

# Guide To Download Account Statements



## Introduction to account statements

- With our Internet Banking platform, you can **view, download and print out** the statements.
- From the statements you can find detailed information on past transactions that will **assist in reconciling all your accounts**.

## Features

- **Sign agreement for statement generation:** You can sign the agreement for generating account statements through our Internet Banking platform.
- **Flexible:** Depending on your business needs, you can generate **summarised statements** for **multiple accounts** or a **single account** across **multiple periods**.
- **Comprehensive:** You can obtain the account statements from our Internet Banking platform anytime and search for specific statements by setting different filters.

## Two steps to download statement

**STEP 1** Log in to ICBC Corporate Internet Banking, click **Manage A/C** → **Review Statement**..



The screenshot displays the ICBC Corporate Internet Banking interface. On the left, a sidebar menu under 'Manage A/C' has 'Review statement' highlighted with a red box and an arrow. The main content area shows the 'Review statement' page with a breadcrumb '> > Manage A/C > Review statement'. A large 'Testing Environment' watermark is overlaid on the page. The page contains the following elements:

- Agreement No.:
- Starting Statement Month:
- Ending Statement Month:
- Inquiry
- Back

Statement details:

- Statement Type: Integrated Customer Statement
- Frequency: End of Month
- Next Statement Date: 31-08-2021
- Currency for conversion: XGX
- Auto-renew? Yes
- Agreement Status: Normal
- Statement Cycle: 1 months
- Statement Periods: 99973
- Renewal Periods: 99999

## Two steps to download statement

**STEP 1** Select the account from the dropdown list, set the starting and ending date, then click **Inquiry** to get the statements.



>> Manage A/C > Review statement

**Review statement**

Agreement No.:

Starting Statement Month: 202108

Ending Statement Month: 202108

Statement Type: Integrated Customer Statement  
Frequency: End of Month  
Next Statement Date: 31-08-2021  
Currency for conversion: XGX  
Auto-renew? Yes

Agreement Status: Normal  
Statement Cycle: 1 months  
Statement Periods: 99973  
Renewal Periods: 99999

Testing Environment

## Two steps to download statement

**STEP 2** Select the statement you require then click **Download**.

**Manage A/C**

- + Current Account Services
- Maintain A/C Alias
- E-slip Services
- Review statement
- Cross border e-bill statement enquiry
- Cross border e-bill statement download
- + Statement Agreement
- Operation Guide

>> Manage A/C > Review statement

**Review statement**

List of Statement File

	Statement Date	Agreement No.	Statement Filename
<input type="radio"/>	20200930		_20200930.pdf
<input type="radio"/>	20201031		_20201031.pdf
<input type="radio"/>	20201130		_20201130.pdf
<input type="radio"/>	20201231		_20201231.pdf
<input type="radio"/>	20210131		_20210131.pdf
<input type="radio"/>	20210228		_20210228.pdf
<input type="radio"/>	20210331		_20210331.pdf



Download

back

## Two steps to download statement

**STEP 2** Select the statement you require then click **Download**.

**ICBC 中国工商银行**

Company name and address will be shown here.

Statement Date 结单日期: 2020/12/31

Shows which period this statement is for.

**Account Summary 帐户摘要**

Current Account 往来帐户				
A/c Type 帐户类别	Account No./Card No. 帐户号码/卡号	CCY 货币	A/C Balance 结余	A/ C Code 帐户标记
C/A		SGD		
C/A		CNY		
C/A		USD		
C/A		SGD		
C/A		JPY		
C/A		EUR		
C/A		USD		
C/A		CNY		
C/A		GBP		
C/A		JPY		

Account balances for different currencies will be shown here.

## Two steps to download statement

**STEP 2** Select the statement you require then click **Download**.

**Transaction Record 交易记录**

Current Account 往来帐户						
Account No. 帐户号码						
Date 日期	Remark 备注	CCY 货币	Deposit Amount 存款金额	Withdrawal Amount 支取金额	A/C Balance 结余	
2020/11/30	B/F	CNY				
2020/12/01		CNY				
2020/12/01		CNY				
2020/12/02		CNY				
		Total Dr. 总取	CNY			
		Total Cr. 总存	CNY			

Truncated remarks will be shown here.

Outstanding balance after each transaction will be shown here.

Total withdrawals and deposits for the period will be reflected here.

**NOTE:** Please notify us within fourteen (14) days from the receipt of this statement if there is any error or discrepancy.



For more details, please scan the QR code on the left and follow our **WeChat official account!**

For more information of ICBC Corporate Internet Banking, please visit our Website:

**[WWW.ICBC.COM.SG](http://WWW.ICBC.COM.SG)**

**HOME > Commercial Bank Business > Corporate Banking > Corporate Internet Banking**

If you have any queries or need any help, please contact your **RM in-charge** or contact us.

Attn: **Cash Management Hub**

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