

**Guideline on
Commercial Internet Banking
and
Commercial Mobile Banking
Trade Service**

- 1. Introduction of Trade Service**
- 2. Introduction of Functions**
- 3. FAQ**

1. Introduction of Trade Service

The following 9 scopes are covered in the Trade Service

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

Scopes	Functions		
	Submission of application / instructions	Enquiry of Transaction Status	Download Processing Advice / LC copy
Import LC application/Amendment*	√	√	√
Import LC Documents (with Loan application)	√	√	√
Export LC		√	√
Export LC Documents		√	√
Import Collection (with Loan application)	√	√	√
Export Collection		√	√
Export Invoice Financing* #	√	√	√
Import Invoice Financing* #	√	√	√
Guarantee/SBLC application/Amendment*	√	√	√
Guarantee/SBLC advising		√	√
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 commercial mobile banking inquiry and authorization function.			

2. Introduction of Functions

1. Imp LC and Docs

LC Application

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

Trade Service

- Imp LC and Docs
 - LC Application**
 - My LC Documents
 - My LC
 - LC Template
 - Application Enquiry
 - LC Phrases Maintenance
 - Instruction Enquiry
 - Authorization – LC
 - Authorization – LC Documents
 - Exp LC
 - Imp Collection

> > Documentation and trade finance > Imp LC and Docs > LC Application

LC Application

Company Name*	<input type="text"/>
Irrevocable DC to be despatched by*	<input checked="" type="radio"/> SWIFT <input type="radio"/> Courier <input type="radio"/> Collect at counter
Applicant's ref	<input type="text"/>
Advising bank	<input type="text"/>
Form of DC*	<input type="text"/> IRREVOCABLE
Expiry date*	<input type="text"/> 2022-06-01
Expiry place*	<input checked="" type="radio"/> Issuing bank's counter <input type="radio"/> In beneficiary's country <input type="radio"/> Others <input type="text"/>
Applicant's name	<input type="text"/> XUXIXN TXLXCXM (XNX'X) LXD
Applicant's address	<input type="text"/>

1. Imp LC and Docs

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

Attachment:

Browse...

Upload

Note: Maximum of 20 attachments, single attachment size cannot exceed 20M, total attachment size cannot exceed 200M

Attachment information

Attachment name	Uploading time	Action
ATTACHMENT 1 (1).docx	2022-05-31 09:23:17	<div>ViewDelete</div>

Model remarks

☐

We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of LC application. [\(Terms and Conditions\)](#)

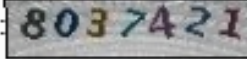
Temporarily saved

Submit

Save Template and Submit

Fill In Again

1. Imp LC and Docs

Please enter the following numbers on your Token: 

The above picture includes 6 digits random number and Amount, please check it carefully.
Please press [OK] on the token and finish the transaction as quickly as you can before timeout.

Dynamic Password:

LC Application

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

1. Imp LC and Docs



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)

1. Imp LC and Docs

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.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

Imp Collection

> > Documentation and trade finance > Imp LC and Docs > My LC Documents

My LC Documents

> > Help

Enquiry Options: ☒ By date ☐ By bank ref ☐ By bill ref

Company Name: 香港渣打銀行有限公司

☒ Start and end dates: 2022-05-02 - 2022-05-31 ☐ Recently: 30-day

Inquiry

Reset

Company Name: 香港渣打銀行有限公司(Hong Kong S.A.R)

Sight/Usance	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 Pay Advice

1. Imp LC and Docs

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

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

Imp Collection

> > Documentation and trade finance > Imp LC and Docs > My LC

My LC

>> Help

Enquiry Options: ☒ By date ☐ By bank ref ☐ By applicant's ref

Company Name:

香港渣打銀行有限公司

Currency:

All

Beneficiary:

Status:

All

☐ Start and end dates:

2022-05-02

 -

2022-05-31

☒ Recently:

30-day

Inquiry

Reset

Sight/Usance	Bank ref	Applicant's ref	Beneficiary	Issue date	Maturity Date	Status	LC Amount	O/S LC amount	Action
S	LC302NLC200071		ABC CO. LTD. HK	2022-05-31	2022-06-30	Not yet closed	HKD 1,000.00	HKD 500.00	Amendment application Amendment enquiry SWIFT/Advice Documents

1. Imp LC and Docs

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).

Amendment to be despatched by

☒ SWIFT
 ☐ Courier
 ☐ Collect at counter

Bank charges

☐ Please debit all charges to our account no.

This amendment charges are for the account of*

☒ Applicant
 ☐ Beneficiary

Attachment:

[Upload](#)

Note: Maximum of 20 attachments, single attachment size cannot exceed 20M, total attachment size cannot exceed 200M

Submit

Temporarily saved

Back

1. Imp LC and Docs

LC Template

Maintain LC Template and submit default template for LC applications.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

> > Documentation and trade finance > Imp LC and Docs > LC Template

LC Template

> > Help

Company Name: 瘡繩椿轅古躑兵忘嘴易

Beneficiary:

InquiryResetNewly increased

Model remarks	Applicant	Beneficiary	Operation
TEST TEST TEST	XUXIXN TXLXCXM (XNX'X) LXD	0420-TEST1	Modify Delete LC application Save as

1. Imp LC and Docs

Application Enquiry

Extract temporary saved applications for processing.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

Imp Collection

> > Documentation and trade finance > Imp LC and Docs > Application Enquiry

Application Enquiry

>> Help

Transaction Type: ☒ LC application ☐ Amendment application

Company Name: 瘡繩椿轅古鑄兵忘嘴易

Status: not yet submitted

Currency: All

Beneficiary:

☐ Start and end dates: 2022-05-02 - 2022-05-31 ☒ Recently: 30-day

Inquiry

Reset

Temporary number	Applicant's ref	Application date	Company Name	Currency	LC issuing amount	Processing status	Beneficiary	Action
ADV143828		2022-05-31	瘡繩椿轅古鑄兵忘嘴易(Hong Kong S.A.R)	HKD	2,800.00	not yet submitted	TESTING CO. LTD.	Continue Void

1. Imp LC and Docs

LC Phrases Maintenance

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

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

> > Documentation and trade finance > Imp LC and Docs > LC Phrases Maintenance

LC Phrases Maintenance

☒ Description of goods

☐ Documents required

☐ Additional conditions

Confirm

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

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

LC Enquiry

> > Documentation and trade finance > Exp LC > LC Enquiry

LC Enquiry

> > Help

Enquiry Options: ☒ By date ☐ By bank ref

Company Name:

疼繩椿轅古躋兵忘嘴易

Currency:

All

Applicant:

☐ Start and end dates:

2022-05-02

 -

2022-05-31

☒ Recently

30-day

Inquiry

Reset

Sight/Usance	Bank ref	LC NO.	Applicant	Issuing Bank	Advising date	Maturity Date	LC Amount	Balance	Action
S	AV302B5C200144	E-TEST HK	TESTING CO. LTD ADD 1 ADD 2	XK AXD SXAXGXAX XAXKXNX XOXP LXDX XEXD OXFXCX	2022-05-31	2022-08-31	USD 3,000.00	USD 2,800.00	Documents SWIFT/Advice LC amendment

2. Exp LC

LC Documents Enquiry

- 1. Enquiry on status of submitted documents.
- 2. Download processing advice.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

LC Enquiry

LC Documents Enquiry

> > Documentation and trade finance > Exp LC > LC Documents Enquiry

LC Documents Enquiry

> > Help

Enquiry Options: ☒ By date ☐ By bill ref

Company Name:

香港渣打銀行有限公司

☐ Start and end dates:

2022-05-02

 -

2022-05-31

☒ Recently

30-day

Inquiry

Reset

Sight/Usance	Bank ref	Bill ref	Customer ref	Applicant	Creation date	Accept due date	Settle date	Doc amount	Status	Action
S	E-TEST HK	BP302NLC20014401		TESTING CO. LTD ADD 1 ADD 2	2022-05-31			USD 200.00	Approved	Advice

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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

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

Imp Collection

Imp Collection Enquiry

> > Documentation and trade finance > Imp Collection > Imp Collection Enquiry

Imp Collection Enquiry

> > Help

Enquiry Options: ☒ By date ☐ By bank ref

Company Name:

香港渣打銀行有限公司

Payee:

☐ Start and end dates:

2022-05-02

 -

2022-05-31

☒ Recently

30-day

Inquiry

Reset

Delivery conditions	Bank ref	Payee	Creation date	Accept due date	Settle date	Doc amount	Balance	Action
D/P SIGHT	IC302B5C200017	XYZ LTD. HK	2022-05-31			HKD 2,000.00	HKD 2,000.00	Reject Pay Advice

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4. Exp Collection

Export Collection Enquiry

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

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Exp LC

Imp Collection

Exp Collection

Exp Collection Enquiry

> > Documentation and trade finance > Exp Collection > Exp Collection Enquiry

Exp Collection Enquiry

>> Help

Enquiry Options: ☒ By date ☐ By bank ref

Company Name: 鹿语哇姜兵忘嘴易

Payer:

☒ Start and end dates: 2022-01-01 - 2022-03-31 ☐ Recently 30-day

Inquiry

Reset

Delivery conditions	Bank ref	Customer ref	Payer	Creation date	Accept due date	Doc amount	Settle date	Action
D/A	OC302NNC200023	HN21/2022..	XRKN UX XTX	2022-01-06		USD 100,805.30		Advice
D/A	OC302NNC200055	HN21/2401...	XRKN UX XTX	2022-01-13	2022-03-07	USD 48,339.66		Advice

5. Trade Finance

- Financing Application
1. Submit application for Export Invoice Financing.

2. Submit application for Import Invoice Financing.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Exp Collection

Trade Finance

Financing Application

Instruction Management

Supplementary Business Information

Trade Finance Inquiry/Repay

Trade Service ▶ Trade Finance ▶ Financing Application

Financing Application

Product name	Product introduction	Action
Export Invoice Financing	Submit application for Export Invoice Financing	Apply
Import Invoice Financing	Submit application for Import Invoice Financing	Apply

5. Trade Finance

Financing Application

- 3. Complete the transaction details.
- 4. Fill in the *required field.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Exp Collection

Trade Finance

Financing Application

Instruction Management

Supplementary Business Information

Trade Finance Inquiry/Repay

Financing Application Template

Trade Service ▶ Trade Finance ▶ Financing Application

Financing Application

Company Name:

鹿语哇美兵忘嘴易

Financing Type*:

Import invoice financing

1.Basic Information

Currency of Loan*:

HKD

Drawdown Amount*:

Loan Period*:Days

Contract Number:

Currency of Invoice*:

HKD

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5. Trade Finance

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).

6. Press “Save” before submission to avoid missing information.

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

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

Browse...

Upload

Note: Maximum of 20 attachments, single attachment size cannot exceed 20M, total attachment size cannot exceed 200M

Attachment*:

Note: Please upload attachment

Contact Person and Tel no.*:

Template name:

☐ We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of Import Invoice Financing application. (Terms and Conditions)

Save

Submit

Save Template and Submit

5. Trade Finance

Instruction Management

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

Trade Service

Imp LC and Docs

Exp LC

LC Enquiry

LC Documents Enquiry

Imp Collection

Exp Collection

Trade Finance

Financing Application

Instruction Management

Supplementary Business Information

Trade Finance Inquiry/Repay

Instruction Management

Company Name:

鹿语睦姜兵忘嘴曷

Financing Type:

Import invoice financing

Instruction Type:

Financing application

Status:

☒ Submission successful

☒ Submission failed

☒ Awaiting authorization

☒ Pending

☒ To be submitted

Period:

2022-04-30

—

2022-05-31

Inquire

Transaction No.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action
AGG16788		HF.c.0110	Financing application	2022-05-31 20:22:19	Import invoice financing	Awaiting authorization		
AGG16786		HF.c.0110	Financing application	2022-05-31 20:18:02	Import invoice financing	To be submitted		<div>Submit</div>

5. Trade Finance

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

Imp LC and Docs

Exp LC

LC Enquiry

LC Documents Enquiry

Imp Collection

Exp Collection

Trade Finance

Financing Application

Instruction Management

Supplementary Business Information

Trade Service ▶ Trade Finance ▶ Supplementary Business Information

Supplementary Business Information

Company Name:

鹿语睦姜兵忘嘴易

Financing Type:

Export invoice financing (Non-Notify)

Instruction Submission:

2022-04-30

2022-05-31

Inquire

Reset

Instruction number	Financing Type	Customer	Customer Identification Number	Currency of Loan	Drawdown Amount	Currency of Invoice	Invoice Amount	Action
AGG16789	Export invoice financing (Non-Notify)	鹿语睦姜兵忘嘴易		HKD	4.00	HKD	4.00	Supplement
AGG16787	Export invoice financing (Non-Notify)	鹿语睦姜兵忘嘴易		HKD	2.00	HKD	2.00	Supplement

5. Trade Finance

Trade Finance Inquiry/Repay

Access to loan content and download processing advice.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Imp Collection Enquiry

Instruction Enquiry

Authorization

Exp Collection

Trade Finance

Financing Application

Instruction Management

Supplementary Business Information

Trade Finance Inquiry/Repay

Financing Application Template

Trade Finance Inquiry/Repay

Company Name:

裕通糖糖古糖兵忘瑞易

Financing Ref:

Financing Type:

All

Financing status:

All

Loan Value Date:

2022-01-01

2022-03-31

Recent Loan Value Date

30 days

Loan Maturity Date:

2022-04-30

2022-05-31

Inquire

Financing Ref	Financing Type	Currency of Loan	Drawdown Amount	Outstanding Balance of Loan	Value Date	Maturity Date	Related Ref	Loan Period (in days)	Status	Action
FS302ITC200086	Import	USD	200,000.00	0.00	20220111	20220314	FS302ITC200086	62	Repaid	View advice Repay
FS302ITC200163	Import	USD	400,000.00	400,000.00	20220118	20220321	FS302ITC200163	62	Loan granted	View advice Repay
FS302ITC200195	Import	USD	300,000.00	300,000.00	20220119	20220321	FS302ITC200195	61	Loan granted	View advice Repay

1-3 of 3

<<

1

>>

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5. Trade Finance

Trade Service ▶ Trade Finance ▶ Trade Finance Inquiry/Repay

Trade Finance Inquiry/Repay

Financing Ref: FS302ITC200163

Financing Type: Import

Related Ref: FS302ITC200163

LC no:

Value Date: 2022-01-18

Maturity Date: 2022-03-21

Loan Period (in days): 62

Last repayment date:

Financing Currency and Amount: USD 400,000.00

Outstanding Balance of Loan: USD 400,000.00

Estimated Interest Amount: USD 3,899.37

Loan Repayment Instruction:

Repayment Type: ☒ Full repayment ☐ Partial repayment

Currency of Loan: USD

Repayment of Loan Principal Amount: USD 400,000.00

Trade Finance Inquiry/Repay

- 1. Submit application for financing repayment
- 2. Full repayment or Partial repayment
- 3. Note:
The application for financing repayment submitted on non-banking business days or non-banking business hours (after 18:00) will be postponed to the next business day

5. Trade Finance

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

Imp LC and Docs

Exp LC

Imp Collection

Exp Collection

Trade Finance

Financing Application

Instruction Management

Supplementary Business Information

Trade Finance Inquiry/Repay

Financing Application Template

Trade Service ▶ Trade Finance ▶ Financing Application Template

Financing Application Template

Company Name:

渣打银行古晋分行

Template name:

Financing type:

All

Import invoice financing

Export invoice financing (Non-Notify)

Export Invoice Financing (Notify)

Counter Party Name:

Inquiry

Reset

Add

Template name	Financing type	Counter Party Name	Last update date/time	Action			
test 1116	Import invoice financing	test 1116	2021-12-30 09:50:13	Inquiry	Delete	Modify	Submit application

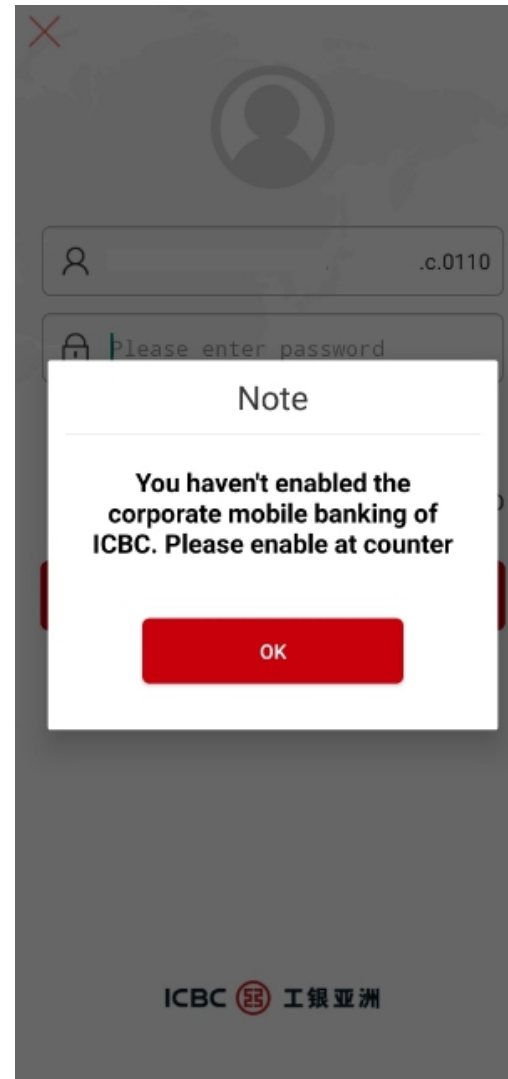
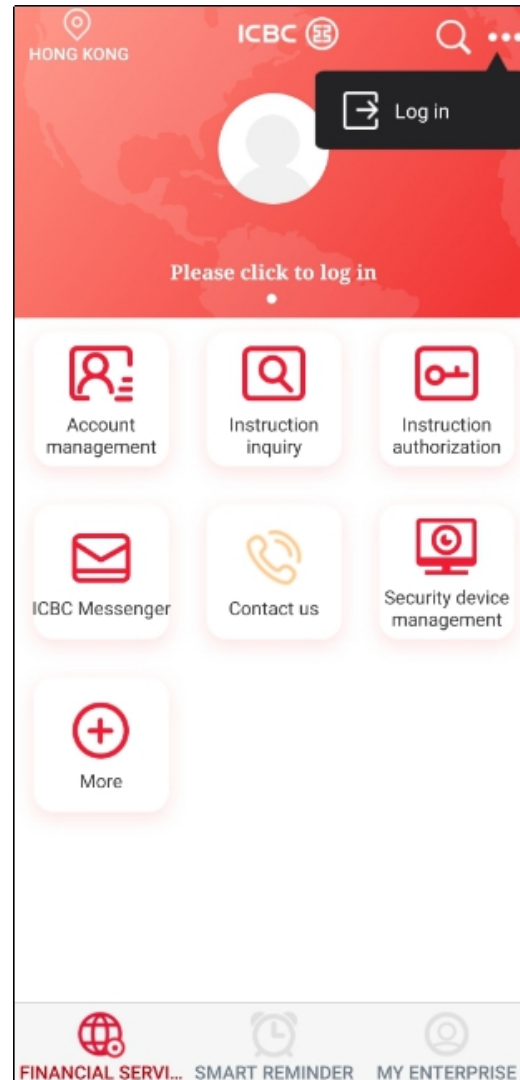
5. Trade Finance



Commercial Mobile Banking Functions

1. Newly provide the function of Instruction inquiry and Instruction authorization.
2. Apply to application and supplementary business information for Import Invoice Financing, Export Invoice Financing (Non-Notify) and Export Invoice Financing (Notify).
3. Download ICBC (Asia) Commercial Mobile Banking APP “ICBC Business” (Support IOS/Android platforms).

5. Trade Finance



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”.

5. Trade Finance

Instruction inquiry

BY TRANSACTIONS

BATCH

Type

All

Current day

Last week

Last month

Start/end date

2021-10-25

2021-11-01

Inquire

Import invoice financing application

AGG14297

HKD 510,000.00

Instruction succeeded

Export invoice financing (Non-Notify) application

AGG14298

USD 78,000.00

Authorization rejected

Export invoice financing (Notify) application

Instruction authorization list

BY TRANSACTIONS

BATCH

Start/end date

2021-10-01

2021-11-01

Select all

Export invoice financing (Notify) application

AGG14312

USD 500,013.00

Awaiting authorization

Import invoice financing Supplementary Business Information

AGG14297-1

HKD 510,000.00

Awaiting authorization

Export invoice financing (Notify) Supplement business materials

AGG14299-1

HKD 1,000,000.00

Commercial Mobile Banking Functions

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

5. Trade Finance

Authorization details

for Supplier(remittance

Telegraphic charges only)

transfer and

CHATS)

Message test msg 501234

Debit Charges 瘡繩椿轅古蹻兵忘嘴易

(Hong Kong S.A.R)

Note

Please read carefully and agree terms and conditions and detailed rules

OK

☐ We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of Import Invoice Financing application.

Terms and Conditions

Note: The content of images / attachments can be viewed only on Commercial Internet Banking.

Reject

Agree

Authorization details

for Supplier(remittance

Telegraphic charges only)

transfer and

CHATS)

Message test msg 501234

Debit Charges 瘡繩椿轅古蹻兵忘嘴易

from Account (Hong Kong S.A.R)

no. HKD

Other Instructions test oi 501234

Contact Person and contact test 501234

Tel no.

☒ We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of Import Invoice Financing application.

Terms and Conditions

Note: The content of images / attachments can be viewed only on Commercial Internet Banking.

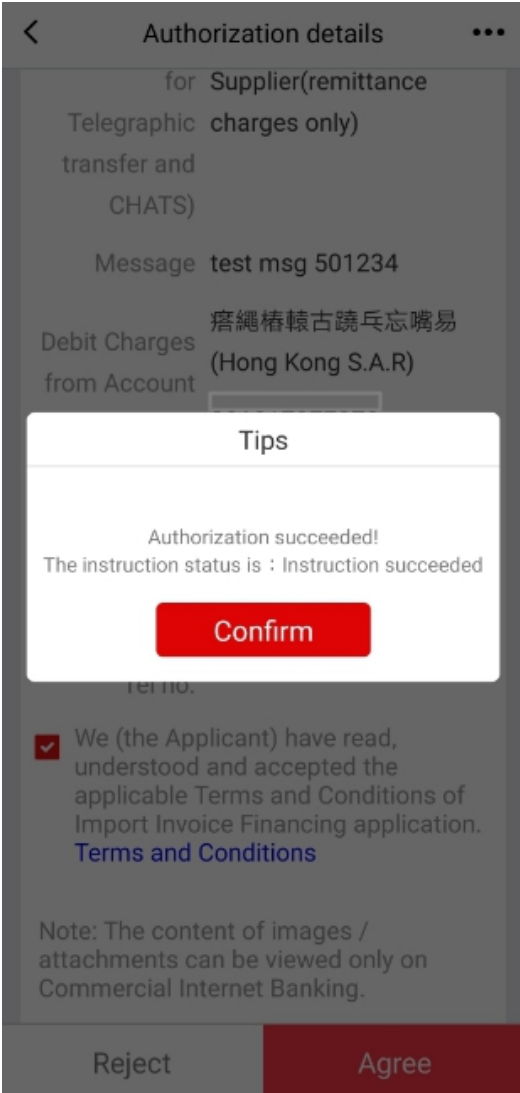
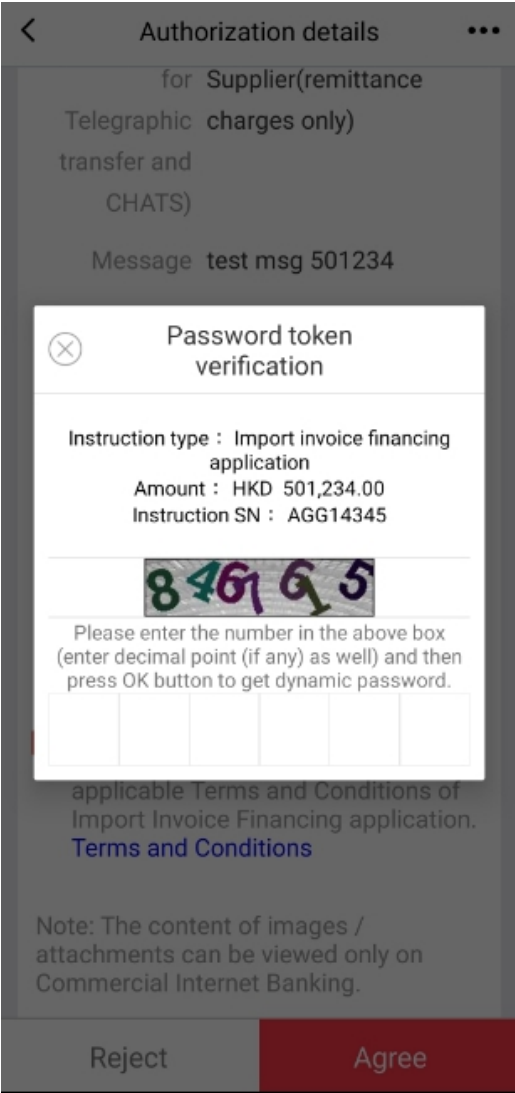
Reject

Agree

Commercial Mobile Banking Functions

6. The content of images or attachments can be viewed only on Commercial Internet Banking.
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”.

5. Trade Finance



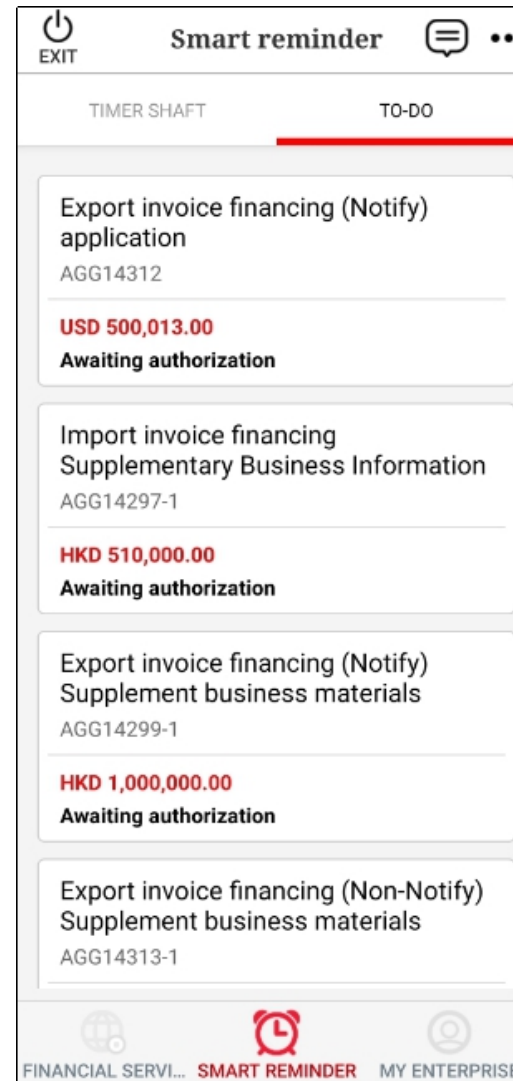
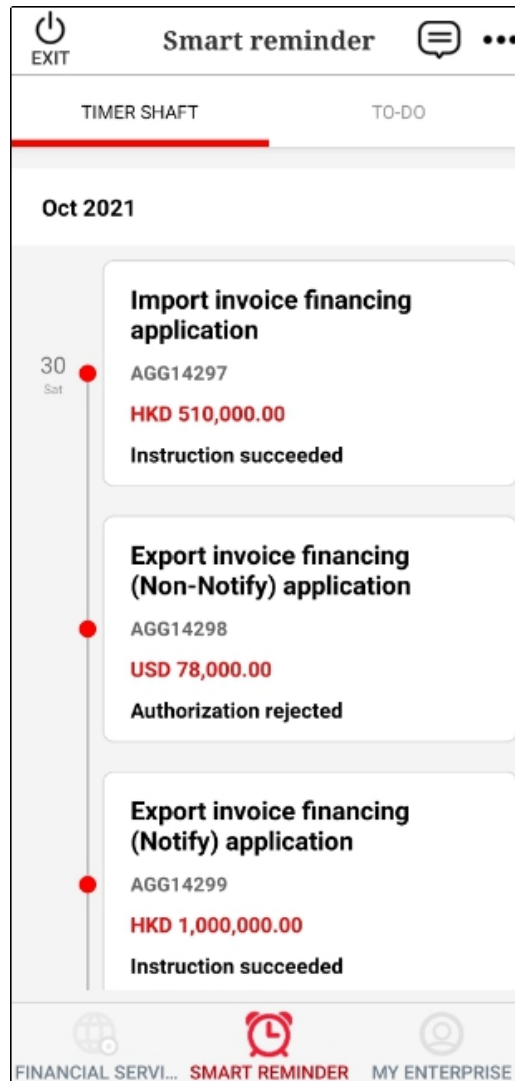
Commercial Mobile Banking Functions

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. AGG14345
Amount HKD 501234.00
Above Transaction Completed
[ICBC (Asia)]

5. Trade Finance



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.

6. Issuance of Guarantee/SBLC

Guarantee/SBLC Application

1. Click “Apply” of Guarantee/SBLC for online submission.

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Guarantee/SBLC Application

Product name	Product introduction	Action
Guarantee/SBLC	Application for Guarantee/SBLC	Apply

6. Issuance of Guarantee/SBLC

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**
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Guarantee/SBLC Application

Issuance of Guarantee/SBLC

Company Name:

Request to issue an irrevocable:*

Standby letter of credit ("SBLC")
Bank guarantee ("Guarantee")

Applicant Ref:

Applicant(Name and Address):*

Beneficiary (Name and Address):*

6. Issuance of Guarantee/SBLC

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).

6. Press “Save” before submission to avoid missing information.

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

Contact Person (Name,Tel.and Email):*

Browse...

[Upload](#)

Note: Maximum of 20 attachments, single attachment size cannot exceed 20M, total attachment size cannot exceed 200M

Attachment:*

Note: Please upload attachment

☐

We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of Standby Letter of Credit/Bank Guarantee application. ([Terms and Conditions](#))

Save

Submit

Fill In Again

6. Issuance of Guarantee/SBLC

Instruction Management

1. Select and proceed related instruction type.

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Trade Service ▶ Issuance of Guarantee/SBLC ▶ Instruction Management

Instruction Management

Company Name:

香港特設古蹟兵志嘴易

Transaction Type:

Guarantee/SBLC

Instruction Type:

Application

Amendment

Status:

☒ Submission successful

☒ Submission failed

☒ Awaiting authorization

☒ Pending

☒ To be submitted

Period:

2022-04-30

—

2022-05-31

Inquire

Transaction No.	Transaction Ref.	Instruction Type	ID of Submit Person	Submit On	Status	Reply from the Bank	Action
AGP2002		Application	03.c.0110	2022-05-31 22:41:25	To be submitted		Submit

6. Issuance of Guarantee/SBLC

Instruction Management

2. Click “Authorization” to approve for Guarantee/SBLC application.

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Instruction Management

Company Name:

瘡癰瘡瘡古講兵忘嘴易

Transaction Type:

Guarantee/SBLC

Instruction Type:

Application

Status:

☒ Submission successful

☒ Submission failed

☒ Awaiting authorization

☒ Pending

☒ To be submitted

Period:

2022-04-30

—

2022-05-31

Inquire

Transaction No.	Transaction Ref.	Instruction Type	ID of Submit Person	Submit On	Status	Reply from the Bank	Action
AGP2003		Application	03.c.0110	2022-05-31 22:46:13	Awaiting authorization		Authorization

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6. Issuance of Guarantee/SBLC

Guarantee/SBLC Enquiry/Amendment

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

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Guarantee/SBLC Enquiry/Amendment

Trade Service ▶ Issuance of Guarantee/SBLC ▶ Guarantee/SBLC Enquiry/Amendment

Guarantee/SBLC Enquiry/Amendment

Enquiry Options:

☒By date

☐By bank ref.

☐By applicant's ref.

Company Name:

香港渣打銀行有限公司

Currency:

All

Beneficiary:

Guarantee/SBLC Status:

All

☒Start and end dates:

2022-04-01

—

2022-05-30

☐Recent

30-day

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6. Issuance of Guarantee/SBLC

- Guarantee/SBLC Enquiry/Amendment
2. Enquire/Amend Guarantee/SBLC application for online submission.
3. Download processing Advice/SWIFT message.

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Advising of Guarantee/SBLC

Guarantee/SBLC

Guarantee/SBLC Status: All

Start and end dates: 2022-04-01 2022-05-30

Recent 30-day

Inquiry

Reset

Bank ref.	Applicant's ref.	Beneficiary	Issue date	Expiry date	Status	Amount	O/S amount	Action
LG30256C200015	0001 OBL	LG BENEFICIARY	2022-05-01	2022-06-30	Not yet closed	HKD 1.00	HKD 1.00	Amendment Advice/SWIFT
SL302SBC200005	CY-220401-9	BENE JJJ 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
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
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
SL302SBC200003		BENEFICIARY'S NAME AND ADDRESS	2022-04-29	2023-04-28	Closed	HKD 999.00	HKD 999.00	Advice/SWIFT
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

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7. Advising of Guarantee/SBLC

Guarantee/SBLC Advising

1. Instant checking of arrival of Guarantee/SBLC.

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Guarantee/SBLC Advising

Enquiry Options:

☒ By date ☐ bank ref.

Company Name:

香港特種古蹟兵志難易

Applicant:

Currency:

All

☒ Start and end dates:

2022-05-01

2022-05-30

☐ Recently

30-day

Inquiry

Reset

Bank ref.	Guarantee/SBLC no.	Applicant	Issuing bank	Advising date	Maturity date	Amount	Balance	Action
AG302B5C200009	LG11107C200028	TPX XEXHXOXOXY (XEXJXNX) CX. LXXD NOX1X XIXXXAXQXAX XOXD CXAXYXNX DIXTXIXT	ICXCX XEXJXNX XUXIXIXAX XRXNCH BEJXJNX XUXIXIXAX XRXNCH 26 XXCXAXGXAX XTTEXT XIXHXNX XIST	2022-05-01		USD 1,230.00	USD 1,230.00	Advice/SWIFT
AG302B5C200008	LG11107C200028	TPX XEXHXOXOXY (XEXJXNX) CX. LXXD NOX1X XIXXXAXQXAX XOXD CXAXYXNX DIXTXIXT	ICXCX XEXJXNX XUXIXIXAX XRXNCH BEJXJNX XUXIXIXAX XRXNCH 26 XXCXAXGXAX XTTEXT XIXHXNX XIST	2022-05-01		USD 7,777.00	USD 7,777.00	Advice/SWIFT

7. Advising of Guarantee/SBLC

- Guarantee/SBLC Advising
2. Download processing advice/SWIFT message.

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Guarantee/SBLC Advising

Company Name:

香港特古漢兵忘嘴易(Hong Kong S.A.R)

Bank ref.:

AG302B5C200009

Date	Name	Type	Action
2022-05-01	NOTIFICATION OF GUARANTEE.pdf	LET	Download

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8. Download Forms

Download the related Trade Finance forms.

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Outstanding Rpt

>> Documentation and trade finance > Download Forms

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[Trade and Receivables Finance Forms](#)

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9. Outstanding Report

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

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> > Trade Finance > Statement Enquiry

Statement Enquiry

All

Please click "Download" to open and save e-Statement PDF record

Statement no	Statement type	Statement date	Status
temporarily data not available			


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Transaction Tips



1.The details shown are as of previous business day.

2.You need to have Adobe Acrobat Reader(version 7.0 or above) to view the file. You are recommended to upgrade the Adobe Acrobat Reader to the latest version to view your e-Statement.

3.Do not browse or download e-Statement through public or from shared computers (such as those in cyber cafes or public libraries).

4.If you cannot view Chinese fonts in the PDF file,please download and install the free Chinese Traditional Font Pack files from Adobe Website.

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3. FAQ

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 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