

Batch Remittance User Guide



Introduction to ICBC Batch Remittance

- With our easy-to-use Excel template and client tool software, you can upload and process your batch remittance instruction file via ICBC corporate online banking.
- You can **submit**, **approve** and **check** batch remittance instructions in corporate online banking.

Why choose ICBC Batch Remittance?

- **Flexible:** You can submit your **SWIFT or Singapore Dollar(SGD) inter-bank payment or ICBC Express** remittance instructions in multiple currencies.
- **Convenient:** You can submit or authorize remittance instructions at any time during 00:00 to 18:00 on working days, and the system will process them promptly and quickly.
- **Efficient:** We can free you from repetitive data entry work as authorization is only required once to activate multiple transactions.

Three steps to complete Batch Remittance (Take SWIFT as an example)

STEP 1

Log in to corporate online banking, click **Payment & Transfer** → **Batch remittance** → **Create batch SWIFT remittance** → **Download Template** → **Fill Template** → **Submit**

The screenshot displays the ICBC online banking interface. The top navigation bar includes 'Manage A/C', 'Payment & Transfer', 'Cash Pool Management', 'Documentation and trade finance', 'Payroll Service', 'Fixed Deposit', 'Online Loan', 'ICBC Messaging', 'Customer Services', and 'Cross-border/cross-group instruction'. The 'Payment & Transfer' menu is expanded, showing options like 'Transfer', 'Transfer Batches', 'Remittance', and 'Batch remittance'. Under 'Batch remittance', 'Create batch SWIFT remittance' is selected and highlighted with a red box and an arrow. The main content area shows the 'Create batch SWIFT remittance' page with a 'Download Template' link highlighted by another red box and arrow. A tip at the bottom of the page reads: 'Tip: In order to meet the relevant policy requirements, remittances sent to mainland China need to fill in the full address of the payee, otherwise the relevant remittance may be affected. The handling fee that the party is required to bear will be deducted from the payment account by default.' A 'Testing Environment' watermark is present in the bottom right corner.

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Only **capital letters and English characters** are accepted.

Last 7 digits of sub account number attached to Smart Account.

Remitter's name	Remitter's contact number (*)	Remittance A/C (*)	Smart Account Sub-account number	Remittance A/C currency (*)	Beneficiary's A/C Name (*)	Country/Region of beneficiary (*)	Beneficiary's Address (*)	Beneficiary's A/C No. (*)	Payee's contact number (*)
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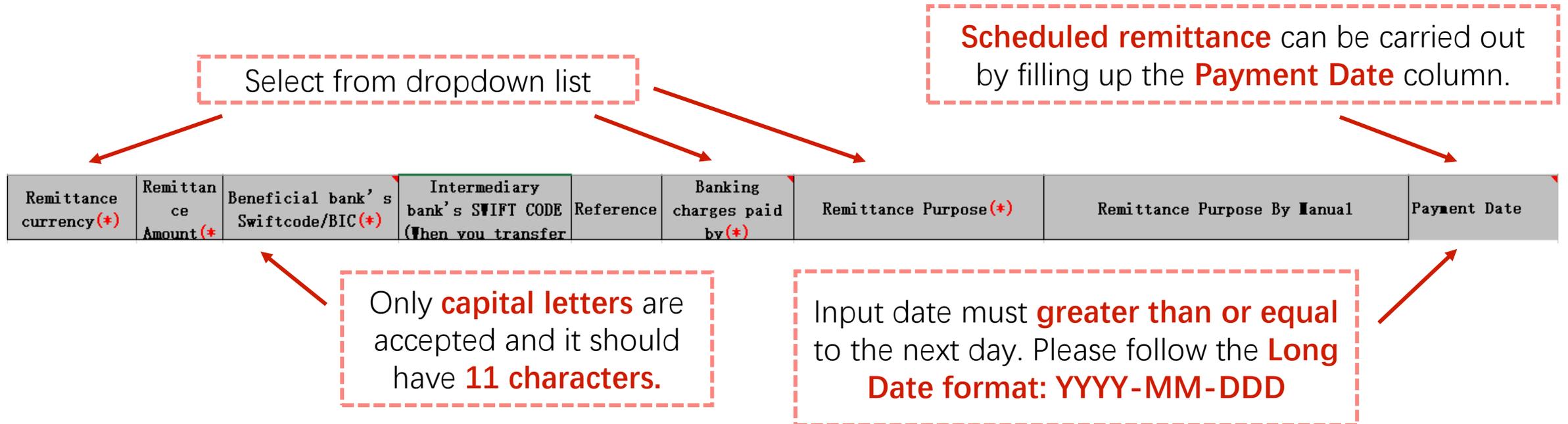
Select from dropdown list

Please provide the **full address** of the payee when performing online remittance to **China**.
E.g. No.55 FuXingMenNei Street, Xicheng District, Beijing, P.R.C China 100140

NOTE: All fields with an asterisk (*) must be filled.

Three steps to complete Batch Remittance (Take SWIFT as an example)

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Create batch SWIFT remittance → **Download Template** → **Fill Template** → **Submit**



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Three steps to complete Batch Remittance (Take SWIFT as an example)

STEP 1

Log in to corporate online banking, click **Payment & Transfer** → **Batch remittance** → **Create batch SWIFT remittance** → **Download Template** → **Fill Template** → **Submit**

The screenshot shows the 'Create batch SWIFT remittance' page in the ICBC online banking system. The navigation menu on the left includes 'Payment & Transfer', 'Transfer', 'Transfer Batches', 'Remittance', and 'Batch remittance'. The main content area has a breadcrumb trail: '>>Payment > Batch remittance > Create batch SWIFT remittance'. The page title is 'Create batch SWIFT remittance'. There is a file upload field labeled 'Upload files:' with a 'Browse...' button. Below this is a 'Download Template' link. A tip states: 'Tip: In order to meet the relevant policy requirements, remittances sent to mainland China need to fill in the full address of the payee, otherwise the relevant remittance may be affected. The handling fee that the party is required to bear will be deducted from the payment account by default.' At the bottom, there are 'Submit' and 'Reset' buttons. Red arrows and boxes highlight the 'Upload files:' field and the 'Submit' button.

Testing Environment

Three steps to complete Batch Remittance (Take SWIFT as an example)

STEP 2

Authorizer click **Approve batch SWIFT remittance**, check and click the **Batch number**

Payment & Transfer

- + Transfer
- + Transfer Batches
- + Remittance
- **Batch remittance**
- Create batch SWIFT remittance
- **Approve batch SWIFT remittance**
- Check batch SWIFT remittance
- Create batch Local SGD remittance
- Approve batch Local SGD remittance
- Check batch Local SGD remittance
- Create batch ICBC EXPRESS remittance
- Approve batch ICBC EXPRESS remittance
- Check batch ICBC EXPRESS remittance

>>Payment > Batch remittance > Approve batch SWIFT remittance

Approve batch SWIFT remittance

Transaction type : Approve batch SWIFT remittance

Date : 2016-01-01 - 2020-02-11

Batch number	Submitter ID	Submitting time	Number of transaction	Remittance amount	Order status
81	JO 0103	2020-02-05 22:56:55	5	EUR 85.08 SGD 163.16 CNY 83.08 USD 84.08	Wait for authorization
91	AM 0103	2019-11-05 15:24:08	100	EUR 2,384.16 SGD 4,950.33 CNY 2,516.17 HKD 2,533.17 AUD 2,567.17	Wait for authorization

【Total Number:2 Current Page:1 Total Page:1】

Testing Environment

Three steps to complete Batch Remittance (Take SWIFT as an example)

STEP 3

Authorizer select and tick the **Instruction number**, then click **Approve**

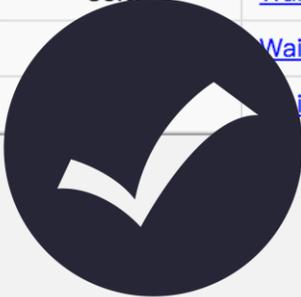
Approve batch SWIFT remittance

Transaction type : Approve batch SWIFT remittance

Date: 2016-01-01 - 2020-02-11

<input type="checkbox"/>	Instruction number	Submitter ID	Submitting time	Remitters account	Currency	Beneficiarys account	Beneficiarys currency	Remittance amount	Order status
<input checked="" type="checkbox"/>	6	JC	2020-02-05 22:57:29	0103	SGD		SGD	81.08	Wait for authorization
<input type="checkbox"/>	7	JC	2020-02-05 22:57:29	0103	AUD	4	SGD	82.08	Wait for authorization
<input type="checkbox"/>	8	JC	2020-02-05 22:57:29	0103	USD	8	CNY	83.08	Wait for authorization
<input type="checkbox"/>	9	JC	2020-02-05 22:57:29	0103	CNY	5	USD		Wait for authorization
<input type="checkbox"/>	0	JC	2020-02-05 22:57:29	0103	CNY	5	EUR		Wait for authorization

【Total Number:5 Current Page:1 Total Page:1】



**If you have any questions, please contact your relationship manager or call us: +65 6436 6508*



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

HOME > Commercial Bank Business > Internet 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**

Email: **cmh@sg.icbc.com.cn**

DID: **(65)6436 6508**