

# **Corporate Internet Banking Remittance User Guide**



#### □ Introduction to Corporate Internet Banking Remittance

ICBC corporate clients can complete remittances and related operations such as instruction submission, instruction inquiry, and instruction approval for transfer through ICBC Corporate Internet Banking.



#### Special Advantages

- Convenient and fast: Carry out remittances without physical and time constraints while avoiding queues at physical branches.
- Flexible: Remittances can be made to local or crossborder customers of ICBC or other banks (subject to local regulatory requirements).
- Efficient: Payee information can be saved for repeated transactions.
- Supports scheduled remittance: You can submit a

scheduled remittance instruction for future payments. ICBC Singapore Branch——



# Local SGD G3 Remittance — PayNow Transfer

Log in to Corporate Internet Banking, click **Payment & Transfer → PayNow Transfer**, fill in the transfer

information (the payee information can be confirmed via the payee's mobile number, IC number or UEN

registered on PayNow) and submit.

Payment & Transfer	> Payment & Transfer > Local SGD G3 remittance > PayNow transfer	
+ Transfer		
+ Transfer Batches PayNe	ow transfer	1 It supports DayNew tr
Batch remittance	Collection information:	enterprises.
<ul> <li>ICBC EXPRESS</li> <li>Local SGD G3 remittance</li> </ul>	Cell phone number: + Singapore,65   Transfer information:	account in Singapore
- PayNow management	Payment Account: Currency: SGD  Usable Balance:	PayNow activated.
Submit remittance instruction	Amount Details: Transfer amount: SGD	are supported.
Inquire remittance instruction	Transfer postscript: PayNow Transfer purpose: Choose  * Choose  * Choose  *	<ul><li>4. Does not support cross</li><li>payments.</li></ul>
Scheduled local SGD transfer inquiry - Reference sample	Transfer	5. The funds will be remit <b>real-time via FAST</b> .



### Local SGD G3 Remittance —— General SGD Local Transfer

Log in to ICBC Corporate Internet Banking, click **Payment & Transfer → Local SGD G3 Remittance →** 

Submit Remittance Instruction, fill in the remittance information, check and submit.

	A	Step 1: Please select your transfer account	
ayment & Transfer		Date of	
Transfer		transfer 01-04-2020 You can Choose from " <u>Sample</u> Select transfer information in "	
Transfer Batches		English	
Remittance		name of	NOTE:
Batch remittance		Ordering	1. It supports general SGD transfer.
ICBC EXPRESS		Customer	
Local SGD G3 remittance		Account:	2. The payee must be a local
PayNow management		Currency: SGD V Usable Balance:	account in Singapore.
PayNow transfer		Step 2: Fill in Beneficiary's Details	
Submit remittance		Payee's*	3. Only local transactions in SGD
Approve remittance		A/C No:	are supported.
instruction		Name of	1 Door not support cross border
Inquire remittance instruction		bank:	
Scheduled local SGD		Step 3: Fill in Amount Details	payments.
Reference sample		Transfer SGD *	5. The funds will be remitted in real-
		Transfer purpose: Choose • *	time via FAST or G3 T+2 arrival.
		remarks:	
		I want to	
		conduct scheduled	
	T	transfer	



#### Local SGD G3 Remittance —— General SGD Local Transfer

Authorizer logs in to ICBC Corporate Internet Banking, click **Payment & Transfer -> Local SGD G3** 

**Remittance** → Approve Remittance Instruction, select the instruction, check and approve.

Payment & Transfer	^	> > Payment & Tran	sfer > Local SGD G3 remittance > Ap	pprove remittance instruction	1			ino	ont	
Transfer								5	0.0	
Transfer Batches		Approve remittance instru	iction							
Remittance				Transfer unit:		~		× 0 ×		
ICBC EXPRESS			Real	time/reservation: Real-time						
Batch remittance				Date: 30-10-2021	30-11-2021	•		0		
Operation Guide					Inquiry	Reset	C C	<i>P</i>		
Local SGD G3 remittance										
PayNow management		Instruction No.	ID of Submit Person	Submit On	Payment Account	Payee	Receiving A/C	Transfer amount	Instruction Status	
Approve remittance instruction		ACC852106		30-11-2021					Wait for authorization	
Inquire remittance instruction										
Scheduled local SGD transfer inquiry	•									
struction Check										



#### Local SGD G3 Remittance —— General SGD Local Transfer

Authorizer logs in to ICBC Corporate Internet Banking, click **Payment & Transfer -> Local SGD G3** 

**Remittance** → Approve Remittance Instruction, select the instruction, check and approve.

Payment & Transfer	^	> > Payment & Transfer > Local SGD G3 remittance > Approve remittance instruction
+ Transfer		
+ Transfer Batches		Approve remittance instruction >> He
* Remittance		transfer type: G3
+ ICBC EXPRESS		Date of transfer application: 30-11-2021
+ Datab ramittanaa		Reservation type: Real-time
		English name of payer:
- Operation Guide		Ordering Customer:
E Local SGD G3 remittance		Payment Account:
- PavNow management		Currency: SGD
- Taylow management		Banking Charges:
Approve remittance		Payee's name:
Inquire remittence		A/C No:
instruction		Name of receiving bank: OVERSEA-CHINESE BANKING CORPN LTD
Scheduled local SGD	4	SWIFT code of receiving bank: OCBCSGSGXXX
transfer inquiry		Transfer amount: SGD 10.00
+ Instruction Check		Transfer purpose: Usage
		Cash Disbursement
		remarks:
		Instruction No.: ACC852106 Instruction Status: Wait for authorization
		ID of Submit Person: Submit On: 30-11-2021 16:48:22
		Approval Rejection Return Back



#### Local SGD G3 Remittance —— General SGD Local Transfer

Authorizer logs in to ICBC Corporate Internet Banking, click **Payment & Transfer → Local SGD G3** 

**Remittance** → Approve Remittance Instruction, select the instruction, check and approve.

Payment & Transfer	> > Payment & Transfer > Local SGD G3 remittance > Approve remittance instruction	
+ Transfer		
+ Transfer Batches	Approve remittance instruction	>> Help
+ Remittance	transfer type: G3	
+ ICBC EXPRESS	Instruction No.: ACC852106	
+ Patch romittanco	Processing status: Wait for authorization	
	Date of transfer application: 30-11-2021 16:48:22	
- Operation Guide	English name of payer:	
- Local SGD G3 remittance	Ordering Customer:	
- PavNow management	Payment Account	
A	Currency: SGD	
- instruction	Banking Charges:	
Inquire remittance	Payee's name:	
- instruction		
Scheduled local SGD	Name of receiving bank. OVERSEA-CHINESE BANKING CORPN LID	
transfer inquiry	Transfer amount SCD 10.00	
+ Instruction Check	Transfer annound Gob 10.00	
	Cash Disbursement	
	remarks:	
	ID of Submit Person:	
	Submit On: 30-11-2021 16:48:22	
	Please press [OK] on the token and finish the tranaction as quickly as you can before timeout.	
	Dynamic Password:	
	Confirm Reversed	



#### Local SGD G3 Remittance —— General SGD Local Transfer

Authorizer logs in to ICBC Corporate Internet Banking, click **Payment & Transfer → Local SGD G3** 

**Remittance** → Approve Remittance Instruction, select the instruction, check and approve.





#### **ICBC Express**

Log in to ICBC Corporate Internet Banking, click **Payment & Transfer → ICBC EXPRESS → Create**, fill in the

remittance information, check and submit.

Payment & Transfer		✓ I have read and agree with the <u>Circular on Remittance</u>	
		Step 1: Select Remittance A/C	04.04.2000. You can Chasse from " Sample " for remittance details
± Transfer		Remitance Date.	*
		Payer Name in English.	
± Transfer Batches		Payer Name:	
		Remittance A/C:	
+ Remittance		Currency:	SGD V Usable Balance:
		Sender's Tel:	
+ Batch remittance		Sender's Address:	
			Please enter complete address information of remitter, in the sequence of house number, street and city. If you need to update the address information,
- ICBC EXPRESS			please contact the customer service manager to supplement the address information synchronously.
		Step 2: Fill in Beneficiary's Details	
- Create		Country/region of payee's account opening bank	United Arab Emirates • *
		Bank Name	Industrial and Commercial Bank Of China Abu Dhabi Branch
- Check		Paves Name:	*
		Payee Name.	
Approve Instruction -		Beneficiary's A/C No.:	
Remittance		Currency:	USD <u>*Instructions for selecting collection currency</u>
		Beneficiary country/location:	*
- Saved Record	4	Address of Beneficiary:	
	•		Please enter complete address information of beneficiary, in the sequence of house number, street and city. P.O Box is not supported.
+ Local SGD G3 remittance		Reference:	



#### **ICBC Express**

Log in to ICBC Corporate Internet Banking, click **Payment & Transfer → ICBC EXPRESS → Create**, fill in the

remittance information, check and submit.

Payment & Transfer		Step 3: Fill in Amount Details
± Transfer		Remittance Amount: USD *
+ Transfer Batches		Banking charges paid by: Paid by payer and payee
a munisier butones		Amount of banking charges:
± Remittance		Name of payment account for remittance fees:
+ Batch remittance		Fee Charge Account: ▼
		Currency: SGD V
= ICBC EXPRESS		Remittance Purpose: SCHOOL FEE ▼ *
- Create		Accept notice service for the arrival of fund at beneficiary bank
- Check		Y/N:
Approve Instruction - Remittance		In order to comply with relevant policies, please provide both the country information and full address of the payee when applying for online remittance via our internet banking with effect from 2019/01/02. Otherwise the remittance may be affected.
- Saved Record	•	Submit Save Template Save and Submit ancel
+ Local SGD G3 remittance		

#### NOTE:

- 1. It supports global remittances where both accounts of payee and payer are ICBC accounts.
- 2. The payee must be an ICBC account located outside of Singapore.
- 3. Supports cross border multi-currency transactions including USD, SGD, HKD and RMB.
- 4. The funds will be deducted and sent in real-time.



#### **ICBC Express**

Authorizer logs in to ICBC Corporate Internet Banking, click Payment & Transfer  $\rightarrow$  ICBC EXPRESS  $\rightarrow$ 





#### **ICBC Express**

Authorizer logs in to ICBC Corporate Internet Banking, click **Payment & Transfer → ICBC EXPRESS →** 

t & Transfer	3	> > Payment & 1	Transfer > ICBC EX	PRESS > Approve Instructio	on - Remittance						
P.											
fer Batches	Approve	Instruction - F	Remittance								
ittance											
EXPRESS	Sel	lect all on the age/Cancel	Instruction No.	ID of Submit Person	Submit On	Remittance A/C	Currency	Receiving A/C	Receiving Currency	Remittance Amount	Instruction Status
eck	se	lecting all on			Cubinit on		ourronoj		nooching currenty		
rove Instruction - nittance			ACC852108		30-11-2021 14:43:35		SGD		USD		Wait for authorizatior
ch remittance			· · · · · ·		· · · · · · · · · · · · · · · · · · ·					· · · · · · · · ·	
ration Guide						Submit Prir	nt	Back		0	*
cal SGD G3 remittance											
truction Check										C.L.	er
										e	
										· · OI ·	



#### **ICBC Express**

Authorizer logs in to ICBC Corporate Internet Banking, click Payment & Transfer  $\rightarrow$  ICBC EXPRESS  $\rightarrow$ 

Payment & Transfer	> > Paymen	t & Transfer > ICBC EXPRESS > /	Approve Instruction - Remittan	се					
+ Transfer									
+ Transfer Batches	Approve Instruction	n - Remittance							>> He
+ Remittance				Total	Transaction: 1				
- ICBC EXPRESS				0p	eration type: 🧿	Approved 🔘 Rejection			
- Check	Instruction No.	ID of Submit Person	Submit On	Remittance A/C	Currency	Receiving A/C	Receiving Currency	Remittance Amount	Instruction Status
Approve Instruction - Remittance	ACC852108		30-11-2021 14:43:35		SGD		USD		Wait for authorization
+ Batch remittance									Ø. V
- Operation Guide								• •	00 m
+ Local SGD G3 remittance								C.L.	er
+ Instruction Check								x 62	
			Ple	ase press [OK] on the token an	d finish the trana	ction as quickly as you can befo	ore timeout.		Tr.
				Dynami	Password:			25	
				Cont	irm	Reversed			
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#### **ICBC Express**

Authorizer logs in to ICBC Corporate Internet Banking, click **Payment & Transfer → ICBC EXPRESS →** 

Payment & Transfer		> > Paymen	t & Transfer > ICBC EXPRESS >	Approve Instruction - Remittan	nce					
+ Transfer										Non X
+ Transfer Batches		Approve Instruction	n - Remittance							>> He
+ Remittance					M				~ 0S	
- ICBC EXPRESS					Star Star		transaction has submitted to	the Park for processing Place	is a chack the transaction statu	a latesta confirm the recult
- Check							uansación nas submitted ti	The ballk for processing. Frea	ise check the transaction state	s later to commit the result.
Approve Instruction -					(	90				Y
+ Batch remittance					To	otal Transaction: 1			A.L.	
- Operation Guide						Operation type: Appr	roved			
Local SGD G3 remittance		Instruction No.	ID of Submit Person	Submit On	Remittance A/C	Currency	Receiving A/C	Receiving Currency	Remittance Amount	Instruction Status
+ Instruction Check		ACC852108		30-11-2021 14:43:35		SGD		USD		The bank is processing
	•				Save	Print	Finish			



#### Remittance

STEP

Log in to ICBC Corporate Internet Banking, click Payment & Transfer → Remittance → Create, fill in the

remittance information, check and submit.

Payment & Transfer	> > Payment & Transfer > Remittance > Create	
+ Transfer		
+ Transfer Batches	Create	Select "Sample" to use
- Remittance	I have read and agree with the <u>Circular on Remittance</u>	previously saved transaction
- Create	Step 1: Select Remittance A/C Application date of remittance: 01-04-2020 You can Choose from " <u>Sample</u> " for select Remittance and the select remitta	details as a <b>template</b> .
- Check	Account Name in English:	
Approve Instruction - Remittance	Payer Name: T	Otherwise, fill in the transaction
- Saved Record	Currency: Usable Balance	
Remittance receipt information inquiry	Sender's Tel: * Sender's Address: *	
- My reservation	Please enter complete address information of remitter in English letters, in the information, please contact the customer service manager to supplement the	
+ Batch remittance		
+ ICBC EXPRESS	Step 2: Fill in Beneficiary's Details	
+ Local SGD G3 remittance	Whether the payer and payee are the same unit: Yes/ No V	



#### Remittance

Log in to ICBC Corporate Internet Banking, click **Payment & Transfer → Remittance → Create**, fill in the

remittance information, check and submit.

Payment & Transfer		> > Payment & Transfer > Remittance > Saved Re	ecord					
+ Transfer								
+ Transfer Batches	Saved	Record						>> Help
- Remittance							0	c
- Create	Templa	ate Name In	nquiry				0.0 0	
- Check						GV		
- Saved Record		Template Name	Beneficiary's account name	Receiving A/C	Beneficiary bank	Remittance type	Country/area	Template Seq.
Remittance receipt information inquiry						Cross-border remitta nce	Sin	EX158117
- My reservation								
+ ICBC EXPRESS						Cross-border remitta nce	Singapore	<u>EX158124</u>
<ul> <li>Batch remittance</li> </ul>								



#### Remittance

STEP

Log in to ICBC Corporate Internet Banking, click **Payment & Transfer -> Remittance -> Create**, fill in the

remittance information, check and submit.



NOTE:

- It supports all transfers and remittances other than ICBC internal transfer.
- 2. The payee **must not** be an account opened with **ICBC Singapore.**
- 3. Supports cross border multicurrency transactions including USD, SGD, HKD and RMB.
- 4. Transaction details can be **saved as templates** for future transactions.



#### Remittance STEP Authorizer logs in to ICBC Corporate Internet Banking, click **Payment & Transfer** $\rightarrow$ **Remittance** $\rightarrow$ **Approve Instruction Remittance**, select the instruction, check and approve. >> Payment & Transfer > Remittance > Approve Instruction - Remittance Payment & Transfer Transfer Approve Instruction - Remittance Transfer Batches Remittance Company Name: Approve Instruction -Testingent Remittance • • • -Starting and ending date: 30-10-2021 - 30-11-2021 Check Remittance receipt information inquiry Reset Inquiry My reservation ICBC EXPRESS Batch remittance Operation Guide Local SGD G3 remittance Instruction Check



#### Remittance

Authorizer logs in to ICBC Corporate Internet Banking, click Payment & Transfer  $\rightarrow$  Remittance  $\rightarrow$ 





#### Remittance

Authorizer logs in to ICBC Corporate Internet Banking, click **Payment & Transfer → Remittance →** 

yment & Transfer		> > Paymer	it & Transfer > Remittance > App	rove Instruction - Remittance						
ansfer										
ansfer Batches		Approve Instruction	n - Remittance							
emittance					To	tal Transaction: 1				
pprove Instruction - emittance						Total Amount: Operation type: 🧿	Approved 🔿 Rejection			
heck		Instruction No.	ID of Submit Person	Submit On	Remittance A/C	Currency	Receiving A/C	Receiving Currency	Remittance Amount	Instruction Status
emittance receipt formation inquiry		ACC851106		01-11-2021 16:38:52		USD		CNY		Wait for authorization
y reservation				Plea	se press [OK] on the token	and finish the trana	ction as quickly as you can be	fore timeout.	5. 5	
C EXPRESS					Dyna	mic Password: 🐽	•••		0	
tch remittance						onfirm	Reversed	CLI	er	
eration Guide								× 62	0.	
cal SGD G3 remittance	•									
truction Check										
							-			



#### Remittance

Authorizer logs in to ICBC Corporate Internet Banking, click **Payment & Transfer \rightarrow Remittance \rightarrow** 

Payment & Transfer		> > Payment & Transfer > Remittance > Approve Instruction - Remittance								
+ Transfer									0	X
+ Transfer Batches		Approve Instructio	n - Remittance						110	**
- Remittance					M			4.00	it all	
Approve Instruction - Remittance					1	The tra	ansaction has submitted to t	he Bank for processing, Please	e check the transaction status I	ater to confirm the result.
- Check								•	10	
Remittance receipt information inquiry			Total Transaction: 1							
- My reservation						Total Amount:		C.F.		
+ ICBC EXPRESS						Operation type: Approv	/ed	·		
+ Batch remittance		Instruction No.	ID of Submit Person	Submit On	Remittance A/C	Currency	Receiving A/C	Receiving Currency	Remittance Amount	Instruction Status
- Operation Guide		ACC851106		01-11-2021 16:38:52		USD		CNY		Wait for authorization
+ Local SGD G3 remittance	•				Save	Print	Finish			
Instruction Check										



#### Remittance

To check on the progress of the remittance, click **Payment & Transfer**  $\rightarrow$  **Remittance**  $\rightarrow$  **Remittance** 

**Receipt Information Inquiry**.

Payment & Transfer		> > Payment &	ransfer > Remittance > F	Remittance receipt information inquiry	
+ Transfer					
+ Transfer Batches	_	Remittance receip	information inquiry		
- Remittance			Name of branch in	stitution:	v v
- Create				VC No.:	
- Check			Starting and endi	ng date: 01-01-2021	
- Saved Record				Inquiry	ito
Remittance receipt					cn <sup>y</sup>
- My reservation	•	Busine Numb	ss Remittance r date	Sender's	s Details Remittance Amount Action
+ ICBC EXPRESS		IRM00118	6696 06-01-2021		View
+ Batch remittance			44.04.0004		
- Operation Guide		IRM00118	(111 11-01-2021		View



#### Remittance

To check on the progress of the remittance, click **Payment & Transfer → Remittance → Remittance** 

**Receipt Information Inquiry**.

Payment & Transfer	> > Payment & Transfer > Remittance > Remittance receipt information inquiry	the second se
+ Transfer		tille en
+ Transfer Batches	Remittance receipt information inquiry	Tes mi
- Remittance	Credit Date: 06-01-2021	T OIL
0.1	Business No.: IRM001186696	
- Greate	Payment Value Date: 06-01-2021	
- Check	Remittance Amount:	A.L.
0.15.1	Remitting bank:	$\mathbf{V}$
- Saved Record	Payee's name and address:	
Remittance receipt	Remitter's Information:	
information inquiry	Payment details:	
- My reservation	Service Charge: 0.00	
+ ICBC EXPRESS	Deposit amount:	
+ Batch remittance	Print	Back



# Batch Remittance (using SWIFT as an example)

Log in to ICBC Corporate Internet Banking, click **Payment & Transfer → Batch Remittance → Create batch** 

SWIFT Remittance, upload the completed instruction template file, check and submit.

Payment & Transfer	^	>>Payment > Batch remittance > Create batch SWIFT	remittance
+ Transfer		Create batch SWIET remittance	
+ Transfer Batches		Create Datch SWI Fremittance	
+ Remittance			Upload files : Browse
- Ratch remittance			Payment account bookkeeping method :  One-to-One Transfer
Datch remittance			Download Template
Create batch SWIFT			
remittance			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.
Approve batch SWIFT			The handling fee that the party is required to bear will be deducted from the payment account by default.
remittance			Cubmit
Check batch SWIFT remittance			Submit

#### NOTE:

- 1. Allows payments to be made to **multiple accounts simultaneously, greatly improving efficiency.**
- 2. It supports SWIFT, local SGD cross-bank transfer and ICBC Express.
- 3. It supports cross border multi-currency transactions.



## **Scheduled Remittance**

Log in to ICBC Corporate Internet Banking, click **Payment & Transfer -> Remittance -> Create**, select the

type and time/period of scheduled remittance, fill in the remittance information, check and submit.

Remittance	Step 3: Fill in Amount Details	
- Create	Remittance Amount: USD *	
	Banking charges paid by: Paid by payer and payee	
- Check	Remittance Purpose: Cross-border goods trade	Specify the
Approve Instruction - Remittance	For RMB remittance to China Mainland (Except HongKong, Macau and Taiwan), please select a remittance purpose from the drop-down arrow ,manual filling in this column will result in your payment request being rejected.	conditions for
- Saved Record	Company Name:	automatic execution
- Daved Necold	Fee Charge Account:	
Remittance receipt	Currency: SGD \$	of the transfer or
information inquiry	Remittance type: Real-time One off Payment O Periodic Payment	romittanco on a
- My reservation	Start date: 01-01-2021 (DD-MM-YYYY) Remittance type: Real-time One off Payment Periodic Payment	Termillance on a
+ Batch remittance	Cycle: Day \$ Execution date: 01-01-2021 (DD-MM-YYYY)	future date/periodic
+ ICBC EXPRESS	Reservation times: *	cycle
	In order to comply with relevant policies, please provide both the country information and full address of the payee when applying for online remittance via our internet banking with	
+ Local SGD G3 remittance	effect from 2019/01/02. Otherwise the remittance may be affected.	
	Submit         Save Template         Save and Submit         Cancel	







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 > Corporate Banking >Corporate Internet Banking

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

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