

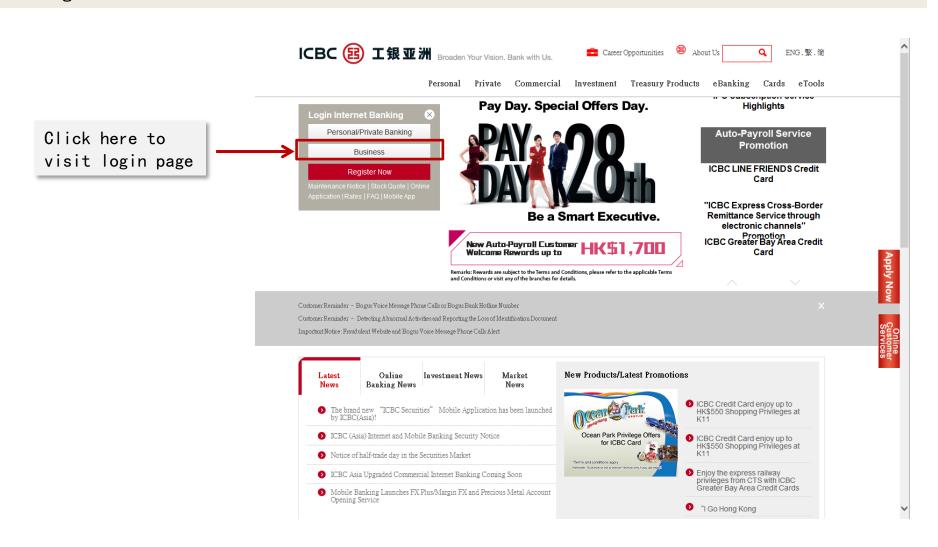
Commercial Internet Banking User Guide

ICBC Asia-Internet Finance Department (04/2019)

Login

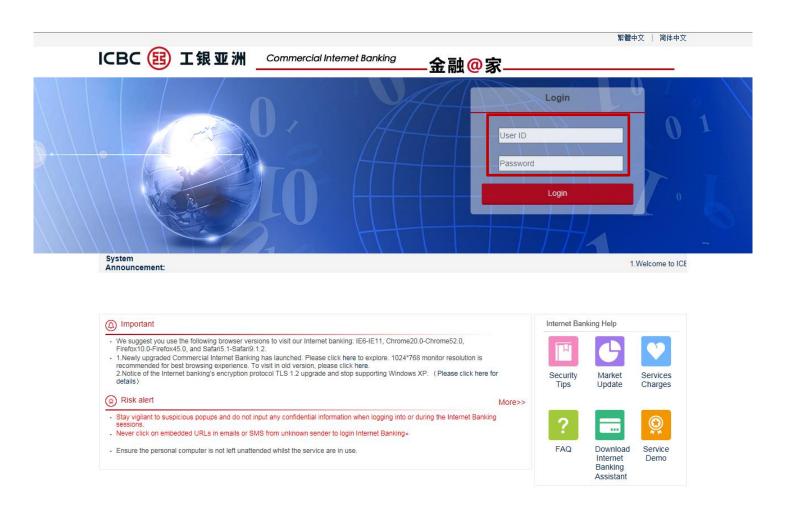
1. Login

Step 1: Visit ICBC Asia official website (www.icbcasia.com), click 'Login Internet Banking - Business'



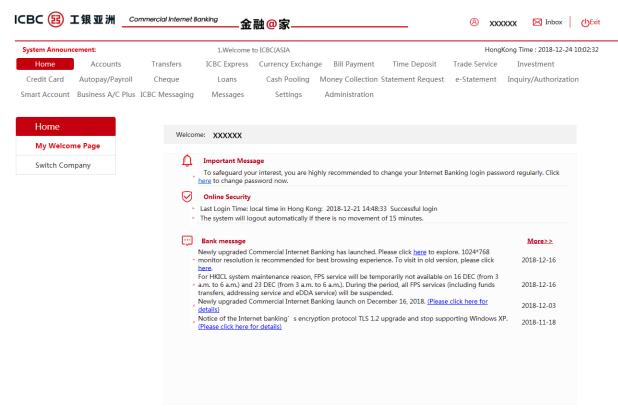
1. Login

Step 2: Input user name and password then click 'Login'



1. Login

Step 3: Login successfully



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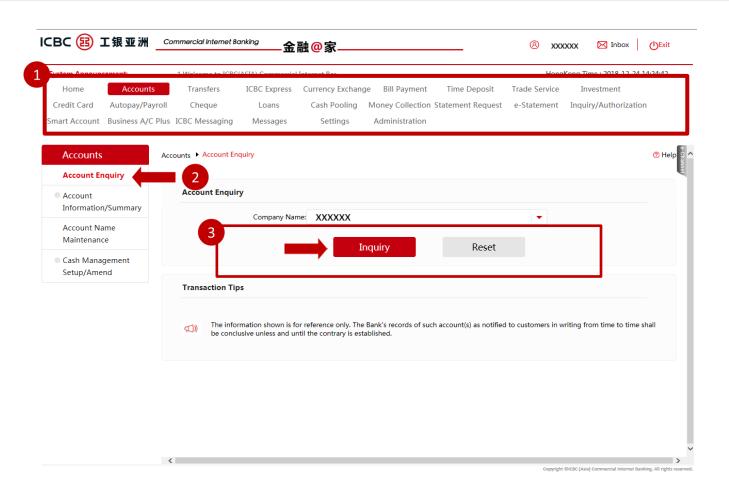
2

Accounts

Step 1: Choose 'Accounts'

Step 2: Choose 'Account Enquiry'

Step 3: Choose account and then click 'Inquiry'



Setup/Amend

Step 4: Choose account and then click 'Detail'

HKD Statement Savings

ICBC 図 工银亚洲 Commercial Internet Banking 金融@家 M Inbox (I)Exit XXXXXX System Announcement: popups and please refer to the latest risk reminder for details. HongKong Time: 2019-04-24 15:26:24 Home Accounts Transfers ICBC Express Currency Exchange Bill Payment Time Deposit Trade Service Investment Credit Card Autopay/Payroll Cheque Cash Pooling Money Collection Statement Request Inquiry/Authorization Loans e-Statement Smart Account Business A/C Plus ICBC Messaging Administration Messages Settings Accounts Accounts ▶ Account Enquiry ? Help **Account Enquiry Account Enquiry** Account Information/Summary Company Name: XXXXXX Account Name Ledger Balance (Equivalent HKD) Available Balance Account type Account number Currency Ledge Balance Action Maintenance Detail Transfer XXXXXX HKD 104.67 104.67 104.67 Cash Management **HKD Current**

Print

HKD

xxxxx

Back

49.22

49.22

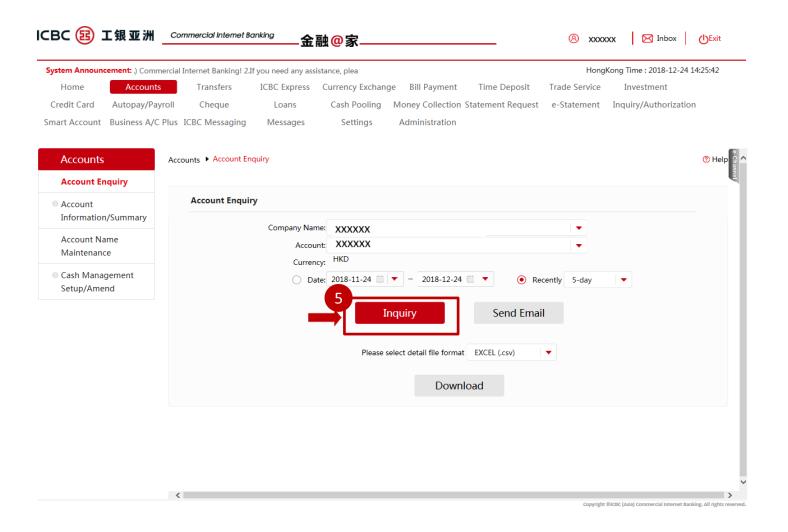
and

Remittance Detail Transfer

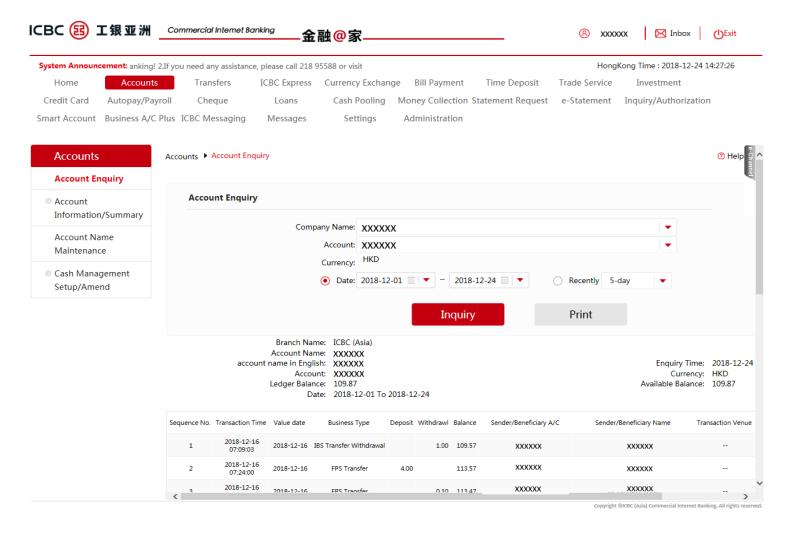
and Remittance

Latest total balance: 153.89

Step 5: Click 'Inquiry' to view account details (1)



Step 5: Click 'Inquiry' to view account details (2)

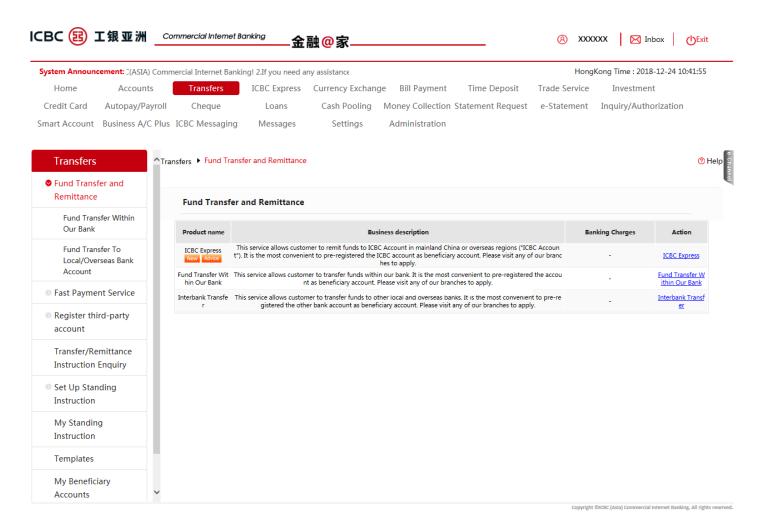


8

Transfers

3. Transfers

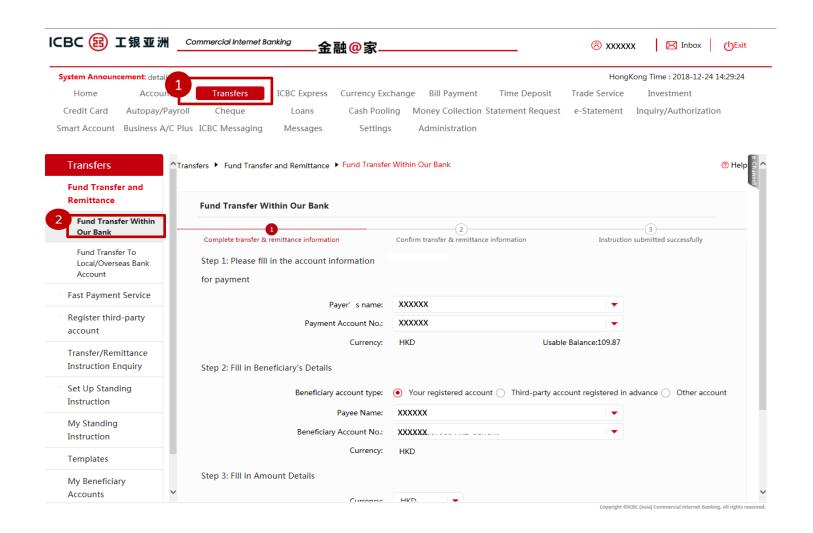
Click 'Transfer' to visit the page.



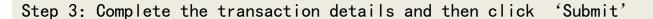
3.1 Transfers — Fund Transfer within Our Bank (1)

Step 1: Choose 'Transfers'

Step 2: Choose 'Fund Transfer within Our Bank'



3.1 Transfers — Fund Transfer within Our Bank (2)



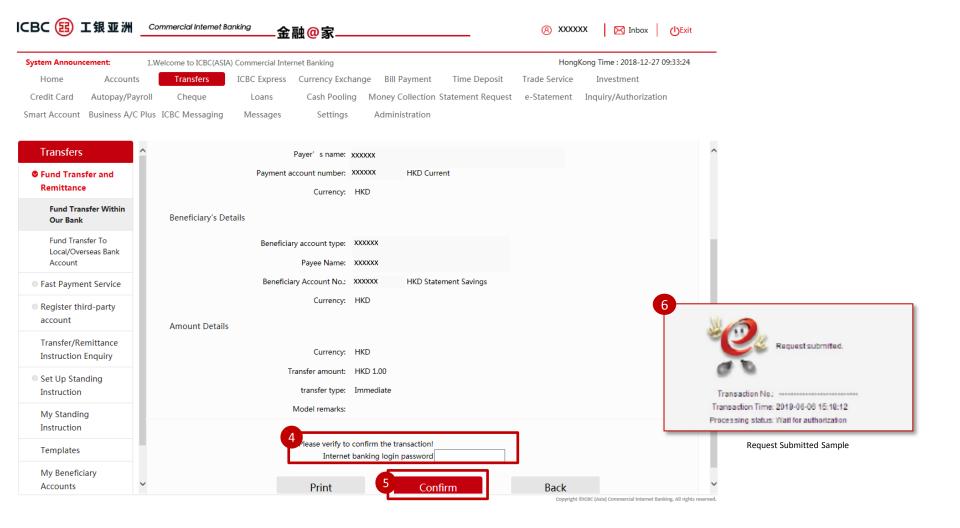
system Announ	ncement:	1.	Welcome to ICBC(ASIA) Comm		HongKong Time: 2018-12-24 14:29:35		
Home	Accounts	Transfers	ICBC Express Currency	Exchange Bill Payment	Time Deposit	Trade Service	Investment
Credit Card	Autopay/Payroll	Cheque	Loans Cash Po	ooling Money Collection Sta	atement Request	e-Statement	Inquiry/Authorization
mart Account	Business A/C Plus	ICBC Messaging	Messages Setti	ngs Administration			
Transfers	^	for payment					
Fund Transfer and Remittance			Payer's nam	e: XXXXXX		•	
Fund Trans	sfer Within		Payment Account No	.: XXXXXX		-	
Our Bank			Currenc	Usable	Balance:109.87		
Fund Trans Local/Overs Account		Step 2: Fill in Bend	eficiary's Details Beneficiary account typ	e: Your registered account (○ Third-party acco	ount registered in	advance Other account
Fast Paymen							
rastrayiller	nt Service		Payee Nam	e: XXXXXX			
Register thir			Payee Nam Beneficiary Account No				
*			•	:: XXXXXX			
Register thir	rd-party mittance	Step 3: Fill in Amo	Beneficiary Account No Currence	:: XXXXXX			
Register thir account Transfer/Rer Instruction E	rd-party mittance Enquiry	Step 3: Fill in Amo	Beneficiary Account No Currence	XXXXXX Y: HKD			
Register thir account Transfer/Rer Instruction E	rd-party mittance Enquiry	Step 3: Fill in Amo	Beneficiary Account No Currenc Dunt Details	XXXXXX ✓: HKD			
Register thir account Transfer/Rer Instruction E	mittance Enquiry	Step 3: Fill in Amo	Beneficiary Account No Currenc Dunt Details Currenc Transfer amoun transfer typ	XXXXXX HKD HKD tt: e: • Immediate Reservat	tion for once		
Register thir account Transfer/Rer Instruction E Set Up Stand Instruction My Standing	mittance Enquiry		Beneficiary Account No Currence Dunt Details Currence Transfer amount transfer typ Model remark	XXXXXX HKD HKD		•	
Register thir account Transfer/Rer Instruction E Set Up Stand Instruction My Standing Instruction	mittance Enquiry ding		Beneficiary Account No Currence Dunt Details Currence Transfer amount transfer typ Model remark Submit	XXXXXX HKD HKD tt: e: • Immediate Reservat	nd Submit	Fill In Aga	

3.1 Transfers — Fund Transfer within Our Bank (3)

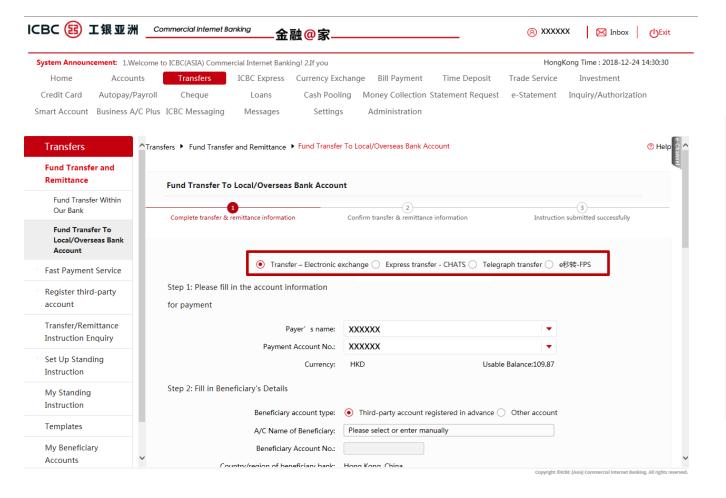
Step 4: Input login password to confirm the transaction

Step 5: Click 'Confirm'

Step 6: The fund transfer instruction has been successfully executed.



3.2 Transfers — Fund Transfer To Local/Overseas Bank Account (1)

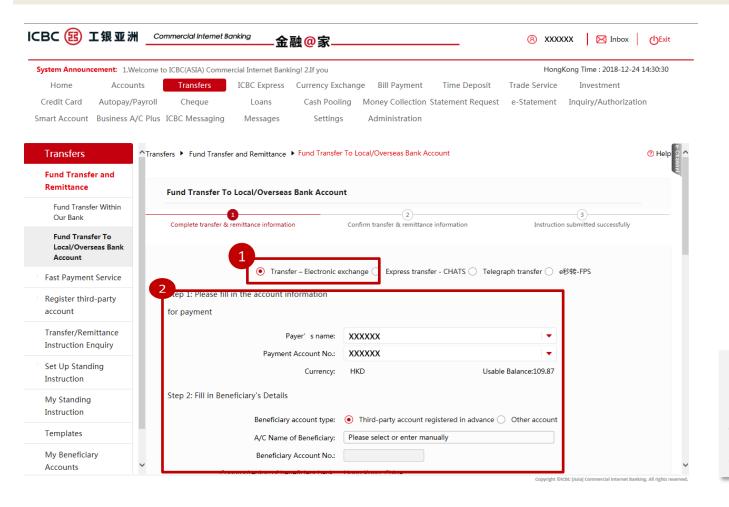


4 types of transaction are available on Fund
Transfer to Local/
Overseas Bank Account
Page:

- a. Transfer-ElectronicExchange
- b. Express Transfer-CHATS
- c. Telegraph Transfer
- d. FPS

3.2 Transfers — Fund Transfer To Local/Overseas Bank Account (2)

The procedures of electronic exchange, CHATS, telegraph transfer are quite similar, here we use electronic exchange transaction as an example.



Step 1: Choose Transfer-Fund Transfer To Local/Overseas Bank Account Step 2: Complete the transaction details

3.2 Transfers — Fund Transfer To Local/Overseas Bank Account (3)



Step 3: Click 'Submit'

CBC 🔢 :	工银亚洲 _ 😋	M金融@家									
System Annound	cement: our branches	. 3.Stay vigilant to sus	spicious popups ar	nd please refe				Hong	Kong Time : 2018-12-24 1	4:30:52	
Home	Accounts	Transfers	ICBC Express	Currency Ex	change	Bill Payment	Time Deposit	Trade Service	Investment		
Credit Card	Autopay/Payroll	Cheque	Loans	Cash Pool	ing N	oney Collection	Statement Request	e-Statement	Inquiry/Authorization		
Smart Account	Business A/C Plus	ICBC Messaging	Messages	Setting	S	Administration					
Transfers	^			Currency:	HKD		Usable	e Balance:109.87		-	
Fund Transfe	er and	Step 2: Fill in Ben	eficiary's Details								
Remittance			Beneficiary	account type:	Th	ird-party account	registered in advance	Other account			
Fund Transf Our Bank	fer Within		A/C Name	of Beneficiary:	XXXX	XX	_				
Fund Trans	efor To		Benefician	y Account No.:							
Local/Overs		Country/region of beneficiary bank:			Hong Kong, China						
Account Fast Paymen	t Service		Be	neficiary bank:							
		Step 3: Fill in Amo	ount Details								
Register third account	d-party				Luce						
Transfer/Ren	nittanco		_	Currency:	HKD						
Instruction E			Ira	ansfer amount:							
Set Up Stand	ding			remarks:							
Instruction	anig			transfer type:	• Im	mediate	Reservation for once				
My Standing			N	Model remarks:							
Instruction		3	Coolean	-ia		Sauce Tananalas	a and Colombia	F:11 7	A t		
Templates		L	Subn	nit	3	save remplati	e and Submit	Fill In	Again		
My Beneficia	iry			Please click h	<u>ere</u> for c	hecking available	transaction limit to third	-party account			
Accounts	~			To establish r	eserved	periodic transfer/r	emittance instruction, p	lease click <u>Here</u>		`	

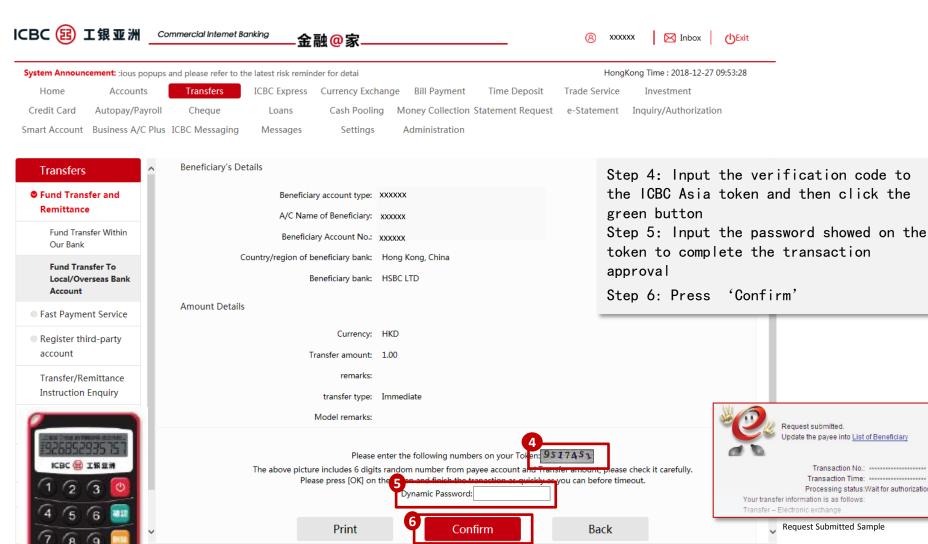
3.2 Transfers — Fund Transfer To Local/Overseas Bank Account (4)



Transaction No.: ***************

Processing status: Wait for authorization

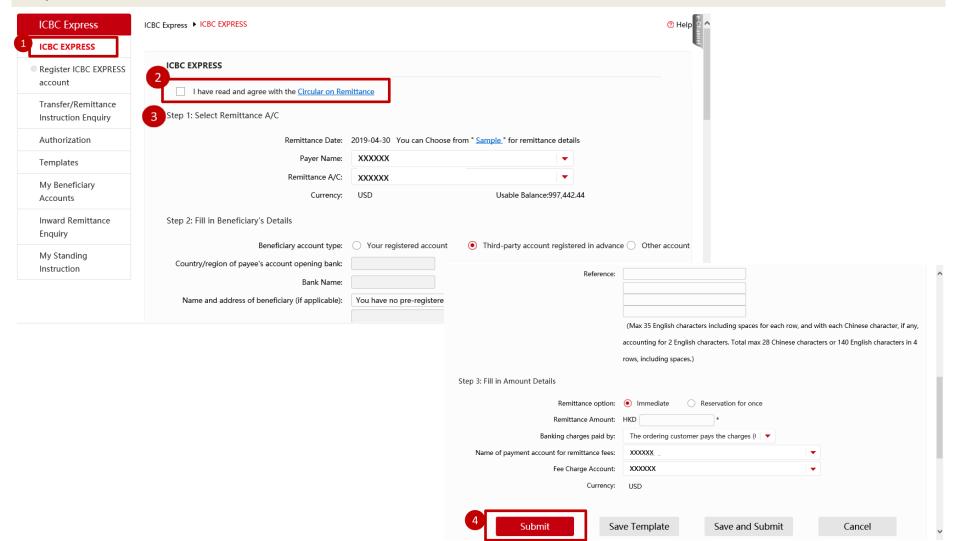
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ICBC Asia Token

3.3 Transfers——ICBC Express (1)

- Step 1: Choose ICBC Express
- Step 2: Click 'I have read and agree with the Circular on Remittance' (Required)
- Step 3: Complete the transaction details
- Step 4: Click 'Submit'

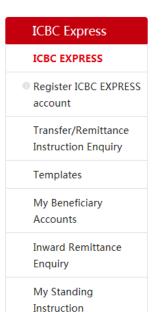


3.3 Transfers——ICBC Express (2)

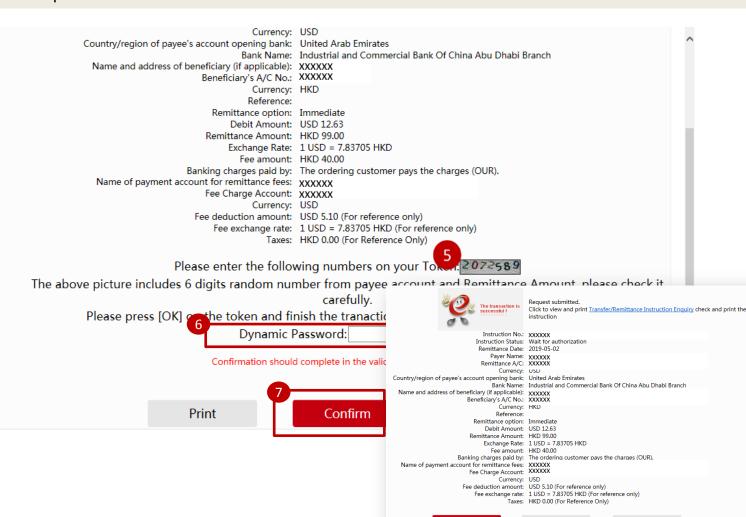
Step 5: Input the verification code to the ICBC Asia token and then click the green button

Step 6: Input the password showed on the token to complete the transaction approval

Step 7: Transaction completed







Print

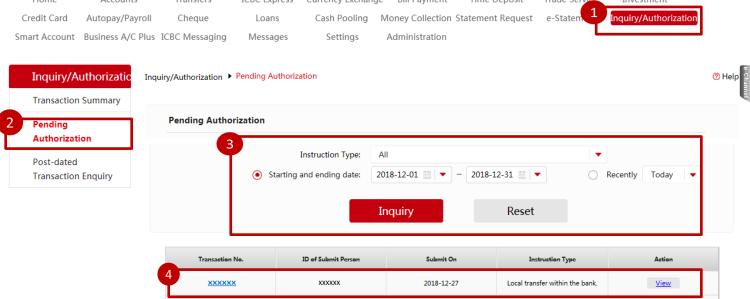
Back

4

Transaction Authorization

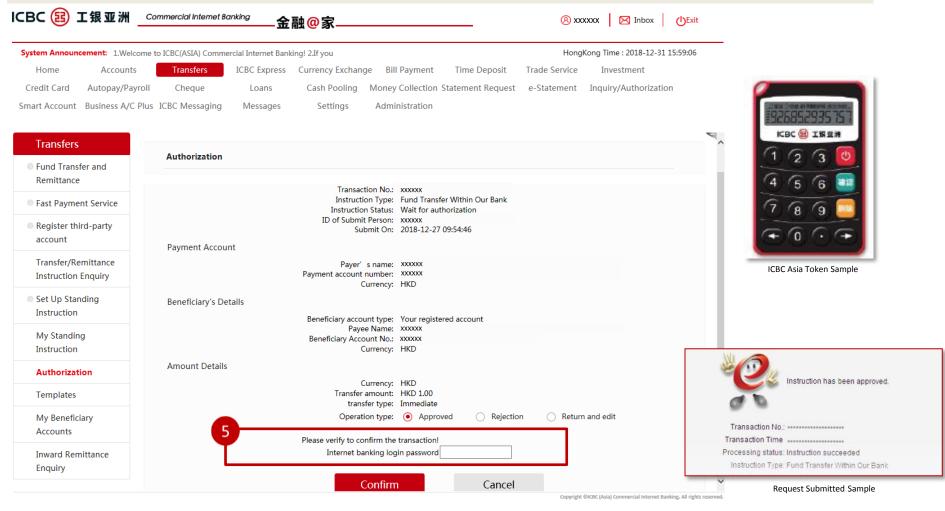
4. Transaction Authorization (1)

Step 1: Select 'Inquiry/ Authorization' Step 2: Select 'Pending Authorization' Step 3: Choose 'Instruction Type', 'Transaction Date' and 'Instruction Status' Step 4: Click the transaction number or click 'View' to see the details of single transaction and to approve ICBC 国 工银亚洲 Commercial Internet Banking 金融@家 System Announcement: 1.Welcome to ICBC(ASIA) Co HongKong Time: 2018-12-31 16:23:10 Home Accounts Transfers ICBC Express Currency Exchange Bill Payment Time Deposit Trade Service Investment



4. Transaction Authorization (2)

Step 5: Input the Internet Banking login password to approve the transaction. (for Electronic Exchange, CHATs, Telegraph Transfer, ICBC Express authorization, please input verification code to the ICBC Asia token and then click the green button and then input the password showed on the token to complete the transaction approval)



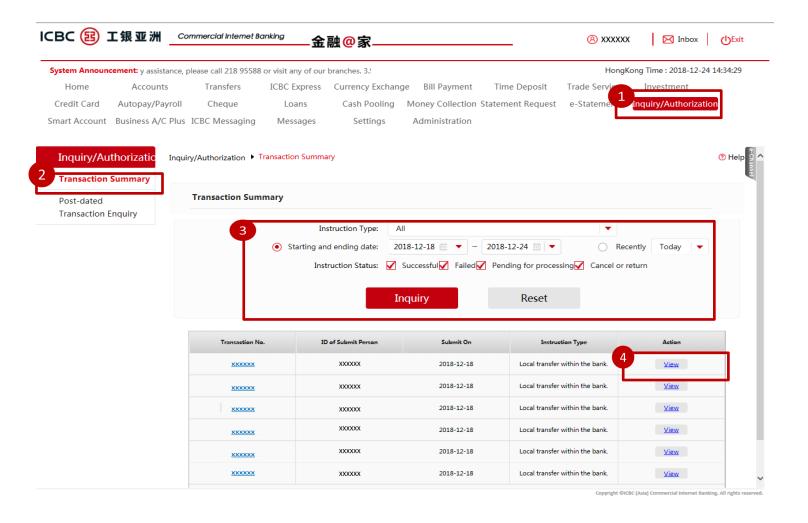
Transaction Inquiry

5. Transaction Inquiry (1)

Step 1: Choose 'Inquiry/ Authorization'
Step 2: Choose 'Transaction Summary'

Step 3: Choose 'Instruction Type', 'Transaction Date' and 'Instruction Status'

Step 4: Click 'View' to see the details of single transaction



5. Transaction Inquiry (2)

Sample: Transaction Details

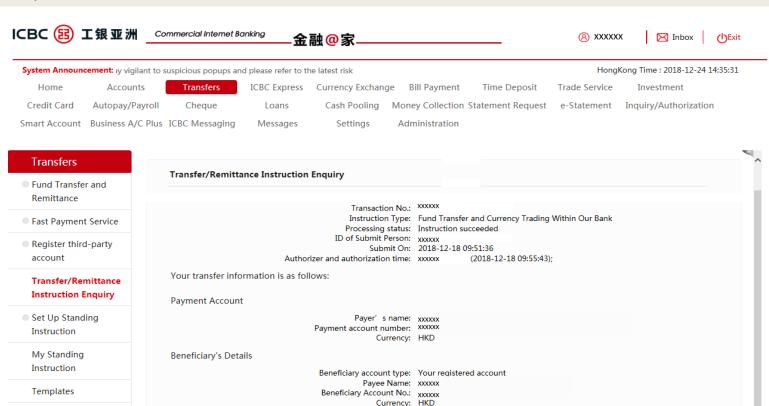
My Beneficiary

Inward Remittance

Accounts

Enquiry

Amount Details



Currency: HKD
Transfer amount: HKD 0.40

Print

transfer type: Immediate

Back



Thank you!