中銀企業網上銀行及中銀企業電話銀行 BOC Corporate Banking Services Online &

CBS Phone Banking

User Manual

STRONG SUPPORT FOR YOUR BUSINESS SUCCESS





Simply by taking up our Corporate Banking Services Online ("CBS Online") and CBS Phone Banking Service, you can conduct a wide range of financial transactions while accessing the latest market information via internet and telephone anytime, anywhere.

Corporate Banking Services Online

Efficient and Easy Financial Management

You can review and download your account information via internet, making your company's financial management easier. Additionally, you can always check your latest transaction and monthly statement, settle card payment, and browse promotional offers of BOC Commercial Card.

Same-day Remittance with BOC Remittance Plus

Upon placement of "BOC Remittance Plus" instruction via CBS Online before the cut-off time of each working day, you can get your fund transferred to over 3,000 remittance points* in the Mainland of China and Macau.

Preferential Charges for Online Transactions

To help you save more, we offer you a preferential online remittance fee at HK\$100[#] (based on each transaction), and no extra charge will be levied for messages in Chinese or English. For online inter-bank fund transfers via CHATS, the handling fee of each transaction is only HK\$50[#].

Trade Services at Your Fingertips

Apart from applying for the Import, Export, Guarantee, Repayment, you can access outstanding import and export records, trade financing limit and L/C advising records via internet. You can also set up templates through our online platform.

Flexible Fund Transfer

Via CBS Online, you can pre-set fund transfer, manage payroll, upload MPF files and make bill payment with ease.

Investment Services in your hands

CBS Online provides you with access to a wide range of our investment services and helps you grasp your investment opportunities. With CBS Online, you can make timely investments in various types of investment products.

Multi-level Authorisation

Apart from the use of electronic certificate and password in verifying the identity of users, CBS Online offers multi-level authorization which controls every individual's access and his/her scope of operation according to the structure of your company.

Two-factor Authentication for Added Security

To ensure the security of your transactions conducted via CBS Online, we will apply for the organizational electronic certificate issued by designated subcontractor or partner on your behalf. This will be served as a two-factor tool for your online authentication.

Bonus Points for Privileged Rewards

Through CBS Online, your monthly account balances and transaction volume will be converted into Bonus Points, namely "Customer Relationship Points". These Bonus Points give you access to privileges and rewards. The more points you earn, the more money you save and the greater rewards you have.

CBS Phone Banking Service

While trading your securities via our Manned CBS Phone Banking Investment Hotline, you can conduct the transactions of foreign exchange / precious metal with your tone-dial phone. Also, you can access deposit interest rates, foreign exchange rates, precious metal trading rates as well as transaction codes.

*For further information, please call our Customer Service Hotline

The above charges are for reference only. The Bank reserves the right to revise the charges from time to time.

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- Introduction
- System Requirements

Introduction

Welcome to BOC Corporate Banking Services Online ("CBS Online"). From now on, you can manage your company's finances in a more convenient and flexible manner via internet anytime, anywhere.

System Requirements

Software

- Microsoft Windows 2000 or above. The language used in the system must be the same as that used in the CBS Online.
- Internet Explorer 6.0 or above
- SSL 128-bit, JavaScript Cookies and Applet supported by browser
- Browser with Microsoft Virtual Machine or Sun Java Runtime http://java.sun.com/products/archive

Electronic Certificate

How to Get Startrd With CBS Online

To ensure the security of your transactions conducted via CBS Online, we will apply for the organizational electronic certificate issued by designated subcontractor or partner on your behalf. This will be served as a two-factor tool for your online authentication.

Please download i-Key User Manual from the related hyperlink from our website www.bochk.com (under "Corporate banking > e-Commerce Services > CBS Online", under "RELATED LINKS" section, select "Download e-Cert"). Please click on the upper right corner to download i-Key User Manual.

How to Get Started With CBS Online

To access CBS Online, just follow the few simple steps:

1. Visit the website of your account-opening bank:

Bank of China (Hong Kong) Limited

Nanyang Commercial Bank Limited

Chiyu Banking Corporation Limited

- http://www.bochk.com
 http://www.ncb.com.hk
- http://www.chiyubank.com

Then login to CBS Online.

- **2.** Upon identification and verification of your CBS Online account number, user ID, password, electronic certificate and electronic certificate password by our system, you can access CBS Online.
- **3.** For first-time user of CBS Online, you can enjoy the CBS Online service after changing your password. Otherwise, the system will bounce you back to the previous login page.
- 4. To safeguard your company's interest and protect you against third party fraud, your CBS Online service will be temporarily suspended if invalid password (s) has/have been entered for four times consecutively. For a delegate user, the password can be reset by the primary user and the account will be re-activated again (Please refer to P.9). However, for the primary user, please contact the account- opening bank of CBS Online to apply for a new password.
- 5. Primary User : Please refer to Part 1 System Setup.

All Users: please refer to Part 2 System Functions and Transaction Process.

Note: Please memorize your password and electronic certificate password, and then destroy the letter containing such information. To prevent any fraud conducted by any unauthorized third party, please do not disclose your passwords to third party (including Bank staff or Police). Please always access CBS Online through the above designated websites instead of any hyperlink from other websites. If you have any enquiry, please contact our staff.

Part 1

System Setup

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To better meet your management needs, CBS Online allows you to designate two categories of authorised users, namely the Primary User and Delegate User. Both users must be the authorised holders of electronic certificate.

The Primary User is responsible for adding new users, setting up Authority Class of each user and account, deleting Delegate User (including CBS Online Investment Function User), changing Delegate User (excluding CBS Online Investment Function User), assigning Authority Class of other transactions, and re-issuing Delegate User's password.

(1) Applicable to the user with "Pre-set Authority" function

If you have chosen an option that any of Primary Users can manage the system setting when applying for the service, all Primary Users can automatically access the following services and you do not have to set up the authority. It is so convenient and efficient.

(Note: Any additional Primary User(s) will share the same authority as the existing class A* Primary User)

- (1) Account Balance Enquiry
- (2) Fund Transfer to Holder's Account
- (3) Setting of Daily Debit Limit** for each account
- (4) Authority setup of Class A* (The highest Authority Class)
- (5) Authority setup of the following 3 non-financial transactions:
 - Receipt of Bank Messages / Messages Sent to Bank
 - Enquiry on other Users' Transaction Details
 - Enquiry on Remittance Details
- To assign Delegate User, please refer to (Step1 $) \rightarrow ($ Step2) of page 8 and 9.
- To make Fund Transfer to Third Party Account, please refer to (Step3) of page 12.
- To pre-set the authority for Beneficiary List Account, please refer to Step4 of page 13.
- To setup "Non-listed Beneficiary Limit", please refer to (Step5) of page 14.

*The Authority Class is divided into A, B, C and D, with A being the highest class and D being the lowest. When a transaction that requires authorisation is processed, a user of higher Authority Class can replace one of lower Authority Class.

** The Daily Debit Limit is based on the amount as specified by the client at the time of application.

(2) Step-by-Step Authorisation Setup (applicable to the users without choosing "Pre-set Authority")

"Step-by-Step Authorisation Setup" helps Primary Users complete the required setup steps during their first login to CBS Online.

"Step-by-Step Authorisation Setup" includes the followings:

Questions for Setup \rightarrow Setup	etup of User $) \rightarrow $ (Setup o	f Account Control $) \rightarrow$
Start using CBS Online		

Questions for Setup

1. During your first login to CBS Online, you are required to answer few questions. Then click Confirm to proceed.

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2. The required setup steps will be displayed on the screen.

3. Please click Start to begin setup procedure.

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Add New Delegate User

To add new Delegate User, you are required to enter User ID (not more than 6 characters or numbers), User Name and Password. After setting up the transaction(s) required, Authority Class and Daily Debit Limit of Holder's Account, please click Submit. Otherwise, please click Skip.

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Setup of Account Control

You are required to complete the setup of Account Control as per the transaction(s) required. Take Fund Transfer as an example. You can set up the Maximum Transaction Limit and Authority Class, which authorises one or two users to complete the transaction.

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Start using CBS Online

Upon completion of setup, you can start using CBS Online.



Please note the followings:

- 1. If you update Primary User setting and add new Delegate User through "Step-by-Step Authorisation Setup", same Authority Class will be assigned to all functions.
- 2. Authority Class of each amount level must not be blank. You are required to fill in A/B/C/D/*. Otherwise, this transaction cannot be authorised.

For example, [A][]/[B][C] stands for instruction that can be authorised by user with either one A class or one B class plus one C class.

3. If you would like to make Fund Transfer to a Non-listed Account, Please refer to Step 5 of page 14 to set up Total Daily Debit Limit to Non-listed A/C.

(3) Applicable to the users without choosing "Pre-set Authority" and those users who have not conducted "Step-by-Step Authorisation Setup"

If you have not chosen the "Pre-set Authority" when applying for the service and have not conducted "Step-by-Step Authorisation Setup" during your first login, please complete the following procedures:

· How to set up the system for the first-time session?



Step 1

Setup of Delegate Users (If not applicable, please go to Step 2)

1. Primary Users select (Add) under (User Control)

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- Enter the User ID (not more than 6 characters or numbers), User Name and Password. After setting up the transaction(s) required, Authority Class and Daily Debit Limit of the Holder's Account, please click Submit.
- 3. Repeat the above steps to set up more Delegate Users.

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Setup of Users

With **User Control** you can change the setting of Primary User and assign Delegate User. "Simple Authorisation" and "Advance Authorisation" are both available to meet your needs.

Simple Authorisation

1. Please choose "Simple Authorisation." Same Authority Class* and Daily Debit Limit** of Holder's Account will be applicable to all accounts and authority setup functions.

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2. After changing the Account Control setting, Please click (Submit)

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Advance Authorisation

1. You can setup different Authority Class* and Daily Debit Limit** of Holder's Account for different accounts and functions with "Advance Authorisation".

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"Advance Authorisation" —		
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2. After changing Account Control setup, please click Submit

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Copy Authorisation Setting

No matter you select "Simple Authorisation" or "Advance Authorisation", you can copy the same authorisation setting to other users by using Copy Authorisation Setting).

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* The Authority Class is divided into A, B, C and D, with A being the highest class and D being the lowest. When a transaction that requires authorisation is processed, a user of higher Authority Class can replace one of lower Authority Class.

** The Daily Debit Limit is based on the amount as specified by the client.

Setup of Account Control

- 1. After you have completed the setup of user, you are required to set up the Account Control.
- 2. Please select the transaction type (such as Fund Transfer, Time Deposit or Bills Payment). For example, if you select the Fund Transfer, your company's savings account, current account and multi-currency account will be shown in the lower portion of the page. Then, please select the account and click (Submit)



Primary Users can assign the Authority Class required for each type of transaction or use "Account Refer To" to copy the same setup to other accounts.

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Take Fund Transfer as an example. You can set up the Maximum Transaction Limit and Authority Class, which authorises one or two users to complete the transaction.

Please note the followings:

1. "Holder's Account" refers to the account that has been registered at your account-opening bank.

- "Beneficiary's Account" refers to the account that has not been registered at account-opening bank (i.e. a third party's account). "Listed Beneficiary's Account" refers to third party's account that has been registered under the "Beneficiary's Account Control" list. "Non-listed Account" refers to the account that has not been registered under the "Beneficiary's Account Control" list.
- 2. If the Authority Class column is marked "*", no user may authorise any Fund Transfer. If the Authority Class column has not shown any authority (or has been marked "*"), all users can authorise this transaction.

For example, [A][]/[B][C] stands for instruction that can be authorised by user with either one A class or one B class plus one C class.

3. If you would like to make fund transfer to a "Non-listed Account", please refer to Step 5 of page 14 to set up Total Daily Debit Limit to Non-listed A/C.

Setup of Beneficiary List Account (applicable to those customers who have to make Fund Transfer to Third Party's Account)

You can set up the Authority Class related to the addition of beneficiary through

Beneficiary List Account Control



You can add beneficiary and set up the daily credit limit on "Beneficiary Account Control", and then click Submit .

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For example, [A][]/[B][C] stands for instruction that can be authorised by user with either one A class or one B class plus one C class.

- 2. If you would like to make fund transfer to Beneficiary's Account, you must register the third party's account under the "Beneficiary's Account Control". This registration will not be treated as valid until the relevant application is accepted. You are required to print the application form and then send the completed and signed form to our Bank for further processing. The service will become available when the Bank has completed the necessary procedure.
- 3. If you would like to make fund transfer to a "Non-listed Account", please refer to Step 5 of page 14 to set up Total Daily Debit Limit to Non-listed A/C.

Setup of Non-listed Beneficiary Limit (applicable for those customers who have to make Fund Transfer to Non-listed Beneficiary Account)

1. You can set up "Total Daily Debit Limit to Non-listed A/C" through

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Change of User's Name / Deletion of User

1. Primary user can change the Delegate User's Name (but not allowed to amend CBS Online Investment Function User's name in the system). To get started, please select the User Name under the table on the user setting page.

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2. Enter a new User Name (except CBS Online Investment Function User)

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Reissuance of Password

Reissuance of password for Delegate User :

- 1. The Primary User can reissue a password for a Delegate User. Please go to User Control, select the designated User ID under List and click Reissue Password.
- 2. Input password and tick the box marked "Reset Password Error Count". The whole process is completed upon approval of the Primary User.

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Reissuance of password for Primary User

In the event that the Primary User requires the reissuance of password, please contact your account-opening bank of CBS Online.

Part 2

System Functions

Payment and Receipt of Funds

Transfer

- Participating Bank*
- Multi-Account
- Local Bank
- Bills Payment
- Standing Instruction

Account Enquiry

- Account Statement
- Consolidated Balance
- Account Balance

Cheque Handling

- Status Enquiry
- Stop Payment
- Cheque Book Request

Remittance

- Telegraphic Transfer
- Demand Draft
- BOC Remittance Plus
- Outward Remittance Enquiry
- Inward Remittance Enquiry

Time Deposit

- Enquiry/Change/ Withdrawal
- Time Deposit Placing
- Booked Interest Rate Enquiry

Credit Card

- Overview
- Payment
- Transaction Record
- Credit Adjustment
- Apply Commercial Card
- Card Promotions

Auto Proceed Transaction Enquiry

- Rejected Transaction
- Undue Transaction
- Standing Instruction

Template/Application In Process

- Template
- Application In Process
- Bank Forms
 - Pending

Authorisation

Pending Authorisation

* Participating Bank refers to Bank of China (Hong Kong), Nanyang Commercial Bank or Chiyu Banking Corporation.

Trade Services

Overview

- Inbox
- Pending

Bills Account Selection

Import

- Import LC
- Import Collection
- Shipping Guarantee
- Import Invoice Financing

Export

- Export LC
- DA/DP
- Pre-shipment Financing
- Export Invoice Discounting
- LC Transfer

Repayment

- Import LC Document
- Import Loan
- Import Invoice Financing
- Packing Loan
- Pre-shipment Financing
 Export Invoice Discounting
- Export involce Discounting

Guarantee

- Bank Guarantee
- Standby LC

Enquiry

- Transaction Status
- Outstanding Records
- Closed Records
- Credit Limit

Management

- User Setting
- User Enquiry
- Limit Setting
- Limit Enguiry
- Activity Log

Database

- Counterparties
- Templates
- Clauses
- Financing

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System Functions





Transaction Process

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Transaction Process

To let you savor the convenience brought by CBS Online, we now take the process of fund transfer as an example. All you need to do is to follow three simple steps listed below: (Note: The following example of transaction process is not applicable to investment services.)



Pending Authorization

If a user is not eligible to authorize a transaction, those transactions conducted by him/her will be automatically pre-set as pending authorization. In such case, those transactions will only be accepted upon approval of the authorized person.

If the message "Pending Authorization" appears on the upper right corner of the screen, it means that there is/are transaction(s) awaiting to be authorized. User can select "Pending Authorization" to authorize, amend or delete any transaction.

For your convenience, you may authorise or delete multiple transactions by using Multiple Authorisations) or Multiple Deletions

Trade Services

System Introduction

Users can conduct import, export, bank guarantee, Standby LC or repayment transactions and access their records through the page of Trade Services under CBS Online.

Access to Trade Services

After login, please select **Trade Services** (only applies to authorised CBS Online Trade Services Function Users).

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BOC Corporate Banking Services Online & CBS Phone Banking User Guide ····· Trade Services





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Trade Services

Management

After entering the page of Trade Services under CBS Online, Primary Users can select User Setting or Limit Setting under Management without selecting any bills account number.

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User Setting

Step 1: Select User

- Primary Users are required to select the User ID.
- A Maximum of 24 User IDs can be selected each time.
- Each User ID and User Name is embedded with a hyperlink. Primary Users can conveniently view the existing setting under each bills account.



Step 2: Update Users' Authorisation Level

- Primary Users can set the authorisation level of each user according to specified requirements.
- Primary Users may check (Maker/Enquiry) box. (Auth) box may be entered with A (the highest class), B, C or D (the lowest class).
- Primary Users may select users or enter authorisation level for each service category. Then, the system will automatically fill in the relevant field.
- The new settings will replace the existing settings.
- Each service category is embedded with a hyperlink. Primary Users may click to view business type in details.



Select users or enter authorisation level for each service category. Then, the system will automatically fill in the relevant field.

Step 3: Select Bills Account

- · All settings will be applied to selected bills account.
- Each bills account number / name is embedded with a hyperlink. Primary Users can click to view the existing setting of users.

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Step 4: Confirm setting

- Primary Users must verify all settings before authorisation.
- Due to the change of user's authority, the system will list out all affected transactions in the **Transaction Information**, and remind you to take appropriate action. In the event that Primary Users continue the relevant setting, the related transactions will be returned.

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Limit Setting

Step 1: Input Transaction Limit & Authorisation Level

- Primary Users may set the transaction limit and authorisation level according to specified requirement.
- Each service category (except "repayment") can be set with up to 4 levels of transaction limit and authorisation in ascending order (no decimal place is required).
- Transaction limit with " 99999999999 " means no limitation for the transaction amount.
- Each service category is embedded with a hyperlink. Primary Users can click to access the business type in details.



Step 2: Select Bills Account

- All settings will be applied to the selected bills account.
- Each bills account number/name is embedded with a hyperlink. Primary Users can click to view the existing limit setting.

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Step 3: Confirm setting

- Primary Users must verify all settings before authorisation.
- Due to the change of user's authority, the system will list out all affected transactions in the **Transaction Information**, and remind you to take appropriate action. In the event that Primary Users continue the relevant setting, the related transactions will be returned.

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Trade Services

LC Issuance

O Flow of Application

i. Step 1: Makers can select (Import LC) under (Import) and then click (LC Issuance)

ii. Step 2:

a. Option 1: Makers input required data as shown on the screen.



b. Option 2: For makers who intend to apply for LC issuance, they can make use of the Copy From function to speed up the process if the relevant contents are similar to that of existing records. After searching and selecting an outstanding record, makers are required to click Use if the outstanding record is appropriate. Then, the system will transfer part of the existing details to the new application.







c. Option 3: Makers can opt to submit a LC issuance application with existing template. After clicking Template, makers can select a template from the list and then click Use if the details are appropriate. Then, details will be transferred to the application form.

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iii. Step 3: Makers can input or amend data as shown on the screen and then click Sumbit

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ii. Step 2: All application details will be displayed upon selection of an application by approvers. Approvers may click Authorise to approve the application, and confirmation page will be shown with all application details. After choosing e-Certificate and entering password, approvers then click Confirm to complete.

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G Function Keys

i. Search Key \mathbf{Q}

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Makers can search for the counterparty details via Search Key Q in the database

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Use the counterparty – details in the database



Makers can search for clauses in the database via Search Key Q

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ii. Store

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The application will be stored in Overview > Pending > Stored/Returned

iii.Upload

When makers click Upload , the screen will be switched to an upload page in which makers click Browse to select a file to be uploaded. Upon completion of file upload, makers can click Submit and application screen will appear again.

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Makers click Browse to select a file to be uploaded. Upon completion, please click Submit and the application screen will appear again.

Trade Services

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Enquiry of Real-time Transaction Records & Application Status

Enquiry of Real-time Transaction Records

- i. After selecting Outstanding Records) under Enquiry, users can access transaction details according to a prescribed criteria, including category, type, LC number, transaction reference, balance, maturity/expiry date or counterparty.
- **ii.** When users input searching criteria and click (Search), the latest transaction details will then be displayed.





³ Enquiry of Application Status

i. Users can select (Inbox) under (Overview) to access the application status.

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ii. Users may also select **Transaction Status** under **Enquiry** and then access the application status according to a prescribed criteria, including status, category, type, maker or application number.

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Search results

To apply for the CBS Online Investment Function, you may visit any of our branches or commercial centres (relevant investment account must have already been opened) and submit the completed "Application/Amendment Form for Investment Function under BOC Corporate Banking Services Online" and authorize designated Investment Function User(s) to access our online investment services.

Note:

- 1. The above service only applies to the CBS Online Investment Function Users authorized by your company.
- 2.Only one CBS Online Investment Function User is allowed to conduct investment transactions during the same time span.
- 3. There is no upper limit of the investment amount.
- 4.Opening of investment account cannot be processed via CBS Online. The relevant investment account must have already been opened.
- 5.Your company's authorized representative is required to complete the "Questionnaire on Investment Preference"* on a regular basis at your account-opening branch.
- 6. If the risk rating of the investment services/products selected by your company is higher than your risk tolerance level, the relevant transaction will be rejected by our system accordingly.
- 7.To add or change the authorized CBS Online Investment Function Users, please complete and submit the "Application/Amendment Form for Investment Function under BOC Corporate Banking Service Online" and we will process your instructions accordingly.
- 8.CBS Online Investment Function is not applicable for cash management customers.
- * For details of "Questionnaire on Investment Preference", please refer to page 18.

Risk Disclosure

Investments involve risks. Before making any investment decision, you should carefully read the relevant offering documents including (in particular) the risk disclosure statement, and make sure you understand the nature of and the risks involved in the investment.



Access to investment services

Step 1: Login to CBS Online



Step 2: After login, please select Investment under Others (only applies to authorised CBS Online Investment Function Users) and then enter your e-Cert. password.

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Step 3: Main page of investment services

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Transaction process

In order for you to fully experience the advantages of CBS Online Investment Function, we now take securities trading as an example to demonstrate its hassle-free transaction process.



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Step 2: Enter your instruction on the trading page, then key-in the Stock Code, Order Quantity and Order Price before clicking (Submit).

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Step 3: Please verify all details on the page, and then click Confirm.



Step 4: Upon acceptance of your instruction, the page will display the Order Number for your future reference.

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Step 5: You can conveniently access your recent securities trading records under (Transaction Record) section.

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Note:

- 1. The Primary user as your company's representative is required to complete the "Questionnaire on Investment Preference" on a regular basis at your account-opening branch.
- 2. If the risk rating of the investment services/products selected by your company is higher than your risk tolerance level, the relevant transaction will be rejected by our system accordingly.

Actions related to "Questionnaire on Investment Preference" are as follows:

	Status	Action
1	"Questionnaire on Investment Preference" will expire	Notice will be sent to customers but customers can still conduct investment transactions via internet.
2	"Questionnaire on Investment Preference" has expired	Notice will be sent to customers and all investment transactions via internet will be rejected.
3	Results of "Questionnaire on Investment Preference" is not in line with risk rating of the product	Transactions rejected
4	"Questionnaire on Investment Preference" has not been completed	Transactions rejected

13)

Daily Supervision

Daily Supervision

CBS Online comes with a daily supervision service to let the primary user oversee and check the account activities. Each user can check his/her own transaction history*. Primary user may also authorize delegate users to access other users' transaction records.

Daily supervision covers the followings:

- · Enquiry of transaction status
- Accesss to authorized pending transactions
- · Enquiry of incoming / outgoing messages
- · Enquiry of the holder's account details
- Enquiry of user setup status

In addition, every time you conduct an investment transaction through CBS Online, an account advice will be issued by post on the next following working day, setting out details of all the transactions conducted through CBS Online that day and the relevant results. You will therefore receive the latest information of your account and transactions.

*As investment transaction is shown on the main page, the primary user must also be a CBS Online Investment Function User in order to monitor the investment transactions.

Transaction Hours

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The service hours of various transactions available on CBS Online differ. For details, please refer to "Help" of CBS Online. In the event that severe weather conditions (such as a typhoon or black rainstorm signal is in force) affecting the Bank's actual business hours, the service hours of CBS Online may also be adjusted accordingly. In addition, the Bank reserves the right to modify its business hours as needed without prior notice.

Transactions conducted after the cut-off time

These transactions will not be conducted instantly. However, users are allowed to pre-register pending transactions for the followings:

1 Transfer (Participating Bank Transfer / Multi – Account Transfer)

You have to select the effective date (subject to a maximum of 50 days), and your instruction will be processed on the designated date.

2 Remittance Application

For those applications submitted after the cut-off time, the following message will be marked in red to remind the user:

" Your application will be processed on the next working day."

Important Notice

Information Retainment

For transactions conducted via CBS Online, the relevant details will be retained for a certain period of time. As such, you can access the relevant information within this period.

- Successful Transaction Information will be retained for 2 working days (including the transaction date)
- Statement Information Transaction details of your account will be retained for a certain period of time (excluding the date of request)
- Viewed E-mails Viewed emails will be retained for 3 working days (including the day of viewing this email). For e-mails that have not been read, they will be retained for 1 year.
- Pending Authorization Transaction will be automatically cancelled if no authorization is received after 7 working days (including the transaction date)
- Auto-proceed Transaction Information will be retained for 2 working days (including the transaction date) after being rejected.

Character/Symbols

Generally speaking, CBS Online only accepts the following characters / symbols:

ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789 @#\$%!&*() +-=:;'?,./

The following symbols are not applicable:

 \sim ` | " < > ^ [] { } \

The following symbols and characters are not applicable to Letter of Credit application and outward remittance:

< | & ! \$ * ; % _ > # @ : ^ \ [] = NNNN QTA ZCZC

Note: In order to meet the requirements of telegraphic format, you must not leave any blank space at the beginning of each line when applying for Letter of Credit or outward remittance.

2 Chinese Character Input

Currently, Chinese character input (BIG 5 CODE) is only available at the Traditional Chinese version of CBS Online, and applicable to outward remittance information like name of receiving bank, name and address of beneficiary, details of payment and "Beneficiary Account Control" under "Management".

In view of the great numbers of font data bank in the market and the lack of a dependable standard among them, we only accept those fonts which are included in our primary data bank. If your data is rejected, please make sure the fonts are included in our primary data bank.



3 Data Verification

Please carefully verify all data before confirmation. No amendment or deletion can be made after the transaction is submitted.

CBS Online is operated via a digit-based system. Once a transaction is confirmed, it will be processed immediately in accordance with the account information provided by you. We bear no responsibility to ensure that the account number and the name of account holder is matched. Therefore, please make sure all account information is correct before you confirm any transaction.

Some semi auto-proceed transactions (such as Telegraphic Transfer, Demand Draft Remittance as well as Payment to Local Bank) will be processed within the Bank's working hours upon receipt of your instruction. You may access the transaction status under "Activity Query".

Take remittance as an example. In addition to providing all relevant information, you must specify the region and country of the corresponding bank to which the funds are transferred. Once you have sent your remittance instruction to the Bank, the relevant funds and handling fee will be debited from your account accordingly. Remittance instructions placed after cut-off time will be processed within a certain period of time specified by the Bank. However, your instruction will be rejected due to insufficient available balance or other reasons which do not allow the Bank to debit the funds from your account. Please ensure sufficient funds in your account, and check the progress of your remittance instruction under "Today's Transaction" and "Application in Progress" of "Activity Query". Regardless of the transaction result, all incurred charges and difference on foreign exchange will be paid by customers.

4 Reminder Messages



1. After your login to CBS Online, your last login and transaction record will be displayed on the page.

If there are some reminder messages such as "Transaction(s) require authorization", "Please read bank message", "Please read your preset but rejected transaction(s)" or "Your password has not been updated within a specified period. To protect your company's interest, please change your password immediately." appearing underneath the "Notices", simply click the link and go to the relevant pages for viewing and processing.



 When messages like "AUTH PEND", "MSG PEND", "AUTO PROC REJ" appear on the upper right corner of the screen during transaction, please read the note and take appropriate action.

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From now on, with a tone-dial phone, you can conveniently access an array of business banking solutions via **CBS Phone Banking Services** anytime, anywhere!

CBS Phone Banking Services Scope of Services

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- Banking Services : Account balance enquiry, HKD/foreign currency fund transfer and time deposit
- Investment Services : Foreign exchange trading, precious metal trading, account balance enquiry and securities trading (securities trading must be conducted through Manned CBS Phone Banking Investment Hotline)
- Financial Information : Enquiry on deposit interest rates, foreign exchange rates, precious metal trading rates as well as transaction codes (for currencies, precious metals, deposit periods and accounts)
- Others : Application for cheque book, stopped cheque payment, request for consolidated monthly statements and change of password

CBS Phone Banking Services

Cantonese	:	(852) 2684 1833
Putonghua	:	(852) 2684 1831
English	:	(852) 2684 1832

Manned CBS Phone Banking Investment Hotline : (852) 2291 8338

BOC Corporate Banking Services Online & Flow Chart of CBS Phone Banking User GuideCBS Phone Banking Services

Flow Chart of CBS Phone Banking Services



Remarks : CBS Phone Banking Services allows up to a maximum of 20 individual user IDs and passwords from your company.

7.Repeat Reference Number

9.Disconnect

Operation Guide

Operation Guide

1. Account Code

For ease of operation, all accounts managed via CBS Phone Banking will be given a 4-digit account code in place of the 14-digit account number. Your individual account code is enclosed in your CBS Phone Banking confirmation letter.

The code of Multi-Currency Savings Account and Renminbi Savings Account is made up of the pattern 'YYXX', where YY identifies your account and XX indicates the currency code. (Please refer to the following 'Table of Codes'). For example:

If your Multi-Currency Savings Account code is 31XX and the code for Australian Dollar is 07, then your code when you exchange AUD via Phone Banking will be 3107.

For example:

If your Renminbi Savings Account code is 31XX and the code for Renminbi is 28, then your code when you exchange Renminbi via Phone Banking will be 3128.

2. The last 2 digits of the amount entered will be treated as cents and 10 cents. If there are no cents, add '00' to the amount. Press '#' to indicate that the amount is fully entered.

For example:

To enter \$100.50 you should press 10050#

To enter \$10,050.00 you should press 1005000#

3. You can enquire about up to 6 different exchange rates and up to 3 different precious metals trading prices when you access CBS Phone Banking for financial information. For example:

To get the rates for US Dollar (03), Japanese Yen (06), Australian Dollar (07), New Zealand Dollar (08), EURO (10) and Thai Baht (35), simply enter 030607081035#

'#' is used to indicate the end of data entry. () indicates the currency codes.

Table of Codes

1		
	Code	Currency
	01	Hong Kong Dollar (HKD)
	03	US Dollar (USD)
	04	Sterling (GBP)
	06	Japanese Yen (JPY)
	07	Australian Dollar (AUD)
	08	New Zealand Dollar (NZD)
	09	Canadian Dollar (CAD)
	10	EURO (EUR)
	11	Swiss Franc (CHF)
	14	Danish Krone (DKK)
	15	Norwegian Krone (NOK)
	28	Renminbi (CNY)
	33	Swedish Krone (SEK)
	35	Thai Baht (THB)
6		

Precious Metal Code	Precious Metal
01	HK 99
02	9999 Gold Bar
03	Maple Leaf Gold Coin
04	Panda Gold Coin
06	999 Silver Bar
07	Silver Maple
08	Platimum Dragon
09	Laser Goddess of Fortune
10	10 HK99 Gold (Passbook)
11	Loco London Gold
12	Loco London Silver
13	Loco Zurich Platinum
14	HK9999 Gold (Passbook)

Deposit Period Code	Deposit Period
301	Savings
001	1-day time deposit
007	7-day time deposit
014	14-day time deposit
101	1-month time deposit
102	2-month time deposit
103	3-month time deposit
106	6-month time deposit
112	12-month time deposit
115	5-month time deposit
118	18-month time deposit
124	24-month time deposit
136	36-month time deposit
148	48-month time deposit
160	60-month time deposit
201	24-hour time deposit
207	7-day call notice

с	ode	Maturity instruction
1		Renew principal, and credit accrued interest into account
2	2	Renew principal and accrued interest
3	5	Credit principal and accrued interest into account

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Remarks: Only the main user can conduct investment transactions via Manned CBS Phone Banking Investment Hotline.

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BOC Corporate B		
CBS Phone Bank	ing User Guide •	••••• Contact Us

Contact Us

Customer Service Hotline of CBS online & CBS Phone Banking

For any enquiries regarding **CBS Online** and **CBS Phone Banking Service**, please call the following hotline during the office hours.

Bank of China (Hong Kong) Limited :	852) 2929 2333
Nanyang Commercial Bank Limited :	852) 2622 2633
Chiyu Banking Corporation Limited :	(For Boc Corporate Banking Services only)

Office Hours

Monday to Friday : 9:00 - 18:00 Except Saturday, Sunday and Public Holidays

