



Business FX – Transfer

Section 1: Access to Business FX section 维入 Business FX

- 1.1: Transfer to my own account with ICICI Bank Hong Kong 匯款至本人的本行戶□
- 1.2: Transfer to other beneficiary account with ICICI Bank Hong Kong 匯款至其他收款人的本行戶□
- 1.4: Transfer INR to non ICICI Bank India
 盧比匯款至非 ICICI Bank India 之印度銀行
- 1.6: Transfer to multiple beneficiaries in various currency across globe 匯款至多位收款人多貨幣國際匯款

Section 2: Approver approve the Business FX transaction 批准人批准交易

- 2.1: Approve transaction which uploaded one by one 批准單筆提交之交易
- 2.2: Approve bulk transactions which upload through screen 批准透過網上銀行輸入指示匯款至多位收款人之交易
- 2.3: Approve bulk transactions which through file upload 批准透過網上銀行上載檔案匯款至多位收款人之交易



Section 1: Access to Business FX section 進入 Business FX

1. Access the Bank's official website at www.icicibank.hk.

登上本行官方網站 www.icicibank.hk。



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

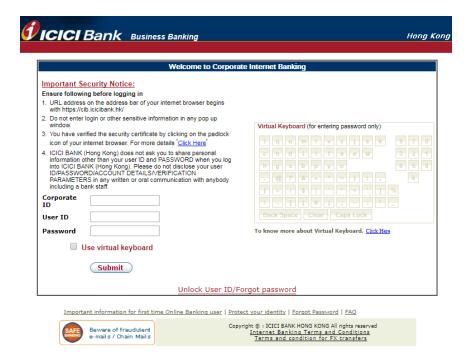
移動游標到右邊選單上的"Login",並按"Business"。





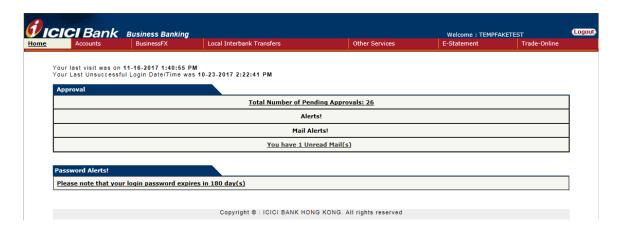
3. Enter "Corporate ID", "User ID" & "Password" and click "Submit" to login CIB.

輸入"Corporate ID", "User ID"及 "Password", 然後按"Submit"登入公司網上銀行。



4. After login to CIB, home screen as below will be shown. Press "Business FX" at the top menu.

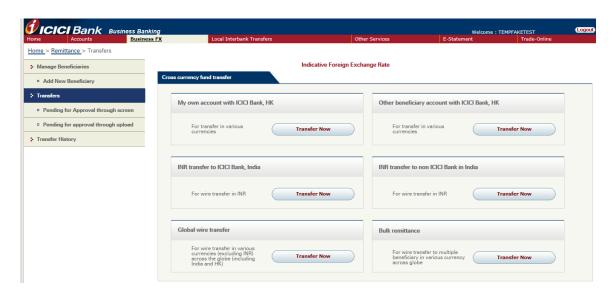
登入公司網上銀行後,將顯示如下所示之首頁。按頂部選單之"Business FX"。





5. Click "Transfers" at the left-hand-side menu. Fund transfers can be conducted through the following 6 modules.

按左邊選單之"Transfers"。可透過下列 6 個類別匯款。



Modules 類別:	Descriptions 詳情:
My own account with ICICI Bank, HK	Transfer to my own account with ICICI Bank
	Hong Kong
	匯款至本人的本行戶口
Other beneficiary account with ICICI Bank, HK	Transfer to other beneficiary account with
	ICICI Bank Hong Kong
	匯款至其他收款人的本行戶口
INR transfer to ICICI Bank, India	Transfer INR to ICICI Bank India
	盧比匯款至 ICICI Bank India
INR transfer to non ICICI Bank in India	Transfer INR to non ICICI Bank India
	盧比匯款至非 ICICI Bank India 之印度銀行
Global wire transfer	Transfer in various currencies excluding INR
	盧比以外其他貨幣國際匯款
Bulk remittance	Transfer to multiple beneficiaries in various
	currency across globe
	匯款至多位收款人多貨幣國際匯款



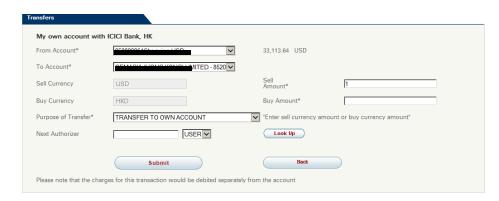
Section 1.1: Transfer to my own account with ICICI Bank Hong Kong 匯款至本人的本行戶口

After clicking "My own account with ICICI Bank Hong Kong" at "Transfers", choose
the related account numbers, the field of Buy Currency and Sell Currency will be
reflected automatically. Write the remittance amount and choose the purpose of
transfer. In case of maker-checker flow, click "Look Up" in the field of "Next
Authorizer" to select approver. After that, click "Submit".

For the remittance amount, you just have to input either Sell Amount or Buy Amount. The currency of the Sell Amount is same as the currency of your selected "From Account". The currency of the Buy Amount is same as the currency of your selected "To Account".

於 "Transfers" 頁面按 "My own account with ICICI Bank Hong Kong",選擇有關戶口後,賣出貨幣及買入貨幣之欄目將自動填寫。輸入匯款金額及選擇匯款原因。若為maker-checker 檢查流程,於"Next Authorizer"欄目按"Look Up"以選擇批准人。最後按"Submit"。

匯款金額只需輸入賣出金額或買入金額其中一項。賣出金額之貨幣與你選擇匯出款項的戶口貨幣相同;買入金額之貨幣與你選擇收款戶口的貨幣相同。





Sole User

- 2. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Get Quote" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按"Get Quote"按鈕。若你没有收到該一次性密碼,請按"Regenerate OTP"按鈕。



3. After that, the currency exchange rate will be shown next to the Quote field. "7.8271" is the currency exchange rate in below example. This currency exchange rate is valid for 30 seconds only, please click "Confirm" button within the valid time if you are fine with the rate, otherwise please click "Re-Quote".

然後,可於 Quote 欄目旁參閱貨幣兌換率。於以下例子,貨幣兌換率為"7.8271"。這貨幣兌換率有效時間為 30 秒,若接受此兌換率,請於有效時間內按"Confirm",否則請按"ReQuote"。



4. Once the instruction was successfully submitted, confirmation page will be shown with a transaction number. You can click "Generate Advice Slip" to get the advice slip.

成功提交後,將顯示確認頁面及匯款編號。你可按"Generate Advice Slip"獲取匯款單。





Maker Checker Workflow

5. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Submit for approval" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若登記匯款資料正確,請輸入該一次性密碼,然後按"Submit for approval" 按鈕。若你没有收到該一次性密碼,請按 "Regenerate OTP" 按鈕。



6. Once the instruction was successfully submitted, confirmation message will be shown with a payment id. At the same time, you will be redirected to the transfer main page. Transaction will reflect in the approval tray of checker. After approver approves the transaction, the transaction will be proceeded.

若為 maker-checker 檢查流程,成功提交後,將顯示確認信息,並附上匯款編號。同時,將會自動返回匯款主頁。交易將於批准人的交易批准頁面中顯示。交易一經批准人批准,交易便會進行。





Section 1.2: Transfer to other beneficiary account with ICICI Bank Hong Kong 匯款至其他收款人的本行戶口

After clicking "Other beneficiary account with ICICI Bank, HK" at "Transfers", choose
the related account numbers, the field of Buy Currency and Sell Currency will be
reflected automatically. Write the remittance amount and choose the purpose of
transfer. In case of maker-checker flow, click "Look Up" in the field of "Next
Authorizer" to select approver. After that, click "Submit".

For the remittance amount, you just have to input either Sell Amount or Buy Amount. The currency of the Sell Amount is same as the currency of your selected "From Account". The currency of the Buy Amount is same as the currency of your selected "To Account".

於 "Transfers" 頁面按 "Other beneficiary account with ICICI Bank, HK" ,選擇有關戶口後,賣出貨幣及買入貨幣之欄目將自動填寫。輸入匯款金額及選擇匯款原因。若為maker-checker 檢查流程,於"Next Authorizer"欄目按"Look Up"以選擇批准人。最後按"Submit"。

匯款金額只需輸入賣出金額或買入金額其中一項。賣出金額之貨幣與你選擇匯出款項的戶口貨幣相同;買入金額之貨幣與你選擇收款戶口的貨幣相同。





Sole User

- 2. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Get Quote" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按"Get Quote"。若你没有收到該一次性密碼,請按"Regenerate OTP" 按鈕。



3. After that, the currency exchange rate will be shown next to the Quote field. "7.8271" is the currency exchange rate in below example. This currency exchange rate is valid for 30 seconds only, please click "Confirm" button within the valid time if you are fine with the rate, otherwise please click "Re-Quote".

然後,可於 Quote 欄目旁參閱貨幣兌換率。於以下例子,貨幣兌換率為"7.8271"。這貨幣 兌換率有效時間為 30 秒,若接受此兌換率,請於有效時間內按"Confirm",否則請按"Re-Quote"。



4. Once the instruction was successfully submitted, confirmation page will be shown with a transaction number. You can click "Generate Advice Slip" to get the advice slip.

成功提交後,將顯示確認頁面及匯款編號。你可按"Generate Advice Slip"獲取匯款單。





Maker Checker Workflow

- 5. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Submit for approval" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按"Submit for approval" 按鈕。若你没有收到該一次性密碼,請按 "Regenerate OTP" 按鈕。



6. Once the instruction was successfully submitted, confirmation message will be shown with a payment id. At the same time, you will be redirected to the transfer main page. Transaction will reflect in the approval tray of checker. After approver approves the transaction, the transaction will be proceeded.

若為 maker-checker 檢查流程,成功提交後,將顯示確認信息,並附上匯款編號。同時,將會自動返回匯款主頁。交易將於批准人的交易批准頁面中顯示。交易一經批准人批准,交易便會進行。





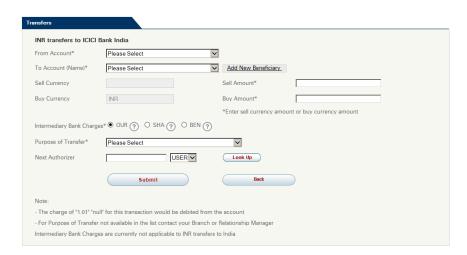
Section 1.3: Transfer INR to ICICI Bank India 盧比匯款至 ICICI Bank India

1. After clicking "INR transfer to ICICI Bank, India" at "Transfers", choose the related account numbers, the field of Buy Currency and Sell Currency will be reflected automatically. Write the remittance amount, choose the intermediary bank charges and the purpose of transfer. In case of maker-checker flow, click "Look Up" in the field of "Next Authorizer" to select approver. After that, click "Submit".

For the remittance amount, you just have to input either Sell Amount or Buy Amount. The currency of the Sell Amount is same as the currency of your selected "From Account". The currency of the Buy Amount is same as the currency of your selected "To Account".

於 "Transfers" 頁面按 "INR transfer to ICICI Bank, India" ,選擇有關戶口後,賣出貨幣及買入貨幣之欄目將自動填寫。輸入匯款金額,選擇代理收款銀行費用收取模式及匯款原因。若為 maker-checker 檢查流程,於"Next Authorizer"欄目按"Look Up"以選擇批准人。最後按 "Submit"。

匯款金額只需輸入賣出金額或買入金額其中一項。賣出金額之貨幣與你選擇匯出款項的戶口貨幣相同;買入金額之貨幣與你選擇收款戶口的貨幣相同。





Sole User

- 2. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Get Quote" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按"Get Quote"。若你没有收到該一次性密碼,請按"Regenerate OTP" 按鈕。



3. After that, the currency exchange rate will be shown next to the Quote field. "64.0985" is the currency exchange rate in below example. This currency exchange rate is valid for 30 seconds only, please click "Confirm" button within the valid time if you are fine with the rate, otherwise please click "Re-Quote".

然後,可於 Quote 欄目旁參閱貨幣兌換率。於以下例子,貨幣兌換率為"64.0985"。這貨幣兌換率有效時間為 30 秒,若接受此兌換率,請於有效時間內按"Confirm",否則請按"ReQuote"。



4. Once the instruction was successfully submitted, confirmation page will be shown with a transaction number. You can click "Generate Advice Slip" to get the advice slip.

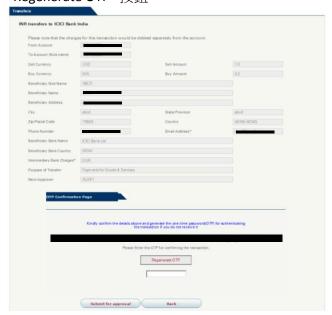
成功提交後,將顯示確認頁面及匯款編號。你可按"Generate Advice Slip"獲取匯款單。





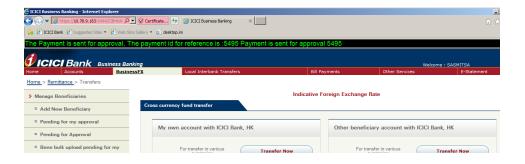
Maker Checker Workflow

- 5. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Submit for approval" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按"Submit for approval" 按鈕。若你没有收到該一次性密碼,請按 "Regenerate OTP" 按鈕。



6. Once the instruction was successfully submitted, confirmation message will be shown with a payment id. At the same time, you will be redirected to the transfer main page. Transaction will reflect in the approval tray of checker. After approver approves the transaction, the transaction will be proceeded.

若為 maker-checker 檢查流程,成功提交後,將顯示確認信息,並附上匯款編號。同時,將會自動返回匯款主頁。交易將於批准人的交易批准頁面中顯示。交易一經批准人批准,交易便會進行。





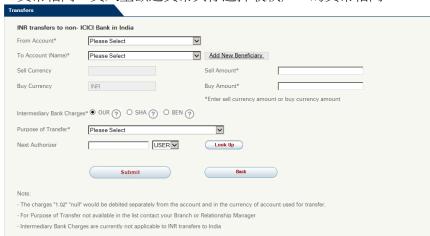
Section 1.4: Transfer INR to non ICICI Bank India 盧比匯款至非 ICICI Bank India 之印度銀行

1. After clicking "INR transfer to non ICICI Bank in India" at "Transfers", choose the related account numbers, the field of Buy Currency and Sell Currency will be reflected automatically. Write the remittance amount, choose the intermediary bank charges and the purpose of transfer. In case of maker-checker flow, click "Look Up" in the field of "Next Authorizer" to select approver. After that, click "Submit".

For the remittance amount, you just have to input either Sell Amount or Buy Amount. The currency of the Sell Amount is same as the currency of your selected "From Account". The currency of the Buy Amount is same as the currency of your selected "To Account".

於 "Transfers" 頁面按 "INR transfer to non ICICI Bank in India" ,選擇有關戶口後, 賣出貨幣及買入貨幣之欄目將自動填寫。輸入匯款金額,選擇代理收款銀行費用收取模式 及匯款原因。若為 maker-checker 檢查流程,於"Next Authorizer"欄目按"Look Up"以選 擇批准人。最後按 "Submit"。

匯款金額只需輸入賣出金額或買入金額其中一項。賣出金額之貨幣與你選擇匯出款項的戶口貨幣相同;買入金額之貨幣與你選擇收款戶口的貨幣相同。





Sole User

- 2. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Get Quote" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按"Get Quote"。若你没有收到該一次性密碼,請按"Regenerate OTP" 按鈕。



3. After that, the currency exchange rate will be shown next to the Quote field. "64.0985" is the currency exchange rate in below example. This currency exchange rate is valid for 30 seconds only, please click "Confirm" button within the valid time if you are fine with the rate, otherwise please click "Re-Quote".

然後,可於 Quote 欄目旁參閱貨幣兌換率。於以下例子,貨幣兌換率為"64.091"。這貨幣兌換率有效時間為 30 秒,若接受此兌換率,請於有效時間內按"Confirm",否則請按"ReQuote"。



4. Once the instruction was successfully submitted, confirmation page will be shown with a transaction number. You can click "Generate Advice Slip" to get the advice slip.

成功提交後,將顯示確認頁面及匯款編號。你可按"Generate Advice Slip"獲取匯款單。





Maker Checker Workflow

- 5. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Submit for approval" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按"Submit for approval" 按鈕。若你没有收到該一次性密碼,請按 "Regenerate OTP" 按鈕。



6. Once the instruction was successfully submitted, confirmation message will be shown with a payment id. At the same time, you will be redirected to the transfer main page. Transaction will reflect in the approval tray of checker. After approver approves the transaction, the transaction will be proceeded.

若為 maker-checker 檢查流程,成功提交後,將顯示確認信息,並附上匯款編號。同時,將會自動返回匯款主頁。交易將於批准人的交易批准頁面中顯示。交易一經批准人批准,交易便會進行。





Section 1.5: Transfer in various currencies excluding INR 盧比以外其他貨幣國際匯款

 After clicking "Global wire transfer" at "Transfers", choose the related account numbers, the field of Buy Currency and Sell Currency will be reflected automatically. Write the remittance amount, choose the intermediary bank charges and the purpose of transfer. In case of maker-checker flow, click "Look Up" in the field of "Next Authorizer" to select approver. After that, click "Submit".

For the remittance amount, you just have to input either Sell Amount or Buy Amount. The currency of the Sell Amount is same as the currency of your selected "From Account". The currency of the Buy Amount is same as the currency of your selected "To Account".

於 "Transfers" 頁面按 "Global wire transfer" ,選擇有關戶口後,賣出貨幣及買入貨幣之欄目將自動填寫。輸入匯款金額,選擇代理收款銀行費用收取模式及匯款原因。若為maker-checker 檢查流程,於"Next Authorizer"欄目按"Look Up"以選擇批准人。最後按"Submit"。

匯款金額只需輸入賣出金額或買入金額其中一項。賣出金額之貨幣與你選擇匯出款項的戶口貨幣相同;買入金額之貨幣與你選擇收款戶口的貨幣相同。





Sole User

- 2. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Get Quote" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按"Get Quote"。若你没有收到該一次性密碼,請按"Regenerate OTP" 按



3. After that, the currency exchange rate will be shown next to the Quote field. "64.0985" is the currency exchange rate in below example. This currency exchange rate is valid for 30 seconds only, please click "Confirm" button within the valid time if you are fine with the rate, otherwise please click "Re-Quote".

然後,可於 Quote 欄目旁參閱貨幣兌換率。於以下例子,貨幣兌換率為"64.091"。這貨幣兌換率有效時間為 30 秒,若接受此兌換率,請於有效時間內按"Confirm",否則請按"ReQuote"。



4. Once the instruction was successfully submitted, confirmation page will be shown with a transaction number. You can click "Generate Advice Slip" to get the advice slip.

成功提交後,將顯示確認頁面及匯款編號。你可按"Generate Advice Slip"獲取匯款單。





Maker Checker Workflow

- 7. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Submit for approval" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按"Submit for approval" 按鈕。若你没有收到該一次性密碼,請按 "Regenerate OTP" 按鈕。



8. Once the instruction was successfully submitted, confirmation message will be shown with a payment id. At the same time, you will be redirected to the transfer main page. Transaction will reflect in the approval tray of checker. After approver approves the transaction, the transaction will be proceeded.

若為 maker-checker 檢查流程,成功提交後,將顯示確認信息,並附上匯款編號。同時,將會自動返回匯款主頁。交易將於批准人的交易批准頁面中顯示。交易一經批准人批准,交易便會進行。





Section 1.6: Transfer to multiple beneficiaries in various currency across globe 匯款至多位收款人多貨幣國際匯款

- 1. After clicking "Bulk remittance" at "Transfers", 2 options for choosing:
 - By Selecting Multiple Beneficiary from Screen: input instruction of fund transfer to multiple beneficiaries in CIB.
 - Through File Upload: prepare the bulk remittance file according to the instruction, and then upload the file through CIB.

於 "Transfers" 頁面按 "Bulk remittance", 將出現兩項選擇:

- By Selecting Multiple Beneficiary from Screen 透過網上銀行輸入指示匯款至多位收款人
- Through File Upload 透過網上銀行上載檔案匯款至多位收款人



Section 1.6.1: By Selecting Multiple Beneficiaries from Screen 透過網上銀行輸入指示匯款至多位收款人

2. Choose your account number and the beneficiary currency. After that, choose either "Sell Amount" or "Buy Amount" in the amount type.

The currency of the Sell Amount is same as the currency of your selected "From Account". The currency of the Buy Amount is same as the currency of your selected "Beneficiary Currency".

Please note those 3 options you have chosen – "From Account", "Beneficiary Currency" and "Amount Type" will be applicable to all payments of this bulk remittance instruction and NOT editable.

選擇你的匯款戶口及收款戶口貨幣。然後,於金額類別一欄選擇"賣出金額"或"買入金額"。

賣出金額之貨幣與你選擇匯出款項的戶口貨幣相同;買入金額之貨幣與你選擇收款戶口的 貨幣相同。

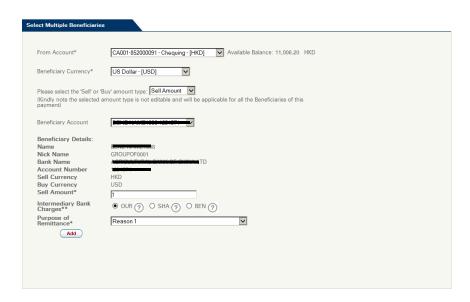
請注意,你所選擇的"From Account", "Beneficiary Currency" and "Amount Type"將套用於此次匯款至多位收款人指示內的所有匯款,該三個選項均不能更改。





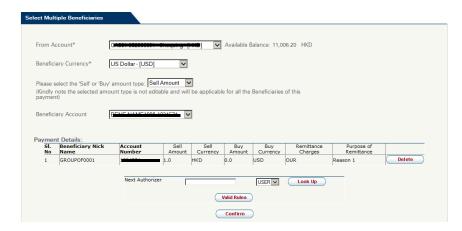
3. And then, you are allowed to choose the "Beneficiary Account". After choosing the account from drop-down, the respective beneficiary details will be populated automatically. Please input the remittance amount and choose the purpose of remittance, and click "Add".

此時,你可選擇收款人戶口。從下拉式列表中選擇戶口後,收款人資料將自動顯示。請輸入匯款金額及匯款原因,再按"Add"。



4. After click "Add", you can see the payment instruction in the table, and you have an option to delete that instruction.

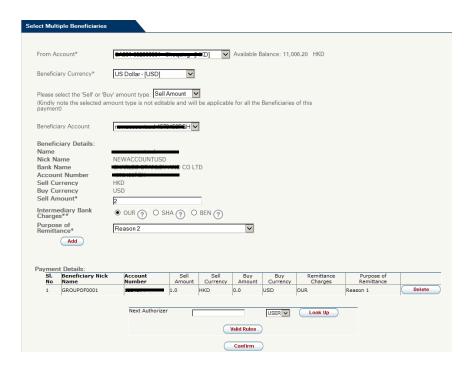
按"Add"後,列表將顯示你的匯款指示。你亦可選擇刪除該指示。



5. To add more than one payment instruction, choose another account number in the drop-down of "Beneficiary Account" on the same page. After choosing the account, the respective beneficiary details will be populated automatically. Please input the remittance amount and choose the purpose of remittance, and click "Add".

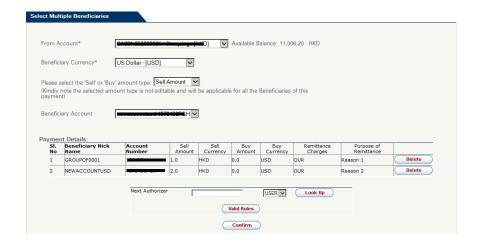


於同一頁面上,從"Beneficiary Account"下拉式列表中點選另一個收款戶口,以添加多個匯款指示。選擇戶口後,收款人資料將自動顯示。請輸入匯款金額及匯款原因,再按"Add"。



6. After click "Add", you can see one more payment instruction added in the table. In case you would like to add more payment instruction, please repeat the above step. In case you have added all payment instructions, please click "Confirm" to proceed. In case of maker-checker flow, click "Look Up" in the field of "Next Authorizer" to select approver.

按"Add"後,列表將顯示多一個匯款指示。若你仍需要添加匯款指示,請重覆以上步驟。若你已經完成添加匯款指示,請按"Confirm"繼續。若為 maker-checker 檢查流程,於 "Next Authorizer"欄目按"Look Up"以選擇批准人。





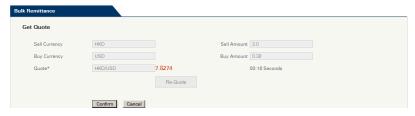
Sole User

- 7. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Get Quote" if the information of payment details is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若登記匯款資料正確,請輸入該一次性密碼,然後按"Get Quote"。若你没有收到該一次性密碼,請按"Regenerate OTP" 按鈕。



8. After that, the currency exchange rate will be shown next to the Quote field. "7.8274" is the currency exchange rate in below example. This currency exchange rate is valid for 30 seconds only, please click "Confirm" button within the valid time if you are fine with the rate, otherwise please click "Re-Quote".

然後,可於 Quote 欄目旁參閱貨幣兌換率。於以下例子,貨幣兌換率為"7.8274"。這貨幣 兌換率有效時間為 30 秒,若接受此兌換率,請於有效時間內按"Confirm",否則請按"Re-Quote"。



9. Once the instruction was successfully submitted, confirmation message will be shown with a payment id. At the same time, you will be redirected to the "Bulk Remittance" main page.

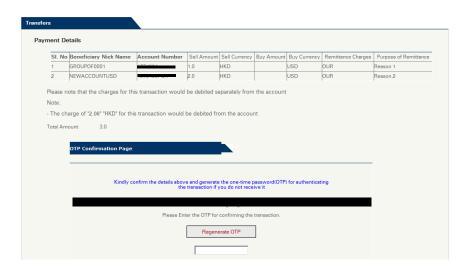
成功提交後,將顯示確認信息並附上匯款編號。同時將自動返回"Bulk Remittance"主頁。





Maker Checker Workflow

- 10. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Submit for approval" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按"Submit for approval" 按鈕。若你没有收到該一次性密碼,請按 "Regenerate OTP" 按鈕。



11. Once the instruction was successfully submitted, confirmation message will be shown with a payment id. At the same time, you will be redirected to the "Bulk Remittance" main page.

Transaction will reflect in the approval tray of checker. After approver approves the transaction, the transaction will be proceeded.

成功提交後,將顯示確認信息並附上匯款編號。同時將自動返回"Bulk Remittance"主頁。 交易將於批准人的交易批准頁面中顯示。交易一經批准人批准,交易便會進行。



Section 1.6.2: Through file upload 透過網上銀行上載檔案匯款至多位收款人

12. Choose either "Sell Amount" or "Buy Amount" in the amount type, currency and input total amount.

The currency of the Sell Amount is same as the currency of your account. The currency of the Buy Amount is same as the currency of the beneficiary account.



Please note those 3 options you have chosen – "Amount Type", "Sell/Buy Currency" and "Total Amount" will be applicable to all payments of this bulk remittance instruction and NOT editable.

於貨幣類別一欄中選擇賣出金額或買入金額,再選擇貨幣並輸入總金額。

賣出金額之貨幣與你匯出款項的戶口貨幣相同;買入金額之貨幣與收款戶口的貨幣相同。

請注意,你所選擇的"Amount Type", "Sell/Buy Currency" and "Total Amount"將套用於此次匯款至多位收款人指示內的所有匯款,該三個選項均不能更改。



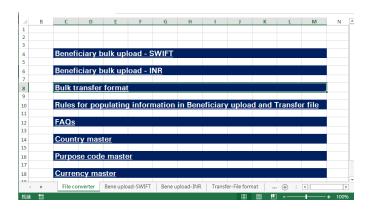
13. After clicked "Confirm", you are able to upload the payment list. For detailed instruction, please click "file convertor download".

按"Confirm"後,你可上傳匯款清單。請按"file convertor download"參考詳細指引。

Bulk	Transfer Upload			
	Select the file	Browse	Refer bulk upload sample file format : <u>click here</u>	
			file converter download	
		Back	Upload	

14. Download and open the excel file, go to the spreadsheet of "Transfer-File format".

下載及開啟文件,按表格"Transfer-File format"。





15. Fill in your account number in C-2 & account currency in D-2, and then fill in the required beneficiaries' details from column A to I, then text in column K will be automatically generated. Please copy the text in column K and paste in a Notepad. You can also refer to spreadsheet "Rules" to have a clearer idea before filling.

For Beneficiary ID, you can get it via Business FX > Manage Beneficiaries > Download All.



For the remittance amount, in case you have input "Sell Amount" at Amount Type in step 12, please enter Sell Currency in column D & Sell Amount" in E, and leave column F & G blank; in case you have input "Buy Amount" at Amount Type in step 12, please enter Buy Currency in column F & Buy Amount in column G, and leave column D & E blank.

於 C-2 輸入匯款人戶口號碼及 D-2 輸入匯款人戶口貨幣,再於欄目 $A \subseteq I$ 輸入收款人所需資料,然後欄目 K 的文字會自動生成。請複製欄目 K 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。

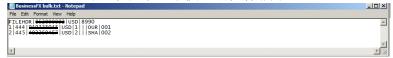
你可於 Business FX > Manage Beneficiaries > Search 找到 Beneficiary ID。

若你於步驟 12 貨幣類別一欄中選擇賣出金額,請輸入欄目 D 賣出貨幣及欄目 E 賣出金額,並不用輸入欄目 F 及 G;若你於步驟 12 貨幣類別一欄中選擇買入金額,請輸入欄目 F 買入貨幣及欄目 G 買入金額,並不用輸入欄目 D 及 E。



16. Save the file after pasted text from column K into the Notepad.

貼上欄目K的文字於筆記本後,請儲存檔案。





17. Click "Browse" to select that Notepad file, then click "Upload". In case of maker-checker flow, click "Look Up" in the field of "Next Authorizer" to select approver.

按"Browse"點選該筆記本檔案,然後按"Upload"。若為 maker-checker 檢查流程下,於 "Next Authorizer"欄目按"Look Up"以選擇批准人。



18. After upload, you can view the payment details via the table. Click "Confirm" if the payment details are correct.

上傳檔案後,你可於列表中檢查匯款資料。若匯款資料正確,請按"Confirm"。



Sole User

- 19. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Confirm" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按"Confirm"。若你没有收到該一次性密碼,請按"Regenerate OTP"。



20. After that, the currency exchange rate will be shown next to the Quote field. "7.8274" is the currency exchange rate in below example. This currency exchange rate is valid for 30 seconds



only, please click "Confirm" button within the valid time if you are fine with the rate, otherwise please click "Re-Quote".

然後,可於 Quote 欄目旁參閱貨幣兌換率。於以下例子,貨幣兌換率為"7.8274"。這貨幣兌換率有效時間為 30 秒,若接受此兌換率,請於有效時間內按"Confirm",否則請按"ReQuote"。



21. Once the instruction was successfully submitted, confirmation message will be shown with a payment id. At the same time, you will be redirected to the "Bulk Remittance" main page.

成功提交後,將顯示確認信息並附上匯款編號。同時將自動返回"Bulk Remittance"主頁。



Maker Checker Workflow

- 22. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Submit for approval" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按"Submit for approval" 按鈕。若你没有收到該一次性密碼,請按 "Regenerate OTP" 按鈕。



23. Once the instruction was successfully submitted, confirmation message will be shown with a payment id. At the same time, you will be redirected to the "Bulk Remittance" main page.

Transaction will reflect in the approval tray of checker. After approver approves the transaction, the transaction will be proceeded.

成功提交後,將顯示確認信息並附上匯款編號。同時將自動返回"Bulk Remittance"主頁。 交易將於批准人的交易批准頁面中顯示。交易一經批准人批准,交易便會進行。

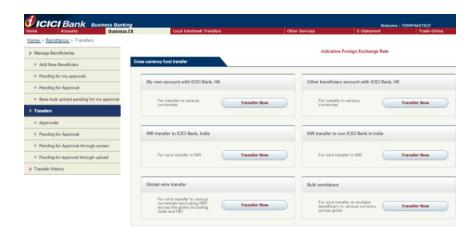




Section 2: Approver approve the Business FX transaction 批准人批准交易

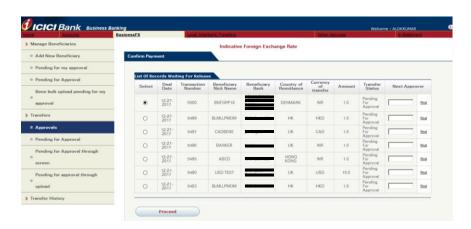
Section 2.1: Approve transaction which uploaded one by one 批准單筆提交之交易

- 1. Click "Approval" at the left-hand-side menu under Business FX section.
 - 於 Business FX 部份按左邊選單之"Approval"



2. Transactions submitted for you to approve will be listed in the table. Select the transaction you would like to approve and click "Proceed".

提交予你批准的交易將於列表中顯示。選擇你要批准的交易,然後按"Proceed"。





- A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Get Quote" if the information of transfer is correct. In case you do not receive the OTP, please click "Regenerate OTP" 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。若匯款資料正確,請輸入該一次性密碼,然後按 "Get Quote"。若你没有收到該一次性密碼,請按 "Regenerate OTP" 按鈕。



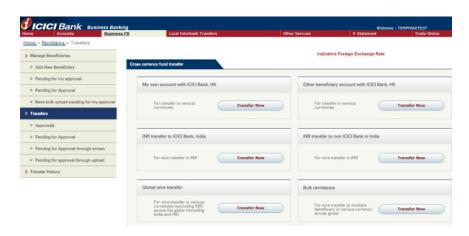
4. After that, the currency exchange rate will be shown in the next page. The currency exchange rate is valid for 30 seconds only, please click "Confirm" button within the valid time if you are fine with the rate, otherwise please click "Re-Quote". After click "Confirm", the transaction will be proceed.

然後,下頁將顯示貨幣兌換率。這貨幣兌換率有效時間為 30 秒,若接受此兌換率,請於有效時間內按"Confirm",否則請按"Re-Quote"。按"Confirm"後,交易將會進行。



Section 2. 2: Approve bulk transactions which upload through screen 批准透過網上銀行輸入指示匯款至多位收款人之交易

- 1. Click "Pending for Approval through screen" at the left-hand-side menu under Business FX section.
 - 於 Business FX 部份按左邊選單之"Pending for Approval through screen"



2. Transactions submitted for you to approve will be listed in the table. Select the transaction you would like to approve and click "Approve".

提交予你批准的交易將於列表中顯示。選擇你要批准的交易,然後按"Approve"。



To view the details of that bulk payments, please select the batch and click "Details".

查看批量交易的詳細信息,請選擇批次,然後按"Details"。





3. After click "Approve", a 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Get Quote". In case you do not receive the OTP, please click "Regenerate OTP" button.

按"Approve"後,一個六位數字的一次性密碼 (OTP) 將會發送至您的手提電話。輸入該一次性密碼,然後按"Get Quote"。若你没有收到該一次性密碼,請按"Regenerate OTP"按鈕。



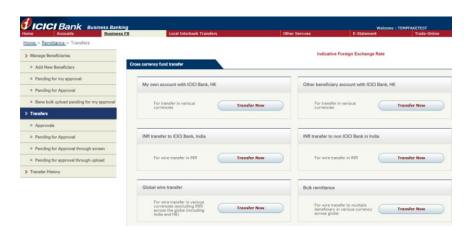
4. After that, the currency exchange rate will be shown in the next page. The currency exchange rate is valid for 30 seconds only, please click "Confirm" button within the valid time if you are fine with the rate, otherwise please click "Re-Quote". After click "Confirm", the transaction will be proceed.

然後,下頁將顯示貨幣兌換率。這貨幣兌換率有效時間為 30 秒,若接受此兌換率,請於有效時間內按"Confirm",否則請按"Re-Quote"。按"Confirm"後,交易將會進行。



Section 2. 3: Approve bulk transactions which through file upload 批准透過網上銀行上載檔案匯款至 多位收款人之交易

- 1. Click "Pending for Approval through upload" at the left-hand-side menu under Business FX section.
 - 於 Business FX 部份按左邊選單之"Pending for Approval through upload"



2. Transactions submitted for you to approve will be listed in the table. Select the transaction you would like to approve and click "Approve".

提交予你批准的交易將於列表中顯示。選擇你要批准的交易,然後按"Approve"。





- 3. A 6 digits one-time-password (OTP) will be sent to your registered mobile. Please enter the OTP and click "Get Quote". In case you do not receive the OTP, please click "Generate OTP" 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。輸入該一次性密碼,然後按 "Get Quote"。若你没有收到該一次性密碼,請按 "Generate OTP" 按鈕。



4. After that, the currency exchange rate will be shown in the next page. The currency exchange rate is valid for 30 seconds only, please click "Confirm" button within the valid time if you are fine with the rate, otherwise please click "Re-Quote". After click "Confirm", the transaction will be proceed.

然後,下頁將顯示貨幣兌換率。這貨幣兌換率有效時間為 30 秒,若接受此兌換率,請於有效時間內按"Confirm",否則請按"Re-Quote"。按"Confirm"後,交易將會進行。