

Scheduled Remittance User Guide



Introduction to Scheduled Remittance

- Scheduled remittance can be used to perform remittance **automatically at a later date (up to three months in advance)** based on the trigger conditions set by users.
- The required fields including currency, amount, payer and payee accounts can be **pre-filled** beforehand.

Features

- **Two options are available:** You can schedule either a **one-off remittance** or create a **recurring remittance cycle**. For one-off remittances, you will need to designate specific dates, whereas for recurring remittances, the cycle can be **daily, weekly or monthly**.
- **Multiple channels available:** Supports **local SGD transfer, local and cross-border multi-currency** remittances. Remittance routes will be selected automatically depending on the accounts and amounts stated.
- **Convenient:** You can schedule remittances anytime and anywhere through our Internet Banking platform and set up a recurring remittance cycle to streamline your payment processes.

Scheduled Remittance

STEP

Log in 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

- Create**
- Check
- Approve Instruction - Remittance
- Saved Record
- Remittance receipt information inquiry
- My reservation

- + Batch remittance
- + ICBC EXPRESS
- + Local SGD G3 remittance

Step 3: Fill in Amount Details

Remittance Amount: USD *

Banking charges paid by:

Remittance Purpose: *

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.

Company Name:

Fee Charge Account:

Currency:

Remittance type: Real-time One off Payment Periodic Payment

Start date: (DD-MM-YYYY)

Cycle:

Reservation times: *

Remittance type: Real-time One off Payment Periodic Payment

Execution date: (DD-MM-YYYY)

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.

Submit
Save Template
Save and Submit
Cancel

Specify the conditions for automatic execution of the transfer or remittance on a future date/periodic cycle.

Scheduled Batch Remittance (SWIFT)

STEP

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. At the top, there is a navigation bar with various service categories: 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. A 'NEW' button is located on the far right of this bar.

Below the navigation bar, the 'Payment & Transfer' section is expanded, showing a list of sub-options: 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, and Check batch ICBC EXPRESS remittance. The 'Create batch SWIFT remittance' option is highlighted with a red box, and a red arrow points to it from the left.

The main content area shows the 'Create batch SWIFT remittance' page. It features an 'Upload files' field with a 'Browse...' button. Below this, there are radio buttons for 'Payment account bookkeeping memo' and 'One-to-One transfer'. A 'Download Template' link is highlighted with a red box, and a red arrow points to it from the right. Below the link, there is a tip: '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 of the page, there are 'Submit' and 'Reset' buttons.

A large, semi-transparent watermark reading 'Testing Environment' is overlaid on the bottom right portion of the screenshot.

Scheduled Batch Remittance (SWIFT)

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

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

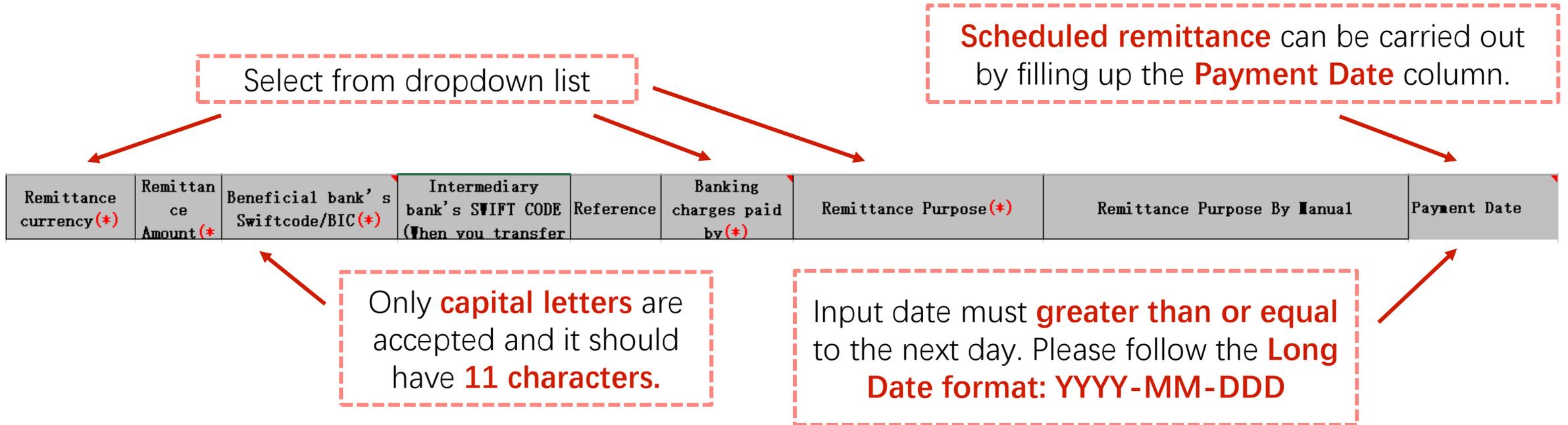
Please provide the **full address** of the payee when performing online remittance to **China**.
E.g. No.55 FuXingMenNei Street, Xicheng District, Beijing, P.R.C China 100140

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

Scheduled Batch Remittance (SWIFT)

STEP

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



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

Scheduled Batch Remittance (SWIFT)

STEP

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 breadcrumb trail is '>>Payment > Batch remittance > Create batch SWIFT remittance'. The left sidebar is expanded to 'Batch remittance' > 'Create batch SWIFT remittance'. The main content area includes a file upload field with a 'Browse...' button, a 'Download Template' link, a tip about mainland China remittances, and 'Submit' and 'Reset' buttons. Red arrows highlight the 'Browse...' button and the 'Submit' button. A large diagonal watermark 'Testing Environment' is overlaid on the right side of the page.

Scheduled Batch Remittance (Local SGD)

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

Payment & Transfer

- + Transfer
- + Transfer Batches
- + Remittance
- + ICBC EXPRESS
- **Batch remittance**
 - Create batch Local SGD remittance**
 - Check batch Local SGD remittance
 - Create batch SWIFT remittance
 - Check batch SWIFT remittance
 - Create batch ICBC EXPRESS remittance
 - Check batch ICBC EXPRESS remittance
- Operation Guide
- + Local SGD G3 remittance
- + Instruction Check

>>Payment > Batch remittance > Create batch Local SGD remittance

Create batch Local SGD remittance

Upload files : No file selected.

Payment account bookkeeping method : One-to-One Transfer

[Download Template](#)

The handling fee that the party is required to bear will be deducted from the payment account by default.

Testing Environment

Scheduled Batch Remittance (Local SGD)

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

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

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

Ordering Customer	Payment Account (*)	Smart Account Sub-account number	Debit account currency (*)	Payee's name (*)	Payee's A/C No. (*)
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Select from dropdown list

Scheduled Batch Remittance (Local SGD)

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

Scheduled remittance can be carried out by filling up the **Payment Date** column.

Transfer amount (*)	Name of receiving bank (*)	Transfer purpose (*)	remarks	Payment Date
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Select from dropdown list

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

Scheduled Batch Remittance (Local SGD)

STEP

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

Payment & Transfer

- + Transfer
- + Transfer Batches
- + Remittance
- + ICBC EXPRESS
- **Batch remittance**
 - Create batch Local SGD remittance
 - Check batch Local SGD remittance
 - Create batch SWIFT remittance
 - Check batch SWIFT remittance
 - Create batch ICBC EXPRESS remittance
 - Check batch ICBC EXPRESS remittance
- Operation Guide
- + Local SGD G3 remittance
- + Instruction Check

>>Payment > Batch remittance > Create batch Local SGD remittance

Create batch Local SGD remittance

Upload files : No file selected.

Payment account bookkeeping method : One-to-One transfer

[Download Template](#)

The handling fee that the party is required to bear will be deducted from the payment account by default.

Testing Environment



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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