

ICBC Amsterdam Branch

Corporate Internet Banking Manual



2013.1

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Log on

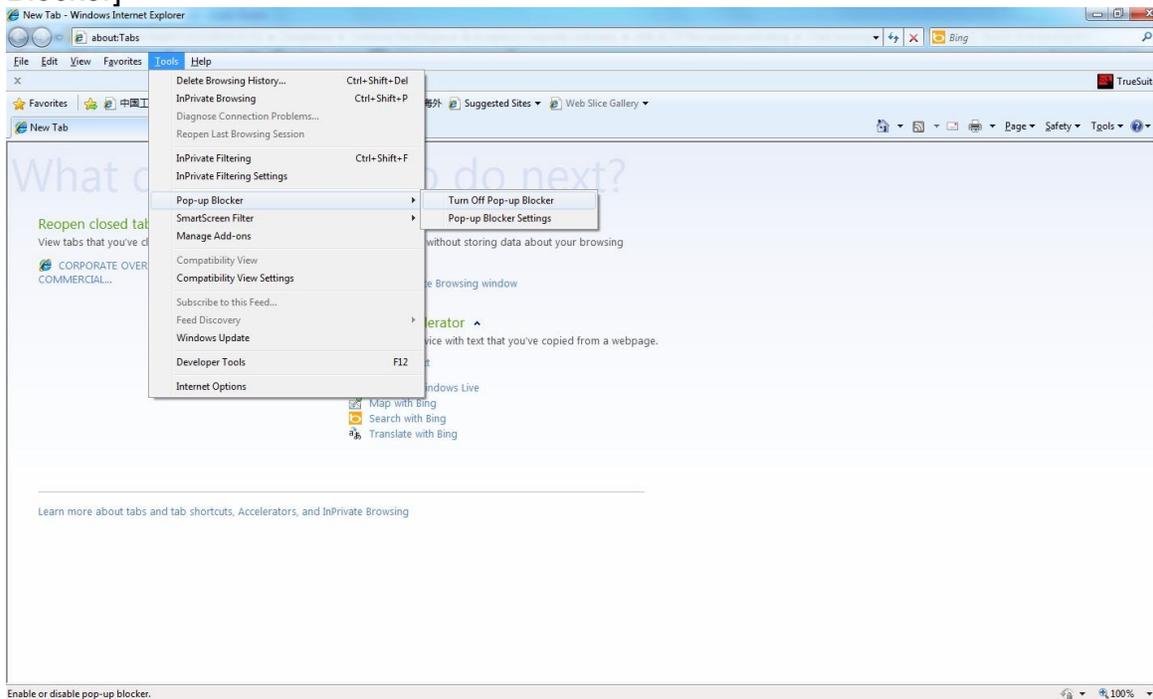
Before you log on to Internet Banking make sure you have received your Dynamic Code Card.

Log on step 1 of 3

● Make sure to change the settings in your system and internet browser.

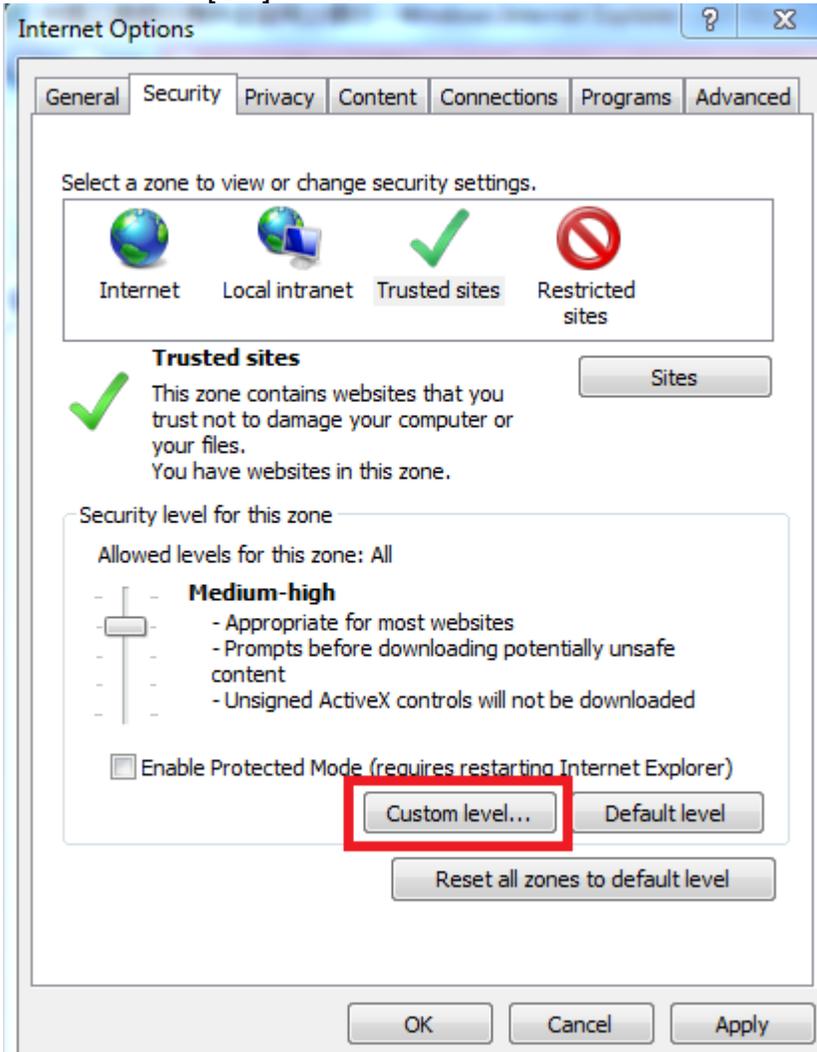
We recommend the following Internet Explorer settings:

1. Switch off the pop up blocker: [Tools] → [Pop up blocker] → [Turn Off Pop-up Blocker]

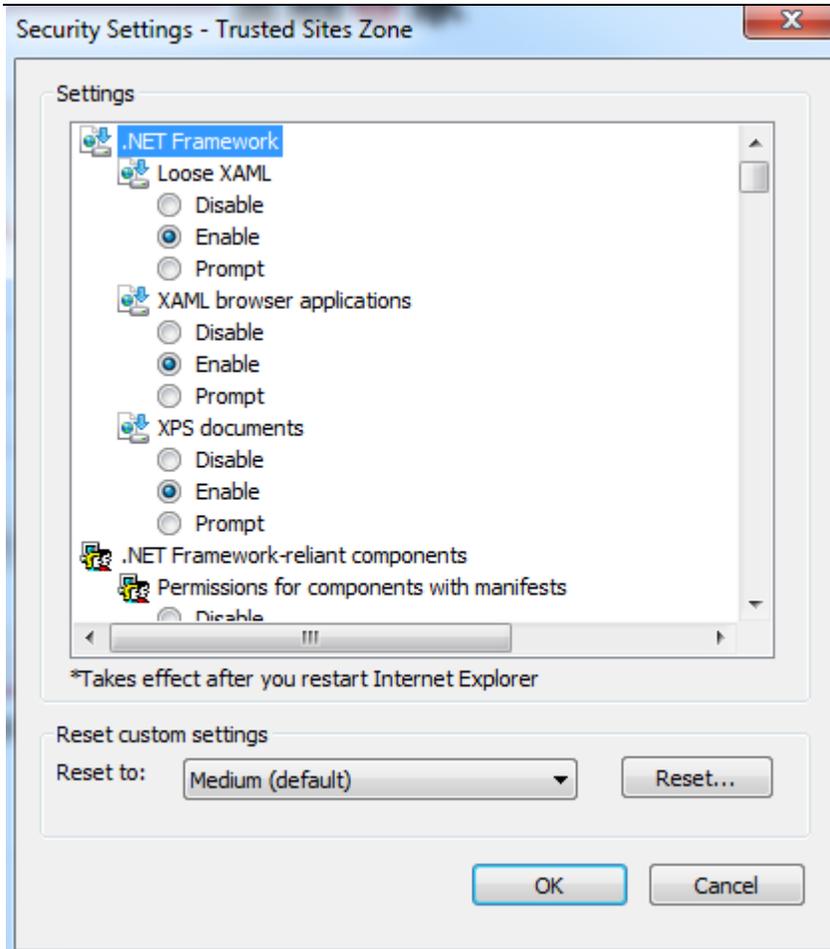


2. Set ICBC Internet banking logon website as trusted site: [Tools] → [Internet options]

Select the tab [Security] → [Trusted sites] Reset to [Medium-high] or [Medium] and then click [OK]



Then click [Custom level...]



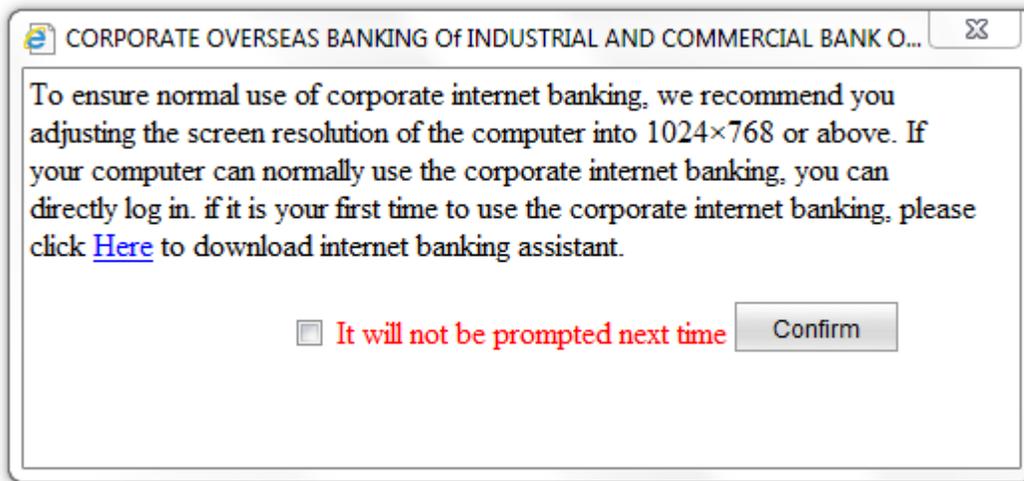
Select the option [Enable] in:

- [Loose XAML]
 - [XAML browser applications]
 - [XPS documents]
- Start Internet and go to the homepage of ICBC Amsterdam www.icbc.co.nl (Supporting Microsoft Windows platform with Internet Explorer 8 browser). (Make sure you have switched off the popup killer)
 - The Login screen appears if you click on **Corporate Banking** under **User Login**.

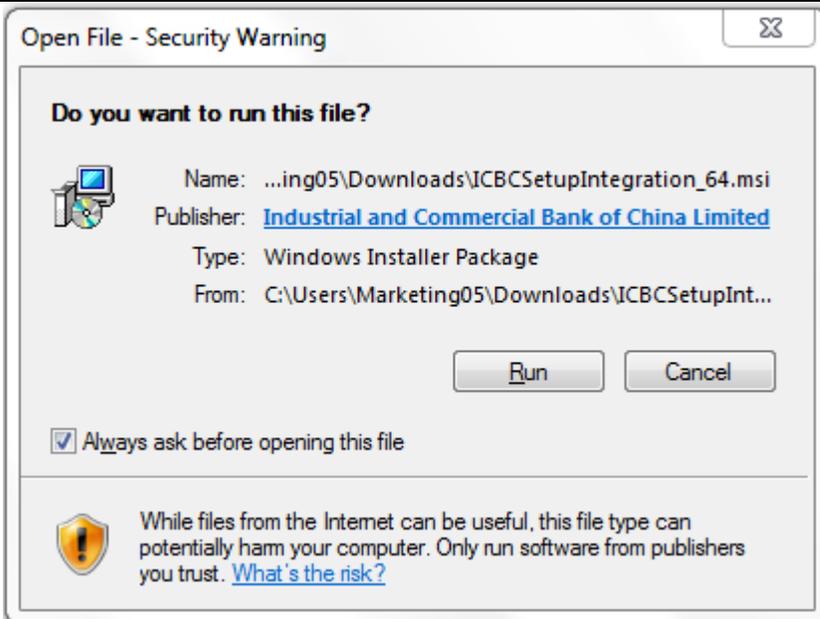


Log on step 2 of 3

When clicking on the **Corporate Banking** under **User Login** this popup will appear:

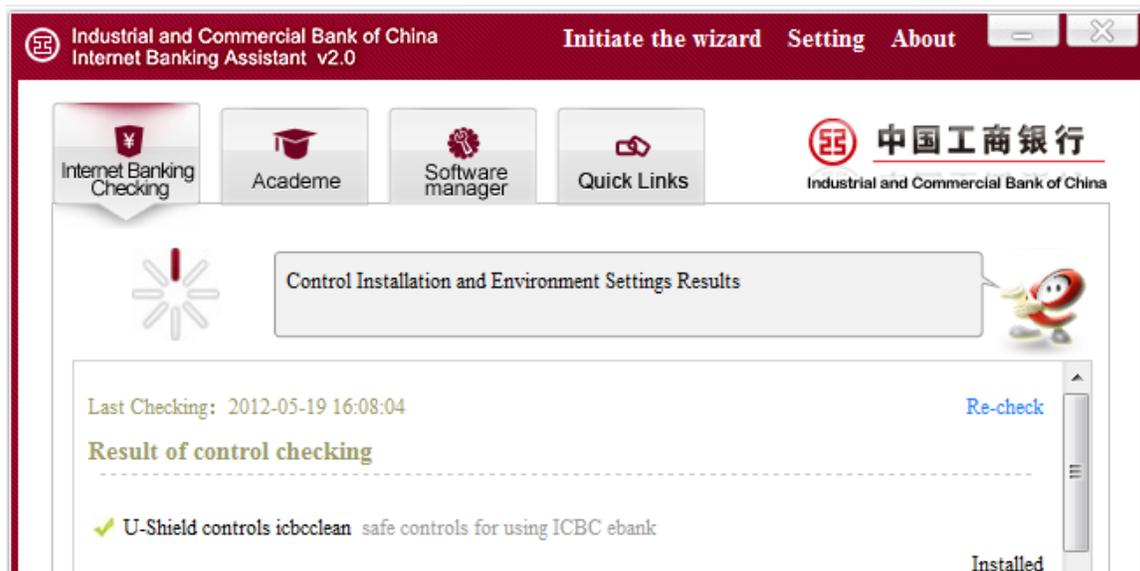


Select [[Here](#)] to download the internet banking assistant. Save the [ICBCSetupIntegration_64] file and open it. Select [Run]



Accept the terms License Agreement and select [Next >] throughout the installation procedure. When the program has been successfully installed you can open the program from the taskbar.

- Click **Initiate the wizard** on the top.
- Click the right bottom **One-Key Installation for Non-USB User**.



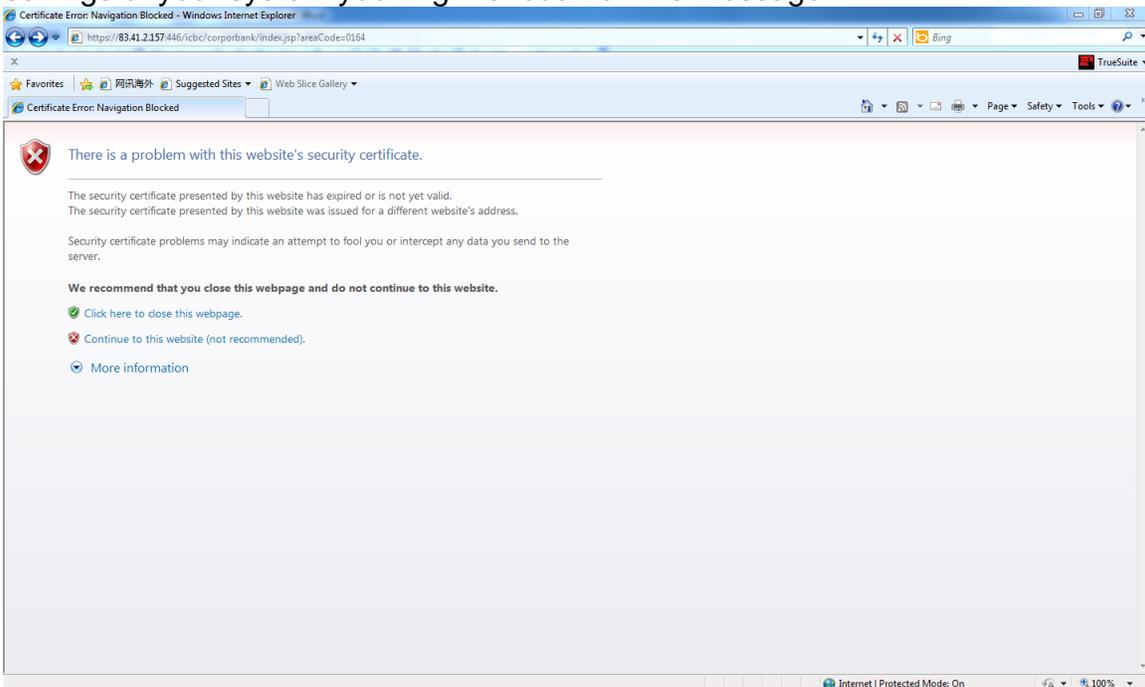


- If the system is Windows Vista or 7, please check your computer's operation system by right click **My Computer**, and then choose **Property** to see if it is 32 bit or 64 bit. For Windows XP, it is always 32 bit.
- If you encounter any problems regarding the E-Banking assistant is not compatible with your Windows version (32 or 64 bit), you can download the **E-Banking Assistant** according to the system type, on the left side of login page, under **Internet**

- Click **Initiate the wizard** on the top.
- Click the right bottom **One-Key Installation for Non-USB User**.

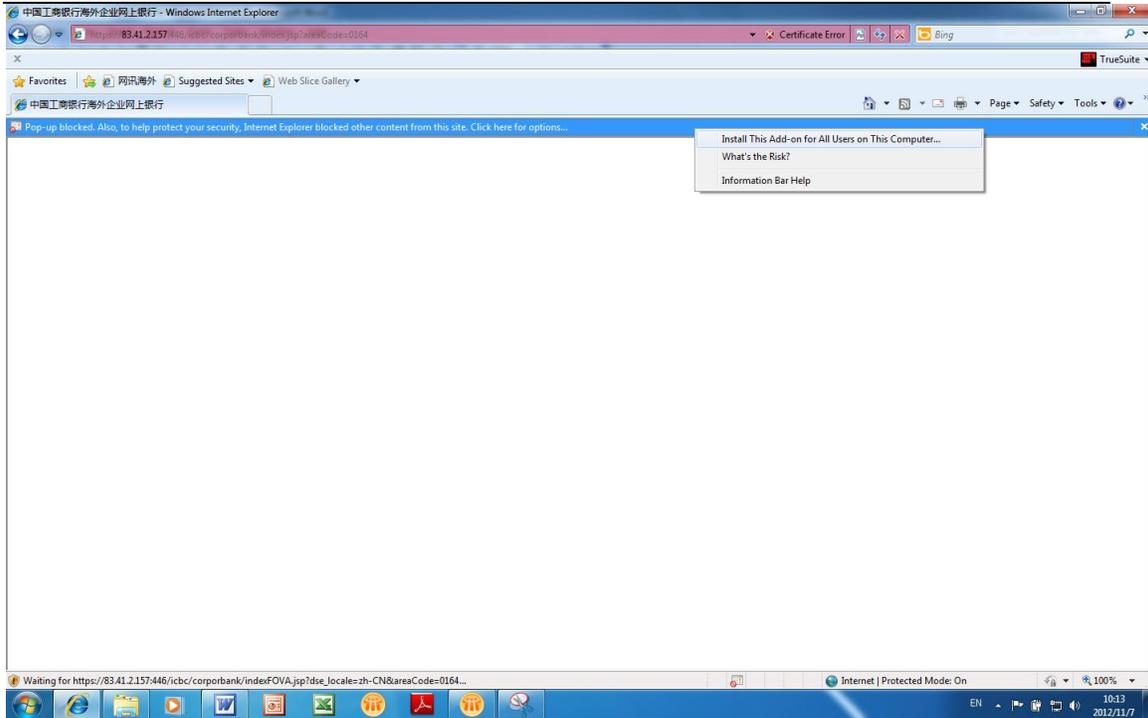
Check the box [It will not be prompted the next time and click on [Confirm]

If you use the Internet Banking for the first time, depending on the security settings of your system you might encounter this message:



Please click:





Please install the appropriate software packages (Several packages needs to be installed, but it is a one time only installation).

When message prompts to ask to make changes to your system, please select YES.

Log on step 3 of 3

- Choose the login method (For the first time user, only account number login method is available). To activate the username login method, please refer to section **Use User ID to login**. (The User ID is chosen by the customer when applying for the internet banking).
- The initial password will be provided by the account manager per phone.
- Click on **Login**, and install any pop up add-in.

The screenshot shows a web browser window displaying the ICBC Corporate Overseas Banking website. The browser's address bar shows the URL: <https://83.41.2.157:446/icbc/corporbank/index.jsp?areaCode=0164>. The browser's title bar reads "CORPORATE OVERSEAS BANKING OF INDUSTRIAL AND COMMERCIAL BANK OF CHINA - Windows Internet Explorer".

The website header includes the ICBC logo and the text "中国工商银行" (Industrial and Commercial Bank of China) and "Corporate Overseas Banking". A navigation link "BANKING@HOME" is visible on the right. A message above the header suggests a resolution of 1024*768 for the best result.

The main content area features a "Static password logon" form. The form includes the following fields and elements:

- User ID:** TESTA2 .c.0164
- Password:** A masked field with six asterisks.
- Verification code:** A field containing the code "cr4k" and a "Refresh" button.
- Login:** A button to submit the form.

Below the login form, there is an "Important" notice: "If you logon Internet Banking first time using this computer, please download the internet banking assistant." and a "Risk Reminder" section.

On the left side of the page, there is a sidebar titled "Internet Banking Help" with links for "E-Banking Assistant (32)" and "E-Banking Assistant (64)".

The footer of the page contains the text "Copyright ICBC All rights reserved".

Change password

After the initial login you need to change the initial password into your own password.



Type in your initial password (provided to you by the account manager) and change it into your own password.

After modifying the password and confirming the new password, entering the verification code the password is changed.

Because of the first time use of the corporate internet banking system there is another security measure provided by the unique code generated by the Dynamic Code Card.

Modify Password FIRM A Internet Banking Service

Customer service: a group of functions provided to manage the customer reserved data and password of Internet banking.

Dynamic Password Card Coordinates:

5 C 2 G

Enter Dynamic Password:

Enter Verification Code: [Refresh verification code](#)

Notes:

1. Since the logon password for the Internet banking you reserved at our business office is purely digital, system will request for password change at the time of your initial logon in order to assure the safety of your password, you can continue to use only after password has been changed. Newly input password shall have a length between 6 and 30 digits and can be a combination of letters and numbers.
2. If you forgot your password, you can change the password through this function after password reset at our business office so as to strengthen the security of Internet banking.

To acquire your Dynamic password please follow the steps mentioned on the next page.

Dynamic Code Card use

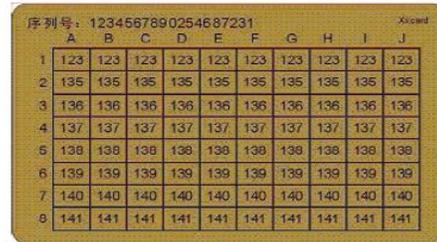
Customers will receive Electronic Banking Dynamic Code Card by mail, together with the confirmation letter. Electronic Banking Dynamic Code Card offers higher level of security protection to ensure your assets.

Electronic Banking Token Card

Front

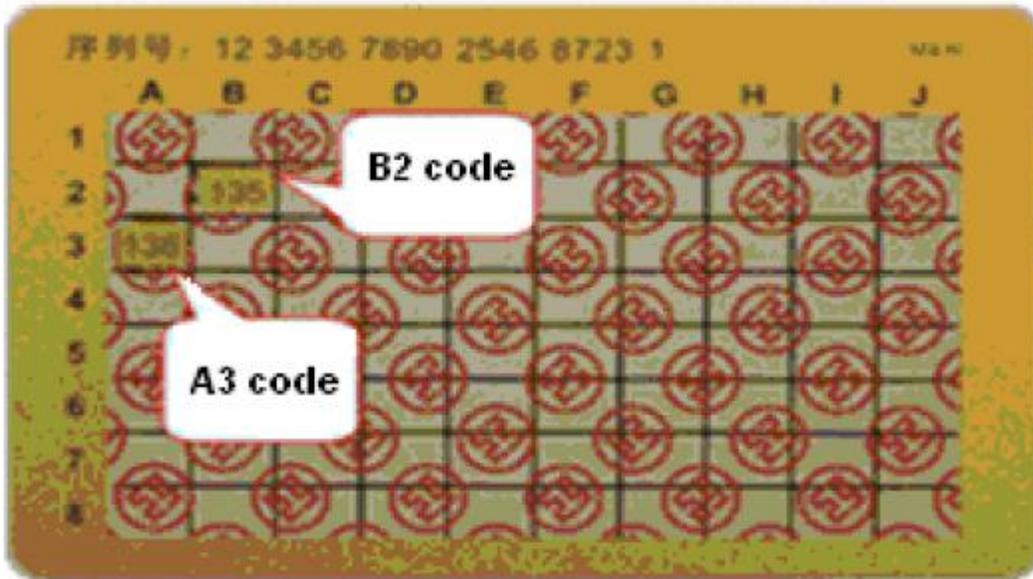


Back



1. Whenever there is an outward money movement, signing an agreement or making important changes to your account settings through Internet banking, you will be required to use your unique Dynamic Code Card and the picture below will be prompt. PLEASE NOTE: there is a time limitation to the dynamic card, every transaction needs to be submitted within 90 seconds.

2. Scratch the fields specified by the given coordinates:



3. Input the numbers in order. E.g. A3 B2:
 A3 refers to 136, B2 refers to 135, then input 136135.
4. Enter the verification code and click on [Submit].

If the logon is successful you will see this page.

FIRM A Internet Banking Service

Modify Password

Customer service: a group of functions provided to manage the customer reserved data and password of Internet banking.

Successfully changed your logon password. The new password will take effect at the next logon.

[Logon again](#)

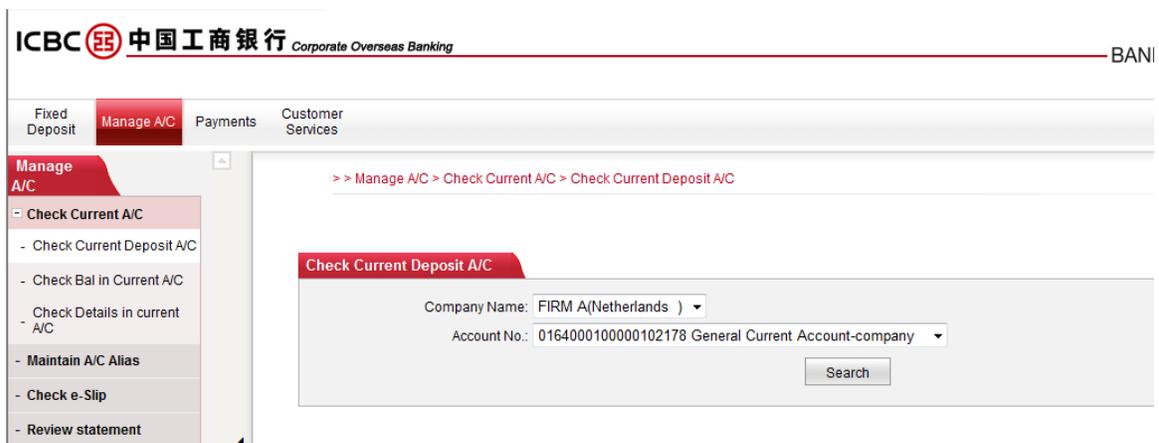
Notes:

1. Since the logon password for the Internet banking you reserved at our business office is purely digital, system will request for password change at the time of your initial logon in order to assure the safety of your password, you can continue to use only after password has been changed. Newly input password shall have a length between 6 and 30 digits and can be a combination of letters and numbers.
2. If you forgot your password, you can change the password through this function after password reset at our business office so as to strengthen the security of Internet banking.

webmaster@icbc.com.cn
 Copyright - All Rights reserved

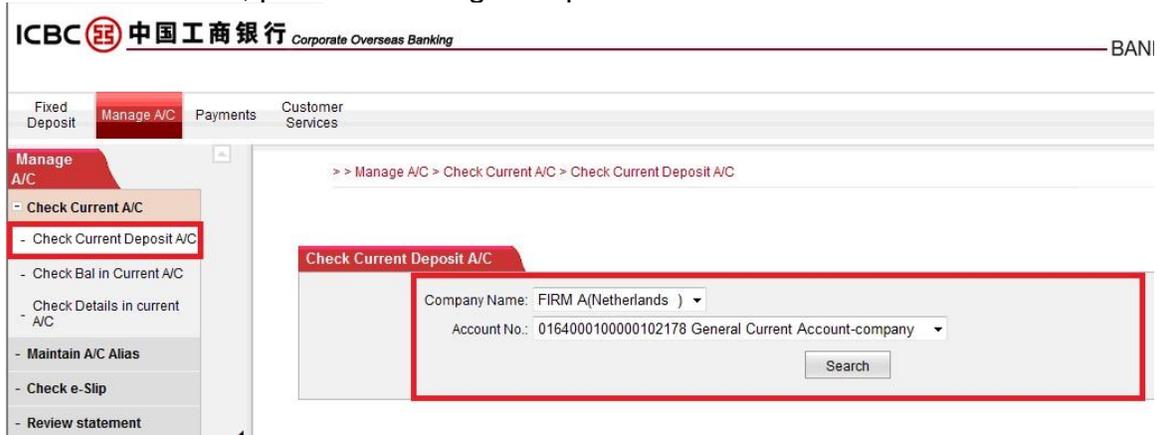
Account enquiry

With ICBC (Amsterdam) Corporate Internet banking services, you may review your accounts at any time anywhere by using a PC that meets the minimum system requirement, 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.



Information enquiry

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



1. [Manage A/C] -- [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. 0164000100000102178.

3. Click[Search]. Information such as account opening date, account type, over draft limit etc. will be displayed.

Check Current Deposit A/C
>> Help

Company Name: FIRM A(Netherlands)

Account No.: 0164000100000102178 General Current Account-company

Account Name: FIRM A

account name in English: FIRM A

Account Opening Date: 02-10-2012

Account Nickname:

Account No.: 0164000100000102178

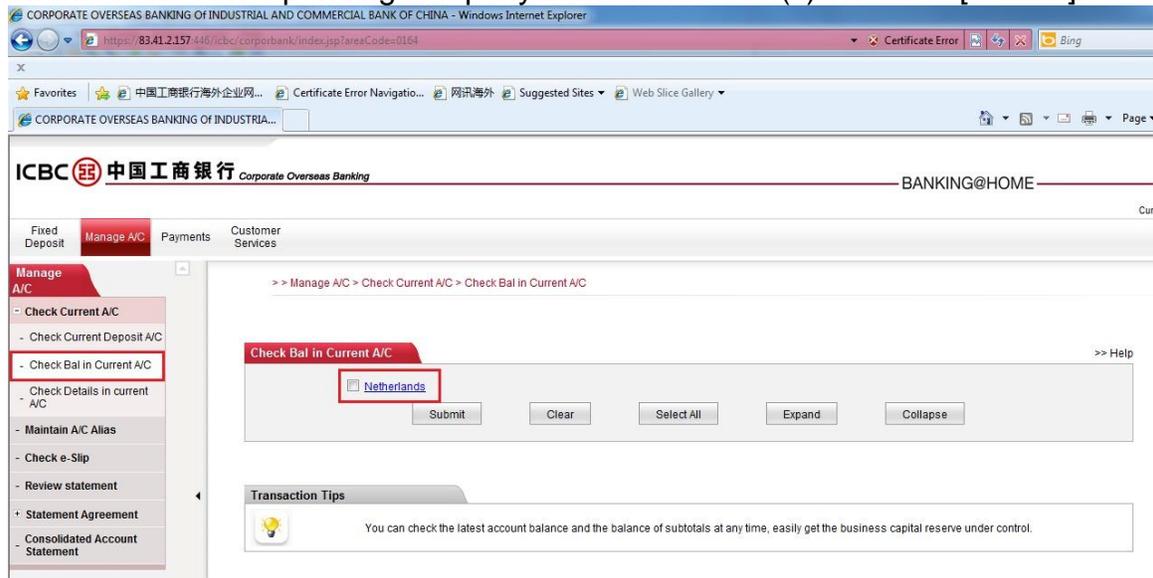
Branch Name: Netherlands

Account Status: Normal

Account No.	Currency	Account Type	Account Status	Cheque Account	Allow Overdraft	Account Opening Date
0164000100000102178	CNY	Current Account	Normal	No	No	02-10-2012
0164000100000102178	USD	Current Account	Normal	No	No	02-10-2012
0164000100000102178	EUR	Current Account	Normal	No	No	02-10-2012

Balance statement

Our Internet banking allows checking 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] [Check bal in current A/C]. Make sure you select the [Netherlands] and then the corresponding company in the lower level(s) and click [Submit].



Check Bal in Current A/C

Account Details Account Balance

Transaction History download balance of all accounts

Country:Netherlands
 Company Name:FIRM A

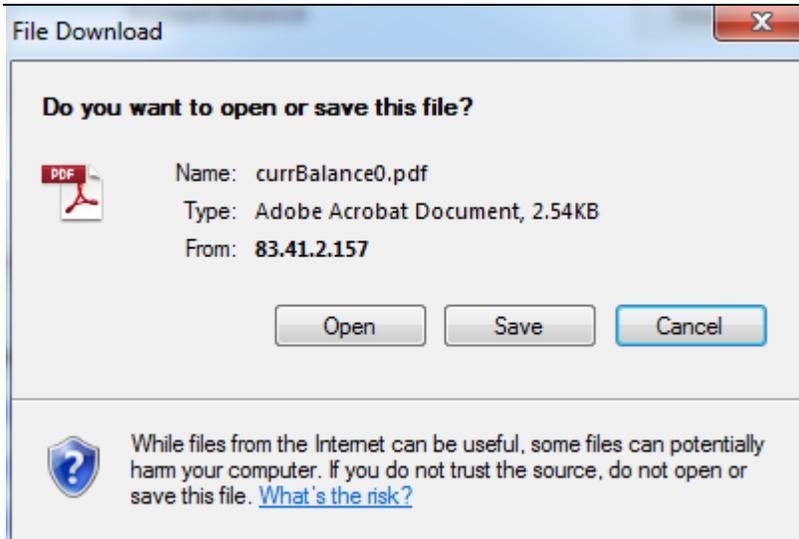
Company Name in English:FIRM A

account number:	Currency	Account Type	Current Balance	Available Balance	Enquiry Time
0164000100000102178	EUR				
	CNY				
	USD				
0164000100000102205	EUR				
	CNY				
	USD				
Total Balance / Net Position(EUR)					
Total Balance / Net Position(CNY)					
Total Balance / Net Position(USD)					

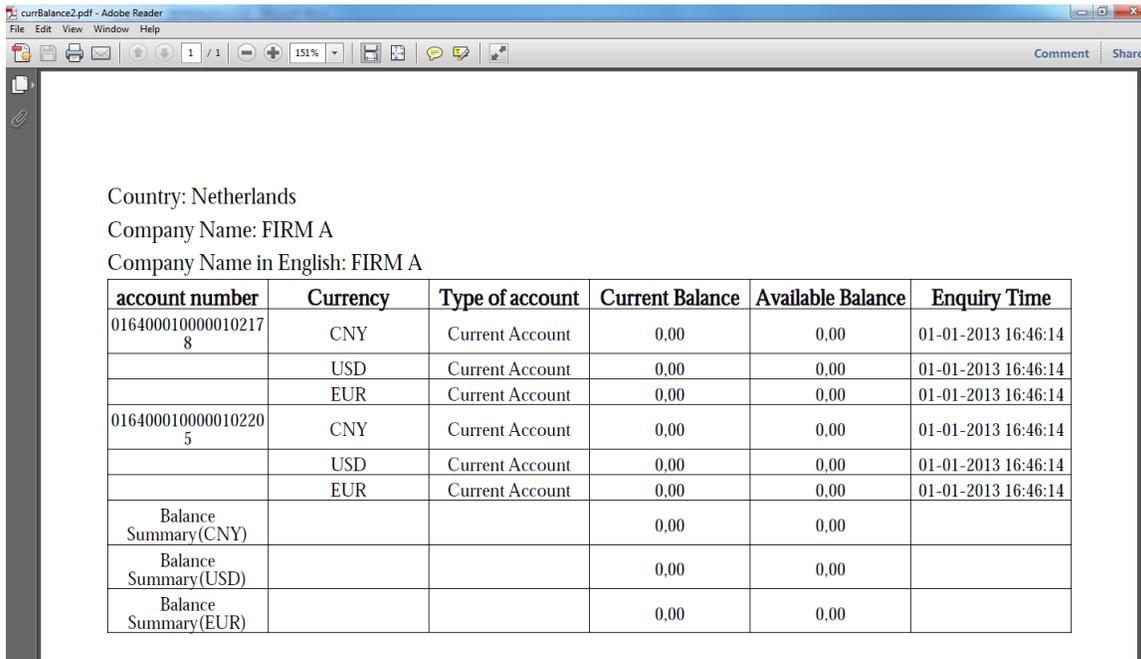
Group balance summary

Currency	Current Balance	Available Balance
EUR		
CNY		
USD		

Select the accounts you would like to review and click [search] on the top right corner. Furthermore, to download balance of the selected account, click [download account balance].



Click [save] to store the PDF file. Dependent on your adobe reader software and the language packages you have installed on your system you might need an additional language pack which can be downloaded from the website of adobe.



Transaction statement

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

1. Select the start date and end date by clicking the calendar button.
2. Choose an account and currency E.g. 0164000100000102178
3. Search

When there have not been any transactions in the selected period you will see this screen:

When transactions were executed in the selected time period, then you will see this screen:

Branch Name:Netherlands
 Account Name:Test A
 account name in English:Test A
 Account:0164000100000119622 General Current Account-company
 Date: 30-10-2012To30-11-2012
 Enquiry Time:30-11-2012 16:34:34
 Currency:EUR

	Transaction Time	Transaction Type	Remarks	Credit Amount	Debit Amount	Balance	Certificate number	Transaction Details	Transaction Details	Transaction Details	Actions
1	02-11-2012 19:03:40			0,00		0,00					
2	15-11-2012 09:02:15			1.000.000,00		1.000.000,00					
3	15-11-2012 15:16:30				50,00	999.950,00		0164000100000119746		Test A	Get E-Receipt
4	15-11-2012 16:02:59		test payment		100,00	999.850,00		0164000100000119870		Test B	Get E-Receipt
5	15-11-2012 16:07:56		Saving amount		10.000,00	989.850,00		0164000100000119746		Test A	Get E-Receipt
6	30-11-2012 15:56:54	078			1.000,00	988.850,00		0164000100000119746		Test A	Get E-Receipt
7	30-11-2012 15:56:57	078			1.000,00	987.850,00		0164000100000119870		Test B	Get E-Receipt
Total				1.000.000,00	12.150,00						

back

All the transaction occurred in the chosen period will be displayed. For any payments, customer can also apply for an E-receipt, by clicking [Get E-Receipt]. The next screen will appear:

Check Details in current A/C >> Help

e-Receipt Details:

Payer	Account Name	Test A	Payee	Account Name	Test B
	Account No.	0164000100000119622		Account No.	0164000100000119870
	Currency	EUR		Currency	EUR
Debit Amount		EUR100,00	Credit Amount		EUR100,00
Exchange Rate			Transaction Type		test payment
Voucher Number			Transaction Time		15-11-2012 16:02:59
Transaction Type		TRF			

Dynamic Password Card Coordinates:

7 A 0 C

Enter Dynamic Password:

Enter Verification Code: [Refresh verification code](#)

When entered the Dynamic code and the verification code click on [Get receipt].

When the following screen appear you have already successfully created the E-Receipt and you can check it via the [Check E-Slip] function.

Check Details in current A/C >> Help

The E-Receipt has been generated. To print it again, please click [Print].

E-receipt enquiry

This is an electronically stamped receipt. Unless you have submitted an E-receipt application for a payment (Refer to 'Transaction statement'), E- receipt would not be issued. Operation: [Manage A/C] → [Check e-receipt]

Check e-Slip >> Help

Company Name: Test A

A/C: 0164000100000119622 General Current Account-company

receipt date: 30-10-2012 - 30-11-2012

Select the account and period, then click [Confirm], you will see all the E-receipt you've created during the selected period.

Check e-Slip >> Help

Company Name: Test A

A/C: 0164000100000119622 General Current Account-company

receipt date: 30-10-2012 - 30-11-2012

account name in English: Test A

Results of E-receipt Enquiry

Reprint	E-receipt No.	From Account No.	From Account Name	To Account No.	To Account Name	Receipt generated date	Receipt generated time	Reprint Copies
Reprint	201211300382	0164000100000119622	Test A	0164000100000119870	Test B	29-11-2012	17:32:32	0
Reprint	201211300383	0164000100000119622	Test A	0164000100000119746	Test A	29-11-2012	17:34:34	0
Reprint	201211300381	0164000100000119622	Test A	0164000100000119746	Test A	30-11-2012	15:17:10	0

If you want to check and print the E-receipt, please click [Reprint]. Following is the E-receipt you will get:

Check e-Slip >> Help

e-Slip Details

ICBC 中国工商银行

e-Slip No. 201211300382 Generation Date 29-11-2012 17:32:32

Transaction Type		TRF	
Payer	Account Nme	Test A	
	Account No.	0164000100000119622	
	Currency	EUR	
Payee	Account Nme	Test B	
	Account No.	0164000100000119870	
	Currency	EUR	
Debit Amt.	EUR 100,00		
Credit Amt.	EUR 100,00		
Exchange Rate			
Voucher Number			
Transaction Time	15-11-2012 16:02:59	Enquiry Time	2012-11-29 17:32:32
	Remark: test payment		
	Verification Code: s5ljxmtzR7WWYzrtqRyjrh8rY=		
Date of Entry		15-11-2012	

Bank statement agreement (if applicable)

Corporate online banking allows you to customize bank statement delivery to suit the business needs. This functions is ONLY required when the company wants to receive the hard copy of the bank statement per paper mail.

There are two steps (4-eye principle) in signing the statement agreement. Step 1 is done by the operator ID and step 2 is done by the approver ID.

STEP 1 (Login with operator ID)

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

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

To confirm the statement settings, please enter the Dynamic password (for full information, please refer to “page 14. Dynamic Code Card use”) 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: 02-01-2013 Statement Periods: 1

Currency for conversion: EUR

Auto-renew? Yes Renewal Periods: 1

Company Name: FIRM A Company name (English): FIRM A

Delivery method:
(1) Letter Mailing Address:123 ADDRESS Postal Code:1186 HA

Dynamic Password Card Coordinates:

7 D 9 A

Enter Dynamic Password:

Enter Verification Code: 3 wd 6 [Refresh verification code](#)

After inputting the dynamic password you will see this page:

Sign Statement Agreement >> Help

Feedback - customization
Sign On: 01-01-2013

 Instruction for signing agreement ACG000000001703 Submitted successfully and waits for authorization!

The next step is to approve the sign agreement by the approver ID.

STEP 2 (Login with the approver ID)

Follow the login procedure and after login to the system go to: [Statement Agreement] → [Approve Instruction - Sign Statement Agreement]

Click [Search]:

Click on the [Instruction No]

Instruction No.	Statement Type	Submit ON	Instruction Type	Instruction Status
ACG00000001703	Integrated Customer Statement	01-01-2013	Sign Agreement	Wait for authorization

In the next screen you will find the instructions that are waiting for authorization

Approve Instruction - Sign Statement Agreement >> Help

Details:
Instruction No.:ACG000000001703 Instruction Status:Wait for authorization
Instruction Type:Sign Agreement

Company Name:FIRM A

Statement Type:Integrated Customer Statement
Frequency:by week Statement Cycle:4week
First Statement Date:02-01-2013 Statement Periods:1
Renew:Yes Renewal Periods:1
Currency for conversion:EUR

Participating Accounts:

Delivery method:
(1)Letter: Mailing Address: 123 ADDRESS

Submitted BY (ID): TESTA1.c.0164 Submitted ON: 01-01-2013 17:24:34

When the approver wants to approve the instruction the dynamic code has to be entered. When this is done successful then this screen will appear:

Approve Instruction - Sign Statement Agreement >> Help

You have successfully submitted the instruction for Statement Agreement.Instruction No.:ACG000000001703

Funds transfer

ALL transfers that are made with the internet banking system of ICBC require a TWO STEP verification procedure. The operator ID will process the payment instruction which then afterwards always has to be approved by the approver ID.

Internal transfer

STEP 1 (Login with operator ID)

Internal transfer refers to funds movements between all your registered accounts at ICBC (Amsterdam Branch). Same currency transfers are available 24/7.

(For instance the company wants to transfer EUR 10.000,00 from the current account to the saving account.)

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

The screenshot shows the 'Internal Transfer' form with the following details:

- Transfer from:** FIRM A(Netherlands)
- From:** 0164000100000102178 General Current Account-company
- Currency:** EUR Usable Balance: [To be inquired](#)
- Transfer to:** FIRM A(Netherlands)
- To:** 0164000100000102205 General Savings Account_Company
- Currency:** EUR
- Transfer amount:** EUR 10.000,00
- Reference:** Saving amount

Buttons: Submit, Reset

After filling in the details please click [Submit] (when you want to check the usable Balance click the [To be inquired])

Internal Transfer >> Help

Transfer from: FIRM A(Netherlands)
 From: 0164000100000102178 General Current Account-company
 Currency: EUR
 Transfer to: FIRM A(Netherlands)
 To: 0164000100000102205 General Savings Account_Company
 Currency: EUR
 Transfer amount: EUR 10.000,00
 Reference: Saving amount
 Dynamic Password Card Coordinates:
 2 F 2 H
 Enter Dynamic Password:
 Enter Verification Code:  [Refresh verification code](#)

After you have checked the details and entered the dynamic code and the verification code the transaction will be processed for approval and the following screen will appear:

Internal Transfer >> Help

Instruction waits for authorization! Your instruction serial number is ACA2637 ; You can use "[Check Instruction - Transfer](#)" check and print the instruction.

In addition, the system will provide an instruction reference number for the purpose of tracking. (E.g. ACA2637) 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].

STEP 2 (Login with Approver ID)

Go to [Payments] → [Approve Instruction – Transfer]:

ICBC 中国工商银行 Corporate Overseas Banking — BANKING@HOME — Curren

Fixed Deposit Manage A/C **Payments** Customer Services

Payments >> Payments > Transfer > Approve Instruction - Transfer

Approve Instruction - Transfer >> Help

Transfer from: FIRM A(Netherlands)
 Date: 01-12-2012 - 01-01-2013

Transaction Tips

- 1.receiver's account could be ICBC account within Netherlands, the remittance is real time.
2. Codecard is needed for authorization during remittance

Click on [Search]

Check Instruction - Transfer >> Help

Transfer from: FIRM A(Netherlands)

Instruction Status: Pending for processing Payment successful Payment failed

Date: 01-12-2012 - 01-01-2013

Instruction Type: All

Search cancel

Instruction No.	Instruction Type	Submitted By (ID)	Submit On	Account to be debited	Debit Currency	Debit Amount	Account to be credited	Credit Amount	Credit Currency	Instruction Status
ACA2637	Internal Transfer	TESTA1.c.0164	01-01-2013	0164000100000102178	EUR	10.000,00	0164000100000102205		EUR	Wait for authorization

back

Click on [\[ACA2637\]](#)

Approve Instruction - Transfer >> Help

Transaction No.: ACA2637
 Instruction Status: Wait for authorization
 Account Name: FIRM A
 From Account: 0164000100000102178
 Currency: EUR
 To Account: 0164000100000102205
 Currency: EUR
 Transfer amount: EUR 10.000,00
 Remark: Saving amount
 Submitted By: (ID): TESTA1.c.0164
 Submit On: 01-01-2013 18:12:10

Dynamic Password Card Coordinates:

4 G 5 H

Enter Dynamic Password: *****

Enter Verification Code: wnm4  [Refresh verification code](#)

approve Reject Print back

Please check the payment details and when correct, please enter the dynamic Password and the Verification Code and click [approve].

When the transaction has been successfully executed, the following screen will appear:

Approve Instruction - Transfer >> Help

Your instruction numbered **ACA2637** has been submitted to the Bank for processing! You may contact you local branch for processing result.

back

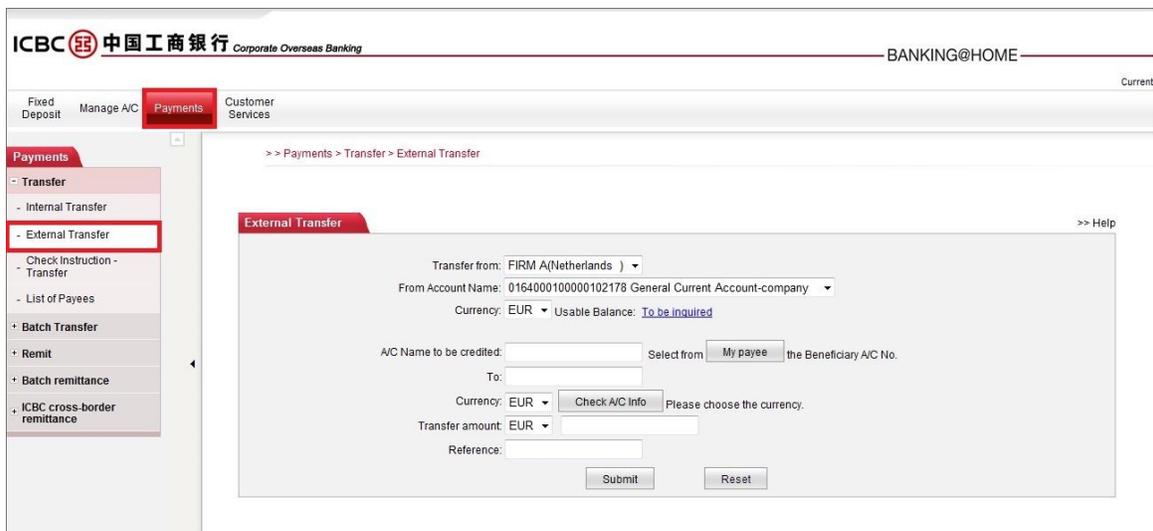
External transfer

ALL transfers that are made with the internet banking system of ICBC require a TWO STEP verification procedure. The operator ID will process the payment instruction which then afterwards always has to be approved by the approver ID.

External transfer refers to funds movements from your registered accounts at ICBC (Amsterdam branch) to another ICBC (Amsterdam branch) customer account. Same currency transfers are available 24/7.

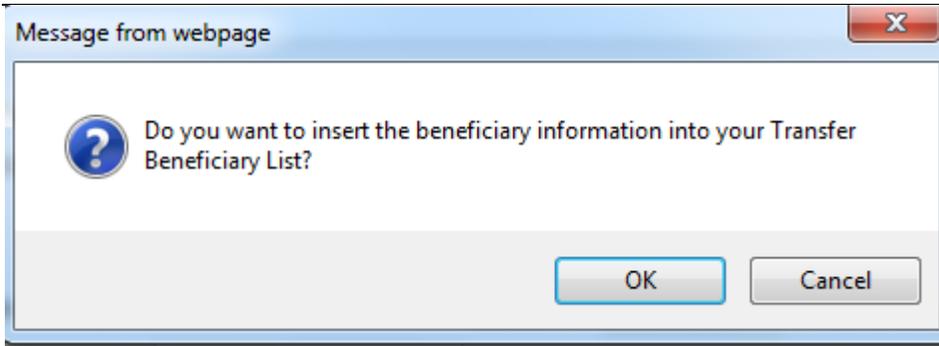
STEP 1 (Login with operator ID)

Please go to [Payments] → [Transfer] → [External Transfer]:



1. Select a payment account. E.g. From 0164000100000102178
2. Choose a currency. You can review your account balance by click [\[To be inquired\]](#)
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 in the [To] field. If you have not previously saved the payee information.
5. Choose a receiving currency.
6. Choose a currency and enter the amount (at the moment the internet banking system does not support the FX function to convert one currency into another)
7. Input reference and Click [Submit].

The system will ask you whether or not you want to save the beneficiary in your list in [My Payee]:



Enter the [Dynamic Password] and the [Verification Code] and click [Confirm]

External Transfer >> Help

Transfer from: FIRM A(Netherlands)
 From Account Name: 0164000100000102178 General Current Account-company
 Currency: EUR
 A/C Name to be credited: test company
 To: 0164000100000025733
 Credit Currency: EUR
 Transfer amount: EUR 100,00 (For Reference Only)
 Reference: test payment
 Dynamic Password Card Coordinates:

 Enter Dynamic Password:
 Enter Verification Code: [Refresh verification code](#)

When the transaction has been processed successfully the External Transfer will have to be authorized by the approver ID. And this screen will appear:

External Transfer >> Help

Instruction waits for authorization! Your instruction serial number is ACB3179 ; You can use " [Check Instruction - Transfer](#) to check and print the instruction .

STEP 2 (Login with Approver ID)

Go to [Payments] → [Approve Instruction – Transfer]:

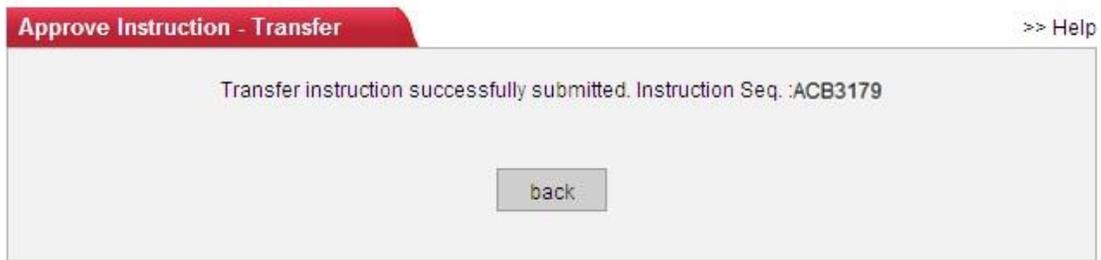
Click on [Search]

Transaction No.	Instruction Type	Submitted By: (ID)	Submit On	Account to be debited	Debit Currency	Debit Amount	Account to be credited	Credit Currency	Credit Amount	Instruction Status
ACB3179	External Transfer	TESTA1.c.0164	02-01-2013	0164000100000102178	EUR	100,00	0164000100000025733	EUR		Wait for authorization

Click on [[ACB3179](#)]

Please check the payment details and when correct, please enter the dynamic Password and the Verification Code and click [approve].

When the transaction has been successfully executed, the following screen will appear:



Remittance

ICBC online remittance makes local, cross border, and multi currency remittance effortlessly. This function is used when making payment to a bank account held at another bank then ICBC Amsterdam branch.

ALL transfers that are made with the internet banking system of ICBC require a TWO STEP verification procedure. The operator ID will process the payment instruction which then afterwards always has to be approved by the approver ID.

STEP 1 (Login with operator ID)

Operations are as follow

Go to: [Payments] → [Remit] → [Submit instruction - Remittance].

FIRST 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 are agreed, please fill in remittance account information in the required fields)

Submit Instruction - Remittance >> Help

I read and agree: [Circular on Remittance](#)

Refers to Sender ← Remitting unit: FIRM A(Netherlands)

Remitting account number: 0164000100000102178 General Current Account-company

Remittance Currency: EUR Usable Balance: [To be inquired](#)

Beneficiary account type: Registration Account Manual input

Refers to Receiver ← Remitting unit:

Beneficiary Account No.:

Receiving Currency: EUR

Industrial and Commercial Bank of China or not: Yes No

Cross-border or not: Yes No

Next Reset

- Select [Manual input]
- For the blank field [Remitting unit] please input the (company) name of the beneficiary.
- Fill in the [Beneficiary Account No]
- Check whether the [Receiving Currency] is matching with the [Remittance Currency]
- Select whether the Beneficiary's bank account is with ICBC or not
- Select whether the transfer is cross border or not.
- Select [Next] to fill in the details of the payment

Submit Instruction - Remittance >> Help

Step 1: Select Remittance Account

Submitted on: 02-01-2013 You can Choose from "Template" for remittance details

Account Name in English:

Remitting unit: FIRM A(Netherlands)

Account No.: 0164000100000102178 General Current Account-company

Currency: EUR

Remittance Purpose: Purchase goods *

Sender's Tel:

- Fill in the Account Name in English
- Fill in the Currency
- Select the Remittance Purpose
- Fill in the Sender's Telephone number (including country code)

Step 2: Fill in Beneficiary's Details

Remittance Destination: *

Transfers within ICBC?:* yes no

Beneficiary's Name: *

Beneficiary's IBAN number: *

Currency: *

SWIFT code of receiving bank: *

Location of Beneficiary's Bank: *

City: *

Bank Name: *

Contact Number: *

Address: *

Reference:

* indicates that the fields are mandatory

- Select the Remittance Destination
- Select whether or not the Transfer is with ICBC
- Check the Beneficiary's Name
- Check the Beneficiary's IBAN number (Don't use the number mentioned in the picture above)
- Fill in the SWIFT code of the receiving bank
- Fill in the Location of the Beneficiary's Bank (here it is referring to the province)
- Fill in the city of the Beneficiary
- Fill in the Bank Name of the beneficiary
- Fill in the contact (telephone) number of the beneficiary
- Fill in the address details of the beneficiary
- Fill in the reference

Step 3: Fill in Amount Details

Remittance Amount: EUR *

Company Name: ▾

Fee Charge Account: General Current Account-company ▾

Currency: ▾

- Fill in the Remittance Amount EUR
 - Check the Company Name
 - Select the account the fee charges are deducted from
 - Select the currency
- (If you want to save the details for future payments to the same beneficiary select [Save Template]. When making a new payment select [Payments] → [Remit] → [Sample])
- When the information has been input correctly Click [Submit]

In the next screen all the payment details will be shown and the charges for the payment will appear at the bottom:

Remittance Amount: EUR 100,00
 Company Name: FIRM A(Netherlands)
 Fee Charge Account: 0164000100000102178 General Current Account-company
 Currency: EUR
 Banking Charges: EUR 0,00
 Telex Fee: EUR 0,00

Dynamic Password Card Coordinates:

Enter Dynamic Password:

Enter Verification Code: [Refresh verification code](#)

To finalize the remittance, please fill in the [Dynamic Password] and the [Verification code] and select [Confirm]

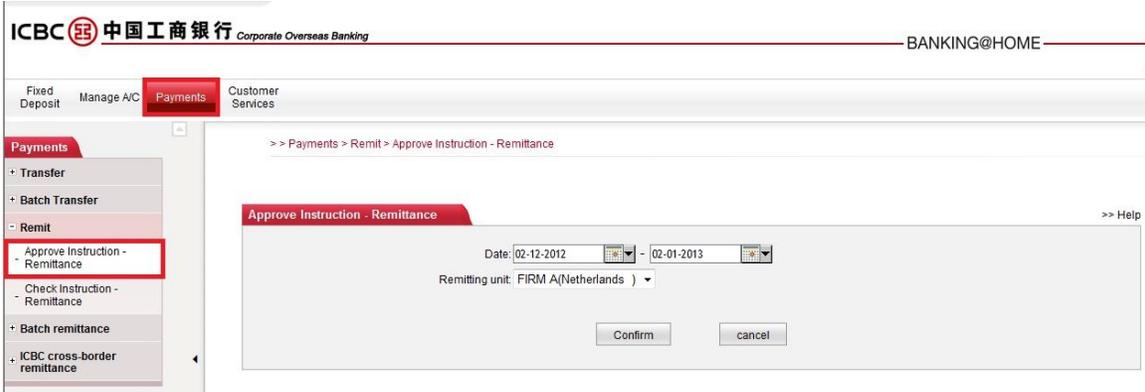
When the processing of the remittance by the operator is successful the following screen will appear:

Submit Instruction - Remittance >> Help

Instruction waits for authorization! Your instruction serial number is ACC6830 You can use [Check Instruction - Remittance](#) check and print the instruction

STEP 2 (Login with Approver ID)

Go to [Payments] → [Remit] [Approve Instruction – Remittance] and select [Confirm].



The following screen will appear

Instruction No.	Submitted BY: (ID)	Submit ON	Remittance A/C	Currency	Receiving A/C	Currency	Remittance Amount	Instruction Status
ACC6830	TESTA1.c.0164	02-01-2013 15:39:24	0164000100000102178	EUR	NL92ABNA0609391801	EUR	100,00	Wait for authorization

Click on [\[ACC6830\]](#)

Approve Instruction - Remittance >> Help

Instruction No.: ACC6830 Instruction Status: Wait for authorization
 Submitted BY: (ID): TESTA1.c.0164 Submit ON: 02-01-2013 15:39:23

Submitted on: 02-01-2013
 Account Name in English: Test
 Remitting unit: FIRM A(Netherlands)
 Remittance A/C: 0164000100000102178
 Currency: EUR
 Remittance Purpose: Purchase goods
 Sender's Tel: 123123123

Remittance Destination: Inside Netherlands
 Transfers within ICBC?: no
 Beneficiary's Name: 123
 Beneficiary's IBAN number: NL92ABNA0609391801
 Currency: EUR
 SWIFT code of receiving bank: ABNANL2A
 Location of Beneficiary's Bank: Netherlands
 City: Amsterdam
 Bank Name: ABN AMRO
 Contact Number: 123123123
 Address: ROOM 21, HK
 Reference:

Remittance Amount: EUR 100,00
 Company Name: FIRM A(Netherlands)
 Payment A/C for remittance fee: 0164000100000102178
 Currency: EUR
 Banking Charges: EUR 0,00
 Telex Fee: EUR 0,00

approve Reject back

Check all the details and select [approve] when you want to finalize the remittance approving procedure.

Remittance Amount: EUR 100,00
 Company Name: FIRM A(Netherlands)
 Fee Charge Account: 0164000100000102178
 Currency: EUR
 Banking Charges: EUR 0,00
 Telex Fee: EUR 0,00

Dynamic Password Card Coordinates:
 4 F 2 A

Enter Dynamic Password:

Enter Verification Code: ubbi [Refresh verification code](#)

Confirm cancel

To execute the remittance please Enter the Dynamic password and the Verification Code and click [Confirm].

When the transaction has been successfully executed, the following screen will appear:

Approve Instruction - Remittance >> Help

Remittance instruction successfully submitted! Instruction Seq: ACC6830

Details of the Instruction:

Submitted on: 01-12-2012
 Account Name in English: Test
 Remitting unit: Test A(Netherlands)
 Remittance A/C: 0164000100000119622
 Currency: EUR
 Remittance Purpose: Purchase goods
 Sender's Tel: 123123123

Remittance Destination: Inside Netherlands
 Transfers within ICBC?: no

Fixed deposit

This function has yet to pass the verification testing. As a result, we are unable to provide relevant picture to illustrate at this time, it will be updated in the next version.