

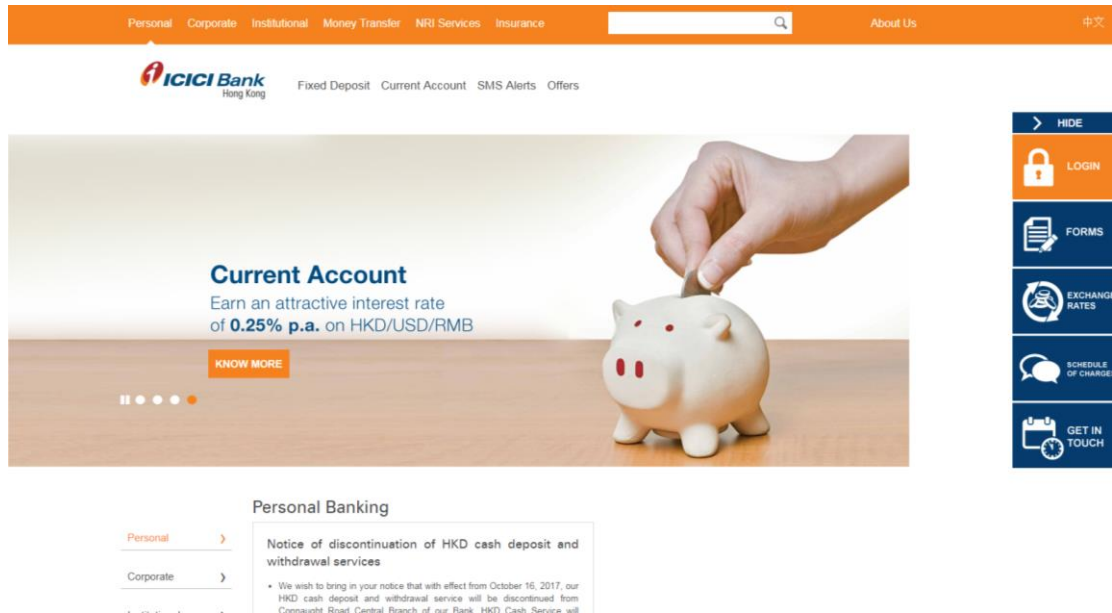
## **Business FX – Manage / Add Beneficiary**

- Section 1: Login Corporate Internet Banking (CIB)  
登入網上公司銀行
- Section 2: Manage Beneficiaries  
查閱收款人清單
- Section 3: Add Beneficiary for Business FX  
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- 3.1: Other beneficiary account with ICICI Bank, HK  
持有本行戶口之收款人
  - 3.2: INR transfers to ICICI Bank India  
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  - 3.3: INR transfers to non-ICICI Bank in India  
盧比匯款至非 ICICI Bank India 之印度銀行
  - 3.4: Global wire transfer  
國際電匯
  - 3.5: Upload Bulk Beneficiary  
登記多於一個收款人
    - 3.5.1: Transfer in INR currency  
盧比匯款
    - 3.5.2: Transfer in other currency out of INR  
盧比以外之貨幣匯款

## Section 1: Login Corporate Internet Banking (CIB) 登入網上公司銀行

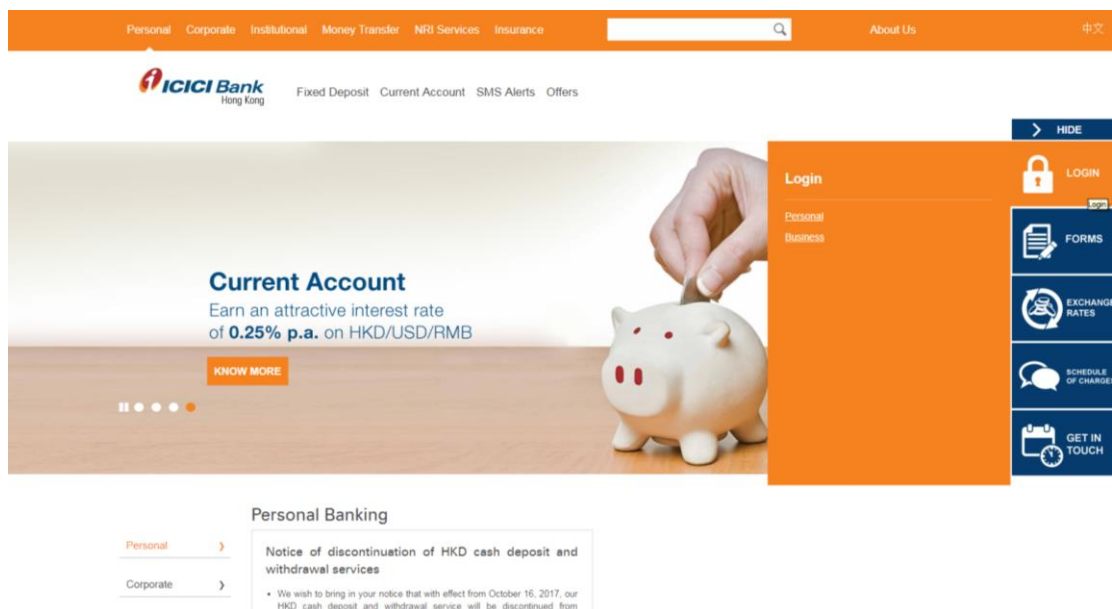
1. Access the Bank's official website at [www.icicibank.hk](http://www.icicibank.hk).

登上本行官方網站 [www.icicibank.hk](http://www.icicibank.hk)。



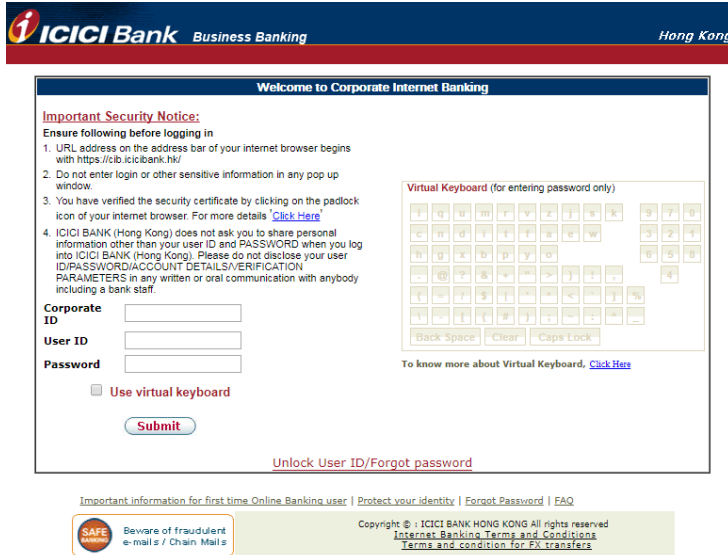
2. Mouse-over "Login" at the right-hand-side menu and click "Business".

移動游標到右邊選單上的“Login”，並按“Business”。



3. Enter "Corporate ID", "User ID" & "Password" and click "Submit" to login CIB.

輸入"Corporate ID", "User ID" 及 "Password"，然後按"Submit"登入網上公司銀行。



**Welcome to Corporate Internet Banking**

**Important Security Notice:**  
Ensure following before logging in

1. URL address on the address bar of your internet browser begins with <https://cib.icicibank.hk/>
2. Do not enter login or other sensitive information in any pop up window.
3. You have verified the security certificate by clicking on the padlock icon of your internet browser. For more details [Click Here](#)
4. ICICI BANK (Hong Kong) does not ask you to share personal information other than your user ID and PASSWORD when you log into ICICI BANK (Hong Kong). Please do not disclose your user ID/PASSWORD/ACCOUNT DETAILS/VERIFICATION PARAMETERS in any written or oral communication with anybody including a bank staff.

**Virtual Keyboard (for entering password only)**

Corporate ID:   
User ID:   
Password:

☐ Use virtual keyboard

[Unlock User ID/Forgot password](#)

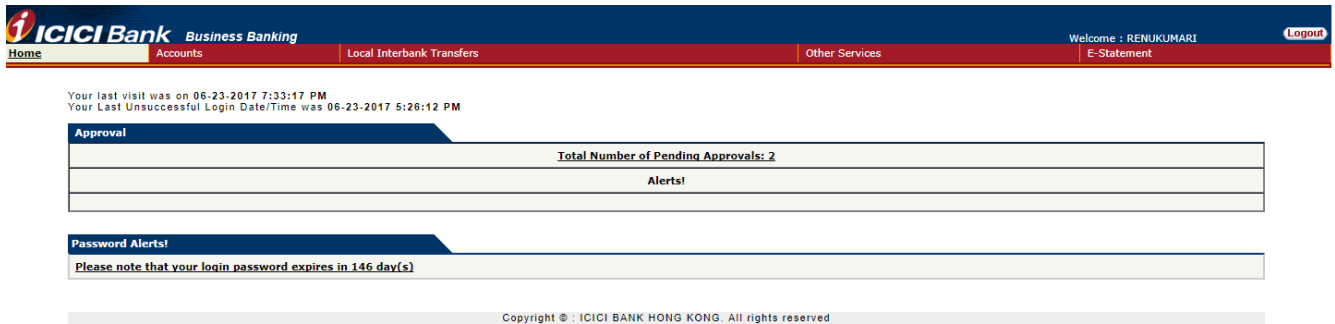
Important information for first time Online Banking user | Protect your identity | Forgot Password | FAQ

SAFE Beware of fraudulent e-mails / Chain Mails

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Internet Banking Terms and Conditions  
Terms and condition for FX transfers

4. After login to CIB, Home screen as below will be shown:

登入網上公司銀行後，將顯示如下所示之首頁。



**ICICI Bank Business Banking Hong Kong**

Home Accounts Local Interbank Transfers Other Services Welcome : RENUKUMARI Logout

Your last visit was on 06-23-2017 7:33:17 PM  
Your Last Unsuccessful Login Date/Time was 06-23-2017 5:26:12 PM

**Approval**

Total Number of Pending Approvals: 2
Alerts!

**Password Alerts!**

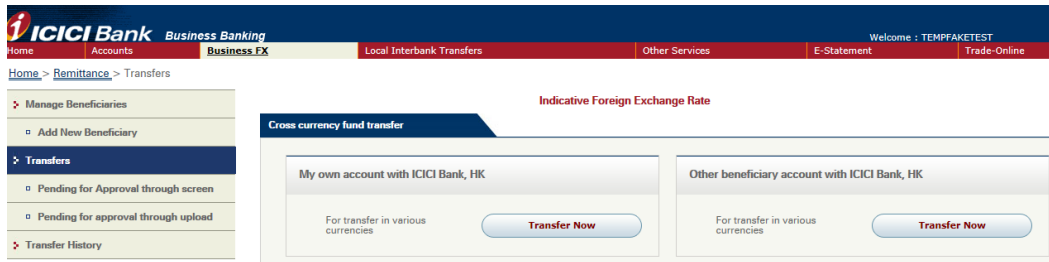
Please note that your login password expires in 146 day(s)

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## Section 2: Manage Beneficiaries 查閱收款人清單

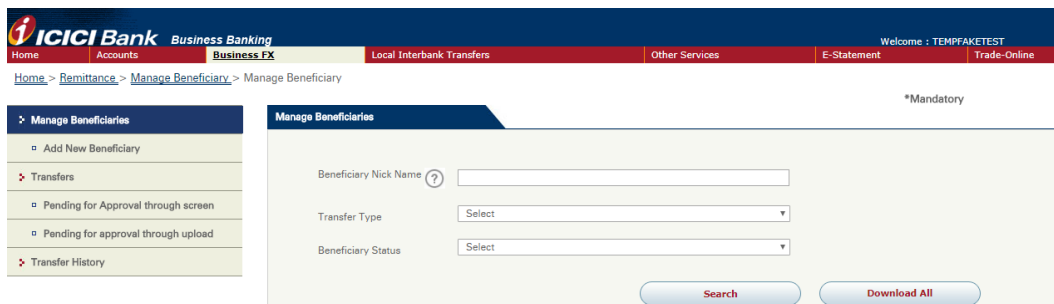
1. After login CIB, click “Business FX” at the top menu.

登入網上公司銀行後，按頂部選單之“Business FX”。



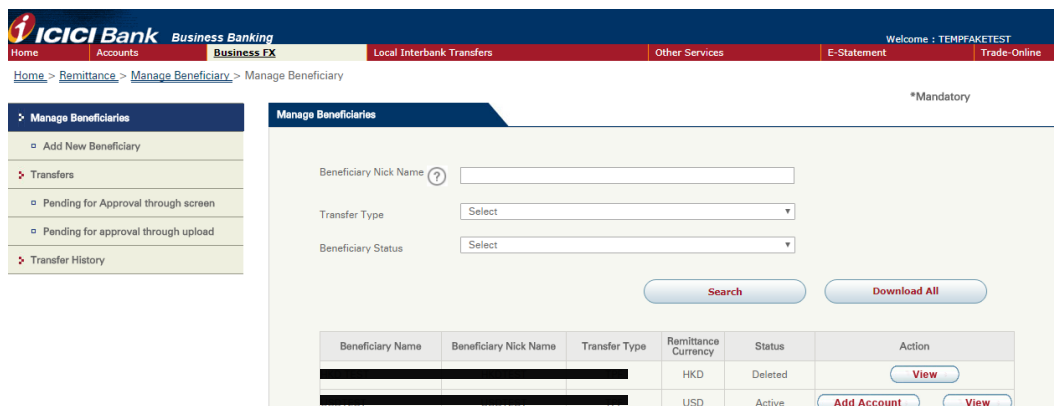
2. Click “Manage Beneficiaries” at the left-hand-side menu. Click “Search” to view the list of beneficiaries or click “Download All” to download PDF.

按左邊選單之“Manage Beneficiaries”。按“Search”查閱收款人清單或按“Download All”下載文件。



3. After clicking “Search”, the list of beneficiary will be shown, you can check the registration status of the beneficiary.

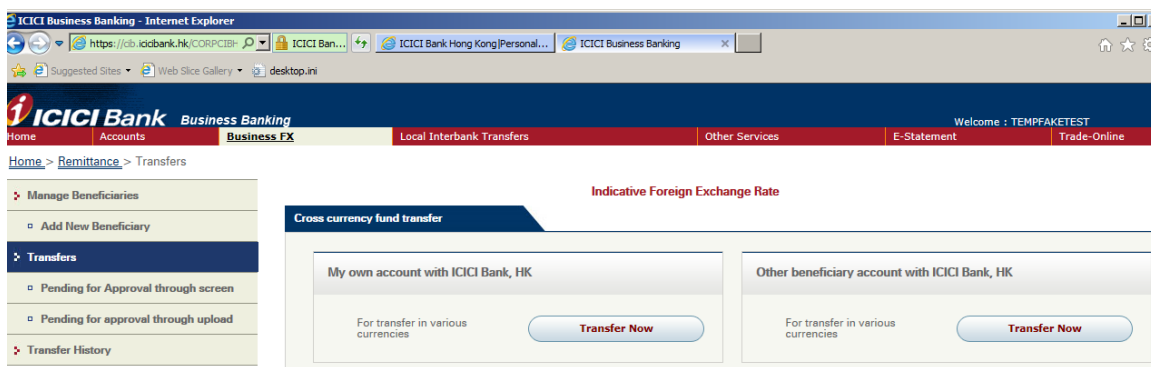
按“Search”後，將顯示收款人清單，可查閱收款人之登記狀態。



### Section 3: Add Beneficiary for Business FX 登記收款人

1. After login CIB, click “Business FX” at the top menu.

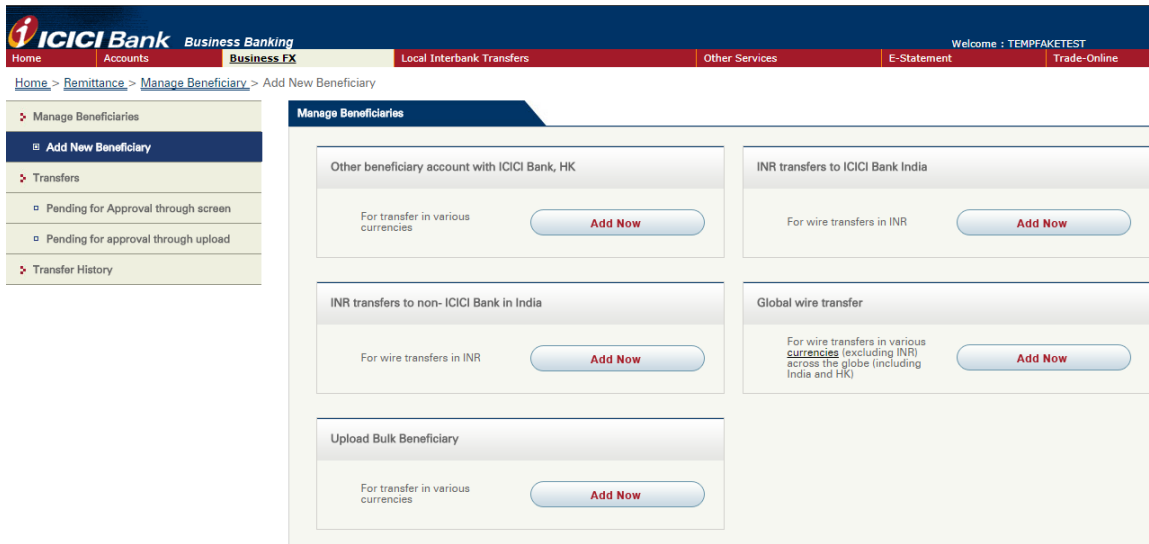
登入網上公司銀行後，按頂部選單之“Business FX”。



2. Click “Add New Beneficiary” at the left-hand-side menu. Beneficiary can be added through following 5 different modules.

按左邊選單之“Add New Beneficiary”。可透過下列 5 個類別登記收款人。

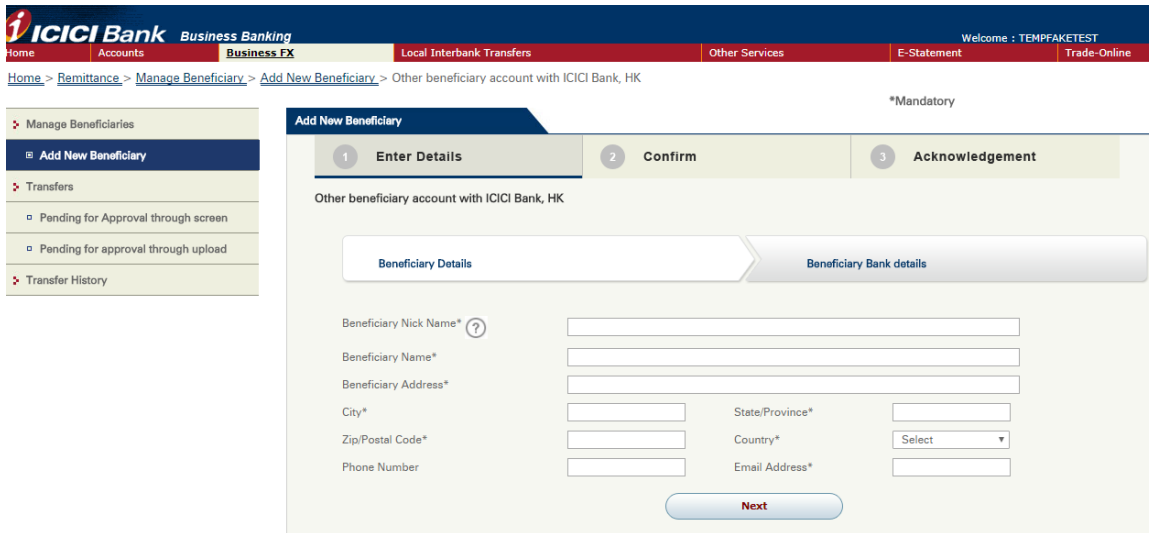
Modules 類別:	Descriptions 詳情:
Other beneficiary account with ICICI Bank, HK 持有本行戶口之收款人	Add beneficiary who is holding account with ICICI Bank, Hong Kong 收款人持有本行戶口
INR transfers to ICICI Bank India 盧比匯款至 ICICI Bank India	Add beneficiary who is holding INR account with ICICI Bank, India 收款人持有 ICICI Bank, India 的盧比戶口
INR transfers to non- ICICI Bank in India 盧比匯款至非 ICICI Bank India 之印度銀行	Add beneficiary who is holding INR account in India, but not ICICI Bank, India 收款人持有非 ICICI Bank, India 之其他印度銀行的盧比戶口
Global wire transfer 國際電匯	Add beneficiary in various currencies across the globe 收款人持有其他國家之其他貨幣的戶口
Upload Bulk Beneficiary 登記多於一個收款人	Add more than one beneficiaries at the same time 登記多於一個收款人



### Section 3.1: Other beneficiary account with ICICI Bank, HK 持有本行戶口之收款人

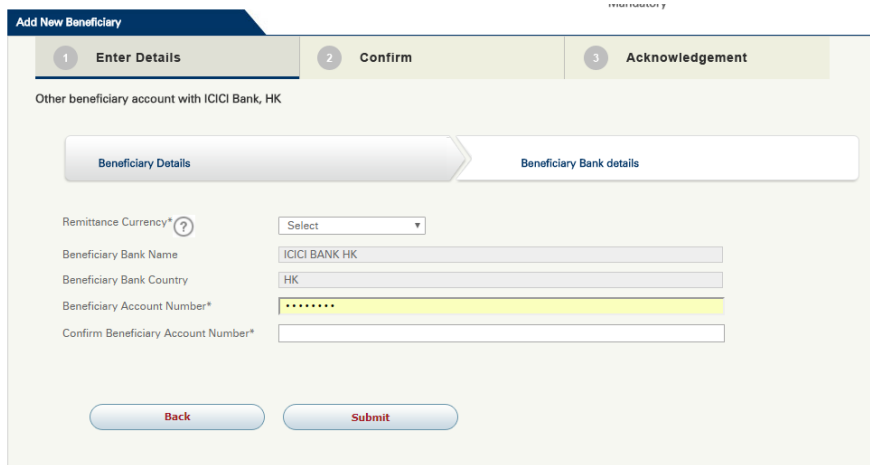
1. After clicking “Other beneficiary account with ICICI Bank, HK” at “Add New Beneficiary”, enter required information of beneficiary details, and then click “Next”. Field with “\*” are mandatory field.

於“Add New Beneficiary”頁面按 “Other beneficiary account with ICICI Bank, HK”後，輸入收款人資料，然後按“Next”。標記“\*” 為必需填寫之項目。



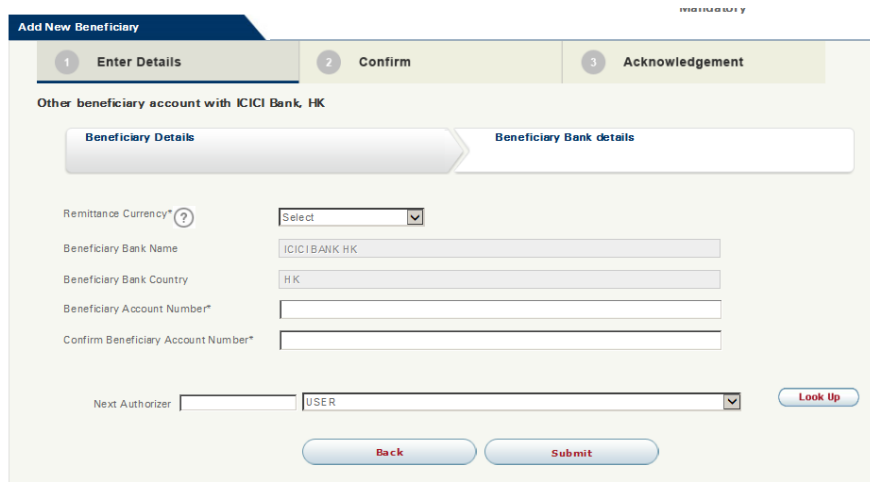
- After that, enter required information of beneficiary bank details, and then click “Submit”. Field with “\*” are mandatory field.

輸入收款人資料後按“Next”。標記“\*”為必需填寫之項目。



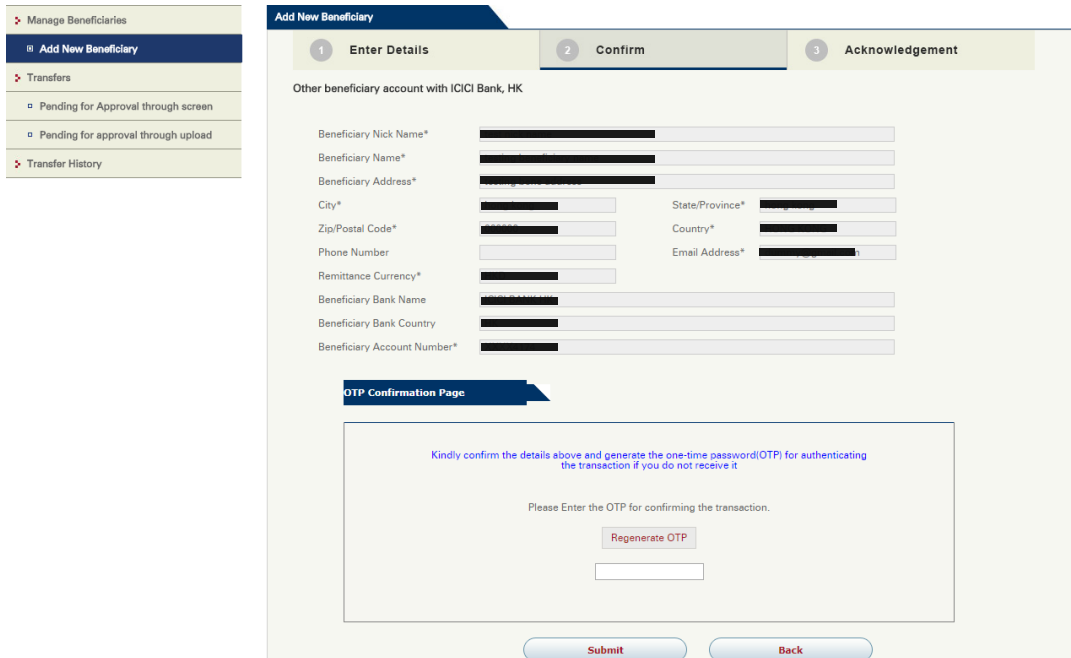
In case of maker-checker flow, click “Look Up” in the field of “Next Authorizer” to select approver.

若為 maker-checker 檢查流程下，於“Next Authorizer”欄目按“Look Up”以選擇批准人。



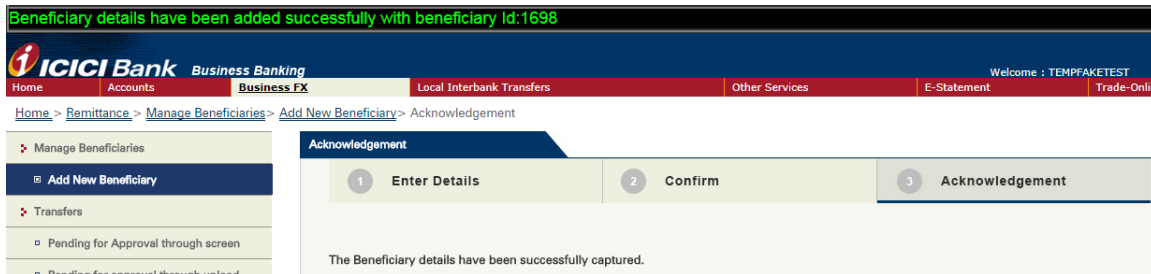
- A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click “Submit” button if the information of beneficiary registration is correct.

一個六位數字的一次性密碼 (OTP) 將會發送至您的手提電話。若登記收款人之資料正確，請輸入該一次性密碼並按 “Submit” 確認按鈕。



4. Once the instruction was successfully submitted, confirmation page will be shown with a beneficiary ID. You may check the registration status through “Manage Beneficiaries”, details please refer to section 2.

指示成功遞交後，將顯示確認頁面及收款人編號。您可於“Manage Beneficiaries”查看收款人登記狀態，詳情請參考部份二：查閱收款人清單。



In case of maker-checker flow, confirmation page will be shown with a confirmation number and payee list ID. The beneficiary registration request will be instantly sent to approver for approval.

若為 maker-checker 檢查流程下，將顯示確認頁面，並附上確認編號及收款人清單編號。登記收款人之申請即時傳送到批准人以待批核。



Payee submitted to next approver Successfully. Your Confirmation Number is 5712 Payee Successfully sent for approval with Payee List id :5712 SMS will be sent on your registered mobile number on addition of requested beneficiary account

**ICICI Bank Business Banking** Welcome : RENUKUMARI

Home Accounts **Business FX** Local Interbank Transfers Bill Payments Other Services E-Statement

Home > Remittance > Manage Beneficiaries > Add New Beneficiary > Acknowledgement

Manage Beneficiaries

- Add New Beneficiary
- Pending for my approval
- Pending for Approval
- Rece bulk upload pending for mv

**Acknowledgement**

1 Enter Details 2 Confirm 3 Acknowledgement

Beneficiary details have been successfully added and may need approval. Check beneficiary status before initiating transfer

## Section 3.2: INR transfers to ICICI Bank India 盧比匯款至 ICICI Bank India

1. After clicking “INR transfers to ICICI Bank India” at “Add New Beneficiary”, enter required information of beneficiary details, and then click “Next”. Field with “\*” are mandatory field.

於“Add New Beneficiary”頁面按 “INR transfers to ICICI Bank India”後，輸入收款人資料，然後按“Next”。標記“\*” 為必需填寫之項目。

**ICICI Bank Business Banking** Welcome : TEMPFAKETEST

Home Accounts **Business FX** Local Interbank Transfers Other Services E-Statement Trade-Online

Home > Remittance > Manage Beneficiary > Add New Beneficiary > INR transfers to ICICI Bank India

\*Mandatory

**Add New Beneficiary**

1 Enter Details 2 Confirm 3 Acknowledgement

INR transfers to ICICI Bank India

Beneficiary Details Beneficiary Bank Details

Beneficiary Nick Name\* (?)

Beneficiary Name\*

Beneficiary Address\*

City\* State/Province\*

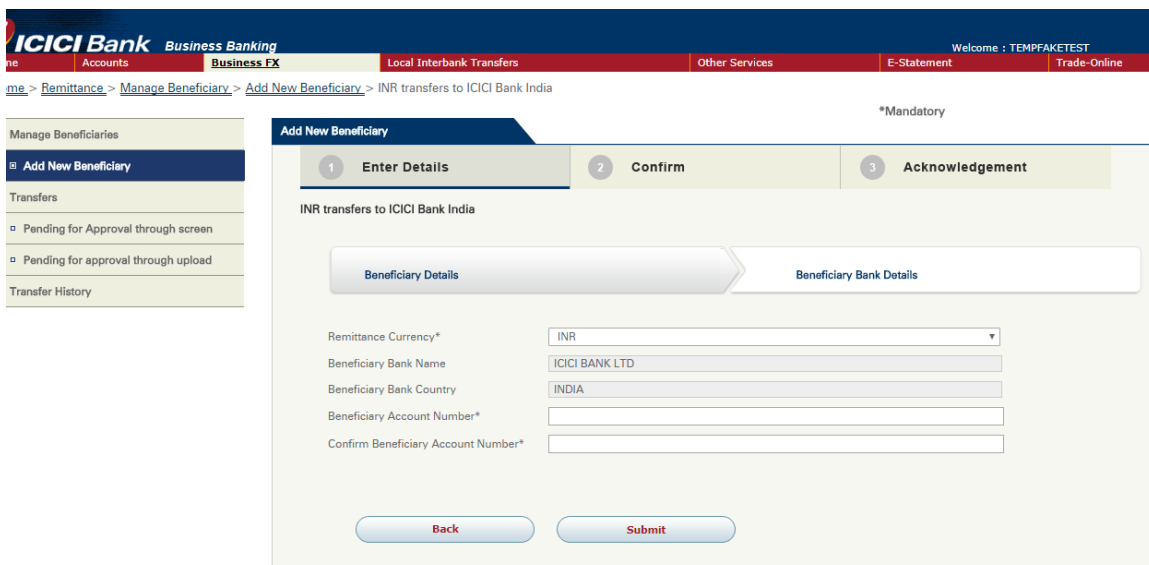
Zip/Postal Code\* Country\* Select

Phone Number Email Address\*

**Next**

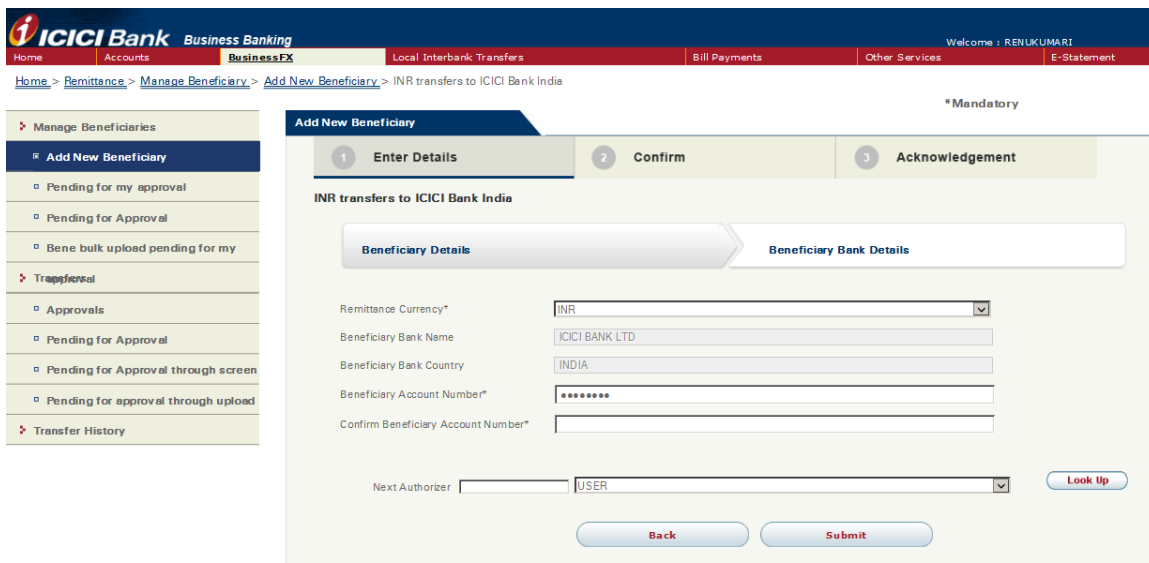
2. After that, enter required information of beneficiary bank details, and then click “Submit”. Field with “\*” are mandatory field.

輸入收款人資料後按“Next”。標記“\*” 為必需填寫之項目。



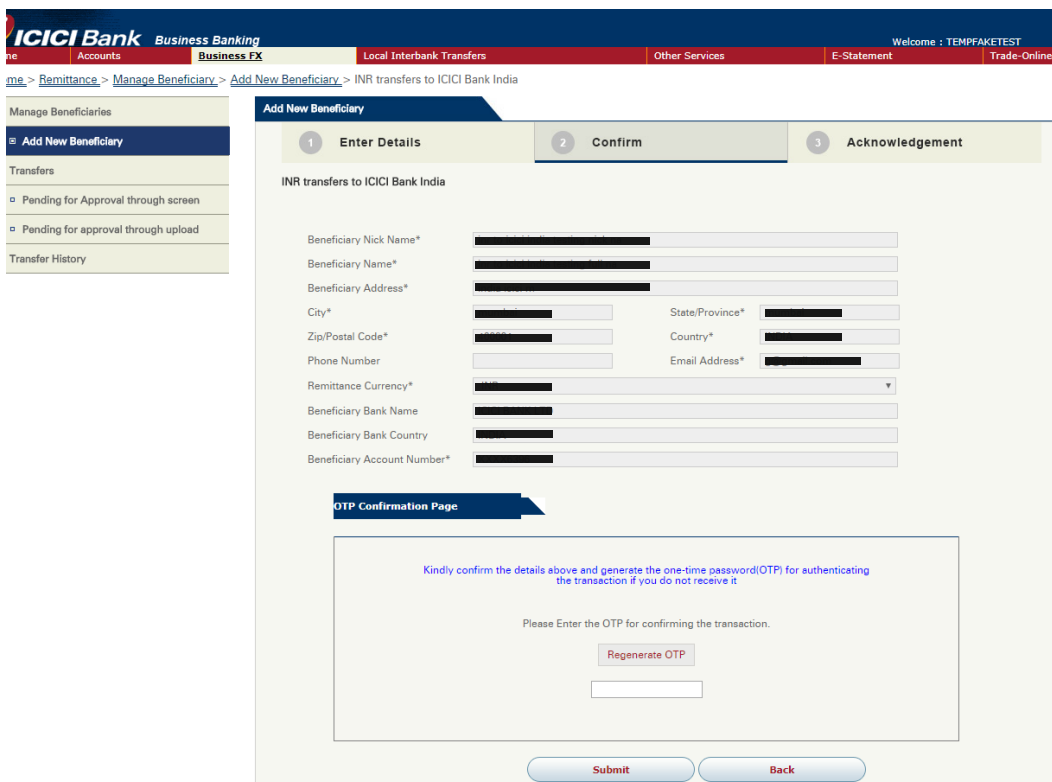
In case of maker-checker flow, click “Look Up” in the field of “Next Authorizer” to select approver.

若為 maker-checker 檢查流程下，於“Next Authorizer”欄目按“Look Up”以選擇批准人。



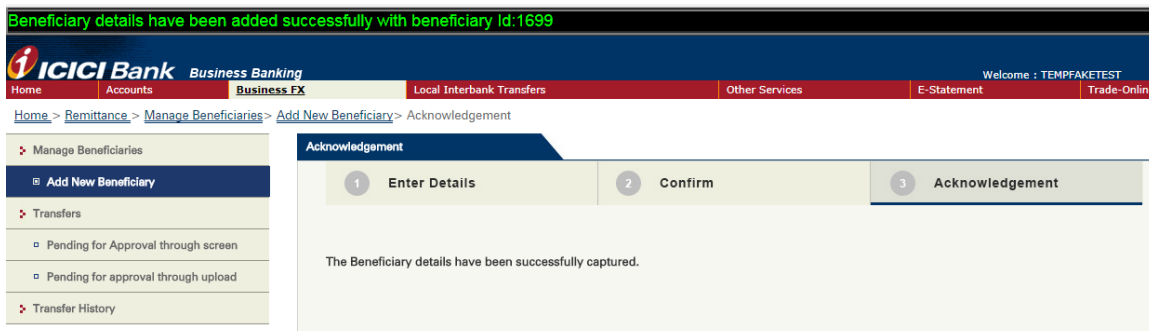
3. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click “Submit” button if the information of beneficiary registration is correct.

一個六位數字的一次性密碼 (OTP) 將會發送至您的手提電話。若登記收款人之資料正確，請輸入該一次性密碼並按 “Submit” 確認按鈕。



4. Once the instruction was successfully submitted, confirmation page will be shown with a beneficiary ID. You may check the registration status through “Manage Beneficiaries”, details please refer to section 2.

指示成功遞交後，將顯示確認頁面及收款人編號。您可於 “Manage Beneficiaries” 查看收款人登記狀態，詳情請參考部份二：查閱收款人清單。



In case of maker-checker flow, confirmation page will be shown with a confirmation number and payee list ID. The beneficiary registration request will be instantly sent to approver for approval.

若為 maker-checker 檢查流程下，將顯示確認頁面，並附上確認編號及收款人清單編號。登記收款人之申請即時傳送到批准人以待批核。

Payee submitted to next approver Successfully. Your Confirmation Number is 5713 Payee Successfully sent for approval with Payee List id :5713.SMS will be sent on your registered mobile number on addition of requested beneficiary account

**ICICI Bank Business Banking** Welcome : RENUKUMARI

Home Accounts BusinessFX Local Interbank Transfers Bill Payments Other Services E-Statement

Home > Remittance > Manage Beneficiaries > Add New Beneficiary > Acknowledgement

**Acknowledgement**

1 Enter Details 2 Confirm 3 Acknowledgement

Beneficiary details have been successfully added and may need approval. Check beneficiary status before initiating transfer

### Section 3.3: INR transfers to non-ICICI Bank in India 盧比匯款至非 ICICI Bank India 之印度銀行

1. After clicking “INR transfers to non-ICICI Bank India” at “Add New Beneficiary”, enter required information of beneficiary details, and then click “Next”. Field with “\*” are mandatory field.

於“Add New Beneficiary”頁面按 “INR transfers to non-ICICI Bank India”後，輸入收款人資料，然後按“Next”。標記“\*” 為必需填寫之項目。

**ICICI Bank Business Banking** Welcome : TEMPFAKETEST

Home Accounts BusinessFX Local Interbank Transfers Other Services E-Statement Trade-Online

Home > Remittance > Manage Beneficiary > Add New Beneficiary > INR transfers to non- ICICI Bank in India

\*Mandatory

**Add New Beneficiary**

1 Enter Details 2 Confirm 3 Acknowledgement

INR transfers to non- ICICI Bank in India

Beneficiary Details Beneficiary Bank Details

Beneficiary Nick Name\* ?

Beneficiary Name\*

Beneficiary Address\*

City\* State/Province\*

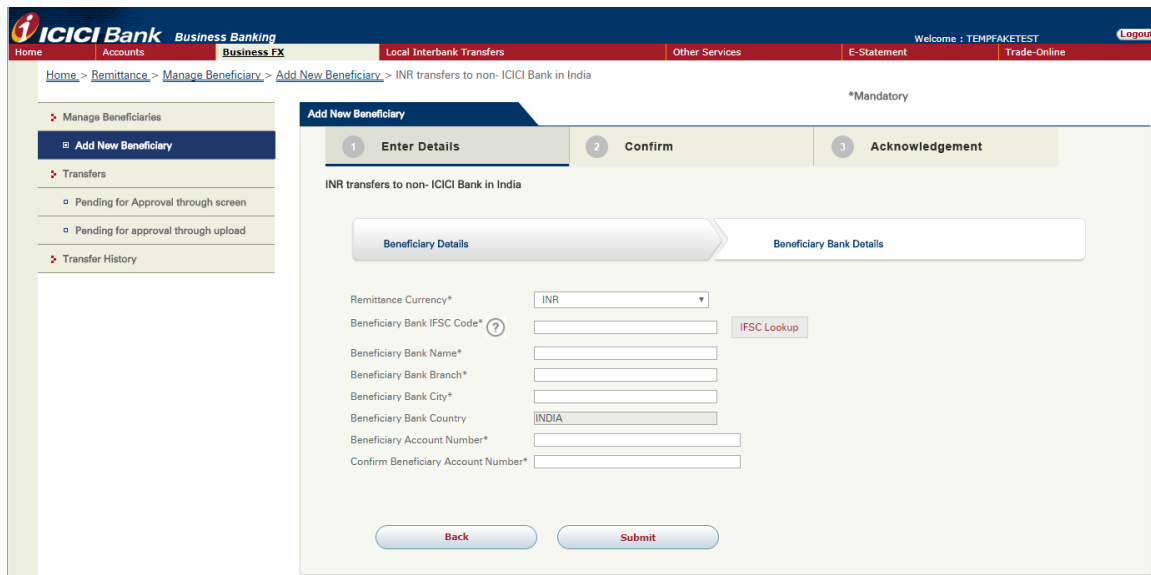
Zip/Postal Code\* Country\* Select

Phone Number Email Address\*

Next

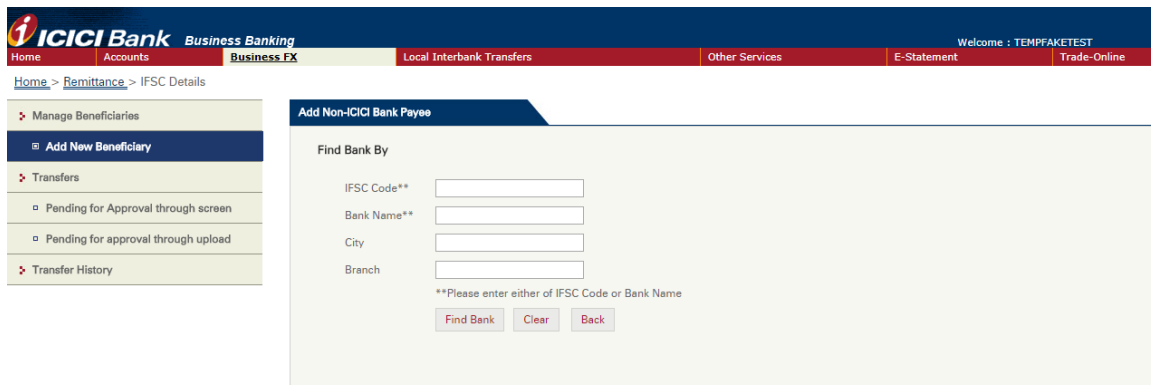
2. Click “IFSC Lookup” to find out the Beneficiary Bank IFSC Code.

按“IFSC Lookup” 以尋找收款銀行的 IFSC 代碼。



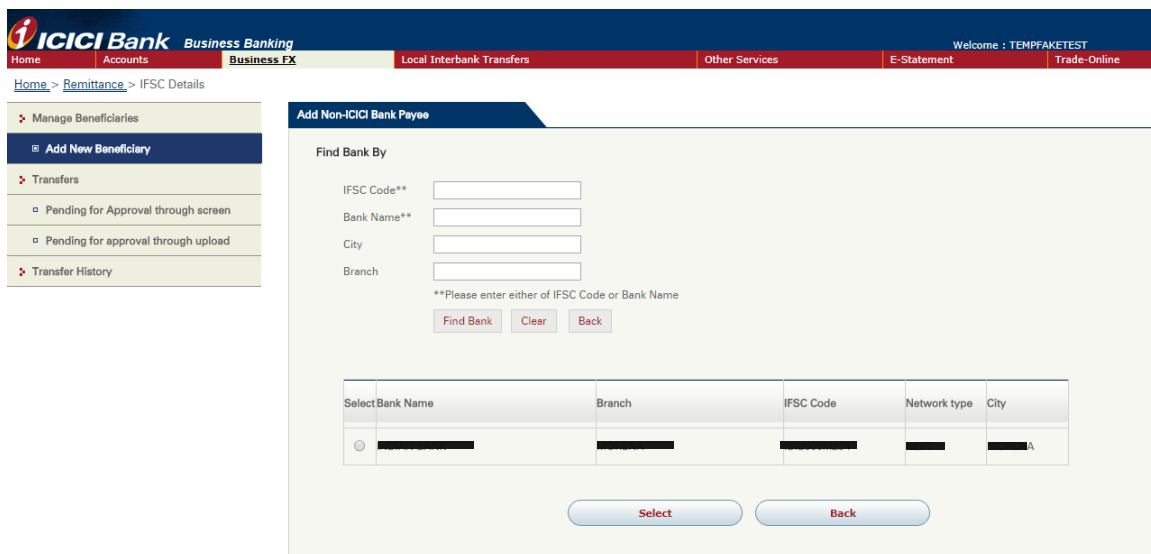
3. Enter either of IFSC Code or Bank Name, and click “Find Bank”.

輸入 IFSC 代碼或銀行名稱，再按“Find Bank”。



4. Click the respective radio button, and then click “Select”

點選按鈕以選擇該 IFSC 代碼，再按 “Select”。



**ICICI Bank Business Banking**

Home Accounts **Business FX** Local Interbank Transfers Other Services E-Statement Trade-Online

Welcome : TEMPFKTEST

Home > Remittance > IFSC Details

Manage Beneficiaries

Add New Beneficiary

Transfers

Pending for Approval through screen

Pending for approval through upload

Transfer History

**Add Non-ICICI Bank Payee**

Find Bank By

IFSC Code\*\*

Bank Name\*\*

City

Branch

\*\*Please enter either of IFSC Code or Bank Name

Find Bank Clear Back

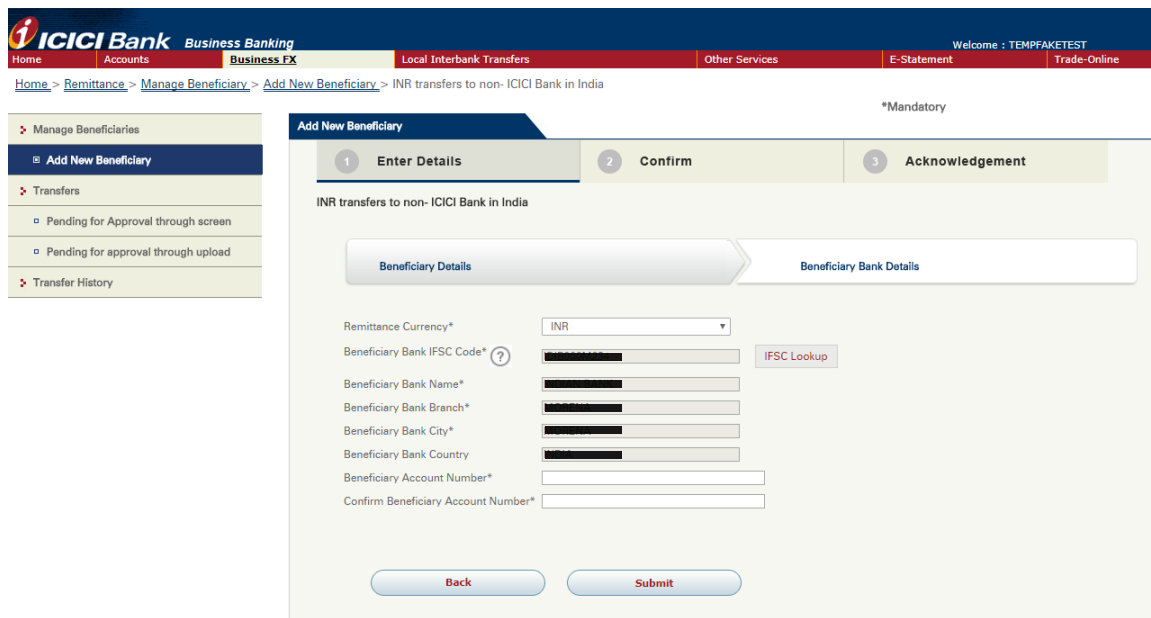
Select	Bank Name	Branch	IFSC Code	Network type	City
<input type="radio"/>					

Select Back

5. After that, the following 5 fields will be automatically filled. You just need to enter and confirm the Beneficiary Account Number and then click "Submit".

然後，下列 5 個欄目將會自動填寫。您只須輸入並確認收款人戶口號碼，再按“Submit”。

- |      |                            |              |
|------|----------------------------|--------------|
| i.   | Beneficiary Bank IFSC Code | 收款銀行 IFSC 代碼 |
| ii.  | Beneficiary Bank Name      | 收款銀行名稱       |
| iii. | Beneficiary Bank Branch    | 收款銀行分行       |
| iv.  | Beneficiary Bank City      | 收款銀行城市       |
| v.   | Beneficiary Bank Country   | 收款銀行國家       |



**ICICI Bank Business Banking**

Home Accounts **Business FX** Local Interbank Transfers Other Services E-Statement Trade-Online

Welcome : TEMPFKTEST

Home > Remittance > Manage Beneficiary > Add New Beneficiary > INR transfers to non- ICICI Bank in India

Manage Beneficiaries

Add New Beneficiary

Transfers

Pending for Approval through screen

Pending for approval through upload

Transfer History

**Add New Beneficiary**

1 Enter Details 2 Confirm 3 Acknowledgement

INR transfers to non- ICICI Bank in India

Beneficiary Details Beneficiary Bank Details

Remittance Currency\* INR

Beneficiary Bank IFSC Code\* ? IFSC Lookup

Beneficiary Bank Name\*

Beneficiary Bank Branch\*

Beneficiary Bank City\*

Beneficiary Bank Country

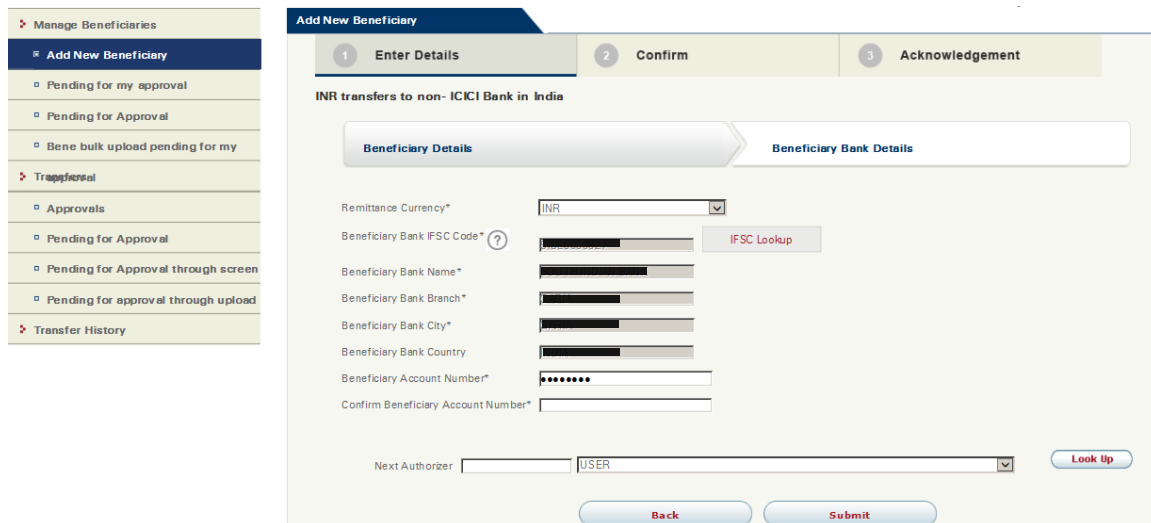
Beneficiary Account Number\*

Confirm Beneficiary Account Number\*

Back Submit

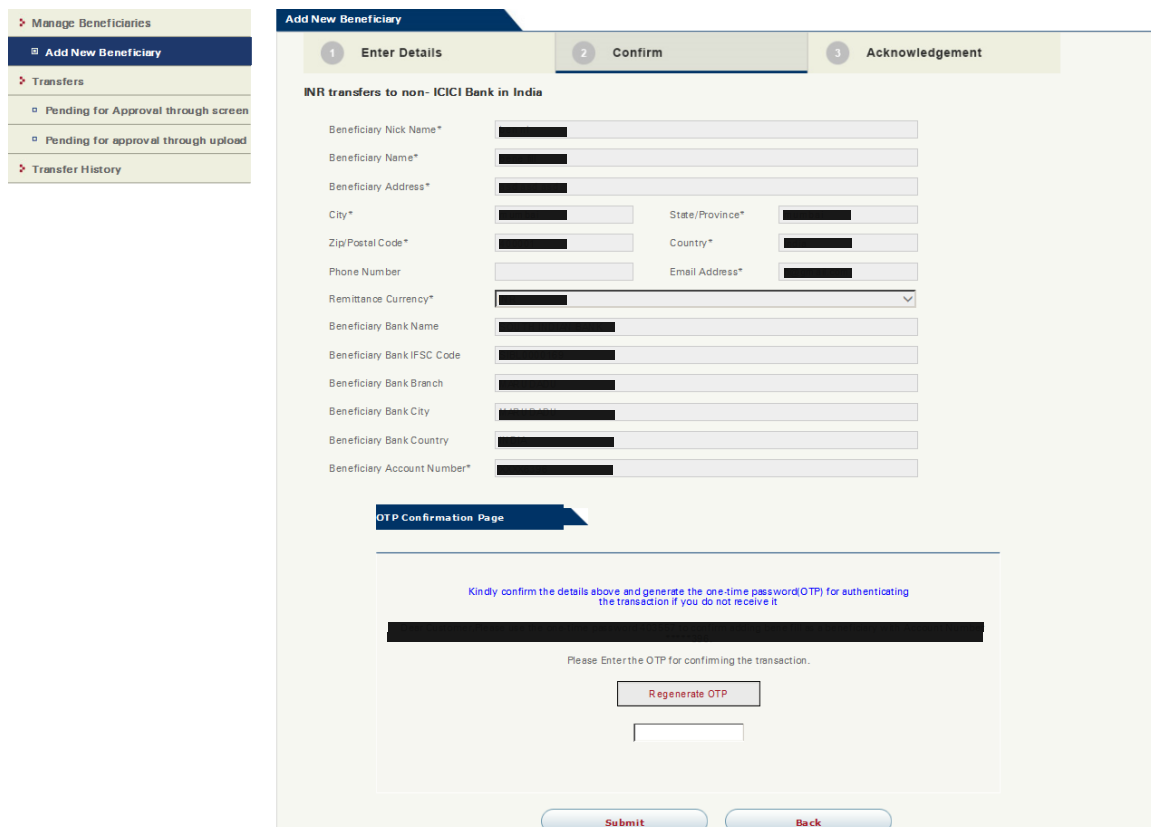
In case of maker-checker flow, click "Look Up" in the field of "Next Authorizer" to select approver.

若為 maker-checker 檢查流程下，於“Next Authorizer”欄目按“Look Up”以選擇批准人。



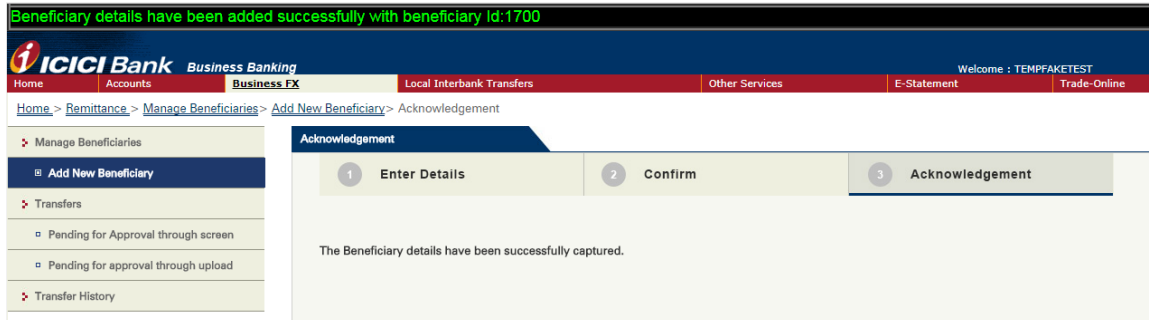
- A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click “Submit” button if the information of beneficiary registration is correct.

一個六位數字的一次性密碼 (OTP) 將會發送至您的手提電話。若登記收款人之資料正確，請輸入該一次性密碼並按 “Submit” 確認按鈕。



7. Once the instruction was successfully submitted, confirmation page will be shown with a beneficiary ID. You may check the registration status through “Manage Beneficiaries”, details please refer to section 2.

指示成功遞交後，將顯示確認頁面及收款人編號。您可於“Manage Beneficiaries”查看收款人登記狀態，詳情請參考部份二：查閱收款人清單。



Beneficiary details have been added successfully with beneficiary id:1700

ICICI Bank Business Banking

Home Accounts Business FX Local Interbank Transfers Other Services E-Statement Trade-Online

Home > Remittance > Manage Beneficiaries > Add New Beneficiary > Acknowledgement

Manage Beneficiaries

Add New Beneficiary

Transfers

Pending for Approval through screen

Pending for approval through upload

Transfer History

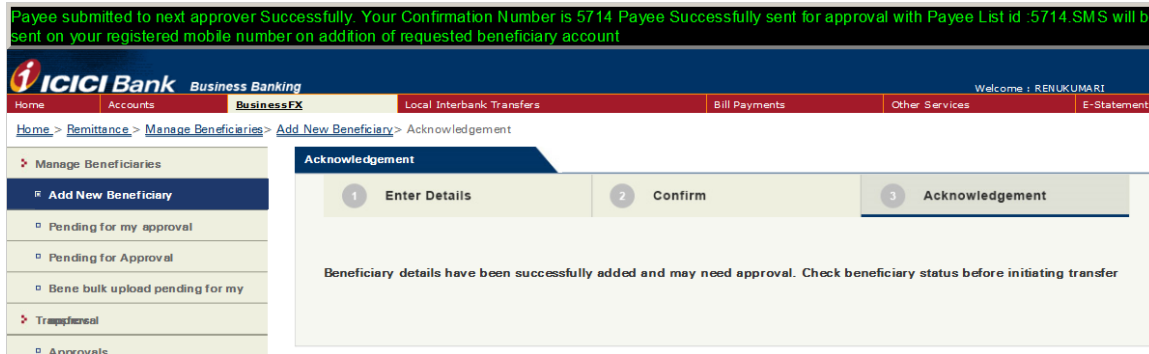
Acknowledgement

1 Enter Details 2 Confirm 3 Acknowledgement

The Beneficiary details have been successfully captured.

In case of maker-checker flow, confirmation page will be shown with a confirmation number and payee list ID. The beneficiary registration request will be instantly sent to approver for approval.

若為 maker-checker 檢查流程下，將顯示確認頁面，並附上確認編號及收款人清單編號。登記收款人之申請即時傳送到批准人以待批核。



Payee submitted to next approver Successfully. Your Confirmation Number is 5714 Payee Successfully sent for approval with Payee List id :5714 SMS will be sent on your registered mobile number on addition of requested beneficiary account

ICICI Bank Business Banking

Home Accounts Business FX Local Interbank Transfers Bill Payments Other Services E-Statement

Home > Remittance > Manage Beneficiaries > Add New Beneficiary > Acknowledgement

Manage Beneficiaries

Add New Beneficiary

Pending for my approval

Pending for Approval

Bene bulk upload pending for my

Transfers

Approvals

Acknowledgement

1 Enter Details 2 Confirm 3 Acknowledgement

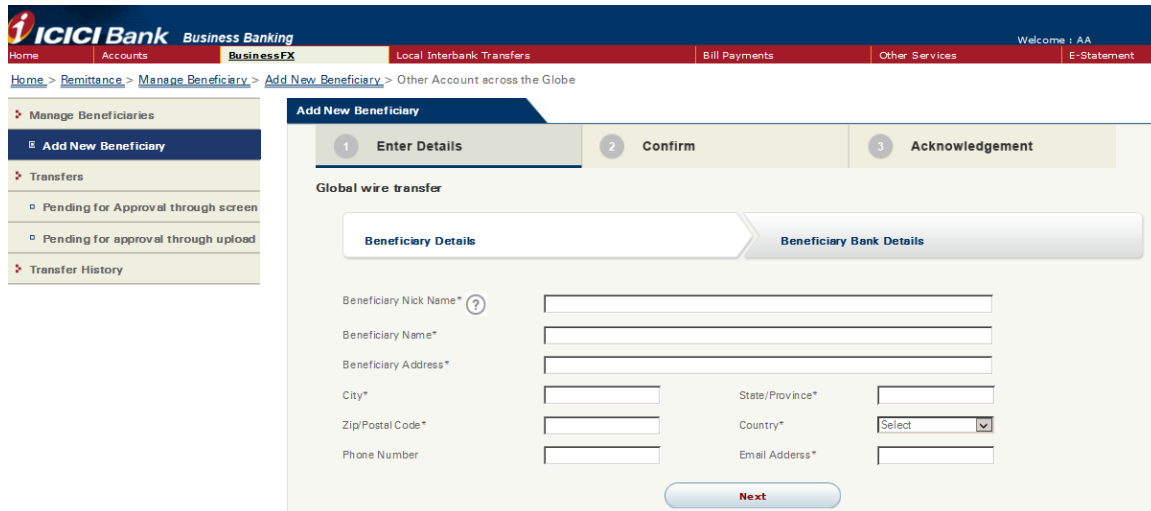
Beneficiary details have been successfully added and may need approval. Check beneficiary status before initiating transfer



## Section 3.4: Global wire transfer 國際電匯

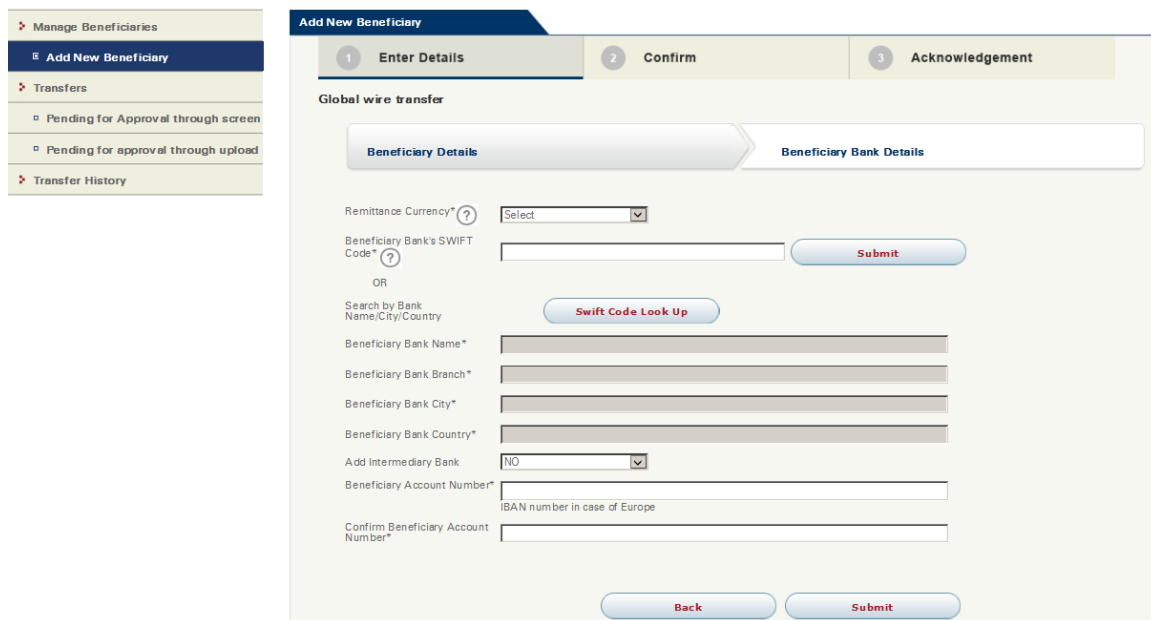
1. After clicking “Global wire transfer” at “Add New Beneficiary”, enter required information of beneficiary details, and then click “Next”. Field with “\*” are mandatory field.

於“Add New Beneficiary”頁面按 “Global wire transfer”後，輸入收款人資料，然後按 “Next”。標記“\*” 為必需填寫之項目。



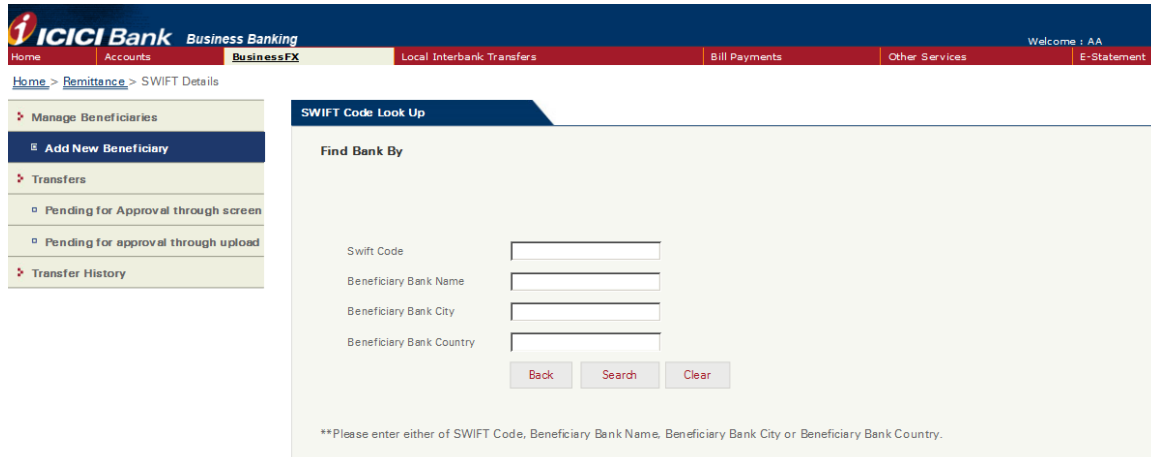
2. Choose the Remittance Currency from the drop down. After that, click “Swift Code Look Up” to find out the Beneficiary Bank’s Swift Code.

從下拉式列表選擇匯款貨幣。然後按“Swift Code Look Up”尋找收款銀行 Swift 代碼。



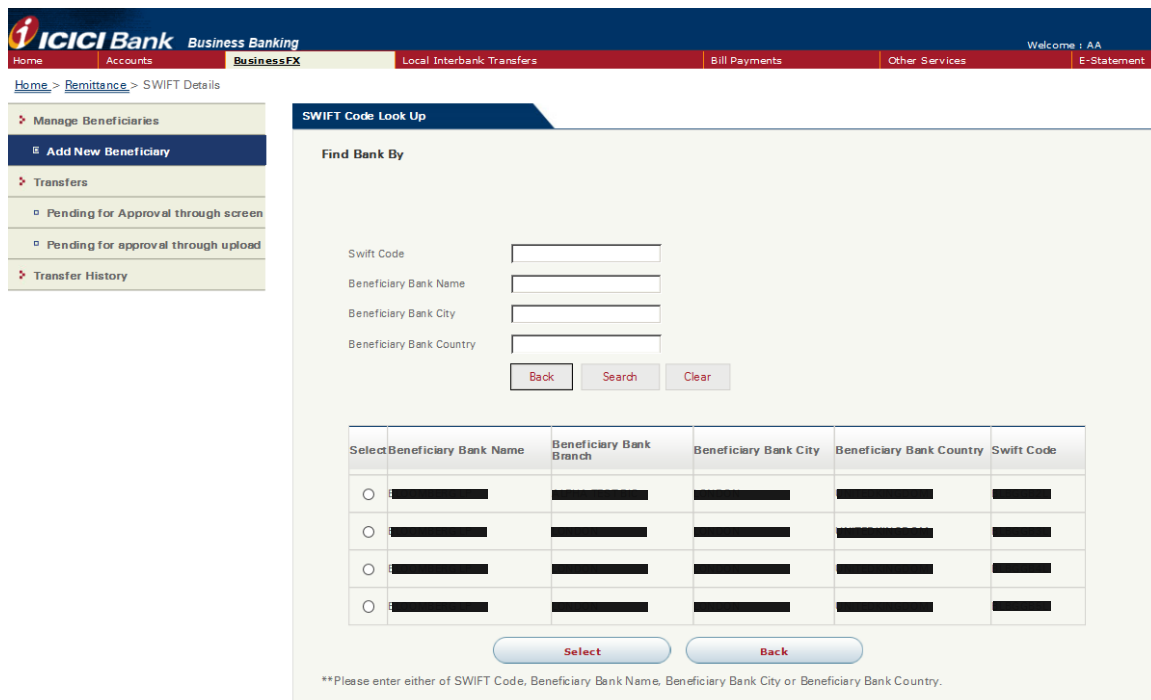
3. Enter either one field, and click “Search”.

輸入任何一個欄目，按“Search”。



4. Click the respective radio button, and then click “Select”

點選按鈕以選擇該 IFSC 代碼，再按 “Select”。

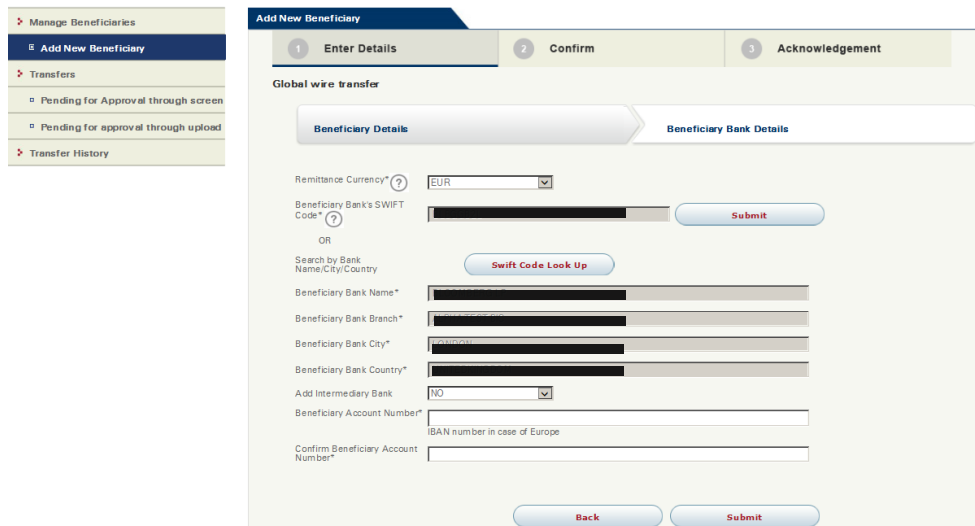


Select	Beneficiary Bank Name	Beneficiary Bank Branch	Beneficiary Bank City	Beneficiary Bank Country	Swift Code
<input type="radio"/>	██████████	██████████	██████████	██████████	██████████
<input type="radio"/>	██████████	██████████	██████████	██████████	██████████
<input type="radio"/>	██████████	██████████	██████████	██████████	██████████
<input type="radio"/>	██████████	██████████	██████████	██████████	██████████

5. After that, the following 5 fields will be automatically filled. You just need to select if Intermediary Bank is required to be added, and then enter and confirm the Beneficiary Account Number, then click “Submit”.

然後，下列 5 個欄目將會自動填寫。您只須選擇需要中介銀行與否，再輸入並確認收款人戶口號碼，再按 “Submit”。

- |      |                             |               |
|------|-----------------------------|---------------|
| i.   | Beneficiary Bank Swift Code | 收款銀行 Swift 代碼 |
| ii.  | Beneficiary Bank Name       | 收款銀行名稱        |
| iii. | Beneficiary Bank Branch     | 收款銀行分行        |
| iv.  | Beneficiary Bank City       | 收款銀行城市        |
| v.   | Beneficiary Bank Country    | 收款銀行國家        |



In case of maker-checker flow, click “Look Up” in the field of “Next Authorizer” to select approver.

若為 maker-checker 檢查流程下，於“Next Authorizer”欄目按“Look Up”以選擇批准人。

Manage Beneficiaries
Add New Beneficiary
Pending for my approval
Pending for Approval
Bene bulk upload pending for my
Transfers
Approvals
Pending for Approval
Pending for Approval through screen
Pending for approval through upload
Transfer History

### Add New Beneficiary

1 Enter Details 2 Confirm 3 Acknowledgement

Global wire transfer

Beneficiary Details Beneficiary Bank Details

Remittance Currency\* <sup>?</sup>

Beneficiary Bank's SWIFT Code\* <sup>?</sup>

OR

Search by Bank Name/City/Country

Beneficiary Bank Name\*

Beneficiary Bank Branch\*

Beneficiary Bank City\*

Beneficiary Bank Country\*

Add Intermediary Bank

Beneficiary Account Number\*

IBAN number in case of Europe

Confirm Beneficiary Account Number\*

Next Authorizer

6. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Submit" button if the information of beneficiary registration is correct.

一個六位數字的一次性密碼 (OTP) 將會發送至您的手提電話。若登記收款人之資料正確，請輸入該一次性密碼並按 "Submit" 確認按鈕。

Manage Beneficiaries
Add New Beneficiary
Transfers
Pending for Approval through screen
Pending for approval through upload
Transfer History

### Add New Beneficiary

1 Enter Details 2 Confirm 3 Acknowledgement

Global wire transfer

Beneficiary Nick Name\*

Beneficiary Name\*

Beneficiary Address\*

City\*  State/Province\*

Zip/Postal Code\*  Country\*

Phone Number  Email Address\*

Remittance Currency\*

Beneficiary Bank Name

Beneficiary Bank's Address

Beneficiary Bank's SWIFT Code

Beneficiary Bank Country

Beneficiary Account Number\*

IBAN number in case of Europe

**OTP Confirmation Page**

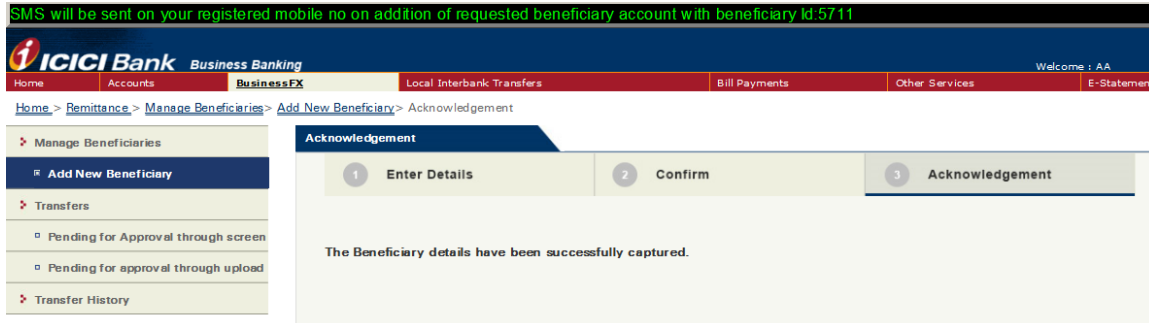
Kindly confirm the details above and generate the one-time password(OTP) for authenticating the transaction if you do not receive it

Please Enter the OTP for confirming the transaction.

7. Once the instruction was successfully submitted, confirmation page will be shown with a beneficiary ID. You may check the registration status through “Manage Beneficiaries”, details please refer to section 2.

指示成功遞交後，將顯示確認頁面及收款人編號。您可於“Manage Beneficiaries”查看收款人登記狀態，詳情請參考部份二：查閱收款人清單。

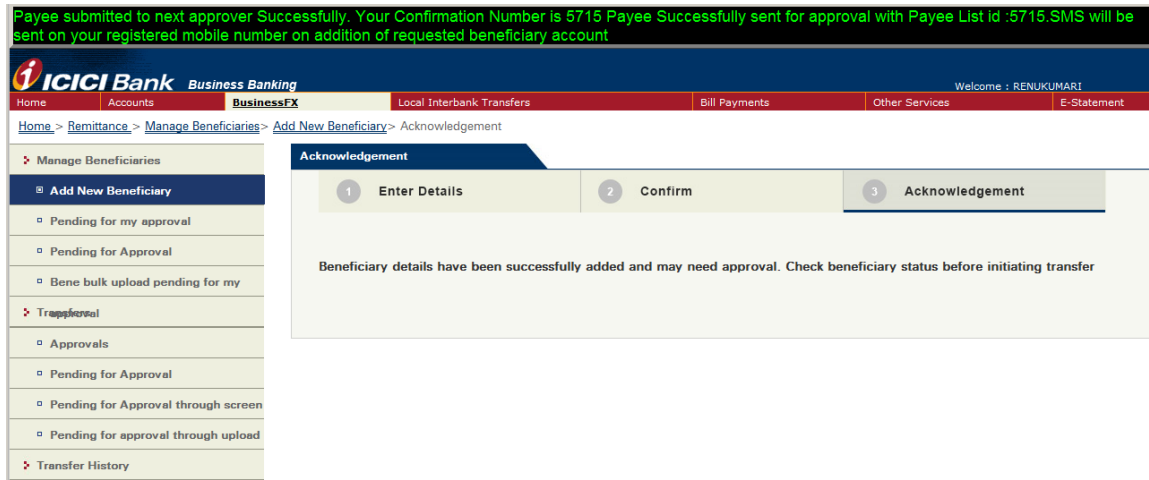
SMS will be sent on your registered mobile no on addition of requested beneficiary account with beneficiary id:5711



In case of maker-checker flow, confirmation page will be shown with a confirmation number and payee list ID. The beneficiary registration request will be instantly sent to approver for approval.

若為 maker-checker 檢查流程下，將顯示確認頁面，並附上確認編號及收款人清單編號。登記收款人之申請即時傳送到批准人以待批核。

Payee submitted to next approver Successfully. Your Confirmation Number is 5715 Payee Successfully sent for approval with Payee List id :5715.SMS will be sent on your registered mobile number on addition of requested beneficiary account



## Section 3.5: Upload Bulk Beneficiary 登記多於一個收款人

1. After clicking “Upload Bulk Beneficiary” at “Add New Beneficiary”, click the button at the left if you want to transfer in INR currency; click the button at the right if you want to transfer in other currency out of INR.

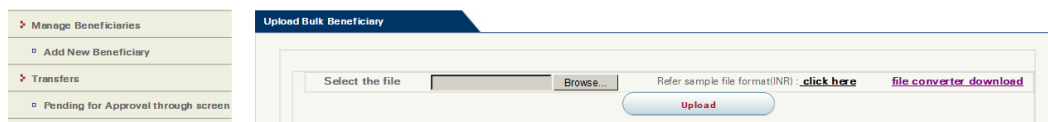
於“Add New Beneficiary”頁面按 “Global wire transfer”後，如您需要進行盧比匯款，請按左邊按鈕；如您需要進行盧比以外之貨幣匯款，請按右邊按鈕。



### 3.5.1: Transfer in INR currency 盧比匯款

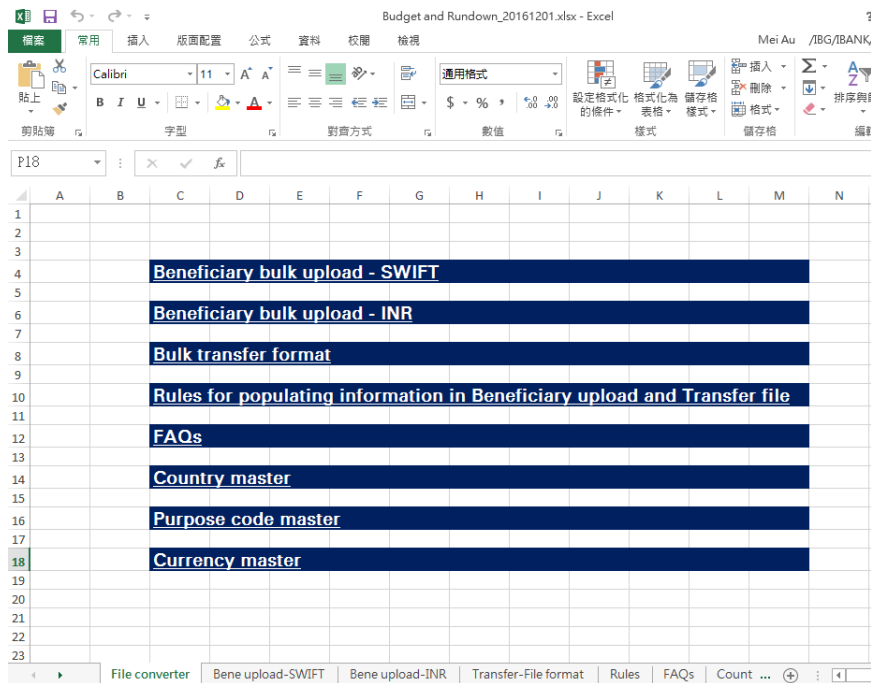
1. After clicked the button at the left to transfer in INR currency, you are able to upload the beneficiary list. For detailed instruction, please click “file convertor download”.

按左邊按鈕以進行盧比匯款後，你可上傳收款人清單。請按“file convertor download”參考詳細指引。



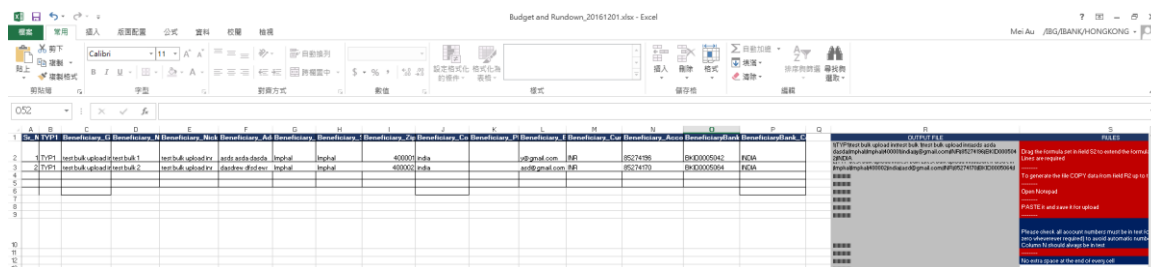
2. Download and open the excel file, go to the spreadsheet of “Bene upload-INR”.

下載及開啟文件，按表格“Bene upload-INR”。



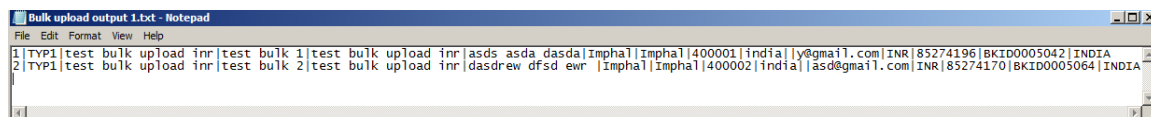
- Fill in the required information from column A to P, then text in column R will be automatically generated. Please copy the text in column R and paste in a Notepad. You can also reference to spreadsheet "Rules" to have a clearer idea before filling the information.

輸入欄目 A 至 P 所需資料，然後欄目 R 的文字會自動生成。請複製欄目 R 的文字，貼上筆記本。輸入資料前，您亦可先參考表格“Rules”，載有資料輸入之詳細指引。



- Save the file after pasted text in column R in the Notepad.

貼上欄目 R 的文字於筆記本後，請儲存檔案。



- Click "Browse" to select that Notepad file, then click "Upload".

按“Browse”點選該筆記本檔案，然後按“Upload”。

Manage Beneficiaries
Add New Beneficiary
Transfers
Pending for Approval through screen
Pending for approval through upload
Transfer History

### Upload Bulk Beneficiary

Select the file
C:\Users\329470\Desktop
Browse...
Refer sample file format(INR) : [click here](#)
[file converter download](#)

Upload

In case of maker-checker flow, click “Look Up” in the field of “Next Authorizer” to select approver.

若為 maker-checker 檢查流程下，於“Next Authorizer”欄目按“Look Up”以選擇批准人。

ICICI Bank Business Banking
Home
Accounts
BusinessFX
Local Interbank Transfers
Bill Payments
Other Services
Welcome : RENUKUMARI
E-Statement

Home > Remittance > Manage Beneficiary > Upload Bulk Beneficiary > Upload Bulk Beneficiary INR

Manage Beneficiaries
Add New Beneficiary
Pending for my approval
Pending for Approval
Bene bulk upload pending for my
Transfer History

### Upload Bulk Beneficiary

Next Authorizer
USER
LookUp

Select the file
Browse...
Refer sample file format(INR) : [click here](#)
[file converter download](#)

Upload

- Once the file was successfully submitted, page will be shown as below including the number of beneficiary upload. Please click “Confirm” to proceed.

成功上傳檔案後，將顯示以下頁面，包括登記收款人人數。請按“Confirm”。

Manage Beneficiaries
Add New Beneficiary
Transfers
Pending for Approval through screen
Pending for approval through upload
Transfer History

### Bulk Beneficiary Records

#### Validation Status

Total Records	Success Records	Failure Records
2	2	0

Record(s) validated successfully. Please click on confirm to upload the file.

Back
Confirm

- A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click “Confirm” button.

一個六位數字的一次性密碼 (OTP) 將會發送至您的手提電話。請輸入該一次性密碼並按“Submit” 確認按鈕。

Manage Beneficiaries
Add New Beneficiary
Transfers
Pending for Approval through screen
Pending for approval through upload
Transfer History

### Bulk Beneficiary OTP Confirmation Page

Kindly confirm the details above and generate the one-time password(OTP) for authenticating the transaction if you do not receive it

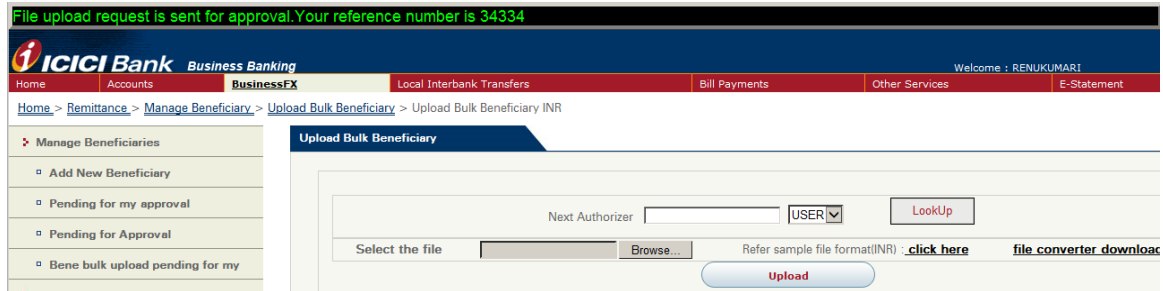
Regenerate OTP

Back
Confirm



- Once the instruction was successfully submitted, confirmation page will be shown with a reference number. In case of maker-checker flow, same confirmation page will be shown. The beneficiary registration request will be instantly sent to approver for approval.

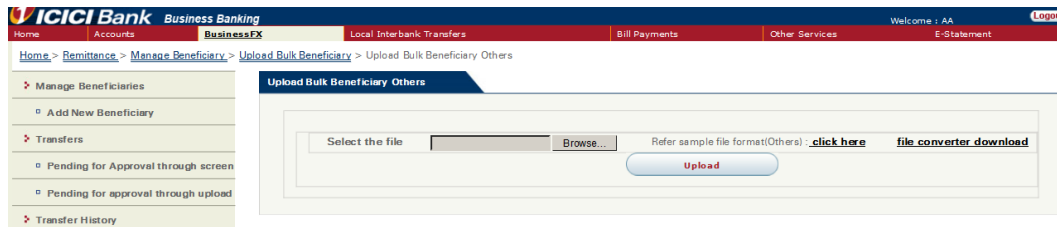
指示成功遞交後，將顯示確認頁面及參考編號。若為 maker-checker 檢查流程下，將顯示相同確認頁面，而登記收款人之申請即時傳送到批准人以待批核。



### 3.5.2: Transfer in other currency out of INR 盧比以外之貨幣匯款

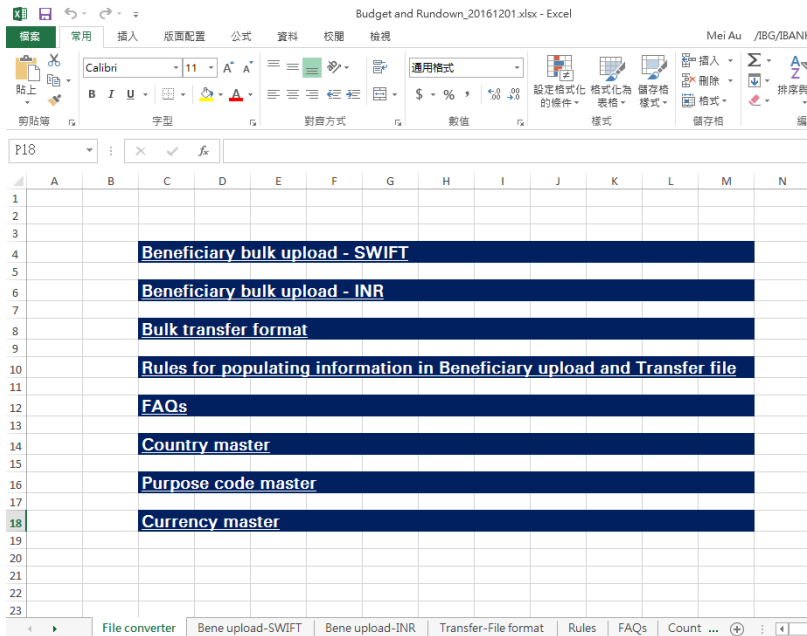
- After clicked the button at the right to transfer in other currency out of INR, you are able to upload the beneficiary list. For detailed instruction, please click “file convertor download”.

按右邊按鈕以進行盧比以外之貨幣匯款後，你可上傳收款人清單。請按 “file convertor download” 參考詳細指引。



- Download and open the excel file, go to the spreadsheet of “Bene upload- SWIFT”.

下載及開啟文件，按表格 “Bene upload-SWIFT” 。



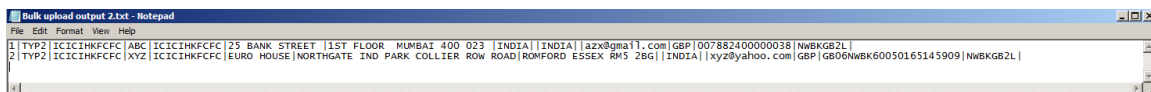
- Fill in the required information from column A to P, then text in column S will be automatically generated. Please copy the text in column S and paste in a Notepad. You can also reference to spreadsheet “Rules” to have a clearer idea before filling the information.

輸入欄目 A 至 P 所需資料，然後欄目 S 的文字會自動生成。請複製欄目 S 的文字，貼上筆記本。輸入資料前，您亦可先參考表格 “Rules”，載有資料輸入之詳細指引。



- Save the file after pasted text in column S in the Notepad.

貼上欄目 S 的文字於筆記本後，請儲存檔案。



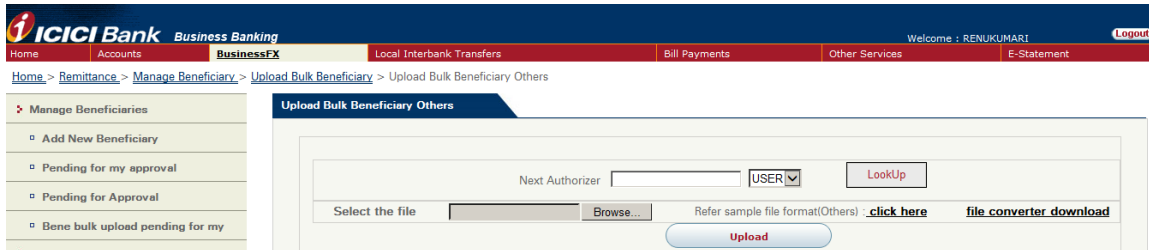
- Click “Browse” to select that Notepad file, then click “Upload”.

按 “Browse” 點選該筆記本檔案，然後按 “Upload”。



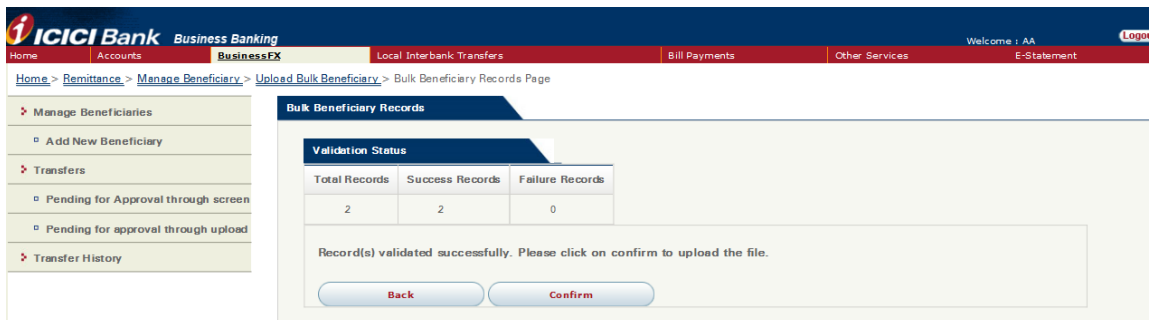
In case of maker-checker flow, click “Look Up” in the field of “Next Authorizer” to select approver.

若為 maker-checker 檢查流程下，於“Next Authorizer”欄目按“Look Up”以選擇批准人。



- Once the file was successfully submitted, page will be shown as below including the number of beneficiary upload. Please click “Confirm” to proceed.

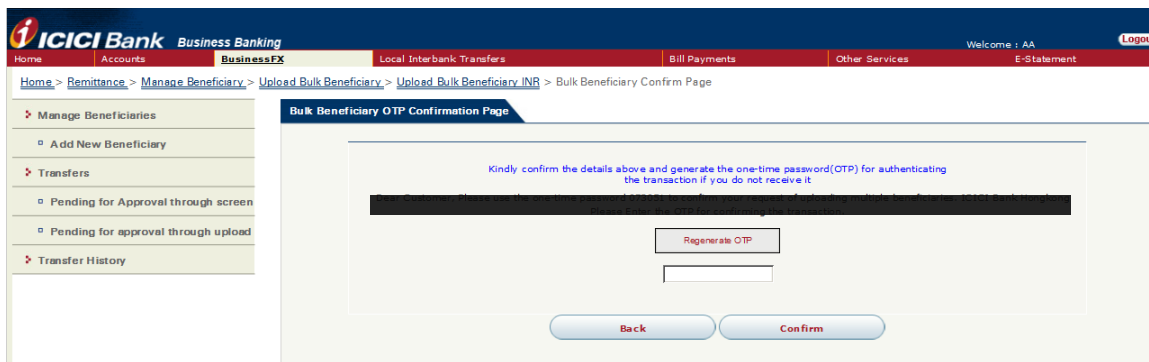
成功上傳檔案後，將顯示以下頁面，包括登記收款人人數。請按 “Confirm” 。



Total Records	Success Records	Failure Records
2	2	0

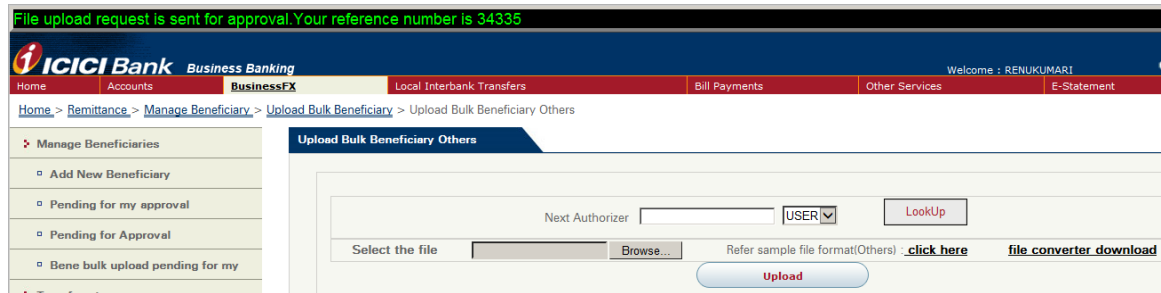
- A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click “Confirm” button.

一個六位數字的一次性密碼 (OTP) 將會發送至您的手提電話。請輸入該一次性密碼並 “Submit” 確認按鈕。



8. Once the instruction was successfully submitted, confirmation page will be shown with a reference number. In case of maker-checker flow, same confirmation page will be shown. The beneficiary registration request will be instantly sent to approver for approval.

指示成功遞交後，將顯示確認頁面及參考編號。若為 **maker-checker** 檢查流程下，將顯示相同確認頁面，而登記收款人之申請即時傳送到批准人以待批核。



File upload request is sent for approval. Your reference number is 34335

ICICI Bank Business Banking

Welcome : RENUKUMARI

Home Accounts BusinessFX Local Interbank Transfers Bill Payments Other Services E-Statement

Home > Remittance > Manage Beneficiary > Upload Bulk Beneficiary > Upload Bulk Beneficiary Others

Manage Beneficiaries

- Add New Beneficiary
- Pending for my approval
- Pending for Approval
- Bene bulk upload pending for my

Upload Bulk Beneficiary Others

Next Authorizer  USER

Select the file   Refer sample file format(Others) [click here](#) [file converter download](#)