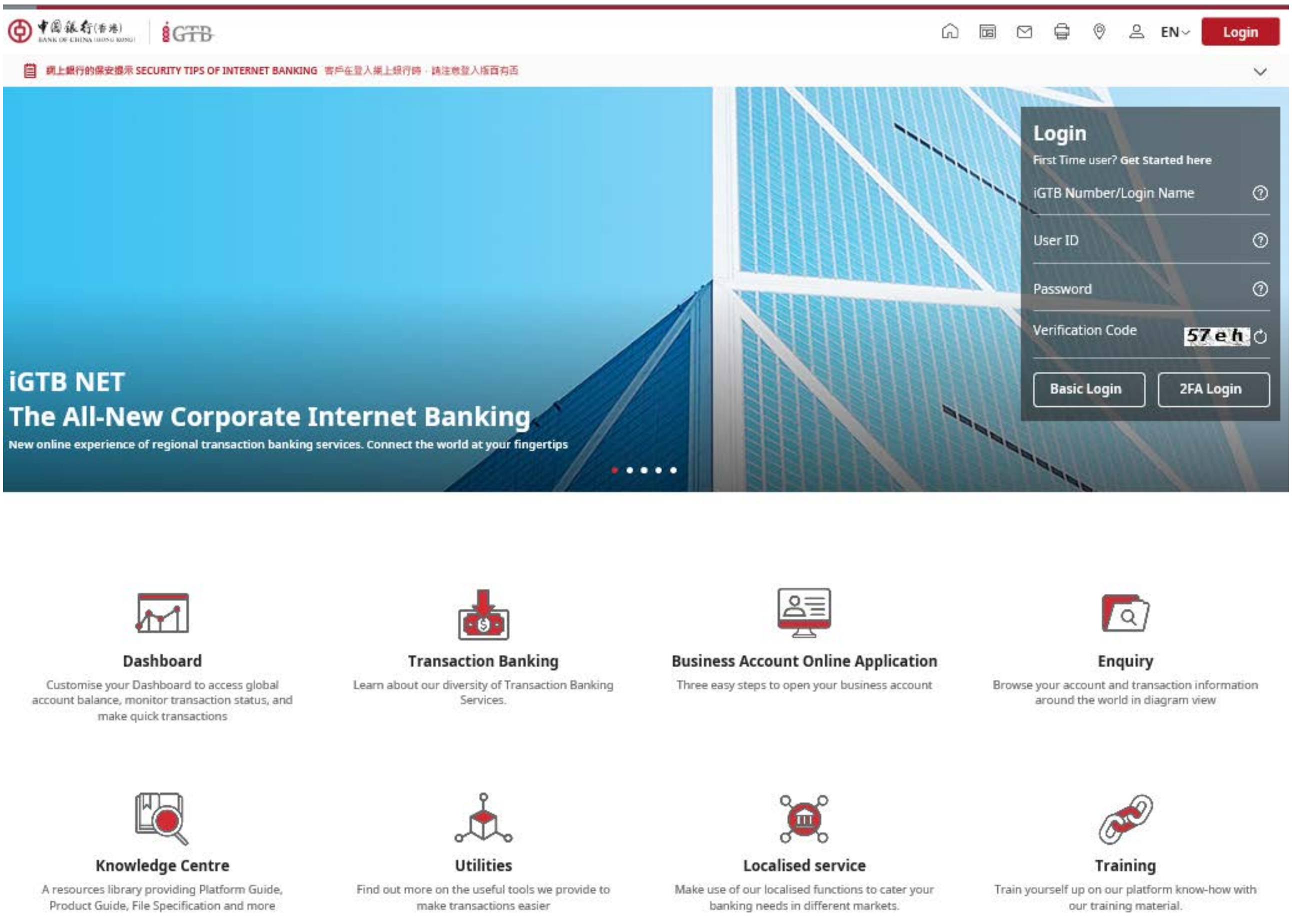
www.bochk.com

Find “Online Login” > Choose “Business Customers”

> Select “iGTB NET”

New Login Page

Smarter login experience with more information



網上銀行的保安提示 SECURITY TIPS OF INTERNET BANKING 客戶在登入網上銀行時，請注意登入版面有否

Login

First Time user? **Get Started here**

iGTB Number/Login Name

User ID

Password

Verification Code 57eh

iGTB NET

The All-New Corporate Internet Banking

New online experience of regional transaction banking services. Connect the world at your fingertips

Dashboard

Customise your Dashboard to access global account balance, monitor transaction status, and make quick transactions

Transaction Banking

Learn about our diversity of Transaction Banking Services.

Business Account Online Application

Three easy steps to open your business account

Enquiry

Browse your account and transaction information around the world in diagram view

Knowledge Centre

A resources library providing Platform Guide, Product Guide, File Specification and more

Utilities

Find out more on the useful tools we provide to make transactions easier

Localised service

Make use of our localised functions to cater your banking needs in different markets.

Training

Train yourself up on our platform know-how with our training material.

Corporate Website

Find iGTB NET login on our corporate website www.bochk.com, "Online login" section. Choose "Business Customer" and then click "iGTB NET.

Existing User

Login to iGTB NET with the same User ID and Password via www.bochk.com. Existing login credentials including security device and e-Certs will continue to take effect in iGTB NET.

New User

Login to iGTB NET with assigned User ID and Password via www.bochk.com. Activation process of new login credentials including security device will be guided by tutorial after first login to iGTB NET.

Customer Support

Our customer service representatives are ready to help

Customer Service Hotline

☎ **3988-1333**

(9:00am–6:00pm, Mon–Fri)

Online Customer Service

Live text chat service connecting you to our staff instantly. Our customer service representative would be pleased to provide assistance to you.

Online - Chat to our staff online when you have a query

Instant – Via text, video or audio and get instant answers in real time

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Simple - Click on the tab on the screen and start text chat

Online Training

We provide various types of traning online to meet your needs where you can easily find useful infomation.

Save time – Get your needed information and guidance quickly

Convenient – Have your training anytime, anywhere

Interactive – A new way to increase interaction with customers

Classroom Training

We are delighted to have you in our classroom training session. Meet us face to face for a sharing on our hassel-free online operation.

Face-to-face – Convenient training location for meeting trainers

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Group interaction – Learn as group from peers and trainer

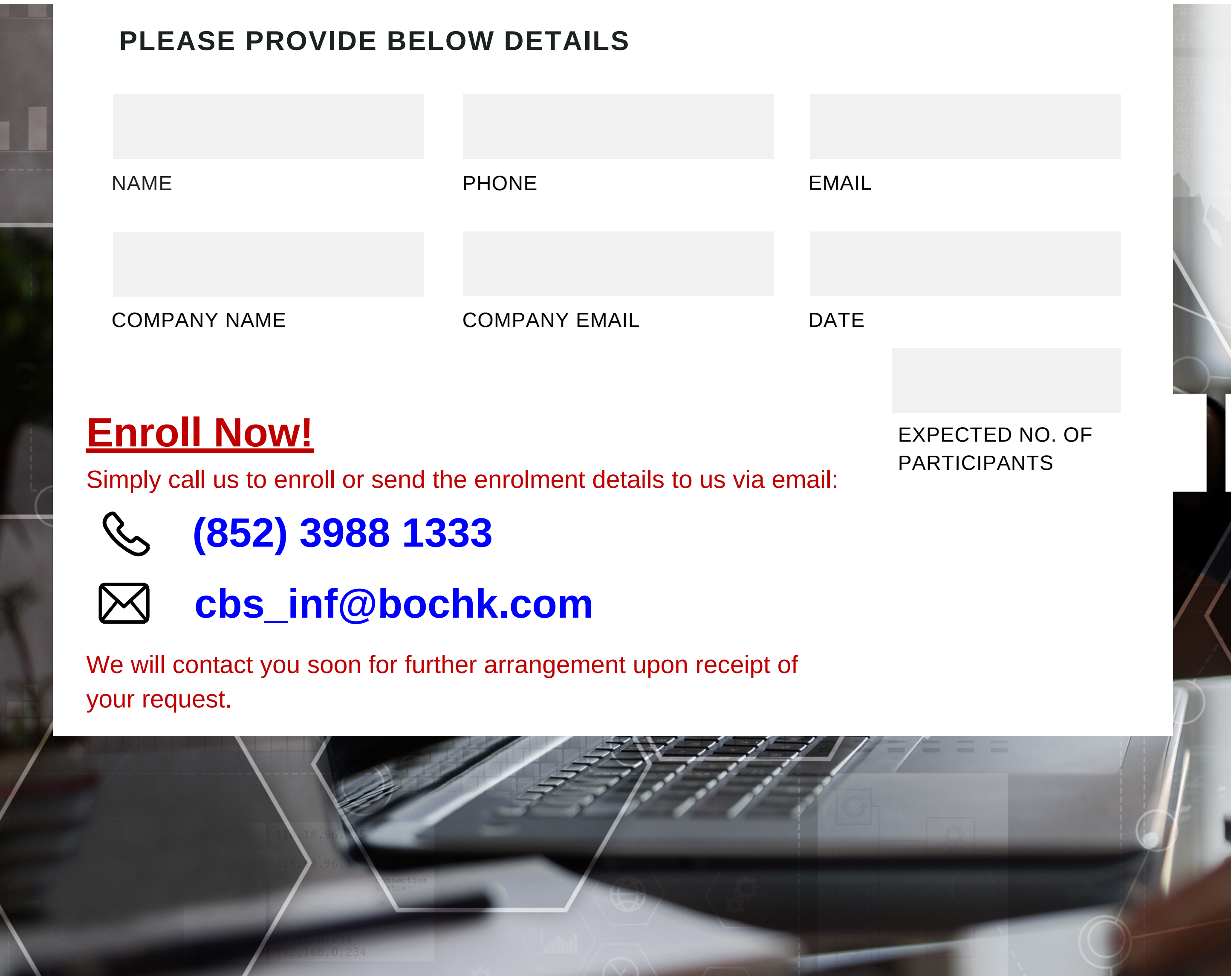
Instant reply – Let us reply your questions directly

Training Enrollment

To help you familiarize yourself with the operation of iGTB NET, we provide online customer training videos, and we are looking forward to your participation in our customer training courses. Simply fill the form below to indicate your preference to us.

Online Training Videos (***Click on the topic or scan the following QR code to access***)

First Time Login	Payment	Online Services	Authorisation	Information Management



PLEASE PROVIDE BELOW DETAILS

NAME

PHONE

EMAIL

COMPANY NAME

COMPANY EMAIL

DATE

EXPECTED NO. OF PARTICIPANTS

Enroll Now!

Simply call us to enroll or send the enrolment details to us via email:

☎ **(852) 3988 1333**

✉ **cbs_inf@bochk.com**

We will contact you soon for further arrangement upon receipt of your request.

ADAPTIVE USER GUIDES

READY FOR iGTB NET OPERATION

Guides to commonly-used functions on iGTB NET may be found in this section.

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

Address

32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

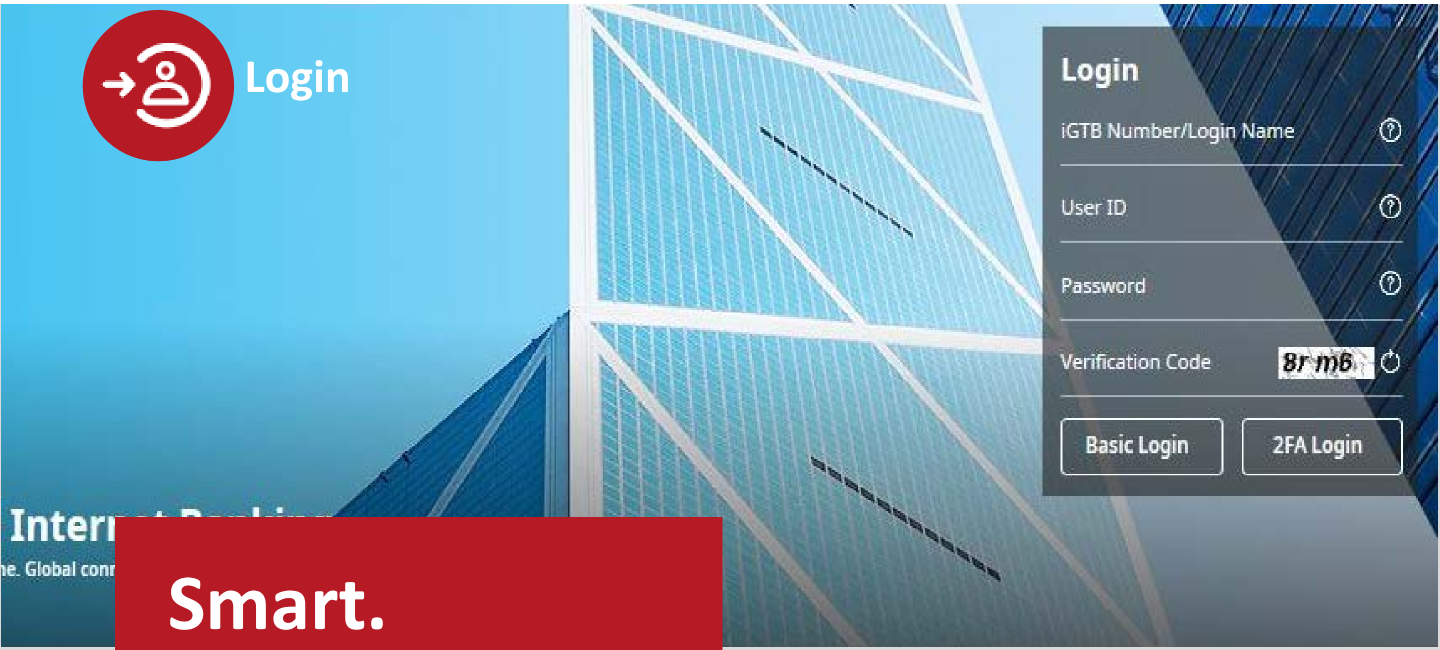
Phone

+852 3988 1333

Email

cbs_inf@bochk.com

Login



Smart.
Concise.
Safe.

iGTB NET Brand New Login design

Login smarter with the new iGTB NET portal. Scrolling banners show the latest information that you are interested. Quick access toolbar and new login box design give you better login experience. Enriched portal content gives your further assistance to online functions and experience.

Choose Your Login Mode

- Basic login

  A quick glance on corporate financial status

- 2FA login:

  Safe authorisation for transactions with 2-factor login

- Login Prompting Overlay:

  Reminds promptly on login required

Login Features

Smarter Ways to Login

Follow the new screen design to provide your login credentials. Access to the tooltips for login assistance. You will see new landing dashboard after successful login.

Concise Design

With the new, concise and clear interface, login with your User ID, password with other login credentials including security device and e-Certificates.

Safety First, as Always

Brand new design comes, safe as always. You are now ready to experience a new online transaction banking platform.

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CENTRAL, HONG KONG

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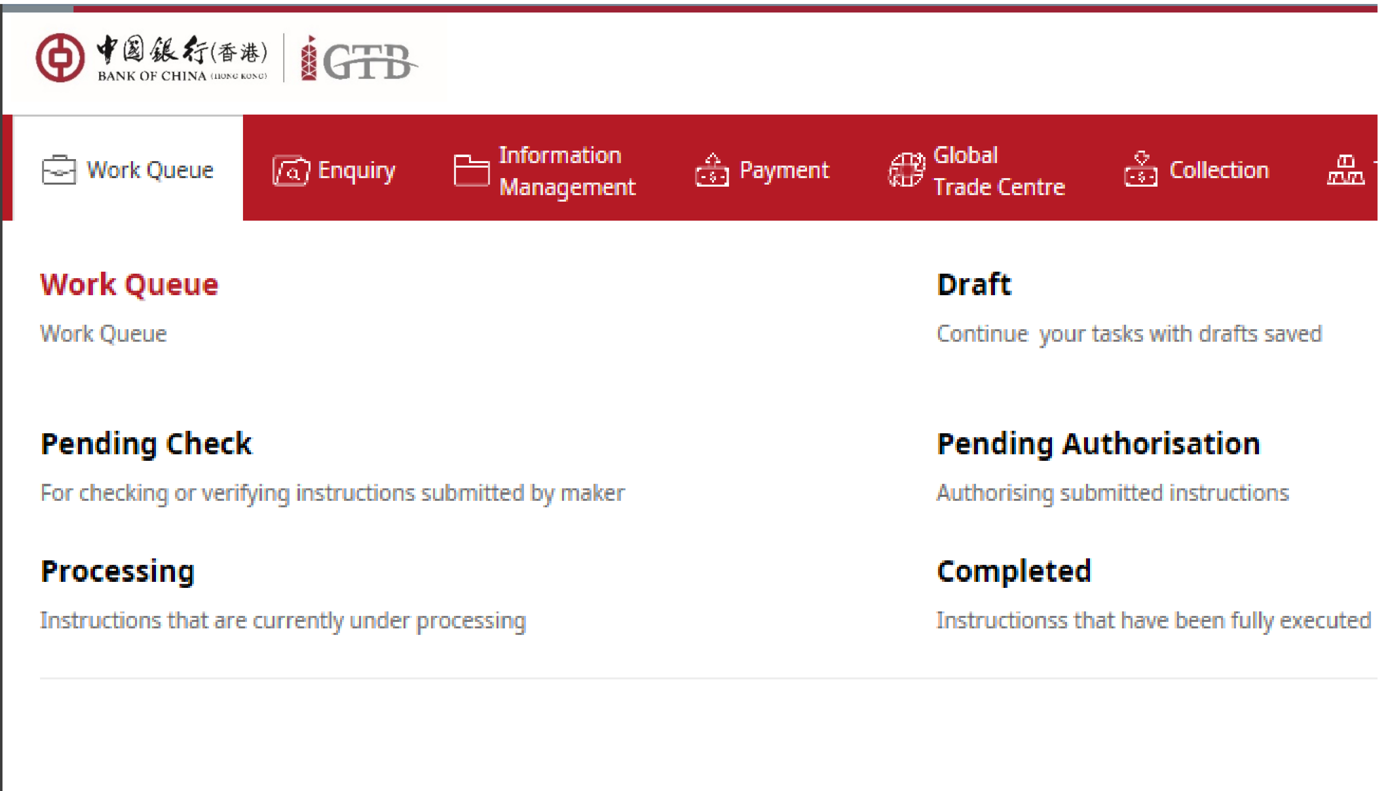

中國銀行(香港) BANK OF CHINA (HONG KONG)
GTB
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection

Work Queue

Work Queue

Draft

Continue your tasks with drafts saved

Pending Check

For checking or verifying instructions submitted by maker

Pending Authorisation

Authorising submitted instructions

Processing

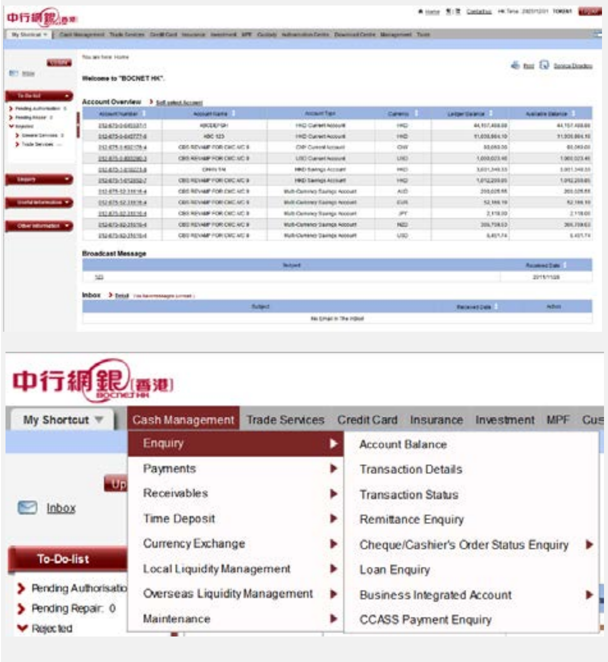
Instructions that are currently under processing

Completed

Instructionss that have been fully executed

Adaptive Highlights

Previous after login page design


中行網銀(香港) BOCNET HK
My Shortcut
Cash Management
Trade Services
Credit Card
Insurance
Investment
MPF
Cus
Enquiry
Payments
Receivables
Time Deposit
Currency Exchange
Local Liquidity Management
Overseas Liquidity Management
Maintenance
Account Balance
Transaction Details
Transaction Status
Remittance Enquiry
Cheque/Cashier's Order Status Enquiry
Loan Enquiry
Business Integrated Account
CCASS Payment Enquiry
Inbox
To-Do-list
Pending Authorisatio
Pending Repair: 0
Rejected

Full-featured Frontend

One-stop global transaction banking service, iGTB NET provides you with versatile functional modules.

Interactive Menu

Always access to the functional modules with the upper menu. Clear and Simple.

Clear and Direct

The lower dynamic menu displays the sub-functions of each module, with a brief description of the service / product.

Address

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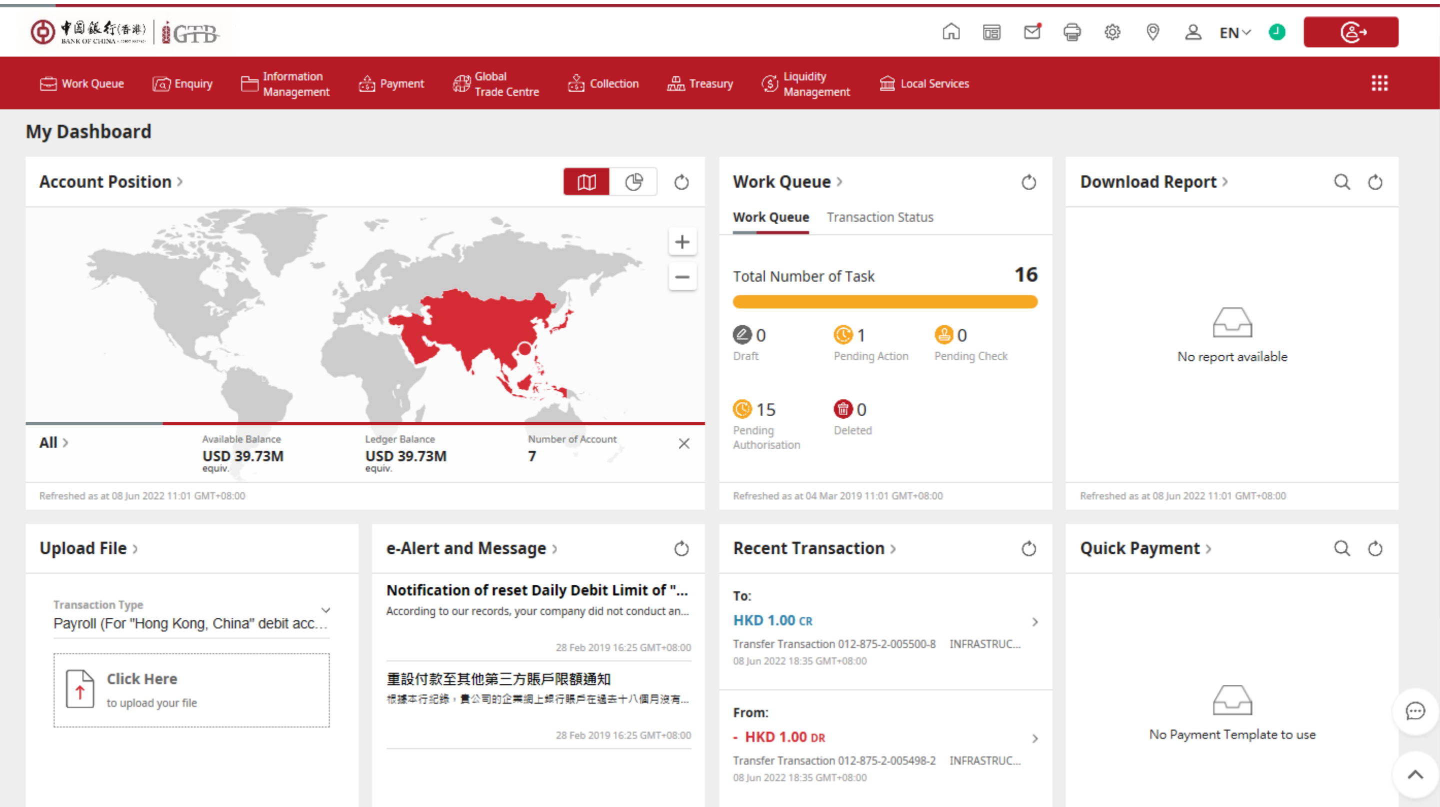


My Dashboard

Account Position

All

Available Balance	Ledger Balance	Number of Account
USD 39.73M equiv.	USD 39.73M equiv.	7

Refreshed as at 08 Jun 2022 11:01 GMT+08:00

Work Queue

Work Queue | Transaction Status

Total Number of Task 16

0	1	0
Draft	Pending Action	Pending Check
15	0	
Pending Authorisation	Deleted	

Refreshed as at 04 Mar 2019 11:01 GMT+08:00

Download Report

No report available

Refreshed as at 08 Jun 2022 11:01 GMT+08:00

Upload File

Transaction Type: Payroll (For "Hong Kong, China" debit acc…

Click Here to upload your file

e-Alert and Message

Notification of reset Daily Debit Limit of "…
According to our records, your company did not conduct an…
28 Feb 2019 16:25 GMT+08:00

重設付款至其他第三方賬戶限額通知
根據本行紀錄，貴公司的企業網上銀行賬戶在過去十八個月沒有…
28 Feb 2019 16:25 GMT+08:00

Recent Transaction

To:
HKD 1.00 CR
Transfer Transaction 012-875-2-005500-8 INFRASTRUC…
08 Jun 2022 18:35 GMT+08:00

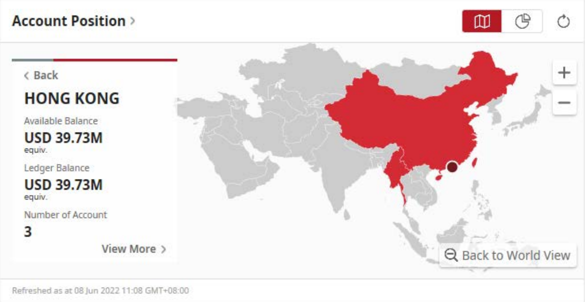
From:
- HKD 1.00 DR
Transfer Transaction 012-875-2-005498-2 INFRASTRUC…
08 Jun 2022 18:35 GMT+08:00

Quick Payment

No Payment Template to use

New Features

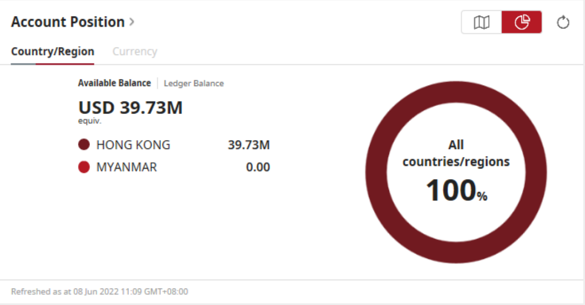
New Experience



Account Position

Back
HONG KONG
Available Balance: USD 39.73M equiv.
Ledger Balance: USD 39.73M equiv.
Number of Account: 3
View More

Refreshed as at 08 Jun 2022 11:08 GMT+08:00



Account Position

Country/Region | Currency

Available Balance | Ledger Balance

USD 39.73M equiv.

● HONG KONG	39.73M
● MYANMAR	0.00

Refreshed as at 08 Jun 2022 11:09 GMT+08:00

Dashboard View

New dashboard as the personal landing page that brings an intuitive working interface for you to management your tasks and information at a glance.

Card View Widgets

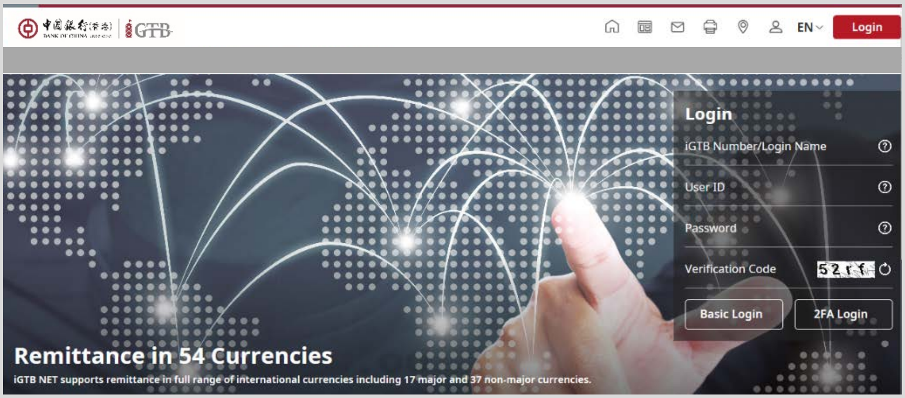
Visualize the main functions in card view widgets and experience the efficiency and convenience brought by the dashboard.

Choose Your Style

Graphical display of account position, map mode and graphic mode. Switch and find the style that suits you most.

Step 1

Access iGTB NET login page via www.bochk.com

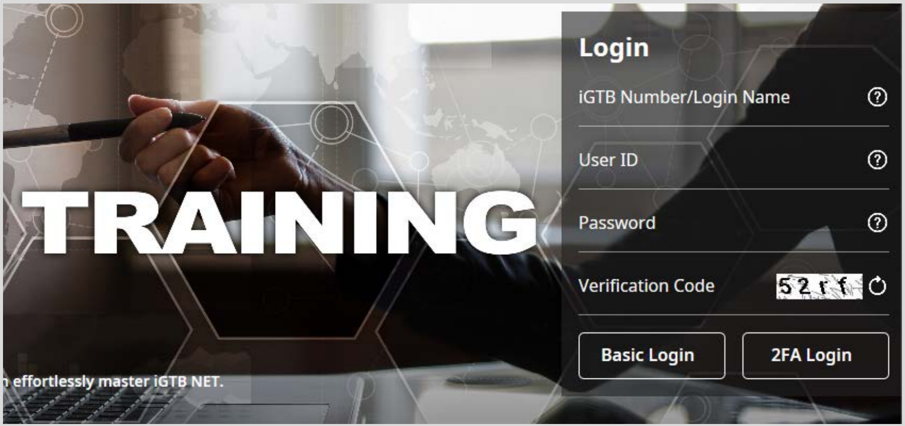

GTB
EN
Login
Login
iGTB Number/Login Name
User ID
Password
Verification Code
52rf
Basic Login
2FA Login

Remittance in 54 Currencies

iGTB NET supports remittance in full range of international currencies including 17 major and 37 non-major currencies.

Step 2

Fill in your login Credentials* as guided and select your login mode

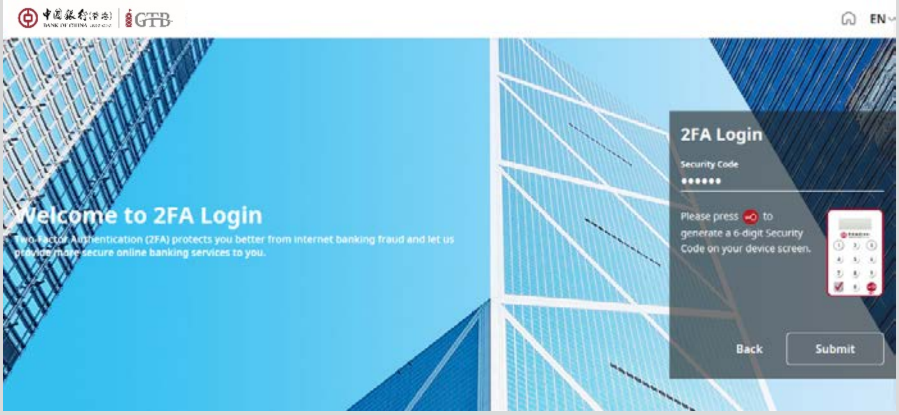

TRAINING
Login
iGTB Number/Login Name
User ID
Password
Verification Code
52rf
Basic Login
2FA Login

effortlessly master iGTB NET.

***Note:** Keep your password up to date. You can change your password regularly at any time by accessing the iGTB NET/ iGTB MOBILE. If you do not update your password for more than 365 days, we will request you to change it immediately when logging in iGTB NET/ iGTB MOBILE.

Step 3

Input verification code and security code generated by security device (2FA login)


GTB
EN
2FA Login
Back
Submit

Welcome to 2FA Login

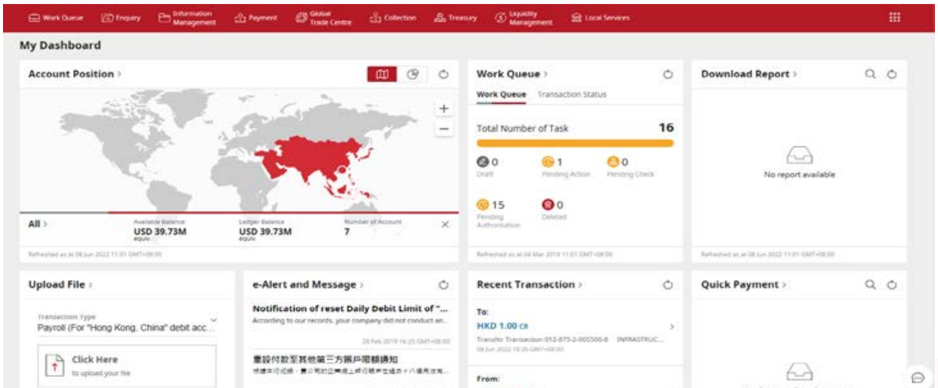
Two-Factor Authentication (2FA) protects you better from internet banking fraud and let us provide more secure online banking services to you.

Security Code
••••••

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

Step 4

After login, you will see the new dashboard with visualised data.
Welcome to iGTB NET


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
My Dashboard
Account Position
Work Queue
Download Report
Upload File
e-Alert and Message
Recent Transaction
Quick Payment
Draft
Pending Action
Pending Check
Pending Authorisation
Deleted
Click Here
to upload your file

Account Position: All; Available Balance USD 39.73M equiv.; Ledger Balance USD 39.73M equiv.; Number of Account 7

Work Queue: Total Number of Task 16; Draft 0; Pending Action 1; Pending Check 0; Pending Authorisation 15; Deleted 0

Download Report: No report available

Upload File: Transaction Type: Payroll (For "Hong Kong, China" debit acc...

e-Alert and Message: Notification of reset Daily Debit Limit of "... According to our records, your company did not conduct an...

Recent Transaction: To: HKD 1.00 CR; From: HKD 1.00 DR

Quick Payment: No Payment Template to use

Enquiry

Visible.
Intuitive.
Informative.

iGTB NET Enquiry Module

The new module offers a variety of enquiry options to enquire your corporate account position and status. Providing you with the accessible Internet Banking platform, your global account balances and transaction information are at your fingertips. Day-to-day cash flow and account management has never been easier.

Manage Your Enquiry

- Account level enquiry: real time enquiry on account balance status along with the download functions
- Transaction level enquiry: support instant tracking on account transaction status
- Product level enquiry: Full-ranged product including remittance, autopay, payroll, eCheque, etc can be inquired

Enquiry Features

Account Balance

Acquire timely information and visualised account balance positions with enriched information that you need.

Account Activities

Review and manage your corporte account activities including inward credits and outward payment transactions.

Result Download

Request download of all search results in PDF, CSV, TXT and other supported formats. eAdvice of account transactions available.

Address

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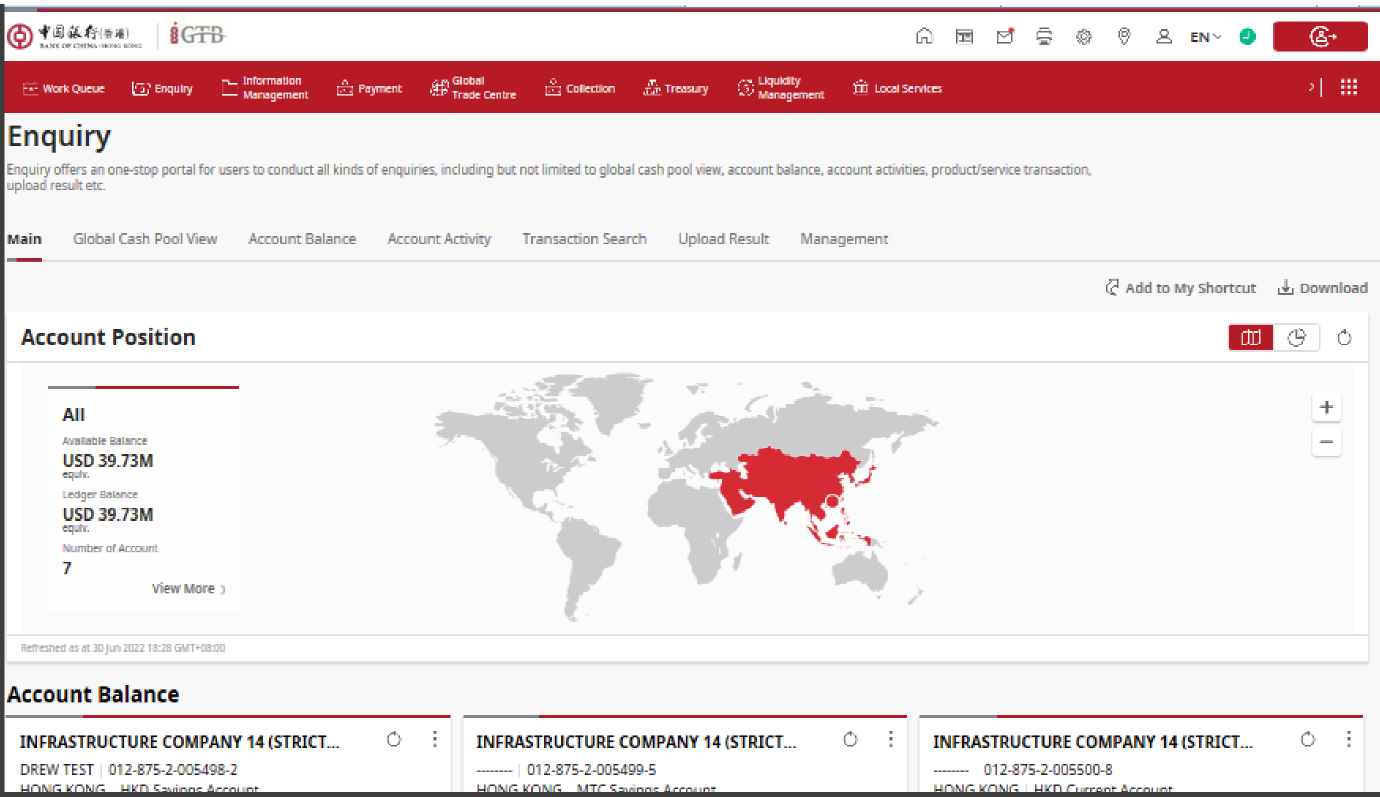

Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
EN
Main
Global Cash Pool View
Account Balance
Account Activity
Transaction Search
Upload Result
Management
Add to My Shortcut
Download
View More

Enquiry

Enquiry offers an one-stop portal for users to conduct all kinds of enquiries, including but not limited to global cash pool view, account balance, account activities, product/service transaction, upload result etc.

Account Position

All
Available Balance
USD 39.73M
equiv.
Ledger Balance
USD 39.73M
equiv.
Number of Account
7

Refreshed as at 30 Jun 2022 18:28 GMT+08:00

Account Balance

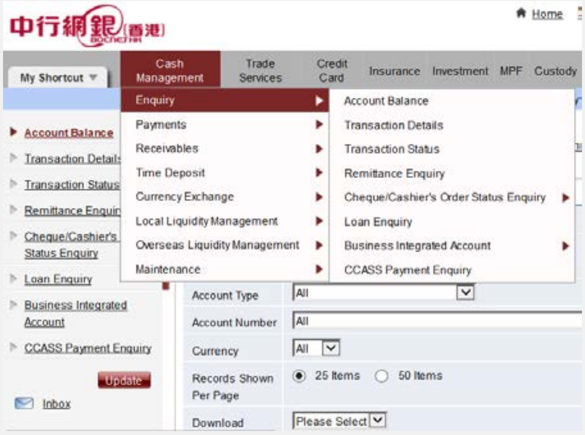
INFRASTRUCTURE COMPANY 14 (STRICT...
DREW TEST | 012-875-2-005498-2
HONG KONG | HKD Savings Account

INFRASTRUCTURE COMPANY 14 (STRICT...
-------- | 012-875-2-005499-5
HONG KONG | MTC Savings Account

INFRASTRUCTURE COMPANY 14 (STRICT...
-------- | 012-875-2-005500-8
HONG KONG | HKD Current Account

Adaptive Highlights

Previous Frontend


中行網銀(香港) BOCNET HK
Home
My Shortcut
Cash Management
Trade Services
Credit Card
Insurance
Investment
MPF
Custody
Enquiry
Payments
Receivables
Time Deposit
Currency Exchange
Local Liquidity Management
Overseas Liquidity Management
Maintenance
Account Balance
Transaction Details
Transaction Status
Remittance Enquiry
Cheque/Cashier's Order Status Enquiry
Loan Enquiry
Business Integrated Account
CCASS Payment Enquiry
Cheque/Cashier's Status Enquiry
Update
Inbox
Please Select

Account Type: All
Account Number: All
Currency: All
Records Shown Per Page: ● 25 Items ○ 50 Items
Download: Please Select

Increase Visibility

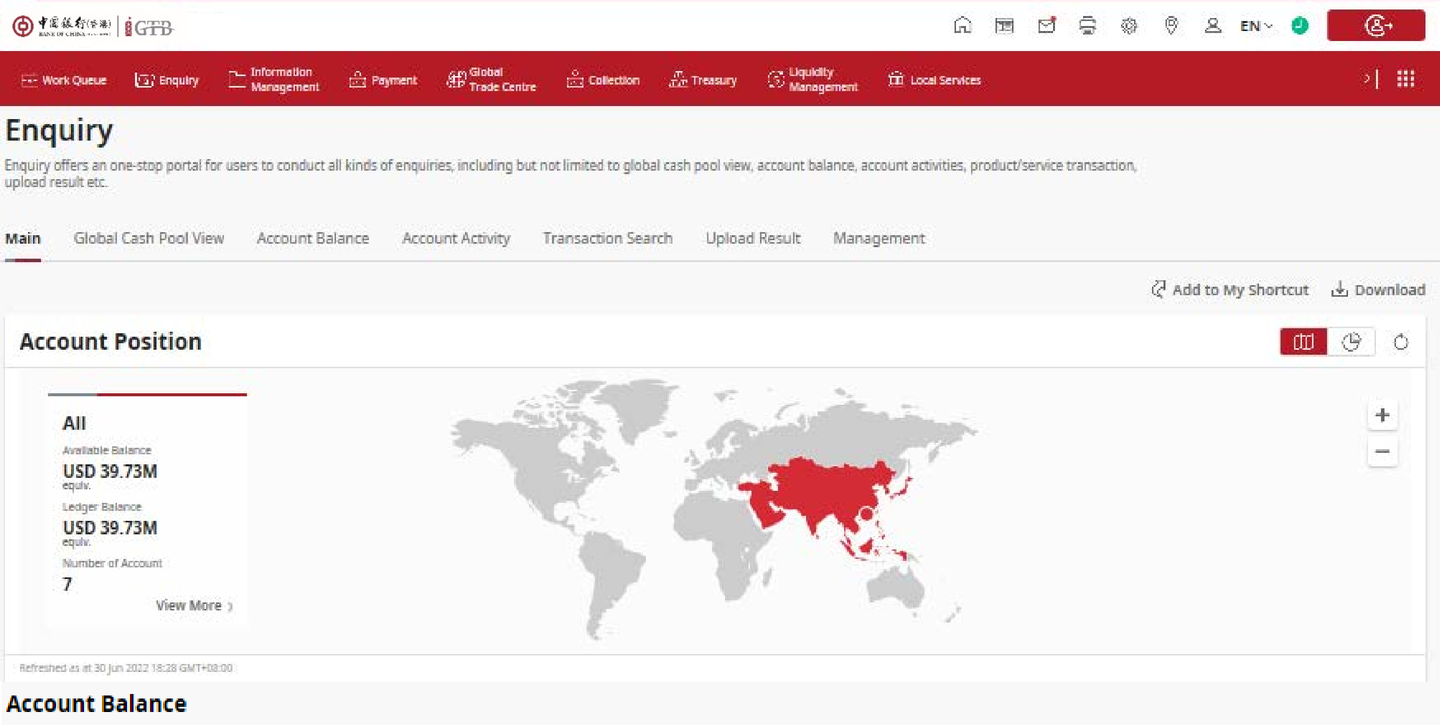
Global account positions and balance distribution at a glance. Add your own frequently-used accounts as a cash pool in Global cash Pool View.

Intuitive Vision

Intuitive interface design which helps you to locate what you are searching for.

Informative

An one-stop enquiry center to conduct all kinds of enquiries. Always find what you need in Enquiry Module.



EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Main
Global Cash Pool View
Account Balance
Account Activity
Transaction Search
Upload Result
Management
Add to My Shortcut
Download
View More ›
+
−

Enquiry

Enquiry offers an one-stop portal for users to conduct all kinds of enquiries, including but not limited to global cash pool view, account balance, account activities, product/service transaction, upload result etc.

Account Position

All
Available Balance
USD 39.73M
equiv.
Ledger Balance
USD 39.73M
equiv.
Number of Account
7

Refreshed as at 30 Jun 2022 18:28 GMT+08:00

Account Balance

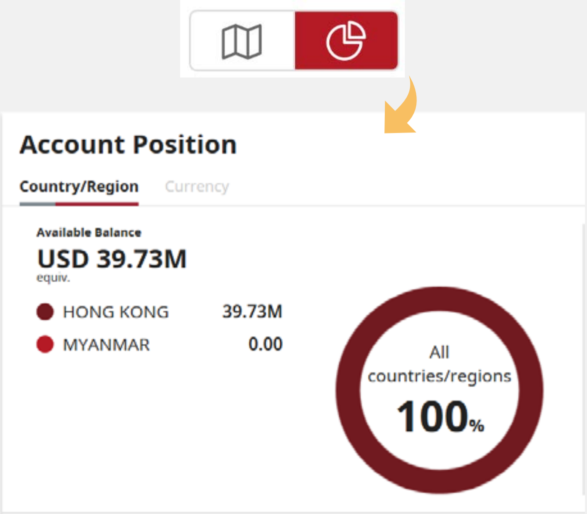
INFRASTRUCTURE COMPANY 14 (STRICT...
DREW TEST | 012-875-2-005498-2

INFRASTRUCTURE COMPANY 14 (STRICT...
-------- | 012-875-2-005499-5

INFRASTRUCTURE COMPANY 14 (STRICT...
-------- | 012-875-2-005500-8

New Features

New Experience



Account Position

Country/Region | Currency

Available Balance
USD 39.73M
equiv.

● HONG KONG	39.73M
● MYANMAR	0.00

All
countries/regions
100%

Brand New Global Connection

You can simply enquire your global BOC group accounts in consolidated global account overview.

Choose Your Own Style

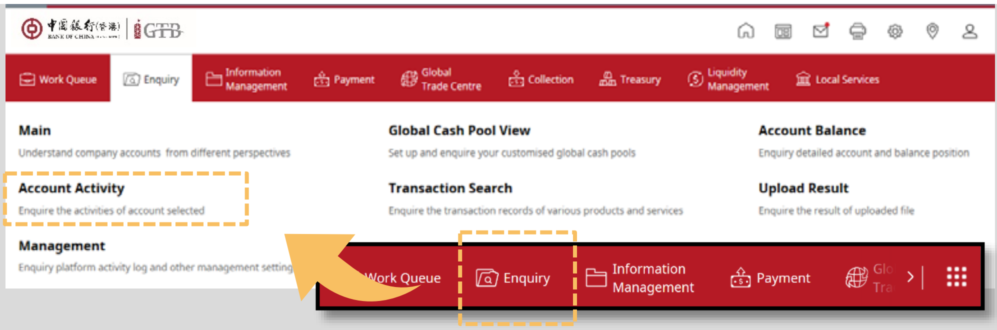
Graphical display of account position, map mode and graphic mode can be switched at will.

Visible Data with Choice

Select the most frequently-used accounts for a self-setup cash pool with visibility.

Step 1

Select from Menu
Enquiry > Account Activity


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Work Queue
Enquiry
Information Management
Payment

Main
Understand company accounts from different perspectives

Global Cash Pool View
Set up and enquire your customised global cash pools

Account Balance
Enquiry detailed account and balance position

Account Activity
Enquire the activities of account selected

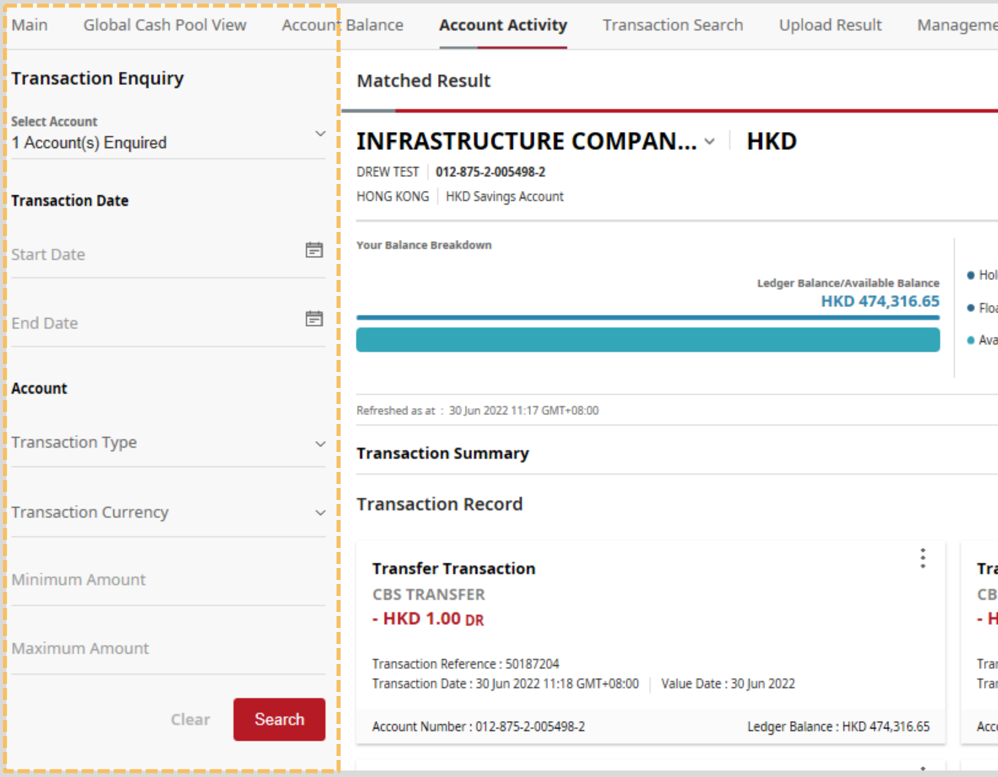
Transaction Search
Enquire the transaction records of various products and services

Upload Result
Enquire the result of uploaded file

Management
Enquiry platform activity log and other management setting

Step 2

Follow criteria input on screen to complete a search


Main
Global Cash Pool View
Account Balance
Account Activity
Transaction Search
Upload Result
Clear
Search

Transaction Enquiry

Select Account: 1 Account(s) Enquired

Transaction Date

Start Date

End Date

Account

Transaction Type

Transaction Currency

Minimum Amount

Maximum Amount

Matched Result

INFRASTRUCTURE COMPAN... HKD
DREW TEST | 012-875-2-005498-2
HONG KONG | HKD Savings Account

Your Balance Breakdown
Ledger Balance/Available Balance
HKD 474,316.65

Refreshed as at : 30 Jun 2022 11:17 GMT+08:00

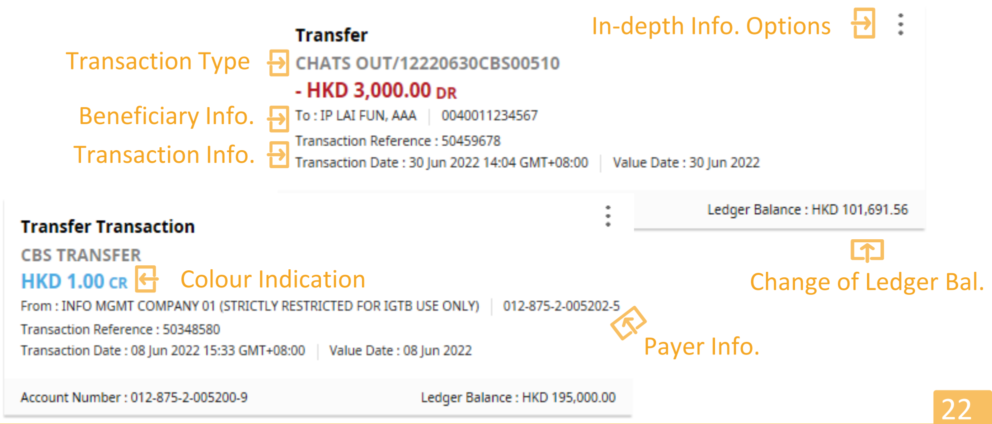
Transaction Summary

Transaction Record

Transfer Transaction
CBS TRANSFER
- HKD 1.00 DR
Transaction Reference : 50187204
Transaction Date : 30 Jun 2022 11:18 GMT+08:00 | Value Date : 30 Jun 2022
Account Number : 012-875-2-005498-2 Ledger Balance : HKD 474,316.65

Step 3

Matched result will be shown in card view format


In-depth Info. Options
Transaction Type
Beneficiary Info.
Transaction Info.
Colour Indication
Change of Ledger Bal.
Payer Info.

Transfer
CHATS OUT/12220630CBS00510
- HKD 3,000.00 DR
To : IP LAI FUN, AAA | 0040011234567
Transaction Reference : 50459678
Transaction Date : 30 Jun 2022 14:04 GMT+08:00 | Value Date : 30 Jun 2022
Ledger Balance : HKD 101,691.56

Transfer Transaction
CBS TRANSFER
HKD 1.00 CR
From : INFO MGMT COMPANY 01 (STRICTLY RESTRICTED FOR IGTB USE ONLY) | 012-875-2-005202-5
Transaction Reference : 50348580
Transaction Date : 08 Jun 2022 15:33 GMT+08:00 | Value Date : 08 Jun 2022
Account Number : 012-875-2-005200-9 Ledger Balance : HKD 195,000.00

Payment

Simple.
Effective.
Easy.

iGTB NET Payment Module

Timely execution of payment instructions and organised payment management solution are the keys to simple and effective payment operations. The new Payment Module on iGTB NET helps to achieve your payment management needs with wide variety of payment methods you may choose from.

Manage Payment Better

- Centralised management: Carry out single or bulk payment transactions of common payment types.
- Highly efficient: BOC Remittance Plus is the ideal, same-day credit solution for efficient fund transfers among the mainland, Hong Kong, Macau and Taiwan.
- Cross-border payments: Achieve effective utilisation of funds with expeditious global remittances with a strong network of overseas correspondent banks.

Payment Features

Payment Template

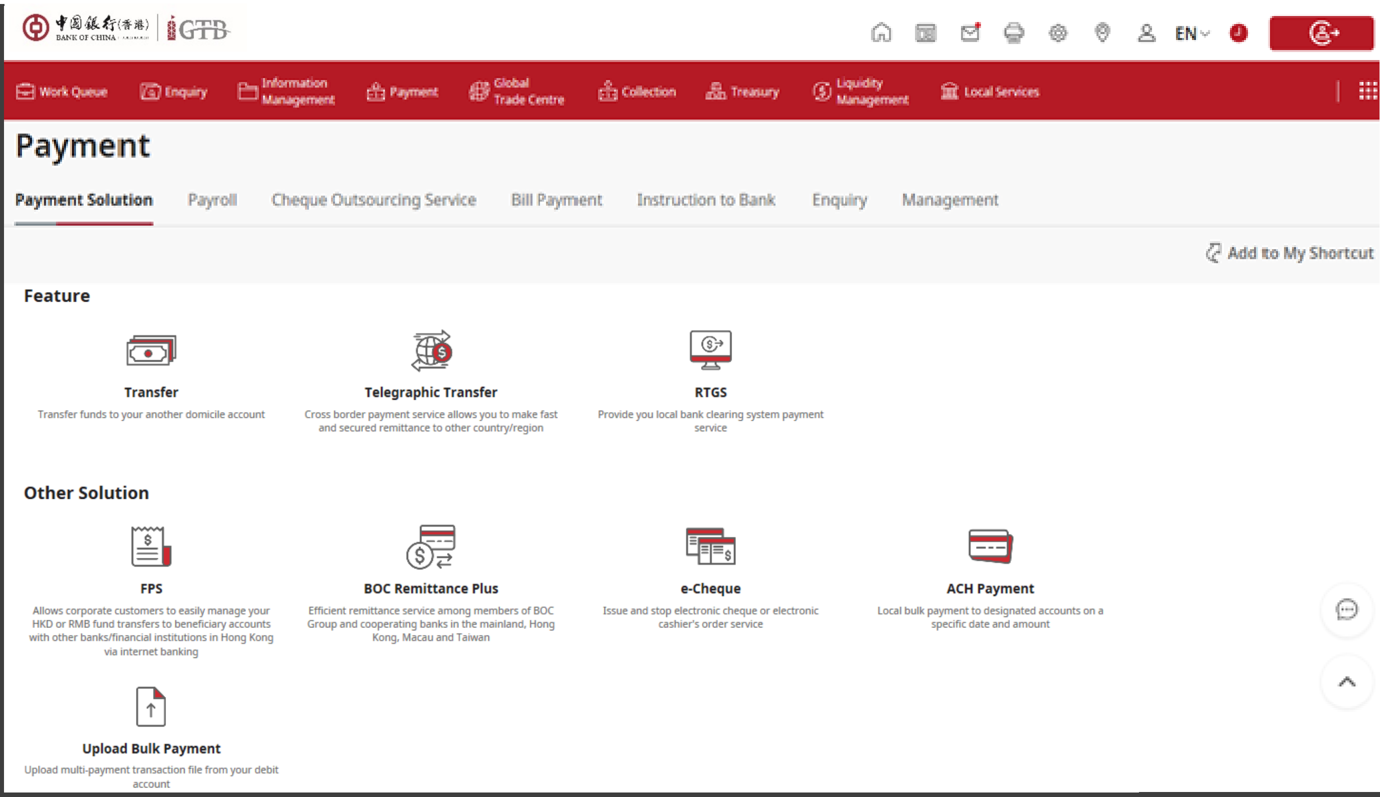
Effective way to help you make repeated payments. You can select template to initiate payment instructions for regular payees with saved payee information.

Transaction Enquiry

Simple way to view all payment transactions based on search criteria specified. Save your time to identify one transaction among the big volume of account activities.

Instruction to Bank

Easy way to give standing instructions on making regular payments by in-house transfer, remittance or faster payment solutions.


中國銀行(香港) BANK OF CHINA GTB
EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Payment Solution
Payroll
Cheque Outsourcing Service
Bill Payment
Instruction to Bank
Enquiry
Management
Add to My Shortcut

Payment

Feature

Transfer
Transfer funds to your another domicile account

Telegraphic Transfer
Cross border payment service allows you to make fast and secured remittance to other country/region

RTGS
Provide you local bank clearing system payment service

Other Solution

FPS
Allows corporate customers to easily manage your HKD or RMB fund transfers to beneficiary accounts with other banks/financial institutions in Hong Kong via internet banking

BOC Remittance Plus
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e-Cheque
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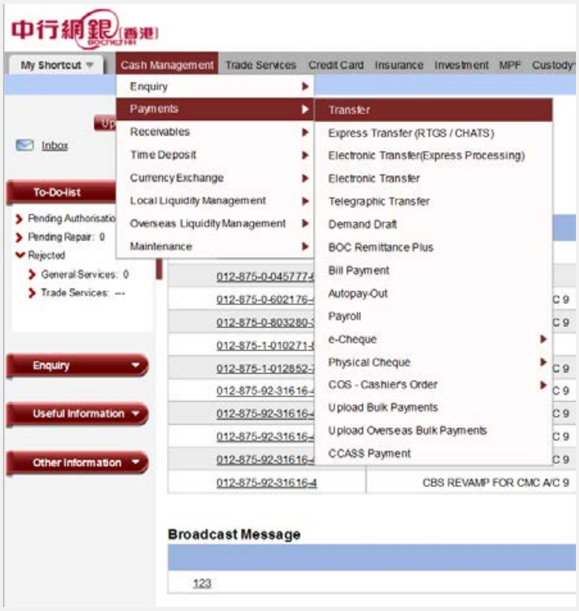
ACH Payment
Local bulk payment to designated accounts on a specific date and amount

Upload Bulk Payment
Upload multi-payment transaction file from your debit account

Adaptive Highlights

Previous Frontend


中行網銀(香港) BOCNET HK
My Shortcut
Cash Management
Trade Services
Credit Card
Insurance
Investment
MPF
Custody
Enquiry
Payments
Receivables
Time Deposit
Currency Exchange
Local Liquidity Management
Overseas Liquidity Management
Maintenance
Transfer
Express Transfer (RTGS / CHATS)
Electronic Transfer(Express Processing)
Electronic Transfer
Telegraphic Transfer
Demand Draft
BOC Remittance Plus
Bill Payment
Autopay-Out
Payroll
e-Cheque
Physical Cheque
COS - Cashier's Order
Upload Bulk Payments
Upload Overseas Bulk Payments
CCASS Payment
Inbox
To-Do-list
Pending Authorisatio
Pending Repair: 0
Rejected
General Services: 0
Trade Services: ---
Enquiry
Useful Information
Other Information
012-875-92-31616-4
CBS REVAMP FOR CMC A/C 9
Broadcast Message
123

Upload Payroll Instructions

You can now upload payroll instruction file in Payroll section or directly from your dashboard widget.

Find all Payment Types

You can find all payment types from Payment Solution section and select the appropriate payment types.

Manage Beneficiaries

You can manage registered beneficiary and payment templates easily in Management Section.

Address

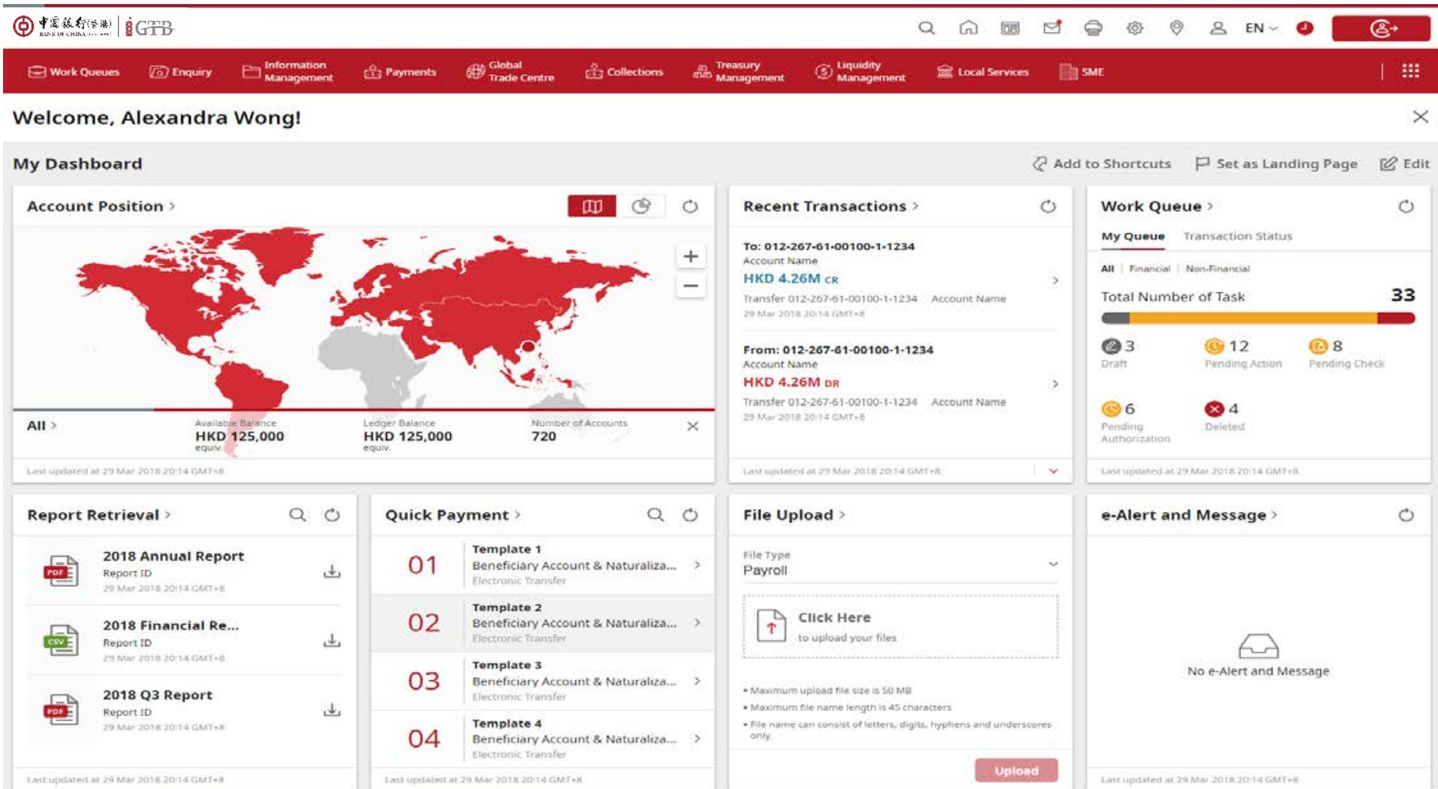
32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

Phone

+852 3988 1333

Email

cbs_inf@bochk.com



Welcome, Alexandra Wong!

My Dashboard

Account Position >

All >
Available Balance HKD 125,000 equiv.
Ledger Balance HKD 125,000 equiv.
Number of Accounts 720

Last updated at 29 Mar 2018 20:14 GMT+8

Recent Transactions >

To: 012-267-61-00100-1-1234
Account Name
HKD 4.26M CR
Transfer 012-267-61-00100-1-1234 Account Name
29 Mar 2018 20:14 GMT+8

From: 012-267-61-00100-1-1234
Account Name
HKD 4.26M DR
Transfer 012-267-61-00100-1-1234 Account Name
29 Mar 2018 20:14 GMT+8

Last updated at 29 Mar 2018 20:14 GMT+8

Work Queue >

My Queue | Transaction Status
All | Financial | Non-Financial
Total Number of Task 33
3 Draft
12 Pending Action
8 Pending Check
6 Pending Authorization
4 Deleted

Last updated at 29 Mar 2018 20:14 GMT+8

Report Retrieval >

2018 Annual Report
Report ID
29 Mar 2018 20:14 GMT+8

2018 Financial Re...
Report ID
29 Mar 2018 20:14 GMT+8

2018 Q3 Report
Report ID
29 Mar 2018 20:14 GMT+8

Last updated at 29 Mar 2018 20:14 GMT+8

Quick Payment >

01 Template 1 Beneficiary Account & Naturaliza... Electronic Transfer
02 Template 2 Beneficiary Account & Naturaliza... Electronic Transfer
03 Template 3 Beneficiary Account & Naturaliza... Electronic Transfer
04 Template 4 Beneficiary Account & Naturaliza... Electronic Transfer

Last updated at 29 Mar 2018 20:14 GMT+8

File Upload >

File Type
Payroll
Click Here
to upload your files

- Maximum upload file size is 50 MB
- Maximum file name length is 45 characters
- File name can consist of letters, digits, hyphens and underscores only.

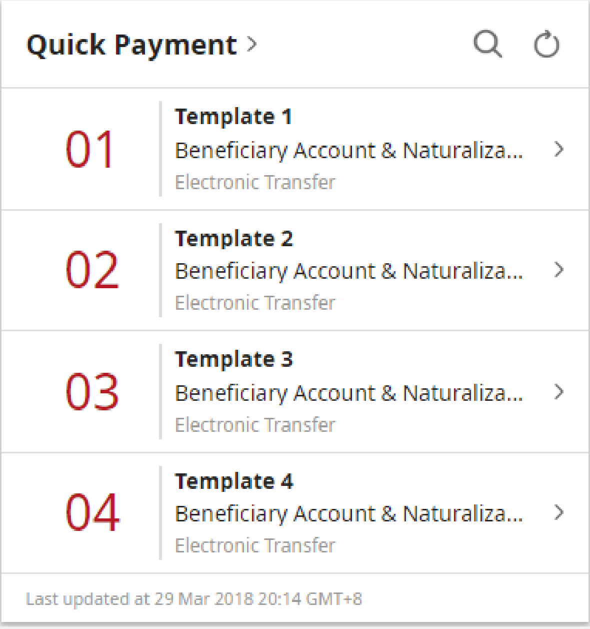
e-Alert and Message >

No e-Alert and Message

Last updated at 29 Mar 2018 20:14 GMT+8

New Features

New Experience



Quick Payment >

01 **Template 1**
Beneficiary Account & Naturaliza...
Electronic Transfer

02 **Template 2**
Beneficiary Account & Naturaliza...
Electronic Transfer

03 **Template 3**
Beneficiary Account & Naturaliza...
Electronic Transfer

04 **Template 4**
Beneficiary Account & Naturaliza...
Electronic Transfer

Last updated at 29 Mar 2018 20:14 GMT+8

Quick Payment

Find in your dashboard the recent Payment Template that you have used for making payment even quicker.

Cutoff Time Reminder

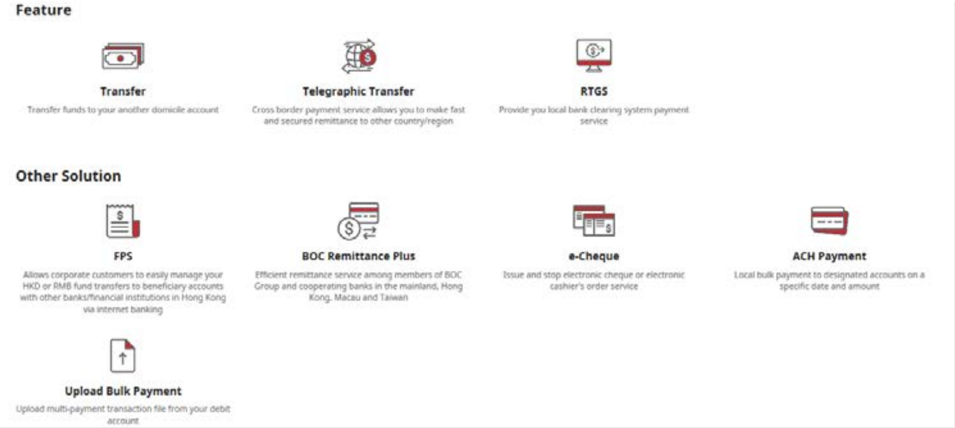
Different colour reminder reminds you of the payment cutoff time for same day processing.

Email Notification

Toggle on for sending your beneficiary an email notification on your payment.

Step 1

Select from Menu Payment > Payment Solutions > select the payment type



Feature

Transfer
Transfer funds to your another domicile account

Telegraphic Transfer
Cross border payment service allows you to make fast and secured remittance to other country/region

RTGS
Provide you local bank clearing system payment service

Other Solution

FPS
Allows corporate customers to easily manage your HKD or RMB fund transfers to beneficiary accounts with other banks/financial institutions in Hong Kong via internet banking

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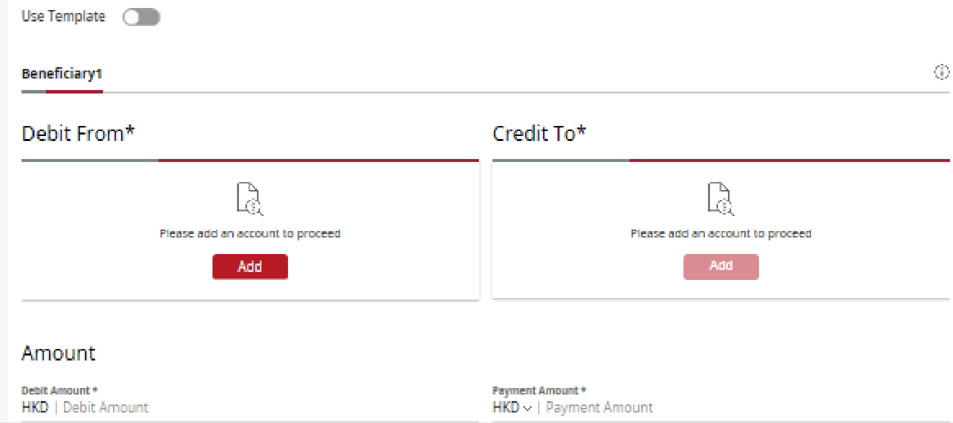
e-Cheque
Issue and stop electronic cheque or electronic cashier's order service

ACH Payment
Local bulk payment to designated accounts on a specific date and amount

Upload Bulk Payment
Upload multi-payment transaction file from your debit account

Step 2

Follow screen to input and complete payment instruction



Use Template

Beneficiary1

Debit From*

Please add an account to proceed

Credit To*

Please add an account to proceed

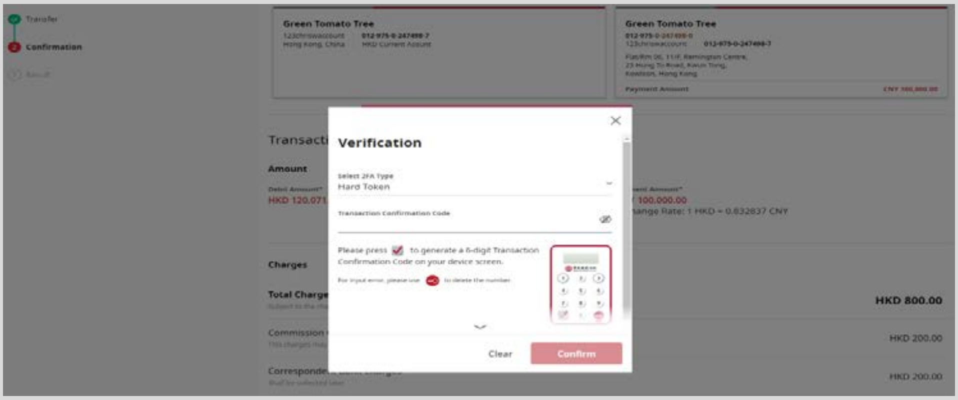
Amount

Debit Amount *
HKD | Debit Amount

Payment Amount *
HKD | Payment Amount

Step 3

Input verification code generated by Security Token



Transfer
Confirmation

Green Tomato Tree

Green Tomato Tree
Payment Amount

Transacti
Amount
HKD 120,071.
100,000.00
ange Rate: 1 HKD = 0.832837 CNY

Charges
Total Charge HKD 800.00
Commission HKD 200.00
Correspondent HKD 200.00

Verification

Select 2FA Type
Hard Token

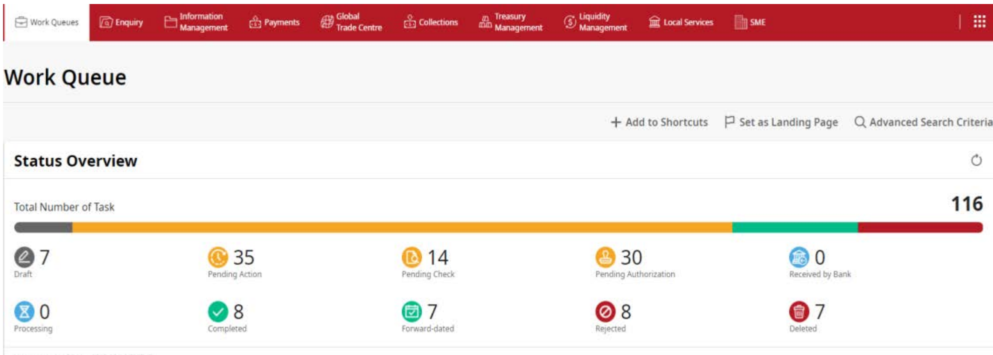
Transaction Confirmation Code

Please press ✓ to generate a 6-digit Transaction Confirmation Code on your device screen.

Clear
Confirm

Step 4

Find the payment instruction in Work Queue>Pending Authorisation, if it requires further approval or keep track on instruction status



Work Queues
Enquiry
Information Management
Payments
Global Trade Centre
Collections
Treasury Management
Liquidity Management
Local Services
SME

Work Queue

Add to Shortcuts
Set as Landing Page
Advanced Search Criteria

Status Overview

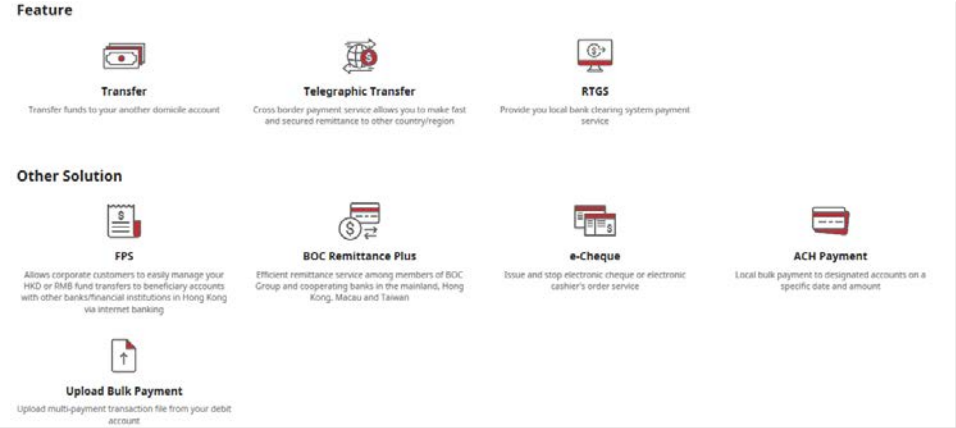
Total Number of Task 116

7 Draft	35 Pending Action	14 Pending Check	30 Pending Authorization	0 Received by Bank
0 Processing	8 Completed	7 Forward-dated	8 Rejected	7 Deleted

Last updated at 29 Mar 2018 20:14 GMT+8

Step 1

Select from Menu Payment > Payment Solutions > Transfer



Feature

Transfer
Transfer funds to your another domicile account

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RTGS
Provide you local bank clearing system payment service

Other Solution

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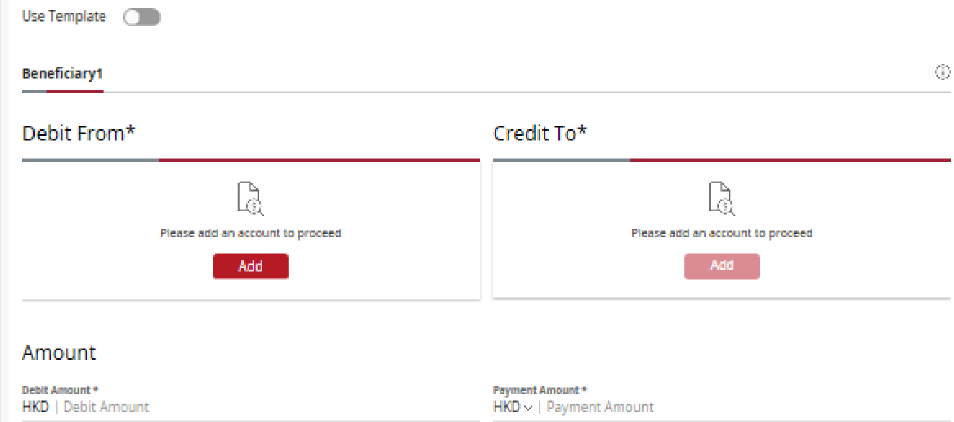
Issue and stop electronic cheque or electronic cashier's order service

ACH Payment
Local bulk payment to designated accounts on a specific date and amount

Upload Bulk Payment
Upload multi-payment transaction file from your debit account

Step 2

Follow screen input to complete Transfer instruction information



Use Template

Beneficiary1

Debit From*
Please add an account to proceed
Add

Credit To*
Please add an account to proceed
Add

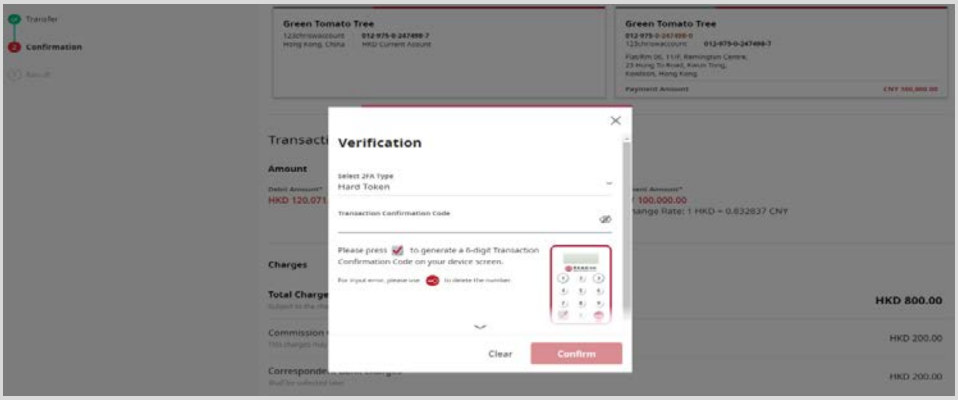
Amount

Debit Amount *
HKD | Debit Amount

Payment Amount *
HKD | Payment Amount

Step 3

Input verification code generated by Security Token



Verification

Select 2FA Type
Hard Token

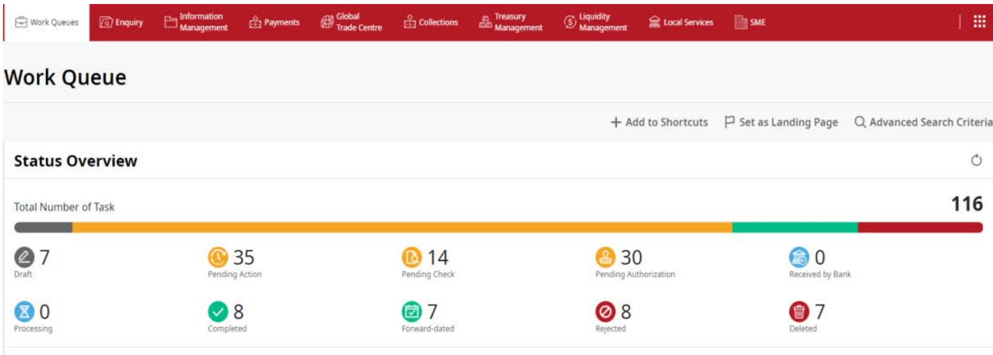
Transaction Confirmation Code

Please press ☑ to generate a 6-digit Transaction Confirmation Code on your device screen.

Clear
Confirm

Step 4

Find the Transfer instruction in Work Queue>Pending Authorisation, if it requires further approval or keep track on instruction status



Work Queues
Enquiry
Information Management
Payments
Global Trade Centre
Collections
Treasury Management
Liquidity Management
Local Services
SME
+ Add to Shortcuts
Set as Landing Page
Advanced Search Criteria

Work Queue

Status Overview

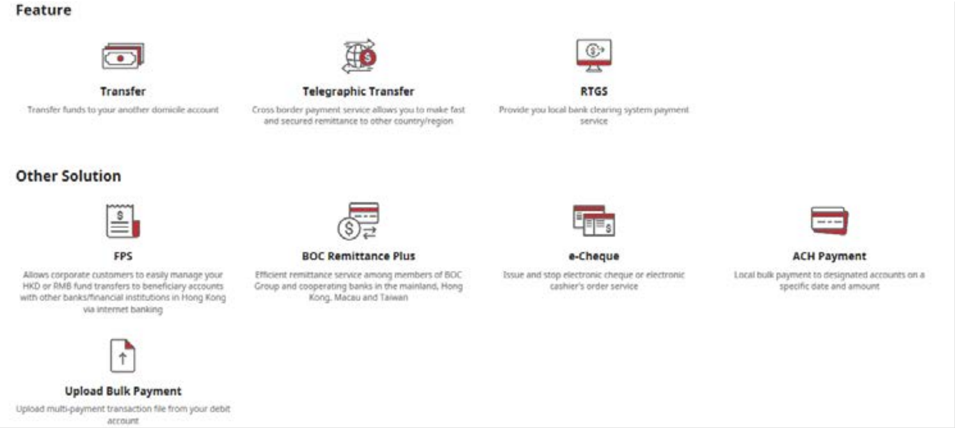
Total Number of Task 116

7 Draft	35 Pending Action	14 Pending Check	30 Pending Authorization	0 Received by Bank
0 Processing	8 Completed	7 Forward-dated	8 Rejected	7 Deleted

Last updated at 29 Mar 2018 20:14 GMT+8

Step 1

Select from Menu Payment > Payment Solutions > Telegraphic Transfer



Feature

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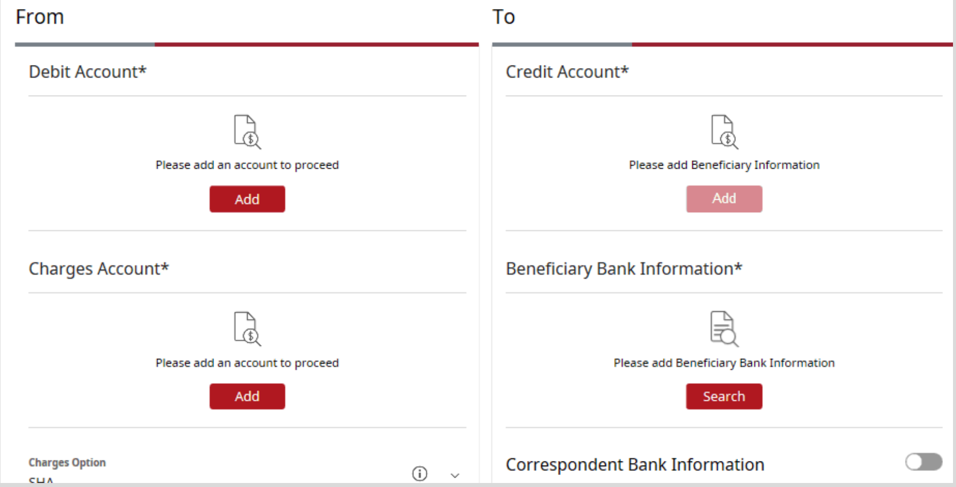
Upload Bulk Payment
Upload multi-payment transaction file from your debit account

Step 2

Follow screen input to complete Telegraphic Transfer instruction information



From

Debit Account*

Please add an account to proceed

Add

Charges Account*

Please add an account to proceed

Add

Charges Option
SHA

To

Credit Account*

Please add Beneficiary Information

Add

Beneficiary Bank Information*

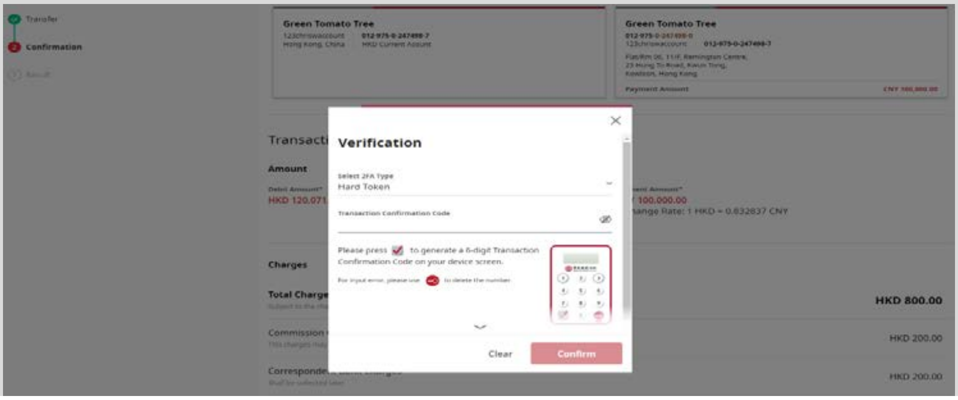
Please add Beneficiary Bank Information

Search

Correspondent Bank Information

Step 3

Input verification code generated by Security Token



Transfer
Confirmation

Green Tomato Tree

Green Tomato Tree

Amount

HKD 120.071

100,000.00

Charges

Total Charge

HKD 800.00

Commission

HKD 200.00

Correspondent

HKD 200.00

Verification

Select 2FA Type
Hard Token

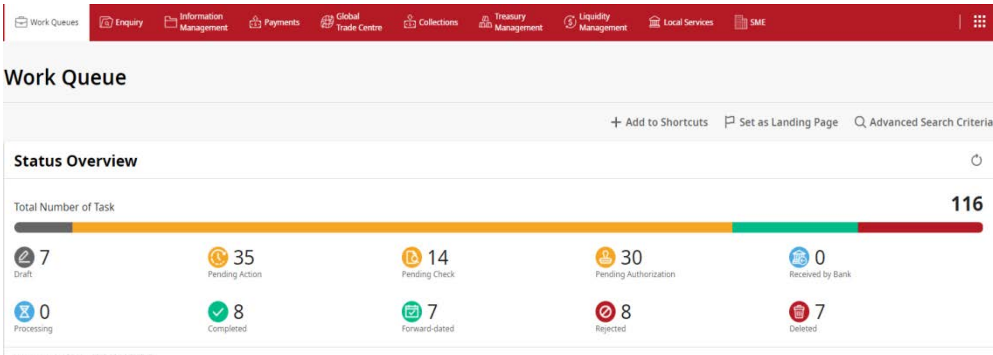
Transaction Confirmation Code

Please press ☑ to generate a 6-digit Transaction Confirmation Code on your device screen.

Clear
Confirm

Step 4

Find the Telegraphic Transfer instruction in Work Queue>Pending Authorisation, if it requires further approval or keep track on instruction status



Work Queues
Enquiry
Information Management
Payments
Global Trade Centre
Collections
Treasury Management
Liquidity Management
Local Services
SME

Work Queue

+ Add to Shortcuts
Set as Landing Page
Advanced Search Criteria

Status Overview

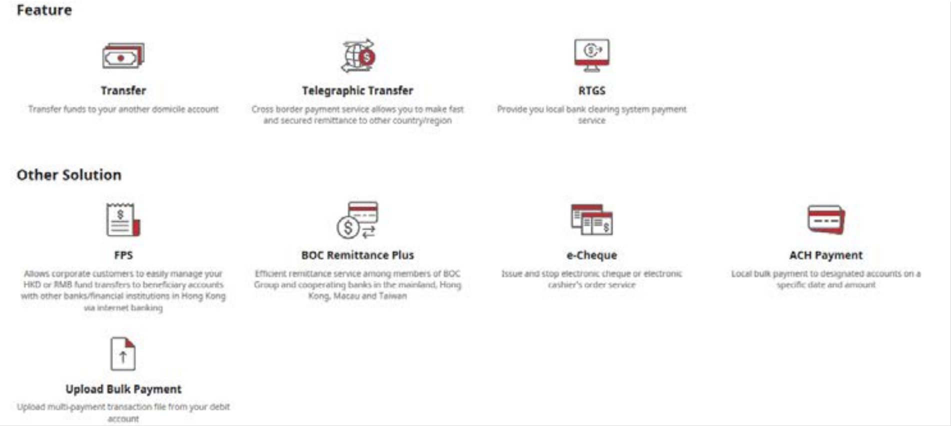
Total Number of Task 116

7 Draft	35 Pending Action	14 Pending Check	30 Pending Authorization	0 Received by Bank
0 Processing	8 Completed	7 Forward-dated	8 Rejected	7 Deleted

Last updated at 29 Mar 2018 20:14 GMT+8

Step 1

Select from Menu Payment > Payment Solutions > RTGS



Feature

Transfer
Transfer funds to your another domicile account

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RTGS
Provide you local bank clearing system payment service

Other Solution

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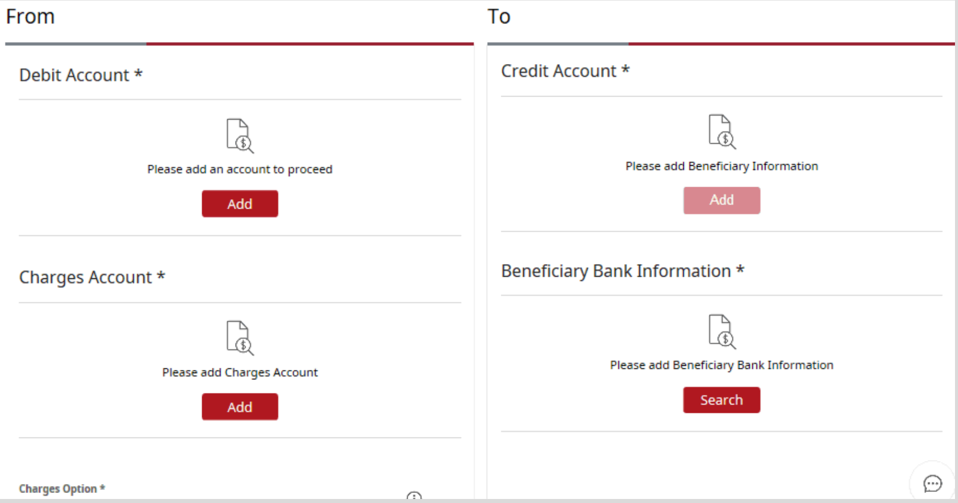
ACH Payment
Local bulk payment to designated accounts on a specific date and amount

Upload Bulk Payment
Upload multi-payment transaction file from your debit account

Step 2

Follow screen input to complete RTGS instruction information



From

Debit Account *
Please add an account to proceed
Add

Charges Account *
Please add Charges Account
Add

Charges Option *

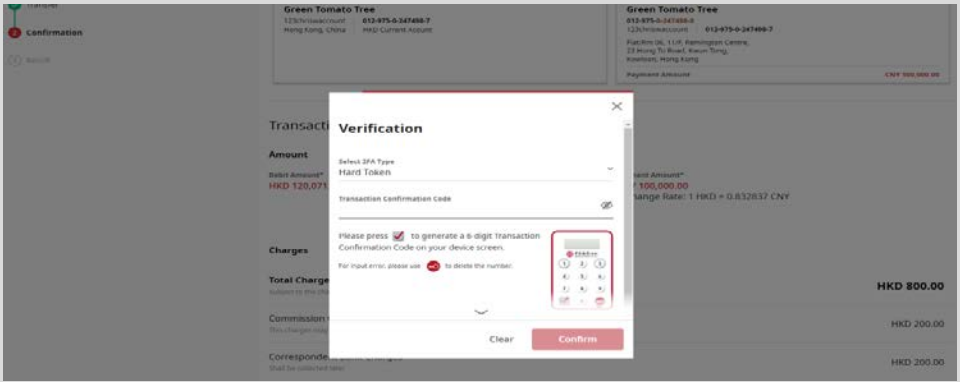
To

Credit Account *
Please add Beneficiary Information
Add

Beneficiary Bank Information *
Please add Beneficiary Bank Information
Search

Step 3

Input verification code generated by Security Token



Confirmation

Green Tomato Tree

Transacti

Amount

HKD 120,071

Charges

Total Charge

Commission

Corresponde

HKD 800.00

HKD 200.00

HKD 200.00

Verification

Select 2FA Type: Hard Token

Transaction Confirmation Code

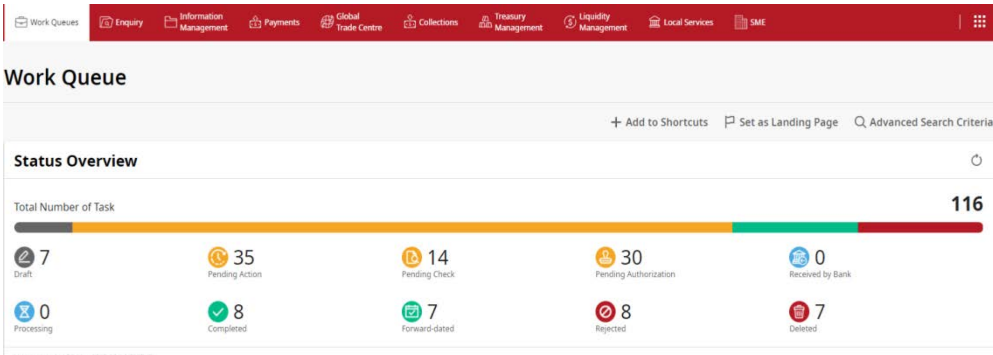
Please press ☑ to generate a 6-digit Transaction Confirmation Code on your device screen.

For input error, please use ● to delete the number.

Clear
Confirm

Step 4

Find the RTGS instruction in Work Queue>Pending Authorisation, if it requires further approval or keep track on instruction status



Work Queues
Enquiry
Information Management
Payments
Global Trade Centre
Collections
Treasury Management
Liquidity Management
Local Services
SME

Work Queue

+ Add to Shortcuts
Set as Landing Page
Advanced Search Criteria

Status Overview

Total Number of Task 116

7 Draft	35 Pending Action	14 Pending Check	30 Pending Authorization	0 Received by Bank
0 Processing	8 Completed	7 Forward-dated	8 Rejected	7 Deleted

Last updated at 29 Mar 2018 20:14 GMT+8

Work Queue

Intuitive.
Systematic.
User-friendly.

iGTB Work Queue function

iGTB NET Work Queue gives you an overview of all your transactions at a glance. The life cycle and status of an instruction including Draft, Pending Authorisation, Received by Bank, Processing and Completion for every single instruction and transaction are shown systematically. You may manual retry rejected transaction due to insufficient fund status found.

Manage Work Queue

- Draft

  Initiate an instruction

- Pending Check/Pending Authorisation

  Instructions for you to check/authorise

- Pending Action

  Special instruction, like Remittance Instruction Returned by Bank for further supplement

Work Queue Features

Tasks at One Glance

Intuitive overview offers you with a quick short look of all the instructions sorting by their latest status. Find out what tasks are waiting for you in a second.

Tracking Instruction Status

Keep track of the life cycle of an instruction. Always provides you with the real time status of every single instruction.

Detailed Enquiry

You can acquire adequate transaction information in transaction card view for enquiry before processing any instruction further. This includes transaction type, transaction amount, account information, etc.

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

Address

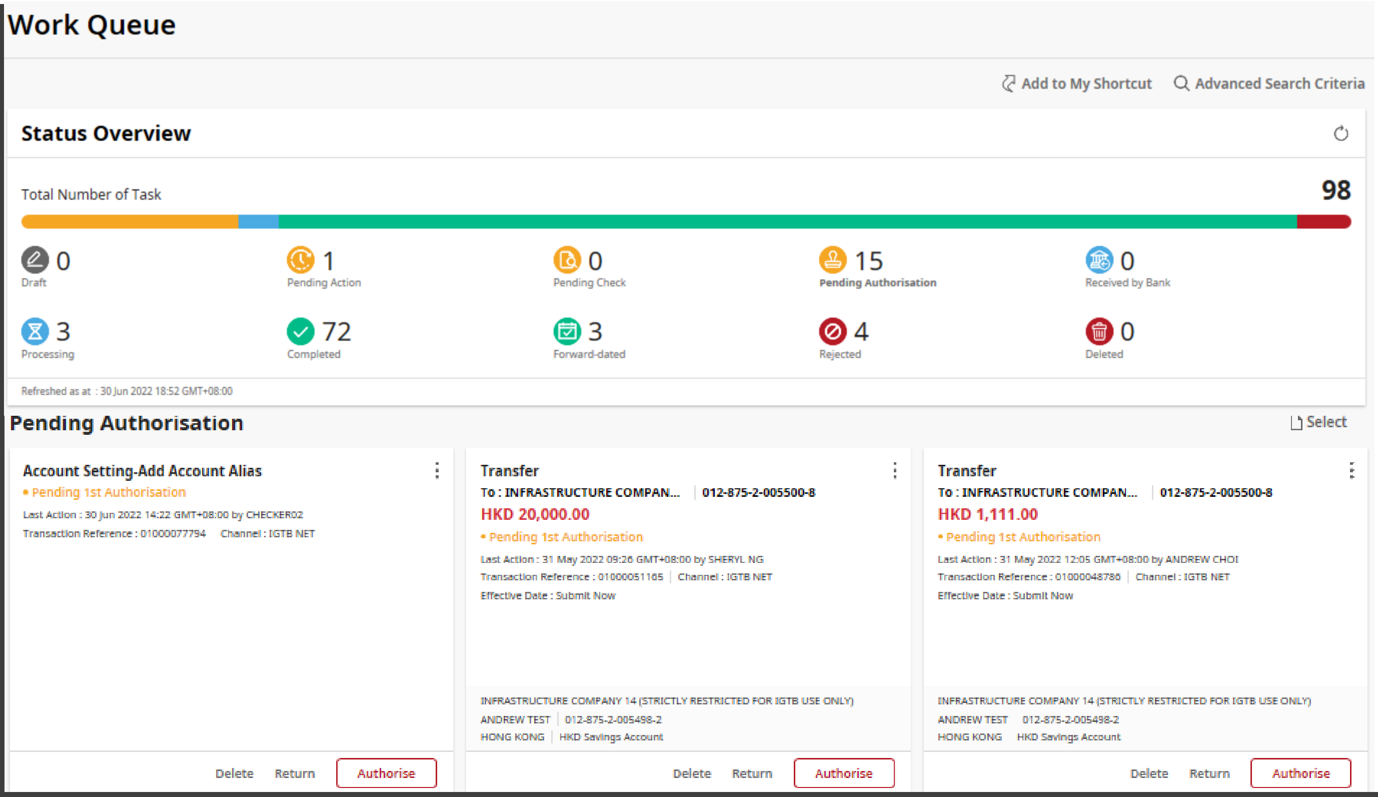
32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

Phone

+852 3988 1333

Email

cbs_inf@bochk.com



Work Queue

Status Overview

Total Number of Task 98

0 Draft	1 Pending Action	0 Pending Check	15 Pending Authorisation	0 Received by Bank
3 Processing	72 Completed	3 Forward-dated	4 Rejected	0 Deleted

Refreshed as at : 30 Jun 2022 18:52 GMT+08:00

Pending Authorisation

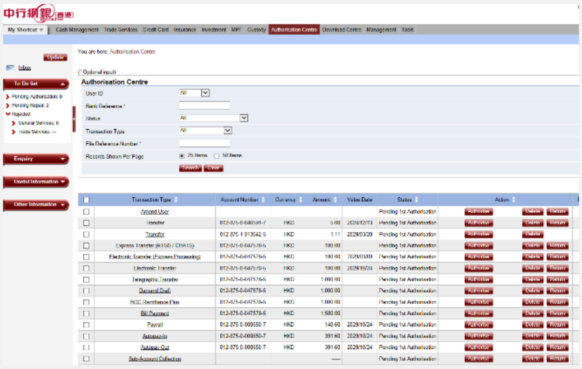
Account Setting-Add Account Alias
• Pending 1st Authorisation
Last Action : 30 Jun 2022 14:22 GMT+08:00 by CHECKER02
Transaction Reference : 01000077794 Channel : IGTB NET

Transfer
To : INFRASTRUCTURE COMPAN... 012-875-2-005500-8
HKD 20,000.00
• Pending 1st Authorisation
Last Action : 31 May 2022 09:26 GMT+08:00 by SHERYL NG
Transaction Reference : 01000051165 | Channel : IGTB NET
Effective Date : Submit Now
INFRASTRUCTURE COMPANY 14 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
ANDREW TEST | 012-875-2-005498-2
HONG KONG | HKD Savings Account

Transfer
To : INFRASTRUCTURE COMPAN... 012-875-2-005500-8
HKD 1,111.00
• Pending 1st Authorisation
Last Action : 31 May 2022 12:05 GMT+08:00 by ANDREW CHOI
Transaction Reference : 01000048786 | Channel : IGTB NET
Effective Date : Submit Now
INFRASTRUCTURE COMPANY 14 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
ANDREW TEST 012-875-2-005498-2
HONG KONG HKD Savings Account

Adaptive Highlights

Previous Frontend



Visualisation on Status

Status overview demonstrates the distribution of instruction status in bar chart, which help to visualise total number of task.

Card-view Display

Comprehensive displayed on instructions information by card-view design.

Pending Authorisation

Support bulk authorisation. And Each pending authorisation instruction will be kept for 7 working days for further handling.

Address

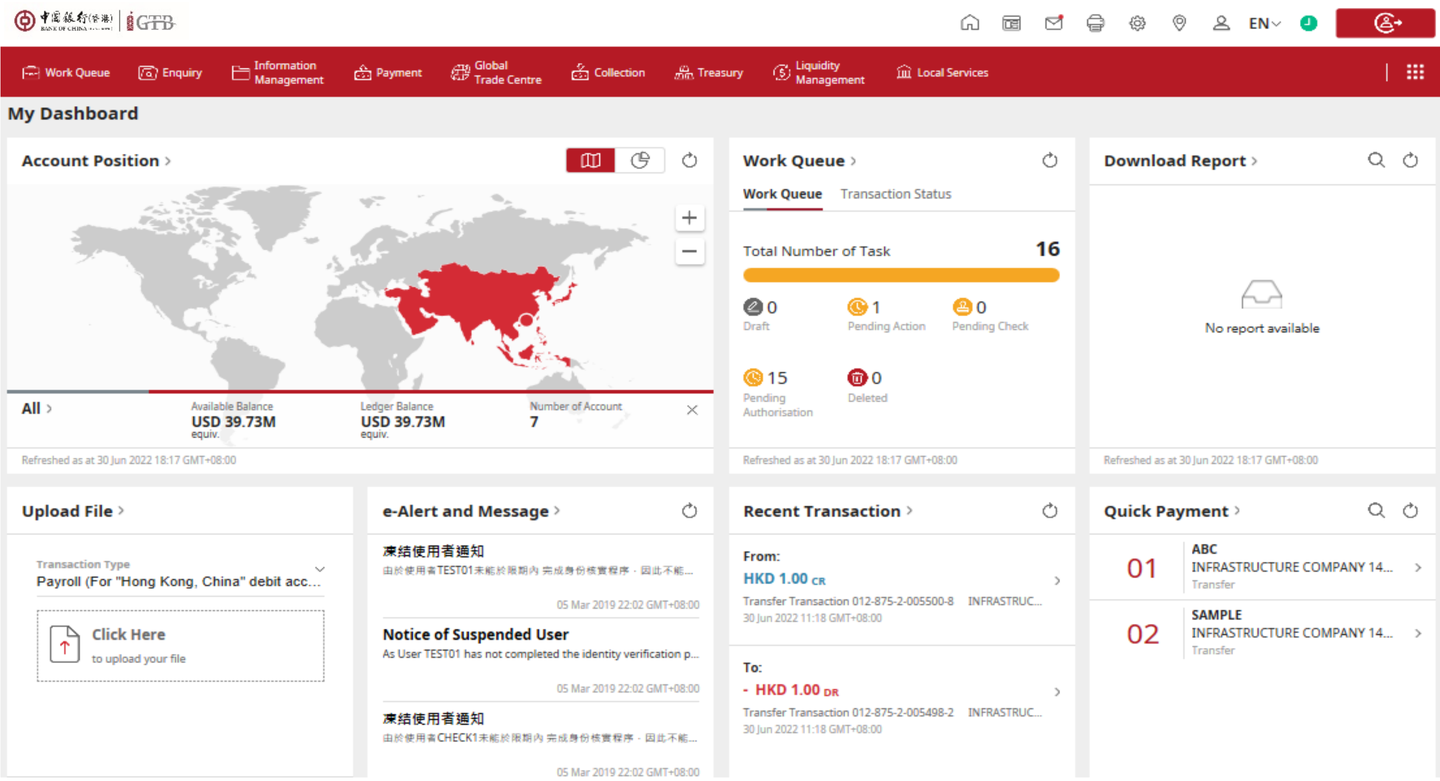
32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

Phone

+852 3988 1333

Email

cbs_inf@bochk.com



My Dashboard

Account Position >

All >
Available Balance USD 39.73M equiv.
Ledger Balance USD 39.73M equiv.
Number of Account 7

Refreshed as at 30 Jun 2022 18:17 GMT+08:00

Work Queue >

Work Queue | Transaction Status

Total Number of Task 16
0 Draft
1 Pending Action
0 Pending Check
15 Pending Authorisation
0 Deleted

Refreshed as at 30 Jun 2022 18:17 GMT+08:00

Download Report >

No report available

Refreshed as at 30 Jun 2022 18:17 GMT+08:00

Upload File >

Transaction Type
Payroll (For "Hong Kong, China" debit acc...

Click Here
to upload your file

e-Alert and Message >

凍結使用者通知
由於使用者TEST01未能於限期內 完成身份核實程序，因此不能...
05 Mar 2019 22:02 GMT+08:00

Notice of Suspended User
As User TEST01 has not completed the identity verification p...
05 Mar 2019 22:02 GMT+08:00

凍結使用者通知
由於使用者CHECK1未能於限期內 完成身份核實程序，因此不能...
05 Mar 2019 22:02 GMT+08:00

Recent Transaction >

From:
HKD 1.00 CR
Transfer Transaction 012-875-2-005500-8 INFRASTRUC...
30 Jun 2022 11:18 GMT+08:00

To:
- HKD 1.00 DR
Transfer Transaction 012-875-2-005498-2 INFRASTRUC...
30 Jun 2022 11:18 GMT+08:00

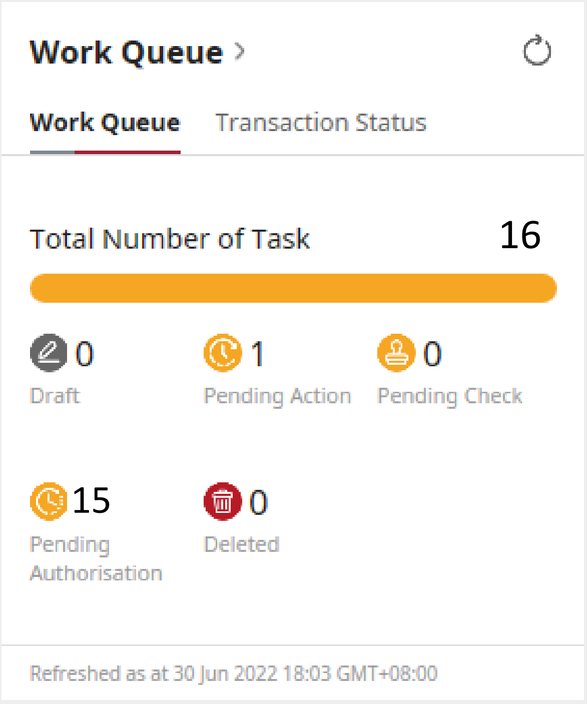
Quick Payment >

01 ABC
INFRASTRUCTURE COMPANY 14...
Transfer

02 SAMPLE
INFRASTRUCTURE COMPANY 14...
Transfer

New Features

New Experience



Work Queue >

Work Queue | Transaction Status

Total Number of Task 16

0 Draft
1 Pending Action
0 Pending Check
15 Pending Authorisation
0 Deleted

Refreshed as at 30 Jun 2022 18:03 GMT+08:00

Work Queue on Dashboard

Easily get access to Work Queue through Dashboard. Click to finish the task.

Retry Rejected Transactions

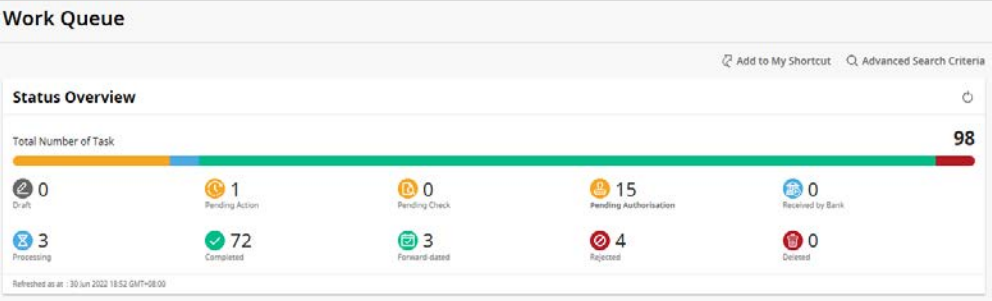
Quick manually retry rejected transaction due to insufficient fund status found.

Finish Tasks by Draft

Save as draft anytime you want to leave a transaction page. Support up to 200 saved work drafts.

Step 1

Select from Menu
Work Queue > Main



Work Queue

Status Overview

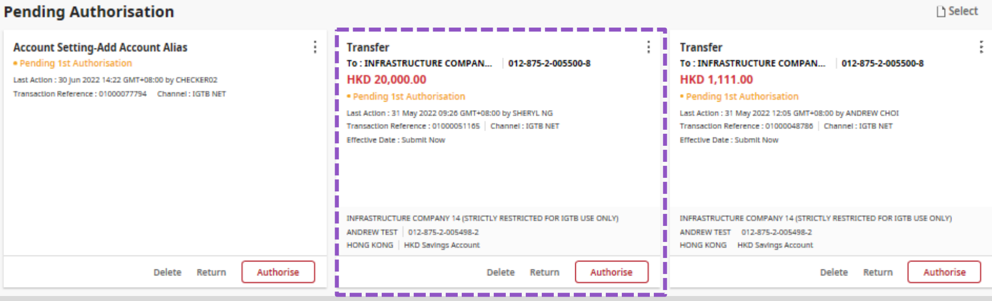
Total Number of Task 98

0 Draft	1 Pending Action	0 Pending Check	15 Pending Authorisation	0 Received by Bank
3 Processing	72 Completed	3 Forward-dated	4 Rejected	0 Deleted

Refreshed as at : 30 Jun 2022 18:52 GMT+08:00

Step 2

Choose the instruction pending your authorisation



Pending Authorisation

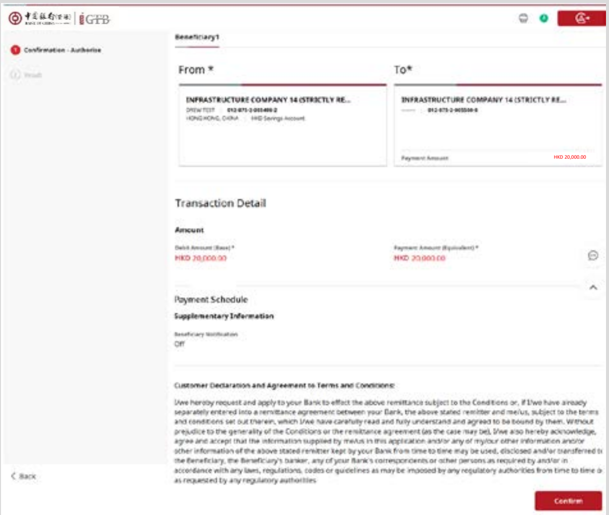
Account Setting-Add Account Alias
• Pending 1st Authorisation
Last Action : 30 Jun 2022 14:22 GMT+08:00 by CHECKER02
Transaction Reference : 01000077794 Channel : IGTB NET

Transfer
To : INFRASTRUCTURE COMPAN... | 012-875-2-005500-8
HKD 20,000.00
• Pending 1st Authorisation
Last Action : 31 May 2022 09:26 GMT+08:00 by SHERYL NG
Transaction Reference : 01000051165 | Channel : IGTB NET
Effective Date : Submit Now
INFRASTRUCTURE COMPANY 14 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
ANDREW TEST | 012-875-2-005498-2
HONG KONG | HKD Savings Account

Transfer
To : INFRASTRUCTURE COMPAN... | 012-875-2-005500-8
HKD 1,111.00
• Pending 1st Authorisation
Last Action : 31 May 2022 12:05 GMT+08:00 by ANDREW CHOI
Transaction Reference : 01000048786 | Channel : IGTB NET
Effective Date : Submit Now
INFRASTRUCTURE COMPANY 14 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
ANDREW TEST 012-875-2-005498-2
HONG KONG HKD Savings Account

Step 3

Check and confirm the instruction details



Confirmation - Authorise

Beneficiary1

From *
INFRASTRUCTURE COMPANY 14 (STRICTLY RE...

To*
INFRASTRUCTURE COMPANY 14 (STRICTLY RE...
Payment Amount HKD 20,000.00

Transaction Detail

Amount
Debit Amount (Base) * HKD 20,000.00
Payment Amount (Equivalent) * HKD 20,000.00

Payment Schedule

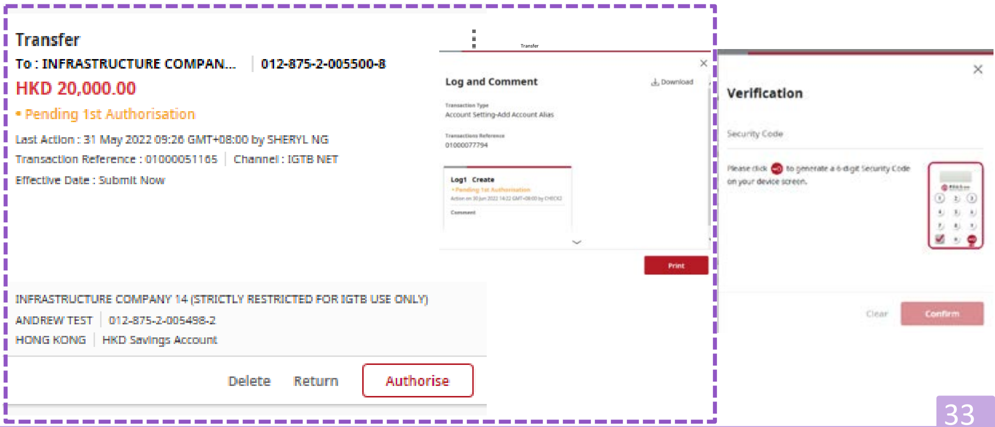
Supplementary Information
Beneficiary Notification
Off

Customer Declaration and Agreement to Terms and Conditions:

I/we hereby request and apply to your Bank to effect the above remittance subject to the Conditions or, if I/we have already separately entered into a remittance agreement between your Bank, the above stated remitter and me/us, subject to the terms and conditions set out therein, which I/we have carefully read and fully understand and agreed to be bound by them. Without prejudice to the generality of the Conditions or the remittance agreement (as the case may be), I/we also hereby acknowledge, agree and accept that the information supplied by me/us in this application and/or any of my/our other information and/or other information of the above stated remitter kept by your Bank from time to time may be used, disclosed and/or transferred to the Beneficiary, the Beneficiary's banker, any of your Bank's correspondents or other persons as required by and/or in accordance with any laws, regulations, codes or guidelines as may be imposed by any regulatory authorities from time to time or as requested by any regulatory authorities

Step 4

Authorise transaction with OTP generated by your token or give your comment



Transfer
To : INFRASTRUCTURE COMPAN... | 012-875-2-005500-8
HKD 20,000.00
• Pending 1st Authorisation
Last Action : 31 May 2022 09:26 GMT+08:00 by SHERYL NG
Transaction Reference : 01000051165 | Channel : IGTB NET
Effective Date : Submit Now
INFRASTRUCTURE COMPANY 14 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
ANDREW TEST | 012-875-2-005498-2
HONG KONG | HKD Savings Account

Log and Comment
Transaction Type
Account Setting-Add Account Alias
Transactions Reference
01000077794
Log1 Create
• Pending 1st Authorisation
Comment

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

User Setting

Centralised.
Simplified.
Secured.

iGTB NET Control Centre

On iGTB NET, the one centralized section to view and manage all different user administration settings for User Setting, Permission Profile and Authorisation Setting.

⚙ Simply click on this icon on the top right corner for Control Centre.

Simple Administration Settings

- User Setting – where you can create new user, view and change existing user settings
- Permission Profile Setting – where you define packaged functions and access rights to be granted to single or muliple users
- Authorisation Setting – where approval matrix for different types of transactions are set

User Setting Features

Basic User Profile

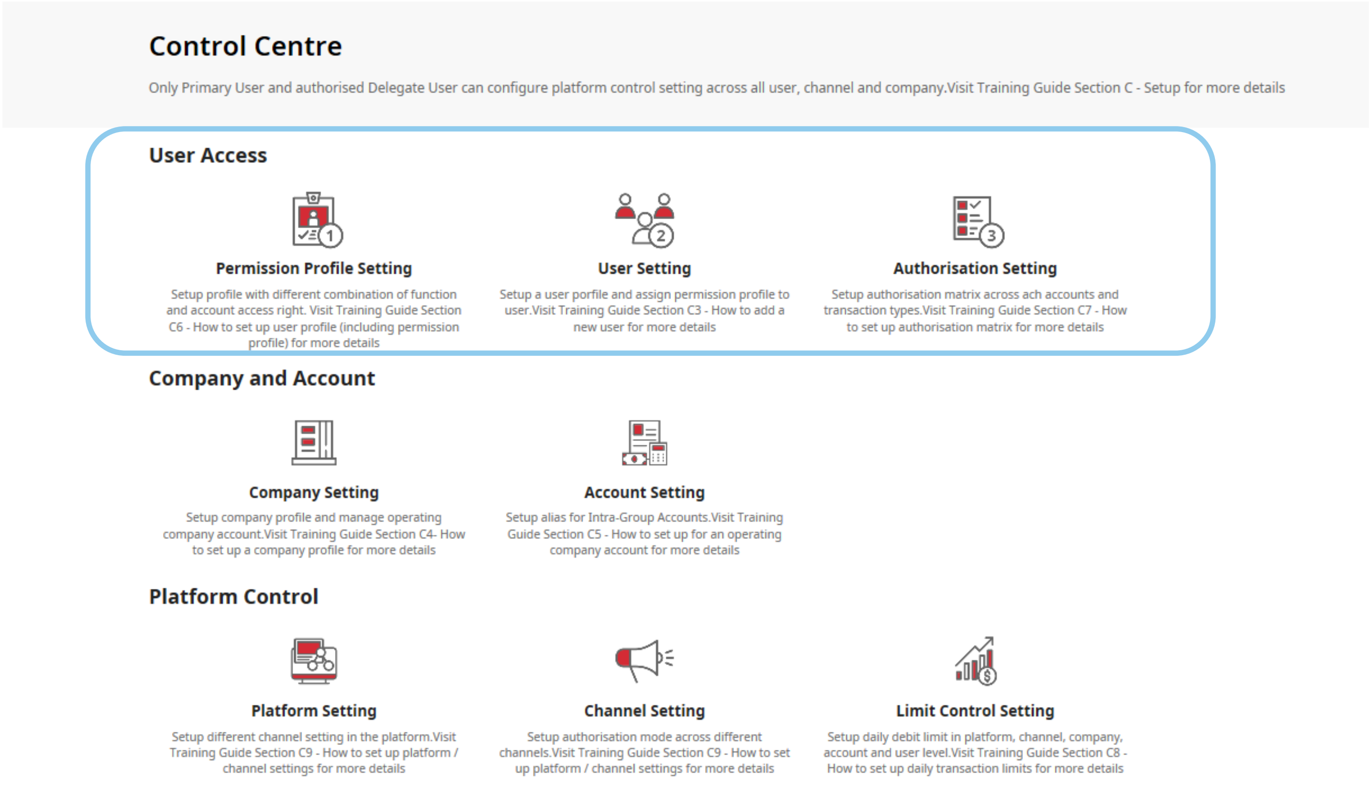
For each user created on the iGTB platform, provide basic personal information, such as user name, user ID, identification number for easy setup.

Contact Information

Provide your office number, mobile number, email address and correspondence address so that we can keep you informed of any important messages.

Functions & Access Rights

For each user, you can define the functions and access rights to be granted according to your management needs.



Control Centre

Only Primary User and authorised Delegate User can configure platform control setting across all user, channel and company.Visit Training Guide Section C - Setup for more details

User Access

Permission Profile Setting
Setup profile with different combination of function and account access right. Visit Training Guide Section C6 - How to set up user profile (including permission profile) for more details

User Setting
Setup a user porfile and assign permission profile to user.Visit Training Guide Section C3 - How to add a new user for more details

Authorisation Setting
Setup authorisation matrix across ach accounts and transaction types.Visit Training Guide Section C7 - How to set up authorisation matrix for more details

Company and Account

Company Setting
Setup company profile and manage operating company account.Visit Training Guide Section C4- How to set up a company profile for more details

Account Setting
Setup alias for Intra-Group Accounts.Visit Training Guide Section C5 - How to set up for an operating company account for more details

Platform Control

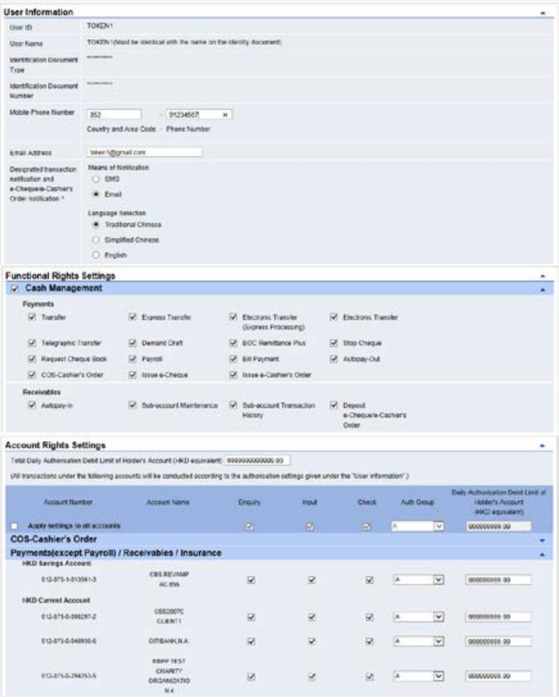
Platform Setting
Setup different channel setting in the platform.Visit Training Guide Section C9 - How to set up platform / channel settings for more details

Channel Setting
Setup authorisation mode across different channels.Visit Training Guide Section C9 - How to set up platform / channel settings for more details

Limit Control Setting
Setup daily debit limit in platform, channel, company, account and user level.Visit Training Guide Section C8 - How to set up daily transaction limits for more details

Adaptive Highlights

Previous user settings page design



User Information

User ID	TOKEN1
User Name	TOKEN1(Must be identical with the name on the identity document)
Identification Document Type	**********
Identification Document Number	**********
Mobile Phone Number	852 - 91234567 Country and Area Code - Phone Number
Email Address	token1@gmail.com
Designated transaction notification and e-Cheque/e-Cashier's Order notification *	Means of Notification ○ SMS ● Email Language Selection ● Traditional Chinese ○ Simplified Chinese ○ English

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
- ☑ Bill Payment
- ☑ Autopay-Out
- ☑ COS-Cashier's Order
- ☑ Issue e-Cheque
- ☑ Issue e-Cashier's Order

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

Account Rights Settings

Total Daily Authorisation Debit Limit of Holder's Account (HKD equivalent) 999999999999.00

(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	Check	Auth Group	Daily Authorisation Debit Limit of Holder's Account (HKD equivalent)
☐ Apply settings to all accounts		☑	☑	☑	A	999999999.99
COS-Cashier's Order						
Payments(except Payroll) / Receivables / Insurance						
HKD Savings Account						
[illegible]	[illegible]	☑	☑	☑	A	999999999.99
HKD Current Account						
[illegible]	[illegible]	☑	☑	☑	A	999999999.99
[illegible]	CITIBANK,N.A.	☑	☑	☑	A	999999999.99
[illegible]	[illegible] CHARITY ORGANIZATION 4	☑	☑	☑	A	999999999.99

Use of Permission Profile

We have brought you the new concept of pre-packaging both function right settings and access right settings. Simply apply suitable permission profile to users to complete the setup.

Easy to Do

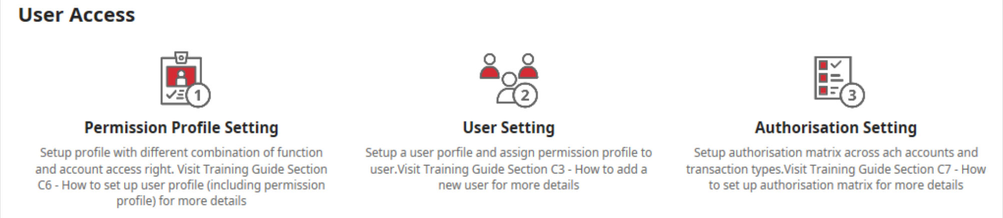
In the past, users would be set individually, even they share same set of attributes. Now, once permission profiles are set, new users can be linked to them and the attributes are set at once.

Changes in the Future?

In case you need to change any function right or account right settings in the future, simply change those in the related permission profile – the change will be effective to all the linked users.

Step 1

Click ⚙ and select User Access



User Access

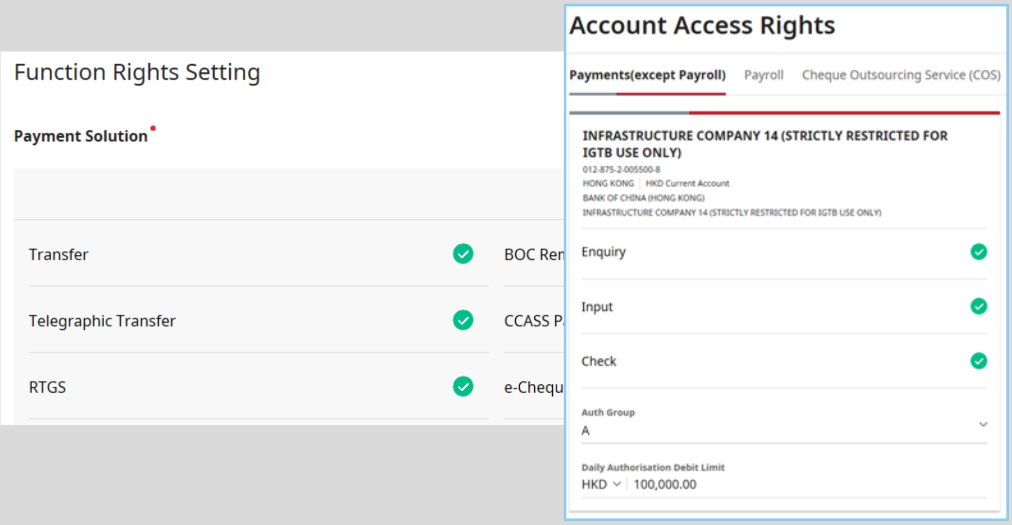
Permission Profile Setting
Setup profile with different combination of function and account access right. Visit Training Guide Section C6 - How to set up user profile (including permission profile) for more details

User Setting
Setup a user profile and assign permission profile to user.Visit Training Guide Section C3 - How to add a new user for more details

Authorisation Setting
Setup authorisation matrix across ach accounts and transaction types.Visit Training Guide Section C7 - How to set up authorisation matrix for more details

Step 2

Set up “Permission Profile”: Define firstly function rights, then account access rights



Function Rights Setting

Payment Solution

Transfer	✓	BOC Ren
Telegraphic Transfer	✓	CCASS P
RTGS	✓	e-Chequ

Account Access Rights

Payments(except Payroll) Payroll Cheque Outsourcing Service (COS)

INFRASTRUCTURE COMPANY 14 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
012-875-2-005500-8
HONG KONG | HKD Current Account
BANK OF CHINA (HONG KONG)
INFRASTRUCTURE COMPANY 14 (STRICTLY RESTRICTED FOR IGTB USE ONLY)

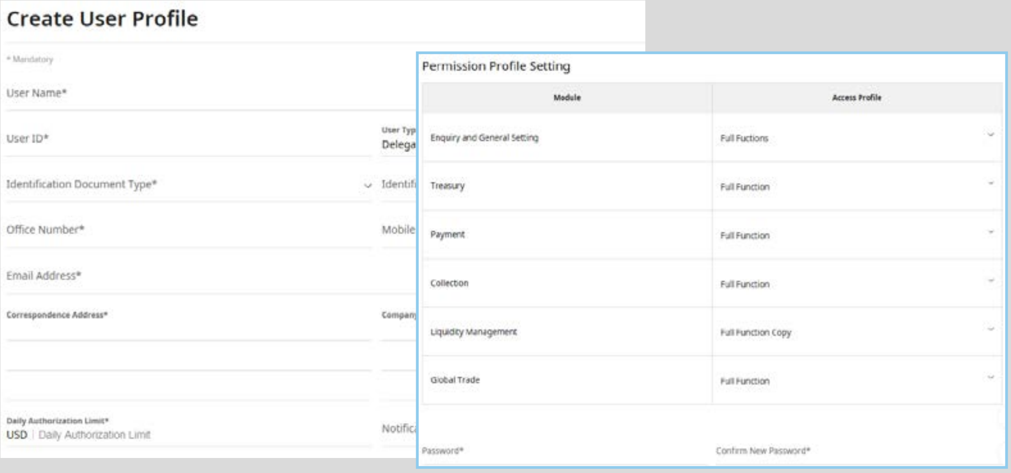
Enquiry ✓
Input ✓
Check ✓

Auth Group: A

Daily Authorisation Debit Limit: HKD | 100,000.00

Step 3

Set up “User Setting”: Under each module, link the new user profile to any available permission profile



Create User Profile

* Mandatory

User Name*
User ID*
User Typ… Delega…
Identification Document Type*
Identifi…
Office Number*
Mobile…
Email Address*
Correspondence Address*
Company…
Daily Authorization Limit*
USD | Daily Authorization Limit
Notifica…

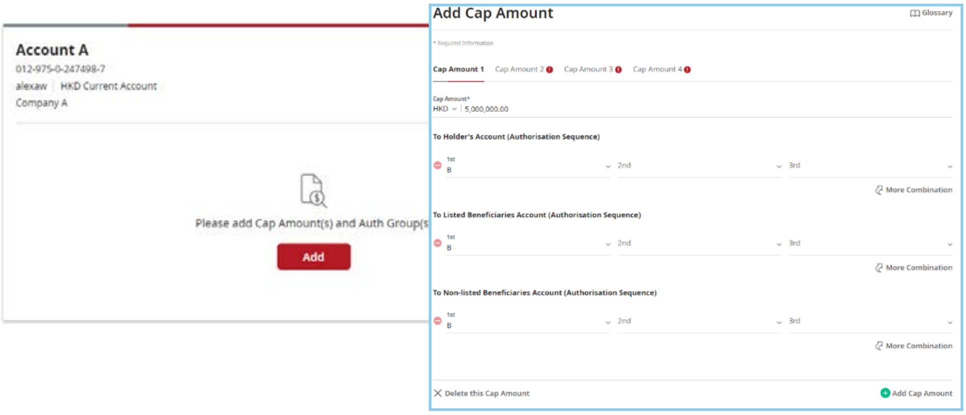
Permission Profile Setting

Module	Access Profile
Enquiry and General Setting	Full Fuctions
Treasury	Full Function
Payment	Full Function
Collection	Full Function
Liquidity Management	Full Function Copy
Global Trade	Full Function

Password*
Confirm New Password*

Step 4

Set up “Authorisation Setting”: Define authorisation matrix for different Cap. Amount



Account A
012-975-0-247498-7
alexaw | HKD Current Account
Company A

Please add Cap Amount(s) and Auth Group(s

Add

Add Cap Amount

* Required Information

Cap Amount 1 Cap Amount 2 Cap Amount 3 Cap Amount 4

Cap Amount*: HKD | 5,000,000.00

To Holder's Account (Authorisation Sequence)
1st: B | 2nd | 3rd
More Combination

To Listed Beneficiaries Account (Authorisation Sequence)
1st: B | 2nd | 3rd
More Combination

To Non-listed Beneficiaries Account (Authorisation Sequence)
1st: B | 2nd | 3rd
More Combination

Payroll

Secure. Efficient. Convenient .

Payroll Service

BOCHK provides corporate customers with convenient and secure Payroll and personnel management solution which helps you to enhance administrative efficiency and to minimise operation risk and transaction cost. Corporates can choose Payroll channels, depending on actual needs, to pay salaries to any designated account of BOCHK Group or other local banks.

Benefits

- Single platform for all your salary payment – allows you to make domestic salary payment in the available countries.
- Payroll Report – provides payroll reports to help you manage the payroll record across various countries.
- Post dated salary payment – you can setup or cancel post dated salary payment without visiting the branch.

Payroll Features

Payroll Report

You can download the payroll transaction report to manage your employee’s payroll records.

Payroll Editor

The payroll editor will provide you all the information needed to create your payroll instruction.

Payroll File Upload

You can upload your payroll file via iGTB NET (and other channels supported by iGTB) and receive notification upon execution.

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

Address

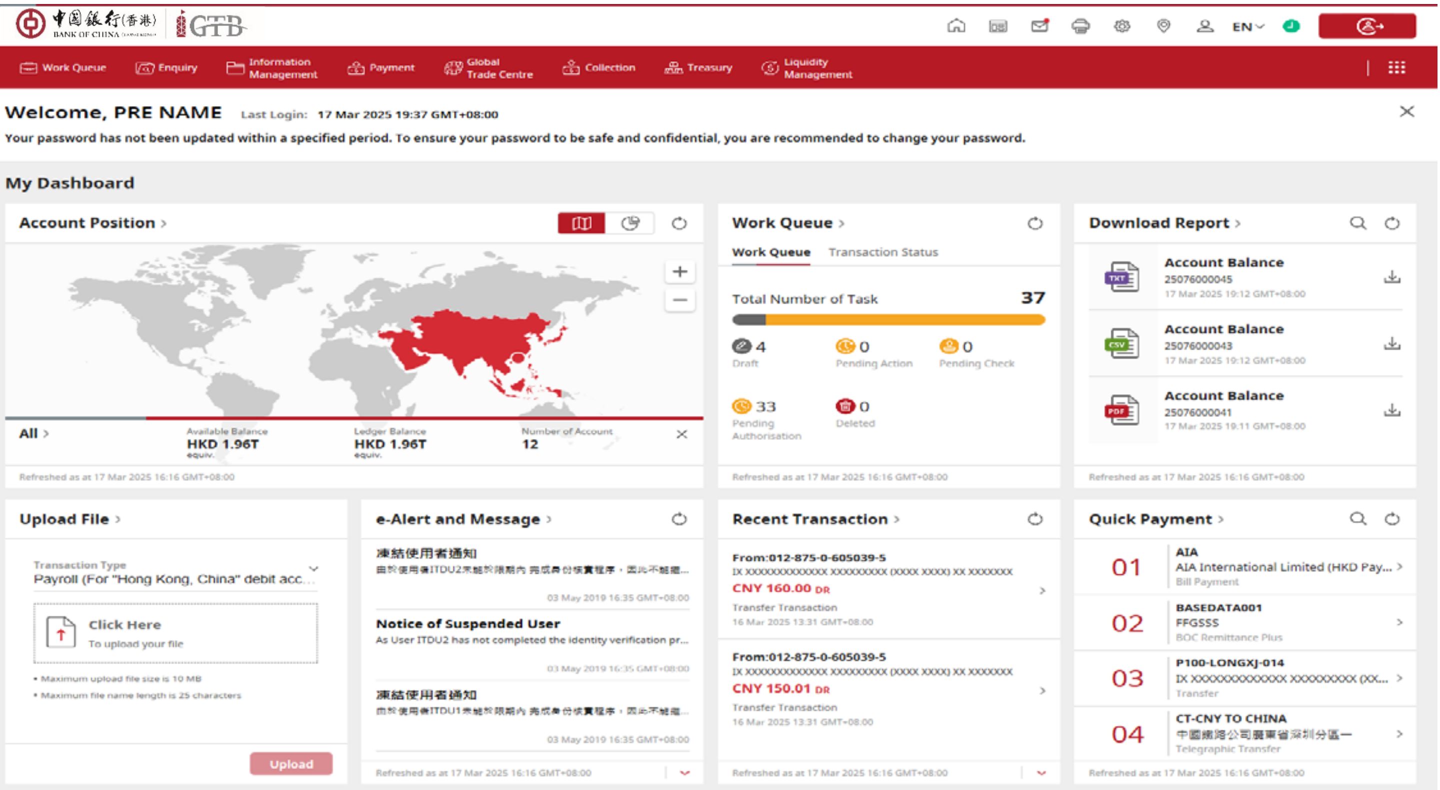
32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

Phone

+852 3988 1333

Email

cbs_inf@bochk.com



Welcome, PRE NAME Last Login: 17 Mar 2025 19:37 GMT+08:00

Your password has not been updated within a specified period. To ensure your password to be safe and confidential, you are recommended to change your password.

My Dashboard

Account Position

All | Available Balance HKD 1.96T equiv. | Ledger Balance HKD 1.96T equiv. | Number of Account 12

Refreshed as at 17 Mar 2025 16:16 GMT+08:00

Work Queue

Work Queue | Transaction Status

Total Number of Task 37

4 Draft | 0 Pending Action | 0 Pending Check

33 Pending Authorisation | 0 Deleted

Refreshed as at 17 Mar 2025 16:16 GMT+08:00

Download Report

Account Balance 25076000045 17 Mar 2025 19:12 GMT+08:00

Account Balance 25076000043 17 Mar 2025 19:12 GMT+08:00

Account Balance 25076000041 17 Mar 2025 19:11 GMT+08:00

Refreshed as at 17 Mar 2025 16:16 GMT+08:00

Upload File

Transaction Type
Payroll (For "Hong Kong, China" debit acc...

Click Here
To upload your file

- Maximum upload file size is 10 MB
- Maximum file name length is 25 characters

Upload

e-Alert and Message

凍結使用者通知
由於使用者ITDU2未能於限期內 完成身份核實程序，因此不能進...
03 May 2019 16:35 GMT+08:00

Notice of Suspended User
As User ITDU2 has not completed the identity verification pr...
03 May 2019 16:35 GMT+08:00

凍結使用者通知
由於使用者ITDU1未能於限期內 完成身份核實程序，因此不能進...
03 May 2019 16:35 GMT+08:00

Refreshed as at 17 Mar 2025 16:16 GMT+08:00

Recent Transaction

From:012-875-0-605039-5
CNY 160.00 DR
Transfer Transaction
16 Mar 2025 13:31 GMT+08:00

From:012-875-0-605039-5
CNY 150.01 DR
Transfer Transaction
16 Mar 2025 13:31 GMT+08:00

Refreshed as at 17 Mar 2025 16:16 GMT+08:00

Quick Payment

01 AIA — AIA International Limited (HKD Pay... — Bill Payment

02 BASEDATA001 — FFGSSS — BOC Remittance Plus

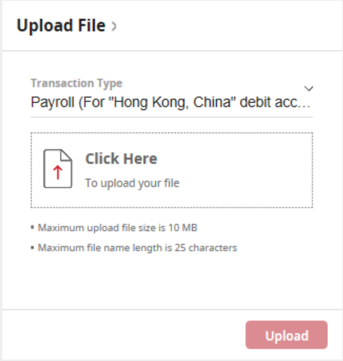
03 P100-LONGXJ-014 — Transfer

04 CT-CNY TO CHINA — 中國國際公司廣東省深圳分區一 — Telegraphic Transfer

Refreshed as at 17 Mar 2025 16:16 GMT+08:00

Highlights

Upload File



Upload File

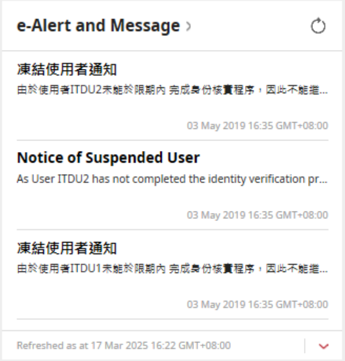
Transaction Type
Payroll (For "Hong Kong, China" debit acc...

Click Here
To upload your file

- Maximum upload file size is 10 MB
- Maximum file name length is 25 characters

Upload

e-Alert and Message



e-Alert and Message

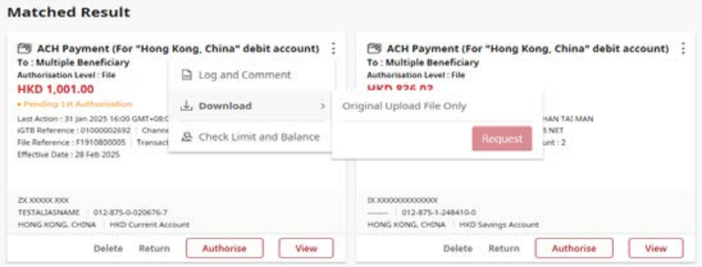
凍結使用者通知
由於使用者ITDU2未能於限期內 完成身份核實程序，因此不能進...
03 May 2019 16:35 GMT+08:00

Notice of Suspended User
As User ITDU2 has not completed the identity verification pr...
03 May 2019 16:35 GMT+08:00

凍結使用者通知
由於使用者ITDU1未能於限期內 完成身份核實程序，因此不能進...
03 May 2019 16:35 GMT+08:00

Refreshed as at 17 Mar 2025 16:22 GMT+08:00

Original File Download



Matched Result

ACH Payment (For "Hong Kong, China" debit account)
To : Multiple Beneficiary
Authorisation Level : File
HKD 1,001.00
• Pending 1st Authorisation

Log and Comment
Download
Check Limit and Balance

Original Upload File Only
Request

Delete | Return | Authorise | View

Quick Access to Upload File Tool

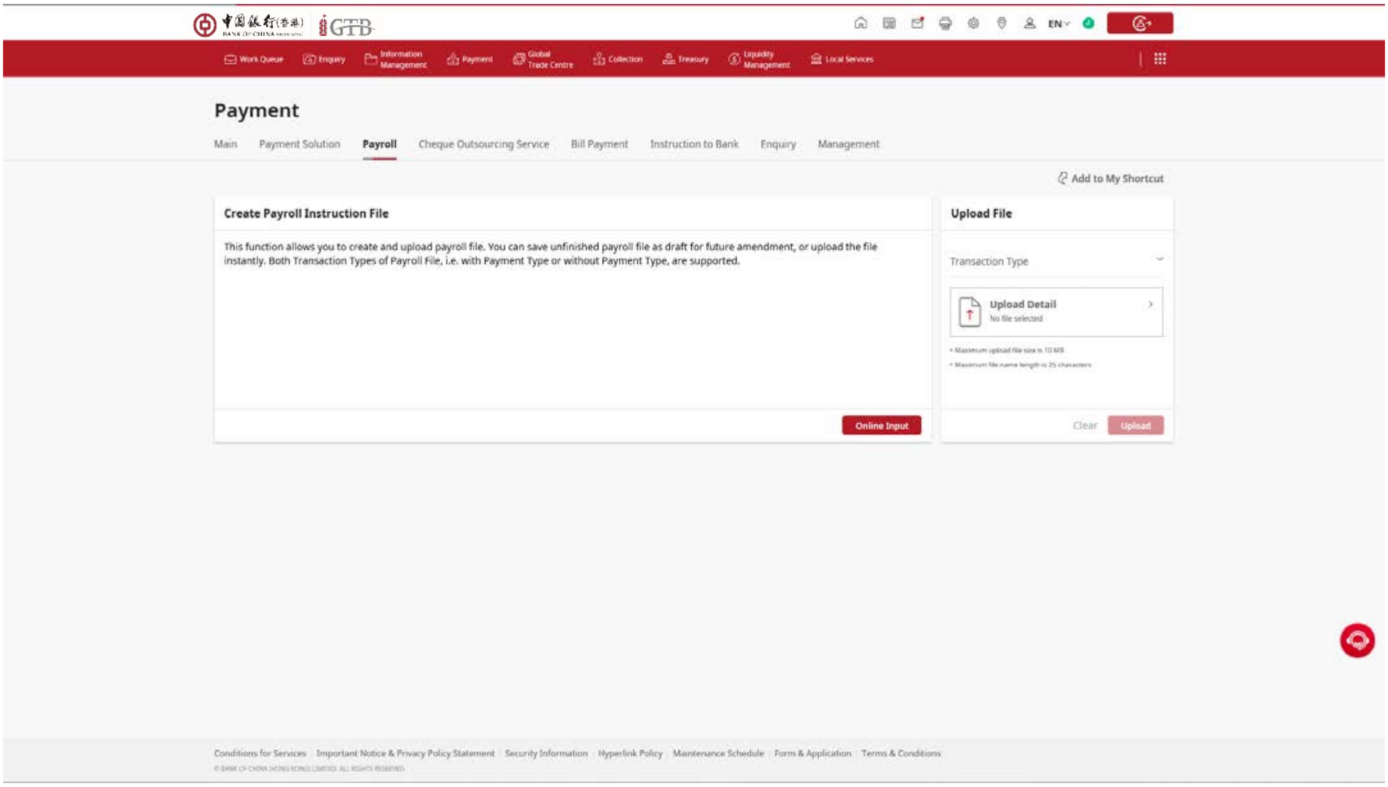
Upload file tool located under "My Dashboard" provides quick access for uploading payroll instruction.

e-Alert and Message

Allows you to setup e-alert to receive notification upon payroll execution.

Original File Download

Uploaded Payroll file can be downloaded to verify against your own record as well as for record keeping purpose.


EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Main
Payment Solution
Payroll
Cheque Outsourcing Service
Bill Payment
Instruction to Bank
Enquiry
Management
Add to My Shortcut
Transaction Type
Upload Detail
No file selected
Online Input
Clear
Upload
Conditions for Services
Important Notice & Privacy Policy Statement
Security Information
Hyperlink Policy
Maintenance Schedule
Form & Application
Terms & Conditions

Payment

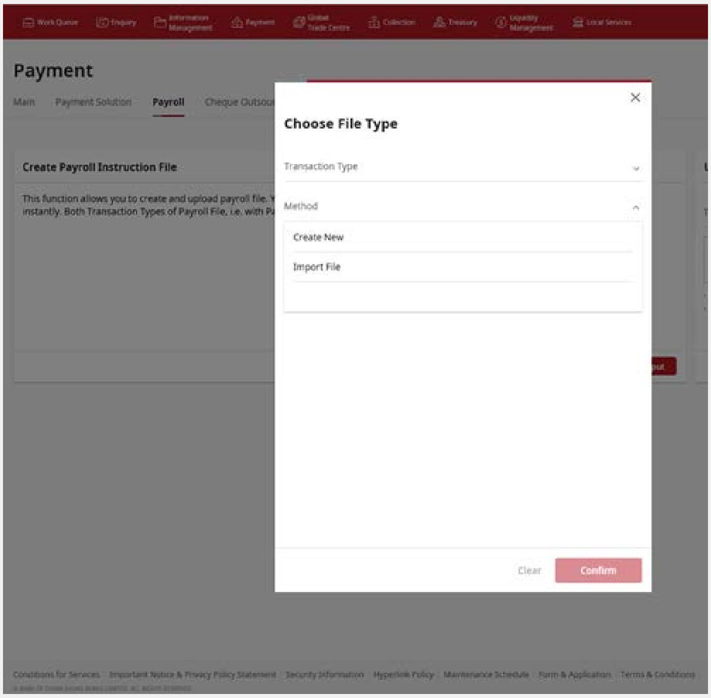
Create Payroll Instruction File

This function allows you to create and upload payroll file. You can save unfinished payroll file as draft for future amendment, or upload the file instantly. Both Transaction Types of Payroll File, i.e. with Payment Type or without Payment Type, are supported.

Upload File

Payroll Online Input Function

Support both Payroll with/without Payment Type file import and creation


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Main
Payment Solution
Payroll
Cheque Outsou
Transaction Type
Method
Create New
Import File
Clear
Confirm
Conditions for Services
Important Notice & Privacy Policy Statement
Security Information
Hyperlink Policy
Maintenance Schedule
Form & Application
Terms & Conditions

Payment

Create Payroll Instruction File

This function allows you to create and upload payroll file. Y
instantly. Both Transaction Types of Payroll File, i.e. with Pa

Choose File Type

Create Payroll File

You can use the online input function to create up to 300 payroll records and submit the instruction directly via the input function

Import Existing Payroll File

Allow you to import an existing payroll file for editing. (Support file contain up to 300 payroll records)

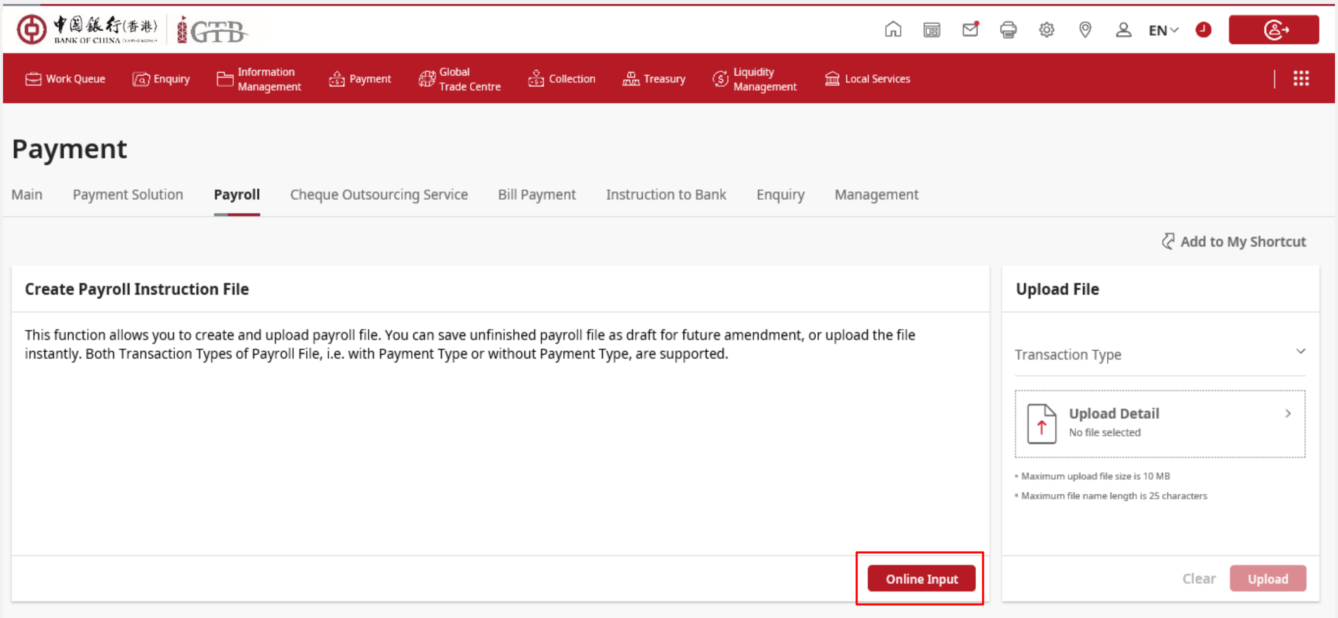
Save as Draft

Save your unfinished work as a draft and recall it from the Work Queue at a later time

Online Input – Create New Payroll Instruction

The Online Input function for Payroll provide an alternative solution for user that may not have access to the offline Payroll editor and help create payroll instructions for companies that does not exceed 300 payroll records.

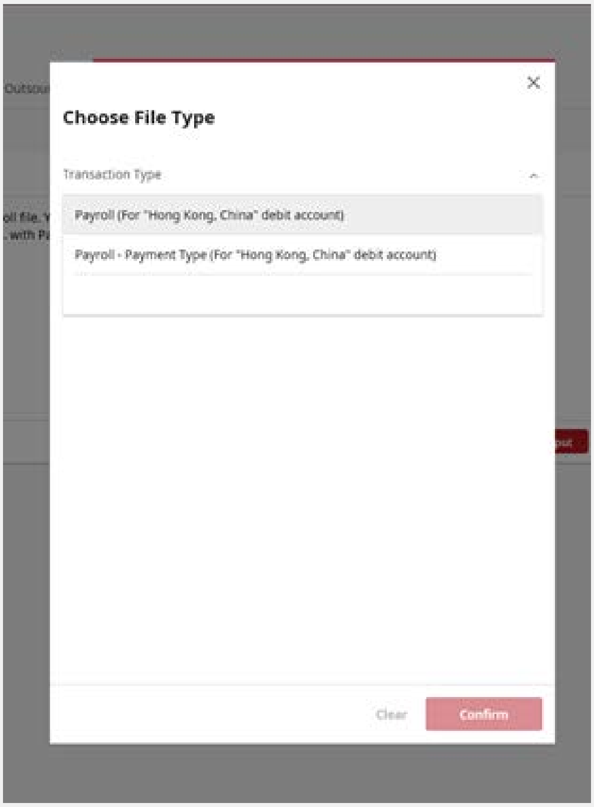
- To start create a new Payroll file, click on the **Online Input** button

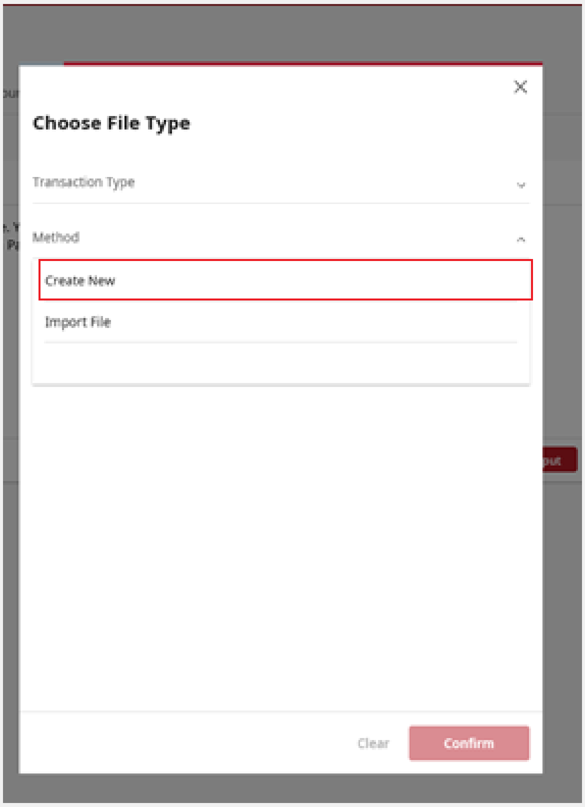

EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Payment
Main
Payment Solution
Payroll
Cheque Outsourcing Service
Bill Payment
Instruction to Bank
Enquiry
Management
Add to My Shortcut
Create Payroll Instruction File
Upload File
Transaction Type
Upload Detail
No file selected
Online Input
Clear
Upload

This function allows you to create and upload payroll file. You can save unfinished payroll file as draft for future amendment, or upload the file instantly. Both Transaction Types of Payroll File, i.e. with Payment Type or without Payment Type, are supported.

- Maximum upload file size is 10 MB
- Maximum file name length is 25 characters

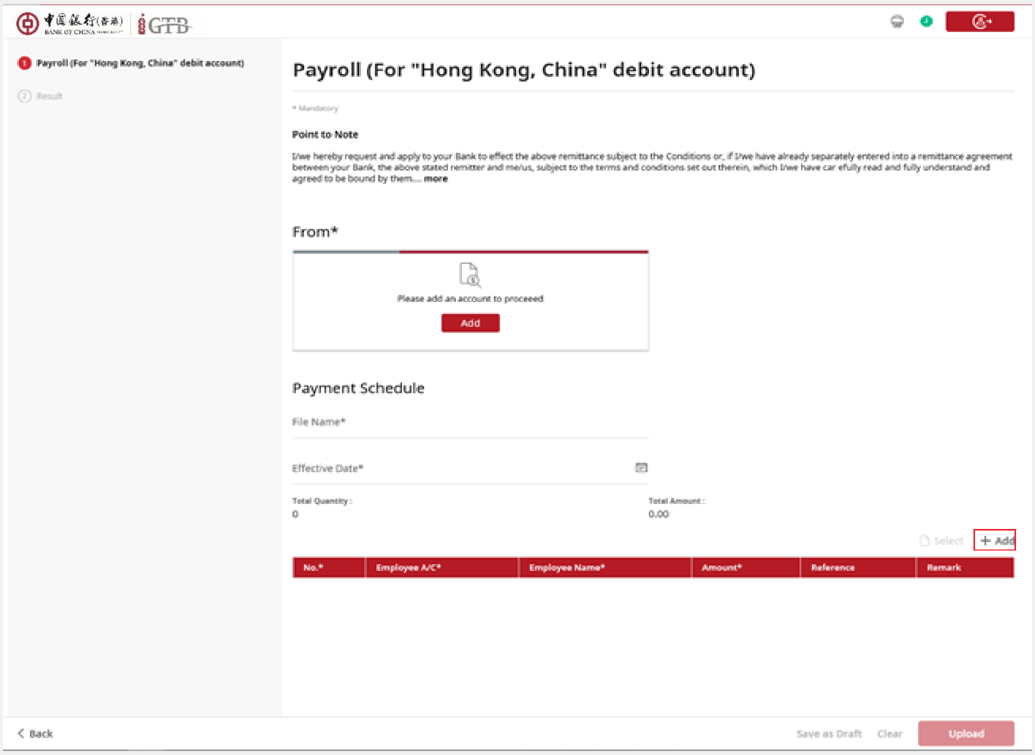
- After selected the **Transaction Type**, select **Create New** under the **Method** dropdown menu


Choose File Type
Transaction Type
Payroll (For "Hong Kong, China" debit account)
Payroll - Payment Type (For "Hong Kong, China" debit account)
Clear
Confirm


Choose File Type
Transaction Type
Method
Create New
Import File
Clear
Confirm

Online Input – Create New Payroll Instruction (cont.)

- User is required to select from the list of account, File Name and Effective Date before adding the payroll records to the file.
- New payroll record can be created by using the "**+Add**" button



1 Payroll (For "Hong Kong, China" debit account)

2 Result

Payroll (For "Hong Kong, China" debit account)

* Mandatory

Point to Note

I/we hereby request and apply to your Bank to effect the above remittance subject to the Conditions or, if I/we have already separately entered into a remittance agreement between your Bank, the above stated remitter and me/us, subject to the terms and conditions set out therein, which I/we have car efully read and fully understand and agreed to be bound by them.... **more**

From*

Please add an account to proceed

Add

Payment Schedule

File Name*

Effective Date*

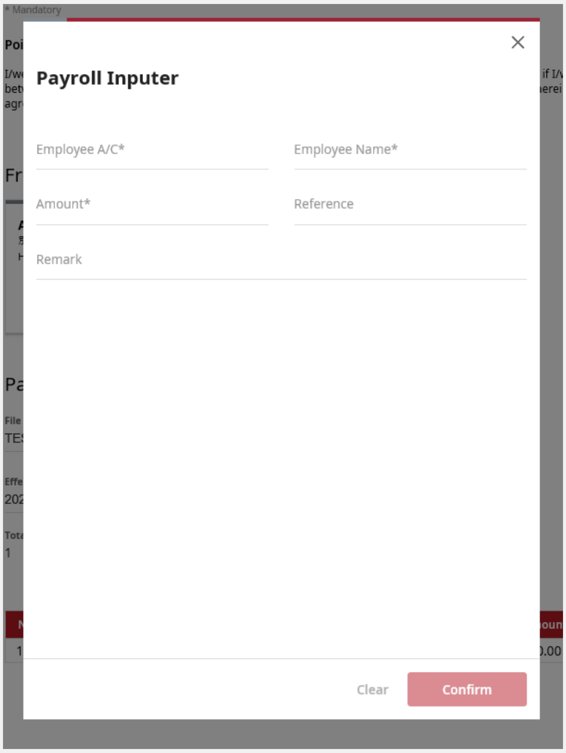
Total Quantity :
0

Total Amount :
0.00

Select + Add

No.*	Employee A/C*	Employee Name*	Amount*	Reference	Remark

< Back Save as Draft Clear Upload



Payroll Inputer

Employee A/C*

Employee Name*

Amount*

Reference

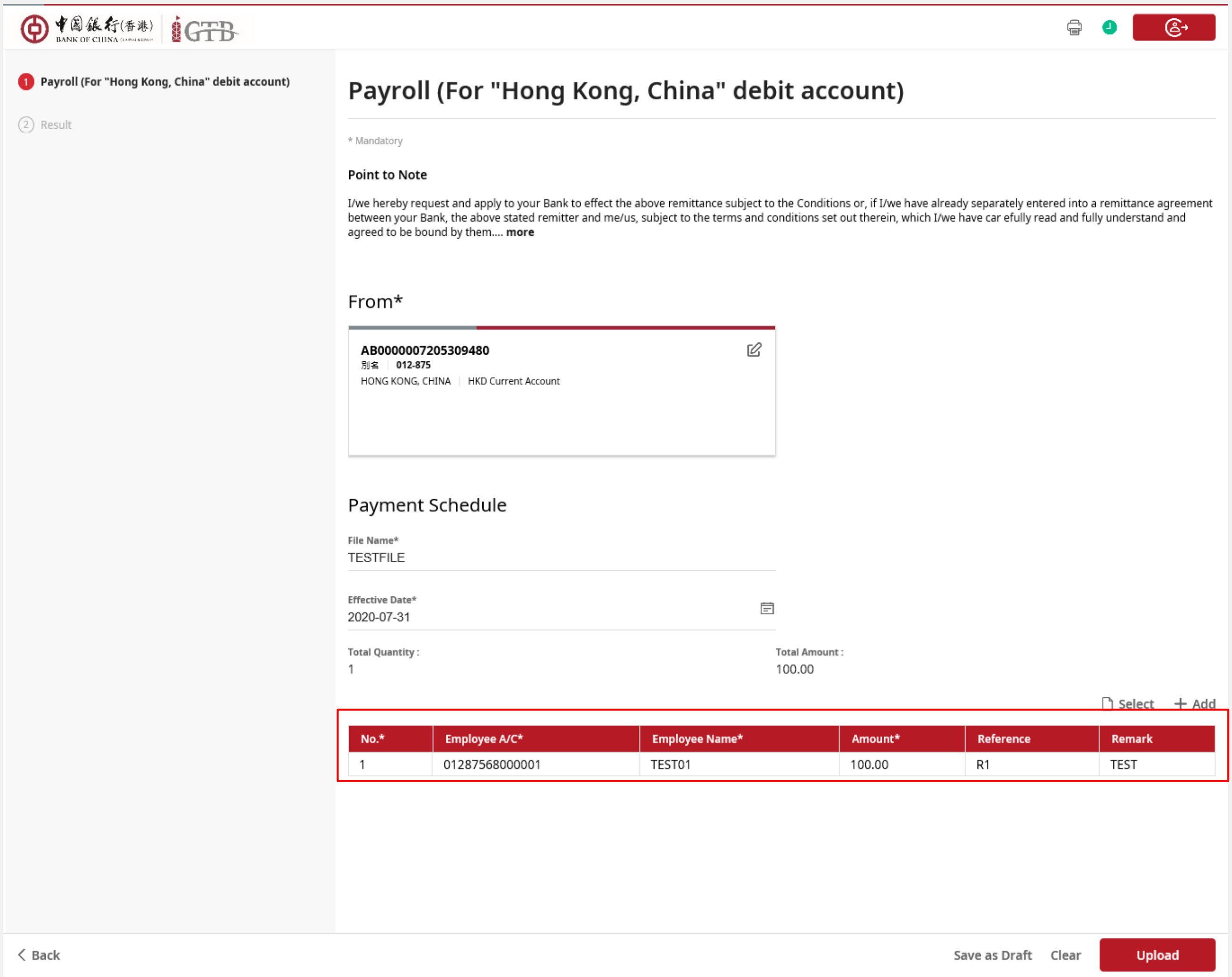
Remark

Clear Confirm

- The Employee Account, Name and Amount must be entered before a new record can be added to the file.
- For account with BOC Hong Kong the account number should be 14-digits and other banks account number should included the 3-digits bank code followed by the employee's account number.
- When all the required fields has been inputted, click **Confirm** to create a new record under the records table

Online Input – Create New Payroll Instruction (cont.)

- User can add up to 300 records under the Online Input function
- After adding the payroll records, user can either choose **Save as Draft** or **Upload**
- The upload Payroll records go to the Work Queue and require to go through the approval process just like a payroll file upload.



Payroll (For "Hong Kong, China" debit account)

* Mandatory

Point to Note

I/we hereby request and apply to your Bank to effect the above remittance subject to the Conditions or, if I/we have already separately entered into a remittance agreement between your Bank, the above stated remitter and me/us, subject to the terms and conditions set out therein, which I/we have car efully read and fully understand and agreed to be bound by them.... **more**

From*

AB0000007205309480
別名 | **012-875**
HONG KONG, CHINA | HKD Current Account

Payment Schedule

File Name*
TESTFILE

Effective Date*
2020-07-31

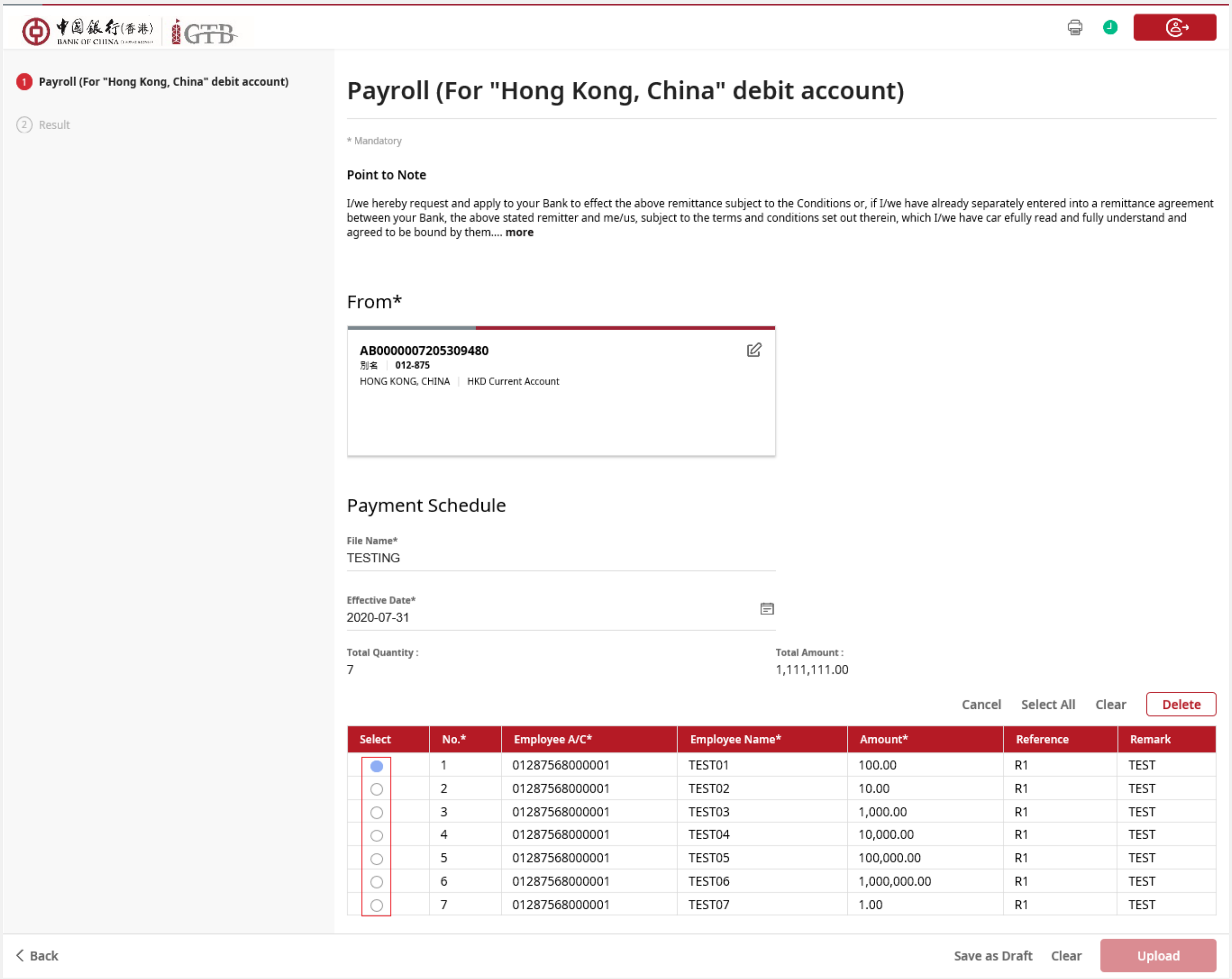
Total Quantity :
1

Total Amount :
100.00

No.*	Employee A/C*	Employee Name*	Amount*	Reference	Remark
1	01287568000001	TEST01	100.00	R1	TEST

Online Input – Create New Payroll Instruction (cont.)

- User can also remove the records by using the clicking on the **Select** button, then select the desire record(s) that to be deleted and click **Delete**.
- The **Select All** and **Cancel** button help you to select all the records under the table or to cancel your action



Payroll (For "Hong Kong, China" debit account)

* Mandatory

Point to Note

I/we hereby request and apply to your Bank to effect the above remittance subject to the Conditions or, if I/we have already separately entered into a remittance agreement between your Bank, the above stated remitter and me/us, subject to the terms and conditions set out therein, which I/we have car efully read and fully understand and agreed to be bound by them.... **more**

From*

AB0000007205309480
別名 | **012-875**
HONG KONG, CHINA | HKD Current Account

Payment Schedule

File Name*
TESTING

Effective Date*
2020-07-31

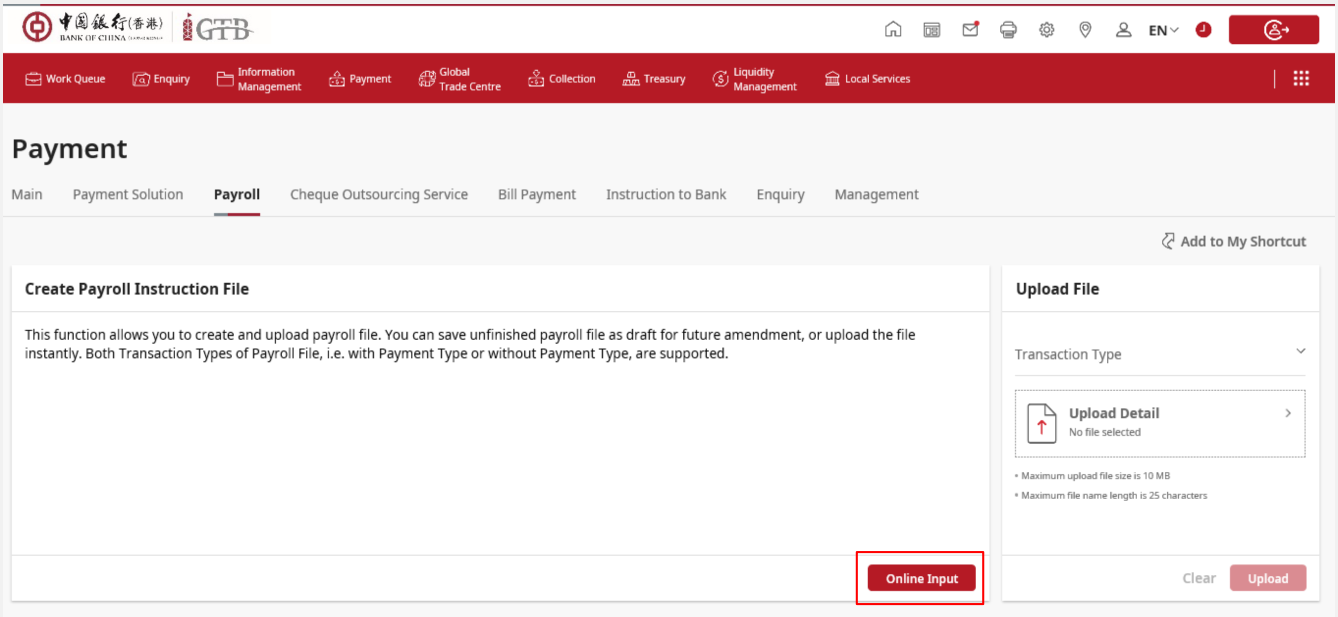
Total Quantity :
7

Total Amount :
1,111,111.00

Select	No.*	Employee A/C*	Employee Name*	Amount*	Reference	Remark
●	1	01287568000001	TEST01	100.00	R1	TEST
○	2	01287568000001	TEST02	10.00	R1	TEST
○	3	01287568000001	TEST03	1,000.00	R1	TEST
○	4	01287568000001	TEST04	10,000.00	R1	TEST
○	5	01287568000001	TEST05	100,000.00	R1	TEST
○	6	01287568000001	TEST06	1,000,000.00	R1	TEST
○	7	01287568000001	TEST07	1.00	R1	TEST

Online Input – Import Payroll File

- To start import a Payroll file, click on the **Online Input** button

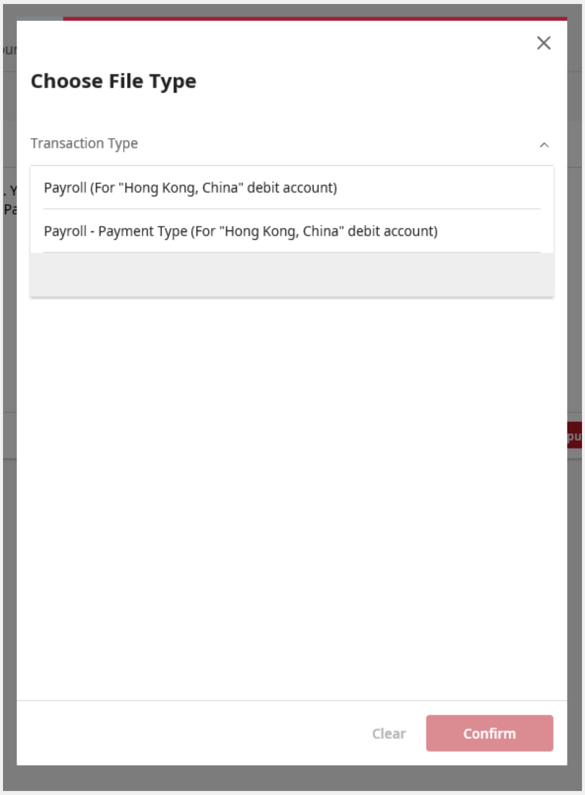

EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Payment
Main
Payment Solution
Payroll
Cheque Outsourcing Service
Bill Payment
Instruction to Bank
Enquiry
Management
Add to My Shortcut
Upload File
Transaction Type
Upload Detail
No file selected
Online Input
Clear
Upload

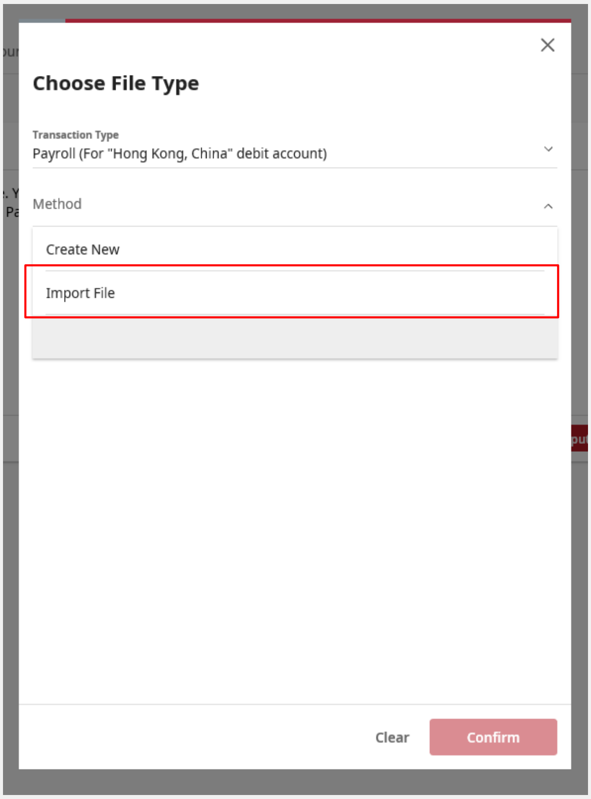
Create Payroll Instruction File

This function allows you to create and upload payroll file. You can save unfinished payroll file as draft for future amendment, or upload the file instantly. Both Transaction Types of Payroll File, i.e. with Payment Type or without Payment Type, are supported.

- Maximum upload file size is 10 MB
- Maximum file name length is 25 characters

- After selected the **Transaction Type**, select **Import File** under the **Method** dropdown menu

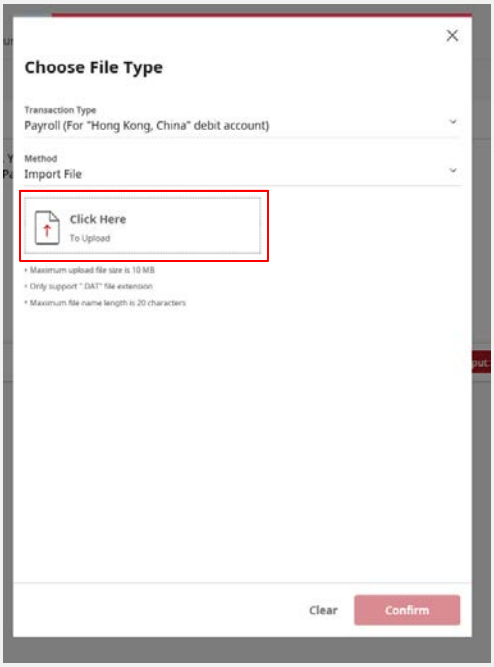

Choose File Type
Transaction Type
Payroll (For "Hong Kong, China" debit account)
Payroll - Payment Type (For "Hong Kong, China" debit account)
Clear
Confirm


Choose File Type
Method
Create New
Import File
Clear
Confirm

Transaction Type: Payroll (For "Hong Kong, China" debit account)

Online Input – Import Payroll Instruction (cont.)

- After selected **Import File**, the upload function will be displayed. Click on the function to choose the file then the name of the selected file will be displayed.
- User could proceed by clicking on the **Confirm** button or click **Clear** to choose another file.

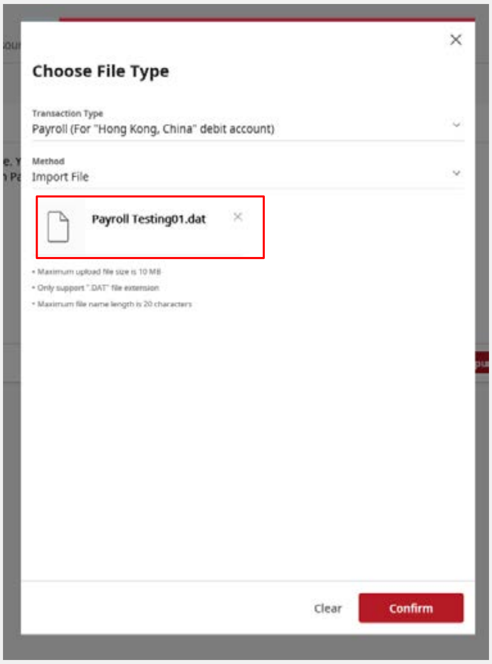


Choose File Type

Transaction Type
Payroll (For "Hong Kong, China" debit account)

Method
Import File

- Maximum upload file size is 10 MB
- Only support ".DAT" file extension
- Maximum file name length is 20 characters



Choose File Type

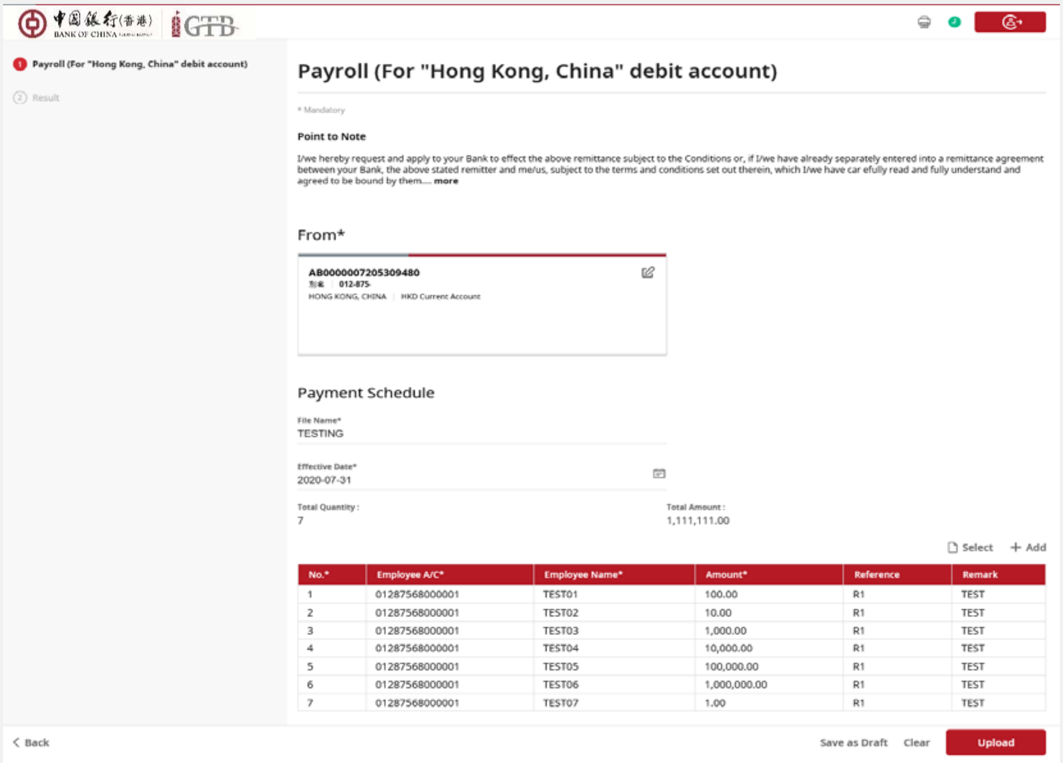
Transaction Type
Payroll (For "Hong Kong, China" debit account)

Method
Import File

Payroll Testing01.dat

- Maximum upload file size is 10 MB
- Only support ".DAT" file extension
- Maximum file name length is 20 characters

- After confirmed the import, the Payroll information will be populated under the input screen where the user could proceed with the upload or continue to edit the payroll record.



Payroll (For "Hong Kong, China" debit account)

* Mandatory

Point to Note

I/we hereby request and apply to your Bank to effect the above remittance subject to the Conditions or, if I/we have already separately entered into a remittance agreement between your Bank, the above stated remitter and me/us, subject to the terms and conditions set out therein, which I/we have car efully read and fully understand and agreed to be bound by them..... **more**

From*

AB0000007205309480
[illegible] | 012-875-
HONG KONG, CHINA | HKD Current Account

Payment Schedule

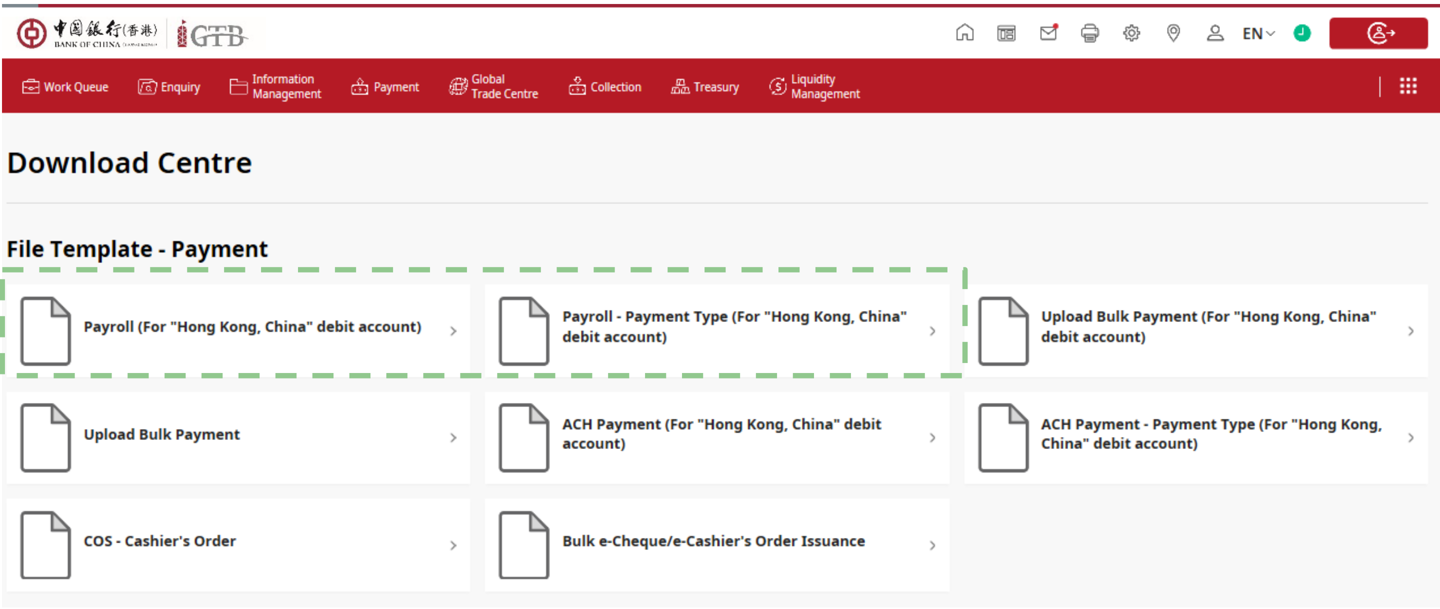
File Name*
TESTING

Effective Date*
2020-07-31

Total Quantity :
7

Total Amount :
1,111,111.00

No.*	Employee A/C*	Employee Name*	Amount*	Reference	Remark
1	01287568000001	TEST01	100.00	R1	TEST
2	01287568000001	TEST02	10.00	R1	TEST
3	01287568000001	TEST03	1,000.00	R1	TEST
4	01287568000001	TEST04	10,000.00	R1	TEST
5	01287568000001	TEST05	100,000.00	R1	TEST
6	01287568000001	TEST06	1,000,000.00	R1	TEST
7	01287568000001	TEST07	1.00	R1	TEST


中國銀行(香港) BANK OF CHINA iGTB
EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management

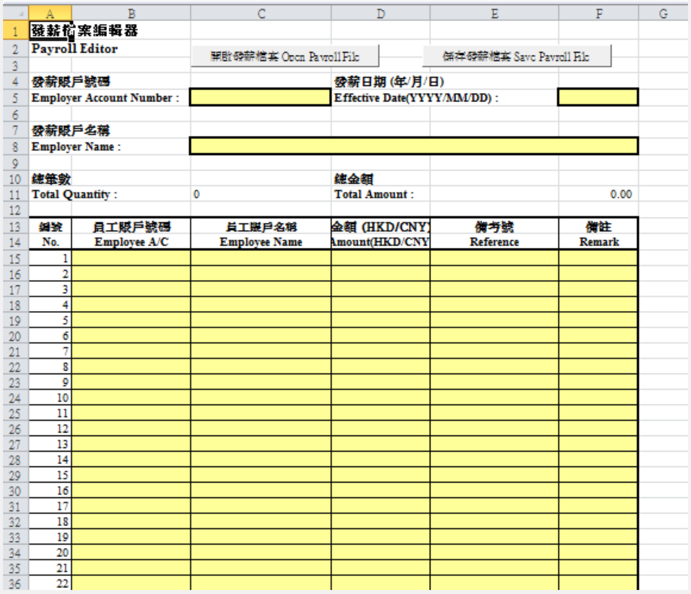
Download Centre

File Template - Payment

- Payroll (For "Hong Kong, China" debit account)
- Payroll - Payment Type (For "Hong Kong, China" debit account)
- Upload Bulk Payment (For "Hong Kong, China" debit account)
- Upload Bulk Payment
- ACH Payment (For "Hong Kong, China" debit account)
- ACH Payment - Payment Type (For "Hong Kong, China" debit account)
- COS - Cashier's Order
- Bulk e-Cheque/e-Cashier's Order Issuance

Payroll Editor

Payroll Editor


A
B
C
D
E
F
G
開啟發薪檔案 Open Payroll File
儲存發薪檔案 Save Payroll File

發薪檔案編輯器
Payroll Editor

發薪賬戶號碼
Employer Account Number :

發薪日期 (年/月/日)
Effective Date(YYYY/MM/DD) :

發薪賬戶名稱
Employer Name :

總筆數
Total Quantity : 0

總金額
Total Amount : 0.00

編號 No.	員工賬戶號碼 Employee A/C	員工賬戶名稱 Employee Name	金額 (HKD/CNY) Amount(HKD/CNY	備考號 Reference	備註 Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Payroll Editor

Provide all the necessary field explanation for you to create the Payroll instruction.

Country-Specific Editors

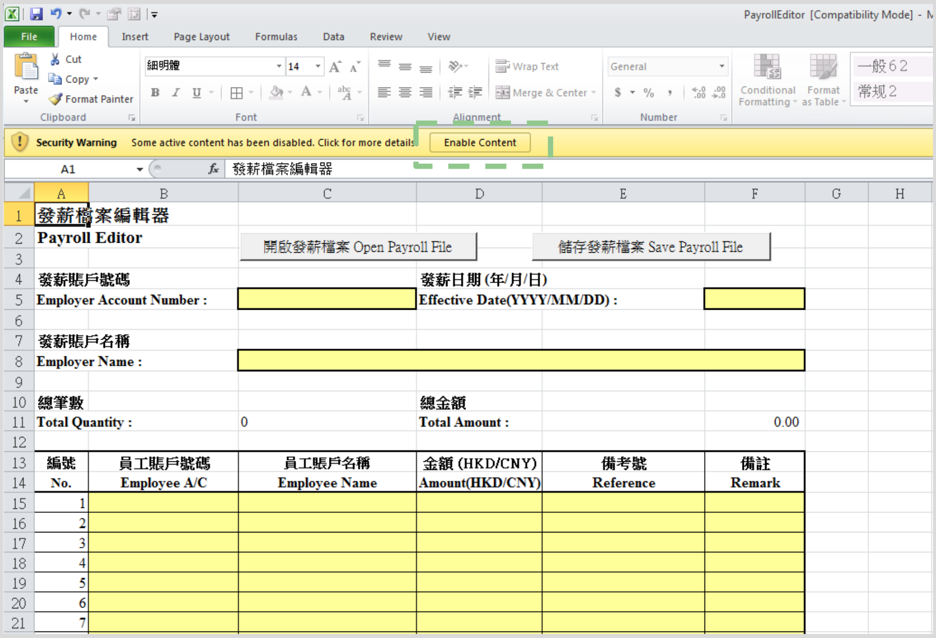
You can download the editor for your countries at the Download Centre to help you create your payroll instruction.

Field Validation

Provide validation for input fields to ensure all the generated file can be accepted by iGTB.

Step 1

Open the Payroll Editor and click ‘Enable Content’


PayrollEditor [Compatibility Mode]
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Paste
Cut
Copy
Format Painter
Clipboard
細明體
14
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
一般 6 2
常規 2
A1
開啟發薪檔案 Open Payroll File
儲存發薪檔案 Save Payroll File

Security Warning Some active content has been disabled. Click for more details. Enable Content

發薪檔案編輯器
Payroll Editor

發薪賬戶號碼
Employer Account Number :

發薪日期 (年/月/日)
Effective Date(YYYY/MM/DD) :

發薪賬戶名稱
Employer Name :

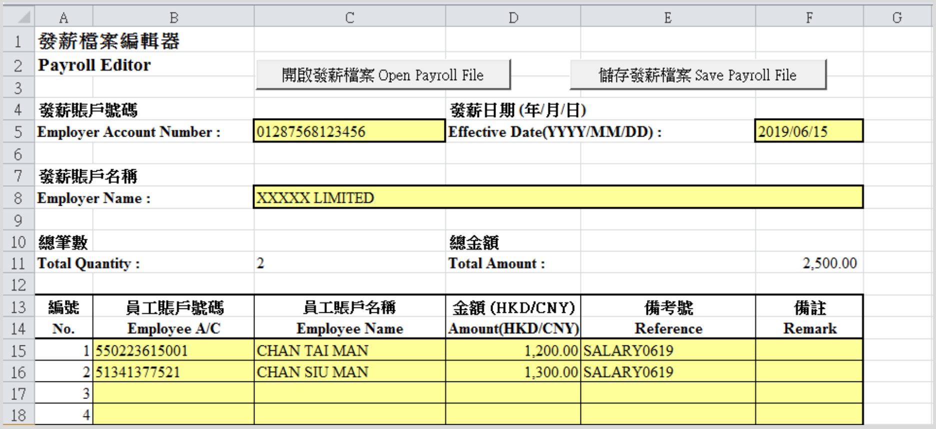
總筆數
Total Quantity : 0

總金額
Total Amount : 0.00

編號 No.	員工賬戶號碼 Employee A/C	員工賬戶名稱 Employee Name	金額 (HKD/CNY) Amount(HKD/CNY)	備考號 Reference	備註 Remark
1					
2					
3					
4					
5					
6					
7					

Step 2

Input the Employer A/C No.*, Effective Date, Employer Name, Employee A/C, Employee Name, Amount, Reference and Remark (optional)


開啟發薪檔案 Open Payroll File
儲存發薪檔案 Save Payroll File

發薪檔案編輯器
Payroll Editor

發薪賬戶號碼
Employer Account Number : 01287568123456

發薪日期 (年/月/日)
Effective Date(YYYY/MM/DD) : 2019/06/15

發薪賬戶名稱
Employer Name : XXXXX LIMITED

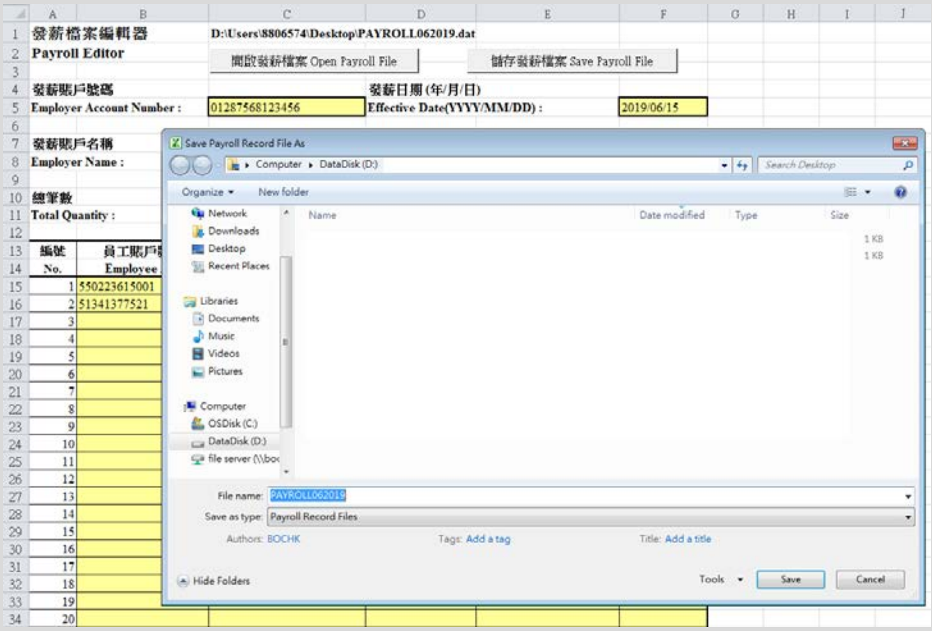
總筆數
Total Quantity : 2

總金額
Total Amount : 2,500.00

編號 No.	員工賬戶號碼 Employee A/C	員工賬戶名稱 Employee Name	金額 (HKD/CNY) Amount(HKD/CNY)	備考號 Reference	備註 Remark
1	550223615001	CHAN TAI MAN	1,200.00	SALARY0619	
2	51341377521	CHAN SIU MAN	1,300.00	SALARY0619	
3					
4					

Step 3

Click on ‘Save Payroll File’ button and input your file name > press the ‘Save’ button


開啟發薪檔案 Open Payroll File
儲存發薪檔案 Save Payroll File
Save Payroll Record File As
Computer ▸ DataDisk (D:)
Search Desktop
Organize
New folder
Network
Downloads
Desktop
Recent Places
Libraries
Documents
Music
Videos
Pictures
Computer
OSDisk (C:)
DataDisk (D:)
file server (\\boc
Name
Date modified
Type
Size
1 KB
1 KB
Hide Folders
Tools
Save
Cancel

D:\Users\8806574\Desktop\PAYROLL062019.dat

Employer Account Number : 01287568123456

Effective Date(YYYY/MM/DD) : 2019/06/15

File name: PAYROLL062019

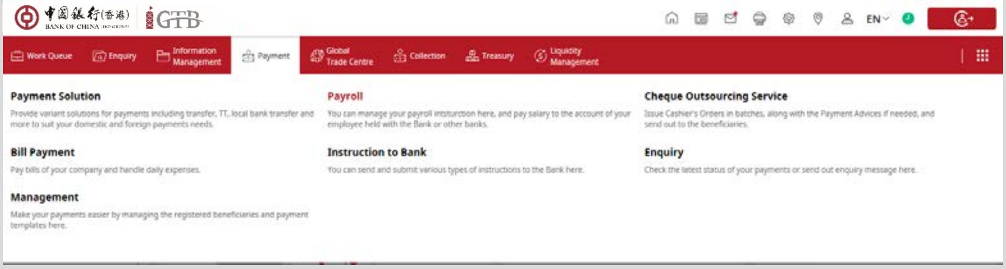
Save as type: Payroll Record Files

Authors: BOCHK Tags: Add a tag Title: Add a title

* - 14-digits for BOC Hong Kong A/C and other banks A/C should include 3-digits bank code followed by the employee’s A/C No.

Step 1

Select from Menu
Payment > Payroll


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
EN

Payment Solution
Provide variant solutions for payments including transfer, TT, local bank transfer and more to suit your domestic and foreign payments needs.

Payroll
You can manage your payroll intsturction here, and pay salary to the account of your employee held with the Bank or other banks.

Cheque Outsourcing Service
Issue Cashier's Orders in batches, along with the Payment Advices if needed, and send out to the beneficiaries.

Bill Payment
Pay bills of your company and handle daily expenses.

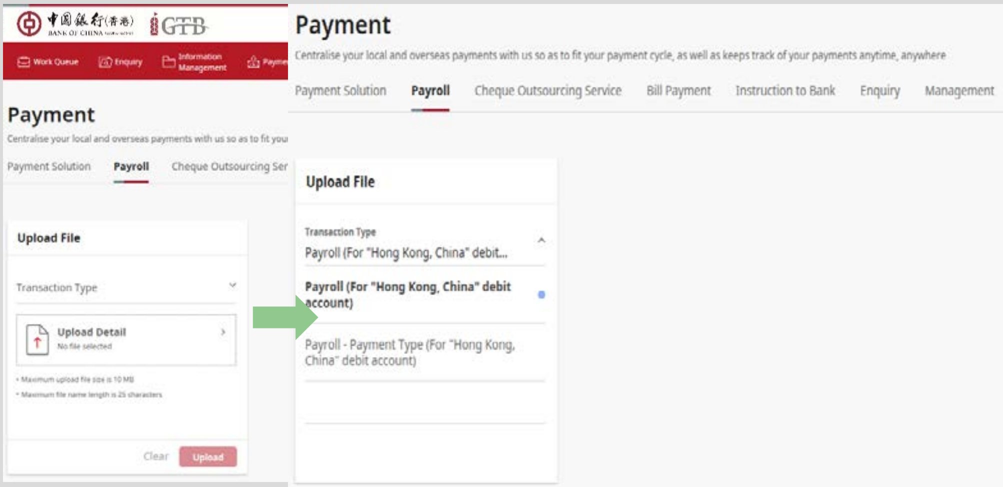
Instruction to Bank
You can send and submit various types of instructions to the Bank here.

Enquiry
Check the latest status of your payments or send out enquiry message here.

Management
Make your payments easier by managing the registered beneficiaries and payment templates here.

Step 2

Choose the Payroll
Upload File Type


Work Queue
Enquiry
Information Management
Payment Solution
Payroll
Cheque Outsourcing Service
Bill Payment
Instruction to Bank
Enquiry
Management
Clear
Upload

Payment

Centralise your local and overseas payments with us so as to fit your payment cycle, as well as keeps track of your payments anytime, anywhere

Upload File

Transaction Type
Payroll (For "Hong Kong, China" debit...

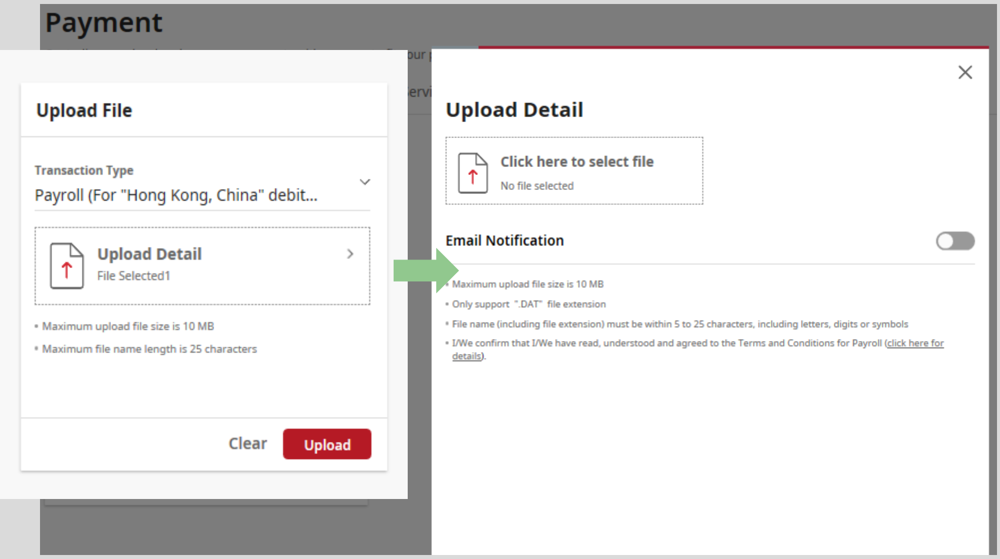
Payroll (For "Hong Kong, China" debit account)
Payroll - Payment Type (For "Hong Kong, China" debit account)

Upload Detail
No file selected

- Maximum upload file size is 10 MB
- Maximum file name length is 25 characters

Step 3

Click on 'Upload Detail' and select your payroll file


Payment
Clear
Upload

Upload File

Transaction Type
Payroll (For "Hong Kong, China" debit...

Upload Detail
File Selected1

- Maximum upload file size is 10 MB
- Maximum file name length is 25 characters

Upload Detail

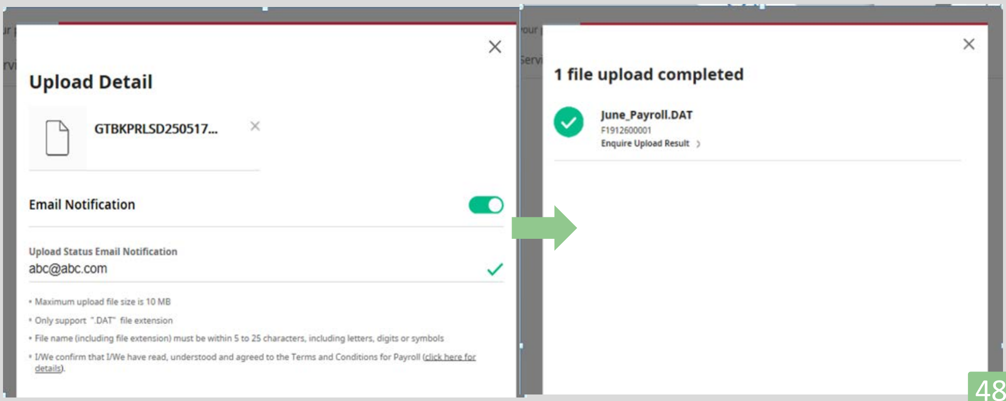
Click here to select file
No file selected

Email Notification

- Maximum upload file size is 10 MB
- Only support ".DAT" file extension
- File name (including file extension) must be within 5 to 25 characters, including letters, digits or symbols
- I/We confirm that I/We have read, understood and agreed to the Terms and Conditions for Payroll (click here for details).

Step 4

Input the Email Notification (optional) and click upload



Upload Detail

GTBKPRLSD250517...

Email Notification

Upload Status Email Notification
abc@abc.com

- Maximum upload file size is 10 MB
- Only support ".DAT" file extension
- File name (including file extension) must be within 5 to 25 characters, including letters, digits or symbols
- I/We confirm that I/We have read, understood and agreed to the Terms and Conditions for Payroll (click here for details).

1 file upload completed

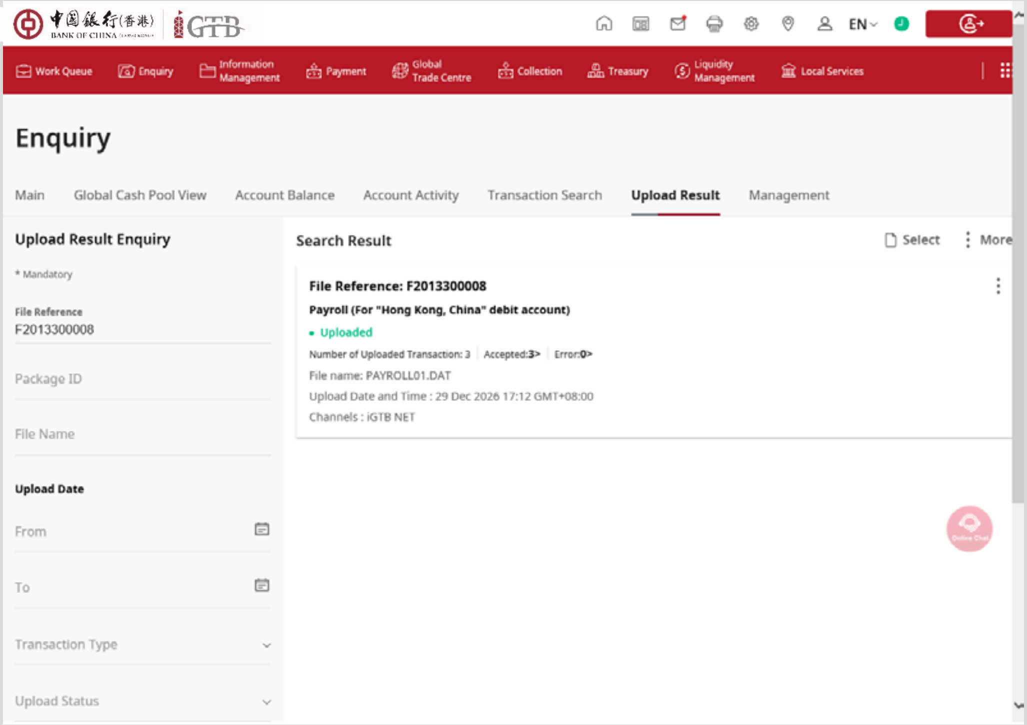
June_Payroll.DAT
F1912600001
Enquire Upload Result

Step 1

Select from Menu
Enquiry > Upload Result

Step 2

Input the File Reference or File name to search for the uploaded file status


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
EN

Enquiry

Main | Global Cash Pool View | Account Balance | Account Activity | Transaction Search | **Upload Result** | Management

Upload Result Enquiry

* Mandatory

File Reference
F2013300008

Package ID

File Name

Upload Date

From

To

Transaction Type

Upload Status

Search Result

Select
More

File Reference: F2013300008

Payroll (For "Hong Kong, China" debit account)

• Uploaded

Number of Uploaded Transaction: 3 | Accepted:**3>** | Error:**0>**

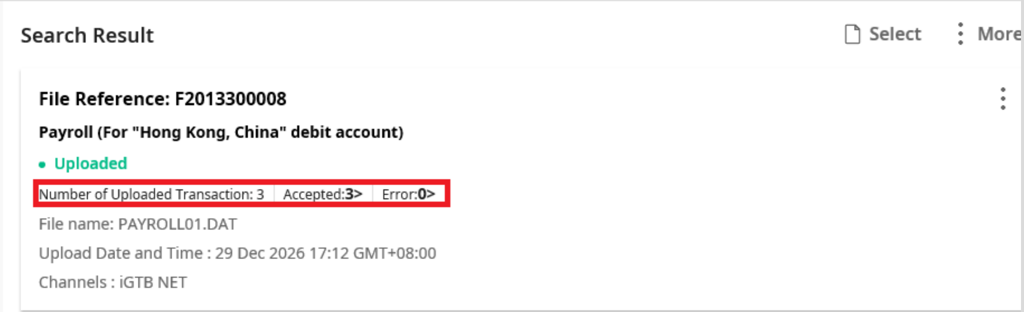
File name: PAYROLL01.DAT

Upload Date and Time : 29 Dec 2026 17:12 GMT+08:00

Channels : iGTB NET

Step 3

Click on number beside 'Accepted' or 'Error' to view the successful and failed details



Search Result

Select
More

File Reference: F2013300008

Payroll (For "Hong Kong, China" debit account)

• Uploaded

Number of Uploaded Transaction: 3 | Accepted:**3>** | Error:**0>**

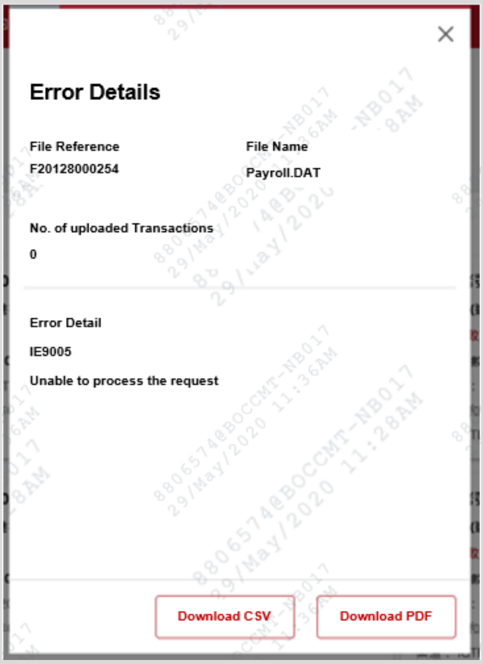
File name: PAYROLL01.DAT

Upload Date and Time : 29 Dec 2026 17:12 GMT+08:00

Channels : iGTB NET

Step 4

The result can be downloaded in CSV or PDF Format



Error Details

File Reference
F20128000254

File Name
Payroll.DAT

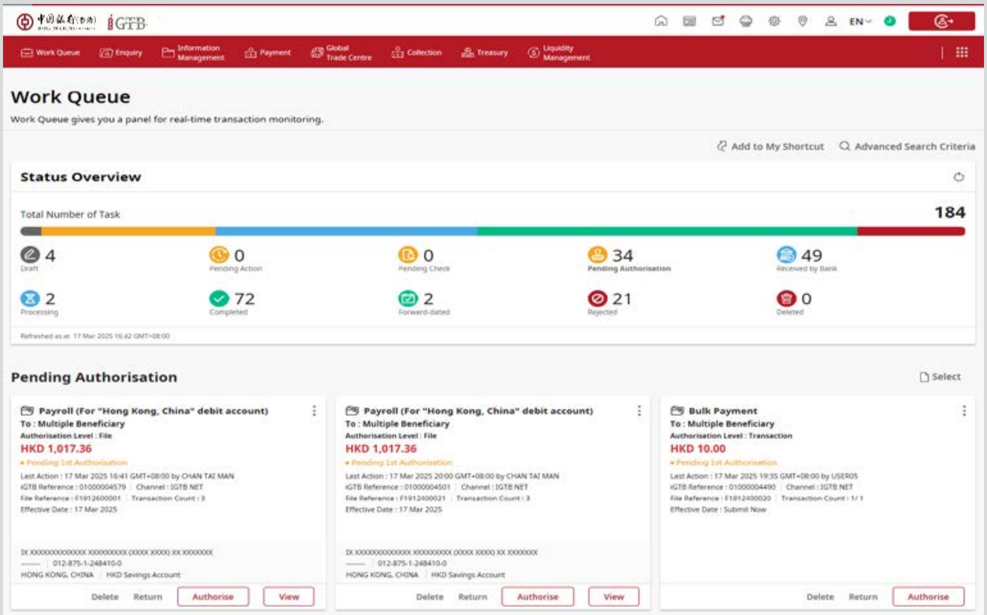
No. of uploaded Transactions
0

Error Detail
IE9005
Unable to process the request

Download CSV
Download PDF

Step 1

Select from Menu Work Queue and click on Authorise



Work Queue

Work Queue gives you a panel for real-time transaction monitoring.

Add to My Shortcut | Advanced Search Criteria

Status Overview

Total Number of Task 184

4 Draft
0 Pending Action
0 Pending Check
34 Pending Authorisation
49 Received by Bank
2 Processing
72 Completed
2 Forward-dated
21 Rejected
0 Deleted

Refreshed as at 17 Mar 2025 16:42 GMT+08:00

Pending Authorisation

Select

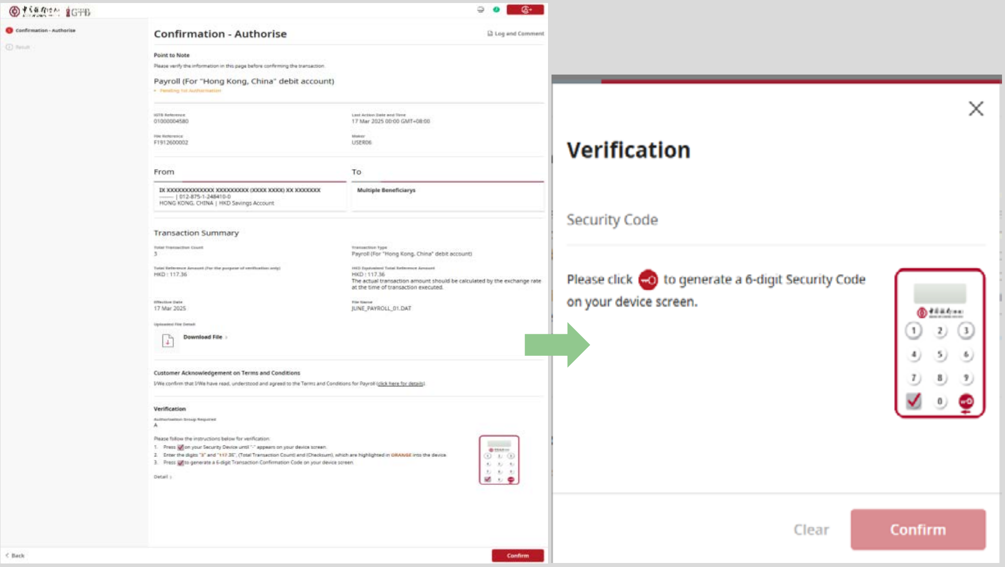
Payroll (For "Hong Kong, China" debit account)
To : Multiple Beneficiary
Authorisation Level : File
HKD 1,017.36
• Pending 1st Authorisation
Last Action : 17 Mar 2025 16:41 GMT+08:00 by CHAN TAI MAN
iGTB Reference : 01000004579 | Channel : iGTB NET
File Reference : F1912600001 | Transaction Count : 3
Effective Date : 17 Mar 2025
IX XXXXXXXXXXXXX XXXXXXXXX (XXXX XXXX) XX XXXXXXX
——— | 012-875-1-248410-0
HONG KONG, CHINA | HKD Savings Account
Delete Return Authorise View

Payroll (For "Hong Kong, China" debit account)
To : Multiple Beneficiary
Authorisation Level : File
HKD 1,017.36
• Pending 1st Authorisation
Last Action : 17 Mar 2025 20:00 GMT+08:00 by CHAN TAI MAN
iGTB Reference : 01000004501 | Channel : iGTB NET
File Reference : F1912400021 | Transaction Count : 3
Effective Date : 17 Mar 2025
IX XXXXXXXXXXXXX XXXXXXXXX (XXXX XXXX) XX XXXXXXX
——— | 012-875-1-248410-0
HONG KONG, CHINA | HKD Savings Account
Delete Return Authorise View

Bulk Payment
To : Multiple Beneficiary
Authorisation Level : Transaction
HKD 10.00
• Pending 1st Authorisation
Last Action : 17 Mar 2025 19:35 GMT+08:00 by USER05
iGTB Reference : 01000004490 | Channel : iGTB NET
File Reference : F1912400020 | Transaction Count : 1/ 1
Effective Date : Submit Now
Delete Return Authorise

Step 2

Review all the Payroll Details and input the security code



Confirmation - Authorise

Point to Note

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

Payroll (For "Hong Kong, China" debit account)
• Pending 1st Authorisation

iGTB Reference: 01000004580
Last Action Date and Time: 17 Mar 2025 00:00 GMT+08:00
File Reference: F1912600002
Maker: USER06

From: IX XXXXXXXXXXXXX XXXXXXXXX (XXXX XXXX) XX XXXXXXX
——— | 012-875-1-248410-0
HONG KONG, CHINA | HKD Savings Account

To: Multiple Beneficiarys

Transaction Summary

Total Transaction Count: 3
Transaction Type: Payroll (For "Hong Kong, China" debit account)
Total Reference Amount (For the purpose of verification only): HKD : 117.36
HKD Equivalent Total Reference Amount: HKD : 117.36
The actual transaction amount should be calculated by the exchange rate at the time of transaction executed.
Effective Date: 17 Mar 2025
File Name: JUNE_PAYROLL_01.DAT
Uploaded File Detail

Customer Acknowledgement on Terms and Conditions

I/We confirm that I/We have read, understood and agreed to the Terms and Conditions for Payroll (click here for details).

Verification

Authorisation Group Required: A

Please follow the instructions below for verification:

1. Press ✓ on your Security Device until "-" appears on your device screen.
2. Enter the digits "3" and "117.36", (Total Transaction Count) and (Checksum), which are highlighted in ORANGE into the device.
3. Press ✓ to generate a 6-digit Transaction Confirmation Code on your device screen.

Verification

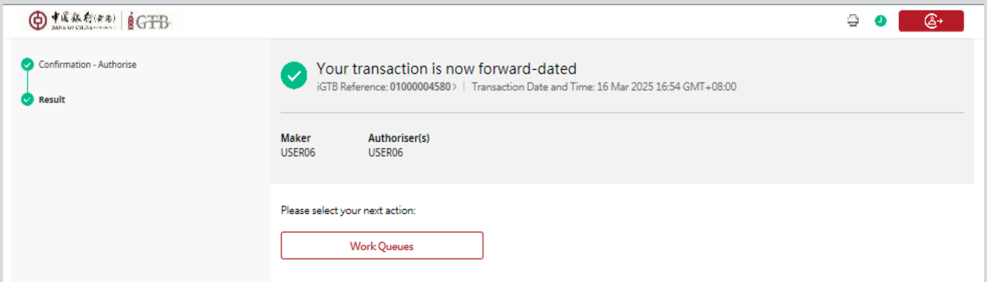
Security Code

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

Clear Confirm

Step 3

The authorised Payroll Instruction can be viewed under Work Queue



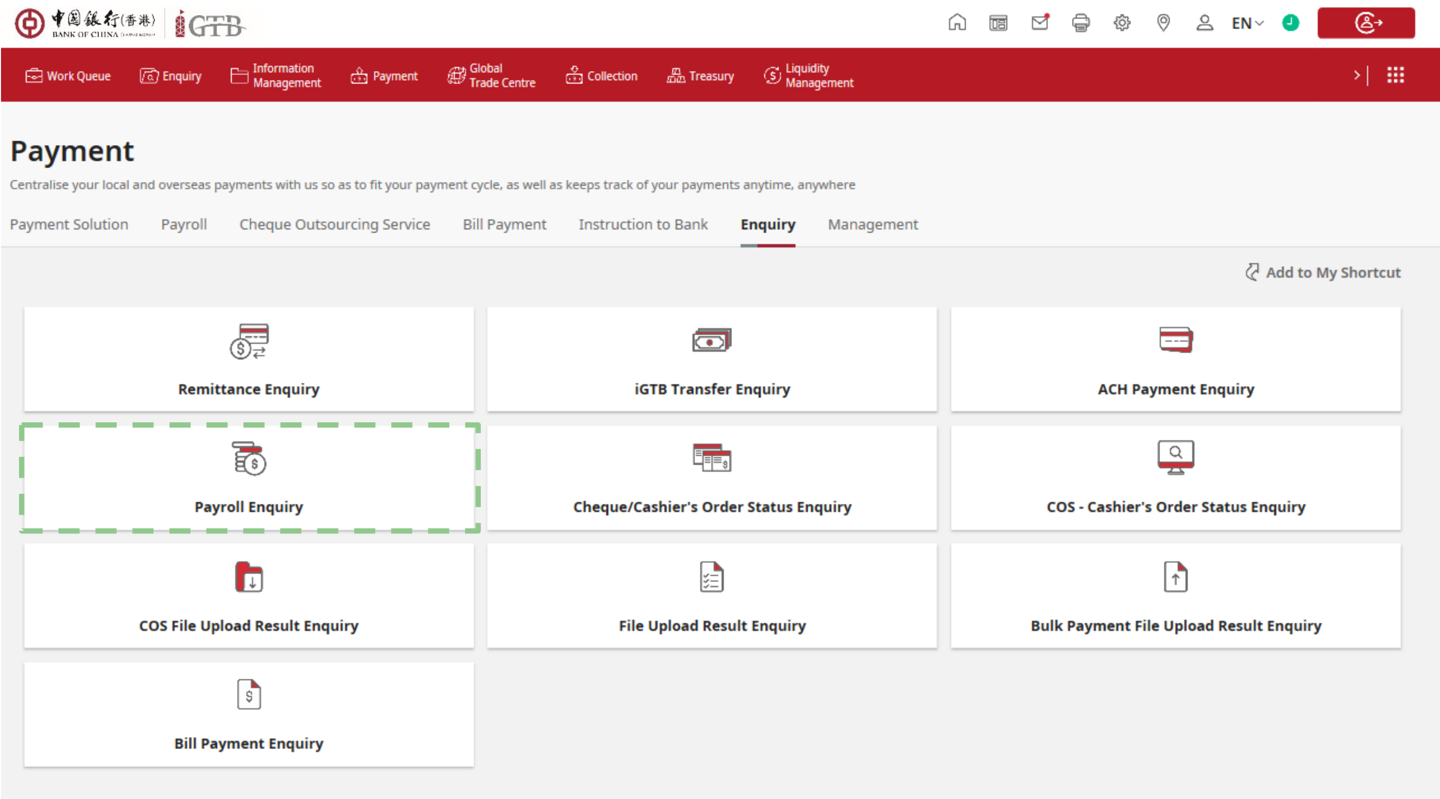
Your transaction is now forward-dated

iGTB Reference: 01000004580 | Transaction Date and Time: 16 Mar 2025 16:54 GMT+08:00

Maker: USER06
Authoriser(s): USER06

Please select your next action:

Work Queues

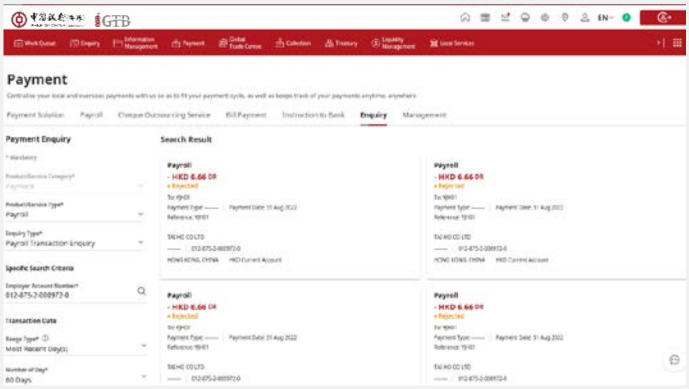

EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Payment Solution
Payroll
Cheque Outsourcing Service
Bill Payment
Instruction to Bank
Enquiry
Management
Add to My Shortcut

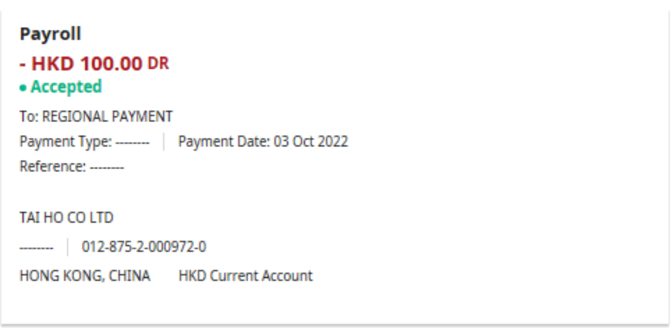
Payment

Centralise your local and overseas payments with us so as to fit your payment cycle, as well as keeps track of your payments anytime, anywhere

- Remittance Enquiry
- iGTB Transfer Enquiry
- ACH Payment Enquiry
- Payroll Enquiry
- Cheque/Cashier's Order Status Enquiry
- COS - Cashier's Order Status Enquiry
- COS File Upload Result Enquiry
- File Upload Result Enquiry
- Bulk Payment File Upload Result Enquiry
- Bill Payment Enquiry

Keep Track of Your Payroll





Payroll

- HKD 100.00 DR

● Accepted

To: REGIONAL PAYMENT

Payment Type: -------- | Payment Date: 03 Oct 2022

Reference: --------

TAI HO CO LTD

-------- | 012-875-2-000972-0

HONG KONG, CHINA HKD Current Account

Enquire Your Latest Payroll Transaction

You can check on individual payroll transaction status and information for the last 90 Days.

Payroll Transaction Details

The card view design allow you to easily navigate the individual payroll information.

Navigate Individual Payroll Details

Can view each individual payroll record without downloading any report

Address

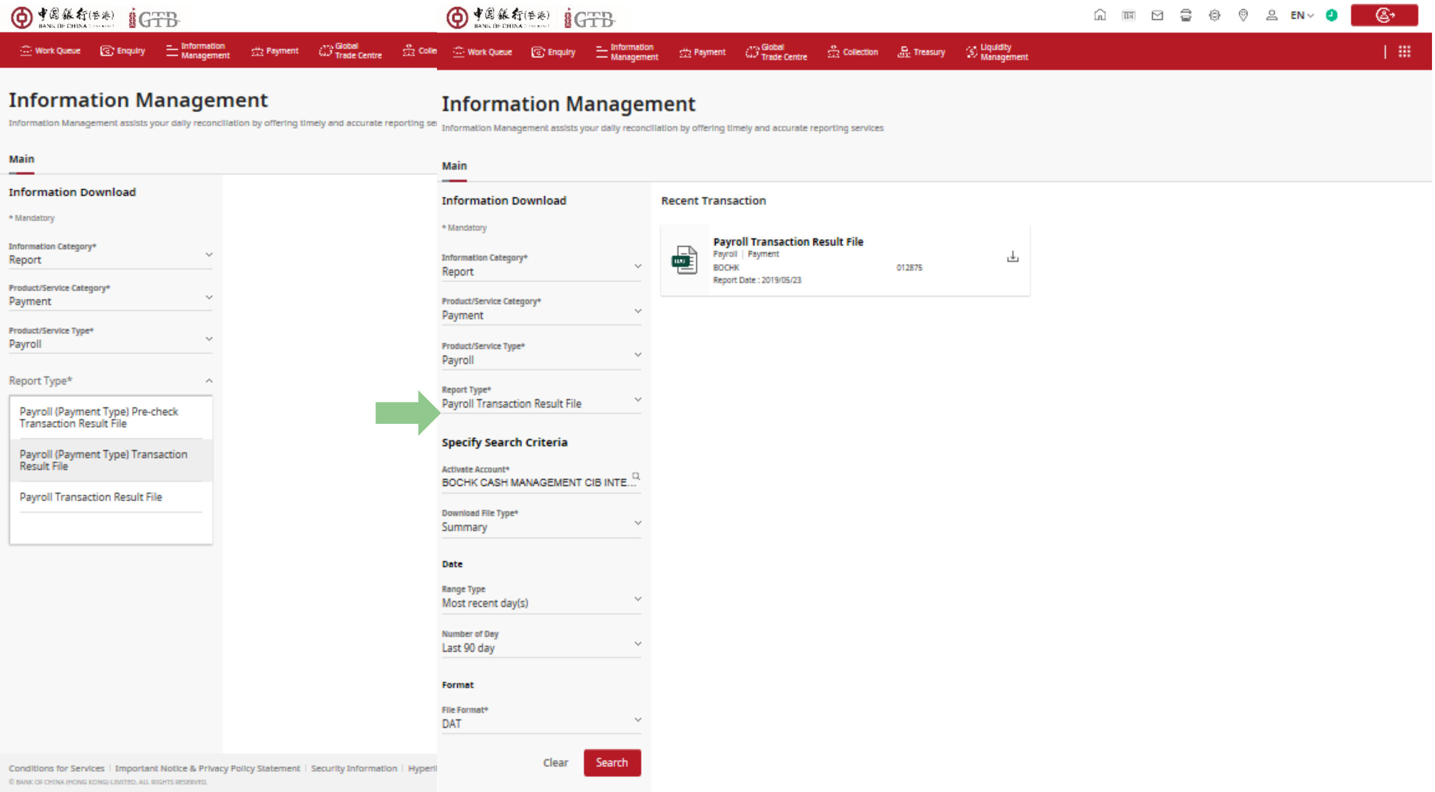
32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

Phone

+852 3988 1333

Email

cbs_inf@bochk.com



Information Management

Information Management assists your daily reconciliation by offering timely and accurate reporting services

Main

Information Download

* Mandatory

Information Category*: Report

Product/Service Category*: Payment

Product/Service Type*: Payroll

Report Type*

- Payroll (Payment Type) Pre-check Transaction Result File
- Payroll (Payment Type) Transaction Result File
- Payroll Transaction Result File

Conditions for Services | Important Notice & Privacy Policy Statement | Security Information | Hyperl

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Information Management

Information Management assists your daily reconciliation by offering timely and accurate reporting services

Main

Information Download

* Mandatory

Information Category*: Report

Product/Service Category*: Payment

Product/Service Type*: Payroll

Report Type*: Payroll Transaction Result File

Specify Search Criteria

Activate Account*: BOCHK CASH MANAGEMENT CIB INTE...

Download File Type*: Summary

Date

Range Type: Most recent day(s)

Number of Day: Last 90 day

Format

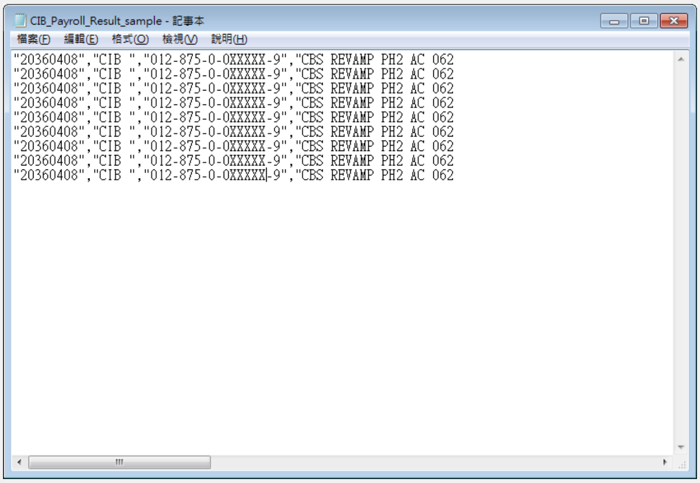
File Format*: DAT

Recent Transaction

Payroll Transaction Result File
Payroll | Payment
BOCHK 012875
Report Date : 2019/05/23

Keep Track of Your Payroll

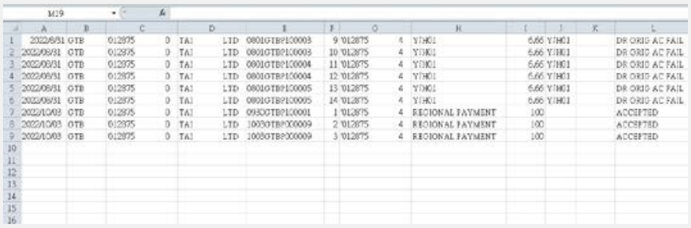
Report Sample in .TXT format



CIB_Payroll_Result_sample - 記事本
檔案(F) 編輯(E) 格式(O) 檢視(V) 說明(H)

```
"20360408","CIB ","012-875-0-0XXXXX-9","CBS REVAMP PH2 AC 062
"20360408","CIB ","012-875-0-0XXXXX-9","CBS REVAMP PH2 AC 062
"20360408","CIB ","012-875-0-0XXXXX-9","CBS REVAMP PH2 AC 062
"20360408","CIB ","012-875-0-0XXXXX-9","CBS REVAMP PH2 AC 062
"20360408","CIB ","012-875-0-0XXXXX-9","CBS REVAMP PH2 AC 062
"20360408","CIB ","012-875-0-0XXXXX-9","CBS REVAMP PH2 AC 062
"20360408","CIB ","012-875-0-0XXXXX-9","CBS REVAMP PH2 AC 062
"20360408","CIB ","012-875-0-0XXXXX-9","CBS REVAMP PH2 AC 062
"20360408","CIB ","012-875-0-0XXXXX-9","CBS REVAMP PH2 AC 062
```

Report Sample in .CSV format



	A	B	C	D	E	F	G	H	I	J	K	L
1	2022/8/31	GTB	012875 0	TAI LTD	0801GTBP100003	9	'012875 4	YIH01	6.66	YIH01		DR ORIG AC FAIL
2	2022/08/31	GTB	012875 0	TAI LTD	0801GTBP100003	10	'012875 4	YIH01	6.66	YIH01		DR ORIG AC FAIL
3	2022/08/31	GTB	012875 0	TAI LTD	0801GTBP100004	11	'012875 4	YIH01	6.66	YIH01		DR ORIG AC FAIL
4	2022/08/31	GTB	012875 0	TAI LTD	0801GTBP100004	12	'012875 4	YIH01	6.66	YIH01		DR ORIG AC FAIL
5	2022/08/31	GTB	012875 0	TAI LTD	0801GTBP100005	13	'012875 4	YIH01	6.66	YIH01		DR ORIG AC FAIL
6	2022/08/31	GTB	012875 0	TAI LTD	0801GTBP100005	14	'012875 4	YIH01	6.66	YIH01		DR ORIG AC FAIL
7	2022/10/03	GTB	012875 0	TAI LTD	0930GTBP100001	1	'012875 4	REGIONAL PAYMENT	100			ACCEPTED
8	2022/10/03	GTB	012875 0	TAI LTD	1003GTBPX00009	2	'012875 4	REGIONAL PAYMENT	100			ACCEPTED
9	2022/10/03	GTB	012875 0	TAI LTD	1003GTBPX00009	3	'012875 4	REGIONAL PAYMENT	100			ACCEPTED
10												
11												
12												
13												
14												
15												
16												

Payroll Report

You can check on the current status for your uploaded payroll file across different countries/regions

Report Download

Allow you to search up to last 180 days of payroll report

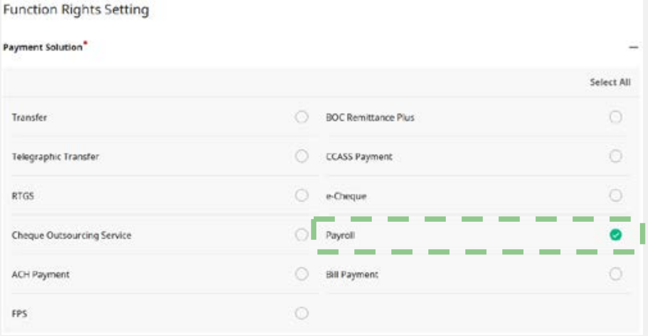
File Format

Report available in CSV and TXT for you to review all your payroll transaction

Useful Tips

It is always good to segregate the users to perform roles under the payroll process. The followings are different setups that could help you define the authority for each user. Below example demonstrates payroll enquiry and transaction settings. The user with this permission profile CANNOT enquire or manage other payment transaction of the underlying operating account.

- **Maker** – for file upload and enquiry

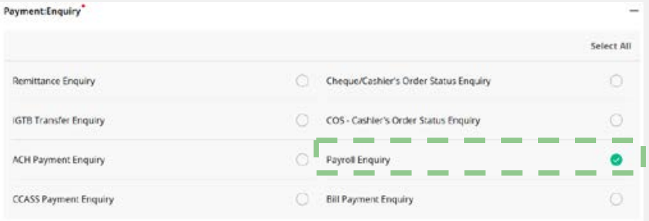


Function Rights Setting

Payment Solution*

Select All

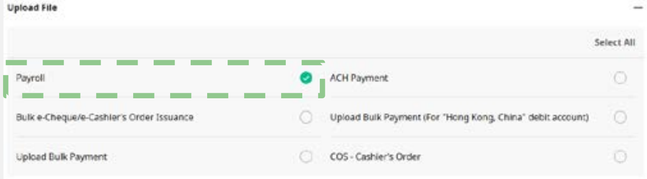
Transfer	○	BOC Remittance Plus	○
Telegraphic Transfer	○	CCASS Payment	○
RTGS	○	e-Cheque	○
Cheque Outsourcing Service	○	Payroll	●
ACH Payment	○	Bill Payment	○
FPS	○		



Payment Enquiry*

Select All

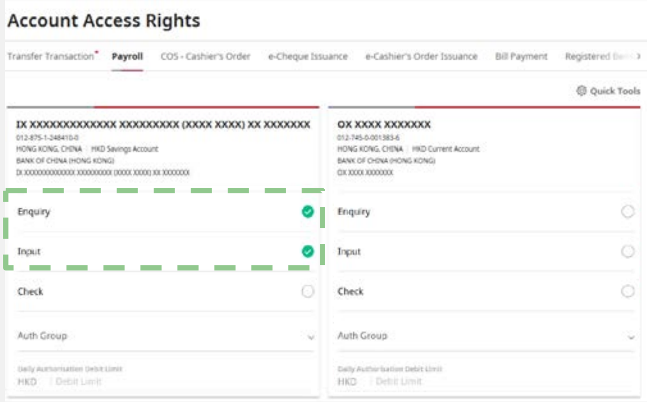
Remittance Enquiry	○	Cheque/Cashier's Order Status Enquiry	○
iGTB Transfer Enquiry	○	COS - Cashier's Order Status Enquiry	○
ACH Payment Enquiry	○	Payroll Enquiry	●
CCASS Payment Enquiry	○	Bill Payment Enquiry	○



Upload File

Select All

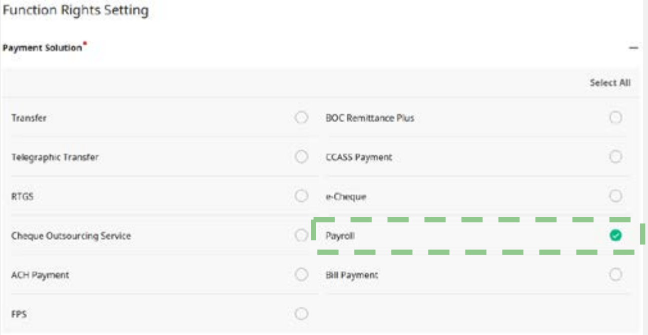
Payroll	●	ACH Payment	○
Bulk e-Cheque/e-Cashier's Order Issuance	○	Upload Bulk Payment (For "Hong Kong, China" debit account)	○
Upload Bulk Payment	○	COS - Cashier's Order	○



Account Access Rights

IX XXXXXXXXXXXXX XXXXXXXXX (XXXX XXXX) XX XXXXXXX 012-875-1-248410-0 HONG KONG, CHINA | HKD Savings Account BANK OF CHINA (HONG KONG)		OX XXXX XXXXXXX 012-745-0-001383-6 HONG KONG, CHINA | HKD Current Account BANK OF CHINA (HONG KONG)	
Enquiry	●	Enquiry	○
Input	●	Input	○
Check	○	Check	○
Auth Group		Auth Group	
Daily Authorisation Debit Limit HKD | Debit Limit		Daily Authorisation Debit Limit HKD | Debit Limit	

- **Checker** – to review the content of the uploaded file

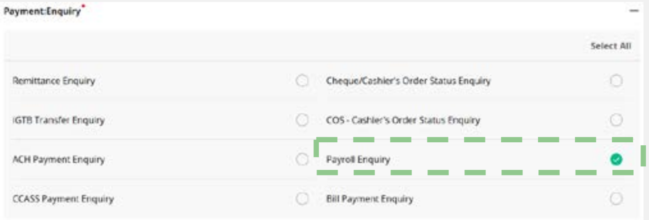


Function Rights Setting

Payment Solution*

Select All

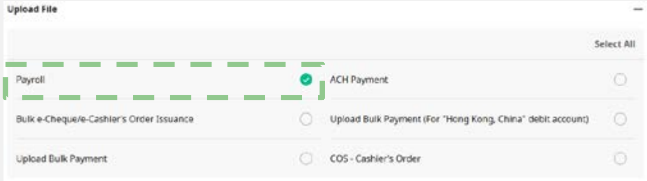
Transfer	○	BOC Remittance Plus	○
Telegraphic Transfer	○	CCASS Payment	○
RTGS	○	e-Cheque	○
Cheque Outsourcing Service	○	Payroll	●
ACH Payment	○	Bill Payment	○
FPS	○		



Payment Enquiry*

Select All

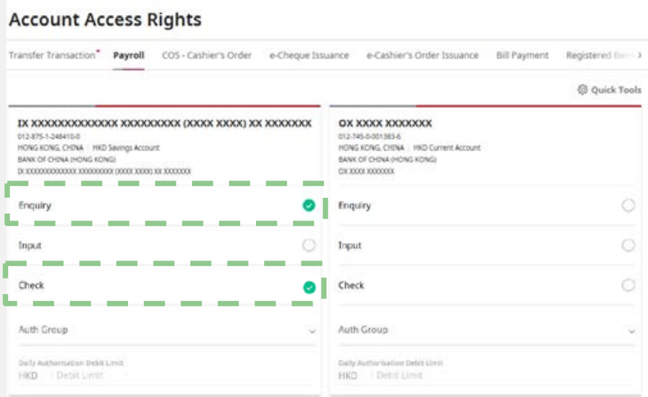
Remittance Enquiry	○	Cheque/Cashier's Order Status Enquiry	○
iGTB Transfer Enquiry	○	COS - Cashier's Order Status Enquiry	○
ACH Payment Enquiry	○	Payroll Enquiry	●
CCASS Payment Enquiry	○	Bill Payment Enquiry	○



Upload File

Select All

Payroll	●	ACH Payment	○
Bulk e-Cheque/e-Cashier's Order Issuance	○	Upload Bulk Payment (For "Hong Kong, China" debit account)	○
Upload Bulk Payment	○	COS - Cashier's Order	○

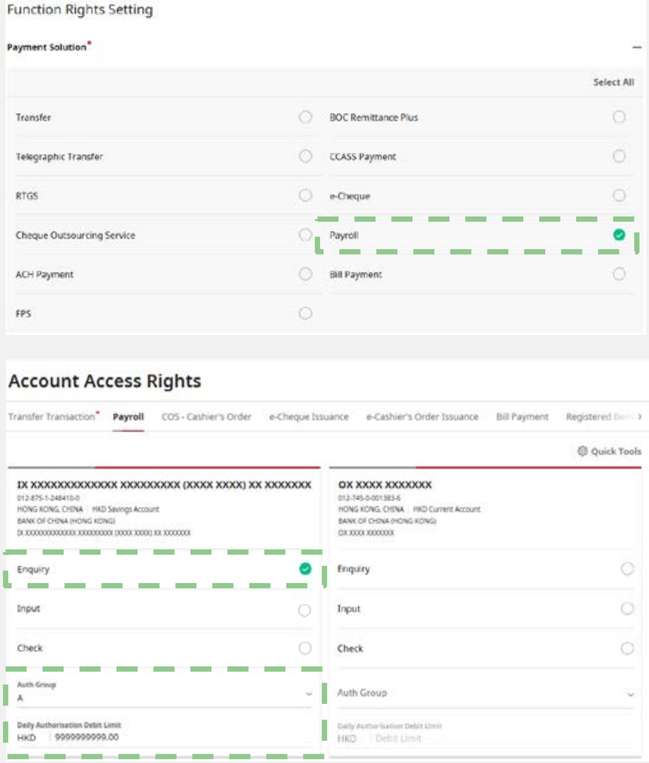


Account Access Rights

IX XXXXXXXXXXXXX XXXXXXXXX (XXXX XXXX) XX XXXXXXX 012-875-1-248410-0 HONG KONG, CHINA | HKD Savings Account BANK OF CHINA (HONG KONG)		OX XXXX XXXXXXX 012-745-0-001383-6 HONG KONG, CHINA | HKD Current Account BANK OF CHINA (HONG KONG)	
Enquiry	●	Enquiry	○
Input	○	Input	○
Check	●	Check	○
Auth Group		Auth Group	
Daily Authorisation Debit Limit HKD | Debit Limit		Daily Authorisation Debit Limit HKD | Debit Limit	

Useful Tips (cont.)

- **Approver/Authoriser** – for file upload, enquiry and authorization



Function Rights Setting

Payment Solution*

Select All

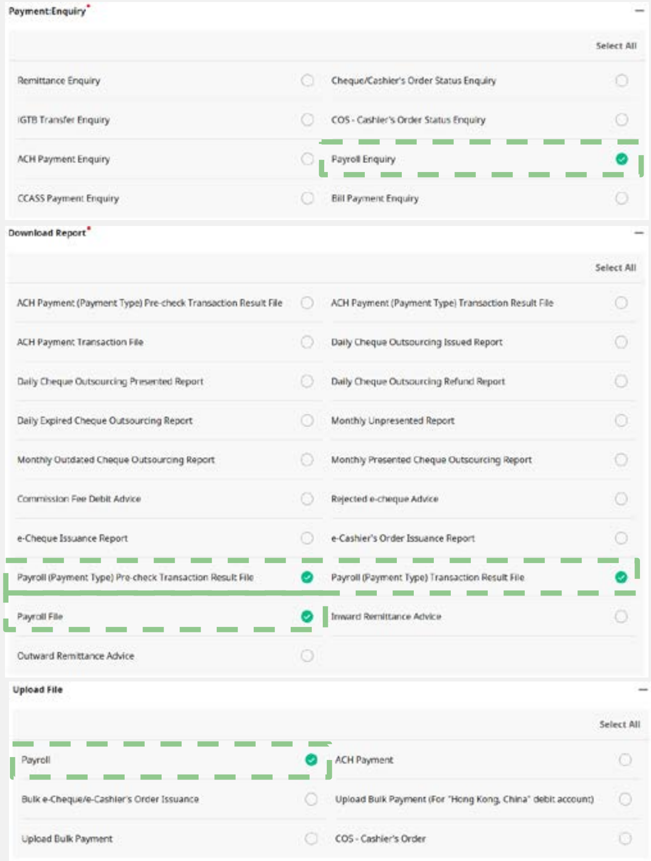
Transfer	○	BOC Remittance Plus	○
Telegraphic Transfer	○	CCASS Payment	○
RTGS	○	e-Cheque	○
Cheque Outsourcing Service	○	Payroll	●
ACH Payment	○	Bill Payment	○
FPS	○		

Account Access Rights

Transfer Transaction* | **Payroll** | COS - Cashier's Order | e-Cheque Issuance | e-Cashier's Order Issuance | Bill Payment | Registered Be…

Quick Tools

IX XXXXXXXXXXXXX XXXXXXXXX (XXXX XXXX) XX XXXXXXX		OX XXXX XXXXXXX	
012-875-1-248410-0 HONG KONG, CHINA | HKD Savings Account BANK OF CHINA (HONG KONG) IX XXXXXXXXXXXXX XXXXXXXXX (XXXX XXXX) XX XXXXXXX		012-745-0-001383-6 HONG KONG, CHINA | HKD Current Account BANK OF CHINA (HONG KONG) OX XXXX XXXXXXX	
Enquiry	●	Enquiry	○
Input	○	Input	○
Check	○	Check	○
Auth Group: A		Auth Group	
Daily Authorisation Debit Limit: HKD 9999999999.00		Daily Authorisation Debit Limit: HKD Debit Limit	



Payment Enquiry*

Select All

Remittance Enquiry	○	Cheque/Cashier's Order Status Enquiry	○
iGTB Transfer Enquiry	○	COS - Cashier's Order Status Enquiry	○
ACH Payment Enquiry	○	Payroll Enquiry	●
CCASS Payment Enquiry	○	Bill Payment Enquiry	○

Download Report*

Select All

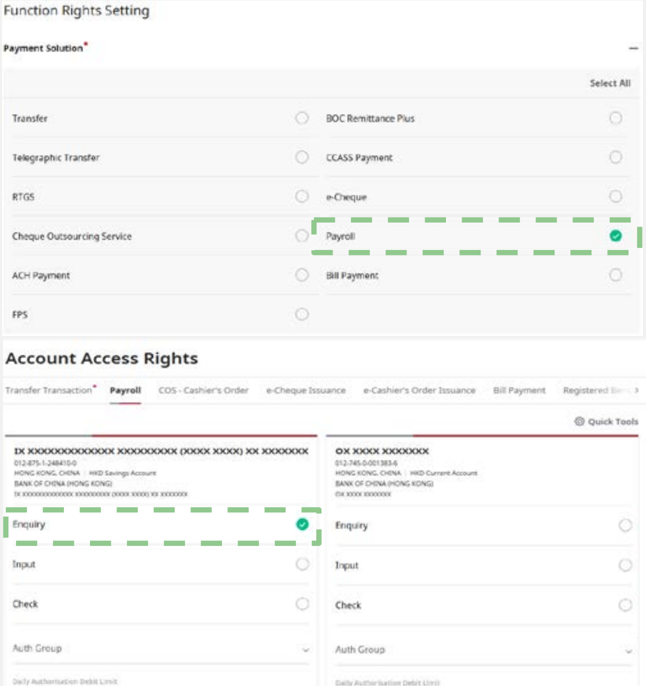
ACH Payment (Payment Type) Pre-check Transaction Result File	○	ACH Payment (Payment Type) Transaction Result File	○
ACH Payment Transaction File	○	Daily Cheque Outsourcing Issued Report	○
Daily Cheque Outsourcing Presented Report	○	Daily Cheque Outsourcing Refund Report	○
Daily Expired Cheque Outsourcing Report	○	Monthly Unpresented Report	○
Monthly Outdated Cheque Outsourcing Report	○	Monthly Presented Cheque Outsourcing Report	○
Commission Fee Debit Advice	○	Rejected e-cheque Advice	○
e-Cheque Issuance Report	○	e-Cashier's Order Issuance Report	○
Payroll (Payment Type) Pre-check Transaction Result File	●	Payroll (Payment Type) Transaction Result File	●
Payroll File	●	Inward Remittance Advice	○
Outward Remittance Advice	○		

Upload File

Select All

Payroll	●	ACH Payment	○
Bulk e-Cheque/e-Cashier's Order Issuance	○	Upload Bulk Payment (For "Hong Kong, China" debit account)	○
Upload Bulk Payment	○	COS - Cashier's Order	○

- **Treasury/Book Keeper** – to review and reconcile the past uploaded payroll record



Function Rights Setting

Payment Solution*

Select All

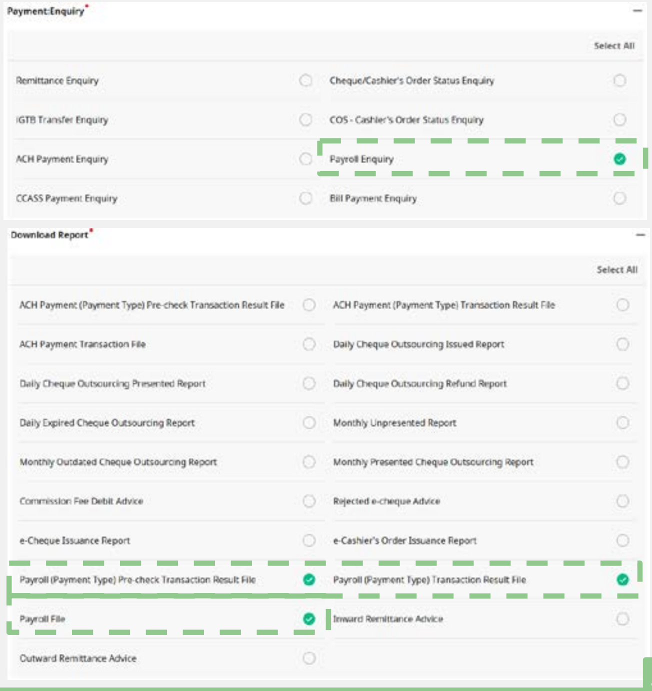
Transfer	○	BOC Remittance Plus	○
Telegraphic Transfer	○	CCASS Payment	○
RTGS	○	e-Cheque	○
Cheque Outsourcing Service	○	Payroll	●
ACH Payment	○	Bill Payment	○
FPS	○		

Account Access Rights

Transfer Transaction* | **Payroll** | COS - Cashier's Order | e-Cheque Issuance | e-Cashier's Order Issuance | Bill Payment | Registered Be…

Quick Tools

IX XXXXXXXXXXXXX XXXXXXXXX (XXXX XXXX) XX XXXXXXX		OX XXXX XXXXXXX	
012-875-1-248410-0 HONG KONG, CHINA | HKD Savings Account BANK OF CHINA (HONG KONG) IX XXXXXXXXXXXXX XXXXXXXXX (XXXX XXXX) XX XXXXXXX		012-745-0-001383-6 HONG KONG, CHINA | HKD Current Account BANK OF CHINA (HONG KONG) OX XXXX XXXXXXX	
Enquiry	●	Enquiry	○
Input	○	Input	○
Check	○	Check	○
Auth Group		Auth Group	
Daily Authorisation Debit Limit		Daily Authorisation Debit Limit	



Payment Enquiry*

Select All

Remittance Enquiry	○	Cheque/Cashier's Order Status Enquiry	○
iGTB Transfer Enquiry	○	COS - Cashier's Order Status Enquiry	○
ACH Payment Enquiry	○	Payroll Enquiry	●
CCASS Payment Enquiry	○	Bill Payment Enquiry	○

Download Report*

Select All

ACH Payment (Payment Type) Pre-check Transaction Result File	○	ACH Payment (Payment Type) Transaction Result File	○
ACH Payment Transaction File	○	Daily Cheque Outsourcing Issued Report	○
Daily Cheque Outsourcing Presented Report	○	Daily Cheque Outsourcing Refund Report	○
Daily Expired Cheque Outsourcing Report	○	Monthly Unpresented Report	○
Monthly Outdated Cheque Outsourcing Report	○	Monthly Presented Cheque Outsourcing Report	○
Commission Fee Debit Advice	○	Rejected e-cheque Advice	○
e-Cheque Issuance Report	○	e-Cashier's Order Issuance Report	○
Payroll (Payment Type) Pre-check Transaction Result File	●	Payroll (Payment Type) Transaction Result File	●
Payroll File	●	Inward Remittance Advice	○
Outward Remittance Advice	○		

Useful Tips (cont.)

Handling for Different Timeframes of File Upload and Approval

		Value Date in File to be Uploaded					
		Last Working day	Current Day	Next Working Day	Working Day After Next	Current Day (Value Date as Saturaday)	Next Working Day
Acceptable Handling for Transactions	**00:00-08:00**	Reject: Error Message for Upload: “Payroll Date”should be the next working day or afterwards.	Upload	Upload, Delete, Stop Approved Transactions	Upload, Delete, Stop Approved Transactions	Reject: Error Message for Upload: “Payroll Date”should be the next working day (except Saturaday) or afterwards.	Upload, Delete, Stop Approved Transactions
	08:00-12:00		Upload and Approve, Delete, Stop Approved Transactions (Can only stop same-day-valued transactions approved in the mor ing on the current day)	Upload and Approve, Delete, Stop Approved Transactions	Upload and Approve, Delete, Stop Approved Transactions		Upload and Approve, Delete, Stop Approved Transactions
	12:00-12:30		Delete, Stop Approved Transactions (Can only stop same-day-valued transactions approved in the morning on the current day)				Delete, Stop Approved Transactions
	12:30-19:00		Reject: Error Message for Upload: “Payroll Date”should be the next working day or afterwards.				
	19:00-19:30			Upload, Delete, Stop Approved Transactions	Upload, Delete, Stop Approved Transactions		
	19:30-24:00			Upload	Upload, Delete, Stop Approved Transactions		Reject: Error Message for Upload: “Payroll Date”should be the next working day (except Saturaday) or afterwards.

Global Trade Centre

Timely.
Secure.
Informative.

Global Trade Centre ("GTC")

The new Global Trade Centre ("GTC") on iGTB NET offers comprehensive Online Trade Services with simplified interface and various user-friendly functions. It enables users to manage a wide range of trade finance and services and to enquire trade activities effectively. Through GTC, we support your trading needs in assistance of growing your business beyond geographical boundaries anytime and anywhere.

Trade becomes easy

- Full scope of Services - Applications, funding request, repayment, document submission, enquiry, and so on may be processed online
- Wide range of Trade Services - Cover Import, Export & Guarantee related transactions, together with new product functions like Supply Chain Financing
- Support cross-border account management - Enable user to manage trade activities under different companies across the globe.

Features

Enquiry

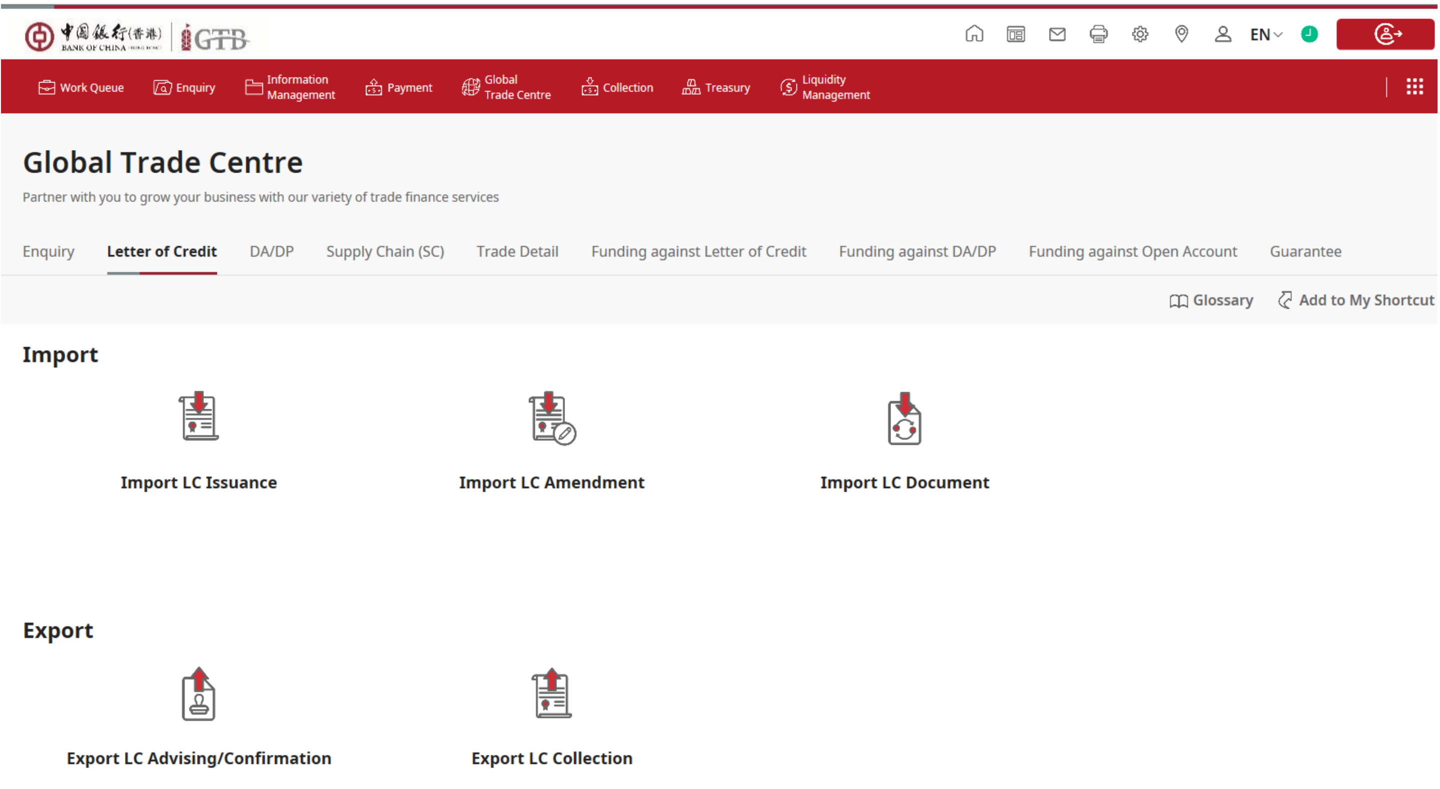
Access to trade information anytime and anywhere. You are able to enquire the transaction records of trade finance and services, credit limit utilization and interests details to manage your business effectively

Trade Detail Management

Provide value-added functions to facilitate simple and convenience application procedures. You are able to create and manage your transaction template, clause template, trade counterparties and authorization setting.

Application Status Sharing

Clear display of processing status transmitted to the Bank via Inbox or Work Queue function. You are able to know whether the application is received by Bank, processing, completed or rejected, etc.


EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Glossary
Add to My Shortcut

Global Trade Centre

Partner with you to grow your business with our variety of trade finance services

Enquiry | **Letter of Credit** | DA/DP | Supply Chain (SC) | Trade Detail | Funding against Letter of Credit | Funding against DA/DP | Funding against Open Account | Guarantee

Import

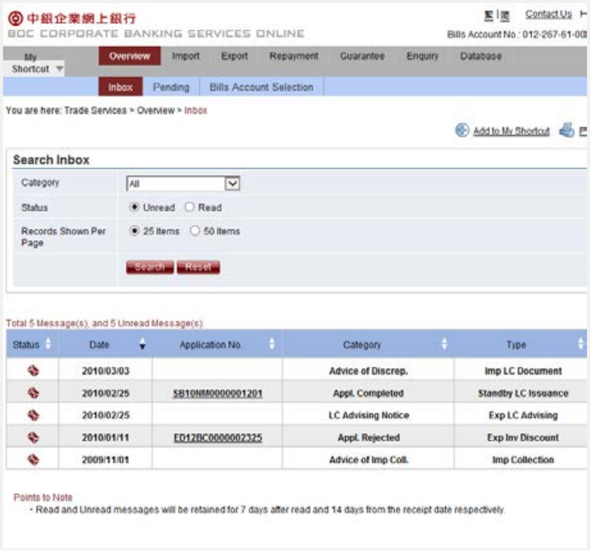
- Import LC Issuance
- Import LC Amendment
- Import LC Document

Export

- Export LC Advising/Confirmation
- Export LC Collection

Highlights

Previous Frontend


中銀企業網上銀行
BOC CORPORATE BANKING SERVICES ONLINE
Contact Us
My Shortcut
Overview
Import
Export
Repayment
Guarantee
Enquiry
Database
Inbox
Pending
Bills Account Selection
Add to My Shortcut
Search
Reset

Bills Account No.: 012-267-61-00

You are here: Trade Services > Overview > Inbox

Search Inbox

Category	All
Status	● Unread ○ Read
Records Shown Per Page	● 25 Items ○ 50 Items

Total 5 Message(s), and 5 Unread Message(s).

Status	Date	Application No.	Category	Type
	2010/03/03		Advice of Discrep.	Imp LC Document
	2010/02/25	SB10NM0000001201	Appl. Completed	Standby LC Issuance
	2010/02/25		LC Advising Notice	Exp LC Advising
	2010/01/11	ED12BC0000002325	Appl. Rejected	Exp Inv Discount
	2009/11/01		Advice of Imp Coll.	Imp Collection

Points to Note
- Read and Unread messages will be retained for 7 days after read and 14 days from the receipt date respectively.

Find all Trade Types

All trade products are systematically classified into Letter of Credit, DA/DP, Supply Chain, Funding against Letter of Credit, Funding Against DA/DP, Funding against Open Account and Guarantee. It enables you to find the particular product conveniently.

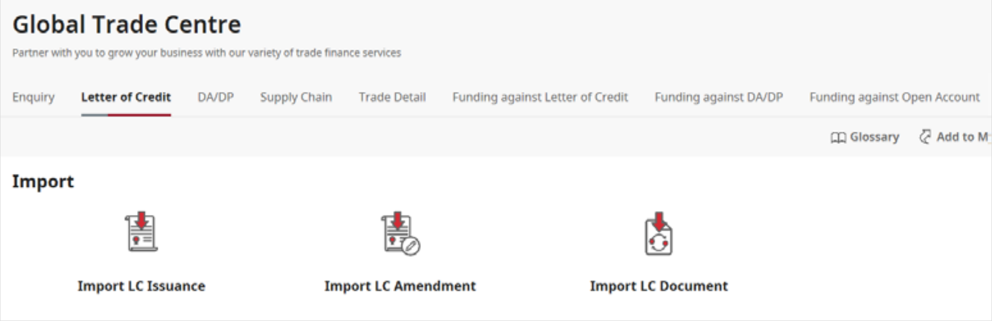
Function Enhancement

New functions include multiple repayment, 7x24 enquiry on all limit types at the same time, more informative record enquiry. Also, you may add at most three accounts for credit and choose to use either spot rate or forward contract for some products.

For Application of Trade Services Initiated by Customer

Step 1

Select from Menu under Global Trade Centre > select particular trade product



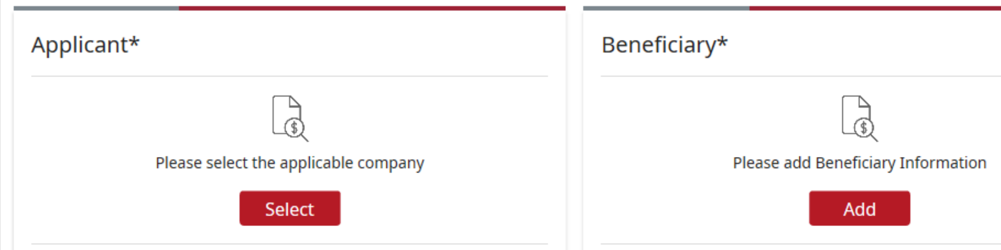
Global Trade Centre

Partner with you to grow your business with our variety of trade finance services

Enquiry
Letter of Credit
DA/DP
Supply Chain
Trade Detail
Funding against Letter of Credit
Funding against DA/DP
Funding against Open Account
Glossary
Add to M
Import
Import LC Issuance
Import LC Amendment
Import LC Document

Step 2

Follow screen to input and complete the application



Applicant*

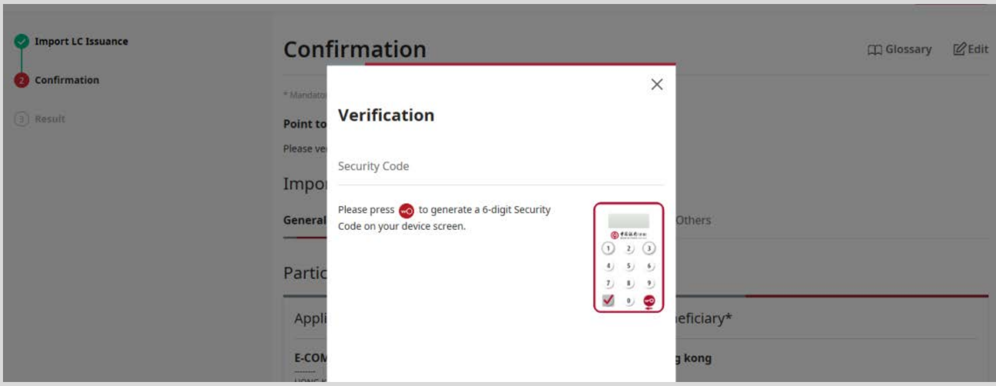
Please select the applicable company

Beneficiary*

Please add Beneficiary Information

Step 3

Input verification code generated by Security Token



Verification

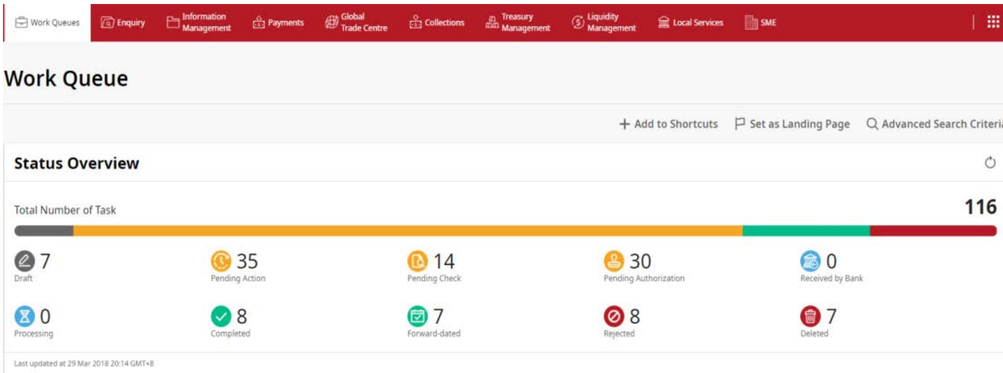
Security Code

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

Import LC Issuance
Confirmation
Result
Confirmation
Glossary
Edit
* Mandato
Point to
Please ve
Impo
General
Others
Partic
Appli
eficiary*
E-COM
g kong
1
2
3
4
5
6
7
8
9
0

Step 4

Locate the application in Work Queue > Pending Authorization, if it requires further approval or keep track on application status



Work Queue

Status Overview

Total Number of Task	116
Draft	7
Pending Action	35
Pending Check	14
Pending Authorization	30
Received by Bank	0
Processing	0
Completed	8
Forward-dated	7
Rejected	8
Deleted	7

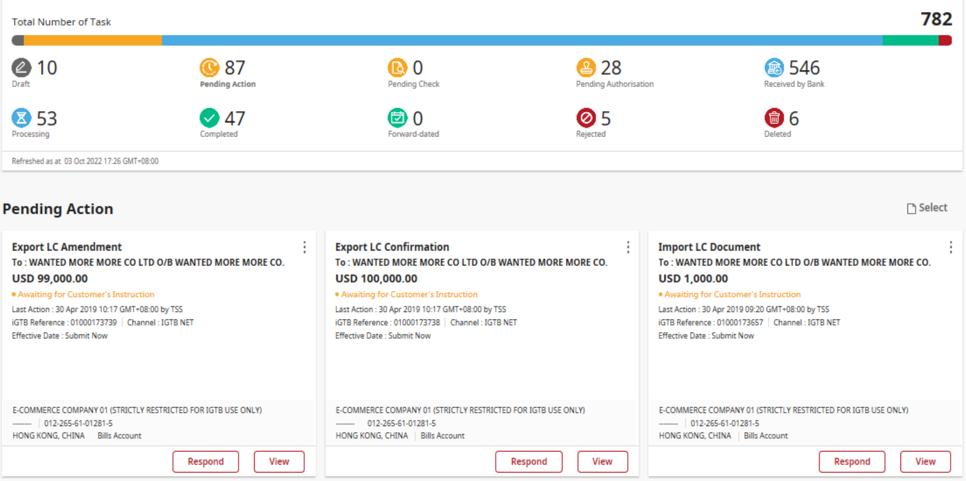
Last updated at 29 Mar 2018 20:14 GMT+8

Work Queues
Enquiry
Information Management
Payments
Global Trade Centre
Collections
Treasury Management
Liquidity Management
Local Services
SME
Add to Shortcuts
Set as Landing Page
Advanced Search Criteri

For Pending Actions that the Bank Requests Customer to Give Instructions (e.g. Import LC Document, LC Advising & Confirmation, Import Collection, etc.)

Step 1 (Route 1)

Select from Work Queue > Pending Action > Click "Respond" of the Card



Total Number of Task 782

10 Draft	87 Pending Action	0 Pending Check	28 Pending Authorisation	546 Received by Bank
53 Processing	47 Completed	0 Forward-dated	5 Rejected	6 Deleted

Refreshed as at 03 Oct 2022 17:26 GMT+08:00

Pending Action

Export LC Amendment
To : WANTED MORE MORE CO LTD O/B WANTED MORE MORE CO.
USD 99,000.00
• Awaiting for Customer's Instruction
Last Action : 30 Apr 2019 10:17 GMT+08:00 by TSS
iGTB Reference : 01000173739 | Channel : IGTB NET
Effective Date : Submit Now
E-COMMERCE COMPANY 01 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
-------- | 012-265-61-01281-5
HONG KONG, CHINA Bills Account

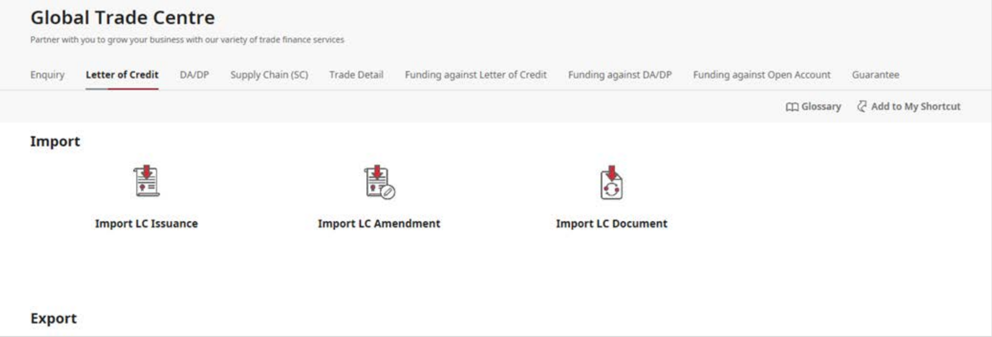
Export LC Confirmation
To : WANTED MORE MORE CO LTD O/B WANTED MORE MORE CO.
USD 100,000.00
• Awaiting for Customer's Instruction
Last Action : 30 Apr 2019 10:17 GMT+08:00 by TSS
iGTB Reference : 01000173738 | Channel : IGTB NET
Effective Date : Submit Now
E-COMMERCE COMPANY 01 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
-------- 012-265-61-01281-5
HONG KONG, CHINA | Bills Account

Import LC Document
To : WANTED MORE MORE CO LTD O/B WANTED MORE MORE CO.
USD 1,000.00
• Awaiting for Customer's Instruction
Last Action : 30 Apr 2019 09:20 GMT+08:00 by TSS
iGTB Reference : 01000173657 | Channel : IGTB NET
Effective Date : Submit Now
E-COMMERCE COMPANY 01 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
-------- | 012-265-61-01281-5
HONG KONG, CHINA | Bills Account

Respond
View
Respond
View
Respond
View

Step 1 (Route 2)

Select from Menu under Global Trade Centre > select particular trade product



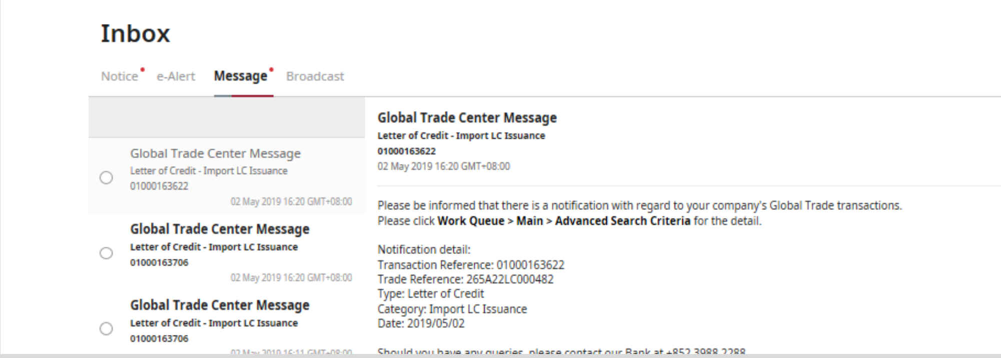
Global Trade Centre

Partner with you to grow your business with our variety of trade finance services

Enquiry
Letter of Credit
DA/DP
Supply Chain (SC)
Trade Detail
Funding against Letter of Credit
Funding against DA/DP
Funding against Open Account
Guarantee
Glossary
Add to My Shortcut
Import
Import LC Issuance
Import LC Amendment
Import LC Document
Export

Step 1 (Route 3)

Select from Inbox > Click the relevant Messages > Access the link provided



Inbox

Notice
e-Alert
Message
Broadcast

○ Global Trade Center Message
Letter of Credit - Import LC Issuance
01000163622
02 May 2019 16:20 GMT+08:00

○ **Global Trade Center Message**
Letter of Credit - Import LC Issuance
01000163706
02 May 2019 16:20 GMT+08:00

○ **Global Trade Center Message**
Letter of Credit - Import LC Issuance
01000163706
02 May 2019 16:11 GMT+08:00

Global Trade Center Message
Letter of Credit - Import LC Issuance
01000163622
02 May 2019 16:20 GMT+08:00

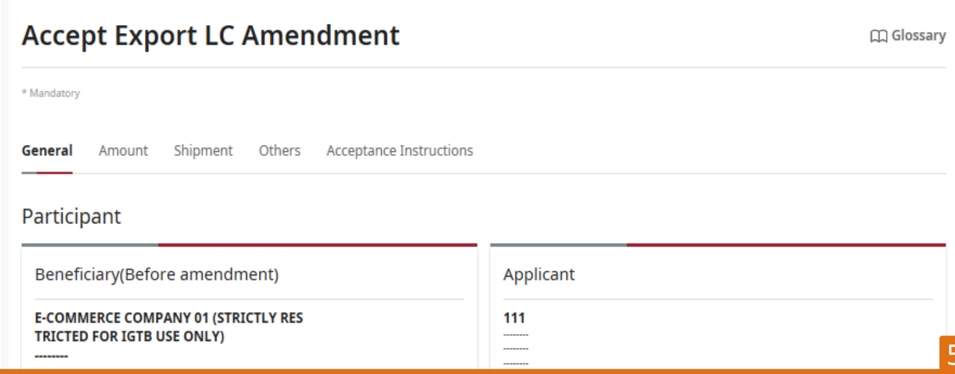
Please be informed that there is a notification with regard to your company's Global Trade transactions.
Please click **Work Queue > Main > Advanced Search Criteria** for the detail.

Notification detail:
Transaction Reference: 01000163622
Trade Reference: 265A22LC000482
Type: Letter of Credit
Category: Import LC Issuance
Date: 2019/05/02

Should you have any queries, please contact our Bank at +852 3988 2288

Step 2

After entering Detail Page, click the action button and then input and complete instruction. Follow the routine application procedure.



Accept Export LC Amendment

Glossary

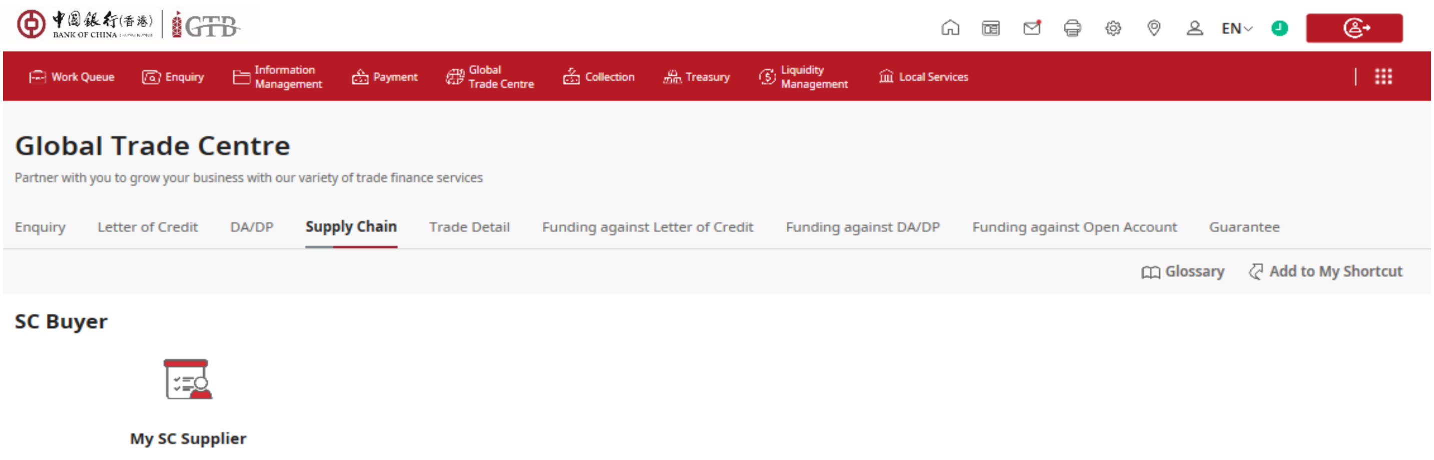
* Mandatory

General
Amount
Shipment
Others
Acceptance Instructions

Participant

Beneficiary(Before amendment)
E-COMMERCE COMPANY 01 (STRICTLY RES TRICTED FOR IGTB USE ONLY)

Applicant
111


EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Enquiry
Letter of Credit
DA/DP
Supply Chain
Trade Detail
Funding against Letter of Credit
Funding against DA/DP
Funding against Open Account
Guarantee
Glossary
Add to My Shortcut

Global Trade Centre

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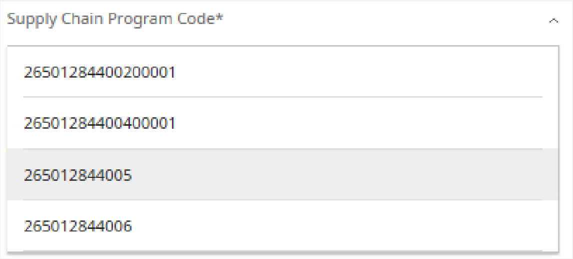
SC Buyer

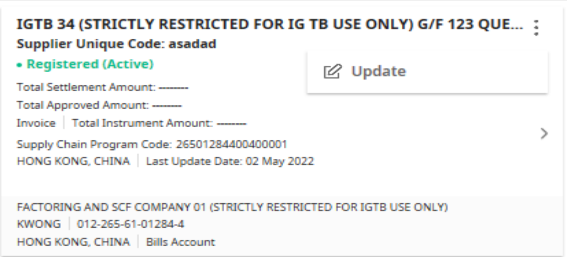
My SC Supplier

Approved Supplier Details of Supply Chain - Anchor Buyer

Submit supplier list and details of Supply Chain program by anchor buyer



Supply Chain Program Code*
265012844002000001
265012844004000001
265012844005
265012844006



IGTB 34 (STRICTLY RESTRICTED FOR IG TB USE ONLY) G/F 123 QUE...
Supplier Unique Code: asadad
• Registered (Active)
Total Settlement Amount: --------
Total Approved Amount: --------
Invoice | Total Instrument Amount: --------
Supply Chain Program Code: 265012844004000001
HONG KONG, CHINA | Last Update Date: 02 May 2022

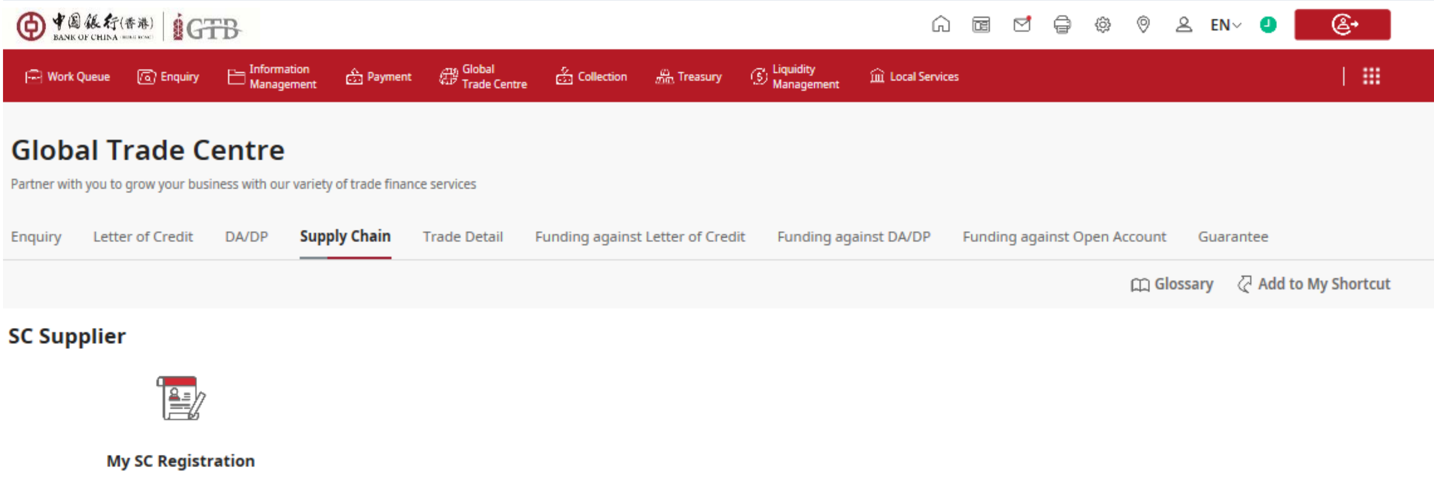
FACTORING AND SCF COMPANY 01 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
KWONG | 012-265-61-01284-4
HONG KONG, CHINA | Bills Account

Approved Supplier Detail

You may create or submit the list of supplier details approved by your company, including supplier's in-payment bank account for our review and process.

Supplier Maintenance

You may enquiry or update the list of supplier detail.


EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Enquiry
Letter of Credit
DA/DP
Supply Chain
Trade Detail
Funding against Letter of Credit
Funding against DA/DP
Funding against Open Account
Guarantee
Glossary
Add to My Shortcut
My SC Registration

Global Trade Centre

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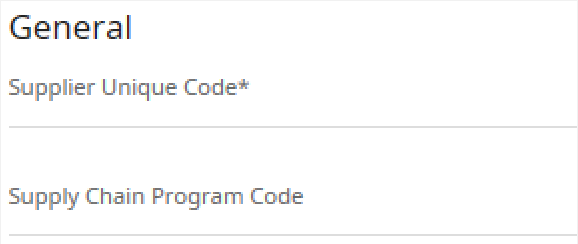
SC Supplier

Registration of Supply Chain of Your Anchor Buyer - Supplier

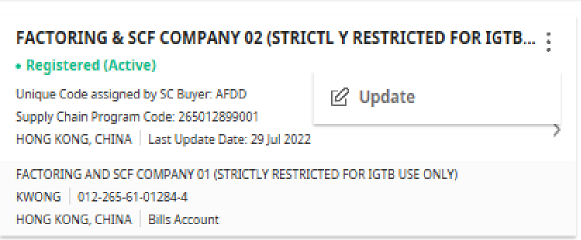
Submit Supply Chain registration detail of its anchor buyer



General

Supplier Unique Code*

Supply Chain Program Code



FACTORING & SCF COMPANY 02 (STRICTL Y RESTRICTED FOR IGTB...

• Registered (Active)

Unique Code assigned by SC Buyer: AFDD

Supply Chain Program Code: 265012899001

HONG KONG, CHINA | Last Update Date: 29 Jul 2022

FACTORING AND SCF COMPANY 01 (STRICTLY RESTRICTED FOR IGTB USE ONLY)

KWONG | 012-265-61-01284-4

HONG KONG, CHINA | Bills Account

Supplier Registration

You can submit the registration details of the Supply Chain of your anchor buyer for our review and process.

Registration Maintenance

You can enquiry or update the list of registered Supply Chain detail of different anchor buyers

Address

32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

Phone

+852 3988 1333

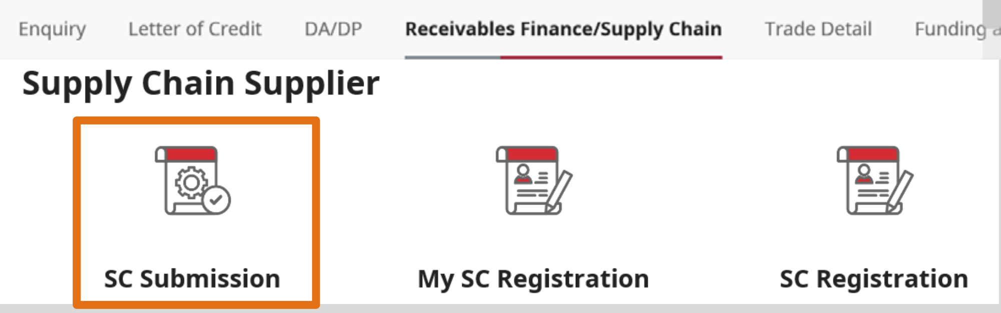
Email

cbs_inf@bochk.com

Supplier - How to Create Supply Chain Submission ?

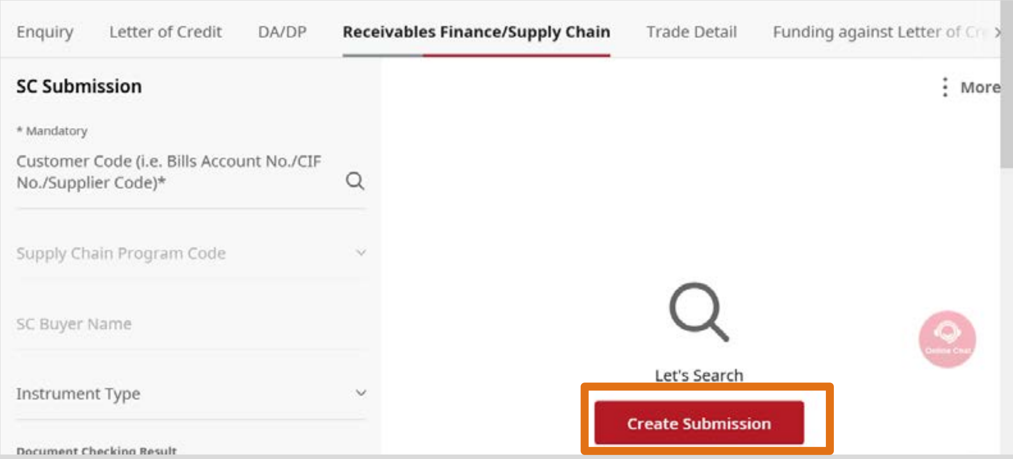
Step 1

Select from Menu “Global Trade Centre > Receivables Finance/Supply Chain > SC Submission”


Enquiry
Letter of Credit
DA/DP
Receivables Finance/Supply Chain
Trade Detail
Funding a
Supply Chain Supplier
SC Submission
My SC Registration
SC Registration

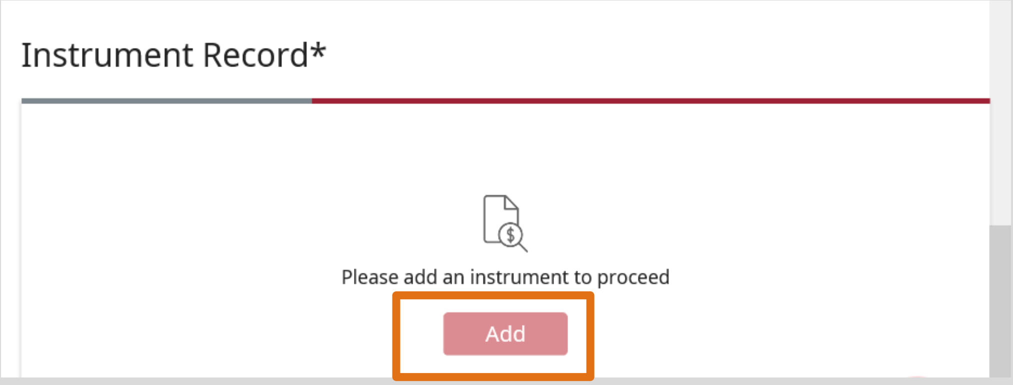
Step 2

Click “Create Submission” and select Supplier and Buyer


Enquiry
Letter of Credit
DA/DP
Receivables Finance/Supply Chain
Trade Detail
Funding against Letter of Cr
SC Submission
More
* Mandatory
Customer Code (i.e. Bills Account No./CIF No./Supplier Code)*
Supply Chain Program Code
SC Buyer Name
Instrument Type
Document Checking Result
Let's Search
Create Submission

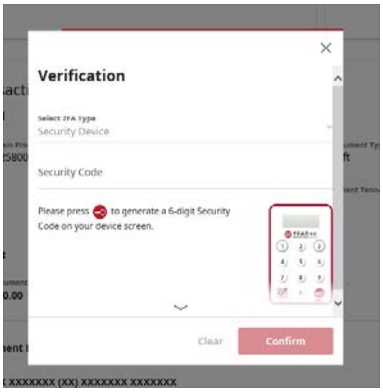
Step 3

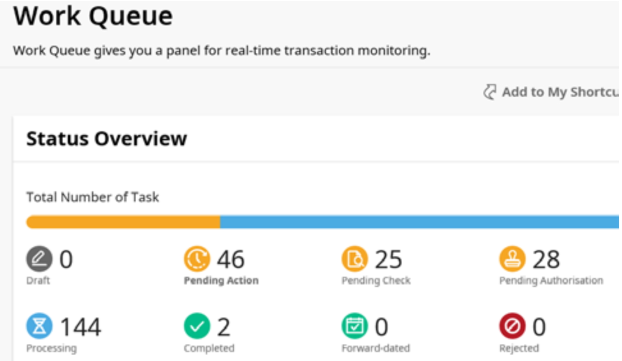
Click “Add” and follow screen to input Instrument Record


Instrument Record*
Please add an instrument to proceed
Add

Step 4

Input verification code generated by Security Token. You may locate the application in Work Queue

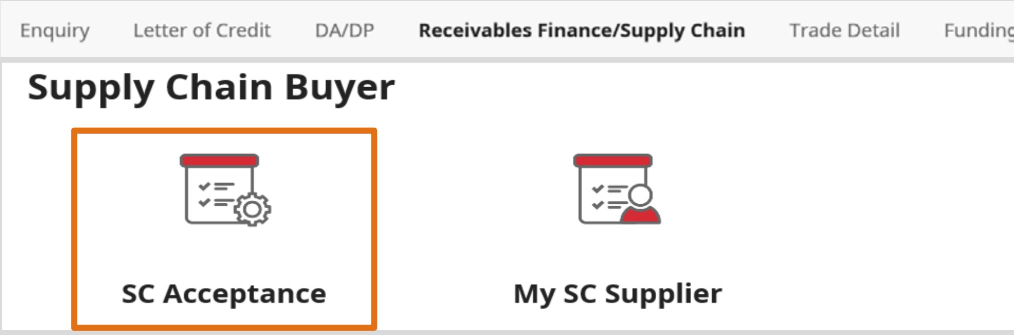

Verification
Select 2FA Type
Security Device
Security Code
Please press to generate a 6-digit Security Code on your device screen.
Clear
Confirm


Work Queue
Work Queue gives you a panel for real-time transaction monitoring.
Add to My Shortcu
Status Overview
Total Number of Task
0
Draft
46
Pending Action
25
Pending Check
28
Pending Authorisation
144
Processing
2
Completed
0
Forward-dated
0
Rejected

Anchor Buyer - How to Accept my Supplier’s Submission?

Step 1

Select from Menu “Global Trade Centre > Receivables Finance/Supply Chain > SC Acceptance”

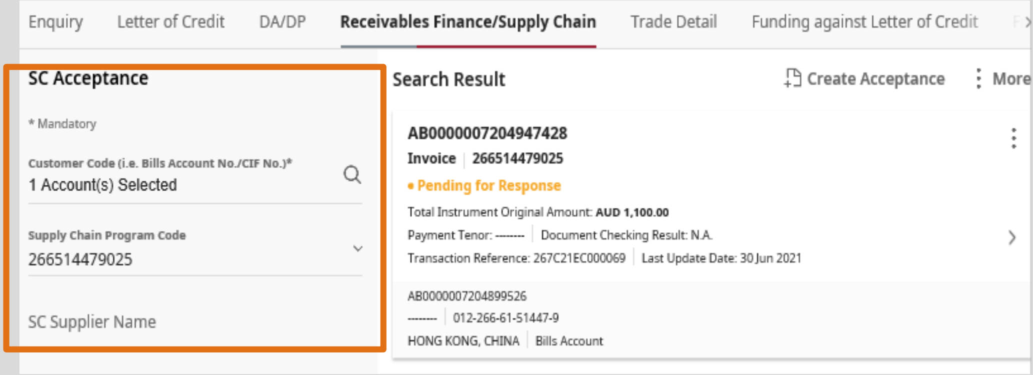

Enquiry
Letter of Credit
DA/DP
Receivables Finance/Supply Chain
Trade Detail
Funding

Supply Chain Buyer

SC Acceptance
My SC Supplier

Step 2

Choose “Customer Code” and input other searching criteria if applicable. Click “Search” and choose relevant record.


Enquiry
Letter of Credit
DA/DP
Receivables Finance/Supply Chain
Trade Detail
Funding against Letter of Credit

SC Acceptance

* Mandatory

Customer Code (i.e. Bills Account No./CIF No.)*
1 Account(s) Selected

Supply Chain Program Code
266514479025

SC Supplier Name

Search Result

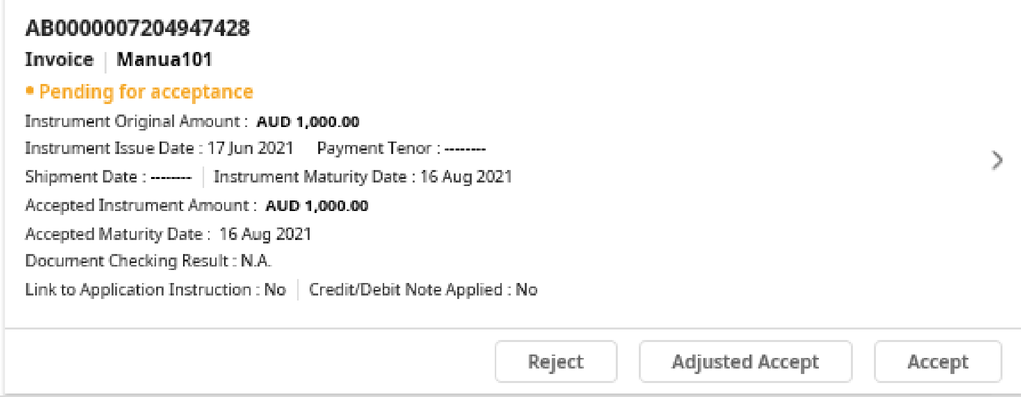
Create Acceptance
More

AB0000007204947428
Invoice | **266514479025**
• Pending for Response
Total Instrument Original Amount: **AUD 1,100.00**
Payment Tenor: -------- | Document Checking Result: N.A.
Transaction Reference: 267C21EC000069 | Last Update Date: 30 Jun 2021

AB0000007204899526
-------- | 012-266-61-51447-9
HONG KONG, CHINA | Bills Account

Step 3

Follow screen to accept Instrument Record.

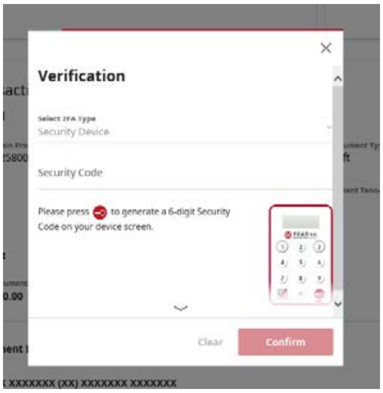


AB0000007204947428
Invoice | **Manua101**
• Pending for acceptance
Instrument Original Amount : **AUD 1,000.00**
Instrument Issue Date : 17 Jun 2021 Payment Tenor : --------
Shipment Date : -------- | Instrument Maturity Date : 16 Aug 2021
Accepted Instrument Amount : **AUD 1,000.00**
Accepted Maturity Date : 16 Aug 2021
Document Checking Result : N.A.
Link to Application Instruction : No | Credit/Debit Note Applied : No

Reject
Adjusted Accept
Accept

Step 4

Input verification code generated by Security Token. You may locate the application in Work Queue.



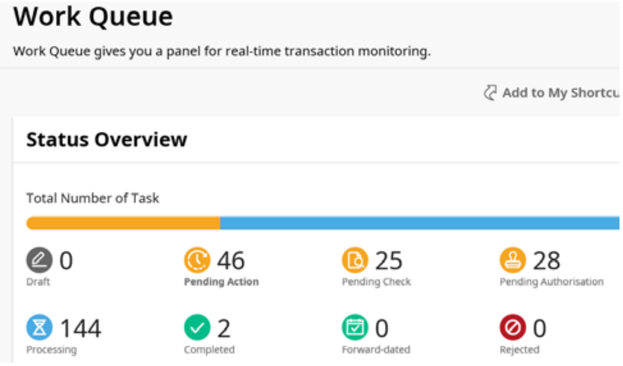
Verification

Select 2FA Type
Security Device

Security Code

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

Clear
Confirm



Work Queue

Work Queue gives you a panel for real-time transaction monitoring.

Add to My Shortcu

Status Overview

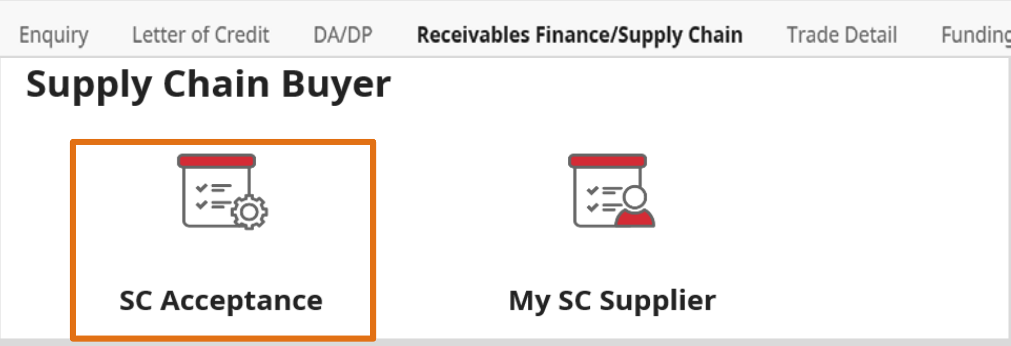
Total Number of Task

0 Draft	46 Pending Action	25 Pending Check	28 Pending Authorisation
144 Processing	2 Completed	0 Forward-dated	0 Rejected

Anchor Buyer - How to Create Supply Chain Acceptance?

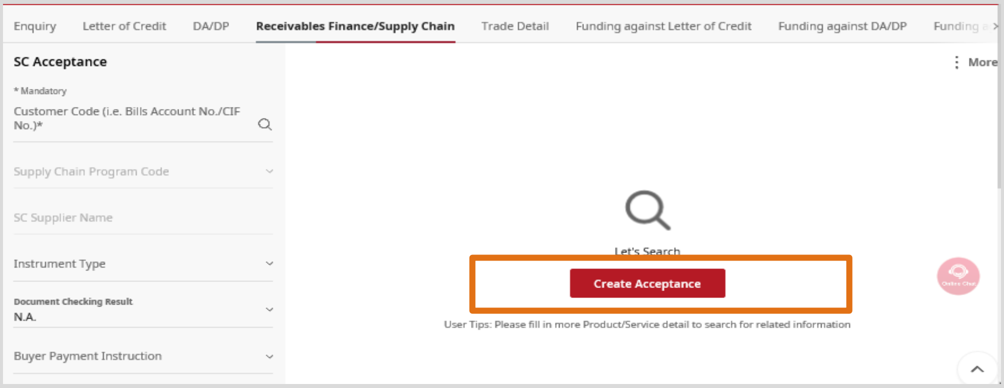
Step 1

Select from Menu "Global Trade Centre > Receivables Finance/Supply Chain > SC Acceptance"


Enquiry
Letter of Credit
DA/DP
Receivables Finance/Supply Chain
Trade Detail
Funding
Supply Chain Buyer
SC Acceptance
My SC Supplier

Step 2

Click "Create Acceptance", select Buyer and Supplier as well as input required information


Enquiry
Letter of Credit
DA/DP
Receivables Finance/Supply Chain
Trade Detail
Funding against Letter of Credit
Funding against DA/DP
Funding a
More
Let's Search
Create Acceptance

SC Acceptance

* Mandatory

Customer Code (i.e. Bills Account No./CIF No.)*

Supply Chain Program Code

SC Supplier Name

Instrument Type

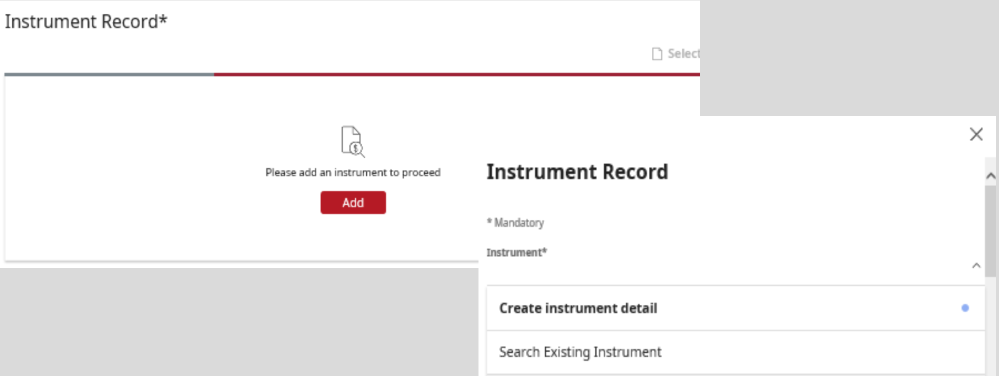
Document Checking Result
N.A.

Buyer Payment Instruction

User Tips: Please fill in more Product/Service detail to search for related information

Step 3

Click "Add" and follow screen to Create/Search Instrument Record


Instrument Record*
Select
Add
Create instrument detail
Search Existing Instrument

Please add an instrument to proceed

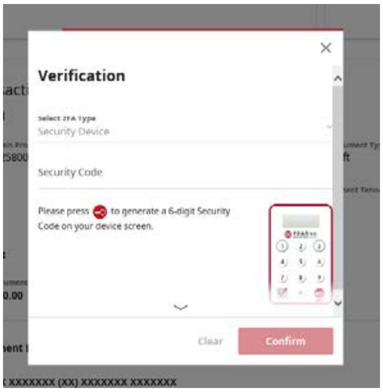
Instrument Record

* Mandatory

Instrument*

Step 4

Input verification code generated by Security Token. You may locate the application in Work Queue.

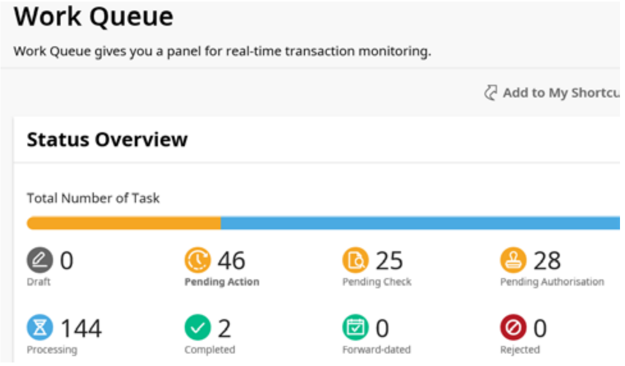

Clear
Confirm

Verification

Select 2FA Type
Security Device

Security Code

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


Add to My Shortcu

Work Queue

Work Queue gives you a panel for real-time transaction monitoring.

Status Overview

Total Number of Task

0 Draft
46 Pending Action
25 Pending Check
28 Pending Authorisation
144 Processing
2 Completed
0 Forward-dated
0 Rejected

Address
32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

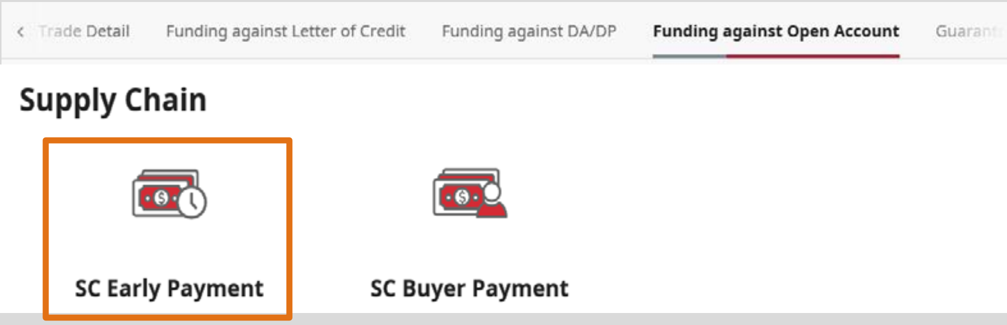
Phone
+852 3988 1333

Email
cbs_inf@bochk.com

Supplier - How to Apply for Supply Chain Early Payment ?

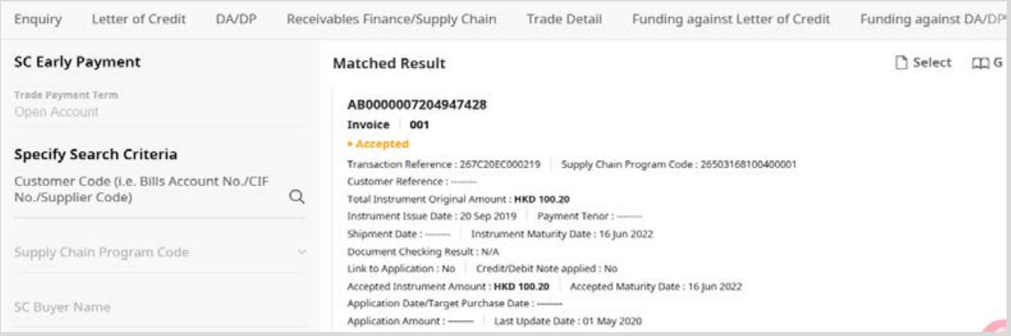
Step 1

Select from Menu “Global Trade Centre > Funding against Open Account > SC Early Payment”


Trade Detail
Funding against Letter of Credit
Funding against DA/DP
Funding against Open Account
Supply Chain
SC Early Payment
SC Buyer Payment

Step 2

Search and select relevant record.


Enquiry
Letter of Credit
DA/DP
Receivables Finance/Supply Chain
Trade Detail
Funding against Letter of Credit
Funding against DA/DP
SC Early Payment
Specify Search Criteria
Customer Code (i.e. Bills Account No./CIF No./Supplier Code)
Supply Chain Program Code
SC Buyer Name
Select

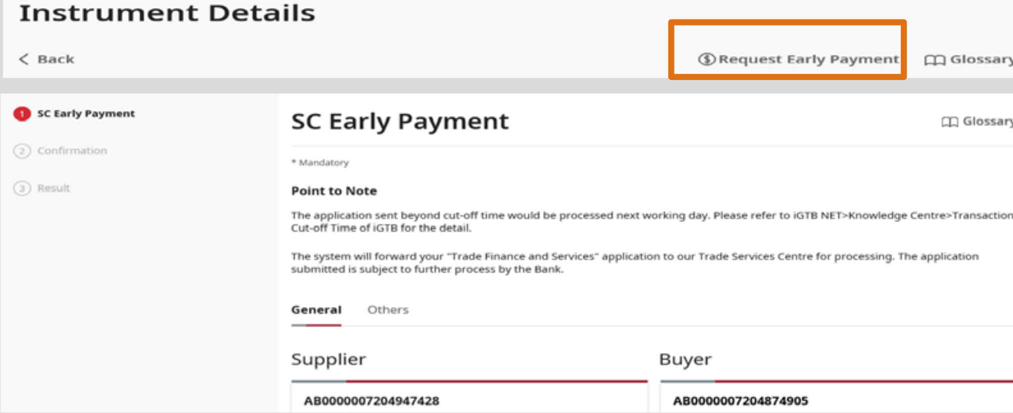
Trade Payment Term
Open Account

Matched Result

AB0000007204947428
Invoice | **001**
• Accepted
Transaction Reference : 267C20EC000219 | Supply Chain Program Code : 26503168100400001
Customer Reference : --------
Total Instrument Original Amount : **HKD 100.20**
Instrument Issue Date : 20 Sep 2019 | Payment Tenor : --------
Shipment Date : -------- | Instrument Maturity Date : 16 Jun 2022
Document Checking Result : N/A
Link to Application : No | Credit/Debit Note applied : No
Accepted Instrument Amount : **HKD 100.20** | Accepted Maturity Date : 16 Jun 2022
Application Date/Target Purchase Date : --------
Application Amount : -------- | Last Update Date : 01 May 2020

Step 3

Click “Request Early Payment” on Details Page. Follow screen to input and complete the application


Instrument Details
Back
Request Early Payment
Glossary
1 SC Early Payment
2 Confirmation
3 Result
General
Others

SC Early Payment

* Mandatory

Point to Note

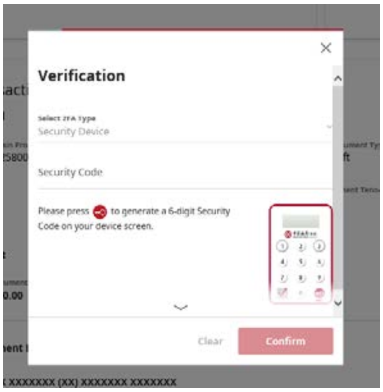
The application sent beyond cut-off time would be processed next working day. Please refer to iGTB NET>Knowledge Centre>Transaction Cut-off Time of iGTB for the detail.

The system will forward your "Trade Finance and Services" application to our Trade Services Centre for processing. The application submitted is subject to further process by the Bank.

Supplier: AB0000007204947428
Buyer: AB0000007204874905

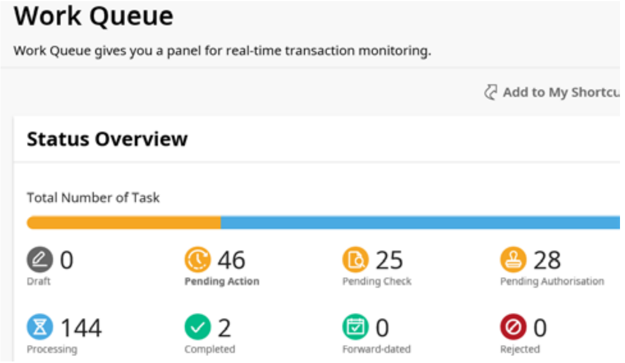
Step 4

Input verification code generated by Security Token. You may locate the application in Work Queue.


Verification
Clear
Confirm

Select 2FA Type: Security Device
Security Code

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


Add to My Shortcut

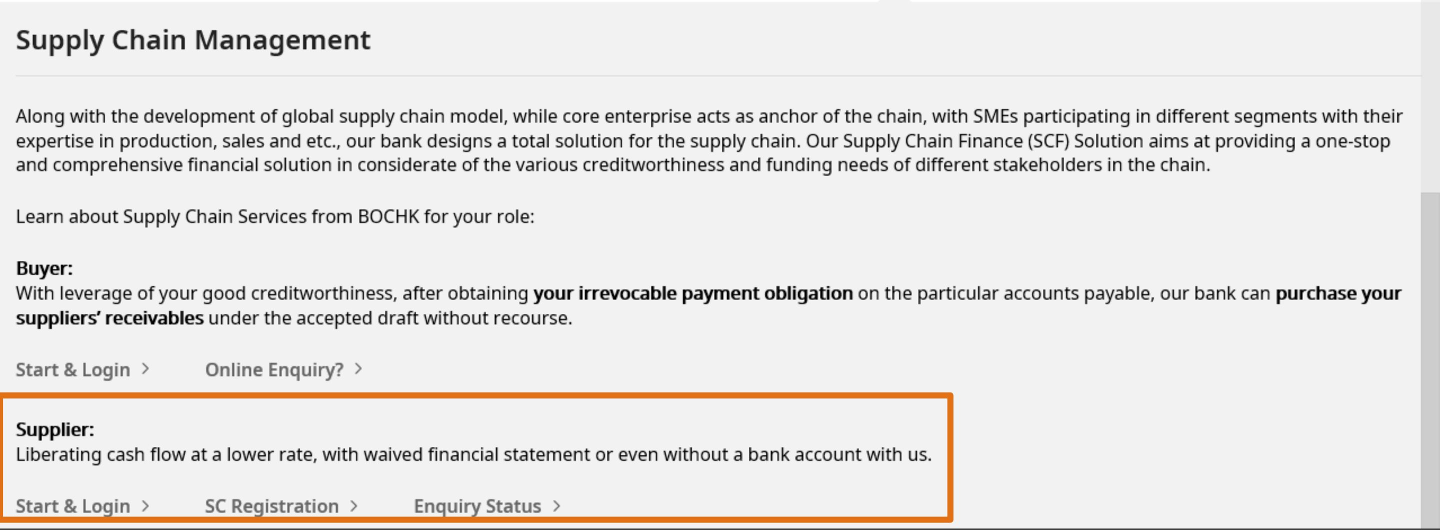
Work Queue

Work Queue gives you a panel for real-time transaction monitoring.

Status Overview

Total Number of Task

0 Draft	46 Pending Action	25 Pending Check	28 Pending Authorisation
144 Processing	2 Completed	0 Forward-dated	0 Rejected



Supply Chain Management

Along with the development of global supply chain model, while core enterprise acts as anchor of the chain, with SMEs participating in different segments with their expertise in production, sales and etc., our bank designs a total solution for the supply chain. Our Supply Chain Finance (SCF) Solution aims at providing a one-stop and comprehensive financial solution in considerate of the various creditworthiness and funding needs of different stakeholders in the chain.

Learn about Supply Chain Services from BOCHK for your role:

Buyer:
With leverage of your good creditworthiness, after obtaining **your irrevocable payment obligation** on the particular accounts payable, our bank can **purchase your suppliers' receivables** under the accepted draft without recourse.

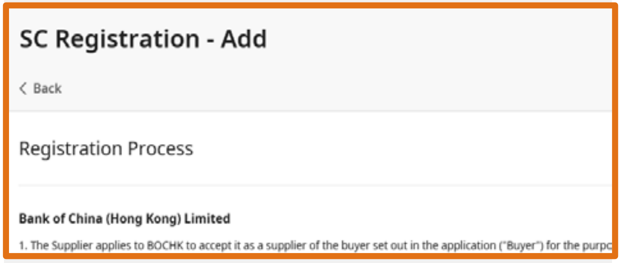
Start & Login >
Online Enquiry? >

Supplier:
Liberating cash flow at a lower rate, with waived financial statement or even without a bank account with us.

Start & Login >
SC Registration >
Enquiry Status >

Non BoC Client Can Also Submit Registration/Application and Enquire Status

Access "iGTB NET > Transaction Banking > Supply Chain Management > Supplier" for pre-login functions.

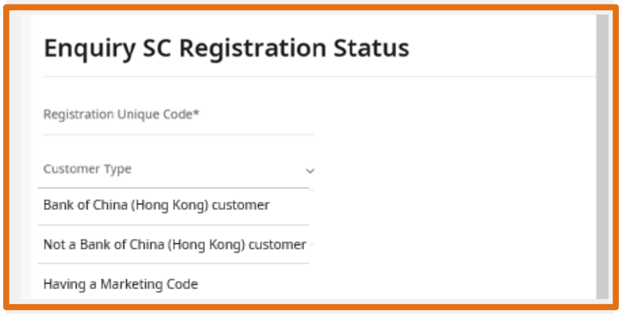


SC Registration - Add

Registration Process

Bank of China (Hong Kong) Limited

1. The Supplier applies to BOCHK to accept it as a supplier of the buyer set out in the application ("Buyer") for the purpc



Enquiry SC Registration Status

Registration Unique Code*

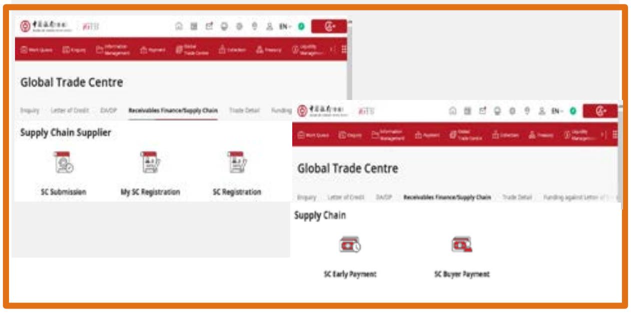
Customer Type

Bank of China (Hong Kong) customer

Not a Bank of China (Hong Kong) customer

Having a Marketing Code

After registration, you may login to process Supply Chain application (SC Submission and SC Early Payment)



Global Trade Centre
Inquiry
Letter of Credit
DA/DP
Receivables Finance/Supply Chain
Trade Detail
Funding
Supply Chain Supplier
SC Submission
My SC Registration
SC Registration
Global Trade Centre
Supply Chain
SC Early Payment
SC Buyer Payment

Pre-login

Submit Registration Information

You can submit the basic registration details for our review and process

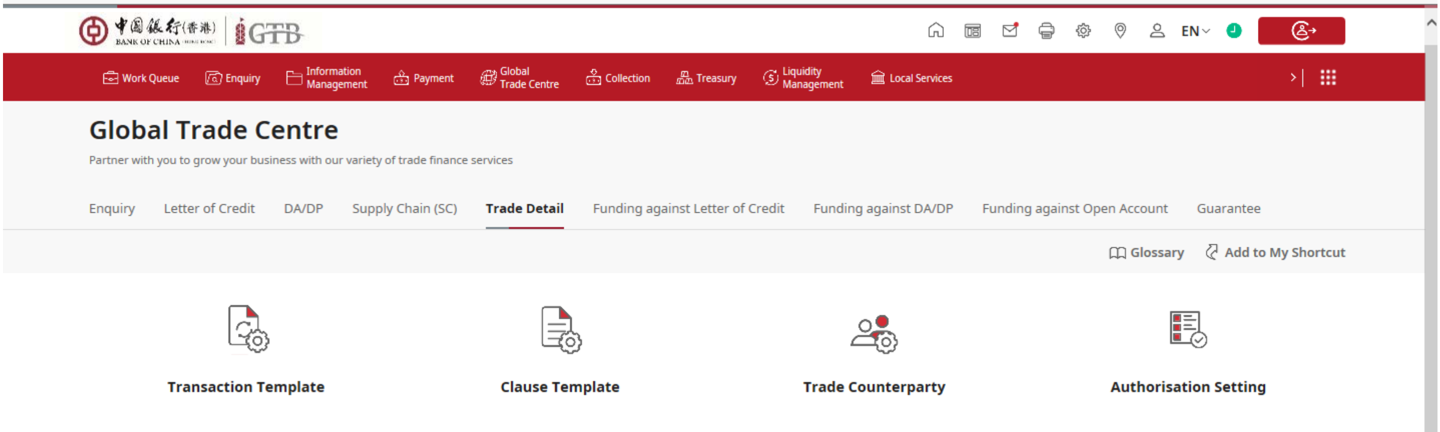
Enquire Status

You can enquire the process status or update the registration details.

Post-login

Submit Application

SC Submission: You can submit instrument record for the acceptance of your anchor buyer.
SC Early Payment: you can make early payment request according to the acceptance result.

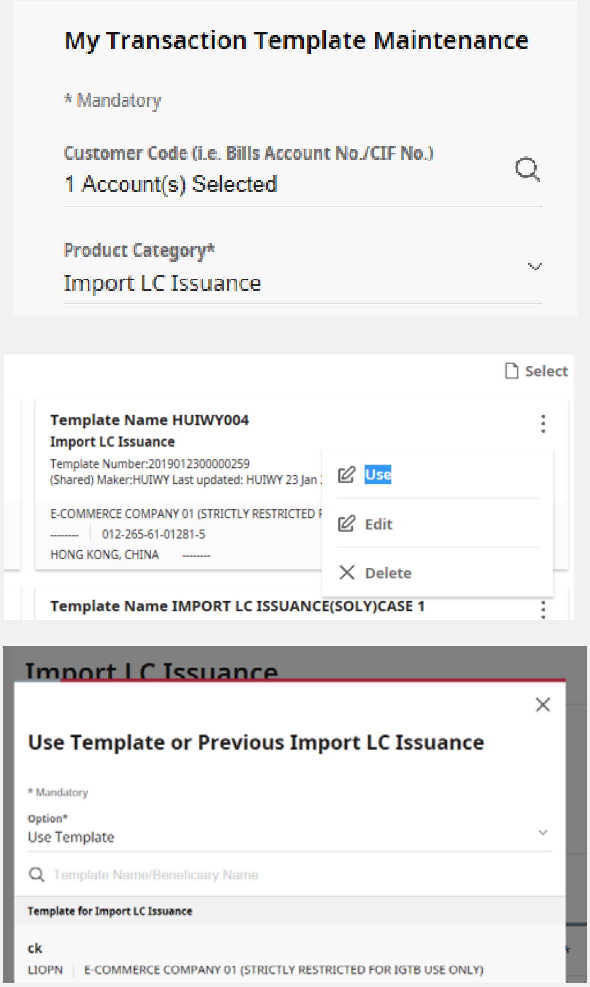

EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Enquiry
Letter of Credit
DA/DP
Supply Chain (SC)
Trade Detail
Funding against Letter of Credit
Funding against DA/DP
Funding against Open Account
Guarantee
Glossary
Add to My Shortcut
Transaction Template
Clause Template
Trade Counterparty
Authorisation Setting

Global Trade Centre

Partner with you to grow your business with our variety of trade finance services

Create Template & Register Counterparty

Database for Transaction Templates, Clause Templates and Counterparty Records


Select
Use
Edit
Delete

My Transaction Template Maintenance

* Mandatory

Customer Code (i.e. Bills Account No./CIF No.)
1 Account(s) Selected

Product Category*
Import LC Issuance

Template Name HUIWY004
Import LC Issuance
Template Number:2019012300000259
(Shared) Maker:HUIWY Last updated: HUIWY 23 Jan
E-COMMERCE COMPANY 01 (STRICTLY RESTRICTED F
-------- | 012-265-61-01281-5
HONG KONG, CHINA --------

Template Name IMPORT LC ISSUANCE(SOLY)CASE 1

Import LC Issuance

Use Template or Previous Import LC Issuance

* Mandatory

Option*
Use Template

Template Name/Beneficiary Name

Template for Import LC Issuance

ck
LIOPN | E-COMMERCE COMPANY 01 (STRICTLY RESTRICTED FOR IGTB USE ONLY)

Create Database

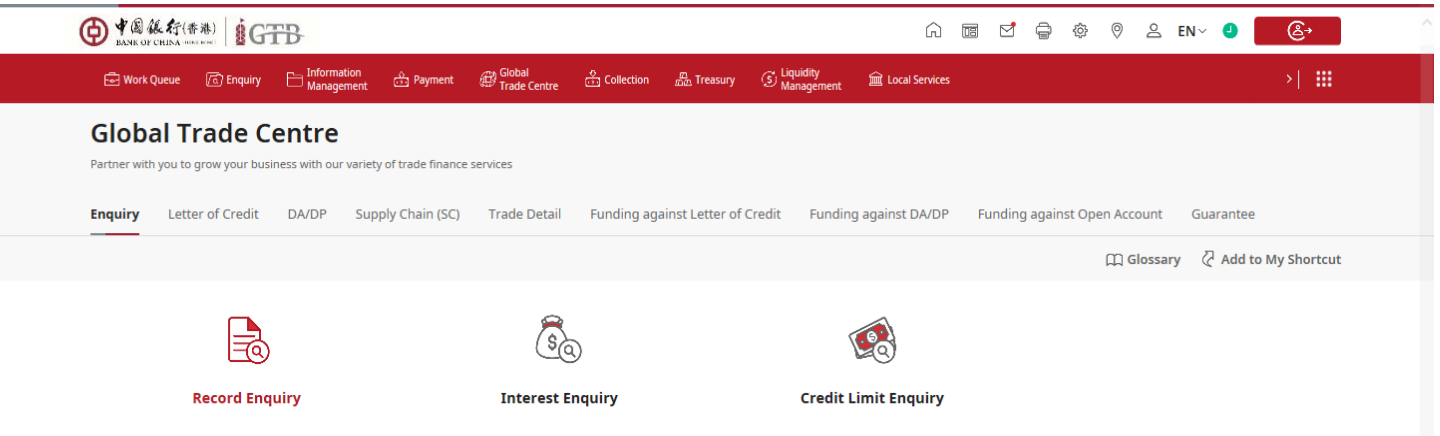
You may create a new Transaction Template or Clause Template and register new Counterparty for each company, and save them for use in future transaction.

Manage Database

You may enquire, revise or delete saved template(s) / registered counterparty(ies) . You may also manage the Database sharing by re-selecting the applicable company(ies).

Apply the saved records

Upon your application, you may look up the Registered Counterparty or saved Clauses or Transaction Templates. The content will be imported into the input page automatically and enable you to save time from inputting data manually

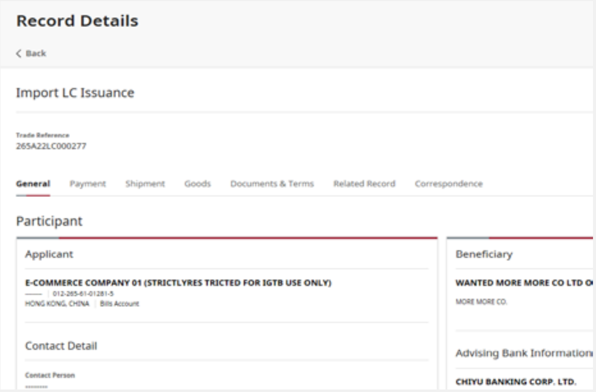

BANK OF CHINA GTB
EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Enquiry
Letter of Credit
DA/DP
Supply Chain (SC)
Trade Detail
Funding against Letter of Credit
Funding against DA/DP
Funding against Open Account
Guarantee
Glossary
Add to My Shortcut
Record Enquiry
Interest Enquiry
Credit Limit Enquiry

Global Trade Centre

Partner with you to grow your business with our variety of trade finance services

Enquiry

Enquiry on Transaction Records, Interest Details and Credit Limit Status


Record Details
Back
General
Payment
Shipment
Goods
Documents & Terms
Related Record
Correspondence

Import LC Issuance

Trade Reference
265A22LC000277

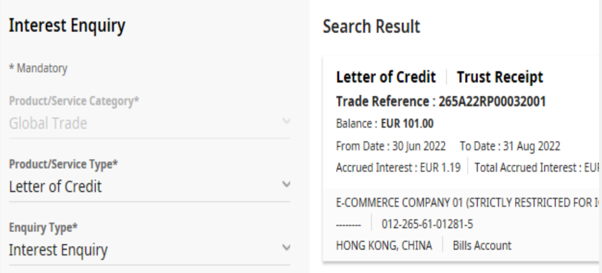
Participant

Applicant
E-COMMERCE COMPANY 01 (STRICTLYRES TRICTED FOR IGTB USE ONLY)
—— | 012-265-61-01281-5
HONG KONG, CHINA | Bills Account

Contact Detail
Contact Person

Beneficiary
WANTED MORE MORE CO LTD O
MORE MORE CO.

Advising Bank Information
CHIYU BANKING CORP. LTD.


Interest Enquiry
Search Result

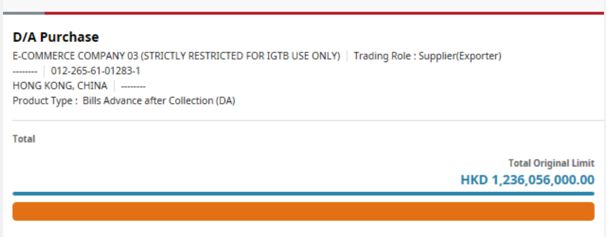
* Mandatory

Product/Service Category*
Global Trade

Product/Service Type*
Letter of Credit

Enquiry Type*
Interest Enquiry

Letter of Credit | Trust Receipt
Trade Reference : 265A22RP00032001
Balance : EUR 101.00
From Date : 30 Jun 2022 To Date : 31 Aug 2022
Accrued Interest : EUR 1.19 | Total Accrued Interest : EU
E-COMMERCE COMPANY 01 (STRICTLY RESTRICTED FOR I
-------- | 012-265-61-01281-5
HONG KONG, CHINA | Bills Account



D/A Purchase
E-COMMERCE COMPANY 03 (STRICTLY RESTRICTED FOR IGTB USE ONLY) | Trading Role : Supplier(Exporter)
-------- | 012-265-61-01283-1
HONG KONG, CHINA | --------
Product Type : Bills Advance after Collection (DA)

Total
Total Original Limit
HKD 1,236,056,000.00

Record Enquiry

You can enquire your company's transaction information by choosing the particular product type. Transaction details, related records e.g. repayment history, correspondence are shown.

Interest Enquiry

You may enquire the Accrued Interest of different financing transactions.

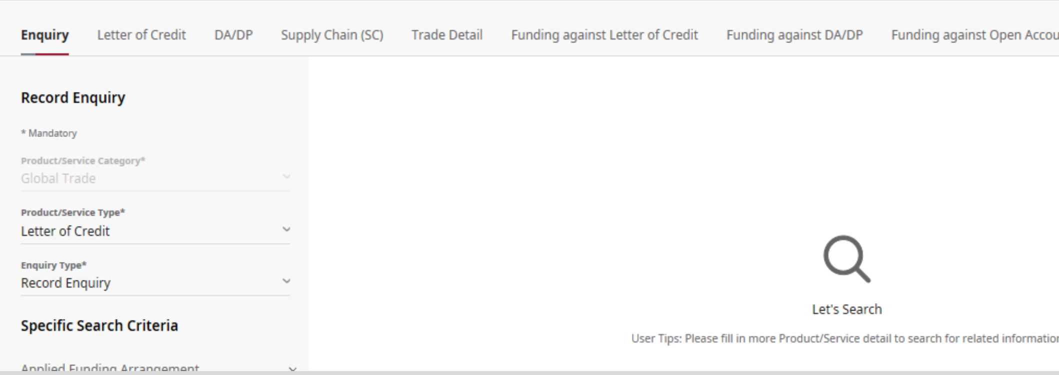
Credit Limit Enquiry

You may enquire credit limit usage of all limit categories. Original Limit, used limit, available limit, both in total or per limit type, are shown for you to manage your business effectively.

How to Enquire Transaction Records?

Step 1

Select from Menu Enquiry > Record Enquiry and enter the searching page


Enquiry
Letter of Credit
DA/DP
Supply Chain (SC)
Trade Detail
Funding against Letter of Credit
Funding against DA/DP
Funding against Open Accou
Let's Search

Record Enquiry

* Mandatory

Product/Service Category*: Global Trade

Product/Service Type*: Letter of Credit

Enquiry Type*: Record Enquiry

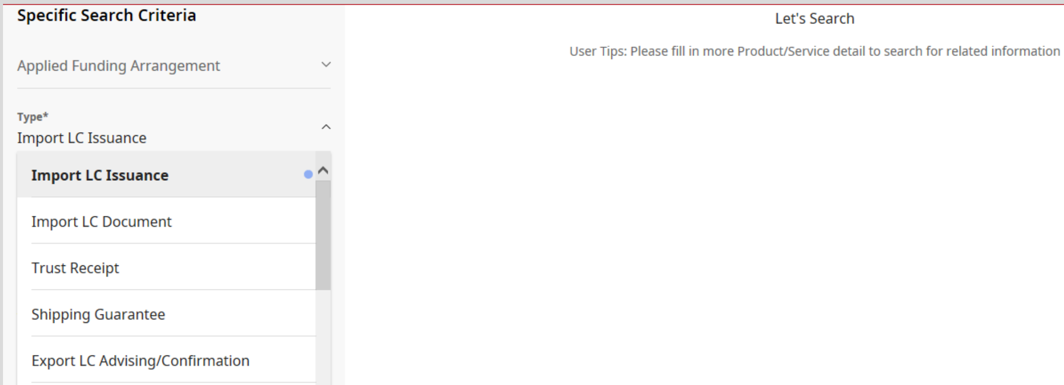
Specific Search Criteria

Applied Funding Arrangement

User Tips: Please fill in more Product/Service detail to search for related informatio

Step 2

Select product type and choose the applicable Account.


Let's Search
Applied Funding Arrangement
Import LC Issuance
Import LC Document
Trust Receipt
Shipping Guarantee
Export LC Advising/Confirmation

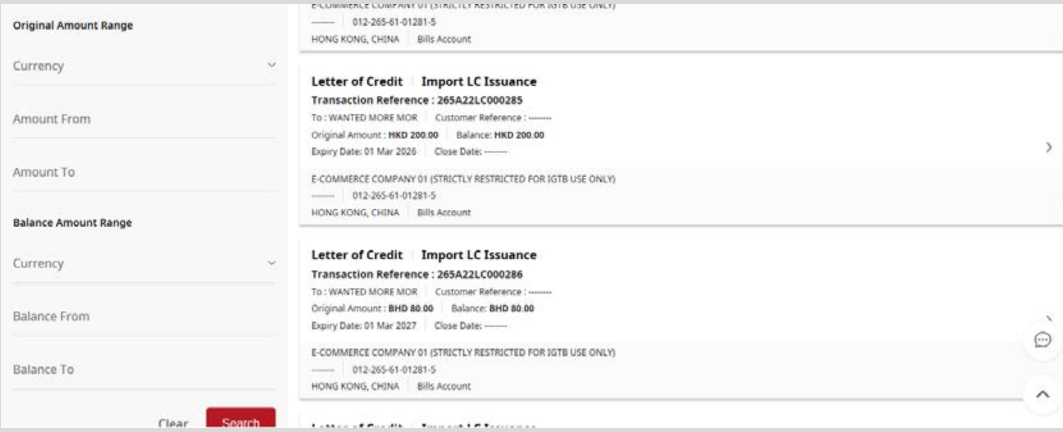
Specific Search Criteria

Type*: Import LC Issuance

User Tips: Please fill in more Product/Service detail to search for related information

Step 3

Narrow the search result by inputting specific search criteria. Click "search". Related transaction will be shown on right hand side


Original Amount Range
Currency
Amount From
Amount To
Balance Amount Range
Currency
Balance From
Balance To
Clear
Search

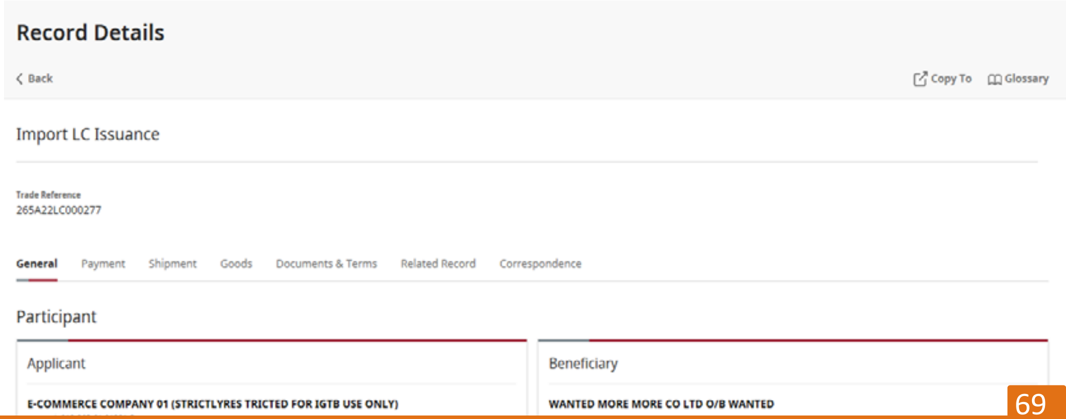
E-COMMERCE COMPANY 01 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
-------- | 012-265-61-01281-5
HONG KONG, CHINA | Bills Account

Letter of Credit | Import LC Issuance
Transaction Reference : 265A22LC000285
To : WANTED MORE MOR | Customer Reference : --------
Original Amount : **HKD 200.00** | Balance: **HKD 200.00**
Expiry Date: 01 Mar 2026 | Close Date: --------
E-COMMERCE COMPANY 01 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
-------- | 012-265-61-01281-5
HONG KONG, CHINA | Bills Account

Letter of Credit | Import LC Issuance
Transaction Reference : 265A22LC000286
To : WANTED MORE MOR | Customer Reference : --------
Original Amount : **BHD 80.00** | Balance: **BHD 80.00**
Expiry Date: 01 Mar 2027 | Close Date: --------
E-COMMERCE COMPANY 01 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
-------- | 012-265-61-01281-5
HONG KONG, CHINA | Bills Account

Step 4

Click the card you are looking for and enter the detail page


Back
Copy To
Glossary
General
Payment
Shipment
Goods
Documents & Terms
Related Record
Correspondence

Record Details

Import LC Issuance

Trade Reference
265A22LC000277

Participant

Applicant
E-COMMERCE COMPANY 01 (STRICTLYRES TRICTED FOR IGTB USE ONLY)

Beneficiary
WANTED MORE MORE CO LTD O/B WANTED

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

Address

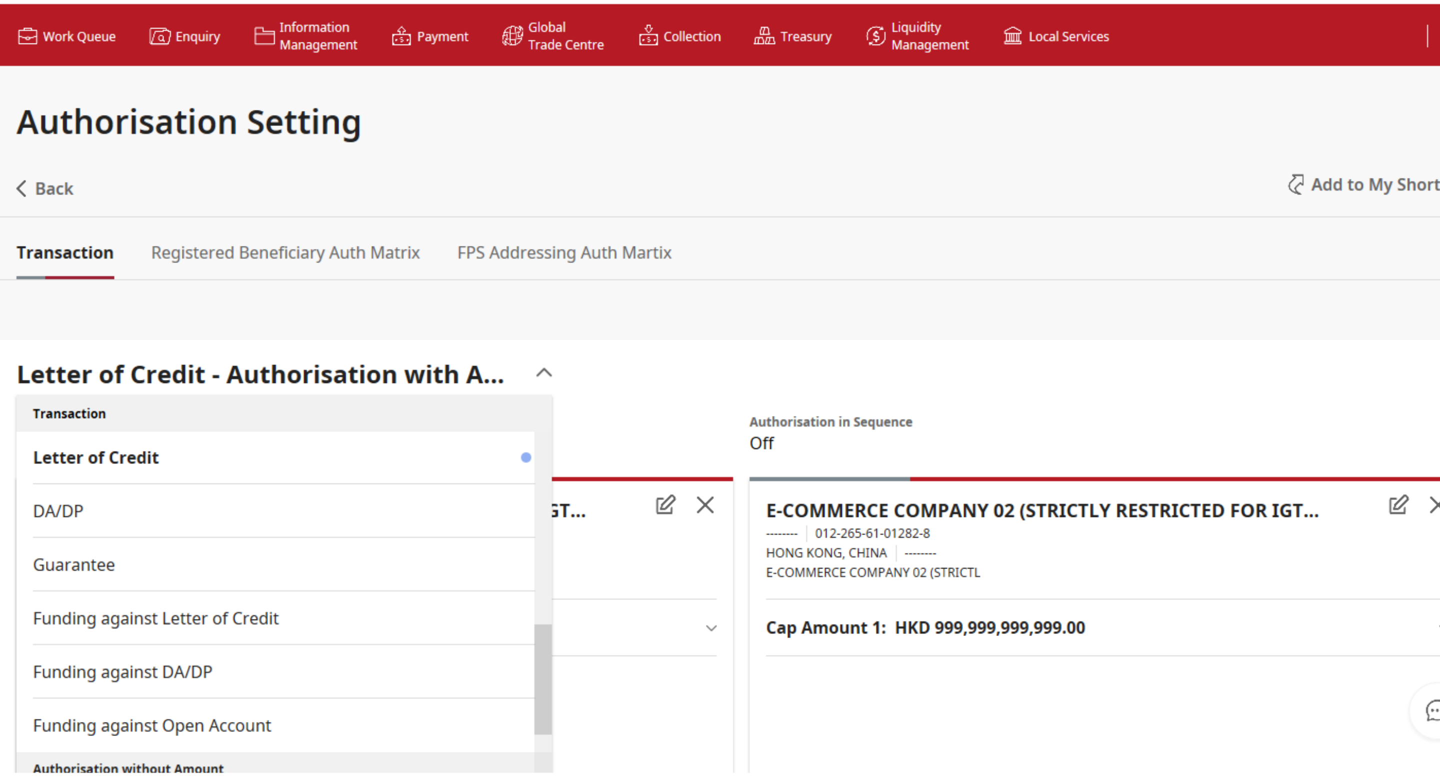
32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

Phone

+852 3988 1333

Email

cbs_inf@bochk.com


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Back
Add to My Short
Transaction
Registered Beneficiary Auth Matrix
FPS Addressing Auth Martix

Authorisation Setting

Letter of Credit - Authorisation with A...

Transaction
- Letter of Credit
- DA/DP
- Guarantee
- Funding against Letter of Credit
- Funding against DA/DP
- Funding against Open Account

Authorisation without Amount

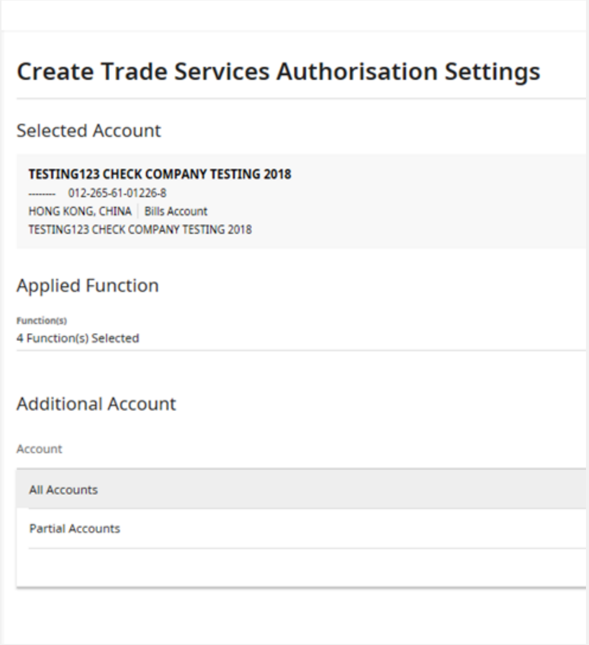
Authorisation in Sequence
Off

E-COMMERCE COMPANY 02 (STRICTLY RESTRICTED FOR IGT...
-------- 012-265-61-01282-8
HONG KONG, CHINA | --------
E-COMMERCE COMPANY 02 (STRICTL

Cap Amount 1: HKD 999,999,999,999.00

Trade Services Authorisation

Flexible Setting for Trade Services Authorization


Create Trade Services Authorisation Settings

Selected Account

TESTING123 CHECK COMPANY TESTING 2018
-------- 012-265-61-01226-8
HONG KONG, CHINA | Bills Account
TESTING123 CHECK COMPANY TESTING 2018

Applied Function

Function(s)
4 Function(s) Selected

Additional Account

Account
- All Accounts
- Partial Accounts

Apply to Account(s)

When setting authorisation level and transaction limit (if applicable) for specified functions, you are able to apply the setting to one account, partial accounts or all accounts .

Multiple Authorization Level

You can set different authorisation group combinations for different range of authorisation amount.

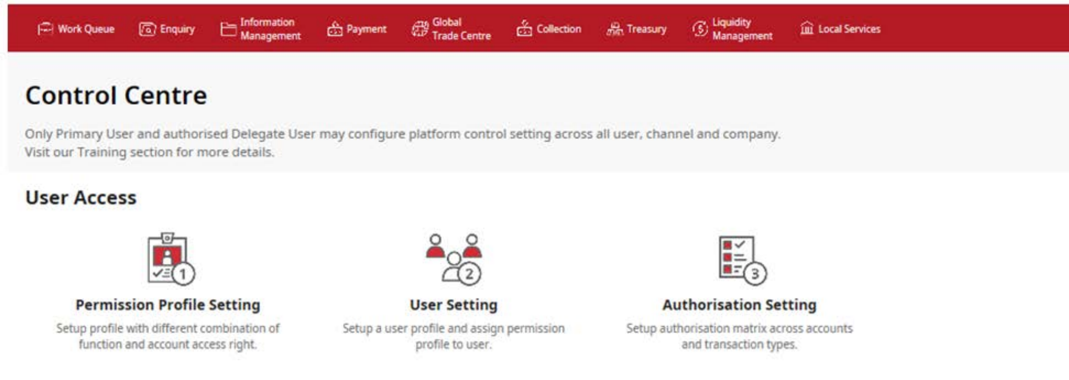
Simplified Interface

You may conveniently view the existing authorization matrices for different product functions under each account.

How to Set Trade Services Authorisation?

Step 1 (Route 1)

Select from Control Centre > Authorisation Setting


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services

Control Centre

Only Primary User and authorised Delegate User may configure platform control setting across all user, channel and company.
Visit our Training section for more details.

User Access

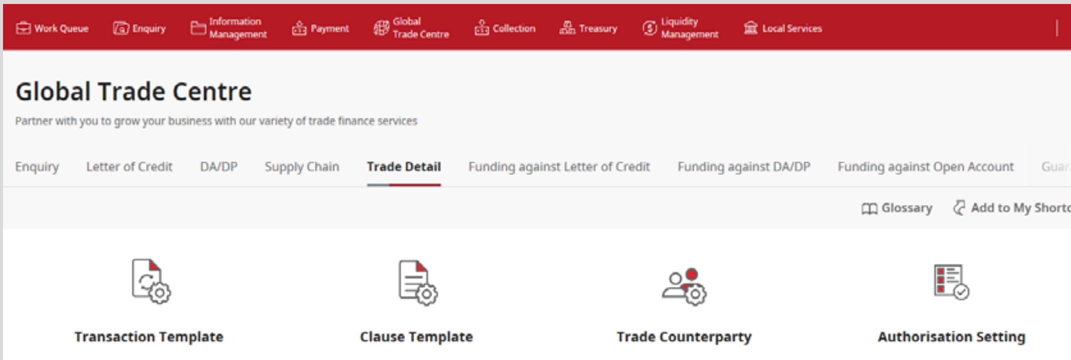
Permission Profile Setting
Setup profile with different combination of function and account access right.

User Setting
Setup a user profile and assign permission profile to user.

Authorisation Setting
Setup authorisation matrix across accounts and transaction types.

Step 1 (Route 2)

Select from Global Trade Centre > Trade Detail > Authorisation Setting


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Enquiry
Letter of Credit
DA/DP
Supply Chain
Trade Detail
Funding against Letter of Credit
Funding against DA/DP
Funding against Open Account
Glossary
Add to My Shortc

Global Trade Centre

Partner with you to grow your business with our variety of trade finance services

Transaction Template

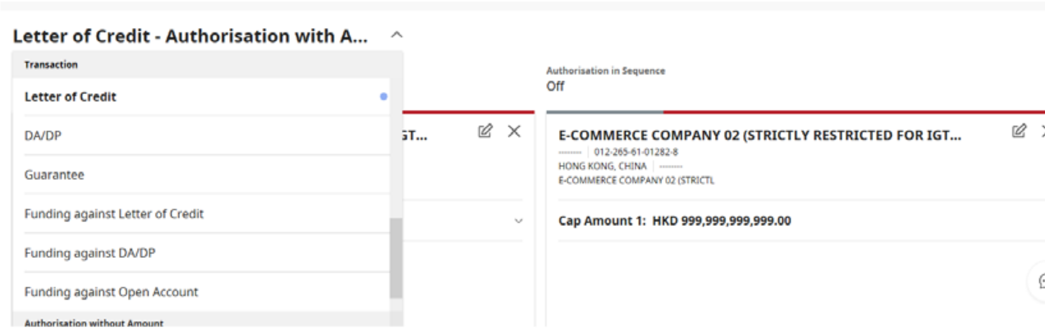
Clause Template

Trade Counterparty

Authorisation Setting

Step 2

Choose the types of transactions or authorisation without amount, and then select the account



Letter of Credit - Authorisation with A...

Transaction
Letter of Credit
DA/DP
Guarantee
Funding against Letter of Credit
Funding against DA/DP
Funding against Open Account
Authorisation without Amount

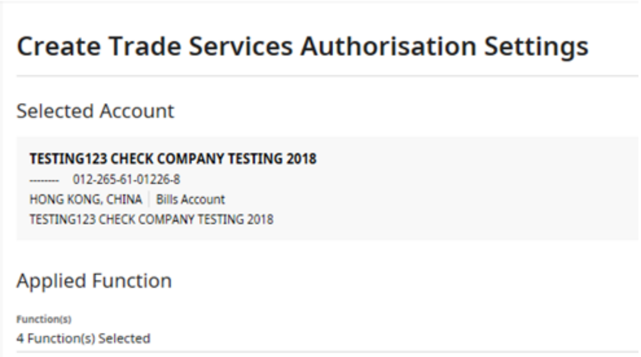
Authorisation in Sequence
Off

E-COMMERCE COMPANY 02 (STRICTLY RESTRICTED FOR IGT...
-------- 012-265-61-01282-8
HONG KONG, CHINA -------
E-COMMERCE COMPANY 02 (STRICTL

Cap Amount 1: HKD 999,999,999,999.00

Step 3

Follow screen to input and complete the authorisation setting



Create Trade Services Authorisation Settings

Selected Account

TESTING123 CHECK COMPANY TESTING 2018
-------- 012-265-61-01226-8
HONG KONG, CHINA | Bills Account
TESTING123 CHECK COMPANY TESTING 2018

Applied Function

Function(s)
4 Function(s) Selected

Liquidity Management

Flexible. Efficient. Centralized.

Liquidity Management

Liquidity Management services are dedicated to helping you maximize working capital utilization, reduce costs, and increase interest returns by centralization. The new Liquidity Management on iGTB helps to achieve comprehensive and efficient working capital management.

Benefits

- Comprehensive Services: Physical Cash Pooling, Notional Pooling, Interest Re-allocation, Payment Limit Control, and other functions are accessible online
- Simplified Interface: merging local and global Liquidity Management entry, streamlining the process, and making the display more dynamic
- Bespoke Solution: comprehensive package of different Cash Pools combined with flexible product services offering your preferred cash pooling solution

Features

Manual Sweep

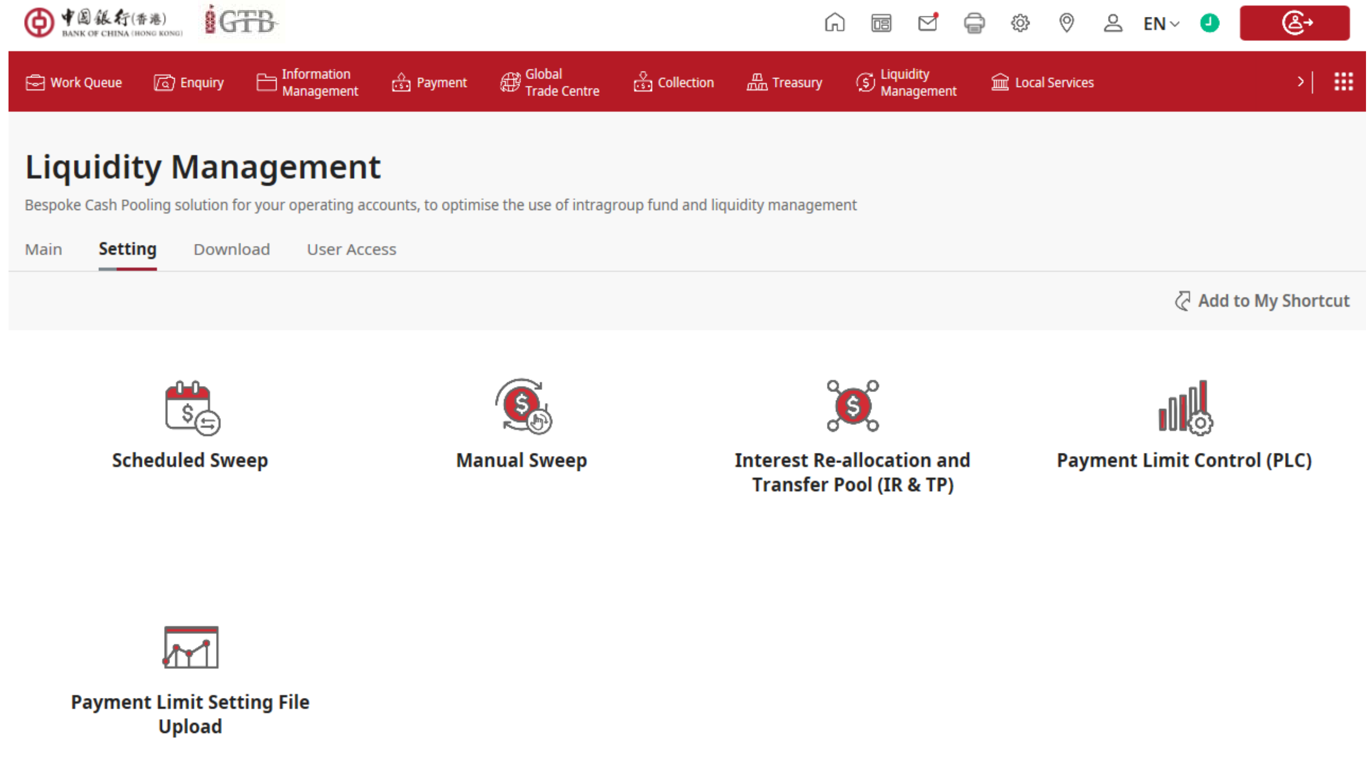
A simple and easy procedure to send domestic or cross border funds transfer.

Sweep Transaction Enquiry

You are able to access historical and current day's Sweeping Transaction record(s) at your convenience.

Report Download

A variety of reports and different formats are available online. You are able to better control the use of your funds with detailed reports.

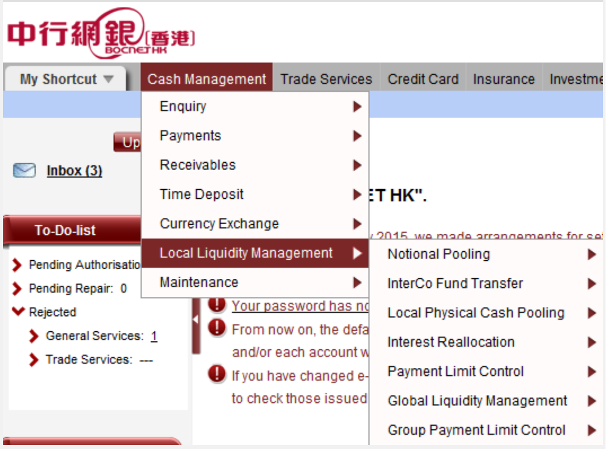

EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
Main
Setting
Download
User Access
Add to My Shortcut
Scheduled Sweep
Manual Sweep
Interest Re-allocation and Transfer Pool (IR & TP)
Payment Limit Control (PLC)
Payment Limit Setting File Upload

Liquidity Management

Bespoke Cash Pooling solution for your operating accounts, to optimise the use of intragroup fund and liquidity management

Highlights

Previously


中行網銀(香港)
BOCNET HK
My Shortcut
Cash Management
Trade Services
Credit Card
Insurance
Investme
Enquiry
Payments
Receivables
Time Deposit
Currency Exchange
Local Liquidity Management
Maintenance
Notional Pooling
InterCo Fund Transfer
Local Physical Cash Pooling
Interest Reallocation
Payment Limit Control
Global Liquidity Management
Group Payment Limit Control
Up
Inbox (3)
To-Do-list
Pending Authorisatio
Pending Repair: 0
Rejected
General Services: 1
Trade Services: ---
ET HK".
2015, we made arrangements for se
Your password has no
From now on, the defa
and/or each account w
If you have changed e-
to check those issued

Function Enhancement

Enhanced functions include Group Payment Limit Control, Interest Re-allocation, and Scheduled Sweep with a more flexible time schedule.

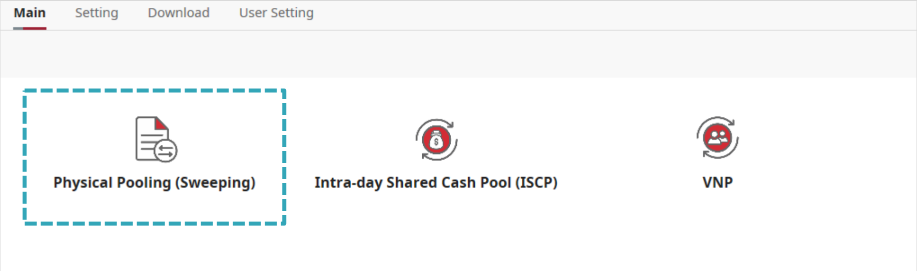
Application Status Enquiry

You are able to check the status of submitted applications and former application details via the Work Queue function. A clear display of detailed information including, but not limited to: the application submitter, the authorisation progress, and the current application status.

How to Enquire Sweeping Transaction Records

Step 1

Select from Menu
Main > Physical Pooling (Sweeping)

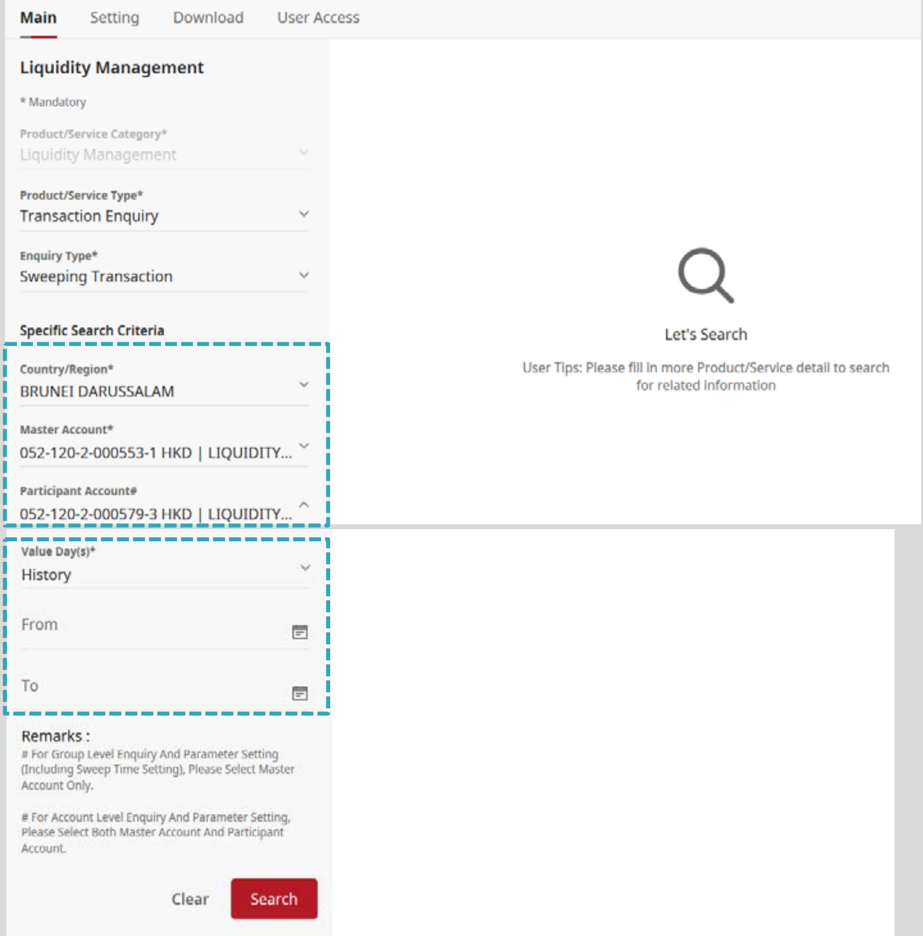

Main
Setting
Download
User Setting
Physical Pooling (Sweeping)
Intra-day Shared Cash Pool (ISCP)
VNP

Step 2

Choose Country/Region and Account(s)

Step 3

Choose Value Day(s)


Main
Setting
Download
User Access
Let's Search
Clear
Search

Liquidity Management

* Mandatory

Product/Service Category*: Liquidity Management

Product/Service Type*: Transaction Enquiry

Enquiry Type*: Sweeping Transaction

Specific Search Criteria

Country/Region*: BRUNEI DARUSSALAM

Master Account*: 052-120-2-000553-1 HKD | LIQUIDITY...

Participant Account#: 052-120-2-000579-3 HKD | LIQUIDITY...

Value Day(s)*: History

From

To

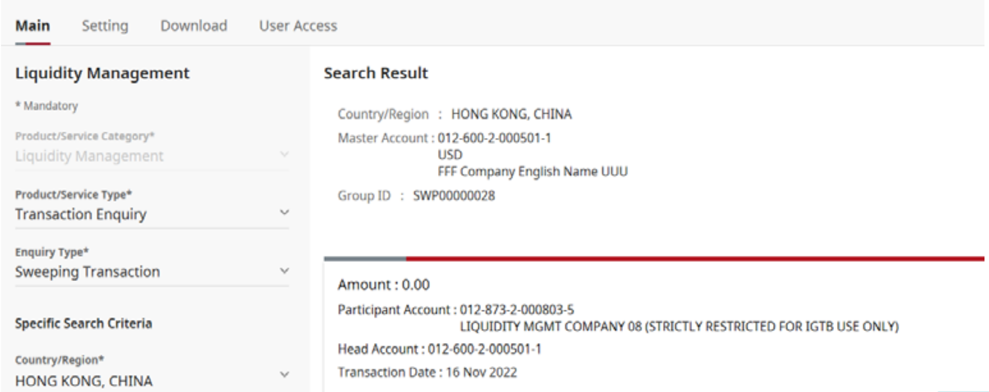
User Tips: Please fill in more Product/Service detail to search for related information

Remarks :
# For Group Level Enquiry And Parameter Setting (Including Sweep Time Setting), Please Select Master Account Only.

# For Account Level Enquiry And Parameter Setting, Please Select Both Master Account And Participant Account.

Step 4

Click Search. Related transaction(s) will be displayed on the right hand side.


Main
Setting
Download
User Access

Liquidity Management

* Mandatory

Product/Service Category*: Liquidity Management

Product/Service Type*: Transaction Enquiry

Enquiry Type*: Sweeping Transaction

Specific Search Criteria

Country/Region*: HONG KONG, CHINA

Search Result

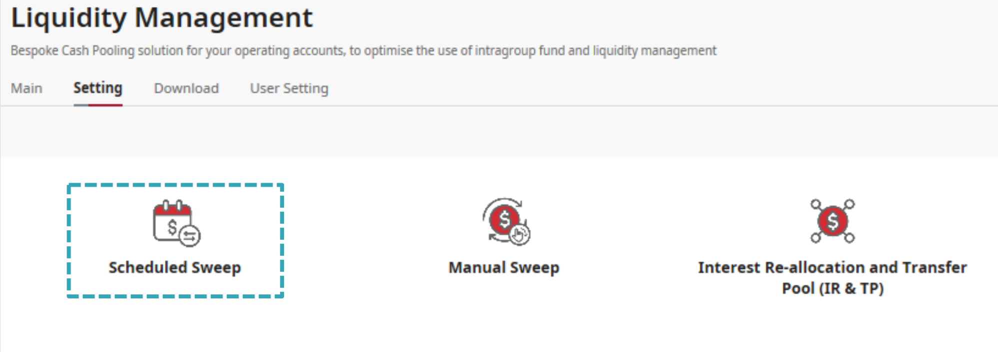
Country/Region : HONG KONG, CHINA
Master Account : 012-600-2-000501-1
USD
FFF Company English Name UUU
Group ID : SWP00000028

Amount : 0.00
Participant Account : 012-873-2-000803-5
LIQUIDITY MGMT COMPANY 08 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
Head Account : 012-600-2-000501-1
Transaction Date : 16 Nov 2022

How to Enquire Scheduled Sweep Setting

Step 1

Select from Menu
Liquidity Management >
Setting > Scheduled Sweep

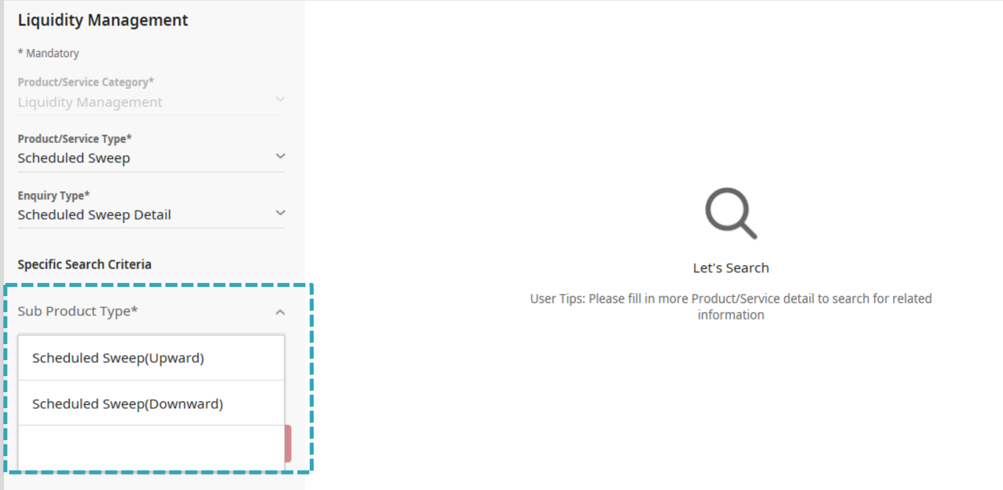


Liquidity Management

Bespoke Cash Pooling solution for your operating accounts, to optimise the use of intragroup fund and liquidity management

Step 2

Choose Enquiry Type



Liquidity Management

* Mandatory

Product/Service Category*: Liquidity Management

Product/Service Type*: Scheduled Sweep

Enquiry Type*: Scheduled Sweep Detail

Specific Search Criteria

Sub Product Type*

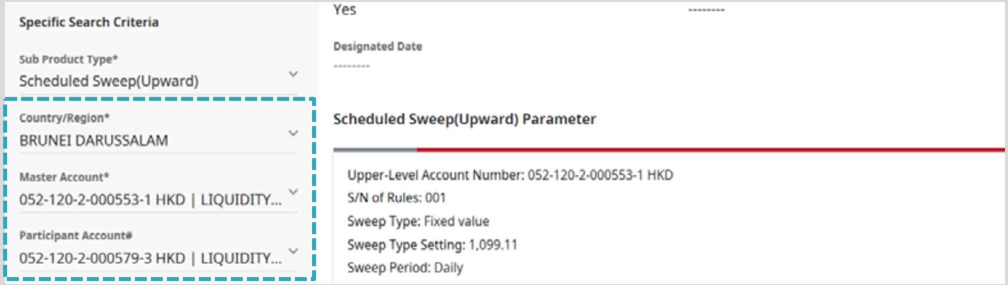
- Scheduled Sweep(Upward)
- Scheduled Sweep(Downward)

Let's Search

User Tips: Please fill in more Product/Service detail to search for related information

Step 3

Choose Country/Region and Account(s)



Specific Search Criteria

Sub Product Type*: Scheduled Sweep(Upward)

Country/Region*: BRUNEI DARUSSALAM

Master Account*: 052-120-2-000553-1 HKD | LIQUIDITY...

Participant Account#: 052-120-2-000579-3 HKD | LIQUIDITY...

Yes --------

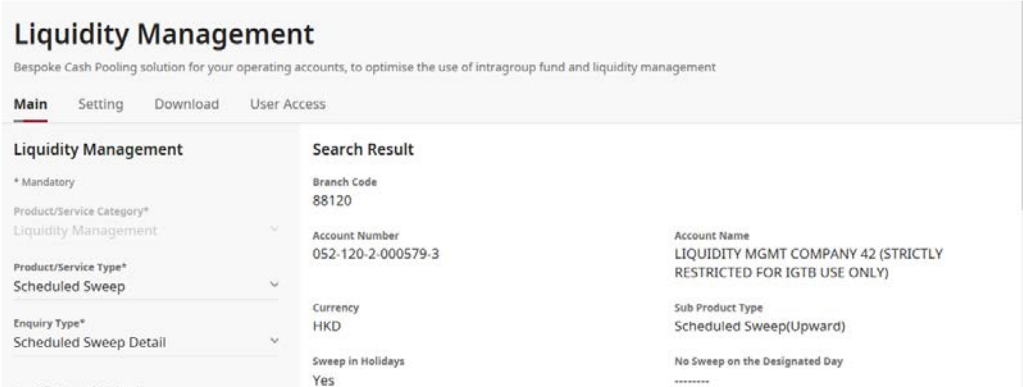
Designated Date: --------

Scheduled Sweep(Upward) Parameter

Upper-Level Account Number: 052-120-2-000553-1 HKD
S/N of Rules: 001
Sweep Type: Fixed value
Sweep Type Setting: 1,099.11
Sweep Period: Daily

Step 4

Click Search. Related information will be displayed on the right hand side



Liquidity Management

Bespoke Cash Pooling solution for your operating accounts, to optimise the use of intragroup fund and liquidity management

Liquidity Management

* Mandatory

Product/Service Category*: Liquidity Management

Product/Service Type*: Scheduled Sweep

Enquiry Type*: Scheduled Sweep Detail

Specific Search Criteria

Search Result

Branch Code: 88120

Account Number: 052-120-2-000579-3

Account Name: LIQUIDITY MGMT COMPANY 42 (STRICTLY RESTRICTED FOR IGTB USE ONLY)

Currency: HKD

Sub Product Type: Scheduled Sweep(Upward)

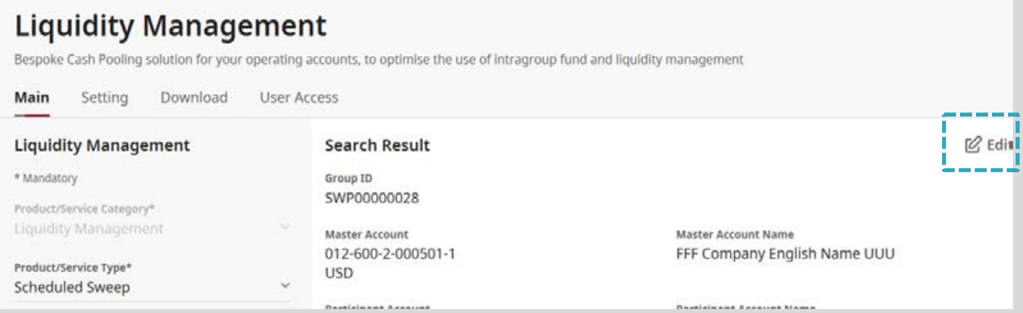
Sweep in Holidays: Yes

No Sweep on the Designated Day: --------

How to Edit Scheduled Sweep Setting

Step 1

Click Edit on the Search Result page



Liquidity Management

Bespoke Cash Pooling solution for your operating accounts, to optimise the use of intragroup fund and liquidity management

Main
Setting
Download
User Access
Edit

Liquidity Management

* Mandatory

Product/Service Category*
Liquidity Management

Product/Service Type*
Scheduled Sweep

Search Result

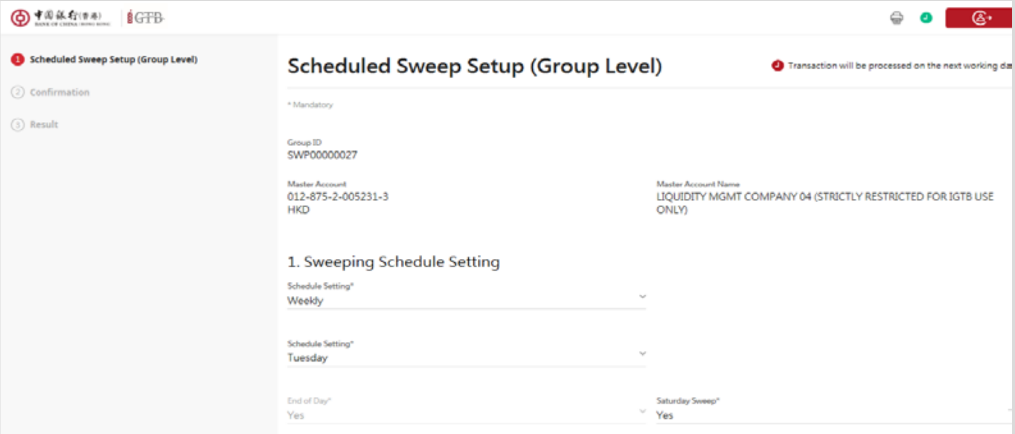
Group ID
SWP00000028

Master Account
012-600-2-000501-1
USD

Master Account Name
FFF Company English Name UUU

Step 2

Edit/Input Parameters that need to be changed



iGTB
1 Scheduled Sweep Setup (Group Level)
2 Confirmation
3 Result

Scheduled Sweep Setup (Group Level)

Transaction will be processed on the next working da

* Mandatory

Group ID
SWP00000027

Master Account
012-875-2-005231-3
HKD

Master Account Name
LIQUIDITY MGMT COMPANY 04 (STRICTLY RESTRICTED FOR IGTB USE ONLY)

1. Sweeping Schedule Setting

Schedule Setting*
Weekly

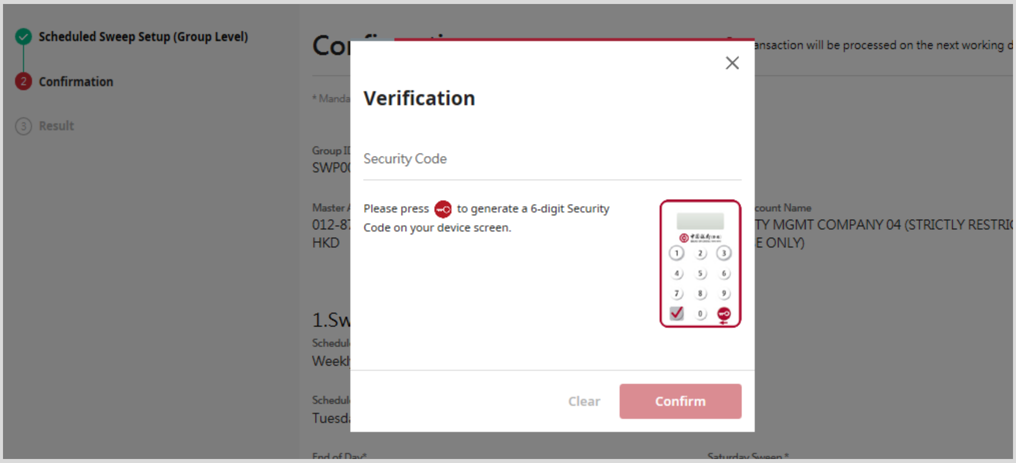
Schedule Setting*
Tuesday

End of Day*
Yes

Saturday Sweep*
Yes

Step 3

Input the Verification Code generated by the Security Token



Scheduled Sweep Setup (Group Level)
2 Confirmation
3 Result

Verification

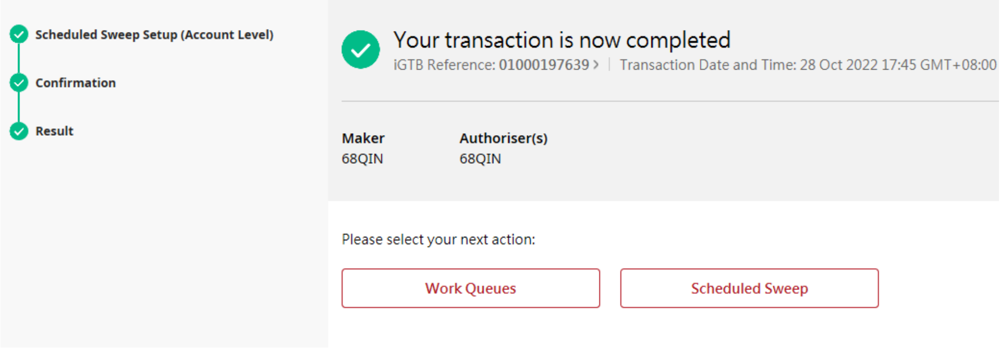
Security Code

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

1
2
3
4
5
6
7
8
9
0
Clear
Confirm

Step 4

Click Work Queue if authorisation is required or status check is needed



Scheduled Sweep Setup (Account Level)
Confirmation
Result

Your transaction is now completed

iGTB Reference: 01000197639 › | Transaction Date and Time: 28 Oct 2022 17:45 GMT+08:00

Maker	Authoriser(s)
68QIN	68QIN

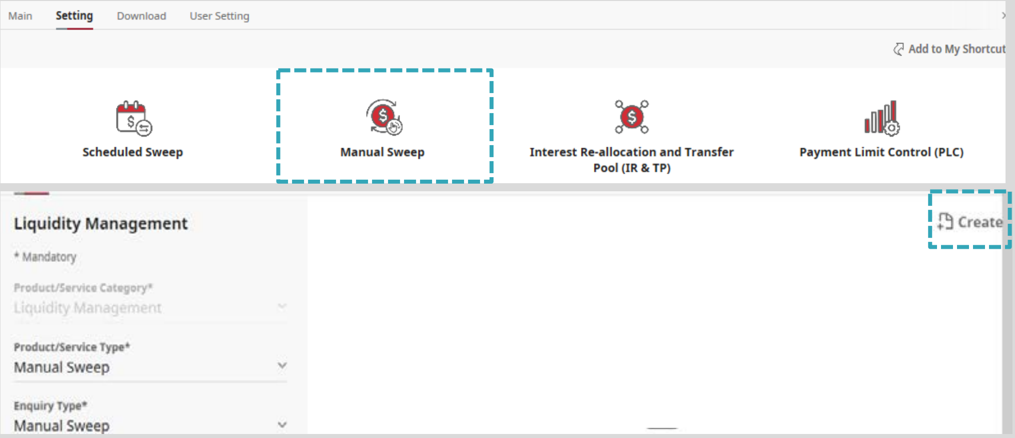
Please select your next action:

Work Queues
Scheduled Sweep

How to Create Manual Sweep

Step 1

Select from Menu
Liquidity Management > Setting > Manual Sweep, and click Create


Main
Setting
Download
User Setting
Add to My Shortcut
Scheduled Sweep
Manual Sweep
Interest Re-allocation and Transfer Pool (IR & TP)
Payment Limit Control (PLC)
Create

Liquidity Management

* Mandatory

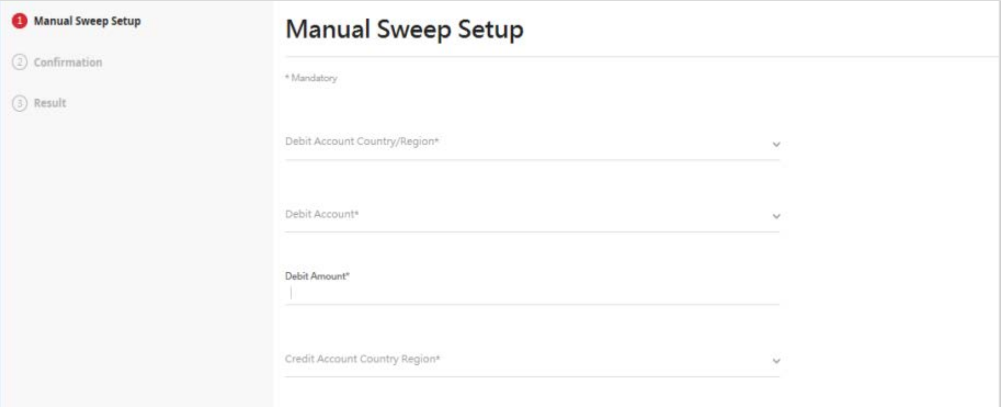
Product/Service Category*
Liquidity Management

Product/Service Type*
Manual Sweep

Enquiry Type*
Manual Sweep

Step 2

Choose Debit Account, Credit Account, input Debit Amount and Value Date


1 Manual Sweep Setup
2 Confirmation
3 Result

Manual Sweep Setup

* Mandatory

Debit Account Country/Region*

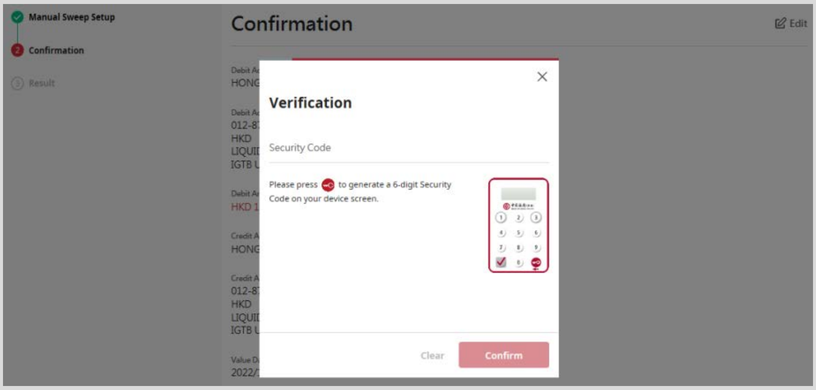
Debit Account*

Debit Amount*

Credit Account Country Region*

Step 3

Input the Verification Code generated by the Security Token


Manual Sweep Setup
2 Confirmation
3 Result
Edit
Clear
Confirm

Confirmation

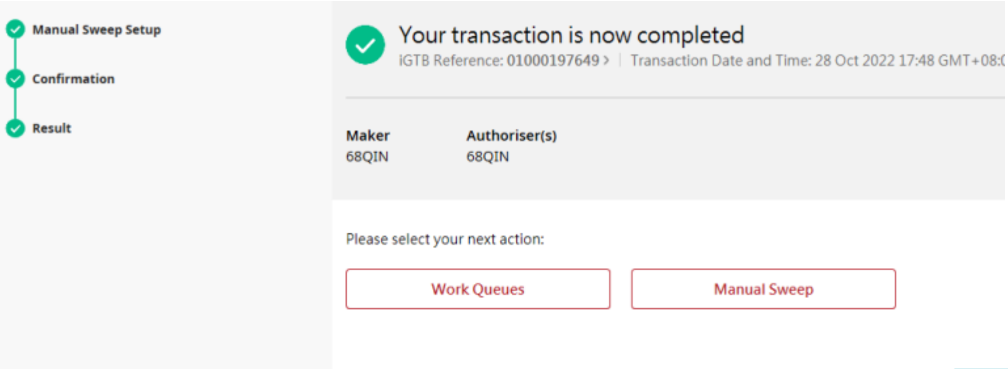
Verification

Security Code

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

Step 4

Click Work Queue if authorisation is required or status check is needed


Manual Sweep Setup
Confirmation
Result
Work Queues
Manual Sweep

Your transaction is now completed

iGTB Reference: 01000197649 > | Transaction Date and Time: 28 Oct 2022 17:48 GMT+08:

Maker
68QIN

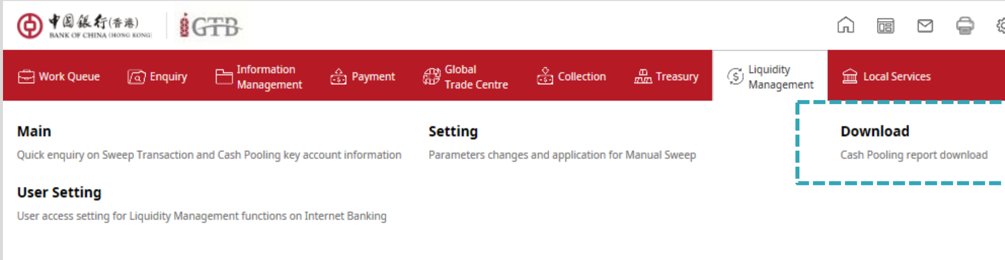
Authoriser(s)
68QIN

Please select your next action:

How to Download Reports

Step 1

Select from Menu
Liquidity Management > Download



Main
Quick enquiry on Sweep Transaction and Cash Pooling key account information

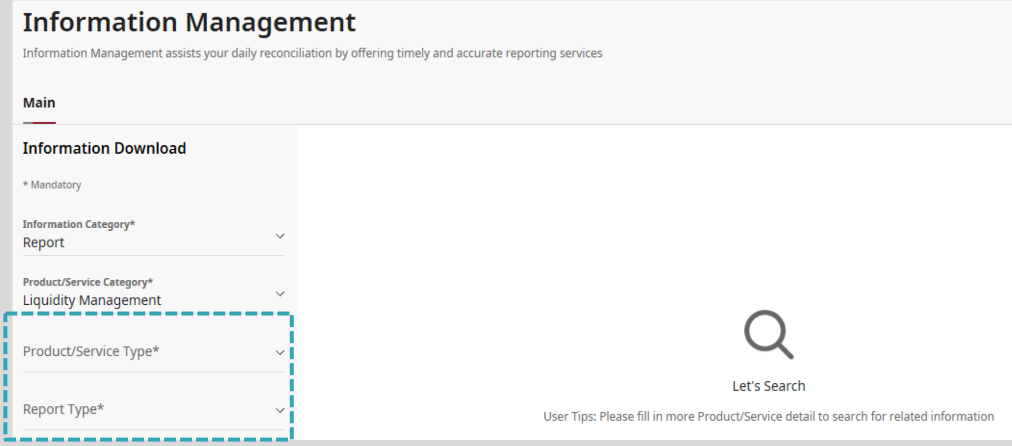
Setting
Parameters changes and application for Manual Sweep

Download
Cash Pooling report download

User Setting
User access setting for Liquidity Management functions on Internet Banking

Step 2

Choose Product/Service Type and Report Type



Information Management

Information Management assists your daily reconciliation by offering timely and accurate reporting services

Main

Information Download

* Mandatory

Information Category*: Report

Product/Service Category*: Liquidity Management

Product/Service Type*

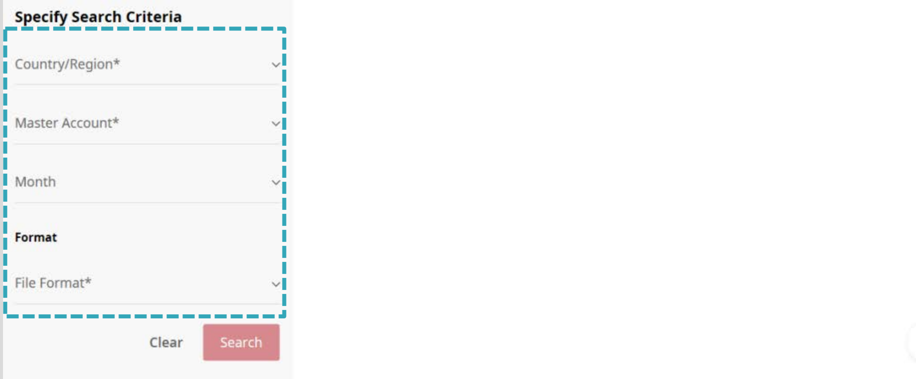
Report Type*

Let's Search

User Tips: Please fill in more Product/Service detail to search for related information

Step 3

Choose Country/Region, Account, Time and Format



Specify Search Criteria

Country/Region*

Master Account*

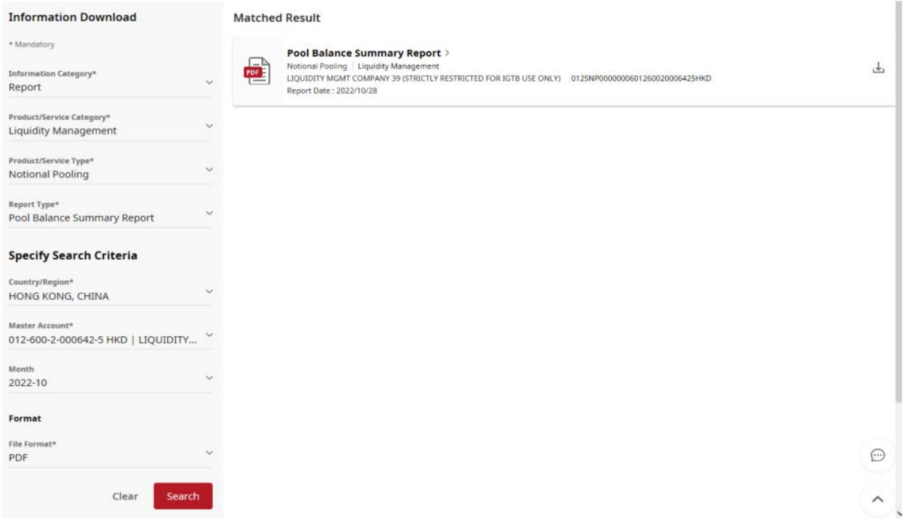
Month

Format

File Format*

Step 4

Click Search. Related report(s) could be downloaded on the right hand side



Information Download

* Mandatory

Information Category*: Report

Product/Service Category*: Liquidity Management

Product/Service Type*: Notional Pooling

Report Type*: Pool Balance Summary Report

Specify Search Criteria

Country/Region*: HONG KONG, CHINA

Master Account*: 012-600-2-000642-5 HKD | LIQUIDITY...

Month: 2022-10

Format

File Format*: PDF

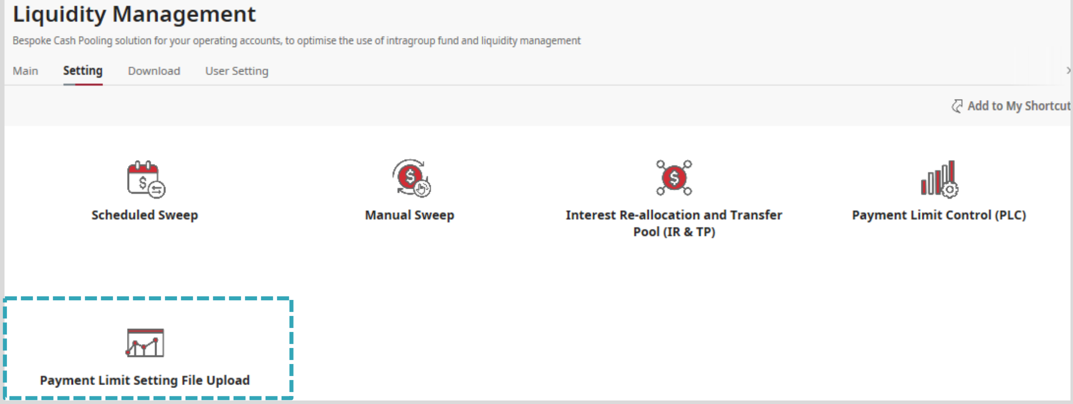
Matched Result

Pool Balance Summary Report
Notional Pooling | Liquidity Management
LIQUIDITY MGMT COMPANY 39 (STRICTLY RESTRICTED FOR IGTB USE ONLY) 012SNP0000000601260020006425HKD
Report Date : 2022/10/28

How to Upload Payment Limit Setting File

Step 1

Select from Menu
Liquidity Management > Setting > Payment Limit Setting File Upload



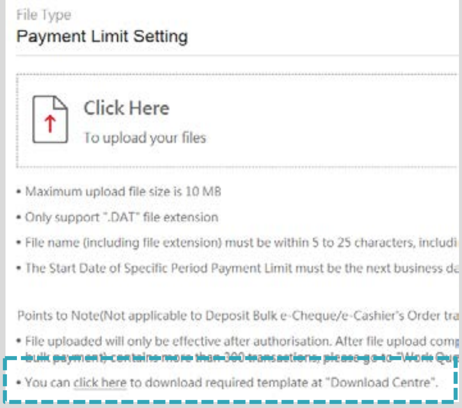
Liquidity Management

Bespoke Cash Pooling solution for your operating accounts, to optimise the use of intragroup fund and liquidity management

Main
Setting
Download
User Setting
Add to My Shortcut
Scheduled Sweep
Manual Sweep
Interest Re-allocation and Transfer Pool (IR & TP)
Payment Limit Control (PLC)
Payment Limit Setting File Upload

Step 2

Click the hyperlink in the remark to download Payment Limit Setting template



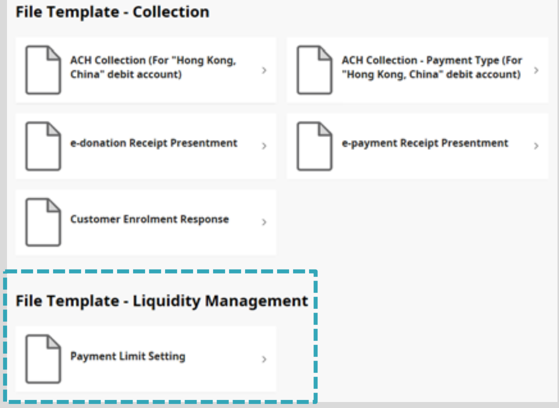
File Type
Payment Limit Setting

Click Here
To upload your files

- Maximum upload file size is 10 MB
- Only support ".DAT" file extension
- File name (including file extension) must be within 5 to 25 characters, includi
- The Start Date of Specific Period Payment Limit must be the next business da

Points to Note(Not applicable to Deposit Bulk e-Cheque/e-Cashier's Order tra

- File uploaded will only be effective after authorisation. After file upload comp bulk payment) contains more than 300 transactions, please go to "Work Que
- You can click here to download required template at "Download Centre".



File Template - Collection

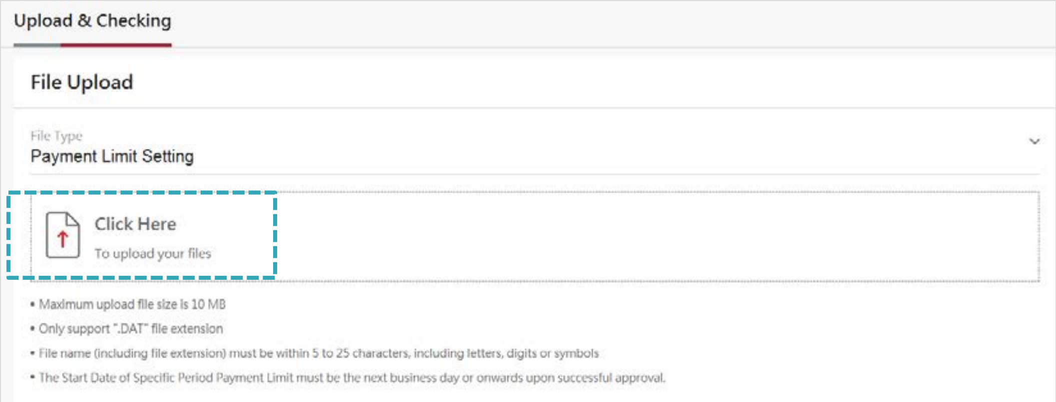
ACH Collection (For "Hong Kong, China" debit account)
ACH Collection - Payment Type (For "Hong Kong, China" debit account)
e-donation Receipt Presentment
e-payment Receipt Presentment
Customer Enrolment Response

File Template - Liquidity Management

Payment Limit Setting

Step 3

Click here and upload Payment Limit Setting file



Upload & Checking

File Upload

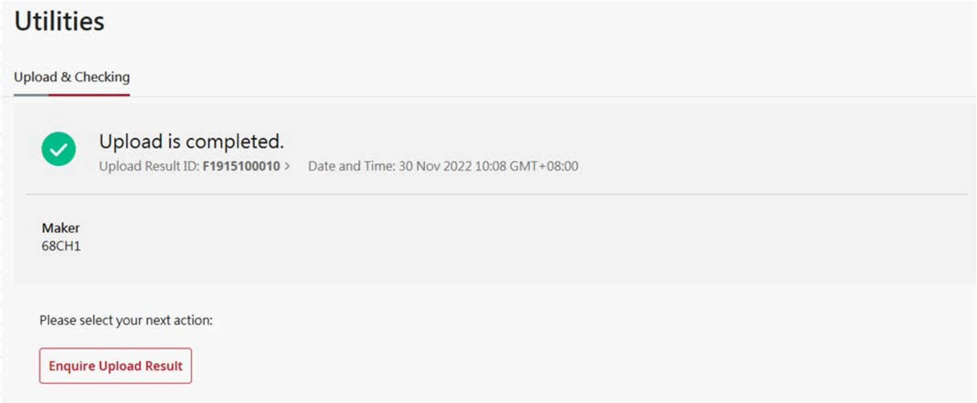
File Type
Payment Limit Setting

Click Here
To upload your files

- Maximum upload file size is 10 MB
- Only support ".DAT" file extension
- File name (including file extension) must be within 5 to 25 characters, including letters, digits or symbols
- The Start Date of Specific Period Payment Limit must be the next business day or onwards upon successful approval.

Step 4

Click Enquiry Upload Result to check the status if needed



Utilities

Upload & Checking

Upload is completed.
Upload Result ID: F1915100010 › Date and Time: 30 Nov 2022 10:08 GMT+08:00

Maker
68CH1

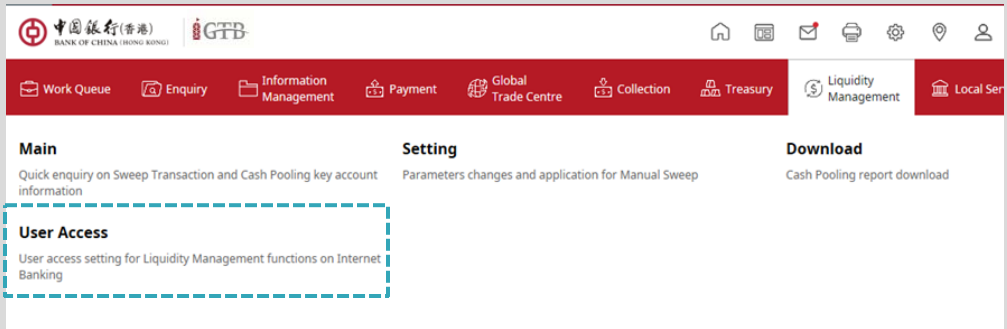
Please select your next action:

Enquire Upload Result

How to Enquire Liquidity Management User Access

Step 1 (Route 1)

Select from Menu
Liquidity Management >
User Access


中國銀行(香港) BANK OF CHINA (HONG KONG) GTB
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Ser

Main
Quick enquiry on Sweep Transaction and Cash Pooling key account information

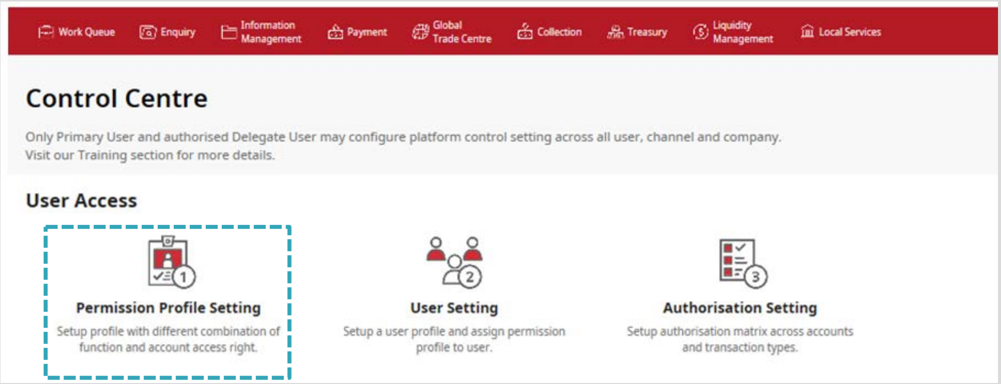
Setting
Parameters changes and application for Manual Sweep

Download
Cash Pooling report download

User Access
User access setting for Liquidity Management functions on Internet Banking

Step 1 (Route 2)

Select from Control Centre >
Permission Profile Setting >
Liquidity Management


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services

Control Centre

Only Primary User and authorised Delegate User may configure platform control setting across all user, channel and company.
Visit our Training section for more details.

User Access

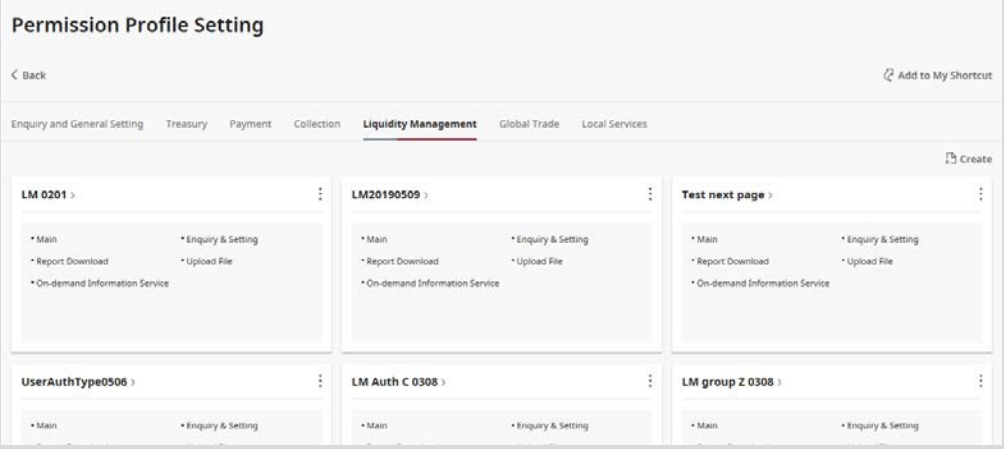
Permission Profile Setting
Setup profile with different combination of function and account access right.

User Setting
Setup a user profile and assign permission profile to user.

Authorisation Setting
Setup authorisation matrix across accounts and transaction types.

Step 2

Choose the Permission Profile to view more details


Back
Add to My Shortcut
Enquiry and General Setting
Treasury
Payment
Collection
Liquidity Management
Global Trade
Local Services
Create

Permission Profile Setting

LM 0201
- Main
- Enquiry & Setting
- Report Download
- Upload File
- On-demand Information Service

LM20190509
- Main
- Enquiry & Setting
- Report Download
- Upload File
- On-demand Information Service

Test next page
- Main
- Enquiry & Setting
- Report Download
- Upload File
- On-demand Information Service

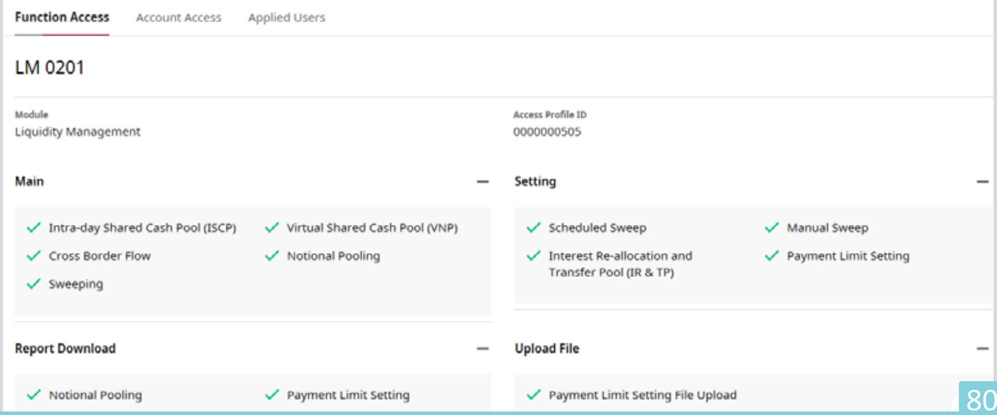
UserAuthType0506
- Main
- Enquiry & Setting

LM Auth C 0308
- Main
- Enquiry & Setting

LM group Z 0308
- Main
- Enquiry & Setting

Step 3

Function Access, Account Access, Applied Users are displayed when clicked upon


Function Access
Account Access
Applied Users

LM 0201

Module
Liquidity Management

Access Profile ID
0000000505

Main
- ✓ Intra-day Shared Cash Pool (ISCP)
- ✓ Virtual Shared Cash Pool (VNP)
- ✓ Cross Border Flow
- ✓ Notional Pooling
- ✓ Sweeping

Setting
- ✓ Scheduled Sweep
- ✓ Manual Sweep
- ✓ Interest Re-allocation and Transfer Pool (IR & TP)
- ✓ Payment Limit Setting

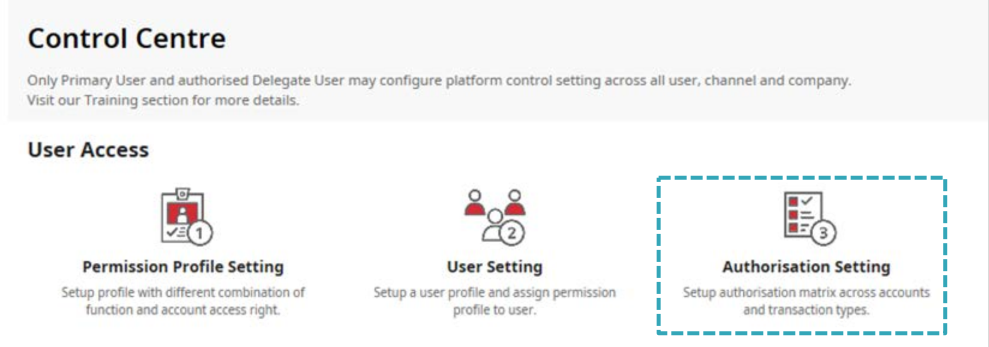
Report Download
- ✓ Notional Pooling
- ✓ Payment Limit Setting

Upload File
- ✓ Payment Limit Setting File Upload

How to Set Liquidity Management Authorisation

Step 1

Select from Control Centre > Authorisation Setting



Control Centre

Only Primary User and authorised Delegate User may configure platform control setting across all user, channel and company. Visit our Training section for more details.

User Access

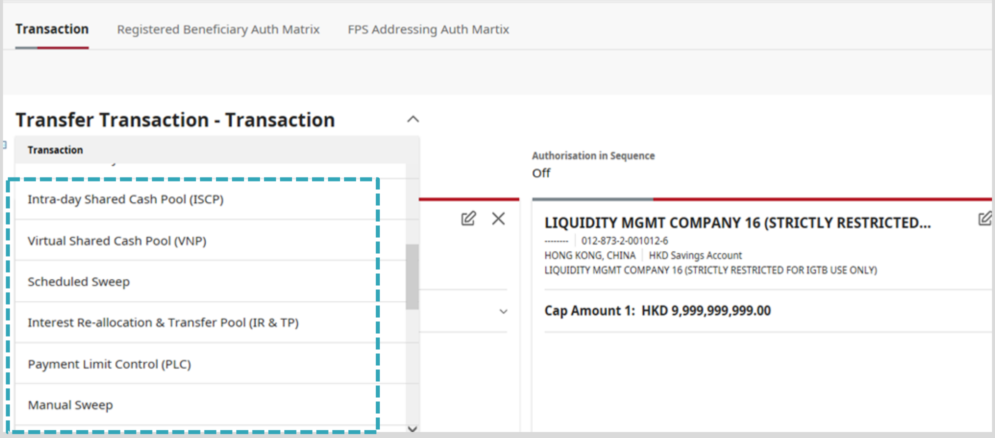
Permission Profile Setting
Setup profile with different combination of function and account access right.

User Setting
Setup a user profile and assign permission profile to user.

Authorisation Setting
Setup authorisation matrix across accounts and transaction types.

Step 2

Choose the type of transaction and then select the account(s)



Transaction
Registered Beneficiary Auth Matrix
FPS Addressing Auth Martix

Transfer Transaction - Transaction

Transaction
- Intra-day Shared Cash Pool (ISCP)
- Virtual Shared Cash Pool (VNP)
- Scheduled Sweep
- Interest Re-allocation & Transfer Pool (IR & TP)
- Payment Limit Control (PLC)
- Manual Sweep

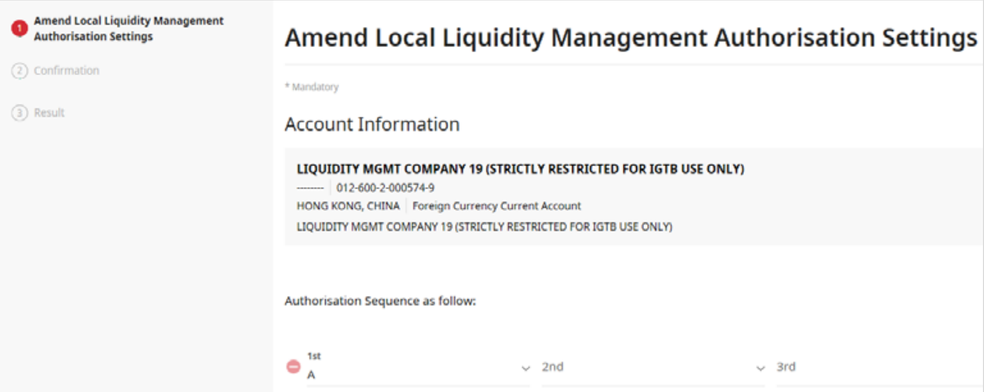
Authorisation in Sequence
Off

LIQUIDITY MGMT COMPANY 16 (STRICTLY RESTRICTED...
-------- | 012-873-2-001012-6
HONG KONG, CHINA | HKD Savings Account
LIQUIDITY MGMT COMPANY 16 (STRICTLY RESTRICTED FOR IGTB USE ONLY)

Cap Amount 1: HKD 9,999,999,999.00

Step 3

Follow the instructions on the screen and enter information accordingly



1 Amend Local Liquidity Management Authorisation Settings
2 Confirmation
3 Result

Amend Local Liquidity Management Authorisation Settings

* Mandatory

Account Information

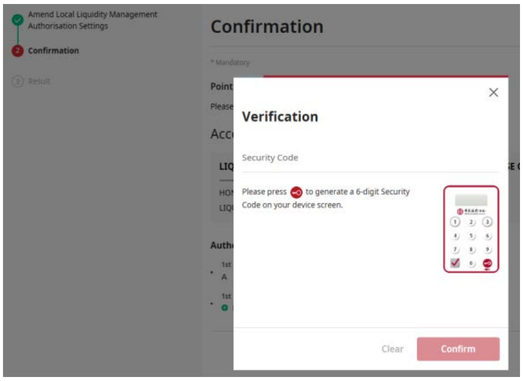
LIQUIDITY MGMT COMPANY 19 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
-------- | 012-600-2-000574-9
HONG KONG, CHINA | Foreign Currency Current Account
LIQUIDITY MGMT COMPANY 19 (STRICTLY RESTRICTED FOR IGTB USE ONLY)

Authorisation Sequence as follow:

1st: A
2nd
3rd

Step 4

Input the Verification Code generated by the Security Token and submit the application



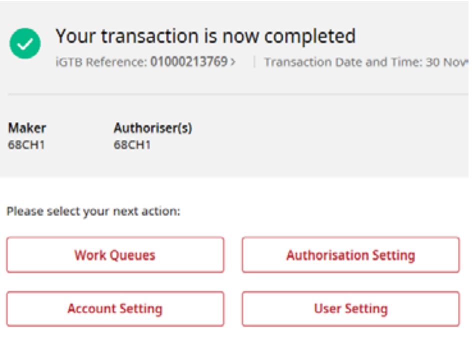
Amend Local Liquidity Management Authorisation Settings
Confirmation
Result
Confirmation
* Mandatory

Verification

Security Code

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

Clear
Confirm



Your transaction is now completed
iGTB Reference: 01000213769 › | Transaction Date and Time: 30 Nov

Maker	Authoriser(s)
68CH1	68CH1

Please select your next action:

Work Queues
Authorisation Setting
Account Setting
User Setting

Information Management

Timely. Customised. Comprehensive.

iGTB Information Management Module

iGTB NET Information Management Module is an information hub, providing timely and accurate reporting services, in order to better meet your company's information needs. More valuable information is available in this platform, covering full suite of Transaction Banking products. Transaction Data can be downloaded in variety of formats.

Manage Your Information

- Statement: Account Information

  Monthly Statement/Daily Statement provides account activities records

- Advice: Transaction Information

  Advice details Payer and Beneficiary informtation of a specific financial transaction

- Reports: Product Information

  Reports contains relevant transactions of a cash management or trade finance product within a certain time period

- Requested Files: Customised Information

  Requested Files allow you to create your own information files by seting criteria

Features

Account Reconciliation

Detailed reporting on all accounts, transactions, and products facilitate account reconciliation.

Timely Information

Based on transaction or product features, our information files are generated automatically in this electronic platform on daily or monthly basis to free up your time.

Downloadable Files

Files are available for download in PDF, CSV and TXT format for your further editing or filing.

Address

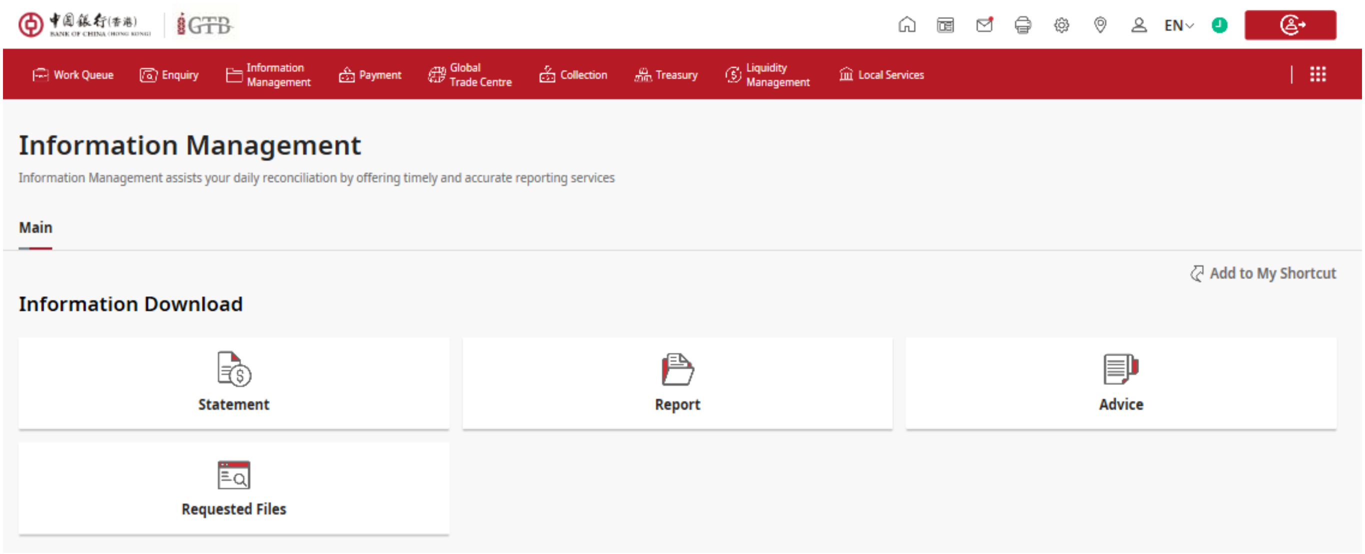
32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

Phone

+852 3988 1333

Email

cbs_inf@bochk.com


EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services

Information Management

Information Management assists your daily reconciliation by offering timely and accurate reporting services

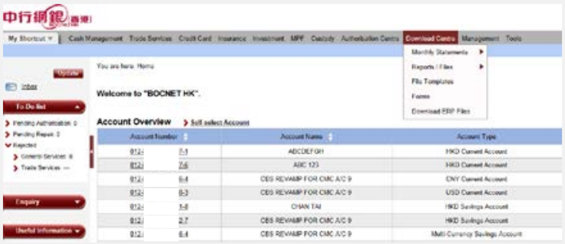
Main
Add to My Shortcut

Information Download

Statement
Report
Advice
Requested Files

Adaptive Highlights

Previous Frontend


Welcome to "BOCNET HK".
Account Overview

Centralised Information Hub

Here is the Information Hub contains comprehensive transaction records and details. With both standard and customised reports to choose from, you can create and save custom files by a click of a button .

Clear Classification

All information is classified into four information categories, including Statement, Report, Adive and Requested Files, which help you manage your informaiton at a glance .

Quick Search What You Need

Locate the files you need quickly by setting search criteria, like Information Category, Request ID, Date, and etc.

Address

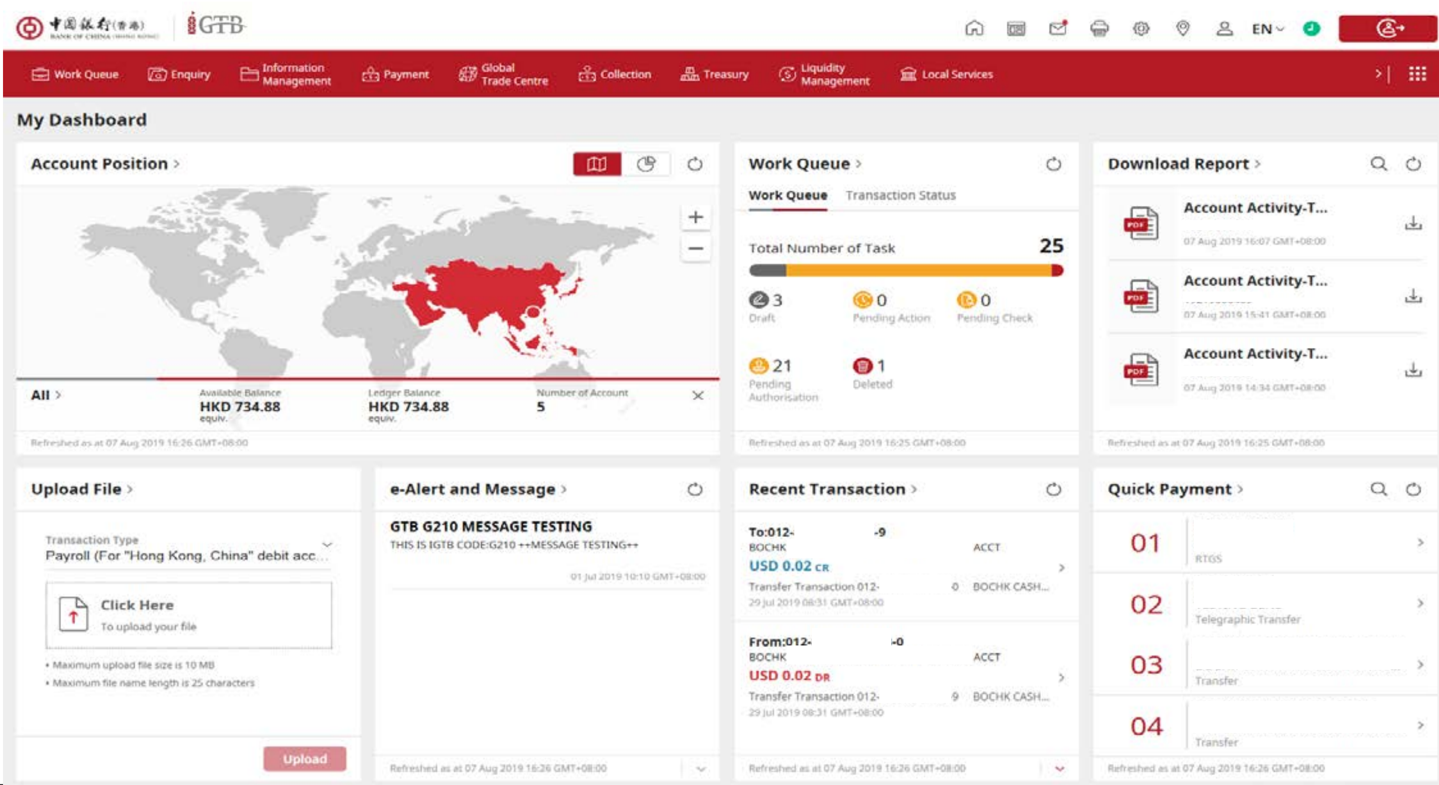
32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

Phone

+852 3988 1333

Email

cbs_inf@bochk.com



My Dashboard

Account Position >

All > | Available Balance HKD 734.88 equiv. | Ledger Balance HKD 734.88 equiv. | Number of Account 5

Refreshed as at 07 Aug 2019 16:26 GMT+08:00

Work Queue >

Work Queue | Transaction Status

Total Number of Task 25

3 Draft | 0 Pending Action | 0 Pending Check
21 Pending Authorisation | 1 Deleted

Refreshed as at 07 Aug 2019 16:25 GMT+08:00

Download Report >

Account Activity-T... 07 Aug 2019 16:07 GMT+08:00
Account Activity-T... 07 Aug 2019 15:41 GMT+08:00
Account Activity-T... 07 Aug 2019 14:34 GMT+08:00

Refreshed as at 07 Aug 2019 16:25 GMT+08:00

Upload File >

Transaction Type
Payroll (For "Hong Kong, China" debit acc...

Click Here
To upload your file

- Maximum upload file size is 10 MB
- Maximum file name length is 25 characters

Upload

e-Alert and Message >

GTB G210 MESSAGE TESTING
THIS IS IGTB CODE:G210 ++MESSAGE TESTING++
01 Jul 2019 10:10 GMT+08:00

Refreshed as at 07 Aug 2019 16:26 GMT+08:00

Recent Transaction >

To:012- -9 BOCHK ACCT
USD 0.02 CR
Transfer Transaction 012- 0 BOCHK CASH...
29 Jul 2019 08:31 GMT+08:00

From:012- -0 BOCHK ACCT
USD 0.02 DR
Transfer Transaction 012- 9 BOCHK CASH...
29 Jul 2019 08:31 GMT+08:00

Refreshed as at 07 Aug 2019 16:26 GMT+08:00

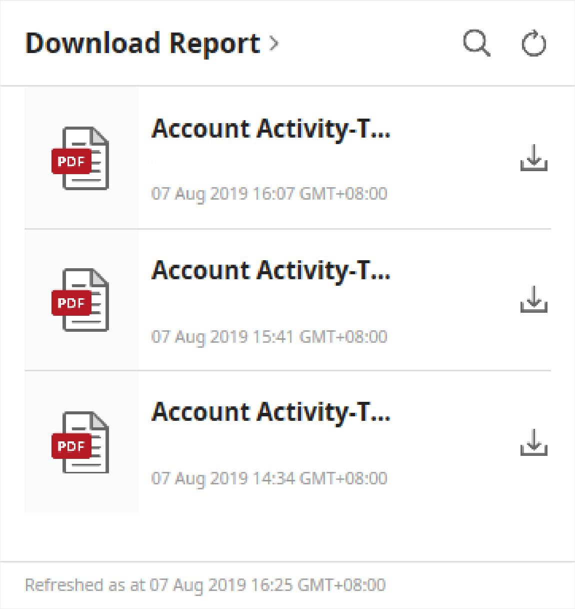
Quick Payment >

01 RTGS
02 Telegraphic Transfer
03 Transfer
04 Transfer

Refreshed as at 07 Aug 2019 16:26 GMT+08:00

New Features

New Experience



Download Report >

Account Activity-T...
07 Aug 2019 16:07 GMT+08:00

Account Activity-T...
07 Aug 2019 15:41 GMT+08:00

Account Activity-T...
07 Aug 2019 14:34 GMT+08:00

Refreshed as at 07 Aug 2019 16:25 GMT+08:00

Multiple Ways to Retrieve Your Information

You can retrieve the Information files on Dashboard's Download Report Widget, or on Information Management page., or in the link of the pop-up banner after requested a file.

Electronic Bank Advice

Apply Electronic Bank Advice online for completed financial transcation. Obtain detail transaction information conveniently.

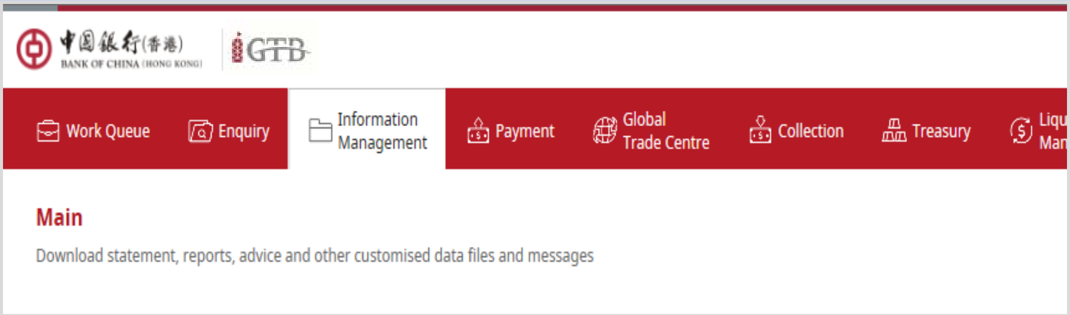
Requested Files

Choose the A/C no., Transaction Date, Transaction Amount, Transaction Currency, Transaction Type to create your customised date file, in your preferred format and content. Request for PDF reports mid-way of file upload & authorisation process for easier management checking.

How to download Statement

Step 1

Select from Menu
Information Management > Main

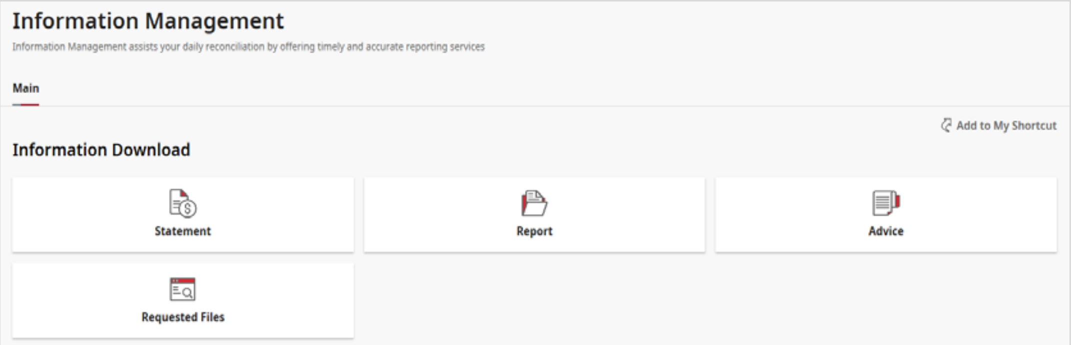

BANK OF CHINA (HONG KONG) GTB
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liqu Man

Main

Download statement, reports, advice and other customised data files and messages

Step 2

Choose the Information Categories Statement



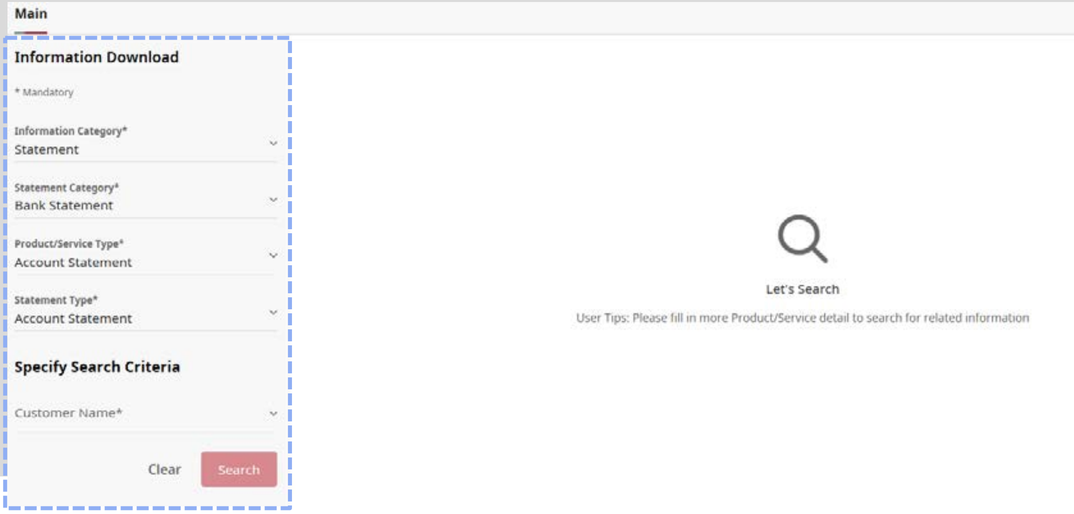
Information Management

Information Management assists your daily reconciliation by offering timely and accurate reporting services

Main
Add to My Shortcut
Information Download
Statement
Report
Advice
Requested Files

Step 3

Input Information Download page information and click Search

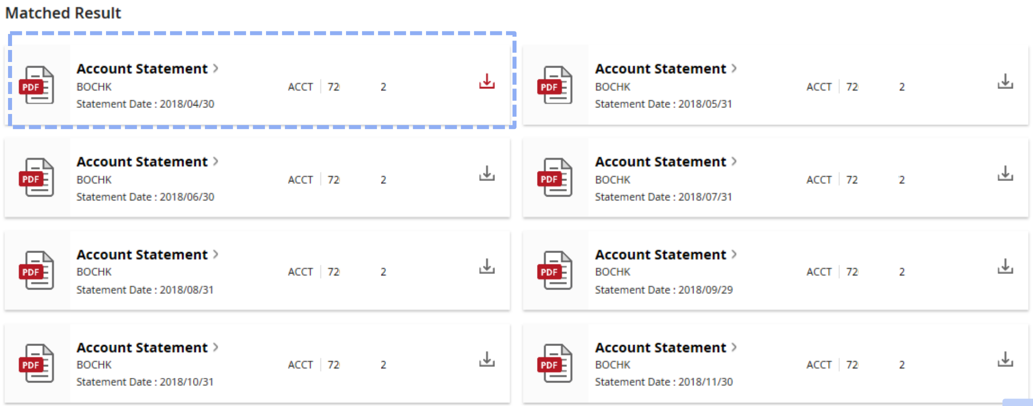

Main
Information Download
* Mandatory
Specify Search Criteria
Customer Name*
Clear
Search
Let's Search

Information Category*: Statement
Statement Category*: Bank Statement
Product/Service Type*: Account Statement
Statement Type*: Account Statement

User Tips: Please fill in more Product/Service detail to search for related information

Step 4

Click ⤓ to download the particular file



Matched Result

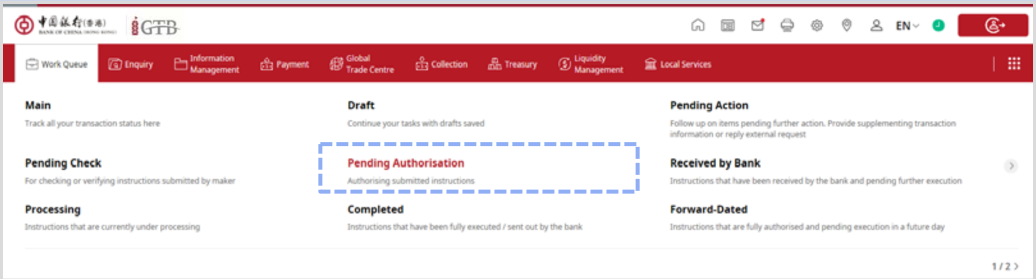
Account Statement ›	BOCHK	Statement Date : 2018/04/30	ACCT | 72	2
Account Statement ›	BOCHK	Statement Date : 2018/05/31	ACCT | 72	2
Account Statement ›	BOCHK	Statement Date : 2018/06/30	ACCT | 72	2
Account Statement ›	BOCHK	Statement Date : 2018/07/31	ACCT | 72	2
Account Statement ›	BOCHK	Statement Date : 2018/08/31	ACCT | 72	2
Account Statement ›	BOCHK	Statement Date : 2018/09/29	ACCT | 72	2
Account Statement ›	BOCHK	Statement Date : 2018/10/31	ACCT | 72	2
Account Statement ›	BOCHK	Statement Date : 2018/11/30	ACCT | 72	2

How to apply Pending Authorisation Report?

After successfully uploaded a file transaction (e.g.Payroll file) , the transaction will be displayed as a card in Work Queue.

Step 1

Select from Menu
Work Queue > Pending Authorisation


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
EN
1 / 2

Main
Track all your transaction status here

Draft
Continue your tasks with drafts saved

Pending Action
Follow up on items pending further action. Provide supplementing transaction information or reply external request

Pending Check
For checking or verifying instructions submitted by maker

Pending Authorisation
Authorising submitted instructions

Received by Bank
Instructions that have been received by the bank and pending further execution

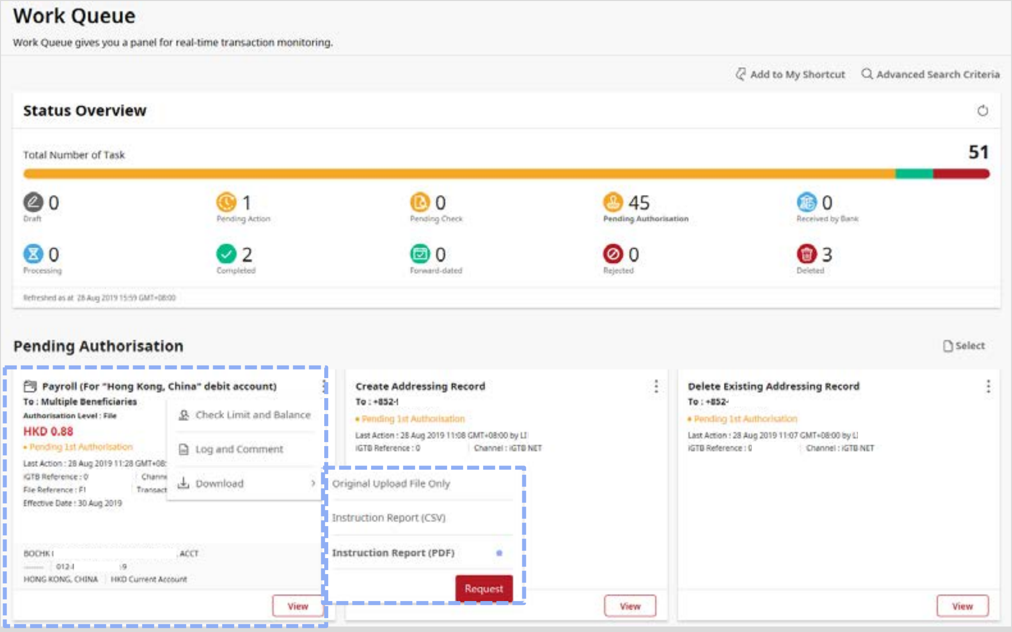
Processing
Instructions that are currently under processing

Completed
Instructions that have been fully executed / sent out by the bank

Forward-Dated
Instructions that are fully authorised and pending execution in a future day

Step 2

Click ⋮ then Select Download>Instruction Report(PDF), and Press Request


Add to My Shortcut
Advanced Search Criteria
Select
Check Limit and Balance
Log and Comment
Download
Original Upload File Only
Instruction Report (CSV)
Instruction Report (PDF)
Request
View
View
View

Work Queue

Work Queue gives you a panel for real-time transaction monitoring.

Status Overview

Total Number of Task 51

0 Draft	1 Pending Action	0 Pending Check	45 Pending Authorisation	0 Received by Bank
0 Processing	2 Completed	0 Forward-dated	0 Rejected	3 Deleted

Refreshed as at 28 Aug 2019 15:59 GMT+08:00

Pending Authorisation

Payroll (For "Hong Kong, China" debit account)
To : Multiple Beneficiaries
Authorisation Level : File
HKD 0.88
• Pending 1st Authorisation
Last Action : 28 Aug 2019 11:28 GMT+08:
iGTB Reference : 0
File Reference : FI
Effective Date : 30 Aug 2019
BOCHK I ACCT
012-I 9
HONG KONG, CHINA | HKD Current Account

Create Addressing Record
To : +852-I
• Pending 1st Authorisation
Last Action : 28 Aug 2019 11:08 GMT+08:00 by LI
iGTB Reference : 0 | Channel : iGTB NET

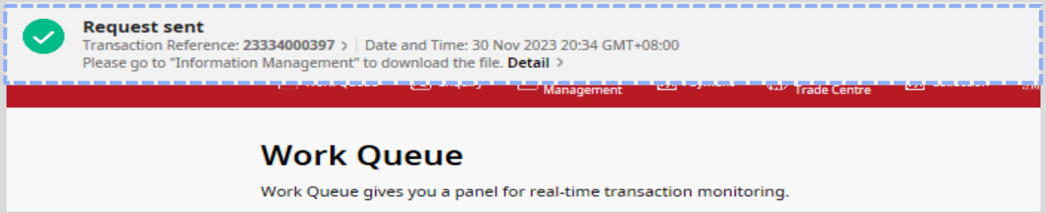
Delete Existing Addressing Record
To : +852-
• Pending 1st Authorisation
Last Action : 28 Aug 2019 11:07 GMT+08:00 by LI
iGTB Reference : 0 | Channel : iGTB NET

Step 3

Option1: Click Details on the Banner

Option 2: Information Management > Main > Requested Files

Option 1

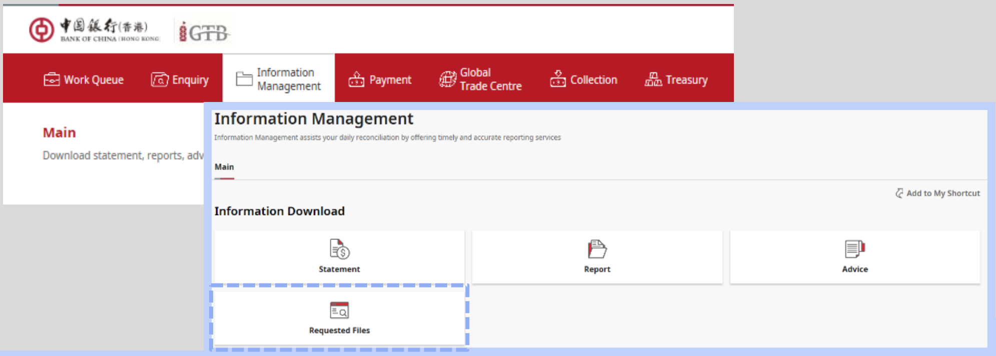

Management
Trade Centre

Request sent
Transaction Reference: **23334000397** › | Date and Time: 30 Nov 2023 20:34 GMT+08:00
Please go to "Information Management" to download the file. **Detail** ›

Work Queue

Work Queue gives you a panel for real-time transaction monitoring.

Option 2


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Main
Add to My Shortcut
Statement
Report
Advice
Requested Files

Main
Download statement, reports, adv

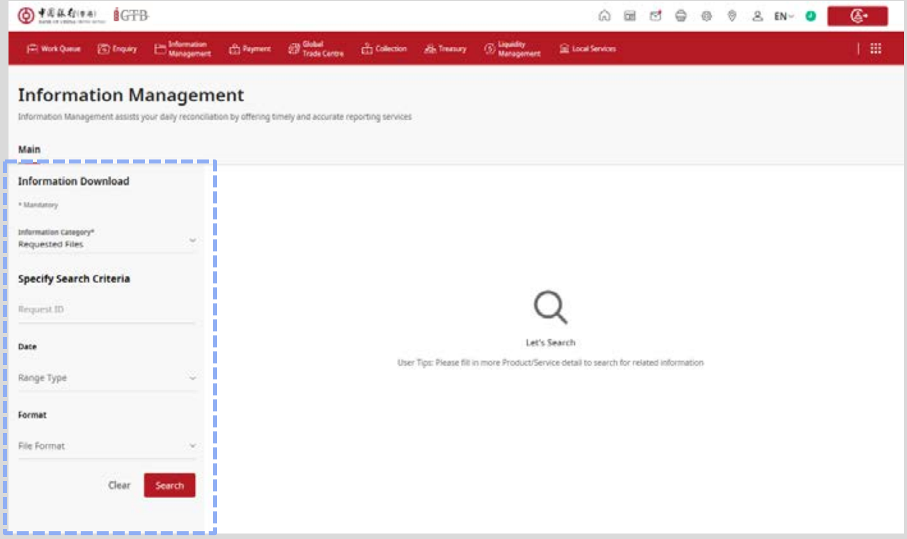
Information Management
Information Management assists your daily reconciliation by offering timely and accurate reporting services

Main

Information Download

Step 4

Input the Information Download and Specify Search Criteria page and Click Search



Information Management

Information Management assists your daily reconciliation by offering timely and accurate reporting services

Information Download

* Mandatory

Information Category*: Requested Files

Specify Search Criteria

Request ID

Date: Range Type

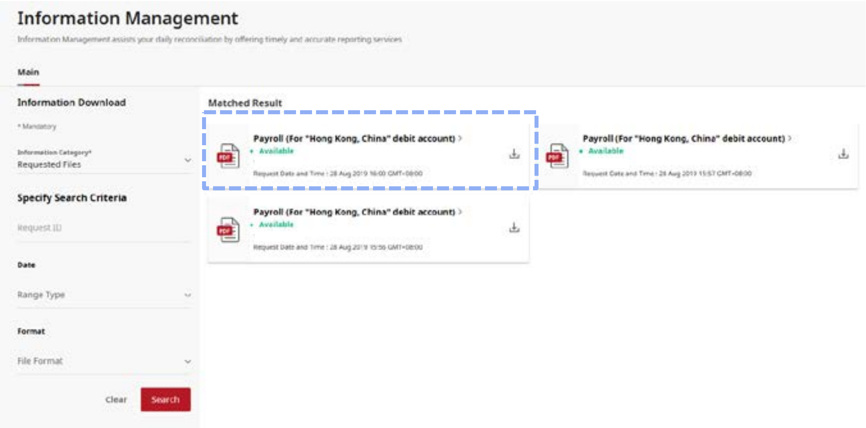
Format: File Format

Let's Search

User Tips: Please fill in more Product/Service detail to search for related information

Step 5

Choose the file to download ⤓
Authorizer or Checker can check the transaction details and authorization status (e.g. pending for authorization) on PDF report.



Information Management

Information Management assists your daily reconciliation by offering timely and accurate reporting services

Information Download

* Mandatory

Information Category*: Requested Files

Specify Search Criteria

Request ID

Date: Range Type

Format: File Format

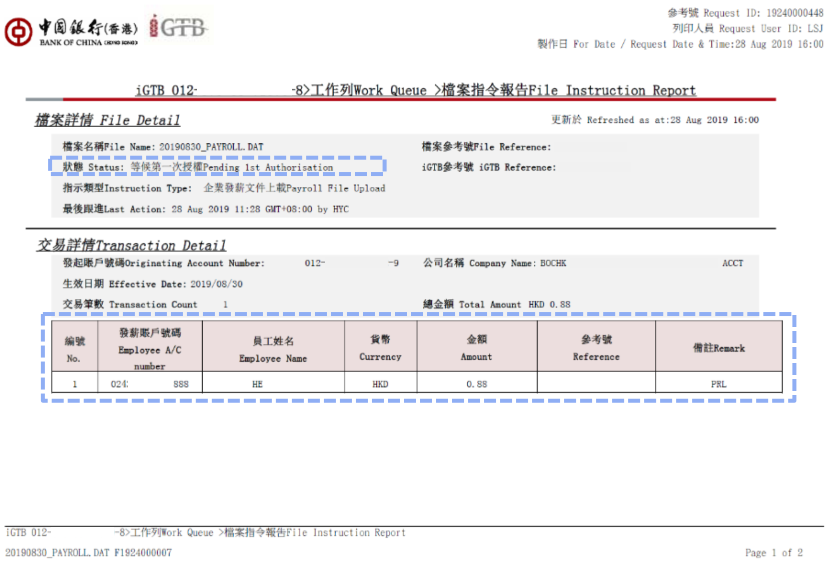
Matched Result

Payroll (For "Hong Kong, China" debit account) › • Available
Request Date and Time : 28 Aug 2019 16:00 GMT+08:00

Payroll (For "Hong Kong, China" debit account) › • Available
Request Date and Time : 28 Aug 2019 15:57 GMT+08:00

Payroll (For "Hong Kong, China" debit account) › • Available
Request Date and Time : 28 Aug 2019 15:56 GMT+08:00

Report Sample



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

參考號 Request ID: 19240000448
列印人員 Request User ID: LSJ
製作日 For Date / Request Date & Time:28 Aug 2019 16:00

iGTB 012- -8>工作列Work Queue >檔案指令報告File Instruction Report

檔案詳情 File Detail

更新於 Refreshed as at:28 Aug 2019 16:00

檔案名稱File Name: 20190830_PAYROLL.DAT
狀態 Status: 等候第一次授權Pending 1st Authorisation
指示類型Instruction Type: 企業發薪文件上載Payroll File Upload
最後跟進Last Action: 28 Aug 2019 11:28 GMT+08:00 by HYC
檔案參考號File Reference:
iGTB參考號 iGTB Reference:

交易詳情Transaction Detail

發起賬戶號碼Originating Account Number: 012- -9
公司名稱 Company Name: BOCHK ACCT
生效日期 Effective Date: 2019/08/30
交易筆數 Transaction Count 1
總金額 Total Amount HKD 0.88

編號 No.	發薪賬戶號碼 Employee A/C number	員工姓名 Employee Name	貨幣 Currency	金額 Amount	參考號 Reference	備註Remark
1	024 888	HE	HKD	0.88		PRL

iGTB 012- -8>工作列Work Queue >檔案指令報告File Instruction Report
20190830_PAYROLL.DAT F1924000007
Page 1 of 2

Address

32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

Phone

+852 3988 1333

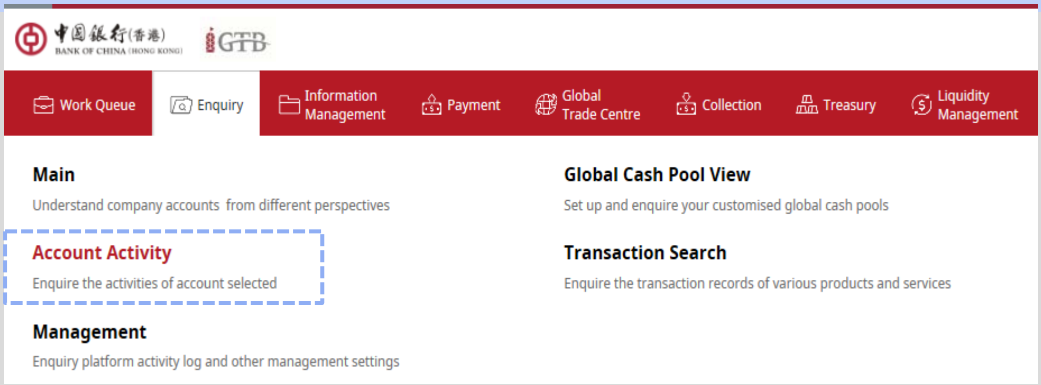
Email

cbs_inf@bochk.com

How to apply Transaction Advice?

Step 1

Select from Menu
Enquiry > Account Activity


中國銀行(香港) BANK OF CHINA (HONG KONG) GTB
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management

Main
Understand company accounts from different perspectives

Account Activity
Enquire the activities of account selected

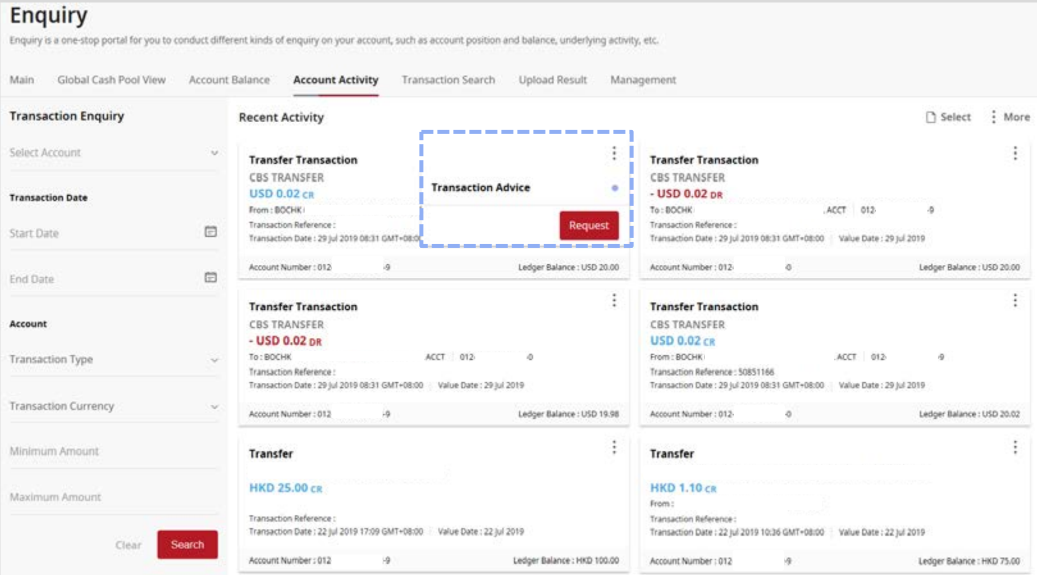
Management
Enquiry platform activity log and other management settings

Global Cash Pool View
Set up and enquire your customised global cash pools

Transaction Search
Enquire the transaction records of various products and services

Step 2

Click ⋮ then Select
Transaction Advice, and
Press Rrequest


Main
Global Cash Pool View
Account Balance
Account Activity
Transaction Search
Upload Result
Management
Transaction Enquiry
Select Account
Transaction Date
Start Date
End Date
Account
Transaction Type
Transaction Currency
Minimum Amount
Maximum Amount
Clear
Search
Recent Activity
Select
More
Transaction Advice
Request

Enquiry
Enquiry is a one-stop portal for you to conduct different kinds of enquiry on your account, such as account position and balance, underlying activity, etc.

Transfer Transaction
CBS TRANSFER
USD 0.02 CR
Transaction Date : 29 Jul 2019 08:31 GMT+08:00
Ledger Balance : USD 20.00

Transfer Transaction
CBS TRANSFER
- USD 0.02 DR
Transaction Date : 29 Jul 2019 08:31 GMT+08:00 Value Date : 29 Jul 2019
Ledger Balance : USD 20.00

Transfer Transaction
CBS TRANSFER
- USD 0.02 DR
Transaction Date : 29 Jul 2019 08:31 GMT+08:00 Value Date : 29 Jul 2019
Ledger Balance : USD 19.98

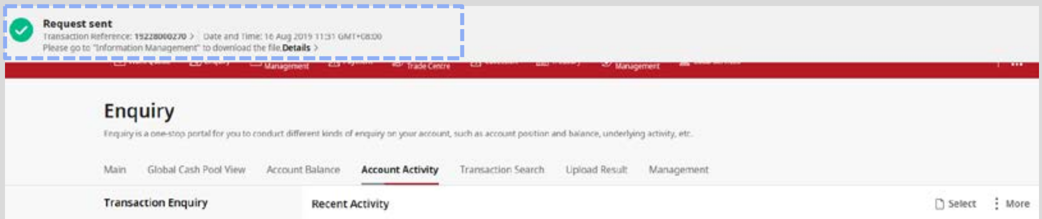
Transfer Transaction
CBS TRANSFER
USD 0.02 CR
Transaction Date : 29 Jul 2019 08:31 GMT+08:00 Value Date : 29 Jul 2019
Ledger Balance : USD 20.02

Transfer
HKD 25.00 CR
Transaction Date : 22 Jul 2019 17:09 GMT+08:00 Value Date : 22 Jul 2019
Ledger Balance : HKD 100.00

Transfer
HKD 1.10 CR
Transaction Date : 22 Jul 2019 10:36 GMT+08:00 Value Date : 22 Jul 2019
Ledger Balance : HKD 75.00

Step 3

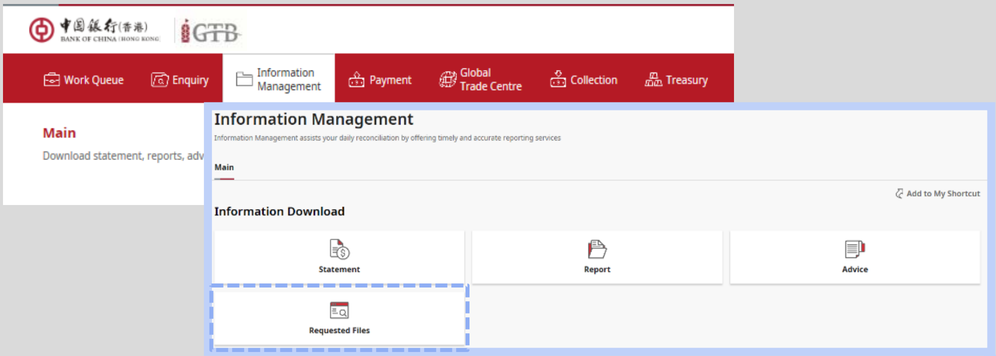
Option 1


Request sent
Transaction Reference: 19228000270 › Date and Time: 16 Aug 2019 11:31 GMT+08:00
Please go to "Information Management" to download the file.**Details** ›

Enquiry
Enquiry is a one-stop portal for you to conduct different kinds of enquiry on your account, such as account position and balance, underlying activity, etc.

Main
Global Cash Pool View
Account Balance
Account Activity
Transaction Search
Upload Result
Management
Transaction Enquiry
Recent Activity
Select
More

Option 2


中國銀行(香港) BANK OF CHINA (HONG KONG) GTB
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Main
Add to My Shortcut
Statement
Report
Advice
Requested Files

Main
Download statement, reports, adv

Information Management
Information Management assists your daily reconciliation by offering timely and accurate reporting services

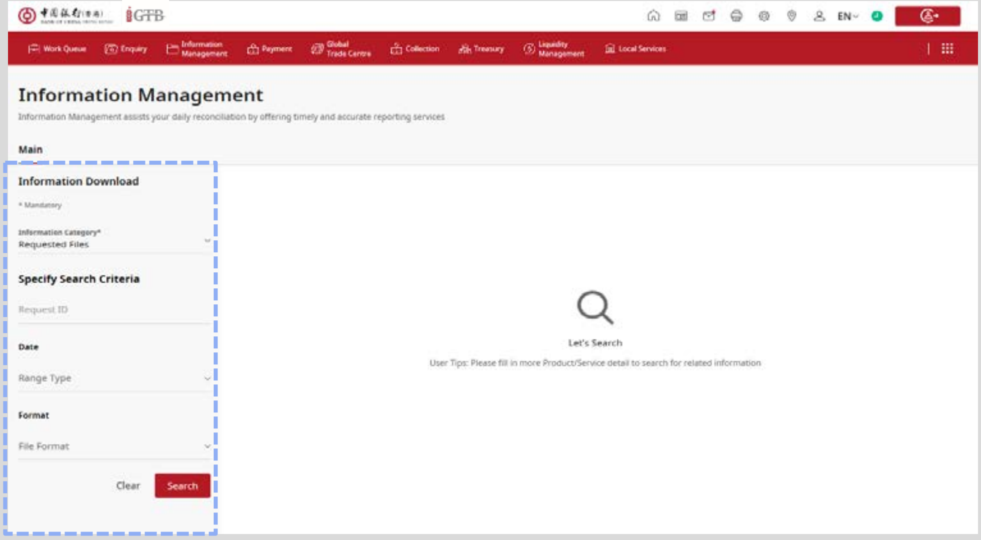
Information Download

Option1: Click Details on the Banner

Option 2: Information Management > Main > Requested Files

Step 4

Input the Information Download and Specify Search Criteria page, then Click Search


EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services

Information Management

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Main

Information Download

* Mandatory

Information Category*: Requested Files

Specify Search Criteria

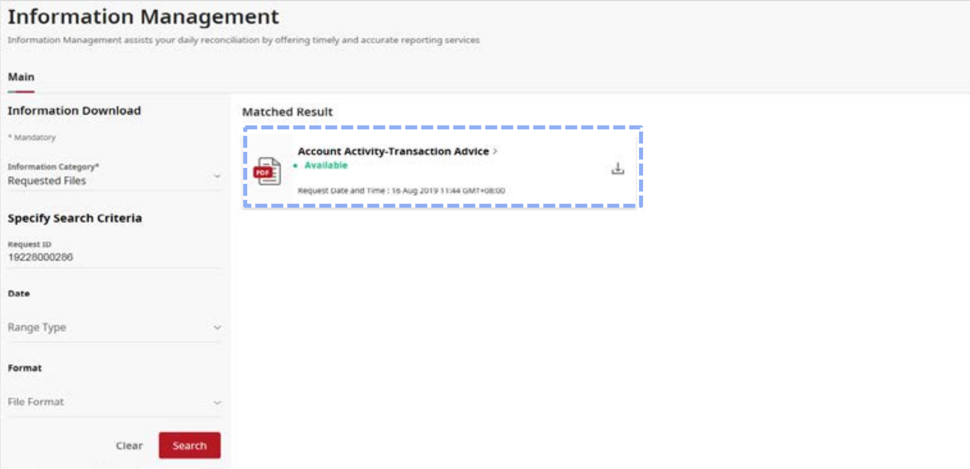
Request ID

Date: Range Type

Format: File Format

Clear
Search
Let's Search

User Tips: Please fill in more Product/Service detail to search for related information


Information Management

Information Management assists your daily reconciliation by offering timely and accurate reporting services

Main

Information Download

* Mandatory

Information Category*: Requested Files

Specify Search Criteria

Request ID: 19228000286

Date: Range Type

Format: File Format

Clear
Search

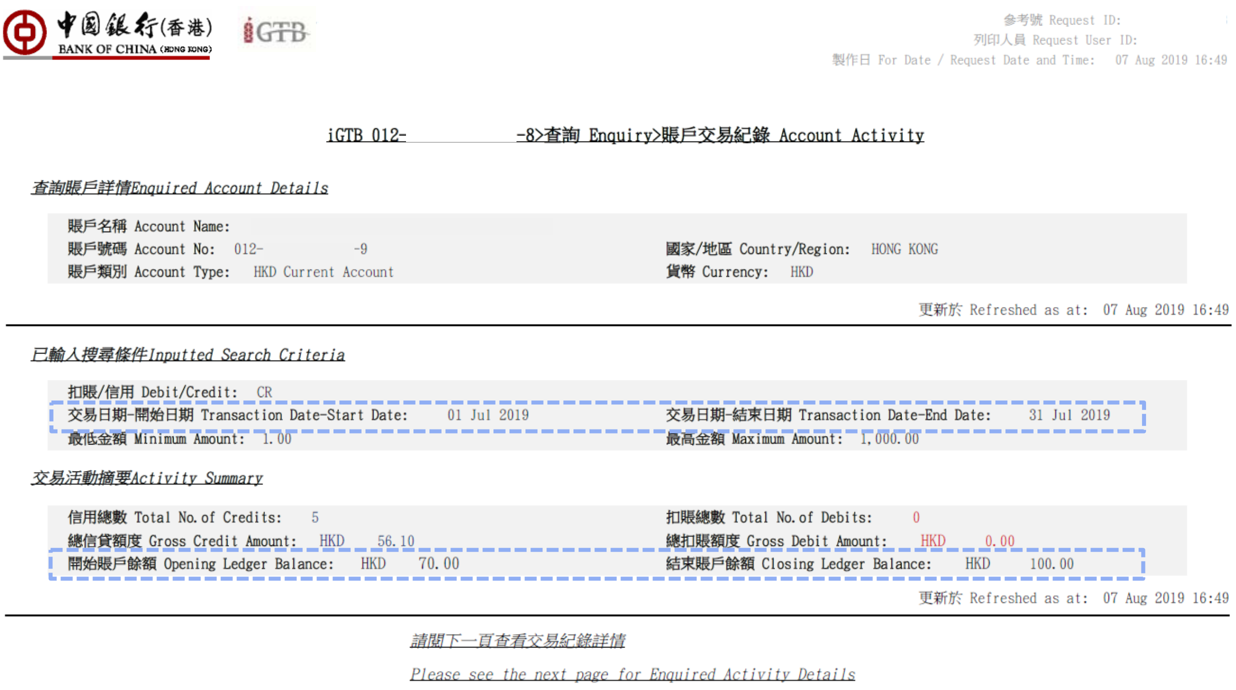
Matched Result

Account Activity-Transaction Advice >
• Available
Request Date and Time : 16 Aug 2019 11:44 GMT+08:00

Step 5

Choose the file to download

Report Sample



參考號 Request ID:
列印人員 Request User ID:
製作日 For Date / Request Date and Time: 07 Aug 2019 16:49

iGTB 012- -8>查詢 Enquiry>賬戶交易紀錄 Account Activity

查詢賬戶詳情Enquired Account Details

賬戶名稱 Account Name:	
賬戶號碼 Account No: 012- -9	國家/地區 Country/Region: HONG KONG
賬戶類別 Account Type: HKD Current Account	貨幣 Currency: HKD

更新於 Refreshed as at: 07 Aug 2019 16:49

已輸入搜尋條件Inputted Search Criteria

扣賬/信用 Debit/Credit: CR	
交易日期-開始日期 Transaction Date-Start Date: 01 Jul 2019	交易日期-結束日期 Transaction Date-End Date: 31 Jul 2019
最低金額 Minimum Amount: 1.00	最高金額 Maximum Amount: 1,000.00

交易活動摘要Activity Summary

信用總數 Total No. of Credits: 5	扣賬總數 Total No. of Debits: 0
總信貸額度 Gross Credit Amount: HKD 56.10	總扣賬額度 Gross Debit Amount: HKD 0.00
開始賬戶餘額 Opening Ledger Balance: HKD 70.00	結束賬戶餘額 Closing Ledger Balance: HKD 100.00

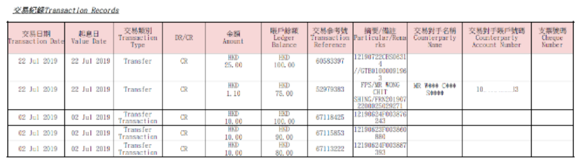
更新於 Refreshed as at: 07 Aug 2019 16:49

請閱下一頁查看交易紀錄詳情

Please see the next page for Enquired Activity Details

Account Reconciliation Files

Transaction Records



交易紀錄Transaction Records

交易日期 Transaction Date	起息日 Value Date	交易類別 Transaction Type	DR/CR	金額 Amount	賬戶餘額 Ledger Balance	交易參考號 Transaction Reference	摘要/備註 Particular/Remarks	交易對手名稱 Counterparty Name	交易對手賬戶號碼 Counterparty Account Number	支票號碼 Cheque Number
22 Jul 2019	22 Jul 2019	Transfer	CR	HKD 25.00	HKD 100.00	60583397	12190722CBS06314 //GTB01000091963			
22 Jul 2019	22 Jul 2019	Transfer	CR	HKD 1.10	HKD 75.00	52979383	FPS/MR WONG CHIT SHING/FRN2019072200025029271	MR W*** C*** S****	10 3	
02 Jul 2019	02 Jul 2019	Transfer Transaction	CR	HKD 10.00	HKD 100.00	67118425	12190624F003876243			
02 Jul 2019	02 Jul 2019	Transfer Transaction	CR	HKD 10.00	HKD 90.00	67115853	12190623F003860880			
02 Jul 2019	02 Jul 2019	Transfer Transaction	CR	HKD 10.00	HKD 80.00	67113222	12190624F003887393			

Start & End Date

Requested Files can meet your account reconciliation needs. The Select Transaction Start Date and Transaction End Date to confirm the reconciliation period .

Opening & Closing Banlance

The Files provides the Opening Ledger Balance and Closing Ledger Balance within the transaction period, improves your reconciliation efficiency.

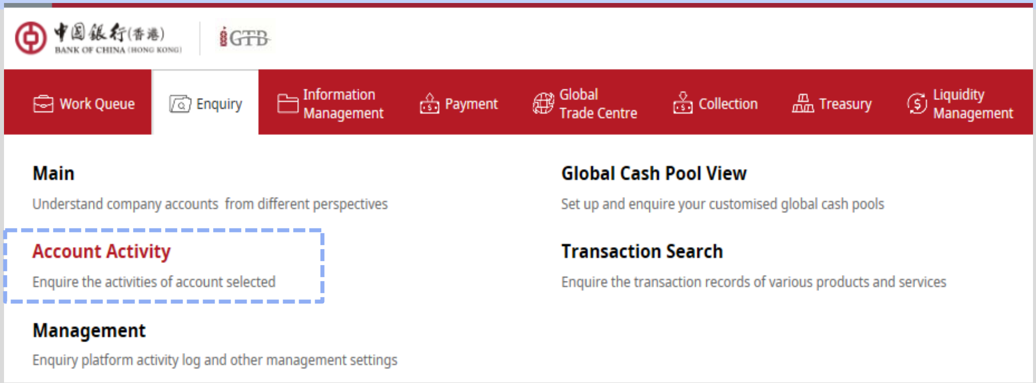
Transaction Records

Reconcile the account activities in comparision with general ledger account or your company’s other accounting records, verify the balance listed is correct and accurate.

How to apply Account Reconciliation Files (which is Account Activity Report)

Step 1

Select from Menu
Enquiry > Account Activity


中國銀行(香港) BANK OF CHINA (HONG KONG)
GTB
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management

Main
Understand company accounts from different perspectives

Account Activity
Enquire the activities of account selected

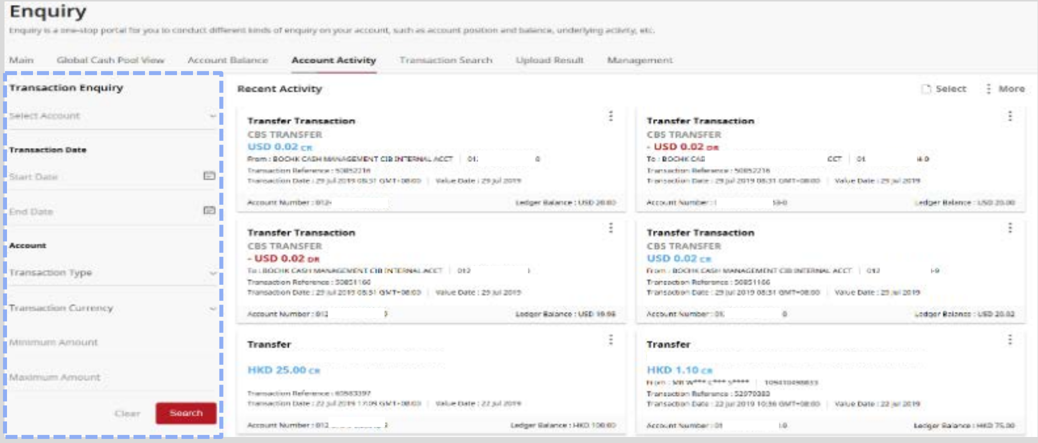
Management
Enquiry platform activity log and other management settings

Global Cash Pool View
Set up and enquire your customised global cash pools

Transaction Search
Enquire the transaction records of various products and services

Step 2

Input Transaction Enquiry
and click search


Main
Global Cash Pool View
Account Balance
Account Activity
Transaction Search
Upload Result
Management
Select
More
Clear
Search

Enquiry
Enquiry is a one-stop portal for you to conduct different kinds of enquiry on your account, such as account position and balance, underlying activity, etc.

Transaction Enquiry
Select Account
Transaction Date
Start Date
End Date
Account
Transaction Type
Transaction Currency
Minimum Amount
Maximum Amount

Recent Activity

Transfer Transaction
CBS TRANSFER
USD 0.02 CR
From : BOCHK CASH MANAGEMENT CIB INTERNAL ACCT
Transaction Reference : 50852216

Transfer Transaction
CBS TRANSFER
- USD 0.02 DR
Transaction Reference : 50852216
Transaction Date : 29 Jul 2019 08:31 GMT+08:00 | Value Date : 29 Jul 2019

Transfer Transaction
CBS TRANSFER
- USD 0.02 DR
To : BOCHK CASH MANAGEMENT CIB INTERNAL ACCT
Transaction Reference : 50851166

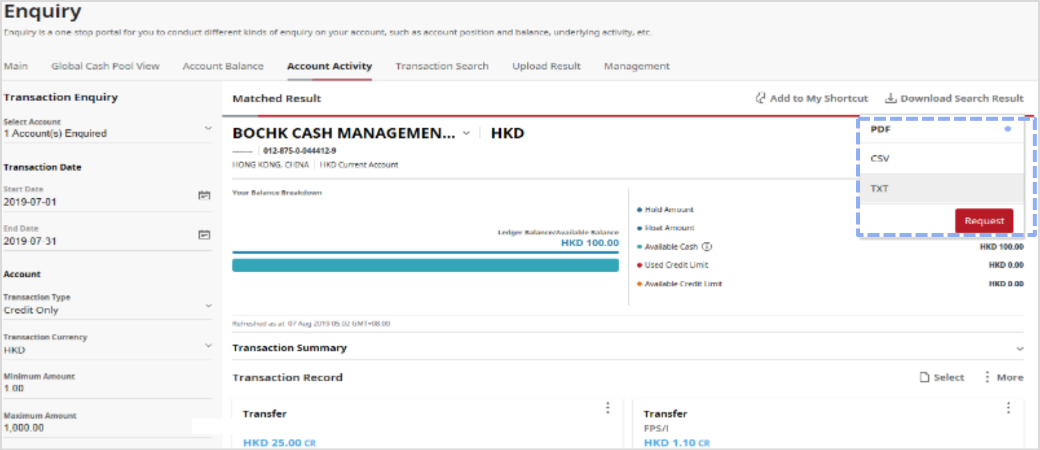
Transfer Transaction
CBS TRANSFER
USD 0.02 CR
From : BOCHK CASH MANAGEMENT CIB INTERNAL ACCT
Transaction Reference : 50851166
Transaction Date : 29 Jul 2019 08:31 GMT+08:00 | Value Date : 29 Jul 2019

Transfer
HKD 25.00 CR

Transfer
HKD 1.10 CR
Transaction Reference : 52070383
Transaction Date : 22 Jul 2019 10:36 GMT+08:00 | Value Date : 22 Jul 2019

Step 3

Click Download Search Result,
Select the file format PDF,
then press Request


Main
Global Cash Pool View
Account Balance
Account Activity
Transaction Search
Upload Result
Management
Add to My Shortcut
Download Search Result
PDF
CSV
TXT
Request
Select
More

Enquiry
Enquiry is a one stop portal for you to conduct different kinds of enquiry on your account, such as account position and balance, underlying activity, etc.

Transaction Enquiry
Select Account: 1 Account(s) Enquired
Transaction Date
Start Date: 2019-07-01
End Date: 2019-07-31
Account
Transaction Type: Credit Only
Transaction Currency: HKD
Minimum Amount: 1.00
Maximum Amount: 1,000.00

Matched Result
BOCHK CASH MANAGEMEN... | HKD
012-875-0-044412-9
HONG KONG, CHINA | HKD Current Account

Your Balance Breakdown
Ledger Balance/Available Balance HKD 100.00

- Hold Amount
- Float Amount
- Available Cash HKD 100.00
- Used Credit Limit HKD 0.00
- Available Credit Limit HKD 0.00

Refreshed as at 07 Aug 2019 05:02 GMT+08:00

Transaction Summary

Transaction Record

Transfer
HKD 25.00 CR

Transfer
FPS/I
HKD 1.10 CR

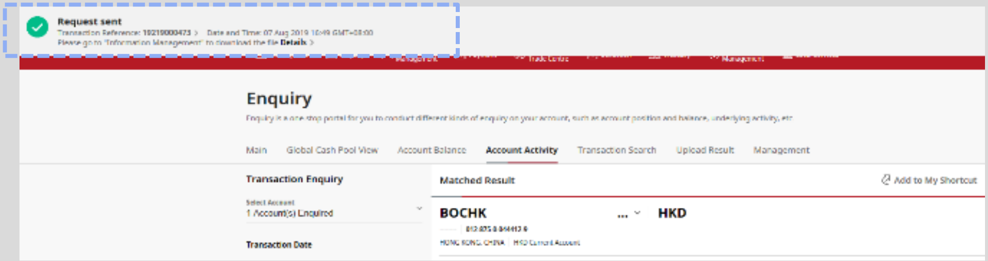
Step 4

Option1: Click Details on the Banner

Option 2: Information Management > Main > Requested Files

Option 3: My Dashboard > Download Report Widget, then Download the file directly

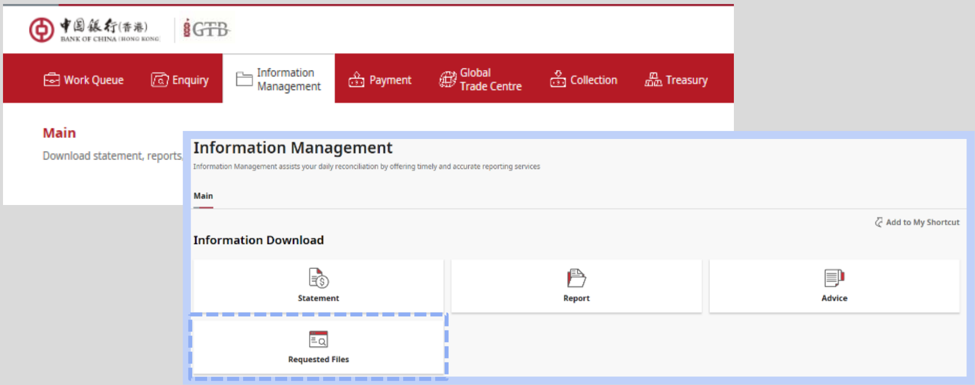
Option 1



Request sent
Transaction Reference: 19219000473 > Date and Time: 07 Aug 2019 16:49 GMT+08:00
Please go to "Information Management" to download the file **Details** >

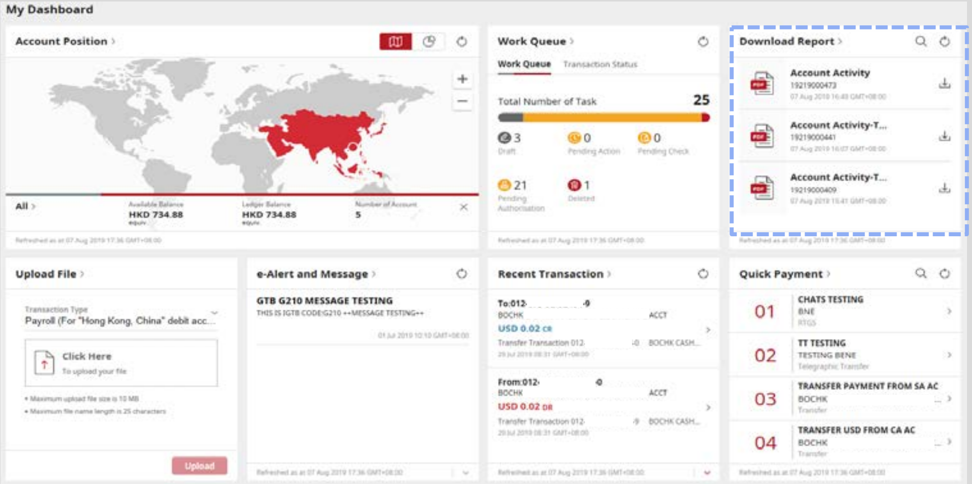
Enquiry
Enquiry is a one-stop portal for you to conduct different kinds of enquiry on your account, such as account position and balance, underlying activity, etc.
Main
Global Cash Pool View
Account Balance
Account Activity
Transaction Search
Upload Result
Management
Transaction Enquiry
Select Account
1 Account(s) Enquired
Transaction Date
Matched Result
Add to My Shortcut
BOCHK
HKD
HONG KONG, CHINA
HKD Current Account

Option 2



BANK OF CHINA (HONG KONG) GTB
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Main
Download statement, reports
Information Management
Information Management assists your daily reconciliation by offering timely and accurate reporting services
Main
Add to My Shortcut
Information Download
Statement
Report
Advice
Requested Files

Option 3



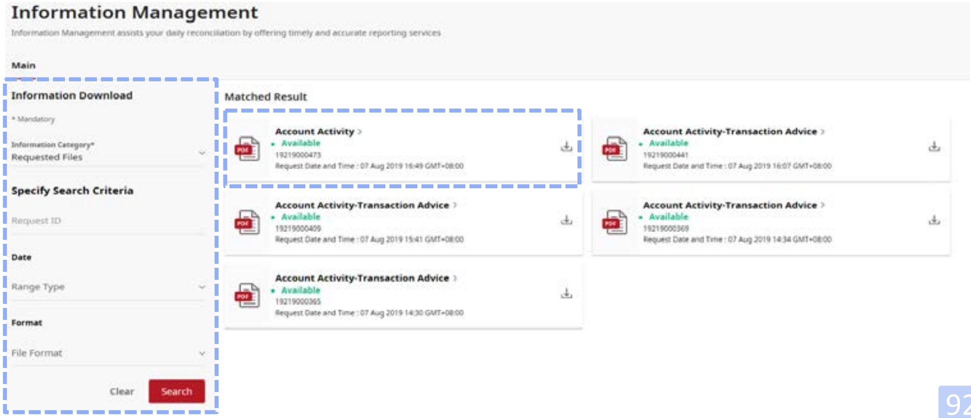
My Dashboard
Account Position
All
Available Balance
HKD 734.88
Ledger Balance
HKD 734.88
Number of Account
5
Work Queue
Work Queue
Transaction Status
Total Number of Task
25
3
Draft
0
Pending Action
0
Pending Check
21
Pending Authorisation
1
Deleted
Download Report
Account Activity
19219000473
07 Aug 2019 16:49 GMT+08:00
Account Activity-T...
19219000441
07 Aug 2019 16:07 GMT+08:00
Account Activity-T...
19219000409
07 Aug 2019 15:41 GMT+08:00
Upload File
Transaction Type
Payroll (For "Hong Kong, China" debit acc...
Click Here
To upload your file
Maximum upload file size is 10 MB
Maximum file name length is 25 characters
Upload
e-Alert and Message
GTB G210 MESSAGE TESTING
THIS IS IGTB CODE:G210 ++MESSAGE TESTING++
Recent Transaction
BOCHK
USD 0.02 CR
Transfer Transaction
BOCHK CASH...
USD 0.02 DR
Quick Payment
01
CHATS TESTING
02
TT TESTING
TESTING BENE
Telegraphic Transfer
03
TRANSFER PAYMENT FROM SA AC
BOCHK
Transfer
04
TRANSFER USD FROM CA AC
BOCHK
Transfer
Refreshed as at 07 Aug 2019 17:36 GMT+08:00

Step 5

For options 1& 2: Input search criteria and click Search.

Matched Results will be shown on the right.

Choose the file to download



Information Management
Information Management assists your daily reconciliation by offering timely and accurate reporting services

Main

Information Download
* Mandatory
Information Category*: Requested Files

Specify Search Criteria
Request ID
Date: Range Type
Format: File Format

Clear | Search

Matched Result

- Account Activity > · Available · 19219000473 · Request Date and Time : 07 Aug 2019 16:49 GMT+08:00
- Account Activity-Transaction Advice > · Available · 19219000441 · Request Date and Time : 07 Aug 2019 16:07 GMT+08:00
- Account Activity-Transaction Advice > · Available · 19219000409 · Request Date and Time : 07 Aug 2019 15:41 GMT+08:00
- Account Activity-Transaction Advice > · Available · 19219000369 · Request Date and Time : 07 Aug 2019 14:34 GMT+08:00
- Account Activity-Transaction Advice > · Available · 19219000365 · Request Date and Time : 07 Aug 2019 14:30 GMT+08:00

e-Alert and Beneficiary Advice

Supportive.
Customised.
Informative.

e-Alert and Beneficiary Advice

iGTB NET offers a wide range of Alerts and Advices Services with comprehensive information. iGTB NET users can keep track of banking activities against designated corporate accounts by free-of-charge email and/or SMS, iGTB NET inbox and iGTB Mobile App push notification.

Information becomes timely

- e-Alert: It enables users to define how they want to receive electronic notifications. Alerts will be sent automatically to remind you on important matters related to your accounts.

- Beneficiary Advice: Complimentary email will be issued at users' request. It allows users to notify beneficiaries of certain transactions or events happening on the corporate account.

- Six types of Alerts available on iGTB NET:
  1. Incoming fund alert
  2. Outgoing fund alert
  3. Authorisation alert
  4. Authorisation status alert
  5. Instruction status alert
  6. High risk transaction alert

Features

Free-of-charge

User may choose the Alerts that he/she wants to receive through the "Notification Preference Setting“ in iGTB NET. And these Alerts are complimentary.

Easy and Personalised

Signing up for Alerts is quick and easy via iGTB NET. User can select his/her preferred alerts and set separate alerts to be triggered when transactions reach a specified amount, so user can always focus on what is important.

Unlimited Number of Alerts

There is no limit to the number of Alerts that user can sign up for. User may add as many as desirable notifications to the accounts on as-needed basis.

Address

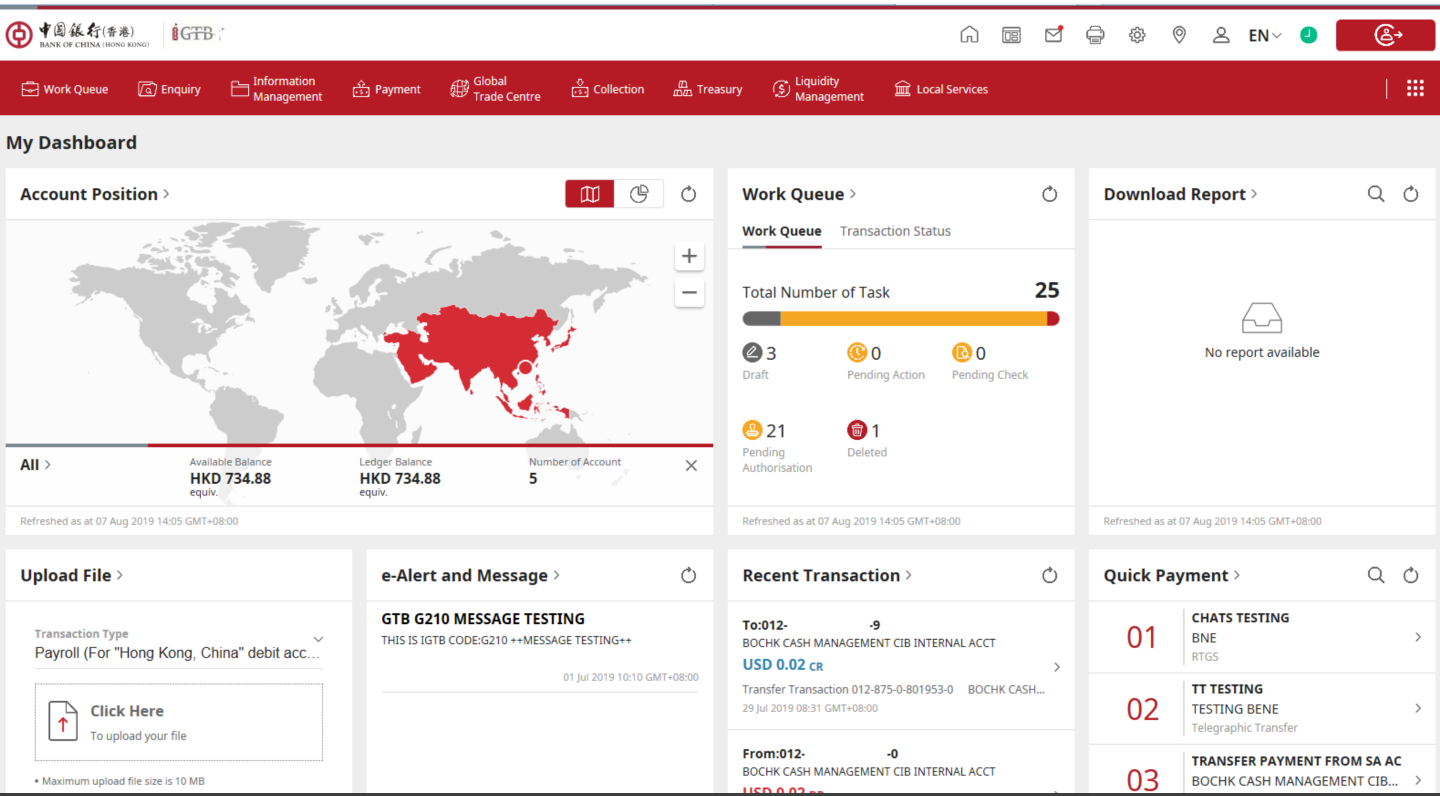
32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

Phone

+852 3988 1333

Email

cbs_inf@bochk.com



My Dashboard

Account Position

All

Available Balance	Ledger Balance	Number of Account
HKD 734.88 equiv.	HKD 734.88 equiv.	5

Refreshed as at 07 Aug 2019 14:05 GMT+08:00

Work Queue

Work Queue | Transaction Status

Total Number of Task 25

3 Draft
0 Pending Action
0 Pending Check
21 Pending Authorisation
1 Deleted

Refreshed as at 07 Aug 2019 14:05 GMT+08:00

Download Report

No report available

Refreshed as at 07 Aug 2019 14:05 GMT+08:00

Upload File

Transaction Type
Payroll (For "Hong Kong, China" debit acc...

Click Here
To upload your file

• Maximum upload file size is 10 MB

e-Alert and Message

GTB G210 MESSAGE TESTING
THIS IS IGTB CODE:G210 ++MESSAGE TESTING++
01 Jul 2019 10:10 GMT+08:00

Recent Transaction

To:012- -9
BOCHK CASH MANAGEMENT CIB INTERNAL ACCT
USD 0.02 CR
Transfer Transaction 012-875-0-801953-0 BOCHK CASH...
29 Jul 2019 08:31 GMT+08:00

From:012- -0
BOCHK CASH MANAGEMENT CIB INTERNAL ACCT

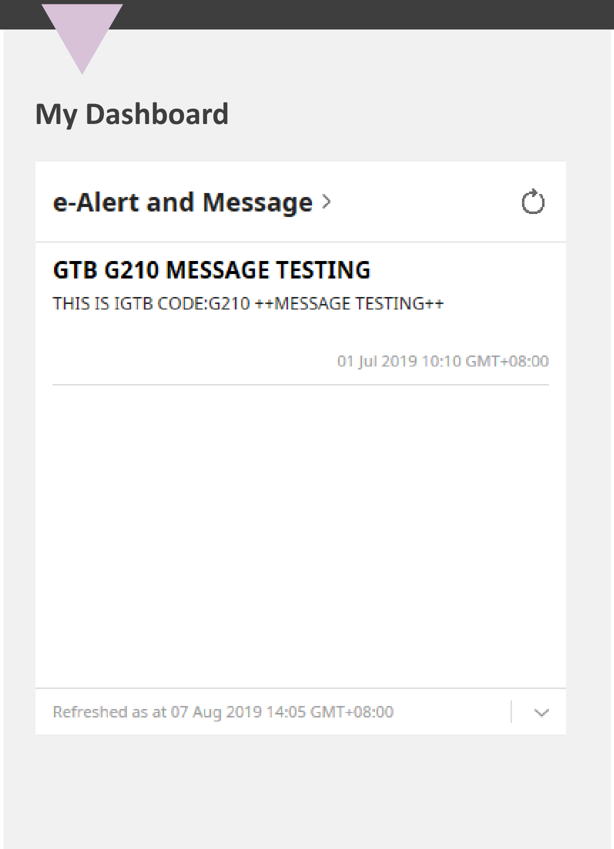
Quick Payment

01 CHATS TESTING
BNE
RTGS

02 TT TESTING
TESTING BENE
Telegraphic Transfer

03 TRANSFER PAYMENT FROM SA AC
BOCHK CASH MANAGEMENT CIB...

e-Alert Features



My Dashboard

e-Alert and Message

GTB G210 MESSAGE TESTING

THIS IS IGTB CODE:G210 ++MESSAGE TESTING++

01 Jul 2019 10:10 GMT+08:00

Refreshed as at 07 Aug 2019 14:05 GMT+08:00

Incoming Fund Alert

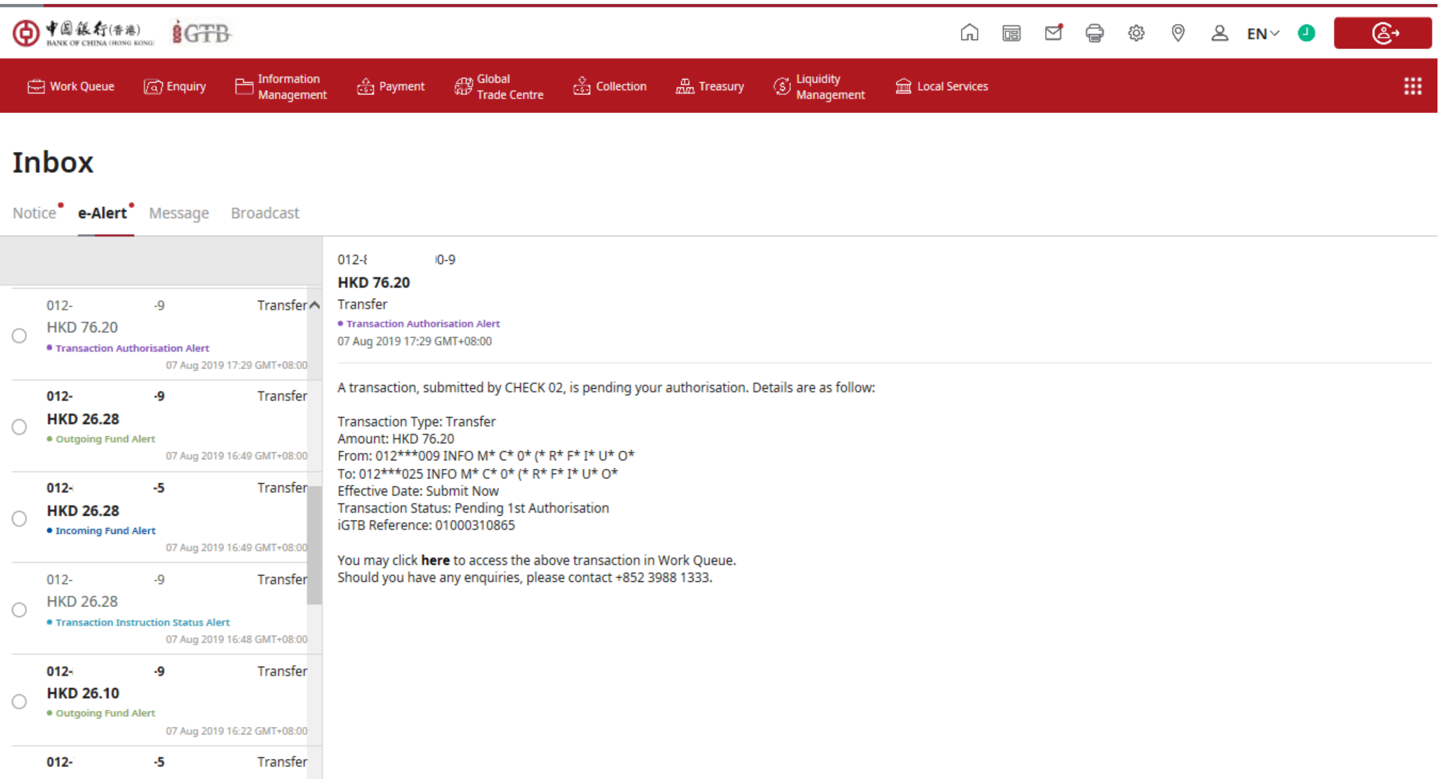
Notifies you when the incoming fund is credited to designated account.

Outgoing Fund Alert

Notifies you when the outgoing fund is debited from designated account.

Authorisation Alert

Notifies authoriser whenever there is a new transaction pending for an authorisor to authorise.



Inbox

Notice e-Alert Message Broadcast

○ 012- -9 Transfer
HKD 76.20
• Transaction Authorisation Alert
07 Aug 2019 17:29 GMT+08:00

○ **012- -9** Transfer
HKD 26.28
• Outgoing Fund Alert
07 Aug 2019 16:49 GMT+08:00

○ **012- -5** Transfer
HKD 26.28
• Incoming Fund Alert
07 Aug 2019 16:49 GMT+08:00

○ 012- -9 Transfer
HKD 26.28
• Transaction Instruction Status Alert
07 Aug 2019 16:48 GMT+08:00

○ **012- -9** Transfer
HKD 26.10
• Outgoing Fund Alert
07 Aug 2019 16:22 GMT+08:00

○ **012- -5** Transfer
HKD 26.10

012-8 0-9
HKD 76.20
Transfer
• Transaction Authorisation Alert
07 Aug 2019 17:29 GMT+08:00

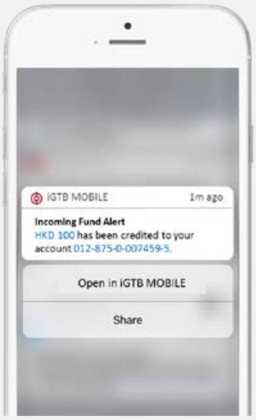
A transaction, submitted by CHECK 02, is pending your authorisation. Details are as follow:

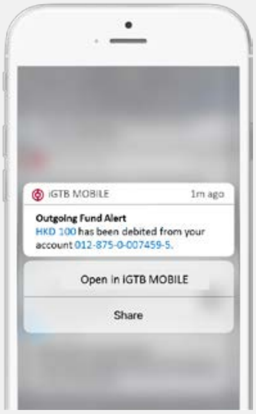
Transaction Type: Transfer
Amount: HKD 76.20
From: 012***009 INFO M* C* 0* (* R* F* I* U* O*
To: 012***025 INFO M* C* 0* (* R* F* I* U* O*
Effective Date: Submit Now
Transaction Status: Pending 1st Authorisation
iGTB Reference: 01000310865

You may click **here** to access the above transaction in Work Queue.
Should you have any enquiries, please contact +852 3988 1333.

e-Alert Features

In-app Notification


iGTB MOBILE 1m ago
Incoming Fund Alert
HKD 100 has been credited to your account 012-875-0-007459-5.


iGTB MOBILE 1m ago
Outgoing Fund Alert
HKD 100 has been debited from your account 012-875-0-007459-5.

Authorisation Status Alert

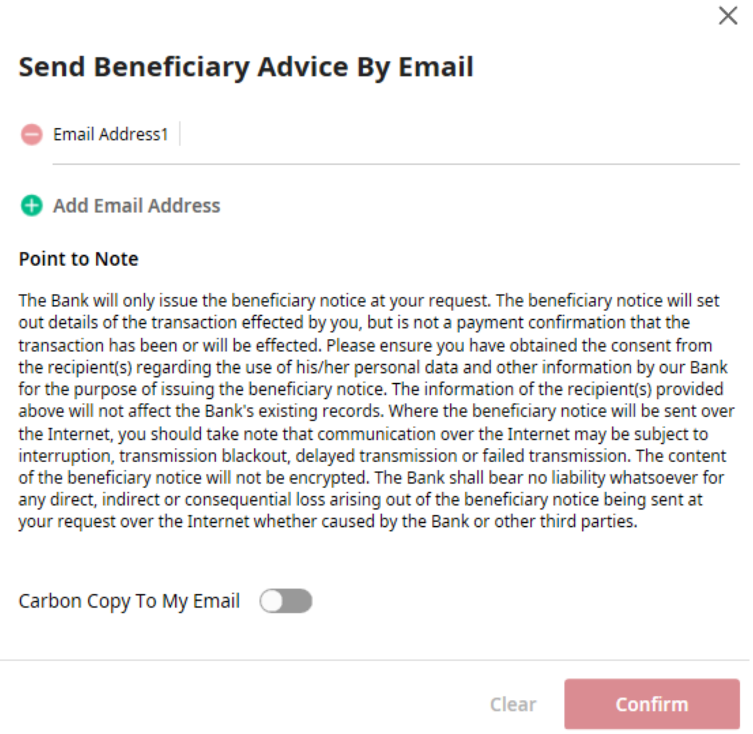
Notifies maker and checker when authorisor authorises a transaction in Work Queue

Instruction Status Alert

Whenever there is an update of status for a fully authorised transaction in Work Queue, all the maker, checker and authorisor involved in that transaction will receive related notifications.

High Risk Transaction Alert

A mandatory alert which will be sent through SMS, Email, iGTB NET inbox & iGTB MOBILE in app push notification when the account has conducted a transaction which is classified as "High Risk Transaction" on iGTB, e.g. registering a new registered beneficiary or activating mobile token.



Send Beneficiary Advice By Email

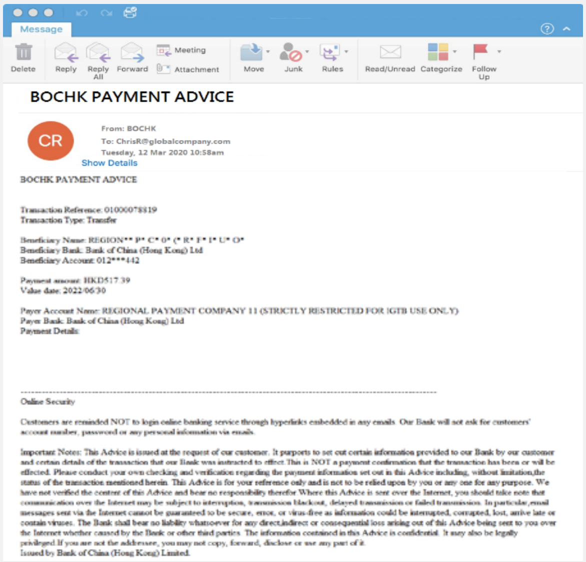
Point to Note

The Bank will only issue the beneficiary notice at your request. The beneficiary notice will set out details of the transaction effected by you, but is not a payment confirmation that the transaction has been or will be effected. Please ensure you have obtained the consent from the recipient(s) regarding the use of his/her personal data and other information by our Bank for the purpose of issuing the beneficiary notice. The information of the recipient(s) provided above will not affect the Bank's existing records. Where the beneficiary notice will be sent over the Internet, you should take note that communication over the Internet may be subject to interruption, transmission blackout, delayed transmission or failed transmission. The content of the beneficiary notice will not be encrypted. The Bank shall bear no liability whatsoever for any direct, indirect or consequential loss arising out of the beneficiary notice being sent at your request over the Internet whether caused by the Bank or other third parties.

Carbon Copy To My Email ○

Beneficiary Advice Features

Sample



BOCHK PAYMENT ADVICE

CR

From: BOCHK
To: ChrisR@globalcompany.com
Tuesday, 12 Mar 2020 10:58am

BOCHK PAYMENT ADVICE

Transaction Reference: 01000078819
Transaction Type: Transfer

Beneficiary Name: REGION** P* C* 0* (* R* F* I* U* O*
Beneficiary Bank: Bank of China (Hong Kong) Ltd
Beneficiary Account: 012***442

Payment amount: HKD517.39
Value date: 2022/06/30

Payer Account Name: REGIONAL PAYMENT COMPANY 11 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
Payer Bank: Bank of China (Hong Kong) Ltd
Payment Details:

Online Security

Customers are reminded NOT to login online banking service through hyperlinks embedded in any emails. Our Bank will not ask for customers' account number, password or any personal information via emails.

Important Notes: This Advice is issued at the request of our customer. It purports to set out certain information provided to our Bank by our customer and certain details of the transaction that our Bank was instructed to effect.This is NOT a payment confirmation that the transaction has been or will be effected. Please conduct your own checking and verification regarding the payment information set out in this Advice including, without limitation,the status of the transaction mentioned herein. This Advice is for your reference only and is not to be relied upon by you or any one for any purpose. We have not verified the content of this Advice and bear no responsibility therefor.Where this Advice is sent over the Internet, you should take note that communication over the Internet may be subject to interruption, transmission blackout, delayed transmission or failed transmission. In particular,email messages sent via the Internet cannot be guaranteed to be secure, error, or virus-free as information could be interrupted, corrupted, lost, arrive late or contain viruses. The Bank shall bear no liability whatsoever for any direct,indirect or consequential loss arising out of this Advice being sent to you over the Internet whether caused by the Bank or other third parties. The information contained in this Advice is confidential. It may also be legally privileged.If you are not the addressee, you may not copy, forward, disclose or use any part of it.
Issued by Bank of China (Hong Kong) Limited.

Free-of-charge

We have launched a new beneficiary advice based upon your feedback. The beneficiary advice is offered free of charge.

Quick and Easy Access

Beneficiary advice can be sent by simply turned the button ○ on and input recipients' emails.

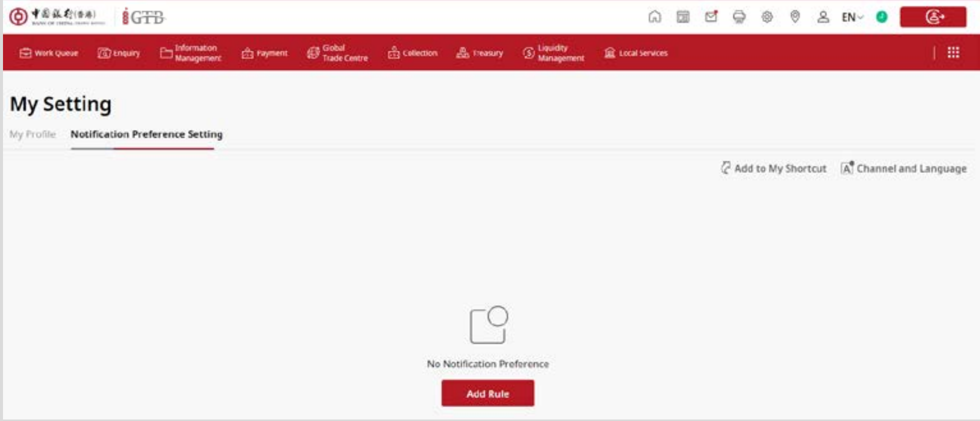
Number of Recipients

You can send payment advice by email to up to 10 recipients in general, and to 5 recipients for Faster Payment System (FPS).

e-Alerts Set Up

Step 1

Select My Setting from the top right corner> select Notification Preference Setting > Add Rules


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
EN
Add to My Shortcut
Channel and Language
Add Rule

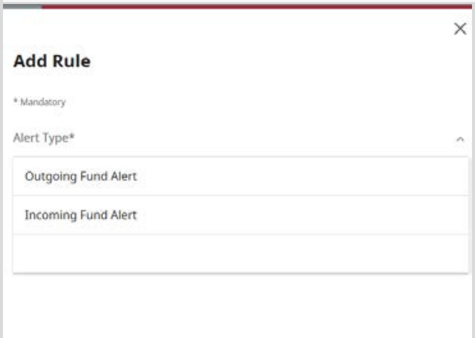
My Setting

My Profile | Notification Preference Setting

No Notification Preference

Step 2

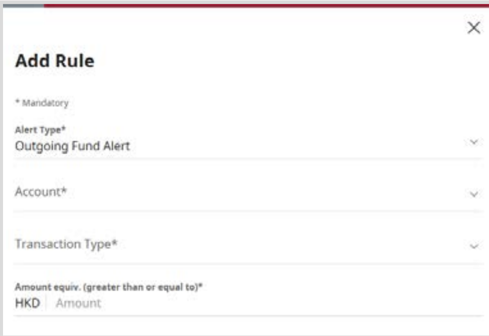
Follow screen to input and press "Confirm"



Add Rule

* Mandatory

Alert Type*
- Outgoing Fund Alert
- Incoming Fund Alert



Add Rule

* Mandatory

Alert Type*
Outgoing Fund Alert

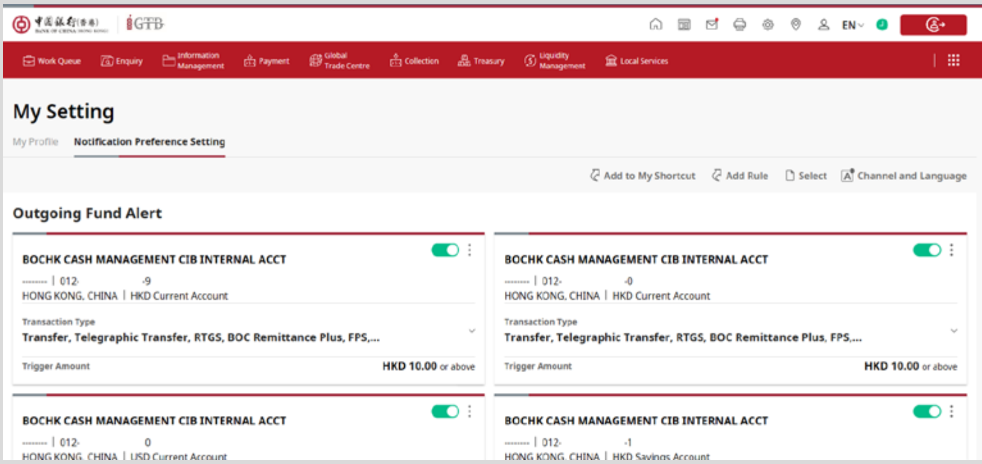
Account*

Transaction Type*

Amount equiv. (greater than or equal to)*
HKD Amount

Step 3

Effective e-Alerts can be found in Notification Preference Setting


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
EN
Add to My Shortcut
Add Rule
Select
Channel and Language

My Setting

My Profile | Notification Preference Setting

Outgoing Fund Alert

BOCHK CASH MANAGEMENT CIB INTERNAL ACCT
-------- | 012- -9
HONG KONG, CHINA | HKD Current Account
Transaction Type
Transfer, Telegraphic Transfer, RTGS, BOC Remittance Plus, FPS,...
Trigger Amount HKD 10.00 or above

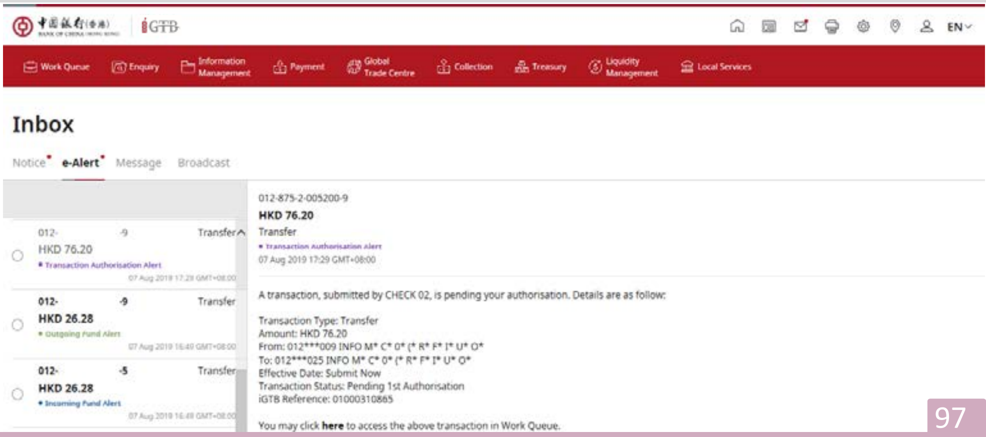
BOCHK CASH MANAGEMENT CIB INTERNAL ACCT
-------- | 012- -0
HONG KONG, CHINA | HKD Current Account
Transaction Type
Transfer, Telegraphic Transfer, RTGS, BOC Remittance Plus, FPS,...
Trigger Amount HKD 10.00 or above

BOCHK CASH MANAGEMENT CIB INTERNAL ACCT
-------- | 012- 0
HONG KONG, CHINA | USD Current Account

BOCHK CASH MANAGEMENT CIB INTERNAL ACCT
-------- | 012- -1
HONG KONG, CHINA | HKD Savings Account

Step 4

Locate the e-Alerts in Inbox > e-Alerts
Specific alerts will be triggered when transactions match user's rule


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
EN

Inbox

Notice | e-Alert | Message | Broadcast

○ 012- -9 Transfer
HKD 76.20
Transaction Authorisation Alert
07 Aug 2019 17:29 GMT+08:00

○ 012- -9 Transfer
HKD 26.28
Outgoing Fund Alert
07 Aug 2019 16:49 GMT+08:00

○ 012- -5 Transfer
HKD 26.28
Incoming Fund Alert
07 Aug 2019 16:48 GMT+08:00

012-875-2-005200-9
HKD 76.20
Transfer
Transaction Authorisation Alert
07 Aug 2019 17:29 GMT+08:00

A transaction, submitted by CHECK 02, is pending your authorisation. Details are as follow:

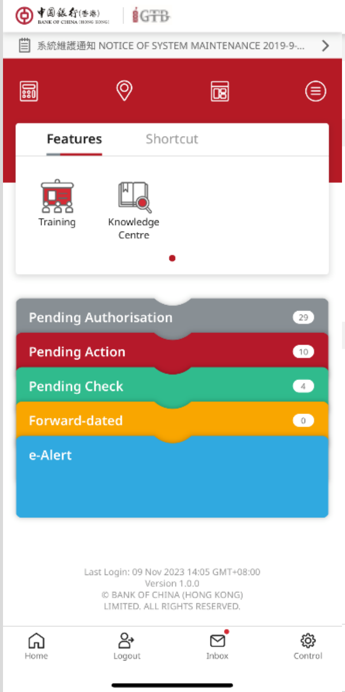
Transaction Type: Transfer
Amount: HKD 76.20
From: 012***009 INFO M* C* 0* (* R* F* I* U* O*
To: 012***025 INFO M* C* 0* (* R* F* I* U* O*
Effective Date: Submit Now
Transaction Status: Pending 1st Authorisation
iGTB Reference: 01000310865

You may click **here** to access the above transaction in Work Queue.

Enable Push Notification in iGTB MOBILE

Step 1

Select ⚙ Control at the bottom > select Notification Setting > Turn on Push Notification



系統維護通知 NOTICE OF SYSTEM MAINTENANCE 2019-9-...

Features
Shortcut
Training
Knowledge Centre
Pending Authorisation 29
Pending Action 10
Pending Check 4
Forward-dated 0
e-Alert

Last Login: 09 Nov 2023 14:05 GMT+08:00
Version 1.0.0
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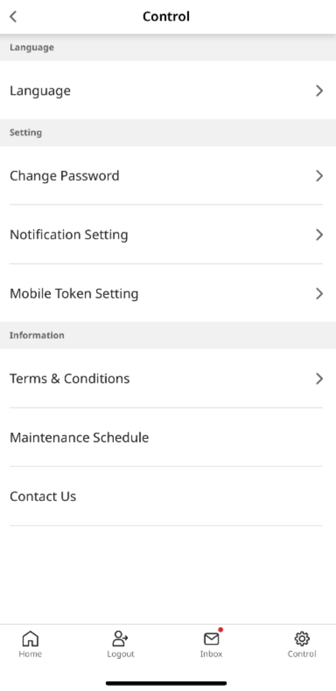
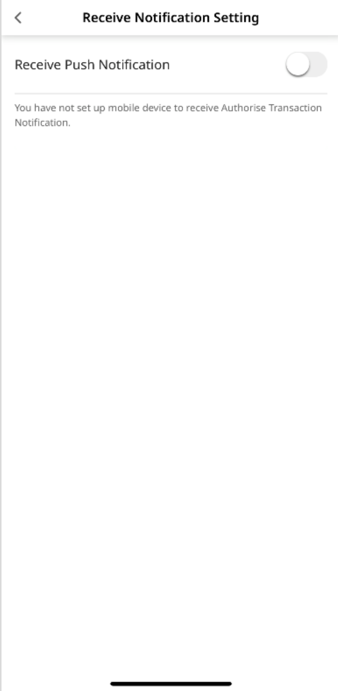
Home
Logout
Inbox
Control



Control
Language
Language
Setting
Change Password
Notification Setting
Mobile Token Setting
Information
Terms & Conditions
Maintenance Schedule
Contact Us
Home
Logout
Inbox
Control

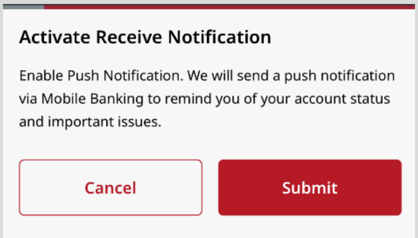


Receive Notification Setting
Receive Push Notification

You have not set up mobile device to receive Authorise Transaction Notification.

Step 2

Submit “Activate Receive Notification”



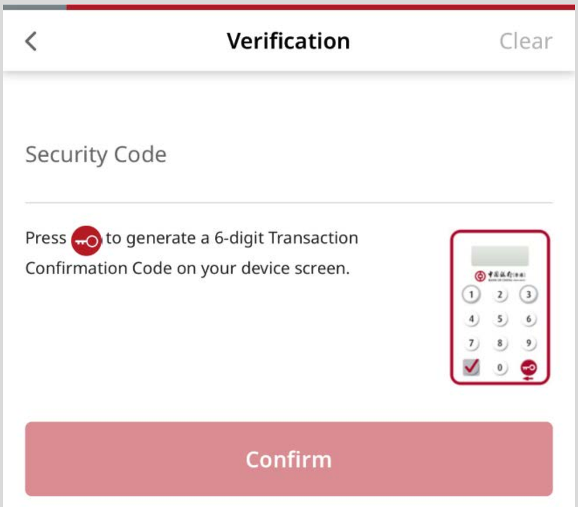
Activate Receive Notification

Enable Push Notification. We will send a push notification via Mobile Banking to remind you of your account status and important issues.

Cancel
Submit

Step 3

Input verification code generated by Security Token/Mobile Token



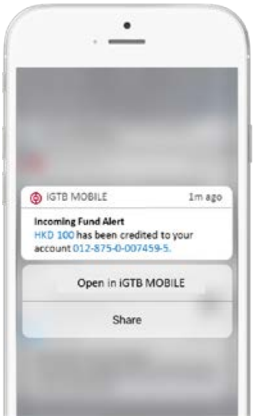
Verification
Clear
Security Code

Press 🔑 to generate a 6-digit Transaction Confirmation Code on your device screen.

Confirm

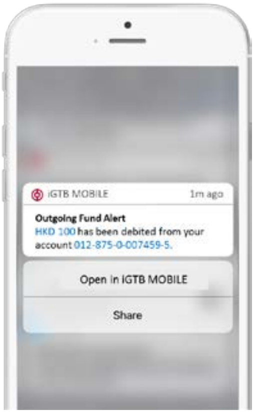
Step 4

Get free updates about bank account activities via iGTB MOBILE App push notifications



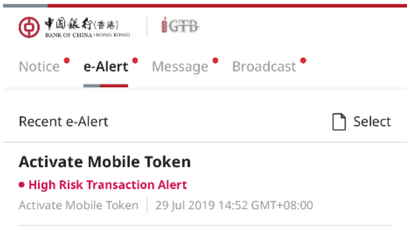
iGTB MOBILE 1m ago
Incoming Fund Alert
HKD 100 has been credited to your account 012-875-0-007459-5.

Open in iGTB MOBILE
Share



iGTB MOBILE 1m ago
Outgoing Fund Alert
HKD 100 has been debited from your account 012-875-0-007459-5.

Open in iGTB MOBILE
Share



Notice
e-Alert
Message
Broadcast
Recent e-Alert
Select

Activate Mobile Token
● High Risk Transaction Alert
Activate Mobile Token | 29 Jul 2019 14:52 GMT+08:00

iGTB MOBILE

Instant.
Convenient.
User-friendly.

iGTB MOBILE

iGTB MOBILE is the all-new Corporate mobile banking channel of BOCHK, allowing you to manage your financial transactions anytime and anywhere. In addition, Mobile Token is a new feature of iGTB MOBILE app which gives you a hassel-free security experience. Mobile Token goes parallel in usage with your Hardware Token.

Manage iGTB MOBILE

- A all-new channel to enrich customer experience

- Get instant access to banking services from your mobile device and gain better control of your cash flow

---

- Support cross channel enquiry, transactions and authorisation

iGTB MOBILE Features

Easy Login

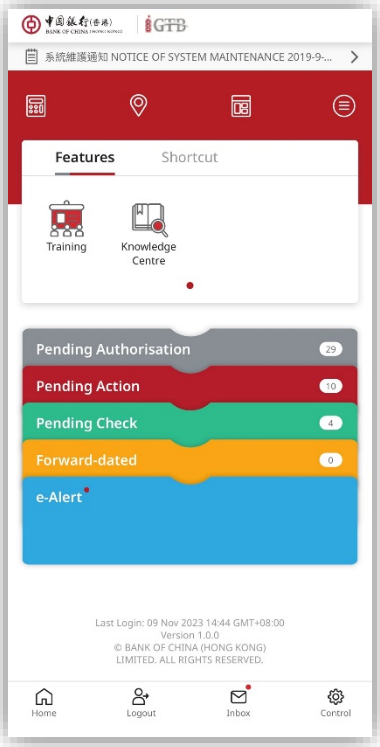
Register and use fingerprint / Face ID in replace of using login ID and password to access Mobile Banking Services.

Tracking Instructions Status

Keep track of the life cycle of an instruction anytime, anywhere. Always provides you with the real time status of every single instruction.

User-friendly Design

You can view all your accounts on one page and you can navigate the users' information via Training and Knowledge Centre.


系統維護通知 NOTICE OF SYSTEM MAINTENANCE 2019-9-...
Features
Shortcut
Training
Knowledge Centre
Pending Authorisation 29
Pending Action 10
Pending Check 4
Forward-dated 0
e-Alert
Home
Logout
Inbox
Control

Last Login: 09 Nov 2023 14:44 GMT+08:00
Version 1.0.0
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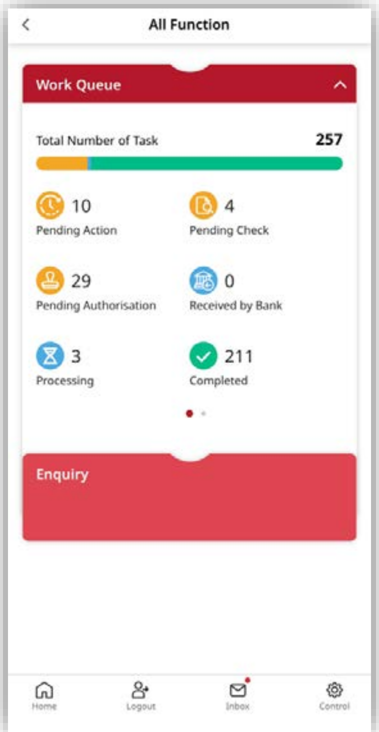
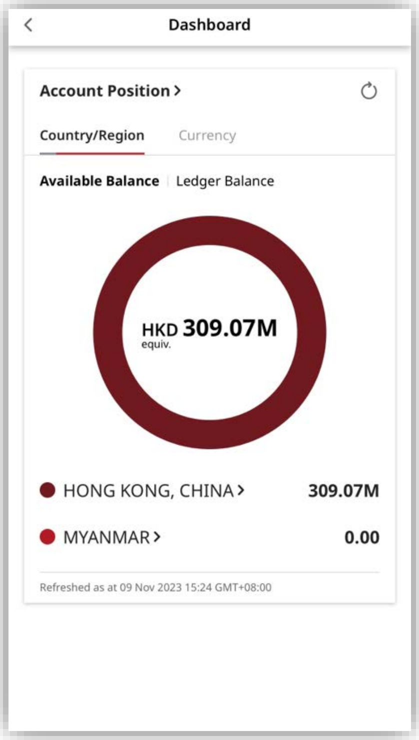

All Function
Work Queue
Enquiry
Home
Logout
Inbox
Control

Total Number of Task 257

10 Pending Action
4 Pending Check
29 Pending Authorisation
0 Received by Bank
3 Processing
211 Completed


Dashboard
Account Position >
Country/Region
Currency
Available Balance
Ledger Balance

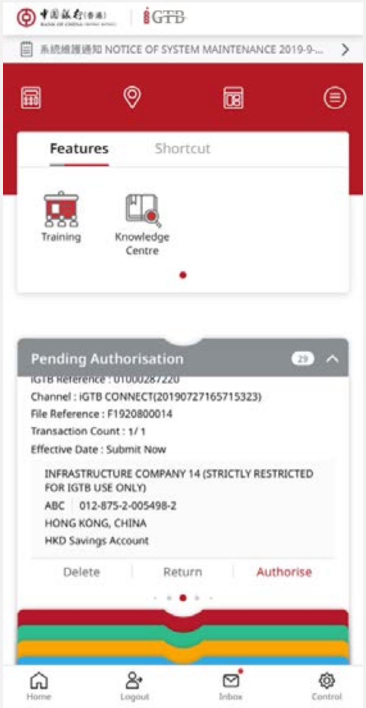
HKD 309.07M equiv.

HONG KONG, CHINA > 309.07M
MYANMAR > 0.00

Refreshed as at 09 Nov 2023 15:24 GMT+08:00

Highlights

View Instructions


系統維護通知 NOTICE OF SYSTEM MAINTENANCE 2019-9-...
Features
Shortcut
Training
Knowledge Centre
Pending Authorisation 29
Delete
Return
Authorise
Home
Logout
Inbox
Control

iGTB Reference : 01000287220
Channel : iGTB CONNECT(20190727165715323)
File Reference : F1920800014
Transaction Count : 1/ 1
Effective Date : Submit Now

INFRASTRUCTURE COMPANY 14 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
ABC 012-875-2-005498-2
HONG KONG, CHINA
HKD Savings Account

Mobile Authorisation

You can authorise transactions or instructions from iGTB NET and other iGTB channels via iGTB MOBILE, anytime and anywhere, at your fingertips. With push notification, you would be informed timely on transactions or instructions pending your approval.

Use As Mobile Token

You can use Mobile Token to generate one-time "Security Code"/ "Transaction Confirmation Code" to confirm designated transactions on Internet Banking or Mobile Banking.

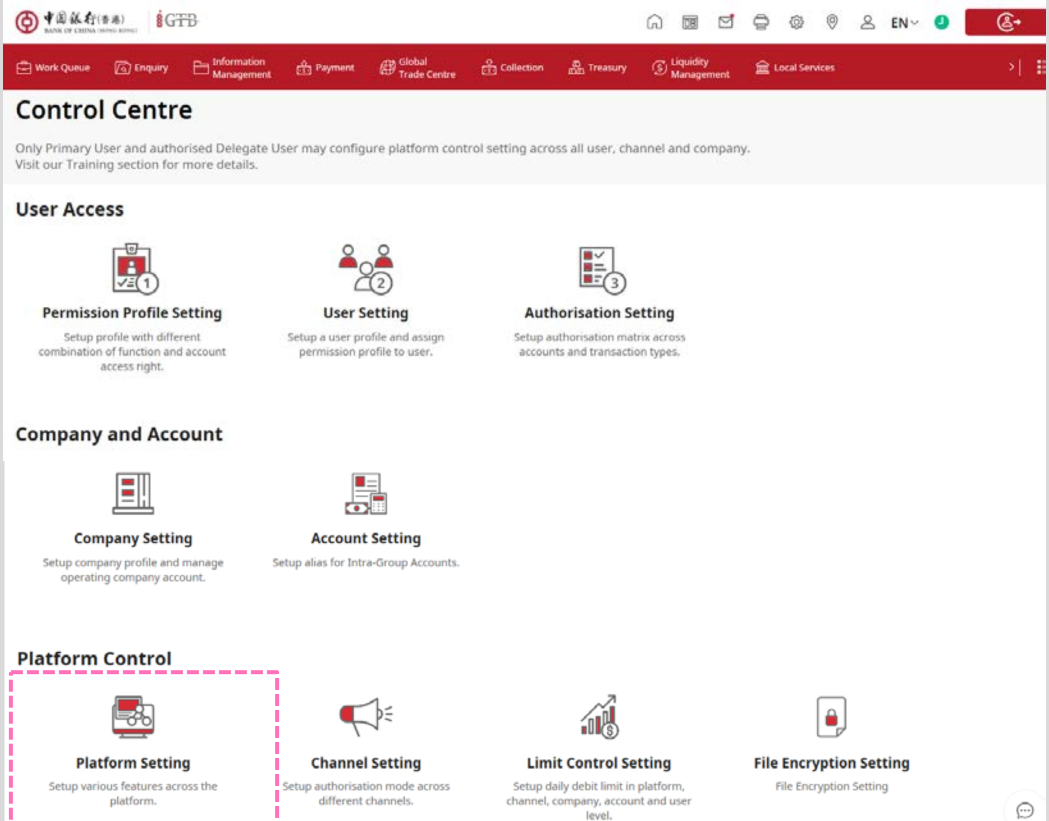
Push Notification

Enable Push Notification to keep you informed of the latest status of relevant instructions, messages, alerts as well as account activities via iGTB MOBILE.

Before you login iGTB MOBILE and use Mobile Token, 3 control-setting pre-requisites are recommended to confirm over iGTB NET:

Pre-requisite 1

Select from menu Control Centre then click Platform Setting. Make sure the iGTB MOBILE is active.


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
EN

Control Centre

Only Primary User and authorised Delegate User may configure platform control setting across all user, channel and company.
Visit our Training section for more details.

User Access

Permission Profile Setting
Setup profile with different combination of function and account access right.

User Setting
Setup a user profile and assign permission profile to user.

Authorisation Setting
Setup authorisation matrix across accounts and transaction types.

Company and Account

Company Setting
Setup company profile and manage operating company account.

Account Setting
Setup alias for Intra-Group Accounts.

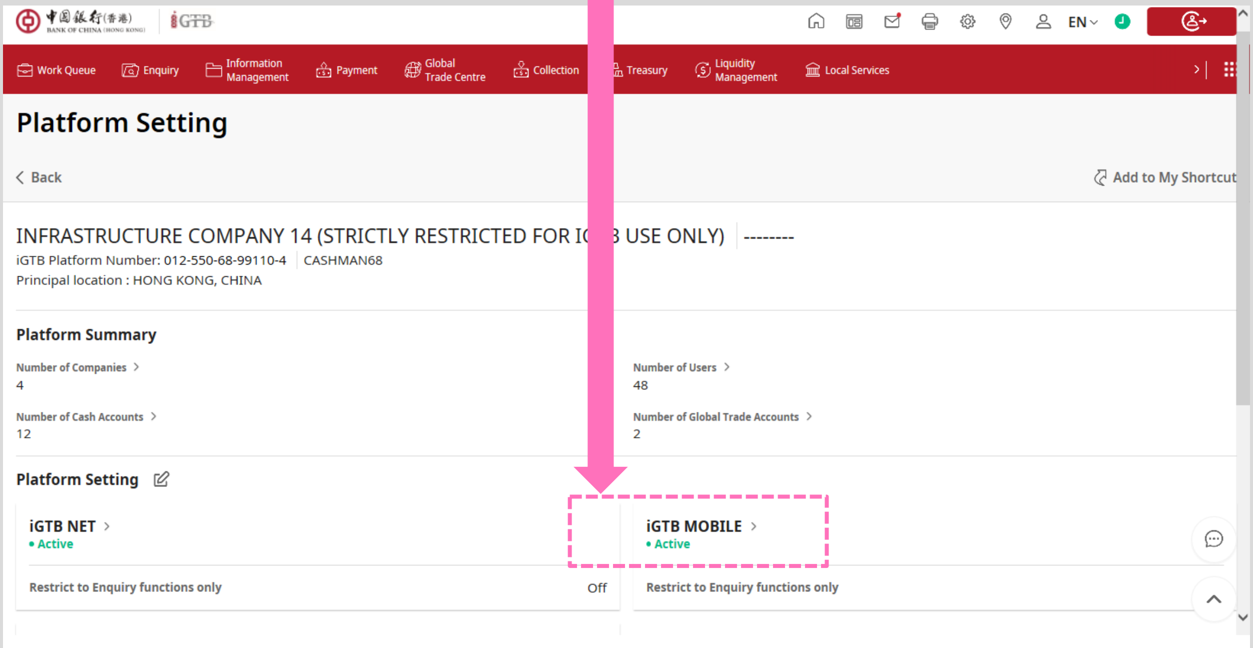
Platform Control

Platform Setting
Setup various features across the platform.

Channel Setting
Setup authorisation mode across different channels.

Limit Control Setting
Setup daily debit limit in platform, channel, company, account and user level.

File Encryption Setting
File Encryption Setting


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
EN
Back
Add to My Shortcut

Platform Setting

INFRASTRUCTURE COMPANY 14 (STRICTLY RESTRICTED FOR IG B USE ONLY) --------
iGTB Platform Number: 012-550-68-99110-4 | CASHMAN68
Principal location : HONG KONG, CHINA

Platform Summary

Number of Companies: 4
Number of Users: 48
Number of Cash Accounts: 12
Number of Global Trade Accounts: 2

Platform Setting

iGTB NET • Active
Restrict to Enquiry functions only: Off

iGTB MOBILE • Active
Restrict to Enquiry functions only

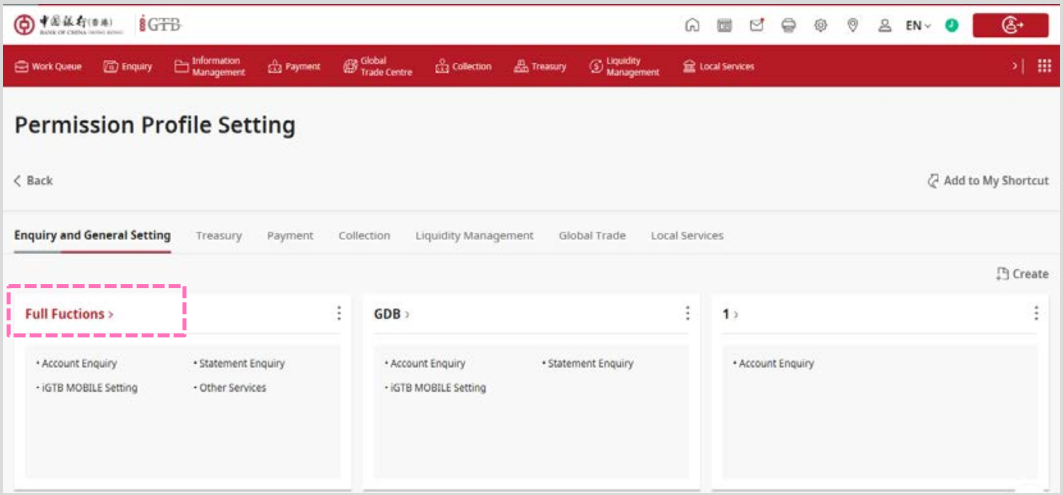
Before you login iGTB MOBILE and use Mobile Token, 3 control-setting pre-requisites are recommended to confirm over iGTB NET:

Pre-requisite 2

Select from menu Control Centre then click Permission Profile Setting.

Click on the concerned Permission Profile (e.g "Full Functions" in this case) under Enquiry and General Setting to make sure this profile can access iGTB Mobile.

Then go to Applied Users page to confirm users are included under the profile (User's status is active).


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
EN
Back
Add to My Shortcut
Create

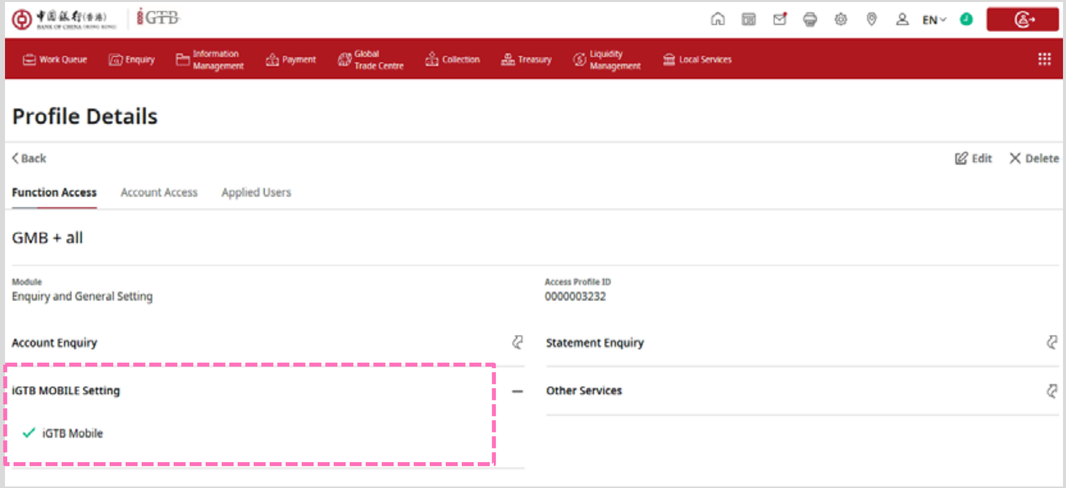
Permission Profile Setting

Enquiry and General Setting | Treasury | Payment | Collection | Liquidity Management | Global Trade | Local Services

Full Fuctions ›
- Account Enquiry
- Statement Enquiry
- iGTB MOBILE Setting
- Other Services

GDB ›
- Account Enquiry
- Statement Enquiry
- iGTB MOBILE Setting

1 ›
- Account Enquiry


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
EN
Back
Edit
Delete

Profile Details

Function Access | Account Access | Applied Users

GMB + all

Module
Enquiry and General Setting

Access Profile ID
0000003232

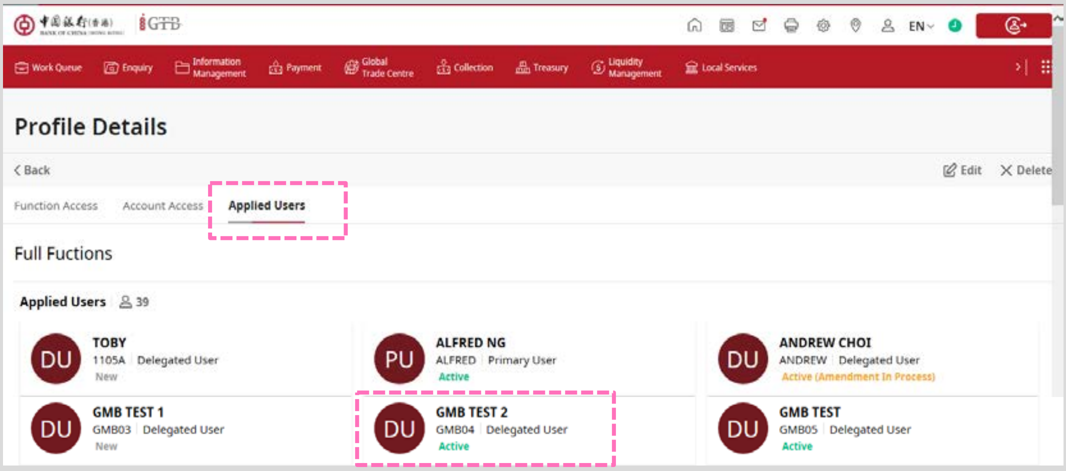
Account Enquiry

Statement Enquiry

iGTB MOBILE Setting

✓ iGTB Mobile

Other Services


Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services
EN
Back
Edit
Delete

Profile Details

Function Access | Account Access | **Applied Users**

Full Fuctions

Applied Users 39

DU **TOBY**
1105A | Delegated User
New

PU **ALFRED NG**
ALFRED | Primary User
Active

DU **ANDREW CHOI**
ANDREW | Delegated User
Active (Amendment In Process)

DU **GMB TEST 1**
GMB03 | Delegated User
New

DU **GMB TEST 2**
GMB04 | Delegated User
Active

DU **GMB TEST**
GMB05 | Delegated User
Active

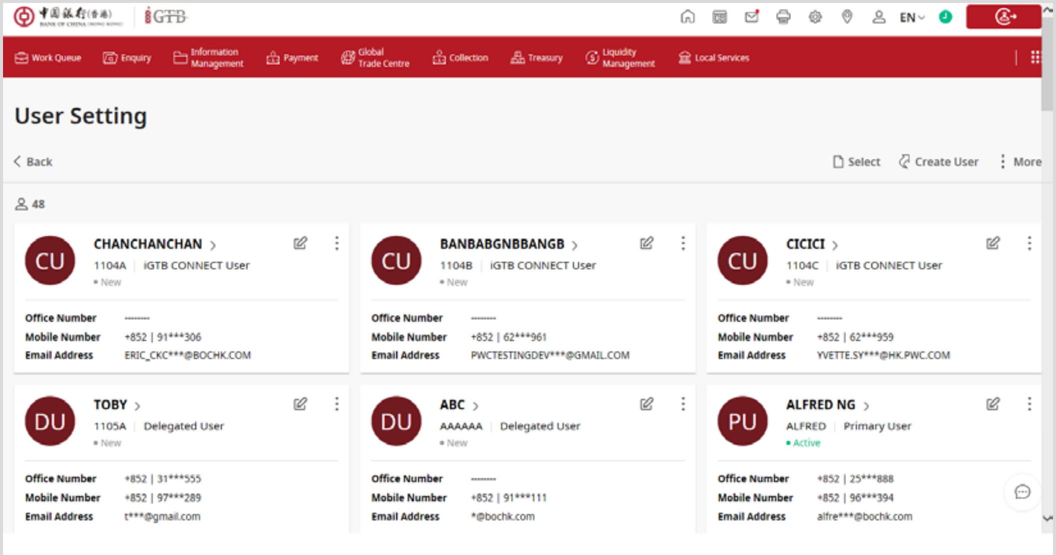
Before you login iGTB MOBILE and use Mobile Token, 3 control-setting pre-requisites are recommended to confirm over iGTB NET:

Pre-requisite 3

Select from menu Control Centre then click User Setting.

Click the user profile.

Check and ensure Mobile Token and Biometric Authentication Usage Right is on.


EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services

User Setting

Back
Select
Create User
More

48

CU **CHANCHANCHAN**
1104A | iGTB CONNECT User
• New

Office Number	--------
Mobile Number	+852 | 91***306
Email Address	ERIC_CKC***@BOCHK.COM

CU **BANBABGNBBANGB**
1104B | iGTB CONNECT User
• New

Office Number	--------
Mobile Number	+852 | 62***961
Email Address	PWCTESTINGDEV***@GMAIL.COM

CU **CICICI**
1104C | iGTB CONNECT User
• New

Office Number	--------
Mobile Number	+852 | 62***959
Email Address	YVETTE.SY***@HK.PWC.COM

DU **TOBY**
1105A | Delegated User
• New

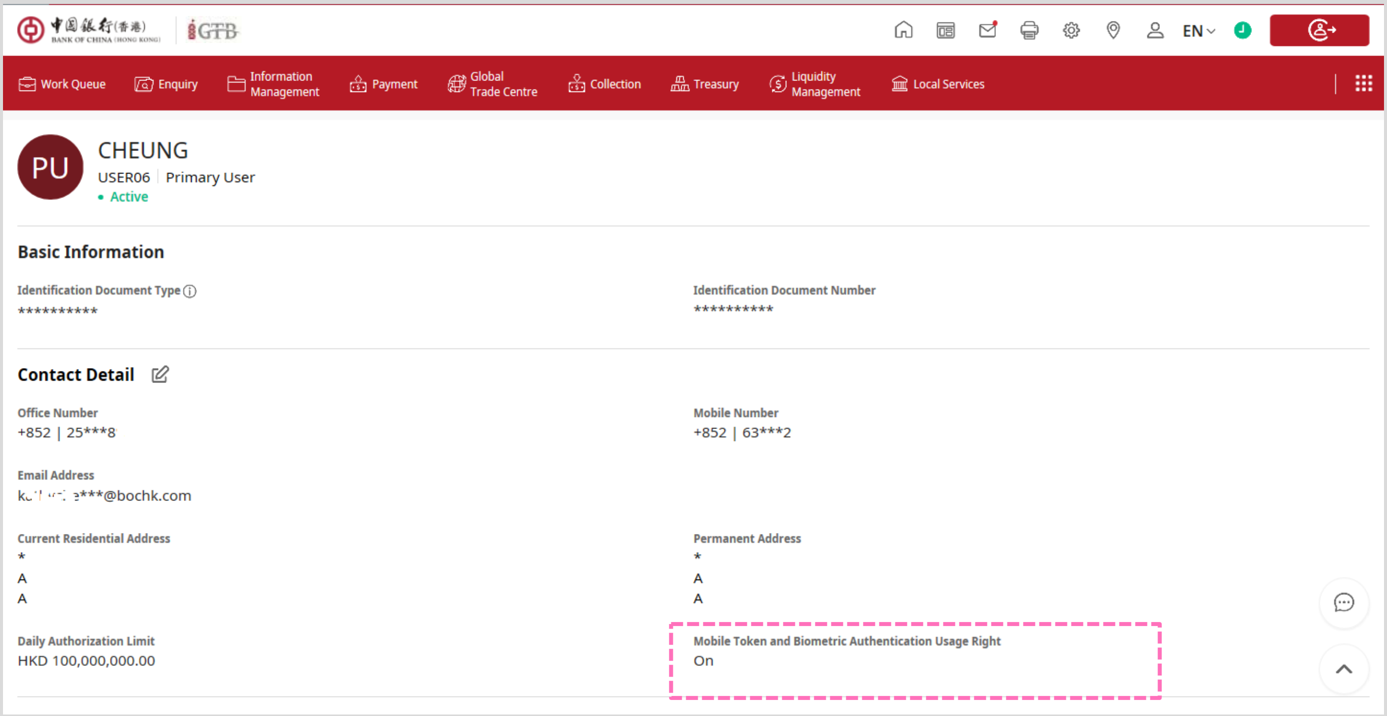
Office Number	+852 | 31***555
Mobile Number	+852 | 97***289
Email Address	t***@gmail.com

DU **ABC**
AAAAAA | Delegated User
• New

Office Number	--------
Mobile Number	+852 | 91***111
Email Address	*@bochk.com

PU **ALFRED NG**
ALFRED | Primary User
• Active

Office Number	+852 | 25***888
Mobile Number	+852 | 96***394
Email Address	alfre***@bochk.com


EN
Work Queue
Enquiry
Information Management
Payment
Global Trade Centre
Collection
Treasury
Liquidity Management
Local Services

PU CHEUNG
USER06 | Primary User
• Active

Basic Information

Identification Document Type **********	Identification Document Number **********

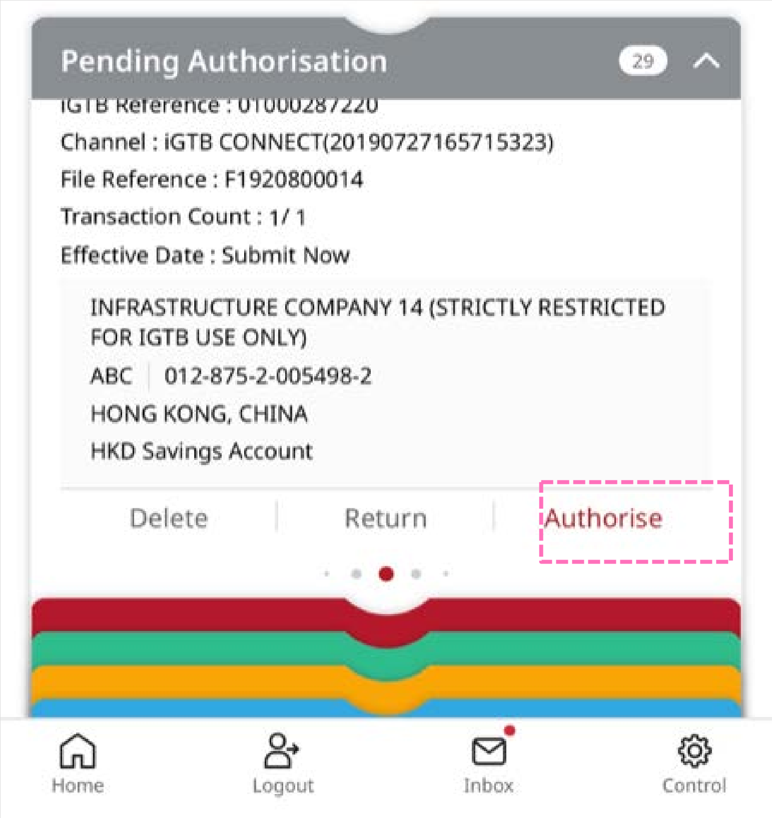
Contact Detail

Office Number +852 | 25***8[redacted]	Mobile Number +852 | 63***2
Email Address k[redacted]e***@bochk.com	
Current Residential Address * A A	Permanent Address * A A
Daily Authorization Limit HKD 100,000,000.00	Mobile Token and Biometric Authentication Usage Right On

How to Authorise Instructions through Mobile Token

Step 1

Select from Menu Pending Authorisation then choose the instruction > Click Authorise



Pending Authorisation 29

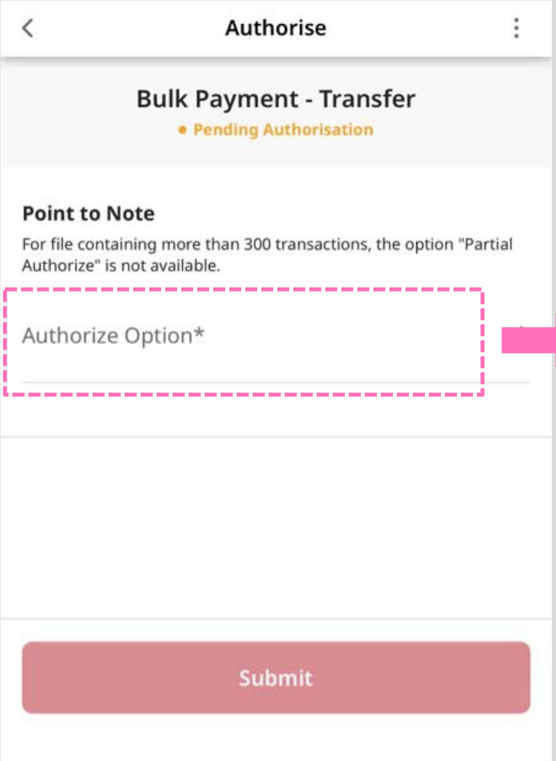
iGTB Reference : 01000287220
Channel : iGTB CONNECT(20190727165715323)
File Reference : F1920800014
Transaction Count : 1/ 1
Effective Date : Submit Now

INFRASTRUCTURE COMPANY 14 (STRICTLY RESTRICTED FOR IGTB USE ONLY)
ABC | 012-875-2-005498-2
HONG KONG, CHINA
HKD Savings Account

Delete
Return
Authorise
Home
Logout
Inbox
Control

Step 2

Select from Authorise Option > Click Authorise All Transactions or Partial Authorisation

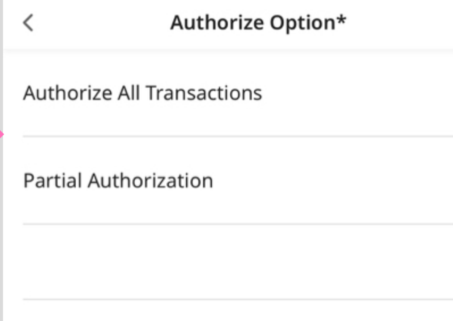


Authorise

Bulk Payment - Transfer
• Pending Authorisation

Point to Note
For file containing more than 300 transactions, the option "Partial Authorize" is not available.

Authorize Option*
Submit



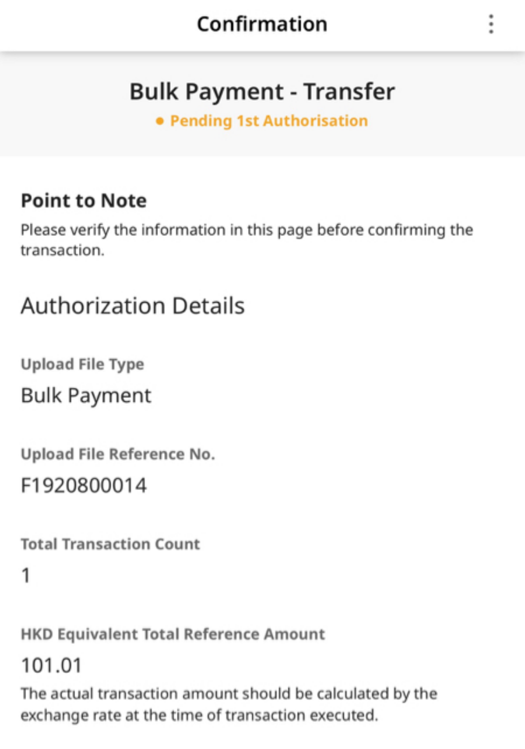
Authorize Option*

Authorize All Transactions
Partial Authorization

How to Authorise Instructions through Mobile Token

Step 3

Click Confirm if the transaction is correct



Confirmation

Bulk Payment - Transfer
● Pending 1st Authorisation

Point to Note
Please verify the information in this page before confirming the transaction.

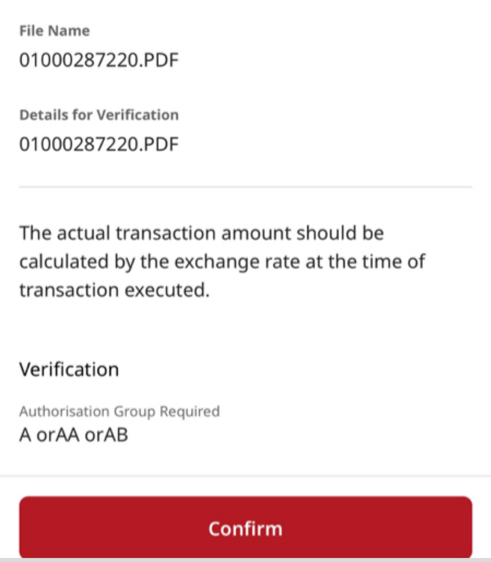
Authorization Details

Upload File Type
Bulk Payment

Upload File Reference No.
F1920800014

Total Transaction Count
1

HKD Equivalent Total Reference Amount
101.01
The actual transaction amount should be calculated by the exchange rate at the time of transaction executed.



File Name
01000287220.PDF

Details for Verification
01000287220.PDF

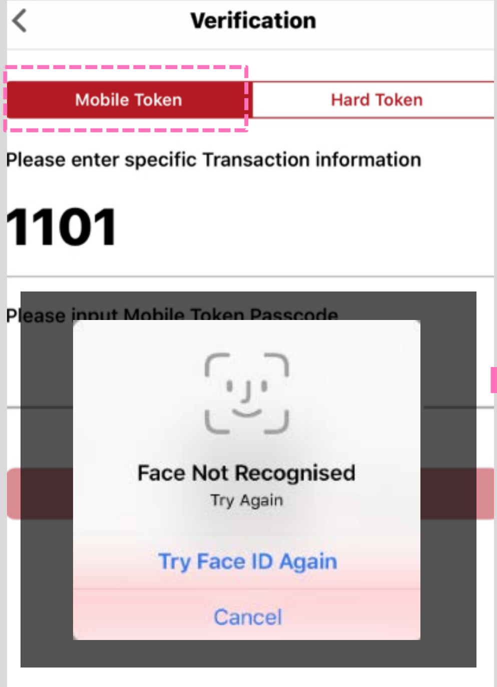
The actual transaction amount should be calculated by the exchange rate at the time of transaction executed.

Verification

Authorisation Group Required
A orAA orAB

Step 4a

Choose Mobile Token
If user has registered for biometric authentication, scanning for Biometric Authorisation would start. If user did not register biometric authorisation or "cancel" is clicked, input Mobile Token Passcode instead for authorisation.



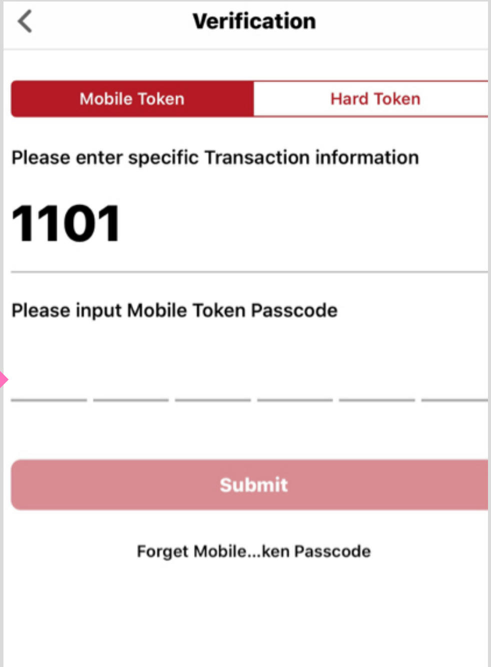
Verification

Please enter specific Transaction information

1101

Please input Mobile Token Passcode

Face Not Recognised
Try Again



Verification

Please enter specific Transaction information

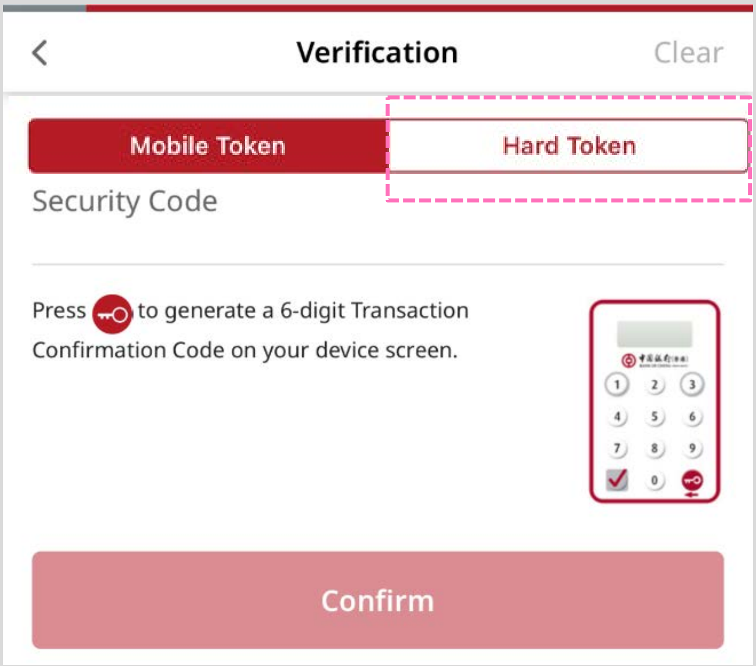
1101

Please input Mobile Token Passcode

How to Authorise Instructions through Mobile Token

Step 4b

Choose Hard Token which provide another way for users to authorise.



Verification Clear

Mobile Token | Hard Token

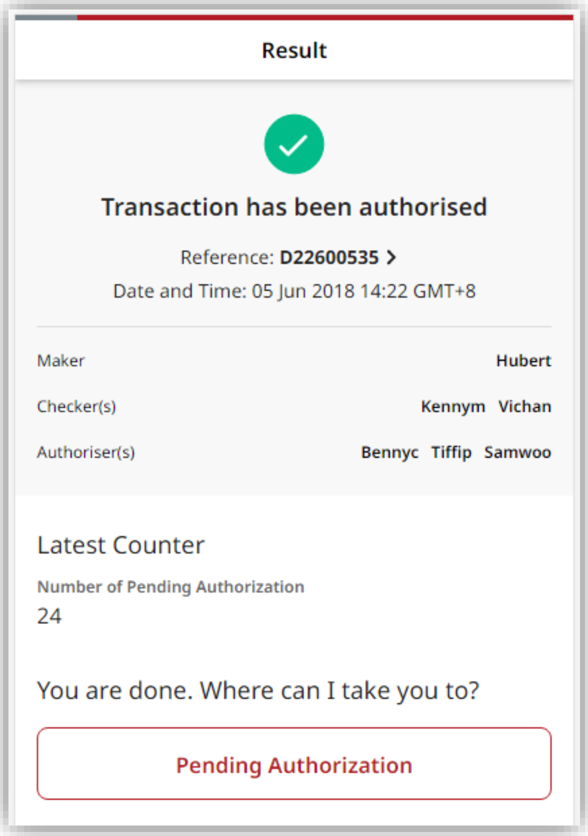
Security Code

Press the key button to generate a 6-digit Transaction Confirmation Code on your device screen.

Confirm

Step 5

Successful authorisation.



Result

Transaction has been authorised

Reference: **D22600535**

Date and Time: 05 Jun 2018 14:22 GMT+8

Maker	**Hubert**
Checker(s)	**Kennym Vichan**
Authoriser(s)	**Bennyc Tiffip Samwoo**

Latest Counter

Number of Pending Authorization

24

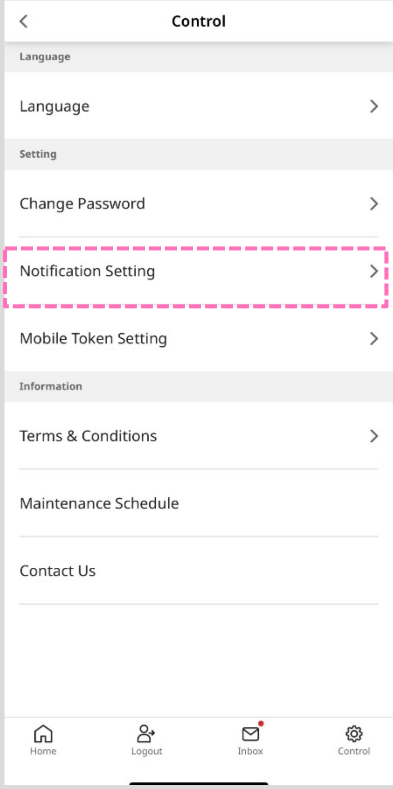
You are done. Where can I take you to?

Pending Authorization

How to set push notification

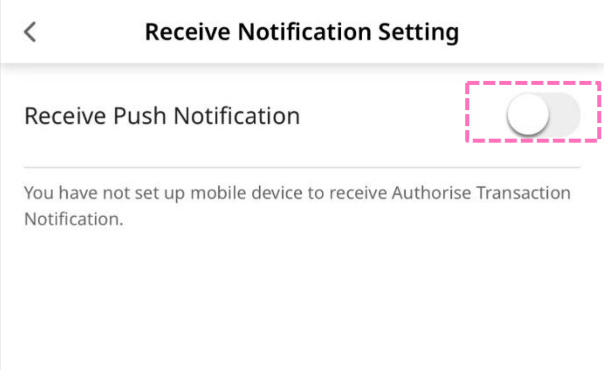
Step 1

Select from Menu **Control** then choose **Notification Setting**


Control
Language
Language
Setting
Change Password
Notification Setting
Mobile Token Setting
Information
Terms & Conditions
Maintenance Schedule
Contact Us
Home
Logout
Inbox
Control

Step 2

Enable **Receive Push Notification** button



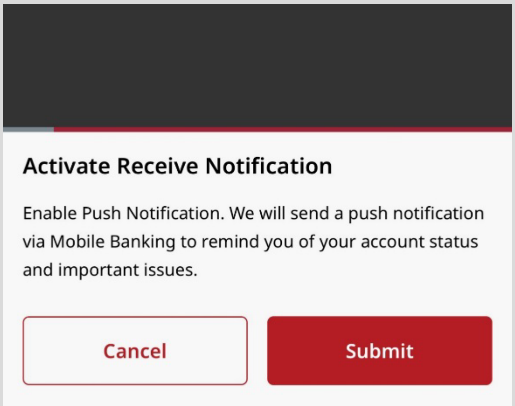
Receive Notification Setting

Receive Push Notification

You have not set up mobile device to receive Authorise Transaction Notification.

Step 3

Click **Submit**



Activate Receive Notification

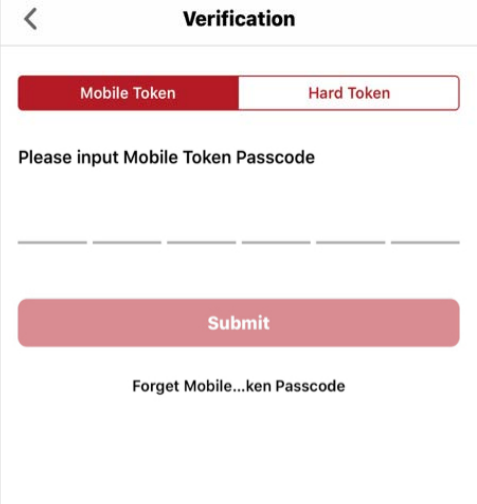
Enable Push Notification. We will send a push notification via Mobile Banking to remind you of your account status and important issues.

Cancel
Submit

How to set push notification

Step 4

Choose Mobile Token or Hard Token



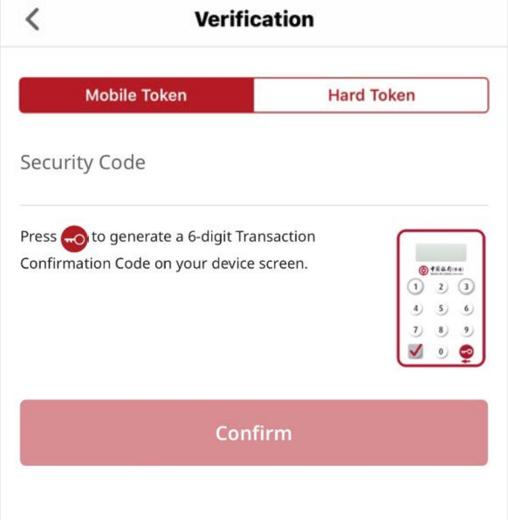
Verification

Mobile Token | Hard Token

Please input Mobile Token Passcode

Submit

Forget Mobile...ken Passcode



Verification

Mobile Token | Hard Token

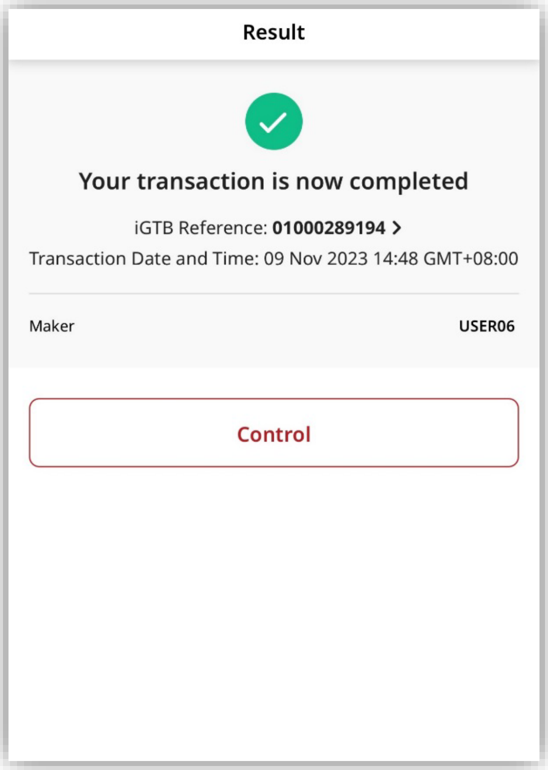
Security Code

Press to generate a 6-digit Transaction Confirmation Code on your device screen.

Confirm

Step 5

Push notification is successfully enabled



Result

Your transaction is now completed

iGTB Reference: **01000289194** >

Transaction Date and Time: 09 Nov 2023 14:48 GMT+08:00

Maker USER06

Control

Remarks: You may also manage your notification via iGTB NET > My Setting > Notification Preference Setting > Channel and Language > Push Notification

System Requirement

To ensure customer data security, our recommended platforms will be:

Operating System	
iOS	Android
iOS version 11.0 or above	Android OS version 7.0 or above

Mobile Token

Fast.
Secure.
Reliable.

Mobile Token

Mobile Token is a new feature of the iGTB MOBILE App to replace physical security device (Hard Token) for using Corporate Internet Banking. Once the Mobile Token is activated, you can authenticate Internet Banking transactions anytime, anywhere.

Manage Mobile Token

- A new two-factor authentication tool. It supports transactions that require two-factor authentication
- Protected by Face ID / Fingerprint and a 6-digit Passcode chosen by you, and restricted to one mobile device
- Easy to activate and simplified processes

Mobile Token Features

Biometric Authentication

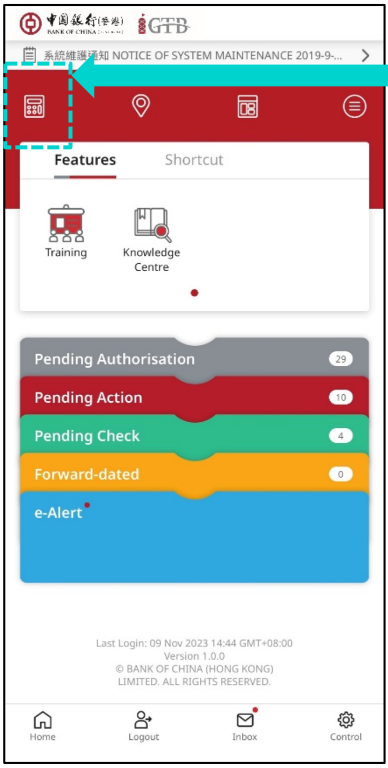
You can login to Mobile Banking and confirm transactions simply via Face ID/Fingerprint Authentication, instead of entering your Mobile Token Passcode.

Secure and Convenient

You can set your own password and use Mobile Token directly. Moreover, you can use Mobile Token instead of carrying your hard token device anywhere if needed.

Going Parallel with Hardware Token

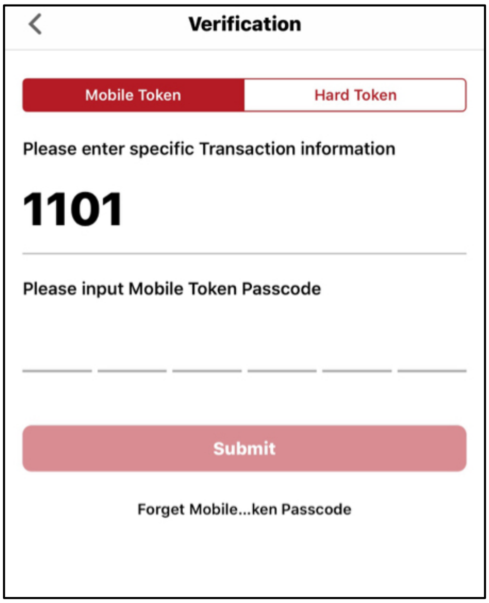
You can use Mobile Token and Hardware Token, interchangably. The co-existence of both offers you suitable authorisation methods in any circumstances.


系統維護通知 NOTICE OF SYSTEM MAINTENANCE 2019-9-...

Features
Shortcut
Training
Knowledge Centre
Pending Authorisation 29
Pending Action 10
Pending Check 4
Forward-dated 0
e-Alert
Home
Logout
Inbox
Control

Last Login: 09 Nov 2023 14:44 GMT+08:00
Version 1.0.0
© BANK OF CHINA (HONG KONG) LIMITED. ALL RIGHTS RESERVED.

Always access your mobile token here.


Verification

Mobile Token
Hard Token

Please enter specific Transaction information

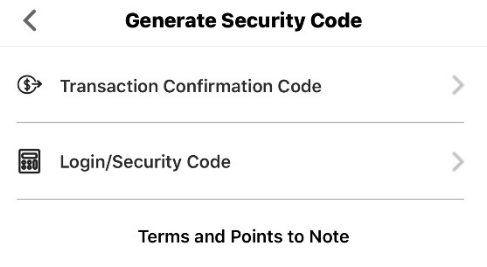
1101

Please input Mobile Token Passcode

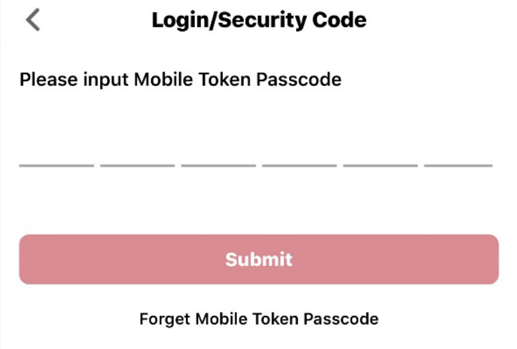
Submit
Forget Mobile...ken Passcode

Highlights

Generate Security Code


Generate Security Code

Transaction Confirmation Code
Login/Security Code
Terms and Points to Note


Login/Security Code

Please input Mobile Token Passcode

Submit
Forget Mobile Token Passcode

Generate One-time Security Code

Generate one-time Security Code directly, to bring you a more convenient experience.

Authorise Transactions

You can use Mobile Token when approving transaction via Internet Banking or Mobile Banking.

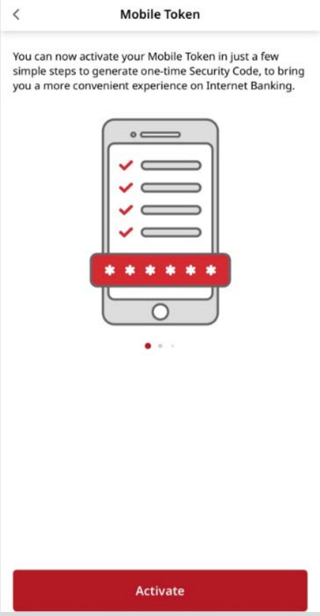
Easy To Use

Easy to implement, easy to manage and don’t require dedicated physical security device – Mobile Token support various devices.

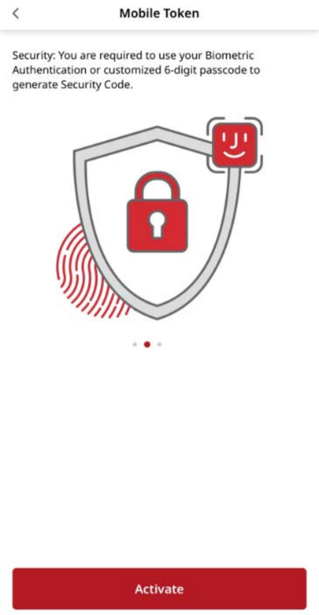
How to Activate Mobile Token (After Login)

Step 1

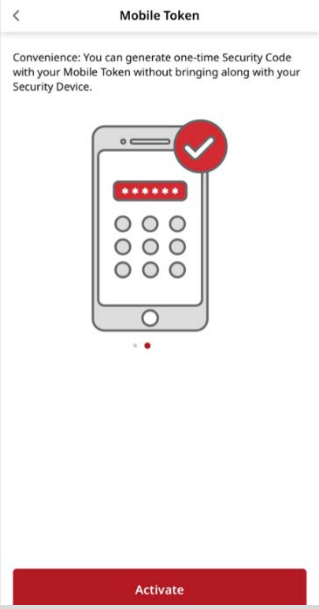
Go through the introduction of Mobile Token


Mobile Token

You can now activate your Mobile Token in just a few simple steps to generate one-time Security Code, to bring you a more convenient experience on Internet Banking.


Mobile Token

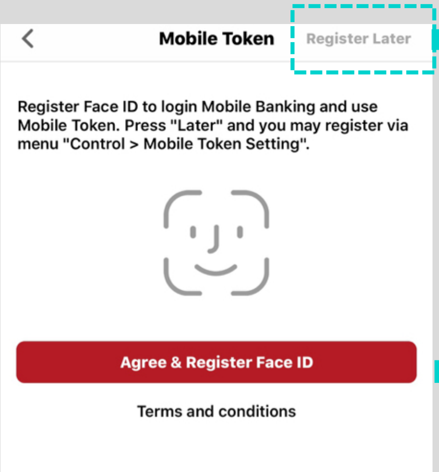
Security: You are required to use your Biometric Authentication or customized 6-digit passcode to generate Security Code.


Mobile Token

Convenience: You can generate one-time Security Code with your Mobile Token without bringing along with your Security Device.

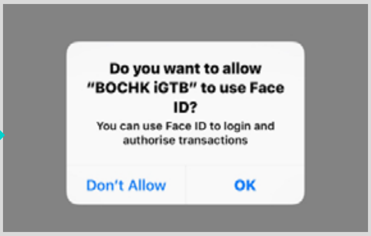
Step 2

Accept the T&C and register biometric authentication


Mobile Token

Register Face ID to login Mobile Banking and use Mobile Token. Press "Later" and you may register via menu "Control > Mobile Token Setting".

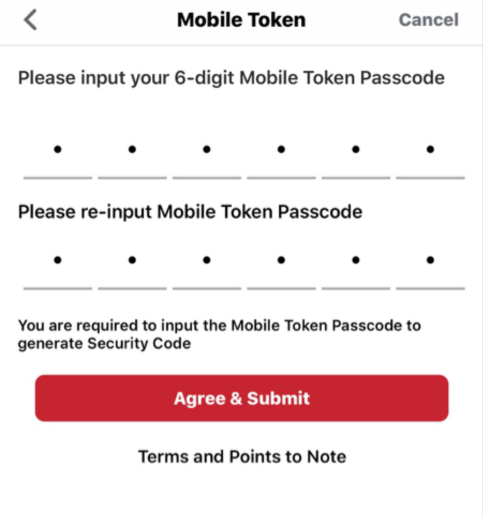
Can register biometric authentication later via menu “Control > Mobile Token Setting > Enable Biometric Authentication Login and Use Mobile Token”


Do you want to allow “BOCHK iGTB” to use Face ID?

You can use Face ID to login and authorise transactions

Step 3

Input 6-digit passcode
> Click Agree & Submit


Mobile Token

Please input your 6-digit Mobile Token Passcode

• • • • • •

Please re-input Mobile Token Passcode

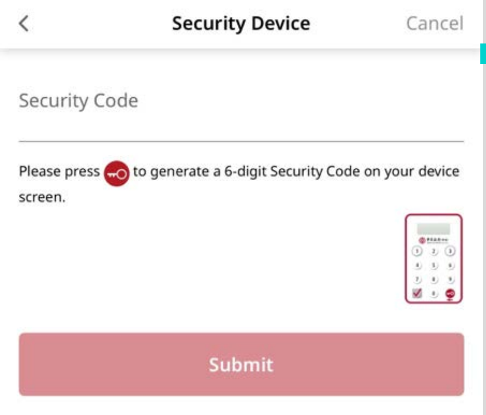
• • • • • •

You are required to input the Mobile Token Passcode to generate Security Code

How to Activate Mobile Token (After Login)

Step 4a

Hard Token Verification



Security Code

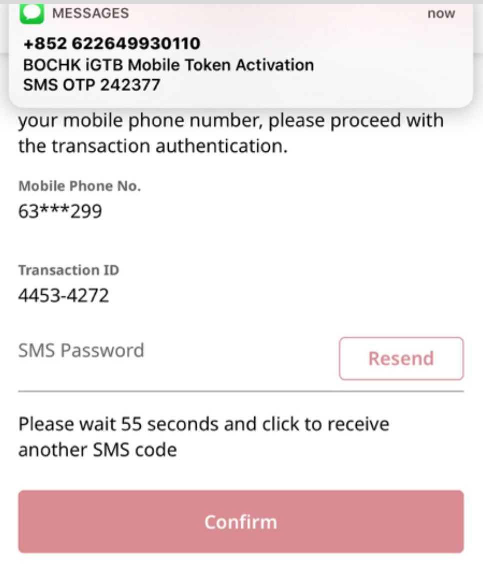
Please press to generate a 6-digit Security Code on your device screen.

You need Hard Token when you activate the Mobile Token.

If you have applied Mobile Token only and do not have a Hard Token, please refer step 4b

Step 5a

Input SMS OTP
> Click Confirm



+852 622649930110
BOCHK iGTB Mobile Token Activation
SMS OTP 242377

your mobile phone number, please proceed with the transaction authentication.

Mobile Phone No.
63***299

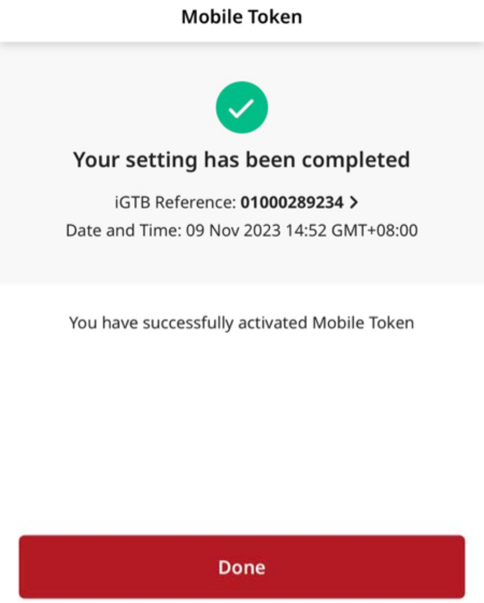
Transaction ID
4453-4272

SMS Password

Please wait 55 seconds and click to receive another SMS code

Step 6a

Mobile Token is activated



Your setting has been completed

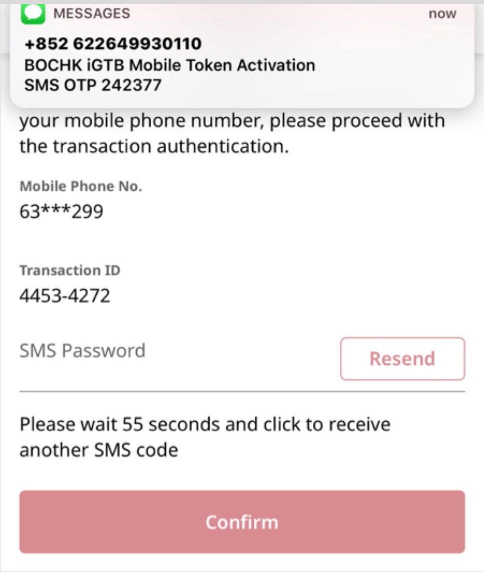
iGTB Reference: **01000289234** >
Date and Time: 09 Nov 2023 14:52 GMT+08:00

You have successfully activated Mobile Token

How to Activate Mobile Token (After Login)

Step 4b

Input SMS OTP
> Click Confirm



MESSAGES now
+852 622649930110
BOCHK iGTB Mobile Token Activation
SMS OTP 242377

your mobile phone number, please proceed with the transaction authentication.

Mobile Phone No.
63***299

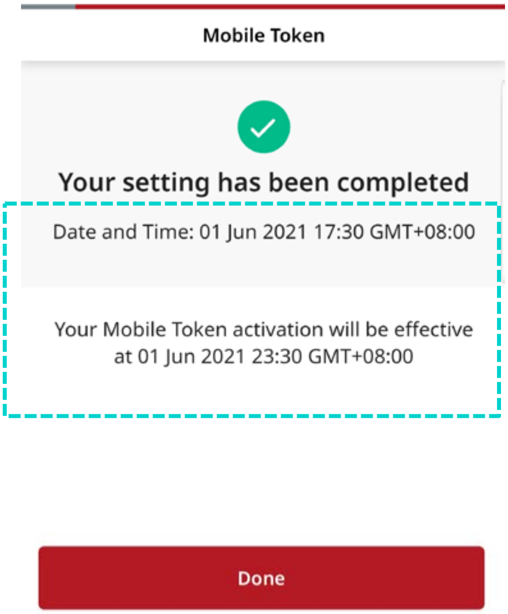
Transaction ID
4453-4272

SMS Password

Please wait 55 seconds and click to receive another SMS code

Step 5b

Mobile Token is activated



Mobile Token

Your setting has been completed

Date and Time: 01 Jun 2021 17:30 GMT+08:00

Your Mobile Token activation will be effective at 01 Jun 2021 23:30 GMT+08:00

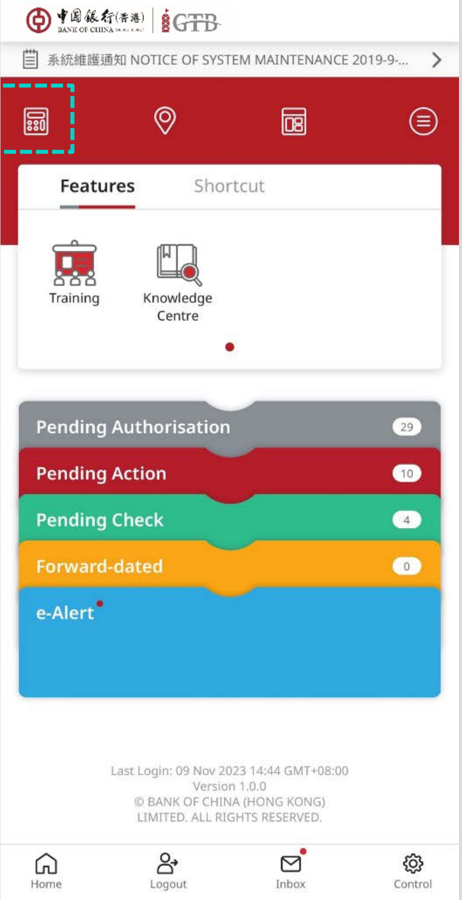
Mobile Token Activation Notification (SMS and Email)will be sent to you immediately, your Mobile Token activation will be effective after 6 hours.

How to Use Mobile Token

Step 1

Select from homepage

and click


中國銀行(香港) BANK OF CHINA GTB
系統維護通知 NOTICE OF SYSTEM MAINTENANCE 2019-9-...
Features
Shortcut
Training
Knowledge Centre
Pending Authorisation 29
Pending Action 10
Pending Check 4
Forward-dated 0
e-Alert
Home
Logout
Inbox
Control

Last Login: 09 Nov 2023 14:44 GMT+08:00
Version 1.0.0
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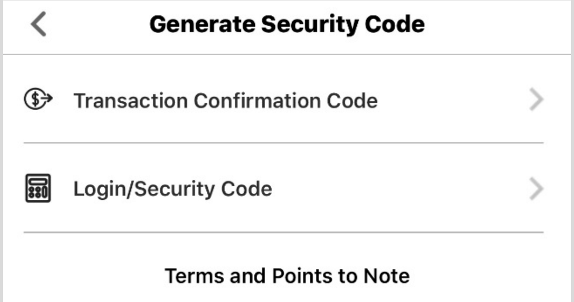
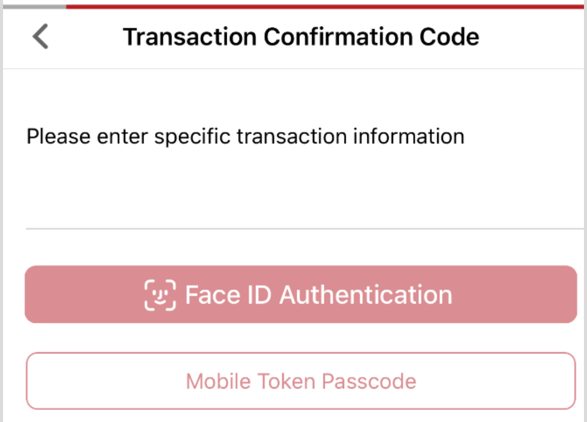
Step 2

Choose the types of code you need


Generate Security Code
Transaction Confirmation Code
Login/Security Code
Terms and Points to Note

Step 3

After chosen, select Biometric Authentication or Mobile Token Passcode

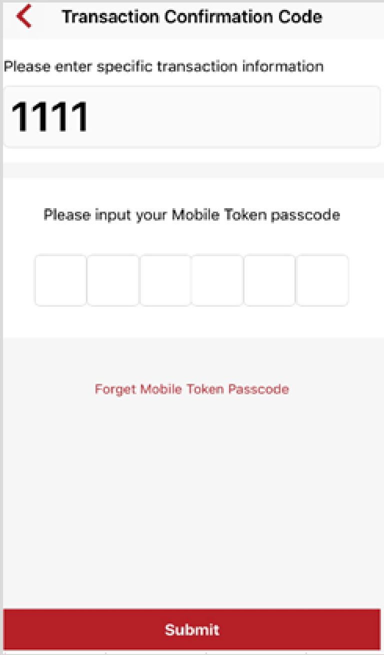

Transaction Confirmation Code
Face ID Authentication
Mobile Token Passcode

Please enter specific transaction information

How to Use Mobile Token

Step 4

If the biometric authentication unsuccessful, then request for passcode will be prompted instead automatically.



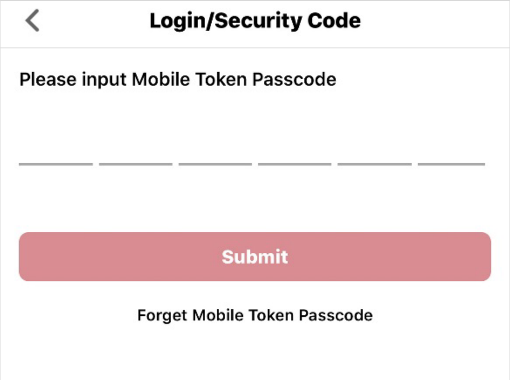
Transaction Confirmation Code

Please enter specific transaction information

1111

Please input your Mobile Token passcode

Forget Mobile Token Passcode
Submit



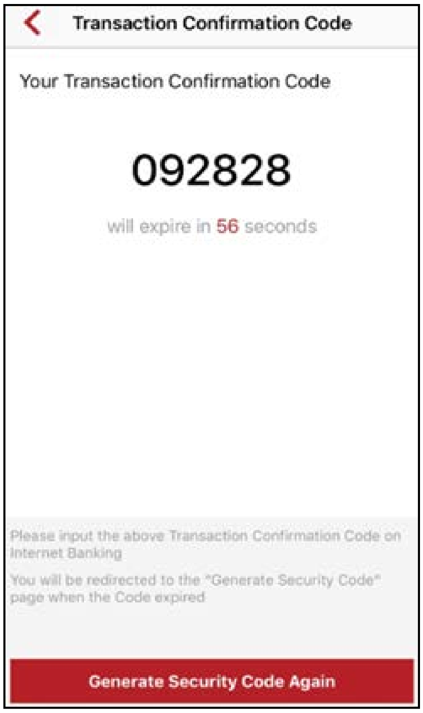
Login/Security Code

Please input Mobile Token Passcode

Submit
Forget Mobile Token Passcode

Step 5

Code can be generated successfully via iGTB MOBILE.



Transaction Confirmation Code

Your Transaction Confirmation Code

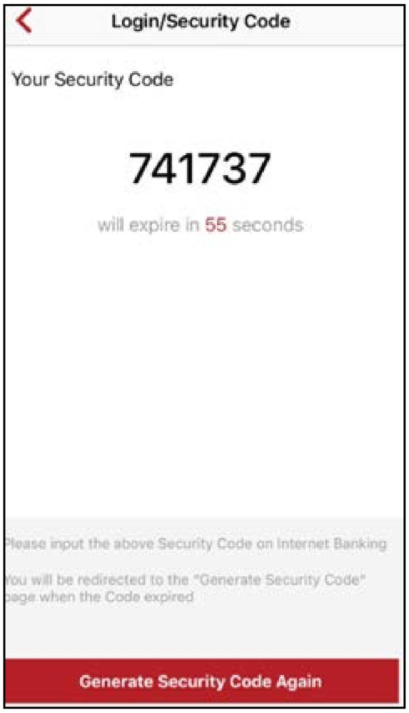
092828

will expire in 56 seconds

Please input the above Transaction Confirmation Code on Internet Banking

You will be redirected to the "Generate Security Code" page when the Code expired

Generate Security Code Again



Login/Security Code

Your Security Code

741737

will expire in 55 seconds

Please input the above Security Code on Internet Banking

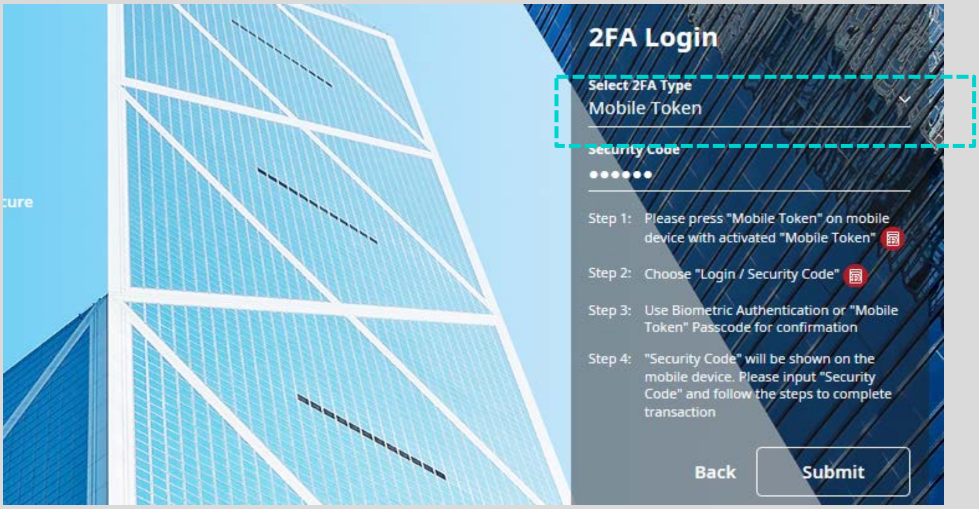
You will be redirected to the "Generate Security Code" page when the Code expired

Generate Security Code Again

How to Use Mobile Token to access iGTB NET

Step 1

Click “2FA Login” > Choose “Mobile Token”



2FA Login

Select 2FA Type: Mobile Token

Security Code: ••••••

Step 1: Please press "Mobile Token" on mobile device with activated "Mobile Token"

Step 2: Choose "Login / Security Code"

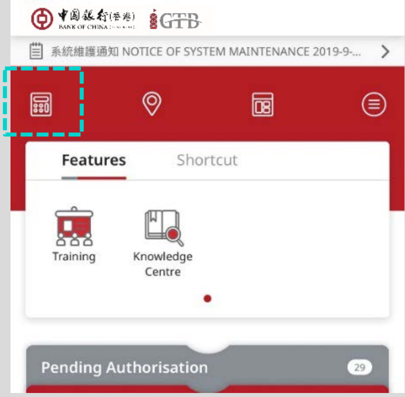
Step 3: Use Biometric Authentication or "Mobile Token" Passcode for confirmation

Step 4: "Security Code" will be shown on the mobile device. Please input "Security Code" and follow the steps to complete transaction

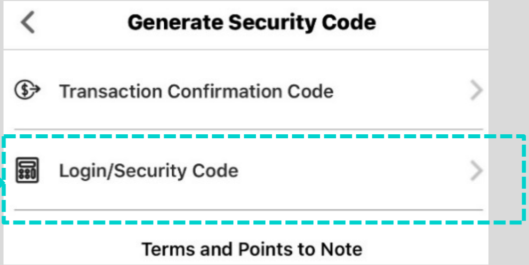
cure
Back
Submit

Step 2

Select from iGTB MOBILE homepage and click 880 > Choose “Login/Security Code”



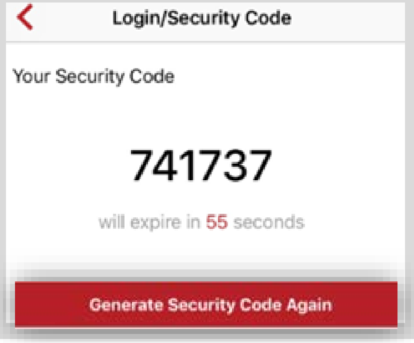
中國銀行(香港) GTB
系統維護通知 NOTICE OF SYSTEM MAINTENANCE 2019-9-...
Features
Shortcut
Training
Knowledge Centre
Pending Authorisation
29



Generate Security Code
Transaction Confirmation Code
Login/Security Code
Terms and Points to Note

Step 3

Code has been generated successfully. Input the code to login.



Login/Security Code

Your Security Code

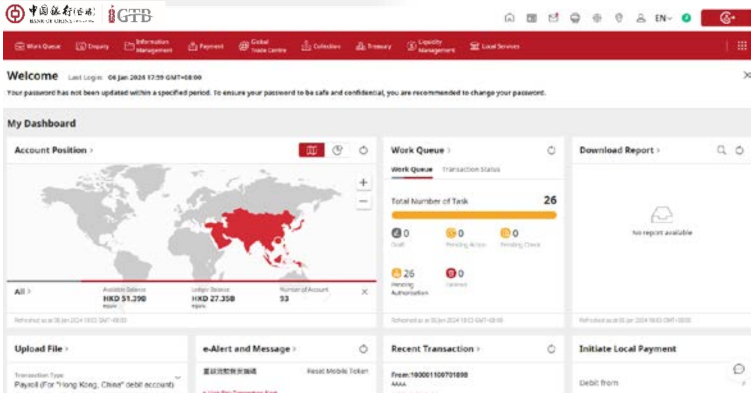
741737

will expire in 55 seconds

Generate Security Code Again

Step 4

Succesful login..



Welcome
My Dashboard
Account Position
Work Queue
Download Report
Total Number of Task
26
Upload File
e-Alert and Message
Recent Transaction
Initiate Local Payment

Address

32/F
BANK OF CHINA TOWER
1 GARDEN ROAD
CENTRAL, HONG KONG

Phone

+852 3988 1333

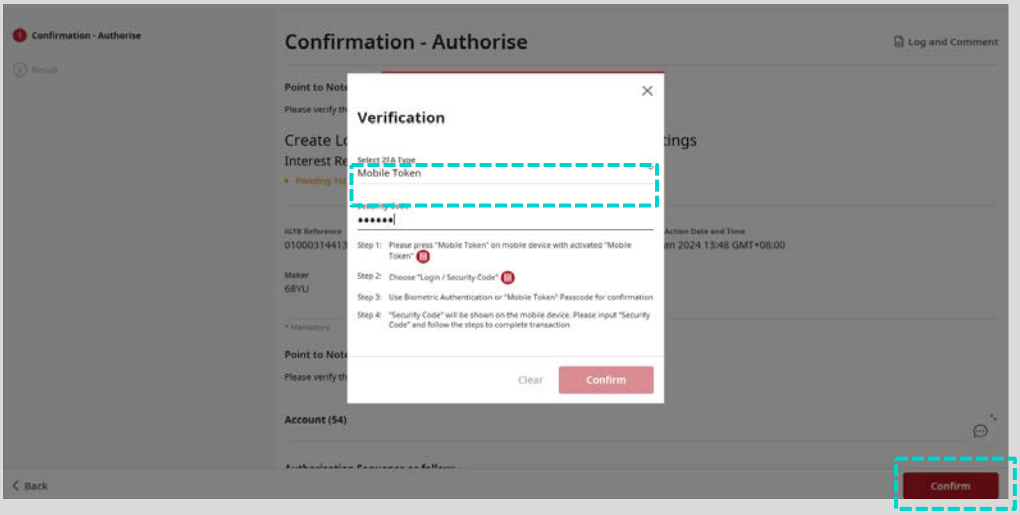
Email

cbs_inf@bochk.com

How to Use Mobile Token to authorise transactions on iGTB NET

Step 1

Click "Confirm" > Choose "Mobile Token"



Confirmation - Authorise

Confirmation - Authorise

Verification

Select 2FA Type: Mobile Token

Security Code: ••••••

Step 1: Please press "Mobile Token" on mobile device with activated "Mobile Token"

Step 2: Choose "Login / Security Code"

Step 3: Use Biometric Authentication or "Mobile Token" Passcode for confirmation

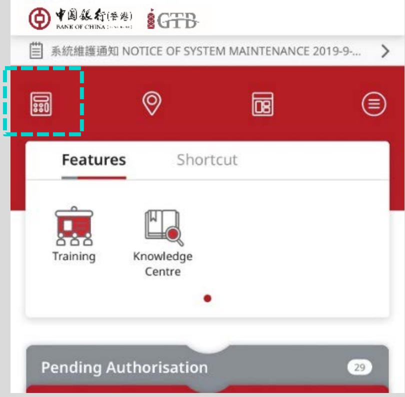
Step 4: "Security Code" will be shown on the mobile device. Please input "Security Code" and follow the steps to complete transaction

Log and Comment
Result
Clear
Confirm
Account (54)
Back
Confirm

Step 2

Select from iGTB MOBILE homepage and click

> Choose "Login/Security Code"



系統維護通知 NOTICE OF SYSTEM MAINTENANCE 2019-9-...

Features
Shortcut
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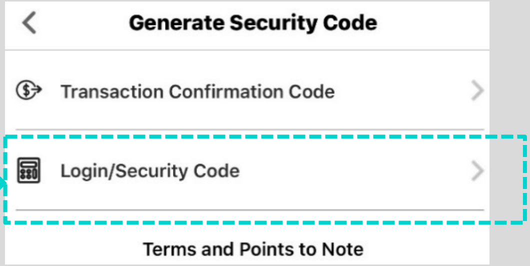
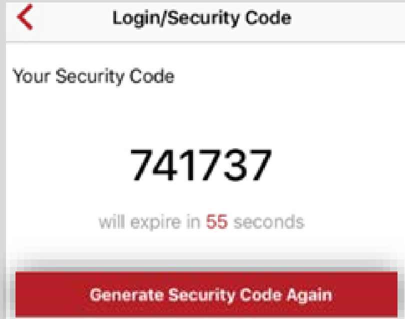
Knowledge Centre
Pending Authorisation
29



Generate Security Code
Transaction Confirmation Code
Login/Security Code
Terms and Points to Note

Step 3

Code has been generated successfully. Input the code for verification.



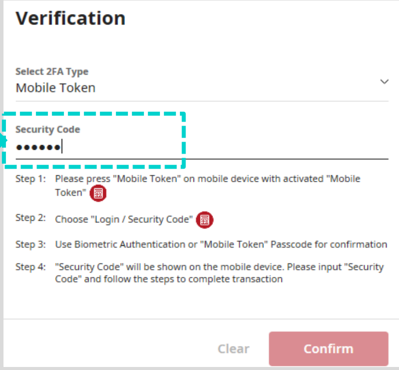
Login/Security Code

Your Security Code

741737

will expire in 55 seconds

Generate Security Code Again



Verification

Select 2FA Type: Mobile Token

Security Code: ••••••

Step 1: Please press "Mobile Token" on mobile device with activated "Mobile Token"

Step 2: Choose "Login / Security Code"

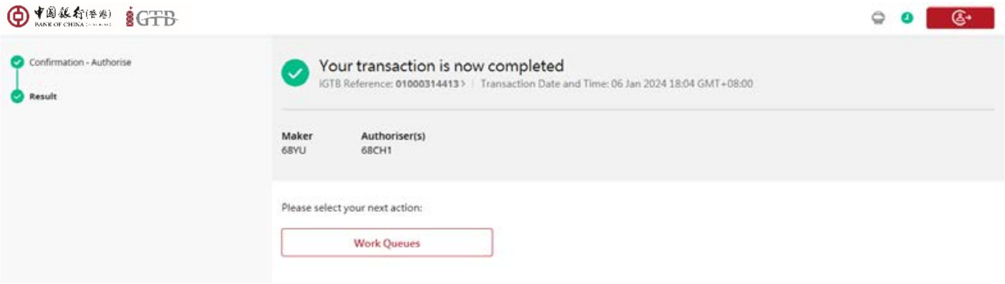
Step 3: Use Biometric Authentication or "Mobile Token" Passcode for confirmation

Step 4: "Security Code" will be shown on the mobile device. Please input "Security Code" and follow the steps to complete transaction

Clear
Confirm

Step 4

Successful authorisation.



Your transaction is now completed

iGTB Reference: 01000314413 > | Transaction Date and Time: 06 Jan 2024 18:04 GMT+08:00

Maker: 68YU

Authoriser(s): 68CH1

Please select your next action:

Confirmation - Authorise
Result
Work Queues

System Requirement

Operating system requirements and compatible mobile devices:

Operating System	
iOS	Android
iOS 11.0 or above Fingerprint Authentication (iPhone 5s or higher) Face ID Authentication (iPhone X, iOS 11.0 or above)	Samsung, Huawei, Xiaomi, LG, Sony, Asus, Nokia, HTC, Google and Vivo mobile phones with Android 7.0 or above Fingerprint Authentication (Depending on the availability of fingerprint recognition function of the device)
Remarks: Support totally 11 brands	

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https://igtb.bochk.com/assets/pdf/iGTBNet_KC/KC02_Recommended_browsers_for_minimum_security_requirements_en.pdf
You may also get the deatails via iGTB NET > Knowledge Centre > Recommended browsers for minimum security requirements

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