

Guideline on Commercial Internet Banking and Commercial Mobile Banking

Trade Service



Introduction of Trade Service Introduction of Functions FAQ



1. Introduction of Trade Service



The following 9 scopes are covered in the Trade Service

Trade Service
Imp LC and Docs
S Exp LC
Imp Collection
Exp Collection
Trade Finance
Issuance of Guarantee/SBLC
Advising of Guarantee/SBLC
Download Forms
Outstanding Rpt



Star and Star	Functions							
Scopes	Submission of application / instructions	Enquiry of Transaction Status	Download Processing Advice / LC copy					
Import LC application/Amendment*	V Mat	\checkmark	V NO					
Import LC Documents (with Loan application)	1	\checkmark	1					
Export LC	All S.	\checkmark	1 Marson					
Export LC Documents	AL CON	\checkmark	AN CO					
Import Collection (with Loan application)	S. F.	\checkmark	NOV.					
Export Collection	V.	\checkmark	\checkmark					
Export Invoice Financing* #	\checkmark	\checkmark	\checkmark					
Import Invoice Financing* #	\checkmark	\checkmark	N N					
Guarantee/SBLC application/Amendment*	V	V L	1					
Guarantee/SBLC advising		V JUL 2						
Loan Enquiry and Loan Repayment#		For all loan types						
Download Forms	Linkage to Trade Form Library							
Outstanding Report	List out all outstanding transactions as of previous day							
Remarks: * Support upload documents, # Provide co	ommercial mobile banking	inquiry and authorization	function					



2. Introduction of Functions



LC Application

1. LC issuance/amendment applications can be submitted online.

Trade Service	> > Documentation and trade finance > Imp LC and Docs > LC Application	
Imp LC and Docs		
LC Application	LC Application	
My LC Documents		
My LC	Company Name*	磨繩樁轅古蹺乓忘嘴易 ✔
LC Template	Applicant's ref	
Application Enquiry	Advising bank	
LC Phrases Maintenance		
Instruction Enquiry	Expiry date*	2022-06-01
Authorization – LC	Expiry place*	 Issuing bank's counter In beneficiary's country
Authorization – LC		○ Others
Documents	Applicant's name	XUXIXN TXLXCXM (XNX'X) LXD
Exp LC	Applicant's address	
Imp Collection		



LC Application

2. Upload supporting documents.

Reminder: Please press "Browse" to select the related documents, and then press "Upload". (Only applicable for BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX formats without password protection), file name cannot contain symbols.

3. Read and agree the relevant terms and conditions of LC application before submission.

	File name: ATTACHMENT 2, 000.docx V All Files (*.*)	
	Open Cancel	
	Browse Upload	
Note: You can up contain symbols	oload at most 20 attachments. One attachment cannot exceed 20MB. Total size of all attachments cannot exceed 200MB. Attachment nan	ne cannot
1. N.	Message from webpage X)
<u> </u>	File name uploaded cannot contain symbols. Please re-name and then upload again!	
Model remarks	De De	
Model remarks	OK	
🗌 We (the Applic	ant) have read, understood and accepted the applicable Terms and Conditions of LC application. (Terms and Conditions)	;



Please enter the following numbers on your Token: 8037421 The above picture includes 6 digits random number and Amount, please check it carefully.										
Please press [OK] on the token and finish the t	tranaction as quickly as you can before timeout.									
Dynamic Password:										
Print Cor	nfirm Back									

LC Application

At the time of submitting LC Applications, customer needs an ICBC (Asia) Password Token to confirm and complete the submission.



ICBC(Asia) LC Application LC NO. LC302KWC100019 Amount HKD88.00 Above Transaction completed[ICBC(ASIA)] LC Application When the application is approved successfully, an SMS confirmation message will be sent to customer's registered mobile phone number. (Note: Mobile phone number must be

registered in advance)



My LC Documents

- 1. Enquiry on LC drawing details and document status.
- 2. Accept/Reject/Pay instructions can be submitted online.
- 3. Download processing advice.

> > Documentatio	on and t	trade finance > Imp	LC and Docs > My LC D	ocuments							
My IC Documents											>> He
ing te botaments											
			Enquiry Options:	By date	○ By bank ref ○ E	By bill ref					
			Company Name:	瘩繩樁轅古	□ 時兵忘嘴易	05.04					
		(Start and end dates:	2022-05-02	<u></u>	-05-31	Recently	: 30-day 🗸			
					Inquiry	Reset					
Company Name:	瘩繩椿	轅古蹺乓忘嘴易(Hong	g Kong S.A.R)								
Sight/Usance	e Disc	Bank ref	Bill ref	Status	Beneficiary	Creation date	Accept due date	Payment date	Doc amount	Balance	Action
s	N	LC302NLC200071	BR302NLC20007101	Approved	ABC CO. LTD. HK	2022-05-31			HKD 300.00	HKD 300.00	Pay Advice
s	Y	LC302NLC200071	BR302NLC20007102	Approved	ABC CO. LTD. HK	2022-05-31			HKD 200.00	HKD 200.00	Reject
	> > Documentation	>> Documentation and a state of the stat	>> Documentation and trade finance > Imp My LC Documents Company Name: 瀋總搭轅古曉氏忘嘴易(Hong Sight/Usance Disc Bank ref S N LC302NLC200071 S Y	 > Documentation and trade finance > Imp LC and Docs > My LC D My LC Documents Enquiry Options: Company Name: Start and end dates: Start and end dates: Sight/Usance Disc Bank ref Bill ref S N LC302NLC200071 BR302NLC20007101 	 > Documentation and trade finance > Imp LC and Docs > My LC Documents My LC Documents Enquiry Options: ● By date Company Name: 詹維椿轅古 ③ Start and end dates: 2022-05-02 Company Name: 密編椿轅古 ⑤ Start and end dates: 2022-05-02 Sight/Usance Disc Bank ref Bill ref Status S N LC302NLC200071 BR302NLC20007101 Approved S Y LC302NLC200071 BR302NLC20007102 Approved 	> > Documentation and trade finance > Imp LC and Docs > My LC Documents My LC Documents Inquiry @ By date	> > Documentation and trade finance > Imp LC and Docs > My LC Documents My LC Documents Enquiry Options: ● By date ● By bank ref ● By bill ref Company Name: 産編種職古題乓忘嗎易 ✓ e Start and end dates: 2022-05-02 Impuiry Reset Inquiry Reset Sight/Usance Disc Bank ref ● Bill ref Status Beneficiary Creation date S N LC302NLC200071 BR302NLC20007101 Approved ABC CO. LTD. HK 2022-05-31 S Y LC302NLC200071 BR302NLC20007102 Approved ABC CO. LTD. HK 2022-05-31	> > Documentation and trade finance > Imp LC and Docs > My LC Documents	> > Documentation and trade finance > Imp LC and Docs > My LC Documents	> > Documentation and trade finance > Imp LC and Docs > My LC Documents Start and end dates: By bank ref By bill ref Company Name: Biglietabilit	> > Documentation and trade finance > Imp LC and Docs > My LC Documents Support the finance > Imp LC and Docs > My LC Documents Support to the finance > Imp LC and Docs > My LC Documents Support to the finance > Imp LC and Docs > My LC Documents Support to the finance > Imp LC and Docs > My LC Documents Support to the finance > Imp LC and Docs > My LC Documents Support to the finance > Imp LC and Docs > My LC Documents Support to the finance > Imp LC and Docs > My LC Documents Impuiny Name: Support to the finance > Impuiny Name: Support to the finance > Impuiny Reset Company Name: Support to the finance > Impuint to the fina



My LC

- 1. Enquiry on LC issued and related information.
- 2. Amendment application can be submitted online.
- 3. Download processing Advice/SWIFT message.
- 4. Linkage to "My LC" to enquire on drawing details.

Trade Service	> > Documentation and trade finance > Imp LC and Docs > My LC	
Imp LC and Docs		
LC Application	My LC	>> Help
My LC Documents	Enquiry Options:	ank ref O By applicant's ref
My LC	Company Name: 唇繩樁轅古蹺乓忘!	
LC Template	Currency: All	
Application Enquiry	Beneficiary:	
LC Phrases	Status: All V	▼ - 2022-05-31 ■ Recentha 30-day ▼
Authorization – LC	Inqu	uiry Reset
Authorization – LC		
Documents	Sight/Usance Bank ref Applicant's ref Beneficiary Issue da	te Maturity Date Status LC Amount O/S LC amount Action
Exp LC Imp Collection	S LC302NLC200071 ABC CO. LTD. HK 2022-05-	31 2022-06-30 Not yet closed HKD 1,000.00 HKD 500.00 Amendment application SWIFT/Advice Documents



My LC

Upload supporting documents for amendment application.

Reminder: Please press "Browse" to select the related documents, and then press "Upload". (Only applicable for BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX formats without password protection), file name cannot contain symbols.

File name: ATTACHMENT 1,000 - Copy.docx All Files (*.*) Open Cancel	
This amendment charges are for the account of* Opplicant Openeficiary Attachment: Browse Upload Note: You can upload at most 20 attachments. One attachment cannot exceed 20MB. Total size of all attachments cannot exceed name cannot contain symbols	ed 200MB. Attachment
Amendment to be despatched by SWIFT Courier Message from webpage X ounter	
File name uploaded cannot contain symbols. Please re-name and then upload again! OK	S. M.S.
Note: You can upload at most 20 attachments. One attachment cannot exceed 20MB. Total size of all attachments cannot excee	d 200MB. Attachment



LC Template

Maintain LC Template and submit default template for LC applications.

Trade Service	> > Documentation and trade finance	ce > Imp LC and Docs > LC Template		
Imp LC and Docs				
LC Application	I C Template			
My LC Documents	Le rempire			
My LC		Company Name: 唐	繩樁轅古蹺乓忘嘴易 ✔	
LC Template		Beneficiary:		
Application Enquiry		Inquiry Res	et Newly increase	d
LC Phrases				
Maintenance				
Instruction Enquiry	Model remarks	Applicant	Beneficiary	Operation
Authorization – LC	TEST TEST TEST	XUXIXN TXLXCXM (XNX'X) LXD	0420-TEST1	Modify Delete LC application Save as



Application Enquiry

Extract temporary saved applications for processing.

Trade Service	> > Documentation and trade finance > Imp LC and Docs > Application Enquiry	
Imp LC and Docs		
LC Application	Application Enquiry	>> Hel
My LC Documents	Transaction Type:	
My LC	Company Name: 核编樁轅古蹺乓忘嘴易 🗸	
LC Template	Status: not yet submitted 🗸	
Application Enquiry	Currency: All	
LC Phrases Maintenance	Beneficiary: ○ Start and end dates: 2022-05-02	
Instruction Enquiry		
Authorization – LC	Inquiry Reset	
Authorization – LC		
Documents	Temporary number Applicant's ref Application date Company Name Currency LC issuing amount Processing status Beneficiary	Action
Exp LC	ADV143828 2022-05-31 唐繩椿轅古蹺乓忘嘴易(Hong Kong S.A.R) HKD 2,800.00 not yet submitted TESTING CO. LTD.	Continue Void
Imp Collection		



LC Phrases Maintenance

Maintain frequently used Description of goods, Documents required and Additional conditions.

Trade Service	> > Documentation and trade finance > Imp LC and Docs > LC Phrases Maintenance
Imp LC and Docs	
LC Application	I C Phrases Maintenance
My LC Documents	Description of goods
My LC	O Documents required
LC Template	Additional conditions
Application Enquiry	Confirm
LC Phrases Maintenance	



2. Exp LC

LC Enquiry

- 1. Instant checking of arrival of Export LCs/amendments.
- 2. Linkage to bills presented under respective LC.
- 3. Download processing advice/SWIFT message.

Trade Service	~	> >	Documentation a	and trade finance > Ex	qp LC > LC E	Enquiry						
Imp LC and Docs												
LC Application		LC Enquir	у									>> Help
My LC Documents					En	quiry Options: 💿 By	date 〇 By bank ref					
My LC					Co	ompany Name: 宮繩楠	轅古蹺乓忘嘴易 🗸					
LC Template						Currency: All	~					
Application Enquiry					○ Start a	Applicant:	5-02 2022-05-31	•	● Re	cently 30-day	✓	
LC Phrases Maintenance												
Instruction Enquiry							Inquiry Reset					
Authorization – LC			Sight/Usance	Bank ref	LC NO.	Applicant	Issuing Bank	Advising date	Maturity Date	LC Amount	Balance	Action
Authorization – LC Documents			s	AV302B5C200144	E-TEST	TESTING CO. LTD	XK AXD SXAXGXAX XAXKXNX	2022-05-	2022-08-	USD 3.000.00	USD 2.800.00	Documents SWIFT/Advice
Exp LC					нк	ADD 1 ADD 2	XOXP LXDX XEXD OXFXCX	31	31			LC amendment
LC Enquiry	~											



2. Exp LC

LC Documents Enquiry

1. Enquiry on status of submitted documents.

2. Download processing advice.

Trade Service	^		> > Documentatic	on and trade fi	nance > Exp LC > LC Doc	uments Enquiry								
Imp LC and Docs														
LC Application		LC Do	cuments Enqui	D/										>> Help
My LC Documents			caments Enqui	y										
My LC					E	nquiry Options:	● By date 🤇	By bill ref						
LC Template					с	ompany Name:	瘩繩樁轅古B	▶						
Application Enquiry					○ Start	and end dates:	2022-05-02	2022-05-31	•	Recently	y 30-day 🗸			
LC Phrases Maintenance	•							Inquiry	Reset					
Instruction Enquiry														
Authorization – LC			Sight/Usance	Bank ref	Bill ref	Customer ref		Applicant	Creation date	Accept due date	Settle date	Doc amount	Status	Action
Authorization – LC			S	E-TEST HK	BP302NLC20014401		TESTING	CO. LTD ADD 1 ADD 2	2022-05-31			USD 200.00	Approved	Advice
Documents														
Sec. Exp LC														
LC Enquiry														
LC Documents Enquiry	~													-



3. Imp Collection

Import Collection Enquiry

- 1. Instant checking of arrival of documents.
- 2. Reject/Pay instructions can be submitted online.
- 3. Download processing advice.

Trade Service	^		> > Documentation and trac	le finance > Imp Collectio	n > Imp Collection Er	nquiry					
Imp LC and Docs											
LC Application											>> Help
My LC Documents		Imp C	ollection Enquiry								
My LC					Enquiry Options:	● By date ○ By ban	k ref				
LC Template					Company Name:	喀繩樁轅古蹺乓忘嘴	易 🗸				
Application Enquiry					Payee:				_		
LC Phrases Maintenance	•			⊖ si	art and end dates: 2	2022-05-02	- 2022-05-31	* •	Recently 30-	day 🗸	
Instruction Enquiry						Inqu	iry Reset				
Authorization – LC											
Authorization – LC			Delivery conditions	Bank ref	Payee	Creation date	Accept due date	Settle date	Doc amount	Balance	Action
Documents			D/P SIGHT	IC302B5C200017	XYZ LTD. HK	2022-05-31			HKD 2,000.00	HKD 2,000.00	Reject Pay Advice
Exp LC											
Imp Collection											
Imp Collection Enquiry	~										Activate Windo Go to Settings to act



4. Exp Collection

Export Collection Enquiry

- 1. Checking status of documents.
- 2. Download processing advice.

Imp LC and Docs										
LC Application		Evo Collection Enquiny								>>
My LC Documents		Exp concetion Enquiry								
My LC			Enq	uiry Options:	late ○By bank ref					
LC Template			Con	npany Name: 鹿语畦	姜乓忘嘴易 🗸					
Application Enquiry				Payer:				[]		
	4		() Start an		-01	22-03-31	() D	1. 20 day V		
LC Phrases				id end dates: 2022-01	20			iy So-day 👻		
LC Phrases Maintenance				id end dates: 2022-01				iy so-day 👻		
LC Phrases Maintenance Instruction Enquiry					Inquiry	Reset		iy 50-day 👻		
LC Phrases Maintenance Instruction Enquiry Exp LC				a end dates: 2022-01	Inquiry	Reset		iy <u>50-day</u>		
LC Phrases Maintenance Instruction Enquiry Exp LC		Delivery conditions	Bank ref	Customer ref	Inquiry Payer	Reset Creation date	Accept due date	Doc amount	Settle date	Action
LC Phrases Maintenance Instruction Enquiry Exp LC Imp Collection		Delivery conditions D/A	Bank ref OC302NNC200023	Customer ref HN21/2022	Inquiry Payer XRXN UX XTX	Reset Creation date 2022-01-06	Accept due date	Doc amount USD 100,805.30	Settle date	Actio Advic



Financing Application

- 1. Submit application for Export Invoice Financing.
- 2. Submit application for Import Invoice Financing.

Trade Service	Trade Service > Trade Finance > Financing Application		⑦ Help
Exp LC	Financing Application		
Imp Collection	Product name	Product introduction	Action
Exp Collection Trade Finance	Export Invoice Financing	Submit application for Export Invoice Financing	Apply
Financing Application	Import Invoice Financing	Submit application for Import Invoice Financing	Apply
Instruction Management			
Supplementary Business Information			
Trade Finance Inquiry/Repay			



Financing Application

3. Complete the transaction details.

4. Fill in the *required field.

Trade Service	Trac	de Service ▶ Trade Finance <mark>▶ Financing</mark> A	Application		
Imp LC and Docs					
Exp LC	Fir	nancing Application			
Imp Collection					
Exp Collection					
Trade Finance			Company Name:	鹿语畦姜乓忘嘴易	
Financing Application			Financing Type*:	Import invoice financing	
Instruction		1.Basic Information	on		
Management			Currency of Loan*:	НКD	
Supplementary Business Information			Drawdown Amount*:		
Trade Finance			Loan Period*:	Days	
Inquiry/Repay			Contract Number:		
Financing Application Template			Currency of Invoice*:	НКD	



Financing Application

5. Upload supporting documents, i.e. invoice, transport documents etc.
Reminder: Please press "Browse" to select the related documents, and then press "Upload". (Only applicable for BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX formats without password protection), file name cannot contain symbols.
6. Press "Save" before submission to avoid missing information.

7. Create template if required, input template name, select "Save Template and Submit".

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8. Read and agree the relevant terms and conditions of Trade Financing Application before submission.





Instruction Management

- 1. Approval for Financing Application and supplement business materials.
- 2. Process and submit the temporary saved application.

Trada Comisa	Instruction Mar	nagement								
Imp LC and Docs										
Exp LC			Cr	ompany Name:	鹿语畦姜乓忘嘴易			-		
LC Enquiry			F	Financing Type:	Import invoice financing	Import invoice financing				
LC Documents			In	nstruction Type:	Financing application					
Enquiry				Status:	✓ Submission successf	I 🔽 Submission fai	led 🛛 🖌 Awaiting autho	rization 📝 Pending	🗹 To be submitted	
Imp Collection				Period:	2022-04-30 🔟 🔻	- 2022-05-31				
Exp Collection										
Trade Finance						Inquire				
Financing Application										
Instruction Management										
Supplementary Business Information	Transaction No.	Transaction Ref.	ID of Submit Person	Instruction	n Type Subi	nit On	Financing Type	Status	Reply from the Bank	Action
Trade Finance	AGG16788		HF.c.0110	Financing ap	plication 2022-05-	31 20:22:19 Imp	ort invoice financing	Awaiting authorization		
Inquiry/Repay	AGG16786		'HF.c.0110	Financing ap	plication 2022-05-	31 20:18:02 Imp	ort invoice financing	To be submitted		Submit



Supplementary Business Information

1. This service is for supplement of application supporting documents.

2. Please contact the Bank's relevant staff before using this service.

Trade Service	Trade Service 🕨 Trade F	Service > Trade Finance > Supplementary Business Information									
Exp LC	Supplementary Bu	isiness Information									
LC Enquiry			Company Name:	鹿语畦姜乓忘嘴易							
LC Documents Enquiry			Financing Type:	Export invoice financing (Non-Notify)							
Imp Collection		Instruction Submission: 2022-04-30 🛄 🔻 – 2022-05-31 🛄 🔻									
Exp Collection				Inquire	Reset						
Trade Finance											
Financing Application	Instruction number	Financing Type	Customer	Customer Identification Number	Currency of Loan	Drawdown Amount	Currency of Invoice	Invoice Amount	Action		
Instruction Management	AGG16789	Export invoice financing (Non-Notify)	鹿语畦姜乓忘嘴易		HKD	4.00	HKD	4.00	Supplement		
Supplementary Business Information	AGG16787	Export invoice financing (Non-Notify)	鹿语畦姜乓忘嘴易		НКД	2.00	HKD	2.00	Supplement		



Trade Finance Inquiry/Repay

Access to loan content and download processing advice.

	Trade Finance In	quiry/Repay										
Imp LC and Docs												
S Exp LC				Company Name:	客繩樁轅古蹺乓忘嘴易				-			
Imp Collection				Financing Ref.								
Imp Collection Enquiry				Financing Type:	All							
Instruction Enquiry				Financing status:	All							
Authorization				 Loan Value Da 	ate: 2022-01-01	- 2022-03-3			○ Recent Loan Value Date	30 days	•	
Exp Collection				🔾 Loan Maturity Da	ate: 2022-04-30	- 2022-05-3						
S Trade Finance						Inquire						
Financing Application												
Instruction Management	Financing Ref	Financing Type	Currency of Loan	Drawdown Amount	Outstanding Balance of Loar	Value Date	Maturity Date	Related Ref	Loan Period (in days)	Status	Action	
Supplementary	FS302ITC200086	Import	USD	200,000.00	0.00	20220111	20220314	FS302ITC200086	62	Repaid	View advice	Repay
Trade Finance	FS302ITC200163	Import	USD	400,000.00	400,000.00	20220118	20220321	FS302ITC200163	62	Loan granted	View advice	<u>Repay</u>
Inquiry/Repay	FS302ITC200195	Import	USD	300,000.00	300,000.00	20220119	20220321	FS302ITC200195	61	Loan granted	View advice	Repay
Financing Application Template				1-3 of 3				<< 1 → >>				



Tra	ade Servic	e Trade Finance Trade Finance Inquiry/Repay		Trade Finance
т	rade Fin	ance Inquiry/Repay		Inquiry/Repay
-		anne unden 2) veheð		1. Submit application for
				financing repayment
		Financing Ref:	FS302ITC200163	2. Full repayment or Partial
		Financing Type:	Import	repayment
		Related Ref:	FS302ITC200163	3 Note:
		LC no:		The application for financing
		Value Date:	2022-01-18	The application for financing
		Maturity Date:	2022-03-21	repayment submitted on non-
		Loan Period (in days):	62	banking business days or non-
		Last repayment date:		banking business hours (after
		Financing Currency and Amount:	USD 400,000.00	18:00) will be postponed to
		Outstanding Balance of Loan:	USD 400,000.00	
		Estimated Interest Amount:	USD 3,899.37	the next business day
		Loan Repayment Instruction:		
		Repayment Type:	Full repayment O Partial repayment	
		Currency of Loan:	USD	
		Repayment of Loan Principal Amount:	USD 400,000.00	

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Financing Application Template

1. Template is applicable to Import Invoice Financing, Export Invoice Financing (Non-Notify) and Export Invoice Financing (Notify) application.

- 2. Template function can be used to set up repetitive applications.
- 3. The template can be modified, deleted, or used for submit application by the user who create the template.

Trade Service	Trade Service ▶ Trade Fina	nce Financing Application Template						🕐 Help
Imp LC and Docs								
Second Exp LC	Financing Application	n Template						
Imp Collection		Com	pany Name: 唐繩椿轅古蹺乓忘嘴易	唐編禧轅古蹎乓忘嘴易 ▼				
Exp Collection		Tem	nplate name:					
S Trade Finance		Fin	ancing type: All	ng				
Financing Application		Counter	Party Name: Export invoice financi Export Invoice Financi	ng (Non-Notify) ing (Notify)				
Instruction Management			Inquiry	Reset Add				
Supplementary Business Information								
	Template name	Financing type	Counter Party Name	Last update date/time			Action	
Trade Finance Inquiry/Repay	test 1116	Import invoice financing	test 1116	2021-12-30 09:50:13	Inquiry	<u>Delete</u>	Modify	Submit application
Financing Application Templat				- -				



5:56 地区/Region	† ID	5:56	语言/Language	† ED	5:57 ©	квс (В)	÷ Q
香港 (HongKong)	>	ภาษาไทย			•D		
澳门(Macau)	>	简体中文					
泰国(Thailand)	>	English				请点击登录	
新加坡(Singapore)	>					1	
悉尼 (Sydney)	>				R.	ര	6-
阿姆斯特丹 (Amsterdam)	>				低い生	捕令童術	推令授权
平沙(Warsaw) 新西兰 (New Zealand)	2				-		
					Ē		63
					电子图单	THEF	8-8
					Ð		
					\odot		

Commercial Mobile Banking Functions

 Provide the function of Instruction inquiry and Instruction authorization.
 Apply to application and supplementary business information for Import Invoice Financing, Export Invoice Financing (Non-Notify), Export Invoice Financing (Notify) and Financing repayment.
 Download ICBC (Asia) Commercial Mobile Banking APP "ICBC Business" (Support IOS/Android platforms).



HONG KONG	ICBC 😰	Q ··· ⊋ Log in in	X Q
Account management ICBC Messenger	Instruction inquiry Contact us	Instruction authorization Security device management	A Please enter password Note You haven't enabled the corporate mobile banking of ICBC. Please enable at counter OK
			ICBC 图 工銀亚洲

Commercial Mobile Banking Functions

4. If the Commercial Mobile Banking has not been activated yet, user will receive a notice when logging in: "You haven't enabled the corporate mobile banking of ICBC. Please enable at counter".



<	Instruction inquiry ····	<	Instruction authoriza	tion list •••
BY TR	ANSACTIONS	BY	TRANSACTIONS	BATCH
Туре	Trade Service ~	Туре	29.5	Trade Service \vee
Current	day Last week Last month	Curre	ent day Last week	Last month
Start/end date	2023-02-01	Start/er date	nd 2023-02-01 V—	2023-02-01 🗸
	Inquire		Inquire	
Finance AGG182 USD 35 Wait for	cing repayment application 85 0,000.00 authorization	Fina AGG1	Incing repayment appli	Select all
Impor AGG182	t invoice financing application	Wait	350,000.00 for authorization	*
HKD 80 Wait for	authorization	Imp AGG1	ort invoice financing ap	plication
	Loaded to the bottom	HKD Wait	808,000,00 for authonization Loaded to the botto	m

Commercial Mobile Banking Functions

5. Approver of current ID can search for the instructions with the status of "Approved", "Rejected" or "Awaiting Authorization".





Commercial Mobile Banking Functions

6. If there is an uploaded file(s) for the application of import / export invoice financing and its supplementary business information, the user can click on the relevant file(s) to view the content. 7. Approver is required to read and agree the relevant terms and conditions of trade financing application before authorization, and then select "Agree" or "Reject".





Commercial Mobile Banking Functions

8.Same as Commercial Internet
Banking, approver needs an ICBC (Asia) Password Token to confirm and complete the authorization.
9. Successful authorization will be confirmed via SMS to be sent to approver's registered mobile phone number.
(Note: Mobile phone number must be registered in advance)

ICBC (Asia) Import Invoice Financing Application Transaction No.AGG18292 Amount HKD 883.00 Above Transaction Completed [ICBC (Asia)]

剛剛





Commercial Mobile Banking Functions

10. Smart Reminder -TIMER SHAFT: The timer shaft is sorted according to the instructions submission time. Approver of current ID can search for the instructions with the status of "Approved", "Rejected" or "Awaiting Authorization". 11. Smart Reminder - TO-DO: Approver can directly select the instructions to be authorized in the TO-DO list.



Guarantee/SBLC Application

1. Click "Apply" of Guarantee/SBLC for online submission.

Home	Accounts	Transfers	ICBC Express	Currency Exchange	Bill Payment	ICBC e-Bill Payment	Time Deposit
Trade Service	Investment	Credit Card	Autopay/Payroll	Payroll of Authority Separation	Cheque	Loans	Cash Pooling
Money Collection	Statement Request	e-Statement	Inquiry/Authorization	Smart Account	Business A/C Plus	ICBC Messaging	Messages
Settings	Administration	Liquidity management	Centralized payment of glob cash management	al			
Trade Service	▲ Trade Service ➤ Issuan	ce of Guarantee/SBLC ▶Guarante	e/SBLC Application				() Help
Imp LC and Docs							
Exp LC	Guarantee/SBLC	Application					
Imp Collection		Product name		Product introduc	tion		Action
Exp Collection							
Trade Finance		Guarantee/SBLC		Application for Guarar	ntee/SBLC		Apply
Sissuance of Guarantee/SBLC							
Guarantee/SBLC Application							



Guarantee/SBLC Application

- 2. Select SBLC/Guarantee.
- 3. Complete the transaction details.
- 4. Fill in the *required field.

Trade Service Issuance of Guarantee/SBLC Guarantee/SBLC Application		() НеГр
Guarantee/SBLC Application		
Issuance of Guarantee/SBLC		
issuance of Guarantee/ SbLC		
Company Name:	瘩繩樁轅古 鷁 乓忘嘴易	
Request to issue an irrevocable:*	Standby letter of credit ("SBLC") Bank guarantee ("Guarantee")	
Applicant Ref:		
Applicant(Name and Address):*		
Beneficiary (Name and Address):*		



Guarantee/SBLC Application

5. Upload supporting documents.

Reminder: Please press "Browse" to select the related documents, and then press "Upload". (Only applicable for BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX formats without password protection), file name cannot contain symbols.

6. Press "Save" before submission to avoid missing information.

7. Read and agree the relevant terms and conditions of Trade Financing Application before submission.





Instruction Management

1. Select and proceed related instruction type.

Trade Service	Trade Service ▶ Issuar	nce of Guarantee/SBLC >In	struction Management					🕐 Help			
Imp LC and Docs											
Exp LC	Instruction Mana	gement									
Imp Collection		Company Name: 詹遹椿轅古碑乓忘嘴易									
Exp Collection		Transaction Type: Guarantee/SBLC									
Trade Finance		Instruction Type: Application									
Suance of Guarantee/SBLC				Status: Submission suc	ccessful ✓ Submission failed	Awaiting authorization	✓ Pending ✓ To be submit	ted			
Guarantee/SBLC Application											
Instruction					Inquire						
Guarantee/SBI C	Transaction No.	Transaction Ref.	Instruction Type	ID of Submit Person	Submit On	Status	Reply from the Bank	Action			
Enquiry/Amendment	AGP2002		Application	03.c.0110	2022-05-31 22:41:25	To be submitted		<u>Submit</u>			



Instruction Management

2. Click "Authorization" to approve for Guarantee/SBLC application.

Trade Service	Trade Service ▶ Issuar	nce of Guarantee/SBLC >In	struction Management					(?) Help
Imp LC and Docs								
Exp LC	Instruction Mana	gement						
Imp Collection			Company I	Name: 唐繩椿轅古蹺乓忘嘆	「日本」			
Exp Collection			Transaction	Guarantee/SBLC				
Trade Finance			Instruction	Type: Application				
Issuance of Guarantee/SBLC			\$	Status: 🔽 Submission suc	ccessful 🔽 Submission failed	Awaiting authorization	🖌 Pending 🛛 🖌 To be subm	itted
Guarantee/SBLC			F	Period: 2022-04-30	- 2022-05-31			
Application								
Instruction					Inquire			
Management						Status	Parts from the Parts	
Guarantee/SBLC	Transaction No.	Transaction Ref.	Instruction Type	ID of Submit Person	Submit On	Status	Reply from the Bank	Action
Enquiry/Amendment	AGP2003		Application	03.c.0110	2022-05-31 22:46:13	Awaiting authorization		Authorization



Guarantee/SBLC Enquiry/Amendment

1. Enquiry on Guarantee/SBLC issued and related information.

Trade Service		Trade Service ► Issuance of Guarantee/SBLC ► Guarantee/SBLC Enquiry/Amendment	(Chaelp
Imp LC and Docs			nnel
S Exp LC		Guarantee/SBLC Enquiry/Amendment	
Imp Collection			
Exp Collection		Enquiry Options: OBy date OBy bank ref. OBy applicant's ref.	
Trade Finance		Company Name: 唐繩椿轅古鎮乓忘嘴易	
Issuance of Guarantee/SBLC	4	Currency: All	
Guarantee/SBLC		Beneficiary:	
Application		Guarantee/SBLC Status: All	
Instruction Management		Start and end dates: 2022-04-01 □ − 2022-05-30 □ CRecent 30-day	
Guarantee/SBLC Enquiry/Amendmen [,]		Inquiry Reset	



Guarantee/SBLC Enquiry/Amendment

2. Enquire/Amend Guarantee/SBLC application for online submission.

3. Download processing Advice/SWIFT message.

Trade Service			Guarantee/SBLC Status: All	All									
Imp LC and Docs			• Start and end dates: 2022-0	04-01	▼ - 2022-0	5-30	O Recent 30-	day 🔻					
S Exp LC													
Imp Collection		Inquiry Reset											
Exp Collection	Bank ref.	Applicant's ref.	Beneficiary	Issue date	Expiry date	Status	Amount	O/S amount	Action				
Trade Finance													
Issuance of	LG30256C200015	0001 OBL	LG BENEFICIARY	2022-05-01	2022-06-30	Not yet closed	HKD 1.00	HKD 1.00	Amendment Advice/SWIFT				
Guarantee/SBLC	SL302SBC200005	CY-220401-9	BENE JJJ ADD 1 JJJ ADD 2	2022-04-30	2022-06-22	Not yet closed	HKD 200,002.00	HKD 200,002.00	Amendment Advice/SWIFT				
Guarantee/SBLC Application	LG30256C200011	CY-220401-8	BENE III III ADD 1 III ADD 2	2022-04-30	2022-06-22	Not yet closed	HKD 100,001.00	HKD 100,001.00	Amendment Advice/SWIFT				
Instruction Management	SL302SBC200004		BENE CCCCCC ADD 1CCC ADD 2CCC	2022-04-29	2022-05-30	Not yet closed	USD 70,000.00	USD 70,000.00	Amendment Advice/SWIFT				
Guarantee/SBLC Enquiry/Amendmen	SL302SBC200003		BENEFICIARY'S NAME AND ADDRESS	2022-04-29	2023-04-28	Closed	HKD 999.00	HKD 999.00	Advice/SWIFT				
Advising of Guarantee/SBLC	LG30256C200010	CY-220330-1	BENE BBB BBB ADD 1 BBB ADD 2	2022-04-29	2022-08-31	Not yet closed	HKD 510,000.00	HKD 510,000.00	Amendment Advice/SWIFT				
Guarantee/SBLC			1-6 of 6				44 4 1 > >>						



7. Advising of Guarantee/SBLC

Guarantee/SBLC Advising

1. Instant checking of arrival of Guarantee/SBLC.

Home	Accounts	Transfer	rs ICBC Ex	press	Currency Exchange	Bill Payment	ICBC	e-Bill Paym	nent	Time	e Deposit
Trade Service	Investment	Credit Ca	rd Autopay/	Payroll	Payroll of Authority Separation	n Cheque		Loans		Cash	n Pooling
Money Collection	Statement Request	t e-Stateme	ent Inquiry/Auth	horization	Smart Account	Business A/C Plus	ICB	C Messagir	ng	Me	essages
Settings	Administration	Centralized payme cash manage	ent of global ement								
Trade Service	Trade Service ▶ A	dvising of Guarantee/SBLC ÞGu	arantee/SBLC Advising								e-Channel
Exp LC	Guarantee/SE	BLC Advising									
Imp Collection											
Exp Collection			Enquiry Options:	●By date (Obank ref.						
Trade Finance			Company Name:	瘩繩樁轅	古時乓忘嘴島		•				
Issuance of Guarantee/SBLC			Applicant:								
Guarantee/SBLC Application			Currency: Start and end dates:	All 2022-05-	01 🗰 🔽 - 2022-05-30	Recently 30-day	•				
Instruction Management					Inquiry	set					
Guarantee/SBLC Enquiry/Amendment	Bank ref.	Guarantee/SBLC	Applicant		Issuin	a bank	Advising	Maturity	Amount	Balance	Action
Advising of	Buikten	no.	okkunn		133411		date	date	Allowith	Bulance	
Guarantee/SBLC	AG302B5C200009	LG11107C200028 TPX 2	XEXHXOXOXY (XEXJXNX) CX. LXDX I XXXAXQXAX XOXD CXAXYXNX DIXT	NOX1X IXIXT	ICXCX XEXJXNX XUXIXIXAX XRXNO XXCXAXGXAX XT	CH BEXJXNX XUXIXIXAX XRXNCH 26 XEXT XIXHXNX XIST	2022-05- 01		USD 1,230.00	USD 1,230.00	Advice/SWFIT
Guarantee/SBLC Advising 🗸 🗸	AG302B5C200008	LG11107C200028 TPX X	XEXHXOXOXY (XEXJXNX) CX. LXDX I XXXAXQXAX XOXD CXAXYXNX DIXT	NOX1X TXIXT	ICXCX XEXJXNX XUXIXIXAX XRXNO XXCXAXGXAX XT	CH BEXIXNX XUXIXIXAX XRXNCH 26 KEXT XIXHXNX XIST	2022-05- 01		USD 7,777.00	USD 7,777.00	Advice/SWFIT



7. Advising of Guarantee/SBLC

Guarantee/SBLC Advising

2. Download processing advice/SWIFT message.

Trade Service		Company	/ Name:	唐繩椿	轅古蹺乓忘嘴易(Hong K	ong S.A.R)	
Imp LC and Docs		Bank	ref.:		AG302B5C200009		
Exp LC							
Imp Collection		Date		Name		Туре	Action
Exp Collection		2022-05-01		NOTIFICATION OF GUARANTEE.pdf		LET	<u>Download</u>
Trade Finance							
Issuance of Guarantee/SBLC	•			Back			
Advising of Guarantee/SBLC							
Guarantee/SBLC Advising							



8. Download Forms

Download the related Trade Finance forms.

Home	Accounts	Transfers	ICBC Express	Currency Exchange	Bill Payment	ICBC e-Bill Payment	Time Deposit
Trade Service	Investment	Credit Card	Autopay/Payroll	Payroll of Authority Separation	Cheque	Loans	Cash Pooling
Money Collection	Statement Request	e-Statement	Inquiry/Authorization	Smart Account	Business A/C Plus	ICBC Messaging	Messages
Settings	Administration	Centralized payment of global cash management					
Trade Service	> > Do	cumentation and trade finance > Downloa	id Forms				
Imp LC and Docs							
S Exp LC	Download I	Forms				>> Help	
Imp Collection				Trade and Receivables Finance Forms			
Exp Collection							
Trade Finance							
Issuance of Guarantee/SBLC	4						
Advising of Guarantee/SBLC							
Download Forms							
Outstanding Rpt							



9. Outstanding Report

For enquiry on the list of outstanding transactions as of previous day.

Trade Service	> > Trade Finance > Statem	nent Enquiry			
Imp LC and Docs	Statement Enquiry				
Exp LC				All	
Imp Collection	Please click "Download" to ope	n and save e-Statement PDF reco	rd		
Exp Collection	Statement no	Statement type	Statement da	te	Status
Trade Finance					
Issuance of Guarantee/SBLC		temporarily data not a	available		
Advising of			【Top】 【	Previous】【N	lext】【Back
Guarantee/SBLC	Transaction Tips				
Guarantee/SBLC Advising	1.The details she 2.You need to h recommended t 3.Do not brows	own are as of previous business da ave Adobe Acrobat Reader(version o upgrade the Adobe Acrobat Rea e or download e-Statement throug	ay. n 7.0 or above) to viev ader to the latest versi ah public or from shar	v the file. You a on to view you ed computers	are ur e-Statemer (such as thos
Download Forms	in cyber cafes o 4.lf you cannot Tradition	r public libraries). t view Chinese fonts in the PDF file	e,please download and	install the free	e Chinese
Outstanding Rot	I raditional Font	Pack files from Adobe website.			



Financing Application, Guarantee/SBLC Application or its Amendment Instruction

Approver is now able to return the Financing Application, Guarantee/SBLC Application or its Amendment instruction to the submitter for modification or cancellation. Please refer to the example quoted below: Export Invoice Financing Application (Instruction Management)

Trade Service ▶ Trade Fir	nance Instruction Management							🕐 Help
Instruction Manage	ement	Mat			Mat 1			10 LA
	Con	npany Name:			Strain States		1. M. 30 1. M. 30	с»
	Fin	ancing Type:	Export invo	pice financing (Non-Notify	0		6	
	Inst	ruction Type:	Financing	application	•			
- Ma		Status:	🖌 Submis	sion successful 🛛 🔽 Si	ubmission failed 🛛 🖌 Awaiting authoriza	tion 🗹 Pending 🛛	🖌 To be submitted 🛛	Cancel or return
032030 0320130 0320130		Period:	2023-03-01	20	23-04-01 📺 🔻	40201-139 139 139 139 139		Ś
Transaction No. Transa	action Ref. ID of Submit Perso	n Instruc	ion Type	Submit On	Financing Type	Status	Reply from the Bank	Action
AGG19310	.TTYHF.c.0110	Financing	application	2023-04-01 14:15:24	Export invoice financing (Non-Notify)	Wait for authorization	Chilles	Authorization

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Financing Application, Guarantee/SBLC Application or its Amendment Instruction

Approver select "Return" for operation type, fill in the "Return reason" (if any), and then use the Password Token to confirm and complete the authorization. Remarks: Approver can choose "Rejection" for operation type to cancel the application directly.

Example: Export Invoice Financing Application (Authorization page)





Financing Application, Guarantee/SBLC Application or its Amendment Instruction

Approver complete the authorization, the instruction is returned and the status is updated to "Return by authorizer".

Example: Export Invoice Financing Application (Authorization successful)





Financing Application, Guarantee/SBLC Application or its Amendment Instruction

Only the submitter of that application can modify or cancel the returned application.

Other submitter or approver do not have the action key to modify or cancel.

In case the submitter select to modify the application, all attachment must be uploaded again. After the application is submitted successfully, new transaction no. will be created. Alternatively, the submitter can select to cancel the returned application.

Example: Export Invoice Financing Application (Instruction Management)

Submitter (The application is returned)

Transaction No.	Transaction Ref.	ID of Submit Person Instruction Type	Submit On	Financing Type	Status	Reply from the Bank Action
AGG19310		TTYHF.c.0110 Financing application	2023-04-01 14:15:24	Export invoice financing (Non-Notify)	Return by authorizer	Cancel Edit Order

Approver (The application is submitted again after modification)

Transaction No.	Transaction Ref.	ID of Submit Person Instruction Type	Submit On	Financing Type	Status	Reply from the Bank Action
AGG19311		TTYHF.c.0110 Financing application	2023-04-01 14:24:16	Export invoice financing (Non-Notify)	Wait for authorization	Authorization



10. Other Function (Financing Application: <u>Return by Bank</u>)

Financing Application Instruction

If the user wants to amend or cancel the Financing Application submitted to Bank, they can inform the Bank to return the Financing Application. Only the submitter of that application can modify or cancel the returned application. Other submitter or approver do not have the action key to modify or cancel.

1) Modify

In case the submitter select to modify the application, all attachment must be uploaded again. After the application is submitted successfully, new transaction no. will be created.

Example: Export Invoice Financing Application

Submitter - Instruction Management (Application returned by bank - Status: Return by bank; After re-submission - Status: Wait for authorization)

Transaction No.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action
AGG24803		.c.0110	Financing application	2023-12-30 18:01:17	Export invoice financing (Non-Notify)	Wait for authorization		
AGG24801		.c.0110	Financing application	2023-12-30 17:37:57	Export invoice financing (Non-Notify)	Return by bank	Cancel	Cancel Modify

Approver (The application is submitted again after modification)

Transaction No.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action	
AGG24803		.c.0110	Financing application	2023-12-30 18:01:17	Export invoice financing (Non-Notify)	Wait for authorization		Authorization	50



10. Other Function(Financing Application: <u>Return by Bank</u>)

Financing Application Instruction

2) Cancel

The submitter can select to cancel the Financing Application returned by Bank.

Example: Export Invoice Financing Application

Submitter (Instruction Management - Status: Cancelled)

Transaction No.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action	O.
AGG24796		.c.0110	Financing application	2023-12-20 19:08:39	Export invoice financing (Non-Notif	fy) Cancelled	Cancel	CMS	
	all a	Inst	truction number:	AGG24796	all's	C .			
	32	Jun In	struction Status:	Cancelled	3 Der				
			Submitter:	[:] .c.0110					
t			Submit On:	2023-12-20 19:08	:39			1 the	
0		Authorizer and au	thorization time:	.c.0110(2	2023-12-20 19:09:32)		S. S.	02.19	
			Company Name:	辛阀統梁婚平频识			CHINE .	2/1.	
		Т	ransaction Type:	Export invoice fin	ancing (Non-Notify)		all's		5



10. Other Function(Financing Application: <u>Return by Bank</u>)

Financing Application Instruction

For return of the Financing Application by bank, the approver of that application will receive the SMS message, email notice, and the approver can check the notification from the inbox of Commercial Internet

Banking website. 1) SMS message

[ICBC(ASIA)][Notice] Export Invoice Financing (Non-Notify) Application Transaction No.: AGG24796 Above transaction is returned by bank. Enquiry: <u>2533 8881</u>.[ICBC(ASIA)]

2) Email notice

 [ICBC(ASIA)] Export Invoice Financing (Non-Notify) Application is returned by bank

 Dear Customer,

 Export Invoice Financing (Non-Notify) Application is returned by bank

 Transaction No.: A AGG24796

 Please contact our Trade Service Hotline on 852-25338681 or send email to tradefinance@idbeasia.com if you have any questions.

 Industrial and Commercial Bank of China (Asia)

 Security Reminder:

 1. Please do not reply this email.If the email includes your account details, the information is for reference only and subject to change without notice.

 2. ICBC(Asia) will never contact our customers by email to validate customers personal information such as user ID, account number or password information. If you receiv ed such request, please contact our customer service representatives at (0852)218 95588.

 3. If you are not the intended addressee, you may not copy, forward, disclose or use any part of this message. If you have received this message in error, please del et it and all copies from your system and notify the Bank immediately.

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10. Other Function(Financing Application: <u>Return by Bank</u>)

Financing Application Instruction

3) Inbox

		1.0	11. V.O.	Sor		A. C. C. C.	. s	Dr.	>>+
	Choose All	Type of mail		Su	ubject of mail	2933		Date	Status of mail
		Advice	1st	【工銀亞洲】出口發	票 (不通知) 融資申請	清被銀行退回		2023-11-01 00:08:31	Read
		Advice	0.2	【工銀亞洲】出口發	票 (不通知) 融資申請	清被銀行退回		2023-11-01 19:15:02	Read
		Advice	11:3	【工銀亞洲】進	進口發票融資申請被錄	行退回		2023-12-01 16:30:04	Read
	1/10	Advice		【工銀亞洲】進	進口發票融資申請被銀	行退回		2023-12-20 14:45:02	Read
	8. P.	Advice		【工银亚洲】进	进口发票融资申请被银	行退回		2023-12-20 18:45:03	Read
de.	5 -	Advice		【工銀亞洲】 出口翻	資票 (通知) 融資申請	被銀行退回		2023-12-20 19:00:04	Read
1. Apr	✓	Advice	[ICBC(AS	IA)] Export Invoice Financi	ing (Non-Notify) A	pplication is retu	ned by bank	2023-12-20 19:15:02	Not Read
				in School and	Delete F	mort		Service Service	
nbox	\$. 		MUS I		Delete E	xport	N.S.	athia 11.50	N. 10
nbox	8. 	Туғ	pe of mail: Adv	ice	Delete E	Export	N.S.	attile 17:50	M. 10 M
nbox		Typ Subj	pe of mail: Adv ject of mail: [IC	ice BC(ASIA)] Export Invoice	Delete E Financing (Non-N	ixport Jotify) Application	n is returned by ba	Ink	31.10°
nbox	0.50	Typ Subj	pe of mail: Adv ject of mail: [IC lail content: Ez Aj Tr	rice (BC(ASIA)] Export Invoice ear Customer, sport Invoice Financing pplication is returned by ransaction No.: AGG24	Delete E Financing (Non-N g (Non-Notify) y bank. 796	ixport lotify) Application	a is returned by ba	unk	SCIMANT



3. FAQ

ICBC (亚洲) 中国工商银行 (亚洲)

Q1: How do I apply for the Trade Service in Commercial Internet Banking? A: Customers can go to ICBC (Asia) website select [eTools] > [Download Forms] > [Business Banking Services Forms] > [Commercial Internet Banking Service Forms] > [Commercial Internet Banking Service Application Form] / [Commercial Internet Banking Service Amendment Form], fill in and return to any ICBC (Asia) branch.

Q2: Is it feasible to open several user accounts with different access rights of Trade Service in one company, e.g. one with Enquiry access right without Input and Approval Access right while other user accounts with Enquiry/Input/Approval/Input and Approval Access right?A: Yes. It is feasible to open several user accounts with different access rights of Trade Service in one company. Once the company granted the access to Trade Service, all users will have the Enquiry function. Individual users can be granted with Enquiry/Input/Approval/Input and Approval/Input and Approval Access right as appropriate.

Q3: How to recall the temporary saved LC Application/Amendment for future completion? A: To recall the temporary saved applications, go to [Imp LC and Docs] > [Application Enquiry], under [Action] column, click [Continue] to complete the application.



Thank you