

Operation guide

For Corporate Internet banking customers

(Jan 2018)

Customer helpline: 020-7397-8888

Website: www.icbclondon.com

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1. Introduction

Welcome using ICBC (London) Corporate Internet Banking Services!

ICBC Corporate Internet Banking has made a remarkable achievement in the recent years and gained full recognition from all domestic and overseas peers as well as mass users. The corporate banking services are driven by our enormous technology and business innovations that devote itself to create more value for customers. With strong technical and management advantages, corporate Internet banking becomes an ultimate integrated enterprises' finance management platform to organise financial information and centralised funds management. Its powerful functions and leading advantages further demonstrate ICBC's professional service quality that gives you round-the-clock "one-stop" easy financing.

Product features:

- Safety & Reliability: Advanced information encryption transmission for corporate internet banking system, Multiple security code/password verification to ensure the safety of every transaction.
- *Extensive Service Scope*: Customer defined account users structure; different level of operational restrictions; bypass authorisation approval.
- *Convenient and flexible all-day service :* 24/7 "3A" services, accounts and transactions are clear at a glance. Menu is designed in a very friendly way for easy understanding and operating.
- *Enriched information*: Bank interest rates, foreign exchange rates, promotion information, as well as detailed function introduction, operation guide and help documents.

We will continuously develop various new products and new functions to satisfy customers' needs. You are very welcomed to join us. For any enquiry, please do not hesitate to telephone us or speak to our friendly customer advisors at any of our branches.

ICBC (London) website: www.icbclondon.com Customer helpdesk: 020-7397-8868/3230

ICBC	(London) PLC	ICBC (London) PLC Chinatown Branch
Head	office	(Temporarily close from 31st Dec 2013 Due
		to refurbishment)
Addr:	81 King William Street, London	Addr: 81-85 Shaftesbury Avenue, London,
	EC4N 7BG	W1D 5DX
Tel:	02073978888 Fax: 02073989555	Tel: 020 7397 3230 Fax: 020 7397 8846

2. System requirements

• PC Hardware requirements: Intel Pentium III 500		Intel Pentium III 500MHz processor or above.
		128mb (RAM) or above
		56kbps modem or above, or broadband, SVGA monitor
•	Software requirements:	Windows 98/2000/Millennium Edition/NT/XP/VISTA operation system
	•	Internet Explorer 5.0 or above
		Active X Control

• Internet Explorer requirements:

We recommend the following Internet Explorer settings:

1. $\lceil \text{Tools} \rfloor \longrightarrow \lceil \text{Pop up blocker} \rfloor \longrightarrow \lceil \text{Turn off Pop up blocker} \rfloor$

🖉 CORPORATE OVERSE	AS BANKING OF INDUSTRIAL AND C	COMMERCIAL BANK OF CHINA - Windows Internet Explorer
🔆 🔆 🗲 🖉 https://	corpebank1.icbc.com.cn/icbc/corporbank/in	ndex.jsp?areaCode=0115
File Edit View Favori	es Tools Help	
	OVI Delete Browsing History	
	Pop-up Blocker	Turn Off Pop-up Blocker
	Phishing Filter	Pop-up Blocker Settings
	Manage Add-ons	Sugg
	Subscribe to this Feed Feed Discovery	国工商银行 Corporate Overseas Banking
	Windows Update	
	Windows Messenger Diagnose Connection Problems Sun Java Console	
	Internet Options	Static password logon

- 2. Set ICBC Internet banking logon website as trusted site:
 - a. [Tools] → Internet option]

🖉 CORPORATE OVERSEAS	BANKING OF INDUSTRIAL AND O	COMMERCIAL BANK OF CHINA - Windows Internet Explorer
💽 🗸 🖉 https://corp	ebank1.icbc.com.cn/icbc/corporbank/in	ndex.jsp?areaCode=0115
File Edit View Favorites	Tools Help	
	Delete Browsing History	
	Pop-up Blocker Phishing Filter	•
	Manage Add-ons	▶ Sug
	Subscribe to this Feed Feed Discovery Windows Undate	, 国工商银行 Corporate Overseas Banking
	Windows Opdate Windows Messenger	-
	Sun Java Console	
	Internet Options	Static password logon

b. [Trusted sites] → [custom level]



c. Reset to \lceil Medium-Low \rfloor or [Medium] and click \lceil OK \rfloor

Security Settings - Internet Zone	×
Settings	7
NET Framework	
🔮 Loose XAML	
Manual Angle	
O Disable	
 Enable 	
O Prompt	
2 SPS documents	
O Disable	
.NET Framework-reliant components	
📲 🚟 🌆 Run components not signed with Authenticode	
Dirable	
*Tales affect after your patent Talescate Furgleway	
Takes errect arter you restart Internet Explorer	
Reset custom settings	
Reset to: Medium-high (default) Reset	
High	
Medium	-
	J

We recommend turn off Google, Yahoo and other Toolbar in your Internet Explorer's Toolbar.

Note:

For the best view, we recommend adjust your monitor resolution to 1024×768 or above.

3. First time access to the internet banking

3.1 First time logon

If you are in one or more of the following situations:

- i. First time access to the internet banking;
- ii. Logon to internet banking from a new PC;
- iii. Internet explorer has been updated;

Please follow the steps to install Active X control.

a. The message [this site may require the following Active X control: from' Industrial and Commercial Bank of China'] prompts,

	RATE OVERSEAS BANKING OF INDUSTRIAL AND COMMERCIAL BANK OF CHINA - Windows Internet Explor	er
File Edit	View Favorites Tools Help	
🚖 🏟 @ This site m	CORPORATE OVERSEAS BANKING OF INDUSTRIAL AN	
	Since (19) 中国工商银行 Corporate Overseas Banking	uggest

Click [Click here to install] → [Install Active control],

CORPORATE OVERSEAS BANKING OF INDUSTRIAL AND COMMERCIAL B	BANK OF CHINA - Windows Intern	et Explorer
File Edit View Favorites Tools Help		
🚖 🏟 SCORPORATE OVERSEAS BANKING OF INDUSTRIAL AN		
This site might require software from: 'Industrial and Commercial Bank of China Limited	f. Clic Install ActiveX Control	
	More information	Suggest a
ICBC (13) 中国工商	有银行 Corporate Overseas	Banking

If installation is successful, please refer to 3.2 Input logon account number and password for details.

b. If the installation failed, click [System Set-up] under the logon area to install ICBC Internet banking control to your computer.

50X 1 J	Corporate Overseas Banking	BANKING@H
Static passw	user ID:	.c.0115
V 3.8	Password: 76 Verification code: 26 Login	Refresh verification code
Important	If this is first time logon, please follow the link S	System Set-up

c. In the next page, select [Online Banking ActiveX] to install.

We suggest you to adjust your screen resolution of your computer to 1024 x 768 or above in order to use Internet Banking
services properly. If your computer is already ready to use Internet Banking services, you can now directly logon. If this is your fir
time to use ICBCInternet Banking, You'd better download and install <mark>Online Banking ActiveX.</mark> This ActiveX will better safeguard the
security of your computer.
close

d. When installation completes, restart your computer.

Note:

Γ

- 1. Currently, this Active X control is incompatible with Mac and Windows 7.0.
- 2. If you would like to install Active X control in your company computer, please contact IT staff to confirm the firewall settings. We suggest IT staffs to assist the installation. Please note if firewall is turned on, Active X control will not be installed.

3.2 Input logon account number and password

Logon web address: :www.icbc.com。 Click Corporate Internet banking button in the home page. English is the default language on ICBC (London) Personal E-Banking homepage. If you would like to view in Simple Chinese, please click [简体中文] on the upper right corner.

🚖 🏟	CORPORATE OVERSEAS BANKING OF INDUSTRIAL AN	🐴 •
		English 简体中文
		Suggest a resolution of 1024*768 (example) for the best result
	ICBC <mark> </mark>	Corporate Overseas Banking BANKING@HOME
	System Anno	puncement:
	Internet Banking Help Static pass	word logon

You may start logging when the system completes language switch over. Please follow the steps describe as below:

User ID: Test .c.0115 2
tion code: m5zj m52j Refresh verification code 3
Pa

1. Firstly, please input your customer ID which was setup at the time of application. E.g. 'Test'

- 2. Input your temporary 6 digits password provided by the bank;
- 3. Input the verification code as shown on the right;
- 4. Click [Login].

A successful logon confirmation will prompt.

System is downloading the details on your registration account, please wait!		
	System is downloading the details on your registration account, please wait!	

3.3 Change password at first time logon

For safety reasons, the system will automatically prompt a notice to require amending logon password at the first time logon. Follow the steps to amend password:



- 1. Input your temporary 6 digit password again;
- 2. Type new password, which must be a combination of 6-30 letters(upper or lower case) and numbers;
- 3. Re-type your new password;
- 4. Enter the verification code shown on the right;
- 5. Select ID type which was used to apply Internet banking (e.g. passport);
- 6. Enter ID number. Please do not include symbol such as (), / (e.g.ID No. G 000 000 (0), should enter as G 000 000 0);
- 7. Click [Confirm] to change.

A new page will then prompt to confirm amendment is successful and require the user to re-logon with new password.

Note:

When you are entering the logon password, please pay attention prevent others from stealing.

4. Account enquiry

With ICBC (London) Corporate Internet banking services, you may review your accounts at any time anywhere, and may also review account balance summary and individual transactions according to the account and currency. In addition, bank statements, E-receipt and remittance instructions are all available for review, download and print, thus give you comprehensive accounting information that may optimize your assets management.

4.1 Information enquiry

If you would like to review some basic information regarding one of the corporate current accounts, please following the operation below:

ICBC <mark>国</mark> 中国工商银	Corporate Overseas Banking
Manage A/C Receivable Payments	Fixed Online Loan FX Trade Customer Deposit Services
Manage A/C	> > Manage A/C > Check Current A/C > Check Current Deposit A/C
- Operation Guide	
- Check Current A/C	Check Current Denosit A/C
- Check Current Deposit A/C	Company Name: ICBC LONDON LTD(United Kingdom)
- Check Bal in Current A/C	Account No.: 0115000100000379401 Current Account
Check Details in current A/C	Search
- Check Details of Cheque	·

- 1. [Manage A/C] \longrightarrow [Check Current Deposit A/C]. The system will display the name of the company and all the registered current accounts available.
- 2. Please select an account to review. E.g. 0115000100006378382
- 3. Click[Search]. Information such as account opening date, account type, over draft limit and so on will be displayed

Check Current Deposit A/C						>> Help
Company Name: IC	BC LOND	ON LTD(United	Kingdom) 💌			
Account No.: 01	15000100	000379401 Cur	rent Account	~		
		[Search			
Account Name: ICBC LONDON LTD				Account No.: 0115000	100000379401	
account name in English:			E	Branch Name: United Ki	ingdom	
Account Opening Date:			A	ccount Status: Normal		
Account Nickname:						
Account No.	Currency	Account Type	Account Status	Cheque Account	Allow Overdraft	Account Opening Date
0115000100000379401	GBP	Current Account	Normal	Yes	No	26-08-2010
0115000100000379401	USD	Current Account	Normal	No	No	26-08-2010
0115000100000379401	EUR	Current Account	Normal	No	No	26-08-2010
			Back			

4.2 Balance statement

Our Internet banking allows monitoring account balances in real-time. To find out the balance of a particular account or a series of accounts, please click on [Manage A/C] \rightarrow [Check bal in current A/C]. Make sure you tick the [United Kingdom].

ICBC <mark>图中国</mark>	工商银	Corporate	o Overseas Bank	ing			BANKING	@HOME
								Cun
Manage A/C Receivable	Payments	Fixed Deposit	Online Loan	FX Trade	Customer Services			
				Chock Ourropt	AIC > Chock Pallin C	Surroot MC		
Manage A/C		6.0	manage AC - 1	Sheck Guilein	CALC > CITECK Barlin C	uren wo		
- Operation Guide								
- Check Current A/C		ADRAMA		a mar				
- Check Current Deposit A	vc	Check	Bal in Current	A/C				>> Help
- Check Bal in Current A/C			Submit	ited Kingdom	Clear	Select All	Expand	Collapse
Check Details in current A/C								
- Check Details of Cheque	1	Trans	action Tips					

Select [ICBC LONDON PLC] and the account that you would like to review (you may also 'Selecy all'). Click [Submit].

> > Manage A/C > Check Current A/C > Check Bal in Curren	it A/C		
Check Bal in Current A/C			>> Help
United Kingdom ICBC LONDON LTD O115000100000379401 Submit Clear	Select All	Expand	Collapse
Transaction Tips			

The balance search form will be displayed!

lanage A/C		Check bar in Current	AC]					
Operation Guide		Account Details		Search	Acco	unt Balance		Sear	ch
Check Current A/C		Transaction History		Search	dowr	nload balance of	all accounts	Down	load
Check Current Deposit A/C		Country:United Kingo	iom						
Check Bal in Current A/C		Company Name:ICB	C LONDON L	TD					
Check Details in current		Company Name in E	nglishICBC L		Ddownlo	ad account bal	ance		
A/C		account nur	nber:	Currency A	ccount Type	Current Balanc	e Available Balance	Yesterday's Balanc	e Enquiry Time
Check Details of Cheque		O <u>01150001000</u>	00379401	GBP					
Check e-Slip				USD					
Review statement		Total Balance / Net F	osition(GBP)	COR					
		Total Balance / Net F	osition(USD)						
Agreement	1	Total Balance / Net F	osition(EUR)						
Statement Agreement		Group balance summary							
		Currency	Current	Balance		Available Bal	ance	Yesterday's Bal	ance
		GBP							
		USD							
		EUR							

Select the accounts you would like to review and click [search] on the top right corner. Furthermore, as you have might already noticed, account details and transaction history are just one click away. To download balance of the selected account, click [Download account balances].

Honoro A/C	-	Check Bal in Current	A/C							
Operation Guide		Account Details Transaction History	Sea Sea	ch	Accou down	int Balance load balance of	f all accounts		S D	earch wnload
Check Current Deposit A/C Check Bal in Current A/C		Country:United Kingo Company Name:ICB	lom C LONDON LTD							
Check Details in current A/C		Company Name in E	nglishICBC LONE nber: Cur	OON LTD	downlo: ount Type	ad account bal CurrentBalanc	ance Available B	alance Ye	sterday's Bala	nce Enquiry Tim
- Check Details of Cheque		<u>01150001000</u>	00379401 G	BP SD						
- Check e-slip - Review statement		Total Balance / Net F	Position(GBP)	UR						
 Balance Adjustment Agreement 	4	Total Balance / Net F Total Balance / Net F	Position(USD) Position(EUR)					-		
+ Statement Agreement		Group balance summ	nary							
-		Currency	Current Bala	ance		Available Bal	ance		Yesterday's I	Balance
		GBP								
		USD								
		EUR								

To download balances for all the accounts, click [Download] under the [Search] button.

Check Bal in Curren	it A/C									
Account Details		Search	Ac	Account Balance Search						
Transaction History		Search	do	download balance of all accounts						
Country:United King	dom									
Company Name:ICE	BC LONDON L	TD								
Company Name in E	EnglishICBC L	ONDON LT	TD down	download account balance						
account nu	mber:	Currency /	Account T	nt Type Current Balance Available Balance Yesterday's Balance Enquiry Time						
<u>01150001000</u>	000379401	GBP		File Download						
		USD								
		EUR		Do you want to open or save this file?						
Total Balance / Net	Position(GBP)			Name: currBalance1.pdf						
Total Balance / Net	Position(USD)			Type: Adobe Acrobat Document, 2.80KB						
Total Balance / Net	Position(EUR)			From: corpebank1.icbc.com.cn						
Group balance sum	mary									
Currency	Current	Balance								
GBP										
USD				While files from the Internet can be useful, some files can potentially						
EUR				harm your computer. If you do not trust the source, do not open or						
				Save ulls life, <u>windes ule lisk i</u>						
			Print	t Back						

📙 currbala	ance1[1].pdf - Adob	e Reader							
File Edit Vi	iew Document Tools	Window Help						×	
1 0)• 🚳 🚳 -		/ 1 📄 💌 😽	.4% 👻 📘	Find				
	Country: United Kingdom Company Name ICBC LONDON LTD Company Name in English ICBC LONDON LTD								
	account number: Currency		Type of account	Current Balance	Available Balance	Yesterday's Bal	Enquiry Time]	
	011500010000037 9401	GBP	Current Account	0.29	0.29	0.29	08-03-2011 16:02:18		
	and call the	USD	Current Account	0.00	0.00	0.00	08-03-2011 16:02:18		
		EUR	Current Account	0.00	0.00	0.00	08-03-2011 16:02:18		
	Balance Summary(GBP)			0.29	0.29	0.29			
	Balance Summary(USD)			0.00	0.00	0.00			
	Balance Summary(EUR)			0.00	0.00	0.00	5.		
	Group balance su	immary							
	Current	cy	Current Balance	e	Available Balance	Yeste	rday's Bal		
	Balance Summa	ry(GBP)	0.29		0.29		0.29	1	
	Balance Summa	ry(USD)	0.00		0.00		0.00		
	Balance Summa	ry(EUR)	0.00		0.00		0.00		

4.3 Transaction statement

This function provides details about the individual transaction in a specified period. Operation: [Manage A/C] \rightarrow [Check Current A/C] \rightarrow [Check Details in current A/C]

ICBC <mark></mark> 图中国工商银行	Gorporate Overseas Banking	-BANI
Manage A/C Receivable Payments	Fixed Online Loan FX Trade Customer Deposit Services	
Manage A/C - Operation Guide - Check Current A/C	>> Manage A/C > Check Current A/C > Check Details in current A/C	
Check Current Deposit A/C Check Bal in Current A/C Check Details in current A/C Check Details of Cheque Check e Sin	Company Name: ICBC LONDON LTD(United Kingdom) Account 011500010000379401 Current Account Currency: GBP Search Download Send 1	Email

- 1. Select the start date and end date by clicking the calendar button.
- 2. Choose an account and currency E.g. 0115000100006378382
- 3. Search

All the transaction occurred in the chosen period will be displayed. For any outward payments, customer can also apply for an E-receipt for further details. To receive the E-receipt, please refer to 4.6 E-receipt enquiry.

Chec	k Details in cu	rrent A/C								>> Hel
		Date: 01-09-	2010	• •	16-03-2	011	* •			
	Comp	any Name: ICBC	LONDON	LTD(Unite	ed Kingdo	m) 💙				
		Account: 01150	00100000	379401 C	urrent Ac	count 💌				
		Currency: GBP	*							
						Searc	h			
Brand	:h Name:Unite	d Kingdom								
Accou	int Name:ICBC	CLONDON LTD								
accou	int name in En	glish:ICBC LONDO	ON LTD			E	nquiry Time:16-03-2011 1	4:27:09		
Accou	int:011500010	0000379401 Curre	ent Account	ť.		C	urrency:GBP			
Date:	01-09-2010 T	0 16-03-2011								
##留 空##	Transaction Time	Reference	Currency	Credit Amount	Debit Amount	Balance	Transaction Details	Transaction Details	Transaction Details	Actions
1	01-10-2010 00:10:21	INTEREST	GBP	0.22		885.81				
2	18-11-2010 11:23:38	adjust online transaction date 26.08.2010	GBP	118.40		1,004.21	0115000111125890608			
3	18-11-2010 12:04:13	adjust online transaction date 27.08.2010	GBP	0.01		1,004.22	0115000100000269281	MRS XIAOMEI ZHANG	ſ	
4	18-11-2010 12:11:59	adjust tax	GBP		0.22	1,004.00	0115000111127120583			Get E-Receipt
5	26-11-2010 13:53:45	adjust online transaction 26.08.2010	GBP	1.00		1,005.00	0115000111124819936			

The transaction details are available for download.

Manage A/C		> > Manage A/C > Check Cu	rrent A/C > Check Details in current A/C
- Operation Guide			
- Check Current A/C			
- Check Current Deposit A/C		Check Details in current A/C	
- Check Bal in Current A/C		Company Name:	ICBC LONDON LTD(United Kingdom)
Check Details in current		Account:	0115000100000379401 Current Account
- Check Details of Cheque		Currency, [Search Download Send Email
- Check e-Slip			File Download
- Review statement			Do you want to good or own this file?
+ Balance Adjustment Agreement	4	Transaction Tips	Name: currentaccounthistory12.csv
+ Statement Agreement			d, Type: Microsoft Office Excel Comma Separated Values Fil From: corpebank1.icbc.com.cn
			Open Save Cancel
			While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

Information is displayed in Excel format.

💌 M	icrosoft Exce	el - currentaccou	nthistory12[1]								
: 🖻)	Eile Edit V	jew <u>I</u> nsert F <u>o</u> rma	at <u>T</u> ools <u>D</u> ata	<u>W</u> indow <u>H</u> elp							
:	😂 🖬 🖪 j	3 3 🕰 🗳	🖏 X 🕩 🛍	• 🛷 🗳 • (° -	🧕 Σ - 2↓	X 📖 🦚	2 宋体	• 12	• B <i>I</i> <u>U</u>		9 %
				: 0	Drinks Paragraph	Layout					
	I33										
	A	В	C	D	E	F	G	Н	I	J	
1	Branch Na	United Kingdo	m								
2	Account N	ICBC LONDON L	.TD								
3	account r	ICBC LONDON L	.TD								
4	Enquiry T	16-03-2011 14	1:29:36								
5	Account:	0115000100000	0379401 Curi	ent Account							
6	Currency:	GBP									
7	Date:	01-09-2010To1	.6-03-2011								
8		Transaction 1	ime	Reference	Currency	Credit Amount	Debit Amount	Balance	Transaction	Transaction D	etails
9	1	01-10-2010	00:10:21	INTEREST	GBP	0.22		885.81			
10	2	18-11-2010	11:23:38	adjust online	1GBP	118.40		1,004.21	01150001111	25890608	
11	3	18-11-2010	12:04:13	adjust online	IGBP	0.01		1,004.22	01150001000	(MRS XIAOMEI Z	HANG
12	4	18-11-2010	12:11:59	adjust tax	GBP		0.22	1,004.00	01150001111	27120583	
13	5	26-11-2010	13:53:45	adjust online	1GBP	1.00		1,005.00	01150001111	24819936	
14	6	10-12-2010	12:05:37	ON LINE BANKIN	GBP		1,005.00	0.00	01150001111	21821013	
15	7	01-01-2011	00:11:28	INTEREST	GBP	0.29		0.29			
16	Total					119.92	1,005.22				
17											

Moreover, online banking allows users to email the transaction details.





4.4 Bank statement agreement

Corporate online banking allows you to customise bank statement delivery to suit the business needs.

To sign up your bank statement agreement, go to [Manage A/C] \longrightarrow [Sign Statement Agreement] and click [Agree]

ICBC <mark>證</mark> 中国I	商银	Corporate) Overseas Banki	ng		
Manage A/C Receivable F	ayments	Fixed Deposit	Online Loan	FX Trade	Customer Services	
Manage A/C		>>	Manage A/C ≻ S	tatement Agri	eement > Sign Stat	ement Agreement
- Operation Guide						
+ Check Current A/C			NA CAR			
- Check Details of Cheque		Sign S	tatement Agree	ement		
- Check e-Slip						Statement Agreement
- Review statement						Statement Agreement
+ Balance Adjustment Agreement			Dimmin ^g ar			
- Statement Agreement						TArree
- Sign Statement Agreement						TURICE
Check/Maintain Statement Agreement	4					
Check Instruction - Sign Statement Agreement					-	

According to the preference of the corporate itself, select the type of bank statements and fill in mandatory fields illustrate as below:

Manage A/C Receivable Pa	ayments	Fixed Online Loan FX Trade Customer Deposit Online Loan FX Trade Services	
Manage A/C	-	> > Manage A/C > Statement Agreement > Sign Statement Agreement	
- Operation Guide	-		
+ Check Current A/C			
- Check Details of Cheque		Sign Statement Agreement	
- Check e-Slip		Choose the type	
- Review statement		 Integrated Customer Statement O Account Statement 	
+ Balance Adjustment Agreement		Statement Details	
- Statement Agreement		Frequency: by week 💌 *	Statement Cycle: 4 weeks *
- Sign Statement Agreement		First Statement Date: 16-03-2011	Statement Periods: 1 *
Check/Maintain Statement		Currency for conversion: GBP	
Check Instruction - Sign		Auto-renew? Yes 💌 *	Renewal Periods: 1
Statement Agreement		Company Name: ICBC LONDON LTD(United Kingdom) 💌 🛛	Company name (English): ICBC LONDON LTD
		Next	Back

To confirm the statement settings, please enter the token password (for full information, please refer to "8. Security certificate") and verification code respectively.

Sign Statement Agreement	>> Help
Details of Statement Agreement↓	
Statement Type: Integrated Customer Statement	
Frequency: by week	Statement Cycle: 4weeks
First Statement Date: 16-03-2011	Statement Periods: 1
Currency for conversion: USD	
Auto-renew? Yes	Renewal Periods: 1weeks
Company Name: ICBC LONDON LTD	Company name (English): ICBC LONDON LTD
Delivery method:	
(1). Collect myself at (ICBC business office):ICBC (London)) Limited
The instruction you sut Dynamic Password Card Coordinates	bmitted is shown as above, please confirm!
Enter Dynamic Password	
Enter Verification Code	Refresh verification code
Contirm to cus	Back

The system will confirm settings are successful and provide you with a statement agreement reference number. E.g. 'ACG00000000352'.

If your company has not setup an authorisation hierarchy (i.e. one or more higher levels of authorisation limits), the bank statement agreement is now agreed and successfully signed up. Otherwise, the statement agreement must be verified and authorised by a senior supervisor or manager with higher level of authority through their own registered logon account

4.5 Cheque enquiry

If you have already opened corporate GBP current account with cheque facility, Internet banking can assist you to manage cheques issued.

Manage A/C	Receivable	Payments	Fixed Deposit	Online Loan	FX Trade	Customer Services
Manage A/C			>>	Manage A/C > (Check Details	of Cheque
 Operation (+ Check Curr 	Suide rent A/C					
- Check Deta	ails of Cheque	R.	Check	Details of Cheo	ine /	
- Check e-SI	ip			Ac	count Name:	ICBC LONDON LTD(United Kingdom)
- Review sta	tement				A/C: Currency:	GBP V
+ Balance Ac Agreement	ljustment I				Status:	✓ Normal ♥ Report Loss ♥ Void ♥ Paid ♥ Payment suspended
+ Statement	Agreement					● Cash cheque ○ Cheque for transfer
				Ρι	.irchase Date Cheque No.:	01-11-2010 - 15-03-2011
						Search Download

[Manage A/C] \longrightarrow [Check Details of Cheque] menu on the left:

- 1. Select a GBP current account with cheque facility.
- 2. Tick the status of the cheques that you would prefer to search. E.g. Normal (Paid).
- 3. Please select the cheque type as [Cash cheque]
- 4. Enter search period
- 5. Click [Search] or [Download] the information.

The system will then display all the available cheque information according to the search criteria.

Cheque No.	Cheque Status	Date of Purchase	Date of Report Loss/Payment
0000000000200001	Paid	21-04-2011	21-04-2011
0000000000200002	Report loss	21-04-2011	21-04-2011
0000000000200003	Normal	21-04-2011	
0000000000200004	Normal	21-04-2011	
0000000000200005	Normal	21-04-2011	
0000000000200006	Normal	21-04-2011	
0000000000200007	Normal	21-04-2011	
0000000000200008	Normal	21-04-2011	
0000000000200009	Normal	21-04-2011	

4.6 E-receipt enquiry

This is an electronically stamped receipt. Unless you have submitted an E-receipt application for an outward payment (Refer to 4.2 'Transaction statement'), E-receipt would not be issued.

Operation: [Manage A/C] → [Check e-receipt]

Manage A/C	Receivable	Payments	Fixed Deposit	Online Loan	FX Trade	Customer Services	
Manage A/C - Operation (+ Check Curr	Guide rent A/C		>> № Check 6	lanage A/C ≻ C ≻Slip	Check e-Slip		
Check Deta Check e-SI Review sta	ails of Cheque ip tement			Com	receipt date: npany Name: A/C:	01-09-2010 ICBC LONDC 01150001000	N LTD(United Kingdom) V 00379401 Current Account V
Balance Ad Agreement Statement	ljustment Agreement						Confirm Cancel

- 1. Select the start date and end date by clicking the calendar button.
- 2. Choose an account and currency E.g. 011500010000379401
- 3. Confirm

All the E-receipt in the chosen period will be displayed.

Manage A/C Receivable	Payments	Fixed Deposit Online Loa	n FX Trade C	ustomer Services						
		Check e-Slip								>> H
Manage A/C			receipt date: 01-	09-2010	15-03-201	1				
- Operation Guide		c	ompany Name: ICF	BC LONDON LTD/Unit	ed Kinadom					
+ Check Current A/C			A/C: 01	15000100000379401 C	urrent Acco	ount 🗸				
- Check Details of Cheque	6			Tree						
- Check e-Slip					Sontirm	Cancel				
- Review statement		account name in E	inglish:ICBC LOND	ON LTD						
Palanco Adjustment		Results of E-recei	pt Enquiry							
Agreement		55 0100			From		To Account	Receipt	Receipt	Repri
+ Statement Agreement		Reprint	E-receipt No.	From Account No.	Account Name	To Account No.	Name	generated date	generated time	Copie
					ICBC		ICBC			
		Reprint	201011170442	0115000100000379	LONDON LTD	0115000100000379	LONDON LTD	17-11-2010	15:29:07	1
		Reprint	201011170443	0115000100000379	ICBC LONDON LTD	0115000111125890		17-11-2010	15:30:47	1
		Reprint	201011170444	0115000100000379	ICBC LONDON LTD			17-11-2010	15:33:07	1

You may reprint the receipt. Click [Reprint], the E-receipt will be displayed. Click [Print receipt].

Check e-Slip							>> Help
	e-Slip	Details					
			ICBC Internet B	anking	e-Slip (Reprin	t)	
	e-Slip	No. 20101117	0442				
	Refer	ence	TRF			_	
		Account Nme	ICBC LONDON LTD		Account Nme	ICBC LONDON LTD	
	Payer	Account No.	0115000100000379401	Payee	Account No.	0115000100000379401	
		Currency	GBP		Currency	USD	
	Debit	Amt.	GBP 1.00				
	Credit	t Amt.	USD 1.53				
	Excha	inge Rate	1 GBP = 1.5288 USD				
	Transaction Time		26-08-2010 11:34:41 Enquiry Tim		ry Time	2010-11-17 15:29:07	
		相工 周 東 电子回单 专用章	Remark: Verification Code: Q3AcpcCAD	15uD6(QQFVMRtyzTNe8	3=	
				Date (of Entry	26-08-2010	
	To veri To prir	ify Return Slip,C nt Return Slip,C	lick Verify Receipt	P	rint Date: 15-03	-2011	
,	Printed	d Copies: 1 No	. of Times				
1	Import sent. E	ant: Receipt do Do not make rep	es not serve as a voucher for go beating entry	ods			
						Back	

Note:

- 1. Payee should not delivery goods/services to buyer on the basis of an E-receipt.
- 2. Please avoid duplicate accounting records.

5. Funds transfer

5.1 Internal transfer

Internal transfer refers to funds movements between all your registered accounts at ICBC (London). Same currency transfers are available 24/7, however transfers between different currency accounts are only available in specific time period due to daily exchange rate fluctuation. (Please see section 11 for details).

Operations are as follow:

~
unt 💌
~
int 💌

Please go to [Payments] → [Transfer] → [Internal transfer]

- 1. Select a payment account. E.g. From 0115000100006376454
- 2. Choose a currency. You can review your account balance by click [Check AC Bal]
- 3. Select a receiving account. E.g. To 0115000100006378134. You may choose the same account as in 1, if it is a cross currency transfer. E.g. Transfer GBP and receive in USD.
- 4. Choose a receiving currency.
- 5. Choose a currency and enter the amount
- 6. Input reference and Click [Confirm].

The system will display the following information, please check the instruction again and enter the token code and verification code respectively. Click [Confirm] to proceed.

a. Same currency transfers between different accounts.

Internal Transfer	>> Help
Transfer from: ICBC LONDON LTD(United Kingdom)	
From: 0115000100000379401 Current Account	
Currency: GBP	
Transfer to: ICBC LONDON LTD(United Kingdom)	
To: 0115000100000391323 Current Account	
Currency: GBP	
Transfer amount: GBP 39.00	
Reference: test	
The instruction you submitted is shown as above, please confirm!	
Dynamic Password Card Coordinates: Z 8 Z 7	
Enter Dynamic Password: ******	
Enter Verification Code: p5vs p5vs Refresh verification code	
Confirm Cancel	

b. Cross currency transfer within the same account (or different account). The system will estimate the likely receiving amount according to the exchange rate at the time of transfer. The rate of which the system uses is also displayed.

Internal Transfer >> He
Transfer from: ICBC LONDON LTD(United Kingdom) From: 0115000100000379401 Current Account Currency: GBP Debit Amount: GBP_0_10 Transfer to: ICBC LONDON LTD(United Kingdom) To: 0115000100000379401 Current Account Currency: USD Credit Amount: USD_0.16 (For reference only) Exchange Rate: 1 GBP = 1.5820 USD (for reference only, refer to actual processing rate)
Reference: test The instruction you submitted is shown as above, please confirm! Dynamic Password Card Coordinates: A1W7 Enter Dynamic Password: ****** Enter Verification Code: XC8 Refresh verification code Confirm Cancel

In the next page, the system will confirm if the instruction has been submitted successfully along with all the information as seen in the above picture. In addition, it will provide an instruction reference number for the purpose of tracking. (E.g. ACA1675) Customers are advised to make a note for future reference. However, in case the reference is lost, you may still be able to find out the instruction and its status using other criteria in the [Check instruction – transfer].

	17 Corporate Overseas Banking BANKING
Janage A/C Receivable Payments	Fixed Online Loan FX Trade Customer Services
Payments	> > Payments > Transfer > Check Instruction - Transfer
- Operation Guide	
Transfer	
- Internal Transfer	Check Instruction - Transfer
- External Transfer	Transfer from: ICBC LONDON LTD(United Kingdom)
Check Instruction -	Instruction Status: 🗹 Pending for procesing 🗹 Payment successful 🗹 Payment failed
Transfer	Date: 01-09-2010 🗰 🗸 - 18-03-2011 🗰 🕶
- List of Payees	Instruction Type: All
Batch Transfer	All
F Remit	External Transfer

- 1. In [Transfer from], choose an account name.
- 2. Tick which instruction status you are looking for.
- 3. Select a searching period with a starting date on the left.
- 4. Choose an instruction type.
- 5. Click [Search]

Manage A/C Receivable	Payments	Fixed On Deposit On	line Loan	FX Trade S	ustomer Services							
Payments	*	> > Payn	nents > Tran	isfer > Check Ins	struction	- Transfer						
- Operation Guide												
- Transfer												
- Internal Transfer		Check Inst	ruction - Tra	insfer	10							>> Help
- External Transfer				Transfer	from:	CBC LONDON LTD(Unit	ed Kingdor	n) 🗡				
Check Instruction - Transfer			Instruction Status: Pending for processing P Payment successful P Payment failed									
- List of Payees				Instruction	Type:	Internal Transfer 🔍	Landound					
+ Batch Transfer					1995 C	Search	Car	ncel				
+ Remit		Instruction	Instruction	Qubmitted Dr	Cubmit		Dobit	Dehit		Orodit	Crodit	Instruction
		No.	Type	(ID)	On	Account to be debited	Currency	Amount	Account to be credited	Amount	Currency	Status
	1	ACA1675	Internal Transfer	LIPING.c.0115	17-03- 2011	0115000100000379401	GBP	39.00	0115000100000391323		GBP	Instruction failed
		ACA1676	Internal Transfer	LIPING.c.0115	17-03- 2011	0115000100000379401	GBP	0.10	0115000100000391323		GBP	Instruction failed
		ACA1677	Internal Transfer	LIPING.c.0115	18-03- 2011	0115000100000379401	GBP	0.10	0115000100000391323		GBP	Instruction failed
						E	Back					

Click on the instruction reference number (e.g. ACA1675). The details of the instruction will be displayed as follow.

Manage A/C Receivable	Payments	Fixed Deposit	Online Loan	FX Trade	Customer Services		
Payments		> > P	ayments > Tra	nsfer > Check	Instruction - Transfer		
- Operation Guide							
- Transfer		-		2-21-3-11-			
- Internal Transfer		Check li	nstruction - Tr	ansfer			>> Help
- External Transfer			Ins	Instruction No	5.: ACA1675 s: Instruction failed		
Check Instruction - Transfer				Account Nam	e: ICBC LONDON LTD		
- List of Payees			į	Debit Currence	y: GBP		
+ Batch Transfer				To Accour	nt: 0115000100000391323		
+ Remit			(Tr	Credit Currenc ansfer Amour	y: GBP nt: GBP 39.00		
				Remar	k: test		
			E	ank Feedbac	k		
			Su	bmitted By (IC	I); LIPING.c.0115	Submit On: 17-0	i3-2011 16:27:36
					Print	Back	

5.2 External transfer

External transfer refers to funds movements from your registered accounts at ICBC (London) to another ICBC customer account. Same currency transfers are available 24/7; however transfers between different currency accounts are only available in specific time period due to daily exchange rate fluctuation. (Please see section 10 for details).

ICBC <mark>铥</mark> 中国I	商银彳	T Corporate	Overseas Banki	ng	BANKING@HOME
Manage A/C Receivable	ayments	Fixed Deposit	Online Loan	FX Trade	Customer Services
Payments	-	> >	Payments > Tra	nsfer > Extern	nal Transfer
- Operation Guide					
- Transfer		14			
- Internal Transfer		Extern	al Transfer		
- External Transfer				Tran	nsfer from: ICBC LONDON LTD(United Kingdom)
Check Instruction - Transfer				From Accou	unt Name: 011500010000379401 Current Account
- List of Pavees				1	Currency: GBP V Check AC Bel.
L Datch Transfor			A	/C Name to be	e credited: Test A Select from My payee the Beneficiary A/C No.
* Batch Transfer					то: 0115000100000178189
+ Remit					Currency: GBP 👻 Please choose the currency.
				Transfe	er amount: GBP 👻 0.10
				R	Reference: Test
					Submit Cancel

Please go to [Payments] \rightarrow [Transfer] \rightarrow [External transfer]

- 1. Select a payment account. E.g. From 011500010000379401
- 2. Choose a currency. You can review your account balance by click [Check AC Bal]
- 3. Input beneficiary name or select the payee from [My Payee] list. Click [My payee] and tick your intended payee name.
- 4. Input beneficiary account number if you have not previously saved the payee information.
- 5. Choose a receiving currency.
- 5. Choose a currency and enter the amount
- 6. Input reference and Click [Submit].

If this is a new payee or you have not previously saved the payee information, the message below will be prompt. If you wish to save the information for future instructions, click [OK].

Window	rs Internet Explorer 🛛 🗙
2	Do you want to insert the beneficiary information into your Transfer Beneficiary List?
	OK Cancel

Similarly, the system will display the instruction information, please check again and enter the token code and verification code respectively. Click [Confirm] to proceed.

The system it will provide an instruction reference number for the purpose of tracking. (E.g. ACA1675) Customers are advised to make a note for future reference. However, in case the reference is lost, you may still be able to find out the instruction and its status using other criteria in the [Check instruction – transfer].

Note:

- 1. Make sure you enter the token card password with 90 seconds when the coordinate prompts.
- 2. You can track your instruction by [Remittance instruction enquiry].

6. Remittance

ICBC online remittance makes local, cross border, and multi currency remittance effortlessly. Operations are as follow: go to main menu [Payments] → [Remit] → [Submit instruction - Remittance].

Step 1: Please read the [Circular on Remittance] carefully and tick the box if you agree. Remittance instruction will not be sent successfully unless you have confirmed agree to the terms. Once the terms is agreed, please fill in remittance account information in the required fields (* indicates it is mandatory).

ICBC <mark>图</mark> 中国工商	银行 Corporate Overseas Banking BANKING@
Manage A/C Receivable Paym	Ents Fixed Online Loan FX Trade Customer Services
Payments	> > Payments > Remit > Submit Instruction - Remittance
- Operation Guide	
+ Transfer	
+ Batch Transfer	Submit Instruction - Remittance
- Remit	Step 1: Select Remittance Account
Submit Instruction -	Submitted on: 15-03-2011 You can Choose from "Template" for remittance details
Reminance	Account Name in English: For test
Check Instruction -	From: ICBC LONDON LTD(United Kingdom)
0	Account No.: 0115000100000379401 Current Account
- Sample	Currency: GBP 🖌 Check AC Bal.
	Remittance Purpose: Trade
	Sender's Tel: 020 7397 8888
	Sender's Address: 36 king street

Step 2: Please fill in beneficiary information in the required fields (* indicates it is mandatory). Make sure you select the correct receiving currency.

Step 2: Fill in Beneficiary's Details	
Remittance Destination:	Outside the UK
Transfers within ICBC?: *	⊙ yes ○ no
Beneficiary's Name:	Online test *
To:	654165917154330 *
Currency:	USD 💌 *
Location of Beneficiary's Bank:	BEIJING *
City:	BEIJING *
SWIFT code of receiving bank:	ICBKCNBJXXX *
Bank Name:	INDUSTRIAL AND COMMERCIAL BANK OF CHINA
Contact Number:	010-65275389 *
Reference:	FOR TEST

Step 3: Fill in the amount of the payment (the amount beneficiary will receive), and select an account for remittance handling charges. You may save current remittance instruction as a template for future use.

Step 3: Fill in Amount Details	
Remittance Amount:	USD 1000.00 *
Company Name:	ICBC LONDON LTD(United Kingdom) 🔽
Fee Charge Account:	0115000100000379401 Current Account 💌
Currency:	GBP 💌
	Submit Save Template Save and Submit Cancel

Similarly, the system will display the instruction information, please check again and enter the token password and verification code respectively. Click [Confirm] to proceed.

Submit Instruction - Remittance	>> Help
Submitted on:	31-03-2011
Account Name in English:	Fortest
From	: ICBC LONDON LTD(United Kingdom)
Account No.	: 0115000100000379401 Current Account
Currency	: GBP
Remittance Purpose:	Trade
Sender's Tel:	02073978888
Sender's Address:	36 king street
Remittance Destination:	Outside England
Transfers within ICBC?:	yes
Beneficiary's Name:	Online test
То	: 654165917154330
Currency	: USD
Location of Beneficiary's Bank:	BELING
City	≠ BEIJING
Bank Name:	INDUSTRIALAND COMMERCIAL BANK OF CHINA
SWIFT code of receiving bank:	ICBKCNBJXXX
Contact Number:	010-66276539
Reference	FOR TEST
Remittance Amount:	GBP 63428 (for reference only)
Remittance Amount:	USD 1,000,00
Rate	: 1 GBP = 1.5766 USD (for reference only, refer to actual processing rate)
Company Name:	ICBC LONDON LTD(United Kingdom)
Fee Charge Account:	011500010000379401 Current Account
Currency	: GBP
Banking Charges:	GB9 68.68
Telex Fee:	GBP 1100
Remittance fee - Discount %:	20%
Total remittance fee after discount:	GBP 15.94
	Dynamic Password Card Coordinates: 0 B 4 C
	Enter Dynamio Password:
	Enter Verification Code: W772
	Confirm

The system it will provide an instruction reference number for the purpose of tracking. (E.g. ACA1675) Customers are advised to make a note for future reference. However, in case the reference is lost, you may still be able to find out the instruction and its status using other criteria (e.g. Date) in the [Check instruction – Remittance].

Note:

- 1. Make sure you enter the token card password with 90 seconds when the coordinate prompts.
- 2. You can track your instruction by [Remittance instruction enquiry].
- 3. We suggest you to click [Save as template] before submitting the instruction as this may save your time at next remittance submission.

7. Timed deposit

For online timed deposit account service, customer must apply for an all-in-one account at any of our branches and add the account to the internet banking account. Internet banking operation:

Choose [Fixed deposit] in the main menu. Click [Current-2- fixed], then choose the [Deposit type] and fill in all mandatory fields by click [submit] to complete the transaction.

СВС	<u>中国工</u>	商银行	Corporate Overse	as Banking			BANK	(ING@HON	/E		
Velcome: .			System Anno	System Announcement: n) plc - Corporate Internet Banking If customers have problems using							
Manage A/C	Receivable	Payments	Fixed Deposit	Online L	oan FX Tr	ade Custo	omer Services				
Fixed Depos	it		> > Fixed D	eposit > Curr	ent-2-Fixed						
Operation G	lide										
Check Fixed	Deposit		Current-2-Fi	xed							3
Current-2-Fix	ked										
Fixed-2-Curr	ent		Please sele	ect deposit cu	rrency: USD	*	Search				
Change Instr Maturity	Change Instruction on Maturity				Deposit	Minimum					
Check Fixed	Deposit	eposit		Deposit type	Term	Required	Interest Rate(%)		Priviledge Description	Action	
Instruction	it Data			USD			USD 0.00 - 5,000.00	0.1000%			
Check Depo:	SIT Rate		<u>0</u>	<u>Deposits-</u> Ine-month Time LC	1Month(s)	USD 1,500.00	USD 5,000.00 or above	0.1500%		<u>Deposit -in</u>	
				USD			USD 0.00 - 5,000.00	0.4000%			
			<u>[</u> Th	Deposits-	3Month(s)	USD 1 E00.00	USD 5 000 00, or			Deposit -in	

ICBC (18) 中国:	L商银行	Corporate Overseas Banking	BANKING@HOME
Welcome:		System Announcement:	Welcome to ICBC(London) plc
Manage A/C Receivable	Payments	Fixed Deposit Online Loan	FX Trade Customer Services
Fixed Deposit		> > Fixed Deposit > Current-2	-Fixed
- Operation Guide			
- Check Fixed Deposit		Current-2-Fixed	
- Current-2-Fixed			
- Fixed-2-Current			From: Nobe Lender L.D M
Change Instruction on			From Account: L. 19900100000319401 Current&Saving A/C ALL-IN-ONE
Maturity			Debit Currency: USD 💙 Usable Balance: Balance Enquiry
Check Fixed Deposit		Dep	osit account No.: 🔐
Instruction		Cu	urrency Credited: USD
- Check Deposit Rate	1	Referen Net inter	Withdrawal: USD
			Reference:

The customers can also withdrawal fixed deposit and change instruction on maturity by simply chick the menu on the left.

8. Security certificate

Customers will receive their Electronic Banking Token Card usually at the time when they apply for internet banking in any of our branches. Electronic Banking Token Card offers higher level of security protection to ensure your assets are safe at all times.

Electronic Banking Token Card

D



A	B	C	D	F	F	G	H	10	1
123	123	123	123	123	123	123	123	123	123
135	135	135	135	135	135	135	135	135	135
136	136	136	136	136	136	136	136	136	136
137	137	137	137	137	137	137	137	137	137
138	138	138	138	138	138	138	138	138	138
139	139	139	139	139	139	139	139	139	139
140	140	140	140	140	140	140	140	140	140
141	141	141	141	141	141	141	141	141	141

Back

1. Whenever there is an outward money movement, signing up agreement or making certain important changes to your account settings through Internet banking account, you will be required to use your unique token card and the picture below will be prompt.

namic Password Card Coordinates: A3 B 2	
Enter Dynamic Password:	
Enter Verification Code:	
Confirm	

2. Scratch the fields specified by the given coordinates:



- 3. Input the numbers in order. E.g. A3B5, A3 refers to 136, B5 refers to 135, then input 136135.
- 4. Enter verification code. Transaction completes.

Note:

- 1. When coordinates shows, input the coordinate value within 90 seconds or the input will be invalid.
- 2. If the number of input errors/invalids accumulated up to 5 times, your token card will be temporarily barred until the next day. When up to 10 times, it will become permanently frozen. You may have to visit our branch to apply for a new token card.
- 3. Our token card has a life time of up to 1000 times of use. Please visit our branch to apply for a new token card when it becomes expire.

9. Useful shortcuts

In order to facilitate the use of Internet banking, ICBC Corporate Internet banking has enhanced shortcut functions that further save your energy and time.

ICBC	中国工商银行	7 Corporate Overseas BankingBANKING@HOME-	
Welcome:		System Announcement: call +44-20-73978888 or contact our branches.	Current Time: 25-1
Manage A/C	Receivable Payment	s Fixed Deposit Online Loan FX Trade Customer Services	NEW
Manage A/C		>> Manage A/C > Check Details of Cheque	e-Cha
- Operation Guide	•		nnel
+ Check Current A	A/C	Check Details of Cheque	>> Help
- Check Details of	fCheque	Account Name:	
- Check e-Slip		Account Number: Current&Saving A/C ALL-IN-ONE	4
- Review stateme	ent	Currency: GBP 🔽	

9.1 Internet banking search (Picture to be updated)

You may use [Internet Banking search] to find out a function which you are unsure where to find. Please go to [Welcome page], type in the key words of a function you are looking for in the blank box provided. For example, 'Deposit'. The system will display all the functions related to 'Deposit'. Click your desire one to start using the function.

9.2 Helps

If you don't understand the meaning of certain operation name, please use click [Help] for information. For example, if you don't know how to modify password, please find [Help] on the top right corner of the transaction area.

> > Customer Service > Manage Customer Details > Change Password	
Change Password	>>Help
Original Password:	
New Password:	
Confirm New Password:	
Please Input Validation No.: 2321	
Type of Certificate: Identity Card 🔽	
Certificate No.:	
Confirm Reset	

A brief explanation will display as below. For further information, please click on [More help].

> > Customer Service	a > Manage Customer Details > Change Password More HelpX							
Change Password : A function for changing the logon password of Internet Banking regularly as a strengthen measure to enhance the security of your Internet Banking.								
	Original Password:							
с	onfirm New Password:							
Plea	se Input Validation No.: 2321							
	Certificate No.:							
	Confirm Reset							

9.3 Download

We provide an exclusive download service for corporate customers. Please visit [Customer Service] in the main menu and select [Download] in the sub-menu. The available information for download will be displayed as follow (E.g. Purpose):

Manage A/C Receivable Pa	yments Fixed Online Loan FX Trade Customer Services
Customer Services	> > Customer Services > Download
- Operation Guide	
- Download	Download
Check - Change Company Details	Download ICBC Internet Banking software
- Change Logon Password	Client Tool
■ Upload Payroll e-Slip	Available Currency in FX Trade Purpose
Manage Certificate	Download Account Details
Annual Fee - Internet	Payment Account
ванкіну	Receivable Account

Click [Open] or [Save]:

Customer Services	> > Customer Services > Download						
- Operation Guide							
- Download							
Check - Change Company Details	File Download	load ICBC Internet Banking software					
- Change Logon Password	Do you want to open or save this file?	Client Tool					
Upload Payroll e-Slip	Name: AppointPurposeInfo5.csv	Available Currency in FX Trade Purpose					
	Type: Microsoft Office Excel Comma Separated Values Fil	Download Account Details					
Annual Fee - Internet Banking	From: corpebank1.icbc.com.cn	Payment Account Receivable Account					
- ID information inquiry	Open Save Cancel						
Check discount details for customers	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>						

🛛 W	Kicrosoft Excel - AppointPurposeInfo5[1]												
:2	<u>File E</u> dit	⊻iew I	insert	F <u>o</u> rmat]	[ools <u>D</u> ata	<u>W</u> indow <u>H</u> elp)						
1	📂 🖬 🗋	a 6	i 🛕 i	ABC 👸	አ 🗈 🛍	- 🍼 🛯 🔊 - (Σ 🧶 🗧	: - <u>2</u> ↓ <u>Z</u> ↓ <u>∭</u>	43	🗧 🗄 宋体		• 12 •	BI
	🙂 Drinks Paragraph Layout												
	A1	•	fs.	Appc	ointPurpo	seInfo]							
		A			В	C		D		E	F	G	H
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4	1000081			0122		生活费		Living Expen	nse				
5	1000082			0122		购物		Shopping					
6	1000083			0122		赠与		Donation					
7	1000084			0122		投资		Investment					
8	1000085			0122		福利费		Welfare Fee					
9	1000086			0122		贸易		Trade					

If again, you would like to download [Receivable Account] , repeat the steps above:

I

Manage A/C Receivable P	ayments Fixed Deposit	Online Loan	FX Trade	Customer Services	
Customer Services	A >	> Customer Servi	ces > Downic	pad	1
- Operation Guide					
- Download	Dow	pload			
Check - Change Company Details	Dow	liouu			Download ICBC Internet Banking software
- Change Logon Password					Client Tool
United Devention Clim					Available Currency in FX Trade
Upload Payroll e-Slip					Purpose
Manage Certificate					Download Account Details
Annual Fee - Internet Banking					Payment Account Receivable Account
- ID information inquiry					

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9.4 Lost of Cheque

For any reason that you have lost your issued cheque, ICBC Internet Banking allows to report the lost cheque(s) immediately to avoid further lose. Operation as follow: Click [My A/C] in the main menu, and choose [Report lost of cheque], enter the information required in the screen below and click [Report lost].

Report Loss of Cheque	Ĩ
Lost Cheque No	
Voucher Type: Cash Cheque 💌	
Cheque Start/End No.:000009013 - 000009015 Enter th	e lost cheque no. if reporting loss on one single cheque
Card/Account No.: No A/C under the given conditions 💌	
Currency: 🔽	
Report lost	

This operation will require using Token card code to verify.

10. Business time:

Due to the bank's internal procedure requirements, some types of remittance/transfer can only be processed within specified time periods. Instructions submitted within the following time period will be processed by us on the same day; others (Include bank holidays) will be dealt with on the next working day.

Transaction type	Valid submission time
Cross currency transfer	Bank working date 10:00 to 16:00
RMB remittance	Bank working date before 14:30
Non-RMB remittance	Bank working date before 14:30

12. FAQs

1). Q: Why I cannot use internet banking in VISTA operating system?

A: We recommend reinstall your I.E; or reinstall your Active X control, and restart your computer.

2). Q: Why I cannot use internet banking on another computer?

A: We recommend install Active X control, and restart your computer.

3). Q: I can use internet banking on my computer before, why I cannot use it now?

A: We recommend reinstall Active X control, and restart your computer.

4). Q: Why I cannot input logon password and verification code?

A: As this is your first time logon that your computer has not yet installed ActiveX control. Please refer to section 3 [First time access to the internet banking] and follow the steps.

5). Q: Why Token card coordinate prompt [system error, please contact...]?

A: When token card coordinates shows, please input the coordinate value within 90 seconds or the input will be invalid. If the number of input errors/invalids accumulated up to 5 times, your token card will be temporarily barred until the next day. If up to 10 times still not correct, it will become permanently frozen. You may have to visit our branch to apply for a new token card.