BOCNET HK

Service Directory

中國銀行(香港)
BANK OF CHINA (HONG KONG)

您 的 最 佳 選 擇
YOUR PREMIER BANK

Index

Welcome to "BOCNET HK". "BOCNET HK" provides you with stable and secured one-stop online corporate cash management services, enabling you to enhance the effectiveness in capital management while reducing the operating cost. With "BOCNET HK", you can manage your corporate bank accounts anytime, anywhere.

Comprehensive features and user-friendly operation flow

- real time enquiry on balance and transaction status along with the download function
- supports 24-hour same currency transfer
- extended service hours for RMB remittance
- provides template and standing order functions
- supports bulk payment uploads, with payment editor tools incorporated
- newly-added message broadcast function providing up-to-date market information
- brand-new security token device with authorisation code and one-time password for enhanced security
- customised home page with account selected by the user for easy review

Flexible account management

- account management system enabling each user to set up the designated account and its function
- supports multiple authorisation matrices and sequential authorisation
- newly-added account alias function for easy identification
- supports multi-level user authorisation
- supports cross-border account management
- newly-added "to-do-list" function enabling users to review and process transactions in "waiting status"

This Service Directory will show you how to use "BOCNET HK".

1.1 Application Method

To apply for "BOCNET HK", please visit any of our Corporate Banking Centres or designated account-opening branches. We will have designated staff to follow up your application. The addresses of Corporate Banking Centres and designated account-opening branches can be retrieved through the "Contact Us" webpage on our website at www.bochk.com.

For details, please contact your Relationship Manager or Cash Management Customer Solution Manager.

1.2 System Requirement

Software configuration:
- Microsoft Windows 2000 or above. The language used in the system must be the same as that used in the "BOCNET HK"
- Best viewed with Internet Explorer 7.0 or Mozilla Firefox 3.6
- Screen resolution of 1024 x 768 or above
- SSL 128-bit, JavaScript, Cookies and Applet supported by browser
- Browser with Microsoft Virtual Machine or Sun Java Runtime (applicable to customers using e-Cert)
  http://java.sun.com/products/archive/

1.3 Service Overview

Cash Management

Enquiry
• Account Balance
• Transaction Details
• Transaction Status
• Remittance Enquiry
• Cheque Enquiry
• Loan Enquiry
• Business Integrated
  Account
• CCASS Payment
  Enquiry

Payments
• Transfer
• Express Transfer
  (RTGS / CHATS)
• Electronic Transfer
  (Express Processing)
• Electronic Transfer
• Telegraphic Transfer
• Demand Draft
• BOC Remittance Plus
• Bill Payment
• Autopay-Out
• Payroll
• Cheque Outsourcing
  – Cashier's Order
• Cheque Handling
• Upload Bulk Payments
• Upload Overseas Bulk
  Payments
• CCASS Payment

Receivables
• Autopay-In
• Sub-Account Collection

Time Deposits
• Set Up Time Deposits
• Transaction Status
• Booked Interest Rates Enquiry
• Deposit Interest Rates Enquiry

Currency Exchange
• Exchange Rates Enquiry
• Booked Exchange Rates Enquiry
• Currency Exchange Transactions

Liquidity Management
• InterCo Fund Transfer
• Physical Cash Pooling
• Interest Reallocation
• Payment Limit Control
• Global Cash Management Service

Maintenance
• Standing Instructions
• Beneficiary List
• Template Maintenance

Trade Services

• Overview
• Import
• Export
• Repayment
• Guarantee
• Enquiry
• Database

Credit Card

• Overview
• Payment
• Transaction Record
• Credit Limit Adjustment
• Commercial Card
  Applications
• Commercial Card
  Promotions

Investment

• Overview
• Securities Trading
• Monthly Stocks
  Savings Plan
• IPO Applications
• Funds
• Notional Precious
  Metals Trading
• Equity-Linked Deposits
  (Put Option)
• Currency Linked
  Deposits
• Investment Deposits
• Structured Deposits
• Debt Securities /
  Certificates of Deposit
• Questionnaire on
  Investment Preference*

Custody

• Securities Settlement
• Corporate Action
• Portfolio Holding
• Create Report
• Download Report
• Download Statement /
  Transaction Summary
• Template Maintenance

MPF

• Upload MPF
  Contributions File
• Pay Contributions
• MPF Account Login

*For record enquiry only

Insurance

Insurance Enrolment
- "China Express" Accidental Emergency Medical Plan
- Golfer Insurance
- Universal Travel Insurance
- BOC Business Comprehensive Insurance Plan
- Employees' Compensation Insurance
- Motor Vehicle Insurance
- Hull Insurance / Protection and Indemnity Cover for Local Craft Insurance
- Building Management Comprehensive Insurance
- Public Liability Insurance
- Fire Insurance
- Transport Insurance (Marine Insurance)
- Money Insurance
- Burglary Insurance
- Group Life Insurance

Download Forms

Management

- Activity Record
  - Last Transaction
  - Transaction Record
- User Settings
  - User List
  - Existing User Records
  - Terminated User Records
- Authorisation Matrix Settings
  - General Authorisation Settings
  - Trade Services Authorisation Settings
  - Custody Authorisation Settings
  - Liquidity Management Authorisation Settings
  - Sub-A/C Collection Authorisation Settings
  - Cheque Outsourcing - Cashier's Order Authorisation Settings
- Beneficiary Account List Authorisation Settings
- Holder's Account List
- Change Password
- Other Settings
  - Select Account Group
  - Account Group Settings
  - Account Alias Settings
  - Authorisation Group Alias Settings
  - Monthly Statement Settings
  - Login Name Settings
  - Interface Settings

Authorisation Centre

Download Centre

- Monthly Statements
  - Bank Statements
  - Trade Services Statements
  - Custody Statements / Transaction Summary
- Reports / Files
  - Payments Files
  - Receivables Files
  - Corporate Deposit Service
  - Liquidity Management
  - Cheque Outsoucing – Cashier's Order Reports
  - Payment Collection Service
  - MT940 Account Transaction Details
- File Templates
- Forms
- Download ERP Files

Tools

- Upload
  - Upload File
  - Upload Result Enquiry
- Custom Reports
- Inbox
- Send Message
- Transaction Draft

Cash Management

▶ **Enquiry**
- Account Balance
  - You can enquire your account's Ledger Balance and Available Balance, etc.
- Transaction Details
  - You can enquire your account's Credit / Debit information, including Transaction Date, Transaction Amount and Transaction Type for the selected time period.
- Transaction Status
  - You can enquire the latest Transaction Status of payments conducted via "BOCNET HK".
- Remittance Enquiry
  - You can enquire the details of all inward and outward remittances (including Telegraphic Transfer, BOC Remittance Plus and Express Transfer (RTGS / CHATS)) for the selected time period.
- Cheque Enquiry
  - You can enquire the status and details of the selected cheque.
- Loan Enquiry
  - Delegated users can review the company's loan facilities via Loan Enquiry.
- Business Integrated Account
  - You can view the details of Total Relationship Balance and Monthly Fee of your company's "Business Integrated Account".

▶ **Payments**
- Transfer
  - You can transfer funds to the accounts at Bank of China (Hong Kong) Limited ("BOCHK"), Nanyang Commercial Bank, Limited and Chiyu Banking Corporation Limited.
- Express Transfer (RTGS / CHATS)
  - You can transfer funds in HKD, USD, EUR and CNY to accounts at other banks' via the Real-Time Gross Settlement System of Hong Kong Interbank Clearing Limited by Express Transfer. In normal circumstances, the beneficiary bank will receive the funds immediately.
  - The Express Transfer via "BOCNET HK" could save up to 75% on the charges!
- Electronic Transfer (Express Processing)
  - You can enjoy the convenience of HKD and CNY funds transfer via Electronic Transfer (Express Processing). You can make payments to other local beneficiary accounts, and the funds can be transferred to the beneficiary bank on the same day.
- Electronic Transfer
  - You can enjoy the convenience of HKD and CNY funds transfer via Electronic Transfer. You can make payments to other local beneficiary accounts and the funds can be transferred to the beneficiary bank on the next working day (excluding Saturdays, Sundays and public holidays).
- Telegraphic Transfer
  - You can transfer funds in different currencies to different banks around the world via Telegraphic Transfer.
- Demand Draft
  - You can submit demand draft applications and choose to collect the demand draft at the designated branch or receive it by mail.
- BOC Remittance Plus
  - For efficient fund transfers among Hong Kong, Macau, Taiwan and the Mainland of China, BOC Remittance Plus is the best solution. By successfully submitting the HKD / USD remittance instruction via BOC Remittance Plus before the cut-off time[#] on each working day, you can get your funds transferred on the same day to over 10,000 remittance points spanning all Provinces, Autonomous Regions, Municipalities in the Mainland of China, Taiwan and Macau covering Bank of China, NCB (China)[^] and Chiyu Banking Corporation Limited.

    [#] Cut-off time for BOC Remittance Plus (except Saturdays and public holidays) is 4:30pm.

    [^] Nanyang Commercial Bank (China), Limited ("NCB (China)") is a wholly-owned foreign-funded bank incorporated in the Mainland and established by Nanyang Commercial Bank Limited, a wholly-owned subsidiary of BOCHK. NCB (China) is not an authorised institution within the meaning of the Banking Ordinance of Hong Kong nor carrying on banking business in Hong Kong.

- Bill Payment
  - Bill Payment Service enables you to settle your bills online in HKD, CNY and USD. You can select the merchants on the list and make immediate payment or pre-set the payment instruction.

- Autopay-Out
  - You can use the online Autopay Editor to prepare and upload a HKD or CNY Autopay-Out instruction file. Our system will process the instruction on the specified payment date.
- Payroll
  - You can use the online Payroll Editor to prepare and upload a HKD or CNY Payroll instruction file. Our system will process the instruction on the specified payment date. If you are the customer of the "BOCI-Prudential MPF", you can also upload the corresponding MPF contributions file through our system.
- Cheque Handling
  - You can submit request for Cheque Books or make "Stop Cheque" instruction.
- Bulk Payment
  - You can use the online Bulk Payment Editor to prepare and upload the instruction file of Transfer, Express Transfer (RTGS / CHATS), BOC Remittance Plus and Telegraphic Transfer. Our system will process the instruction on your specified payment date.

▶ **Receivables**
  - Autopay-In
    - You can use the online Autopay Editor to prepare and upload a HKD or CNY Autopay-In instruction file. Our system will process the instruction on the specified payment date.

▶ **Time Deposits**
  - You can choose the Time Deposits service that meets your needs.

▶ **Currency Exchange**
  - Provides HKD, foreign currency or CNY exchange services.
  - Provides cross-currency foreign exchange services.
  - More than 10 different foreign currencies are available for exchange.
  - Accepts scheduled instructions for currency exchange.

▶ **Liquidity Management**
  - You can enquire, setup and adjust various liquidity management functions that are activated.
  - You can download Payment Limit Control editor and adjust the Payment Limit Control settings according to the usage guide in the editor. Upload the file after completion and we will process the instruction accordingly.

▶ **Maintenance**
  - You can schedule regular payment transactions with a Standing Instruction. The system will process your transaction automatically at the specified time. You can also enquire, revise or delete an established Standing Instruction via Standing Instruction Maintenance.
  - Through Beneficiary Account List Maintenance, you can control the transfer of funds from your company accounts or holders' accounts to a third party account (a third party account is not a holder's account of "BOCNET HK"). Once the Beneficiary Account List undergoes proper online authorisation, it will be effective immediately.
  - You can create Personal or Shared templates and save them for future transaction use. You can also enquire, revise or delete saved template(s) through "Template Maintenance".

Trade Services
  - Provides comprehensive range of trade products / services including a total of 26 services covering Import and Export related transactions.
  - You can download file / transaction details (including credit / debit advice, transaction notification, etc).
  - You can upload the pdf / jpg / jpeg / MS Word / Excel file under 5 MB.
  - Real-time enquiry of transaction status, trade information and limit utilisation allows you to check on your business anytime, anywhere.
  - Enquire and download up to 90 days' closed and / or paid records.

Credit Card
▶ **Overview**
  - You can review the Latest Outstanding Balance, Minimum Payment Amount, Bill Date and Payment Due Date of BOC Commercial Card Company Account via the "Overview" function.
  - You can also access the latest transaction and payment details of each commercial card under the company account via "Transaction History" and "Payment Records".

▶ **Payment**
  - You can settle payment for HKD Commercial Card Account / Dual Currency Card HKD Account with a HKD debit account, or Dual Currency Card RMB Account with a RMB debit account via "Payment Services".
  - You can settle payments for your company account (only applicable to customers who have selected "Central Billing" upon card application) or individual card accounts.

▶ **Transaction Record**
  - You can enquire the transaction details and payment records of your company account / card account(s) within 90 days prior to the previous working day and statements of the last three months.

▶ **Credit Limit Adjustment**
  - You can download the "Credit Limit Adjustment Application Form" and mail the completed form and all required documents to BOC Credit Card (International) Limited for the adjustment.

▶ **Commercial Card Application**
  - You can apply for various types of BOC Commercial Card. BOC Credit Card (International) Limited will process your application and contact you shortly after receiving your application.

▶ **Commercial Card Promotions**
  - You can view the details of BOC Commercial Card promotions, including Welcome Offers, Latest Promotional Offers and Elite Privileges.

MPF
  - You can make regular MPF contribution by setting up a Standing Instruction.

Custody

▶ **Securities Settlement**
  • Settlement Instruction Enquiry
    - You can enquire the details of successfully delivered settlement instructions, e.g. settlement status and settlement amount, etc.
  • Settlement Instructions Input
    - You can input settlement instruction and create the instruction template.
  • Upload Settlement Instruction File
    - You can download the "Bulk SI Editor" to create and upload bulk settlement instructions.

▶ **Portfolio Holding**
  - You can enquire your portfolio holding details, e.g. stock balance, market value.

▶ **Corporate Action**
  • Corporate Action Enquiry
    - You can enquire and download corporate action announcement of your portfolio.
  • Corporate Action Instruction Input
    - You can deliver corporate action instruction to Custody Team for processing, e.g. dividend with option, proxy vote.

▶ **Download Reports**
  • You can click "Download Report" to link to "Custom Reports"
  • You can create and download real time Custody report and / or set up report schedule to create scheduled report according to specific date and time. Type of reports include:
    - Settlement Instruction Report
    - Corporate Action Due Report
    - Outstanding CA Entitlement Report
    - Portfolio Holdings Report
    - Portfolio Holdings Report on Traded Position
    - Projected Cash Movement Report
    - Customised Settlement Instruction Report
    - Customised Corporate Action Report

▶ **Download Statement / Transaction Summary**
  • You can download the following types of custody statement / transaction summary:
    - Transaction statement
    - Transaction Statement on Traded / Instructed Position
    - Portfolio Statement
    - Portfolio Statement on Traded / Instructed Position
    - Composite Statement
    - Billing Statement
    - Transaction Summary of Shadow Cash Account

Investment

▶ **Securities Trading**
- Our securities trading services enable you to trade, change or cancel trading orders and enquire the status of your trading orders.
- The following types of corporate action instructions can be submitted via Internet Banking: Right Subscription, Open Offer, Share Offer, Preferential Subscription, Scrip Dividend and Offer (subject to the terms and conditions of the corporate actions).
- Provides Real-Time Stock Quote and Price Alert Service.

▶ **Monthly Stocks Savings Plan**
- Offers selected stocks, with up to 10 stocks in each plan for long-term investment.
- You can sell the odd lot under Monthly Stocks Savings Plan in board lot price via Internet Banking, General Investment Hotline or any of our branches.
- No safe custody or dividend collection fee will be charged.

▶ **IPO Applications**
- Subscription of new shares can be made in yellow form via Internet Banking.
- If the subscription is made in yellow form, the allotted shares will be deposited into your securities account directly so that you can trade the shares on the first day of listing.

▶ **Funds**
- You can subscribe Open-ended Funds and Guaranteed Funds for which we act as the fund distributor.
- You can check the account information of Open-ended Funds and Guaranteed Funds.
- You can enquire fund transaction and dividend record.
- You can enquire fund price, fund performance, fund comparison, offering document and fund factsheet, etc.
- You can create, amend and delete Monthly Funds Savings Plan.

▶ **Notional Precious Metals Trading**
- You can trade HK99 Gold, HK9999 Gold, London Gold, London Silver and Zurich Platinum through Notional Precious Metal Trading Account.
- You can enquire account details.
- You can enquire the price of precious metals.

▶ **Equity-Linked Deposits (Put Option)**
- You can enquire transaction and / or contract details.
- You can enquire indicative coupon rate.
- You can use the calculator function for calculation.

▶ **Currency Linked Deposits**
- You can enquire contract details.
- You can open "Premium Deposits" and "Option-Linked Deposits".
- You can square the contract.
- You can enquire reference interest rates and strike price.
- You can use the calculator function for calculation.

▶ **Investment Deposits**
- You can select suitable products on the product listing page by filtering the deposit currency.
- You can check your latest application record.
- You can check your outstanding deposit.

▶ **Structured Deposits**
- You can select suitable products on the product listing page by filtering the deposit currency.
- You can check your latest application record.
- You can check your outstanding deposit.

▶ **Debt Securities / Certificates of Deposit**
- You can participate in IPO subscription.
- You can trade in secondary market.
- You can enquire account details.
- You can enquire debt securities information.

Insurance

▶ **Insurance Enrolment**
- You can make an appointment for your insurance application or apply instantly for four types of insurance plans, including Golfer Insurance, Universal Travel Insurance, "China Express" Accidental Emergency Medical Plan and BOC Business Comprehensive Insurance Plan.
- You can view the transaction history of online insurance enrolment.

▶ **Download Forms**
- You can download insurance endorsement application and claim forms.

Management

▶ **Activity Record**
- Transaction Record
  - You can view the completed transactions of the past 180 days.
- Last Transaction
  - You can enquire the details of the last transaction of any user if you have adequate authorisation right.

▶ **User Settings**
- You can manage settings of all users by creating, amending, deleting, freezing and reactivating users.
- You can reset passwords of delegated users.
- You can reset security device status and replace security device.

▶ **Authorisation Matrix Settings**
- You can manage authorisation settings for all the account holders of "BOCNET HK" according to the transaction types, including the specific type of authorisation matrix and the corresponding authorisation limit applicable to the specific type of transaction.

▶ **Beneficiary Account List Authorisation Settings**
- You can set authorisation groups for control over the list of beneficiary accounts.

▶ **Holder's Account List**
- You can enquire all the holders' accounts that are registered at "BOCNET HK".

Authorisation Centre
- You can Check, Authorise, Amend, Delete and Reject transactions.
- You can perform Bulk Check, Bulk Authorisation, Bulk Delete and Bulk Rejection on transactions.

Download Centre
- You can download e-Statements, various kinds of application forms and file templates.
- You can view Upload Result Enquiry.

Tools

▶ **Upload**
- You can upload files for Bulk Payment, Cheque Outsourcing - Cashier's Order, Payroll, Autopay-Out, Autopay-In, Sub-Account Collection, Payment Limit Control and MPF, and check the file status anytime via "Upload Result Enquiry".

▶ **Custom Reports**
- You can retrieve data from "BOCNET HK" to create reports, select columns and sorting order, select file format and set up delivery schedule and frequency.

▶ **Inbox**
- You can receive messages from the Bank through "Inbox" function.

▶ **Send Message**
- You can send messages to the Bank through "Send Message" function.

▶ **Transaction Draft**
- You can search and use the saved transaction draft(s).

1.4 Advanced Functions

If you wish to access the following advanced functions, please contact your Relationship Manager.
- Liquidity Management
- Cross-Border e-Banking Services
- Sub-Account Collection Service
- Upload Bulk Payments
- Cheque Outsourcing – Cashier's Order
- Cheque Collection

Step 1	Open "BOCNET HK" account at a branch
Step 2	Log in to "BOCNET HK" by using authentication tool: i) Enter "Corporate Internet Banking Number / Login Name" and "User ID" on the login page. Press [2FA Login] ii) Change password iii) Finish settings of authentication tool iv) Confirm related terms and conditions to finish login procedure
Step 3	Primary User can create Delegated Users, set up authorisation groups, functions and account rights for all users (including the Primary User himself / herself) (please refer to Section 5 for details)
Step 4	Set up account limits and authorisation groups of each product
Step 5	Users can proceed with transaction via "BOCNET HK" if authorisation is required from one single Primary User only.
	In case joint authorisation from two primary users is required: i) After Primary User A has finished steps 1 to 5, he / she should wait for the authorisation from Primary User B in order to proceed with the transaction ii) Having logged in "BOCNET HK", Primary User B could proceed with bulk authorisations according to the management settings at "Authorisation Centre" iii) Upon authorisation, users can conduct transactions via "BOCNET HK"

You can login "BOCNET HK" through BOCHK's website www.bochk.com.

Step 1 – Under "Online Login", select "Business Customers" and then select "BOCNET HK".
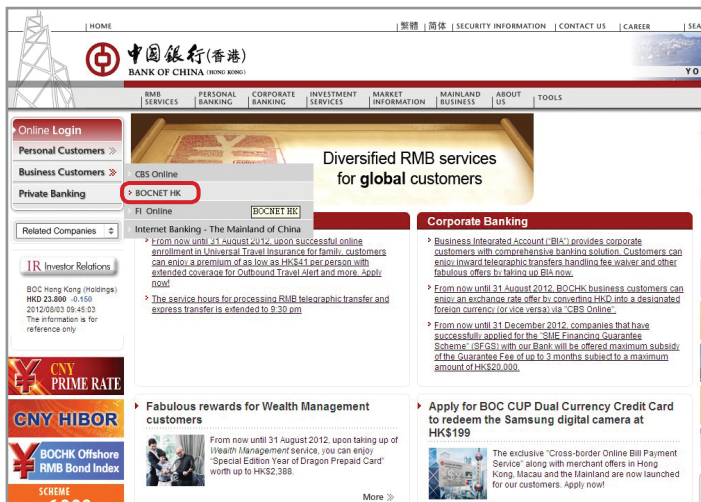
Step 2 - Enter your "Corporate Internet Banking Number / Login Name" and "User ID".
If you only need to enquire your account details, please press [Basic Login] and enter your password to login.
If you would like to access to "BOCNET HK" service, please press [2FA Login] and enter your password, then use the e-Cert or "Security Device" to login.
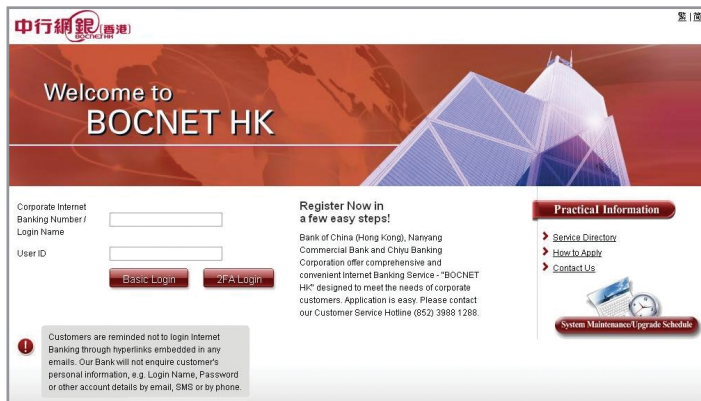
Online Demo

For the demonstration of frequently used functions, please refer to the "Online Demo" under "Useful Information" after login.
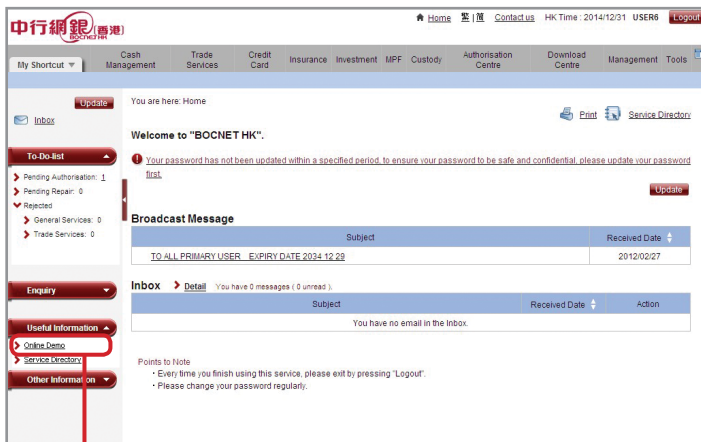
The Bank has adopted the "Security Device" as the two-factor authentication tool to enhance protection for you. All online transactions conducted through "BOCNET HK" should be verified by a one-time password generated by the "Security Device". Online transactions can be categorised into two types: "General Transaction" and "Designated Transaction". The verification methods provided by the "Security Device" for these two transaction types are different. To use the "Security Device", you should apply for the "Security Device" and complete the online enrolment.

4.1 Application Method

Primary User (PU) *	Delegated User (DU) *
Please fill in the "Security Device Application and Status Reset Form for Primary User" and submit the original copy to the bank. The form can be downloaded at our website > "Tools" > "Download Forms". If the battery of the "Security Device" is running low, customers can apply for a new "Security Device" via "BOCNET HK". The existing "Security Device" is still valid until the completion of the online enrolment of the new "Security Device".	Please fill in the "BOC CBS Online/BOCNET HK Security Device Application and Information Form for Delegate User" and submit the original copy to our bank. The form can be downloaded via our website under "Tools"> "Download Forms".

* For the definition of Primary User and Delegated User, please refer to "Types of Users" in Section 5.

Enrolment of "Security Device"
After receiving the "Security Device", the respective user is required to enroll the "Security Device" via "BOCNET HK" within 30 days.

Step 1 – Enter the Serial Number and Security Code
The respective user should enter the serial number imprinted on the back of the "Security Device", and then enter the security code generated by the "Security Device" after pressing the button .

Step 2 – Confirmation of enrolment
(A) Users with e-Cert
The respective user should enter his / her e-Cert password.

(B) Users without e-Cert
The respective user should confirm whether the serial number shown on the screen is correct.

Step 3 – Enrolment completed
"Security Device" enrolment is completed.

4.2 Reset the "Security Device"

The "Security Device" should be reset in the following situation(s):
Situation 1: the user has not completed the online enrolment of "Security Device" within 30 days after receiving it.
Situation 2: the user wrongly enters the one-time password for more than 5 times.

The "Security Device" of the Delegated User can be reset by the Primary User via "BOCNET HK" (please refer to the picture below). To reset the "Security Device" for the Primary User, the Primary User can call Customer Hotline at (852) 3988 1288.
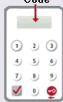
4.3 Authorise Transactions

4.3.1 General Transaction
If authorisation is required for "General Transaction", the following information will be shown at the bottom of the confirmation page:

Press ⊙ on the "Security Device" to generate a 6-digit Security Code, then enter the Security Code in the respective column and press ▶ Confirm to complete the authorisation process.

4.3.2 Designated Transaction

If authorisation is required for "Designated Transaction", the following information will be shown at the bottom of the confirmation page:

1. Transfer to "Non-listed Beneficiary Account"

2. Bill Payment (payment transaction to "Banking and Credit Card Services", "Credit Services" or "Securities Brokers")

3. Issue Demand Draft to "Non-listed Beneficiary Account"

4. Multiple Transactions (e.g. Payroll, Bulk Payments, Autopay-Out and Autopay-In, etc.)

5. Online Beneficiary Registration

Remarks: 1. If you have entered a wrong number, you can press 🔴 to delete.

2. One-time password is valid for a short period of time only. You should complete the authorisation process as soon as possible after you get the password. Otherwise, you should repeat the above process to request for the one-time password.

"Security Device" will provide different formats of one-time password according to the types of transactions for identification.

Transaction Type	Format of One-time Password
General Transaction (Security Code)	123456
Designated Transaction (Transaction Confirmation Code)	123 456 [No need to enter the space inside the code]

Authorisation of transactions

Authorisers should note that different verification methods are adopted for the "Security Device" and the e-Cert when conducting "General Transactions" and "Designated Transactions" online:

	General Transaction	Designated Transaction
Security Device	One-time Security Code	One-time Transaction Confirmation Code
e-Cert	e-Cert password	

There are two types of "BOCNET HK" users: Primary User (PU) and Delegated User (DU).

Primary User (PU)
The Primary User is responsible for system management including creating, deleting, amending, freezing and reactivating the Delegated Users, setting limit of rights for accounts and users, and resetting passwords of the Delegated Users, etc.

When opening "BOCNET HK" account at branches, you should assign Primary Users and determine the functions which are available for the Primary Users to perform:
1. "All Primary Users can perform system management, monetary transactions and enquiry functions" or
2. "All Primary Users can only perform system management and enquiry functions, but are not allowed to conduct monetary transactions" or
3. "All Primary Users can perform system management, but are not allowed to conduct monetary transactions and enquiry functions."

At the time of account opening, you can also determine whether "the Authorisation of Any One of the Primary Users" or "the Joint Authorisation of Two Primary Users" is required to add, change or delete the Delegated Users, set limit of rights for each user and account, change transaction limits and use the other functions via "BOCNET HK".

If you need to change the Primary Users, the authorised signatory of "BOCNET HK" should visit the designated branch in person.

Delegated User (DU)
The Delegated User is a general user of "BOCNET HK" other than the Primary User. Once a Primary User has created a Delegated User, that Delegated User can perform all functions of "BOCNET HK" that have been authorised to them.

If a Delegated User is authorised the "Internal Control Available" function, that Delegated User will be able to perform system management including creating, deleting, amending, freezing and reactivating other Delegated Users, setting limit of rights for accounts and users and resetting passwords of other Delegated Users, etc. All these actions will only be executed after the Primary User has granted the authorisation.

5.1 Create Delegated User

Step 1:
Under the "User Settings" page of the "Management" section, Primary User can press

[+ Create User] .

"User Information" input page (P.1):

The "Authorisation Group" showed on this page refers to the authorisation group of this user in control of the list of beneficiary accounts. It does not represent the authorisation group of this user in control of other transactions.

"User Settings" input page (P.2):

Select functions available for that user

Assign Authorisation Group, rights and daily transaction limits to conduct different types of transactions under different accounts for that user

Step 2:

(1) Require authorisation from one Primary User
After entering the information and pressing ▸ Submit , the Primary User will see the following verification section at the bottom of the confirmation page.

Enter the Security Code and then press ▸ Confirm to access the result page. The creation process of Delegated User will then be completed.

(2) Require authorisations from two Primary Users
After entering the information and pressing ▸ Submit , the Primary User will see the verification section at the bottom of the confirmation page.
Enter the Security Code and then press ▸ Confirm to access the result page. After the authorisation is confirmed by another Primary User, the creation process of Delegated User will be completed.

5.2 Amend User Settings

You can access the "User Settings" page under the "Management" section to amend the settings of existing users.

Apart from amending the "User Settings", you can also take other actions such as "Freeze", "Reactivate", "Delete", "Reset Password" and "Security Device Setting"
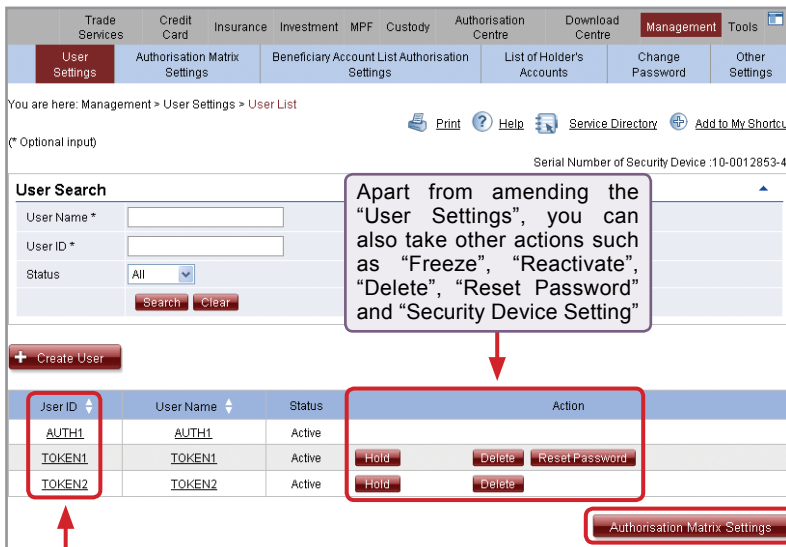
You can select a specific "User ID" to enter the "User Settings" page for amendment

After finishing the user settings, you can press Authorisation Matrix Settings and proceed to authorisation matrix settings.

Authorisation Matrix Settings can be categorised into "General Authorisation Settings", "Trade Services Authorisation Settings", "Custody Authorisation Settings", "Liquidity Management Authorisation Settings", "Sub-Account Collection Authorisation Settings" and "Cheque Outsourcing - Cashier's Order Authorisation Settings"

General Authorisation Settings

You can set the transaction limit of all accounts (except bills accounts) and the corresponding authorisation group matrix for different services.

Trade Services Authorisation Settings

You can set the transaction limit of all bills accounts and the corresponding authorisation group matrix for different trade services.

Custody Authorisation Settings

You can set the transaction limit and the corresponding authorisation group matrix of Custody Account for "Settlement Instruction Input", "Settlement Instruction File Upload" and "Corporate Action Instruction Input".

Liquidity Management Authorisation Settings

You can set the transaction limit of Liquidity Management for "InterCo Fund Transfer", "Physical Cash Pooling", "Interest Reallocation", "Payment Limit Control", "Payment Limit Control Adjustment" and "Global Cash Management" and the corresponding authorisation group matrix.

Sub-Account Collection Authorisation Settings

You can set the Sub-Account Collection service and the corresponding authorisation group matrix.

Cheque Outsourcing - Cashier's Order Authorisation Settings

You can set the transaction limit of Cashier's Order and the corresponding authorisation group matrix.

"BOCNET HK" supports a maximum of 3-level Authorisation, twelve Authorisation Groups and eight Matrices of Authorisation Amount, as well as Authorisation in order and check function

Under this mode, you can choose Single Authorisation, Dual Authorisation or 3-level Authorisation for transactions, and classify users into a maximum of twelve Authorisation Groups, i.e. Group A - L. If a user does not belong to any group, he / she will not have the authorisation rights. Each bank account allows a maximum of eight Authorisation Matrices for each type of transaction.

Example:

Authorisation in order

If you choose "Authorisation in order", the authorisation of all transactions must follow the pre-set order of Authorisation Groups. As demonstrated in the above example, transfer transaction of HK$8,000 or less to the holder's account shall be authorised by three H group users or authorised in the order of H group ➤ I group ➤ H group.

In this example:

Range of Authorisation Amount (HK$)	Authorisation Matrices
0 - 1,000	A+A+A or A+B+A
0 - 2,000	B+B+B or B+C+B
0 - 3,000	C+C+C or C+D+C
0 - 4,000	D+D+D or D+E+D
0 - 5,000	E+E+E or E+F+E
0 - 6,000	F+F+F or F+G+F
0 - 7,000	G+G+G or G+H+G
0 - 8,000	H+H+H or H+I+H

Check function

If you choose "Number of Checks Supported" and selects "2" in the drop down list, that kind of transaction will require dual checks before authorisation.

Authorisation of transactions

Users need to perform different modes of two-factor authentication to conduct online "General Transaction" and "Designated Transaction":

User	Role	General Transaction	Designated Transaction
Maker	Responsible to create transactions	Login by using the e-Cert password / one-time Security Code generated by "Security Device"	
Checker	Responsible to check transactions, ensure the transaction details are correct		
Authoriser	Responsible to authorise the execution of transactions	Authorise the transactions using the e-Cert password / one-time Security Code generated by "Security Device"	Authorise the transactions using the e-Cert password / one-time Transaction Confirmation Code generated by "Security Device"

Terminology Explanation:

Single Authorisation	–	after creating a transaction, authorisation from one user is required to complete the transaction
Dual Authorisation	–	after creating a transaction, authorisation from two users is required to complete the transaction
3-level Authorisation	–	after creating a transaction, authorisation from three users is required to complete the transaction
Authorisation in order	–	authorisation of transaction must follow the pre-set order of Authorisation Groups
Non-ordered Authorisation	–	authorisation of transaction is not restricted by the order of Authorisation Groups

At "BOCNET HK", the name of an Authorisation Group does not reflect whether its authorisation amount is high or low, i.e. the authorisation amount of Group A is not necessarily higher than that of Group B, and vice versa.
Example:

✗ A>B>C>......>L
✗ L>K>J>......>A

However, if one Authorisation Group (e.g. A + A) is a subset of another Authorisation Group (e.g. A+A+B), the latter (A+A+B) must have a greater authorisation amount than the former (A+A).
Example:

✔ A+B > A
✔ A+B > B
✔ A+A > A
✔ A+A+B > A+A
✔ A+A+B > A+B

7.1 General Authorisation Settings

Example for using "General Authorisation Settings"

Assume Company X has two directors and two departments with six staff. The corporate structure is as follows:
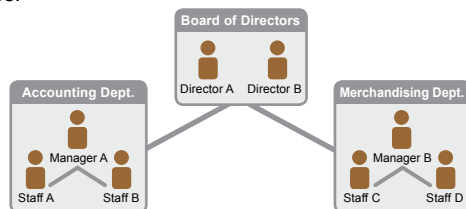
Person	Suggested Group Setting	Checker
Staff A	No group (Can set up instructions but cannot authorise)	Yes
Staff B	No group (Can set up instructions but cannot authorise)	Yes
Staff C	No group (Can set up instructions but cannot authorise)	No
Staff D	No group (Can set up instructions but cannot authorise)	No
Manager A	B	Yes
Manager B	C	No
Director A	A	No
Director B	A	No

1. Company X requires that each transaction has to be verified by one checker, which means that all transactions have to be verified by a staff member from the accounting department.
2. Company X requires that each transaction needs to be executed according to the authorisation order, which means that Company X has a specific sequence for internal processing transactions.

If Company X needs to do the following transactions:
1. The merchandising department needs to transfer an amount of HK$ 100 or less from ACCOUNT 1 for purchasing purpose. The transaction has to be verified by a staff member from the accounting department, and then authorised by the merchandising department manager.
2. The merchandising department needs to transfer an amount of HK$ 1,000 or less from ACCOUNT 1 for purchasing purpose. The transaction has to be verified by a staff member from the accounting department, and then authorised by the merchandising department manager and subsequently authorised by the accounting department manager.
3. The merchandising department needs to transfer an amount of HK$ 10,000 or less from ACCOUNT 1 for purchasing purpose. The transaction has to be verified by a staff member from the accounting department, and then authorised by the merchandising department manager, subsequently authorised by the accounting department manager and finally authorised by one of the directors.
4. The merchandising department needs to transfer an amount of HK$ 100,000 or less from ACCOUNT 1 for purchasing purpose. The transaction has to be verified by a staff member from the accounting department, and then authorised by the two directors.

User settings:

Staff A and B from the accounting department do not belong to any group and, under ACCOUNT 1, they have the enquiry and verification right of conducting transfer, bill payment and auto-pay transactions.

Staff C and D from the merchandising department do not belong to any group and they have the right to enquire and enter transactions for transfer, bill payment and auto-pay.

The merchandising department manager B belongs to group C and, under ACCOUNT 1, he / she has the enquiry and authorisation right of conducting transfer, bill payment and auto-pay transactions. Also, his/her daily debit limit of ACCOUNT 1 is HK$100,000.

The accounting department manager A belongs to group B and, under ACCOUNT 1, he / she has the enquiry, verification and authorisation right of conducting transfer, bill payment and auto-pay transactions. Also, his / her daily debit limit of ACCOUNT 1 is HK$100,000.

Director A and B belong to group A and, under ACCOUNT 1, they have the enquiry and authorisation right on conducting transfer, bill payment and auto-pay transactions. Also, their daily debit limits of ACCOUNT 1 are HK$100,000

Example

"Authorisation Settings" of the accounts should be set as follows:

1. What should I do if I forget my login password?

Primary Users need to complete and submit the "Application for Re-issuance of CBS Online Primary User Password" form to the Bank if they forget the password. Delegated Users can request Primary Users to reset the password for them.

2. How does the "Security Device" work?

Every "Security Device" has a unique serial number, and is equipped with information and time limit setting. When you press the button on the "Security Device", a one-time "Security Code" will be generated according to the information and time limit setting of the "Security Device". The code is only valid within a short period of time and is provided for the system to verify the identity.

3. Will there be any application fee for the "Security Device" ?

Each account is entitled to have two "Security Devices" for free. If you want to apply for additional "Security Device" or to replace the lost "Security Device", the fee will be HK$100 per device. If the "Security Device" does not function properly, or it is damaged or out of battery after receiving it, you can return the "Security Device" to the Bank for free replacement.

4. What should I do if the screen of "Security Device" displays the message "BATT" ?

The battery of the "Security Device" normally lasts for 3 - 5 years, depending on the actual usage. You can make the request of replacing the "Security Device" online. Please note that the battery of the "Security Device" cannot be replaced. Any attempt to replace the components of the "Security Device" may cause malfunction of the device.

5. I am currently using "e-Cert", can I apply and enrol "Security Device" online?

Yes. However, as the user is not allowed to use "e-Cert" and "Security Device" at the same time, your existing "e-Cert" will be invalid after you have enrolled "Security Device" online. Since "Security Device" enrolment process requires "e-Cert" password for verification, you should keep your "e-Cert" until the "Security Device" enrolment process is completed. If the "e-Cert" cannot function properly or it is lost, please contact the Bank for requesting the revocation of the "e-Cert".

6. Who can amend the usage right and the transaction limit of the users via "BOCNET HK" ?

Primary Users can amend the usage right and the transaction limit of all users of "BOCNET HK". If a Delegated User is assigned the right of "Internal Control Available" by the Primary User, he / she can amend other users' usage right and transaction limit of "BOCNET HK".

7. Can I manage all my company's bank accounts via "BOCNET HK" ?

You can do so if you are assigned the right to operate all your bank accounts via "BOCNET HK". However, if you are assigned the right to manage the designated bank accounts, then you can only manage those designated accounts.

8. At the "Authorisation Centre", within how many days should the checking and authorisation be performed?

Each transaction will be kept at "Authorisation Centre" for 7 working days only, regardless of the transaction status. Once a specific action is performed, you have to proceed to next action within 7 working days or the transaction will be automatically deleted on the 8th working day. However, the Trade Services transaction will still be kept at "Overview > Pending > Pending Authorisation" of Trade Services after the transaction is automatically deleted at "Authorisation Centre".

9. **Which user's transaction limit will be deducted for each transaction?**

   For each transaction, the daily transaction limit of the related bank account held by all the users who authorise the transaction will be deducted.

10. **When will the new settings become effective?**

    The change of account rights settings under "User Settings" will be effective only after the next login. Other new settings will become effective immediately after the completion of authorisation.

11. **How does the change of the settings under "Management" affect the transactions that are not completed?**

    These changes may result in status change of all related transactions that have not completed authorisation procedures at "Authorisation Centre", e.g. amending the User Settings of an existing user may result in the status change of all transactions that have been checked or authorised by this user but have not completed the authorisation procedures. However, other transactions will not be affected.

12. **Is there any service charge for the application of monthly e-statement? By what channel can I receive the e-statement?**

    This service is free of charge. You need to activate this service at any branch and then view the monthly e-statements through the "Monthly Statements" function under "Download Centre" (Note: Adobe Reader installation is required in order to view the monthly e-statements).

13. **How long will monthly e-statements be kept in "BOCNET HK"?**

    The monthly e-statements will be kept at "BOCNET HK" for 13 months.

14. **How can I enquire the transactions status?**

    You can enquire the transactions status by selecting "Enquiry / Transaction Status" under "Cash Management" section, or by clicking the "To-Do List" shown on the left of every webpage.

15. **How can I upload file?**

    You can upload files to perform transactions including Payroll, Bulk Payment, Autopay-In, Autopay-Out and MPF contribution, etc. However, since a standard format is required for uploading files, you are recommended to download the templates at "File Templates" of "Download Centre" section (Note: MPF file template is not available on "BOCNET HK"). You can check whether the file is successfully accepted by the system via "Upload Result Enquiry". Since the uploaded file will only be effective after authorisation, please authorise the relevant transactions at the "Authorisation Centre" after uploading the file.

16. What is the transaction cut-off time for "BOCNET HK"?

Transaction Types	Cut-off Time		
	Mondays to Fridays	Saturdays	Sundays & Public Holidays
Transfer[1]	24-hour service	24-hour service	24-hour service
Bill Payment	24-hour service	24-hour service	---
Telegraphic Transfer CNY remitted to / via Mainland China CNY remitted to Overseas SGD / THB Other currencies	15:30 22:15 15:30 18:00	--- --- --- ---	--- --- --- ---
Demand Draft	15:30	---	---
BOC Remittance Plus	16:30	---	---
Express Transfer (RTGS/CHATS) HKD, USD & EUR CNY	17:45 22:45	--- ---	--- ---
Electronic Transfer (Express Processing)	12:00	---	---
Electronic Transfer[2]	24-hour service	24-hour service	24-hour service
Payroll	12:00 (Value on the same day at the earliest)	Value on the next working day at the earliest	---
Autopay-In / Autopay-Out[2]	18:00	12:00	---
Sub-Account Maintenance	19:00	13:00	---
Trade Services	17:00	---	---
Currency Exchange[3]	24-hour service[4]	08:30 - 13:00 [5,6]	Service available during Public Holidays (excluding Sundays)
Time Deposit Placement	20:00	16:00	---
Securities Trading	16:00	---	---
Stock Trading Order Placement[7]	24-hour service	24-hour service	24-hour service
Upload MPF Contribution File	17:00	11:00	---
Send Message	18:00	13:00	---
Liquidity Management Enquiry	24-hour service	24-hour service	24-hour service
Liquidity Management Settings	20:00	17:00	---
Liquidity Management - Upload Payment Limit File	18:00	15:00	---

1. The relevant cut-off time is applicable to the transfer of the same currency. If the transaction involves currency exchange, please refer to the service time of Currency Exchange.
2. Value on the next working day at the earliest.
3. The service for currency exchange is available from 8:00am on Mondays to 5:00am on Saturdays (except THB, SGD, DKK, NOK and SEK exchange). While the service for THB, SGD, DKK, NOK and SEK exchange is available from 8:00am to 3:30am on the next day. The service for currency exchange is available until 5:00pm on 25th December.
4. The service is still available during public holidays, the hoisting of a Black Rainstorm Warning or a Gale or Storm Signal No. 8.
5. The service is not available during public holidays, the hoisting of a Black Rainstorm Warning or a Gale or Storm Signal No. 8. However, the service is still available if the Black Rainstorm Warning is issued at or after 8:30 am (subject to further notice in case of special circumstances).
6. The service is not available on 25th December.
7. Services are not available during 16:00 to 17:00 from Mondays to Fridays due to the process of information update.

9.1 "BOCNET HK" Upgrade Version

To provide you with a more convenient and reliable internet banking service, the Bank has upgraded the "BOCNET HK" system by improving the interface and enhancing the functions. With the newly added features, the upgraded "BOCNET HK" provides greater flexibility to satisfy your needs.

Management Control and Settings

Upgraded System	Original System
User Settings • "User Settings" for "General Services" and "Trade Services" are consolidated under the user settings of the "Management" section for greater convenience • Authorisation Groups assigned to conduct "Transfer" and "Bill Payment" transactions are merged into a single group to operate both functions for greater efficiency • The Authorisation Group in respect of the "Trade Services" is assigned based on bills account, i.e. only one Authorisation Group has to be assigned for conducting transactions of "Import", "Export", "Repayment" and "Guarantee" under the same bills account for easy management **Authorisation Mode** • Supports a maximum of twelve Authorisation Groups (A to L)	**User Settings** • "User Settings" for "General Services" and "Trade Services" are placed under the "User Control" of "Management" section and "User Setting" of "Trade Services" section respectively • Authorisation Groups to conduct "Transfer" and "Bill Payment" transactions have to be assigned respectively • The Authorisation Group in respect of the "Trade Services" is assigned based on each product, i.e. different Authorisation Groups have to be assigned for conducting transactions of "Import", "Export", "Repayment" and "Guarantee" under the same bills account **Authorisation Mode** • Supports a maximum of four Authorisation Groups (A to D)
Account Authorisation Settings • "Account Authorisation Settings" for "General Services" and "Trade Services" are consolidated through "Account Matrix Settings" under the "Management" section, and are divided into "General Authorisation Settings" and "Trade Services Authorisation Settings" to facilitate account management • The name of an Authorisation Group does not reflect its authorisation amount in order, i.e. the authorisation amount of Group A is not necessarily be the highest while that of Group D is not necessarily the lowest • The settings, namely "Authorisation is not accepted from any group" and "Authorisation is accepted from any group", are no longer provided **Authorisation Mode** • Supports Authorisation in order of priority • Supports a maximum of 2-time checks • Supports a maximum of 3-level Authorisation • Supports a maximum of eight levels of transaction limits; each level can be assigned with four Authorisation Groups	**Account Authorisation Settings** • "Account Authorisation Settings" for "General Services" and "Trade Services" are placed separately under "Account Authorisation Settings" of the "Management" section, and under "Limit Setting" of "Trade Services" • The name of an Authorisation Group reflects its authorisation amounts in order. The authorisation amount of Group A has to be the highest while that of Group D be the lowest • The settings, namely "Authorisation is not accepted from any group" and "Authorisation is accepted from any group", are provided **Authorisation Mode** • Does not support Authorisation in order of priority • Does not support check function • Supports a maximum of Dual Authorisation • Supports a maximum of four levels of transaction limits; each level can be assigned with two Authorisation Groups

Upgraded System	Original System
Transaction Record • "Transaction Record" under the "Management" section offers a comprehensive display of all transactions that have completed authorisation procedures, including those under "General Services" and "Trade Services" categories	**Transaction History** • "Transaction History" under the "Management" section displays all transactions that have completed authorisation procedures, except those under "Trade Services" category
Authorisation Centre • Centralises all the transactions in "Pending Authorisation" status, including those under "General Services" and "Trade Services" categories	**Pending Authorisation** • Centralises all transactions in "Pending Authorisation" status, except those transactions under "Trade Services" category
To-do-list • Provides a convenient way for enquiring / managing the transactions in "Pending" status	(No similar function)
Account Alias • Allows you to distinguish different accounts by creating "Account Alias" for each account	**Account Identification** • Provides a 14-digit account number for identification purpose
Broadcast Messages • You can receive the latest information from the Bank	(No similar function)
Interface Settings • The existing "Function Customisation" will still be displayed on the home page. The new system allows the display of 10 accounts on the home page for quick access to the account details	**Interface Settings** • Display of "Function Customisation" on the home page
Upload File • All transactions done by uploading files are grouped under "Upload File" of "Tools" section for greater convenience, including Transfer, Telegraphic Transfer, Payroll, Autopay-In, Autopay-Out, Cheque Outsourcing Service - Cashier's Order, Sub-Account Collection and MPF transactions, etc	**Upload File** • Payroll, Autopay-In, Autopay-Out and MPF Contributions File Upload belong to three independent file upload functions which are placed in three different areas under "Others" sections

Cash Management

Upgraded System	Original System

Change of Function Titles
• "Transaction Record" under "Account Enquiry" has been changed to "Transaction Details"
• "Participating Bk. Transfer" has been changed to "Transfer"
• "Add New Bene. A/C" has been changed to "Add New Beneficiary"
• "Local Bank Transfer" has been categorised into:
  - Express Transfer (RTGS / CHATS)
  - Electronic Transfer
  - Electronic Transfer (Express Processing)
	Existing Function Titles
	• "Transaction Record" under "Account Enquiry"
	• "Participating Bk. Transfer"
	• "Add New Bene. A/C"
	• "Local Bank Transfer"

Add New Beneficiary • Allows Primary Users and their delegates to register beneficiaries online with immediate effect	**Add New Bene. A/C** • Registration of beneficiaries can only be made by submitting "Request Form for Designation of Registered Beneficiary" signed by the Authorised Signatories of the users. The arrangement will take effect after the Bank has processed the registration
Transaction Details • Supports enquiry of multiple accounts for each time • Supports an additional file format of OFX for file download • More types of transaction records are available for download. The new system provides new file format for downloading account balance and transaction record. Meanwhile, it still supports the original formats of file download	**"Transaction Records" under "Account Enquiry"** • Only one account enquiry can be performed each time
Payments • Payment instructions of all transactions under the "Cash Management" section can be placed for up to 50 days in advance • Internal Payment Memo is available for all payment transactions • The new "Transaction Status Enquiry" function enables users to check the execution status of the transactions	**Payments** • Payment instructions of selected types of transactions can be placed for up to 50 days in advance • Payment Memo is available for selected types of payment transactions only

Template Function and Standing Instruction
• The Template Function has been extended to the following transactions:
  - Transfer
  - Express Transfer (RTGS / CHATS)
  - Electronic Transfer
  - Electronic Transfer (Express Processing)
  - Bill Payment
• The Standing Instruction function has been extended to the following transactions:
  - Electronic Transfer
  - Electronic Transfer (Express Processing)
	Template Function and Standing Instruction
	• The Template Function is only applicable to Telegraphic Transfer, BOC Remittance Plus and Demand Draft
	• Standing Instruction function is only applicable to Participating Bank Transfer and Express Transfer (RTGS / CHATS) only

Transfer • Offers 24-hour same currency transfer service	**Transfer** • Offers HKD transfer service with cut-off time at 7:00 pm
Payroll / Autopay • Offers a new function of "Cancellation of Pending Payroll Transactions File" • Payroll / Autopay transaction records as well as the related editors are available for download at the "Download Centre"	**Payroll / Autopay** • Payroll / Autopay transaction records as well as the related editors are available for download on the Payroll / Autopay file upload page
Demand Draft • A new option of selecting Payment Location and Collection Branch is provided	(No similar function)

Upgraded System	Original System
Telegraphic Transfer • Provides reminders of related settlement requirements • Enhances the input fields for the Beneficiary Bank and Correspondent Bank, as well as the name, address and country of the beneficiary to facilitate the placement of instruction	(No similar function)
Express Transfer (RTGS / CHATS) • A new option of selecting the bearer of beneficiary bank's charges is available • The fields of Branch Code and Beneficiary Account Number are merged without the need of entering the Branch Code of the beneficiary bank separately	**Express Transfer (RTGS / CHATS)** • Branch Code and Account Number have to be entered separately for transferring funds to the beneficiary account
Bill Payment • Currency exchange function is newly added, enabling you to settle the bills in a currency that is different from the debit account currency	**Bill Payment** • Supports bill payment in the same currency as the debit account currency only
Time Deposit • A new function of online placement for "Corporate Flexi Time Deposit"	**Time Deposit** • Supports placement for regular Time Deposit only

Custody

Upgraded System	Original System
Upload Settlement Instruction File • You can download the "Bulk Settlement Instruction Editor" at "Download Centre > File Templates" and upload the bulk settlement instruction at "Upload Settlement Instruction File"	**Upload Settlement Instruction File** • You can download the "Bulk Settlement Instruction Editor" and upload bulk settlement instrucion file
Corporate Actions • You can enquire and download corporate action announcement of your portfolio through the new feature of "Corporate Action Enquiry" • Through the new feature of "Corporate Action Instruction Input", you can deliver corporate action instruction to Custody Department for processing, e.g. dividend option, proxy vote, etc	**Portfolio Holdings** • You can enquire and download corporate action announcement of your portfolio through clicking the hyperlink of "Corporate Event" on Portfolio Holdings page

Customised Reports
• "Report Download" will direct to "Tools > Customised Reports > Creation"
• "Report Enquiry" will direct to "Download Centre > Reports / Files > Custom Reports"
• New " Customised Settlement Instruction Report" and " Customised Corporate Action Report"
• New function of "Report Scheduler"
	Report Download
	• Create and download the following real time reports
	  - Settlement Instruction Report
	  - Corporate Action Due Report
	  - Outstanding CA Entitlement Report
	  - Portfolio Holdings Report
	  - Portfolio Holdings Report on Traded Position
	  - Projected Cash Movement Report
	  - Report Enquiry

Settlement Instruction Input • You can create Settlement Instruction template with the new feature of "Template Maintenance"	**Settlement Instruction Input** • You can input settlement instruction via this function

If you have any enquiry about "BOCNET HK", please contact Customer Service Hotline at **(852) 3988 1288** during service hours.

Service Hours:

Mondays to Fridays: 9:00 – 18:00

Except Saturdays, Sundays and Public Holidays

Risk Disclosure

The following risk disclosure statements cannot disclose all the risks involved. You should undertake your own research and study before you trade or invest. You should carefully consider whether trading or investment is suitable in light of your own financial position and investment objectives. You are advised to seek independent financial and professional advice before you trade or invest. You should seek independent professional advice if you are uncertain of or have not understood any aspect of the following risk disclosure statements or the nature and risks involved in trading or investment.

Although investment may bring about profit opportunities, each type of investment product or service comes with its own risks. Due to the fluctuating nature of the markets, the prices of products may rise or fall beyond customers' expectations and customers' investment funds may increase or decrease in value as a result of selling or purchasing investment products. Loss may equal or exceed the amount of the initial investment. Income yields may also fluctuate. Due to market conditions, some investments may not be readily realisable. Before making any investment decision, customers should assess their own financial position, investment objectives and experience, willingness and ability to bear risks and understand the nature and risks of the relevant product. For details of the nature of a particular product and the risk involved, please refer to the relevant offering documents. Customers should seek advice from an independent financial adviser.

Risk of Securities Trading

The prices of securities fluctuate, sometimes dramatically. The price of a security may move up or down, and may become valueless. It is as likely that losses will be incurred rather than profit made as a result of buying and selling securities.

Risks of Trading of Listed RMB Products

Investment / Market Risk - Like any investments, RMB equity products are subject to investment risk. The price of the RMB equity products in the secondary market may move up or down. Losses may incur as a result of investing in the products even if the RMB appreciates against HKD or other currencies.

Liquidity Risk - RMB equity products are a new type of investment product in the Hong Kong market. Regular trading or an active secondary market in these products may not be available. Therefore you may not be able to sell your investments in the RMB equity products on a timely basis, or you may have to offer them for sale at a deep discount to their value in order to find a buyer. If the Central Government of the PRC tightens foreign exchange controls, the liquidity of RMB or RMB equity products in Hong Kong will be affected and you may be exposed to greater liquidity risk.

Currency Risk - If you are a non-Mainland investor who holds a local currency other than RMB, you will be exposed to currency risk if you invest in RMB equity products. You will incur currency conversion costs, bearing the spread between buying and selling of RMB, at the time of conversion between your local currency and RMB for the purchase or sale of an RMB equity product. Even if the price of the RMB equity products you are holding remains unchanged, you may not receive the same amount of HKD when you sell the products due to the spread between buying and selling of RMB. RMB is a restricted currency and is subject to foreign exchange controls. Although the Central Government of the PRC has relaxed the restrictions by allowing banks in Hong Kong to conduct RMB business in a specified scope, RMB is still not freely convertible in Hong Kong. You may not be able to convert RMB at your preferred time and/or in your preferred amount or conversion cannot be made, which may lead to investment losses. The policies of the Central Government of the PRC on foreign exchange controls are subject to change, and your investment may be adversely affected.

Exchange Rate Risk - RMB equity products that are traded and settled in RMB are exposed to exchange rate risk. RMB investments are subject to exchange rate fluctuations which may provide both opportunities and risks. The fluctuation in the exchange rate of RMB may result in losses in the event that the customer converts RMB into Hong Kong Dollar or other foreign currencies. Moreover there is no guarantee that RMB will not depreciate. Any devaluation of RMB could adversely affect the value of your investment in the RMB equity products. RMB equity products are not an investment instrument for speculating on RMB/HKD exchange rate movements.

Default Risk and Credit Risk - In general, RMB equity products are exposed to the usual kind of default risks that might be associated with equity products denominated in other currencies. The performance of RMB equity products is affected by the underlying business performance and a variety of other factors in connection with the issuers, and is subject to the credit risks associated with the special profile or special business strategy that the issuers may have.

Emerging Market Risk - RMB equity products associating with the market of the Mainland of China are particularly subject to risks that may arise from the relevant market/industry/sector and other factors such as change in government policies, taxation and political development in the Mainland.

RMB Currency Risk
RMB investments are subject to exchange rate fluctuations which may provide both opportunities and risks. The fluctuation in the exchange rate of RMB may result in losses in the event that the customer converts RMB into Hong Kong Dollar or other foreign currencies. RMB is currently not fully freely convertible and Hong Kong residents conducting conversion of RMB through bank accounts are subject to a daily limit. They should allow time for the exchange of RMB from/to another currency of an RMB amount exceeding the daily limit. Corporate customers or Non-Hong Kong residents (i.e. individuals who are not holders of Hong Kong Identity Card) that intend to conduct conversion of RMB with the Bank may occasionally not be able to do so fully or immediately, which is subject to the RMB position of the banks and their commercial decisions at that moment. Such kinds of customers ought to understand the limitation as well as its possible impact on their need of RMB fund in advance.

Risk of Funds Trading
Risks are involved in investing in funds and unit trusts. The prices of funds and unit trusts may fluctuate, sometimes dramatically. The price of funds and unit trusts may move up or down, and may become valueless. It is likely that losses will be incurred rather than profits made as a result of buying and selling funds and unit trusts. Past performance is not indicative of future performance. You should carefully read the offering documents for details before making any investment decision.

Additional Warning Statement relating to "Equity-Linked Deposit (Put Option)", "Premium Deposits", "Option Linked Deposits" and "Structured Deposit" (each a "Financial Product")
The Financial Product is a structured product involving derivatives. The investment decision is yours but you should not invest in the Financial Product unless the intermediary who sells it to you has explained to you that the Financial Product is suitable for you having regard to your financial situation, investment experience and investment objectives.

Disclosure Related to the Deposit Protection
"Equity-Linked Deposit (Put Option)", "Premium Deposits", "Option Linked Deposits" and "Structured Deposit" are not protected deposits and are not protected by the Deposit Protection Scheme in Hong Kong.

Risk of Foreign Currency
Foreign currency investments are subjected to exchange rate fluctuations which may provide both opportunities and risks. The fluctuation in the exchange rate of foreign currency may result in losses in the event that the customer converts the foreign currency into Hong Kong Dollar or other foreign currencies.
RMB is currently not fully freely convertible. Hong Kong residents conducting conversion of RMB through bank accounts are subject to a daily limit and they should allow time for the exchange of RMB from / to another currency of a RMB amount exceeding the daily limit. Non-Hong Kong residents (i.e. individuals who are not holders of Hong Kong Identity Card) that intend to conduct conversion of RMB through the banks may occasionally not be able to do so fully or immediately, for which it is subject to the RMB position of the banks and their commercial decision at that moment.

Risk of Notional Precious Metals Passbook Account
The market in precious metals is volatile and a loss may be incurred from transacting in precious metals. Precious metals do not bear interest.
Your purchase of precious metals for the account does not represent a purchase of physical metals or a deposit of money. You will not have any interest in any precious metals owned or held by us or be entitled to physical delivery of precious metals.
Although investment may bring about profit opportunities, each kind of investment tool comes with its own risks. Due to the fluctuating nature of the precious metals markets, the prices of precious metals may rise or fall beyond your expectations and your investment funds may increase or decrease in value as a result of selling and purchasing of precious metals. Before making any investment decision, you should assess your own willingness and ability to bear risks and are advised to seek advice from an independent financial advisor.

This booklet does not constitute an offer, or an invitation to purchase or sell any investment product or service mentioned above.

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