

Operation guide

**For Corporate Internet banking
customers (July 2021)**

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1. Introduction

Welcome using ICBC (London) Corporate Internet Banking Services!

ICBC Corporate Internet Banking has made a remarkable achievement in the recent years and gained full recognition from all domestic and overseas peers as well as mass users. The corporate banking services are driven by our enormous technology and business innovations that devote itself to create more value for customers. With strong technical and management advantages, corporate Internet banking becomes an ultimate integrated enterprises' finance management platform to organise financial information and centralised funds management. Its powerful functions and leading advantages further demonstrate ICBC's professional service quality that gives you round-the-clock "one-stop" easy financing.

Product features:

- ***Safety & Reliability:*** Advanced information encryption transmission for corporate internet banking system, Multiple security code/password verification to ensure the safety of every transaction.
- ***Extensive Service Scope :*** Customer defined account users structure; different level of operational restrictions; bypass authorisation approval.
- ***Convenient and flexible all-day service :*** 24/7 “3A” services, accounts and transactions are clear at a glance. Menu is designed in a very friendly way for easy understanding and operating.
- ***Enriched information :*** Bank interest rates, foreign exchange rates, promotion information, as well as detailed function introduction, operation guide and help documents.

We will continuously develop various new products and new functions to satisfy customers' needs. You are very welcomed to join us. For any enquiry, please do not hesitate to telephone us or speak to our friendly customer advisors at any of our branches.

ICBC (London) website: www.icbclondon.com

Customer helpdesk: 020-7397-8888

ICBC (London) PLC

Head office

Addr: 81 King William Street, London
EC4N 7BG

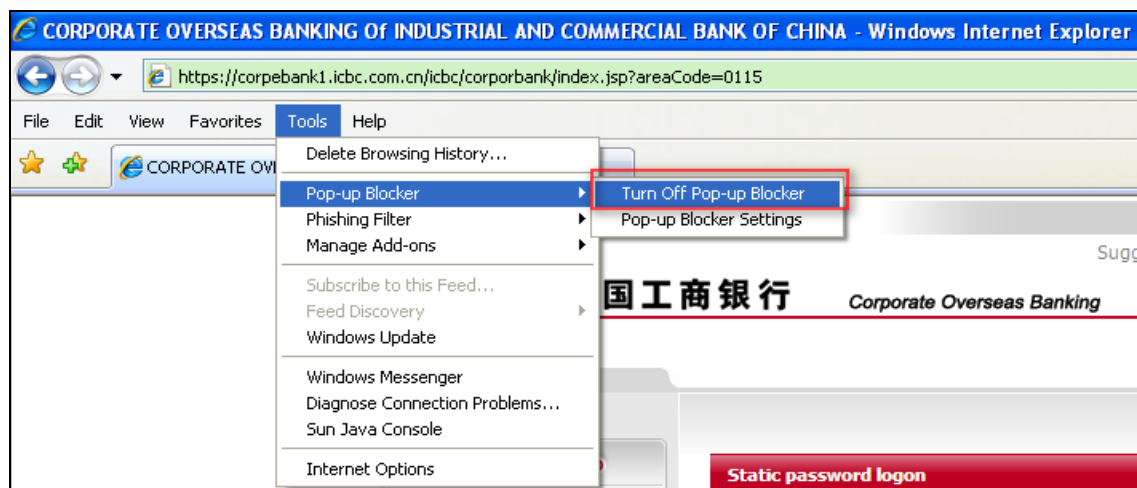
Tel: 02073978888 Fax: 02073989555

2. System requirements

- PC Hardware requirements (minimum): Intel Pentium III 500MHz processor or above.
128mb (RAM) or above
56kbps modem or above, or broadband, SVGA monitor
- Software requirements (minimum): Windows 98/2000/Millennium Edition/NT/XP/VISTA
operation system Internet Explorer 5.0 or above
Active X Control
- Internet Explorer requirements:

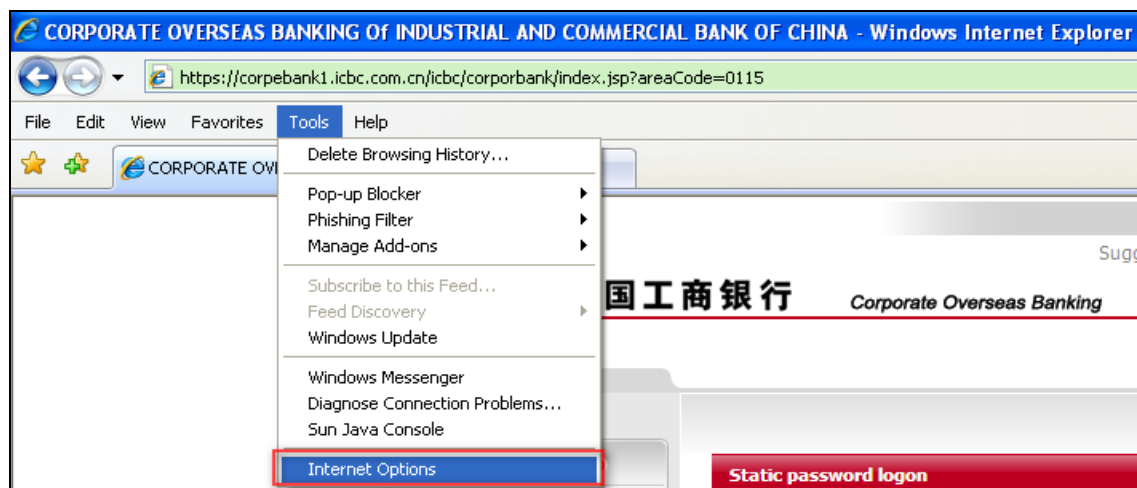
We recommend the following Internet Explorer settings:

1. 「Tools」 → 「Pop up blocker」 → 「Turn off Pop up blocker」

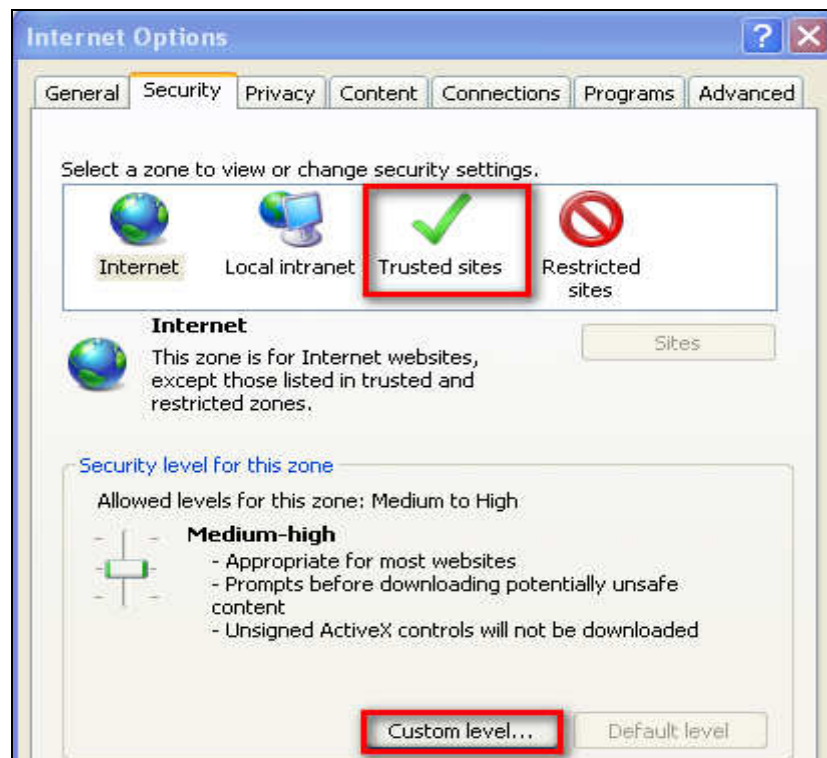


2. Set ICBC Internet banking logon website as trusted site:

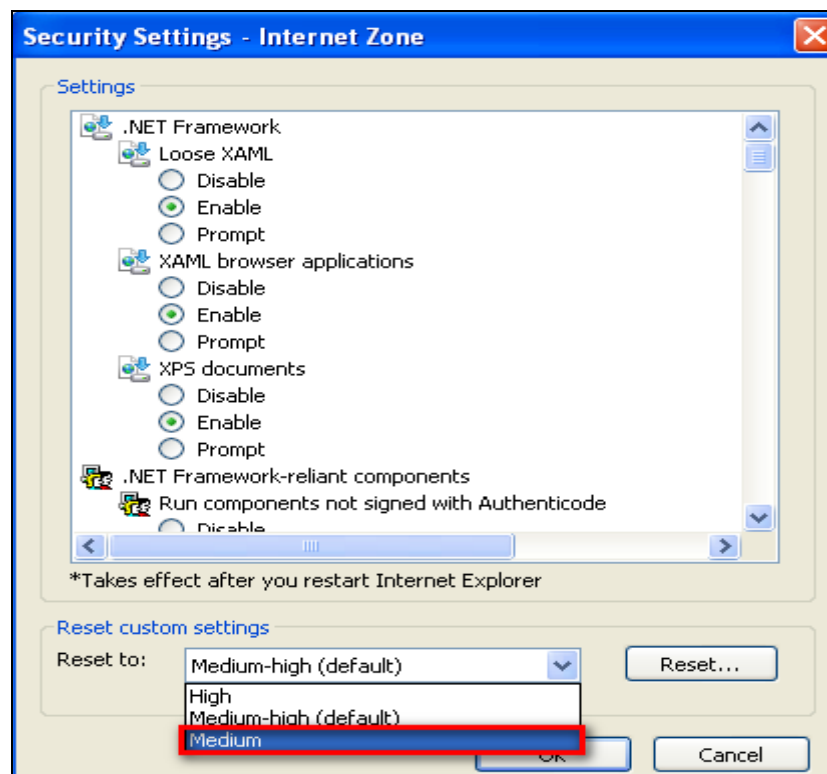
- a. 「Tools」 → Internet option」



- b. 「Trusted sites」 → 「custom level」



c. Reset to [Medium-Low] or [Medium] and click [OK]



We recommend turn off Google, Yahoo and other Toolbar in your Internet Explorer's Toolbar.

Note:

For the best view, we recommend adjust your monitor resolution to 1024×768 or above.

3. First time access to the internet banking

3.1 First time logon

If you are in one or more of the following situations:

- i. First time access to the internet banking;
- ii. Logon to internet banking from a new PC;
- iii. Internet explorer has been updated;

Please follow the steps to install **Active X control**.

- a. The message 「this site may require the following Active X control: from' Industrial and Commercial Bank of China'」 prompts,



Click [Click here to install] → [Install Active control],



If installation is successful, please refer to 3.2 Input logon account number and password for details.

- b. If the installation failed, click [System Set-up] under the logon area to install ICBC Internet banking control to your computer.

商 银 行 Corporate Overseas Banking BANKING@HOME

Static password logon

User ID: .c.0115

Password:

Verification code: 76e3 [Refresh verification code](#)

Important If this is first time logon, please follow the link [System Set-up](#)

c. In the next page, select [Online Banking ActiveX] to install.

We suggest you to adjust your screen resolution of your computer to 1024 x 768 or above in order to use Internet Banking services properly. If your computer is already ready to use Internet Banking services, you can now directly logon. If this is your first time to use ICBCInternet Banking, You'd better download and install [Online Banking ActiveX](#). This ActiveX will better safeguard the security of your computer.

d. When installation completes, restart your computer.

Note:

1. Currently, this Active X control is incompatible with Mac and Windows 7.0.
2. If you would like to install Active X control in your company computer, please contact IT staff to confirm the firewall settings. We suggest IT staffs to assist the installation. Please note if firewall is turned on, Active X control will not be installed.

3.2 Input logon account number and password

Logon web address: :www.icbc.com。 Click Corporate Internet banking button in the home page.
English is the default language on ICBC (London) Personal E-Banking homepage. If you would like to view in Simple Chinese, please click [简体中文] on the upper right corner.

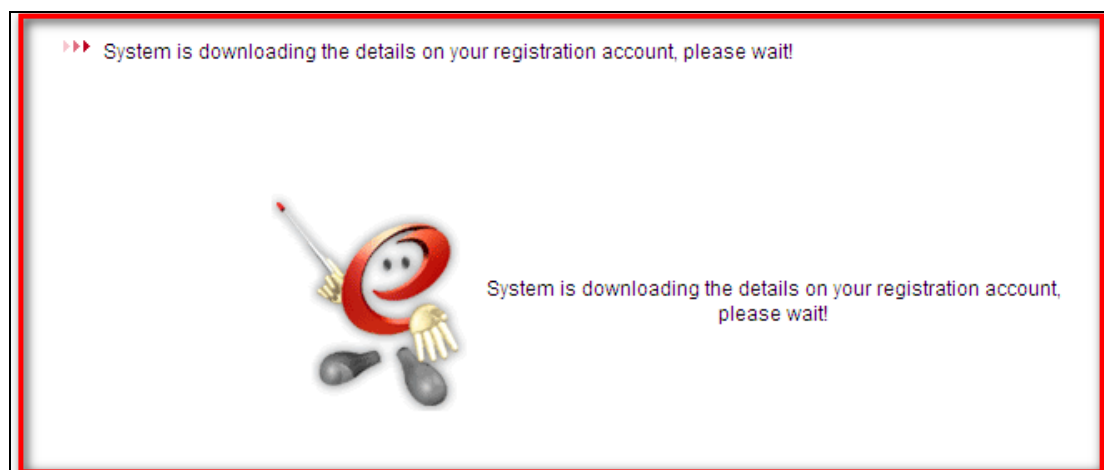


You may start logging when the system completes language switch over. Please follow the steps describe as below:



1. Firstly, please input your customer ID which was setup at the time of application. E.g. 'Test'
2. Input your temporary 6 digits password provided by the bank;
3. Input the verification code as shown on the right;
4. Click 「Login」 .

A successful logon confirmation will prompt.



3.3 Change password at first time logon

For safety reasons, the system will automatically prompt a notice to require amending logon password at the first time logon. Follow the steps to amend password:

The screenshot shows a 'Change Password' form with the following fields and steps:

- 1. Original Password: [masked with asterisks]
- 2. New Password: [masked with asterisks]
- 3. Confirm New Password: [masked with asterisks]
- 4. Please Input Validation No.: [5513] [5 51 3]
- 5. Type of Certificate: [Passport]
- 6. Certificate No.: [G12453566]
- 7. [Confirm] [Reset]

1. Input your temporary 6 digit password again;
2. Type new password, which must be a combination of 6-30 letters(upper or lower case) and numbers;
3. Re-type your new password;
4. Enter the verification code shown on the right;
5. Select ID type which was used to apply Internet banking (e.g. passport);
6. Enter ID number. Please do not include symbol such as (), / (e.g.ID No. G 000 000 (0), should enter as G 000 000 0);
7. Click [Confirm] to change.

A new page will then prompt to confirm amendment is successful and require the user to re-logon with new password.

Note:

When you are entering the logon password, please pay attention prevent others from stealing.

4. Account enquiry

With ICBC (London) Corporate Internet banking services, you may review your accounts at any time anywhere, and may also review account balance summary and individual transactions according to the account and currency. In addition, bank statements, E-receipt and remittance instructions are all available for review, download and print, thus give you comprehensive accounting information that may optimize your assets management.

4.1 Information enquiry

If you would like to review some basic information regarding one of the corporate current accounts, please following the operation below:

The screenshot shows the ICBC Corporate Overseas Banking interface. The top navigation bar includes 'Manage A/C', 'Receivable', 'Payments', 'Fixed Deposit', 'Online Loan', 'FX Trade', and 'Customer Services'. The left sidebar under 'Manage A/C' lists: 'Operation Guide', 'Check Current A/C', 'Check Current Deposit A/C' (highlighted), 'Check Bal in Current A/C', 'Check Details in current A/C', and 'Check Details of Cheque'. The main content area shows the breadcrumb '> > Manage A/C > Check Current A/C > Check Current Deposit A/C'. Below this, the 'Check Current Deposit A/C' section contains a form with 'Company Name' set to 'ICBC LONDON LTD(United Kingdom)' and 'Account No.' set to '0115000100000379401 Current Account'. A 'Search' button is visible.

1. [Manage A/C] → [Check Current Deposit A/C]. The system will display the name of the company and all the registered current accounts available.
2. Please select an account to review. E.g. 0115000100006378382
3. Click[Search]. Information such as account opening date, account type, over draft limit and so on will be displayed

The screenshot shows the 'Check Current Deposit A/C' results page. At the top, it displays the company name 'ICBC LONDON LTD(United Kingdom)' and the selected account number '0115000100000379401 Current Account'. Below this, account details are shown: 'Account Name: ICBC LONDON LTD', 'account name in English: ICBC LONDON LTD', 'Account Opening Date: 26-08-2010', 'Branch Name: United Kingdom', and 'Account Status: Normal'. A table lists the accounts:

Account No.	Currency	Account Type	Account Status	Cheque Account	Allow Overdraft	Account Opening Date
0115000100000379401	GBP	Current Account	Normal	Yes	No	26-08-2010
0115000100000379401	USD	Current Account	Normal	No	No	26-08-2010
0115000100000379401	EUR	Current Account	Normal	No	No	26-08-2010

A 'Back' button is located at the bottom of the page.

4.2 Balance statement

Our Internet banking allows monitoring account balances in real-time. To find out the balance of a particular account or a series of accounts, please click on [Manage A/C] → [Check bal in current A/C]. Make sure you tick the [United Kingdom].

ICBC 中国工商银行 Corporate Overseas Banking

BANKING@HOME

Manage A/C | Receivable | Payments | Fixed Deposit | Online Loan | FX Trade | Customer Services

Manage A/C

- Operation Guide
- Check Current A/C
- Check Current Deposit A/C
- Check Bal in Current A/C
- Check Details in current A/C
- Check Details of Cheque

> > Manage A/C > Check Current A/C > Check Bal in Current A/C

Check Bal in Current A/C

☒ United Kingdom

Submit Clear Select All Expand Collapse

Transaction Tips

Select [ICBC LONDON PLC] and the account that you would like to review (you may also 'Select all'). Click [Submit].

> > Manage A/C > Check Current A/C > Check Bal in Current A/C

Check Bal in Current A/C

☒ United Kingdom

☒ ICBC LONDON LTD

☒ 0115000100000379401

Submit Clear Select All Expand Collapse

Transaction Tips

The balance search form will be displayed!

Manage A/C | Receivable | Payments | Fixed Deposit | Online Loan | FX Trade | Customer Services

Manage A/C

- Operation Guide
- Check Current A/C
- Check Current Deposit A/C
- Check Bal in Current A/C
- Check Details in current A/C
- Check Details of Cheque
- Check e-Slip
- Review statement
- + Balance Adjustment Agreement
- + Statement Agreement

Check Bal in Current A/C

Account Details Search Account Balance Search

Transaction History Search download balance of all accounts Download

Country: United Kingdom

Company Name: ICBC LONDON LTD

Company Name in English: ICBC LONDON LTD download account balance

account number:	Currency	Account Type	Current Balance	Available Balance	Yesterday's Balance	Enquiry Time
<input type="radio"/> 0115000100000379401	GBP					
	USD					
	EUR					
Total Balance / Net Position (GBP)						
Total Balance / Net Position (USD)						
Total Balance / Net Position (EUR)						

Group balance summary

Currency	Current Balance	Available Balance	Yesterday's Balance
GBP			
USD			
EUR			

Print Back

Select the accounts you would like to review and click [search] on the top right corner. Furthermore, as you have might already noticed, account details and transaction history are just one click away. To download balance of the selected account, click [Download account balances].

Manage A/C | Receivable | Payments | Fixed Deposit | Online Loan | FX Trade | Customer Services

Manage A/C

- Operation Guide
- Check Current A/C
- Check Current Deposit A/C
- **Check Bal in Current A/C**
- Check Details in current A/C
- Check Details of Cheque
- Check e-Slip
- Review statement
- + Balance Adjustment Agreement
- + Statement Agreement

Check Bal in Current A/C

Account Details Account Balance

Transaction History download balance of all accounts

Country:United Kingdom
Company Name:ICBC LONDON LTD
Company Name in EnglishICBC LONDON LTD

account number:	Currency	Account Type	Current Balance	Available Balance	Yesterday's Balance	Enquiry Time
0115000100000379401	GBP					
	USD					
	EUR					
Total Balance / Net Position(GBP)						
Total Balance / Net Position(USD)						
Total Balance / Net Position(EUR)						

Group balance summary

Currency	Current Balance	Available Balance	Yesterday's Balance
GBP			
USD			
EUR			

To download balances for all the accounts, click [Download] under the [Search] button.

Check Bal in Current A/C

Account Details Account Balance

Transaction History download balance of all accounts

Country:United Kingdom
Company Name:ICBC LONDON LTD
Company Name in EnglishICBC LONDON LTD

account number:	Currency	Account Type	Current Balance	Available Balance	Yesterday's Balance	Enquiry Time
0115000100000379401	GBP					
	USD					
	EUR					
Total Balance / Net Position(GBP)						
Total Balance / Net Position(USD)						
Total Balance / Net Position(EUR)						

Group balance summary

Currency	Current Balance	Available Balance	Yesterday's Balance
GBP			
USD			
EUR			

File Download

Do you want to open or save this file?

Name: currBalance1.pdf

Type: Adobe Acrobat Document, 2.80KB

From: corpebank1.icbc.com.cn

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

currBalance1[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 83.4% Find

Country: United Kingdom
 Company Name ICBC LONDON LTD
 Company Name in English ICBC LONDON LTD

account number:	Currency	Type of account	Current Balance	Available Balance	Yesterday's Bal	Enquiry Time
0115000100000379401	GBP	Current Account	0.29	0.29	0.29	08-03-2011 16:02:18
	USD	Current Account	0.00	0.00	0.00	08-03-2011 16:02:18
	EUR	Current Account	0.00	0.00	0.00	08-03-2011 16:02:18
Balance Summary(GBP)			0.29	0.29	0.29	
Balance Summary(USD)			0.00	0.00	0.00	
Balance Summary(EUR)			0.00	0.00	0.00	

Group balance summary

Currency	Current Balance	Available Balance	Yesterday's Bal
Balance Summary(GBP)	0.29	0.29	0.29
Balance Summary(USD)	0.00	0.00	0.00
Balance Summary(EUR)	0.00	0.00	0.00

4.3 Transaction statement

This function provides details about the individual transaction in a specified period.

Operation: [Manage A/C] → [Check Current A/C] → [Check Details in current A/C]

ICBC 中国工商银行 Corporate Overseas Banking

Manage A/C | Receivable | Payments | Fixed Deposit | Online Loan | FX Trade | Customer Services

Manage A/C

- Operation Guide
- Check Current A/C
- Check Current Deposit A/C
- Check Bal in Current A/C
- Check Details in current A/C
- Check Details of Cheque
- Check e-Slip

>> Manage A/C > Check Current A/C > Check Details in current A/C

Check Details in current A/C

Date: 01-09-2010 -- 16-03-2011

Company Name: ICBC LONDON LTD(United Kingdom)

Account: 0115000100000379401 Current Account

Currency: GBP

Search Download Send Email

1. Select the start date and end date by clicking the calendar button.
2. Choose an account and currency E.g. 0115000100006378382
3. Search

All the transaction occurred in the chosen period will be displayed. For any outward payments, customer can also apply for an E-receipt for further details. To receive the E-receipt, please refer to 4.6 E-receipt enquiry.

Check Details in current A/C >> Help

Date: 01-09-2010 -- 16-03-2011

Company Name: ICBC LONDON LTD(United Kingdom)

Account: 0115000100000379401 Current Account

Currency: GBP

Branch Name: United Kingdom
 Account Name: ICBC LONDON LTD
 account name in English: ICBC LONDON LTD
 Account: 0115000100000379401 Current Account
 Date: 01-09-2010 To 16-03-2011
 Enquiry Time: 16-03-2011 14:27:09
 Currency: GBP

## 空##	Transaction Time	Reference	Currency	Credit Amount	Debit Amount	Balance	Transaction Details	Transaction Details	Transaction Details	Actions
1	01-10-2010 00:10:21	INTEREST	GBP	0.22		885.81				
2	18-11-2010 11:23:38	adjust online transaction date 26.08.2010	GBP	118.40		1,004.21	0115000111125890608			
3	18-11-2010 12:04:13	adjust online transaction date 27.08.2010	GBP	0.01		1,004.22	0115000100000269281	MRS XIAOMEI ZHANG		
4	18-11-2010 12:11:59	adjust tax	GBP		0.22	1,004.00	0115000111127120583			<input type="button" value="Get E-Receipt"/>
5	26-11-2010 13:53:45	adjust online transaction 26.08.2010	GBP	1.00		1,005.00	0115000111124819936			

The transaction details are available for download.

Manage A/C

- Operation Guide
- Check Current A/C
- Check Current Deposit A/C
- Check Bal in Current A/C
- Check Details in current A/C
- Check Details of Cheque
- Check e-Slip
- Review statement
- + Balance Adjustment Agreement
- + Statement Agreement

>> Manage A/C > Check Current A/C > Check Details in current A/C

Check Details in current A/C

Date: 01-09-2010 -- 16-03-2011

Company Name: ICBC LONDON LTD(United Kingdom)

Account: 0115000100000379401 Current Account

Currency: GBP

Transaction Tips

File Download

Do you want to open or save this file?

Name: currentaccounthistory12.csv
 Type: Microsoft Office Excel Comma Separated Values Fil...
 From: corpebank1.icbc.com.cn

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Information is displayed in Excel format.

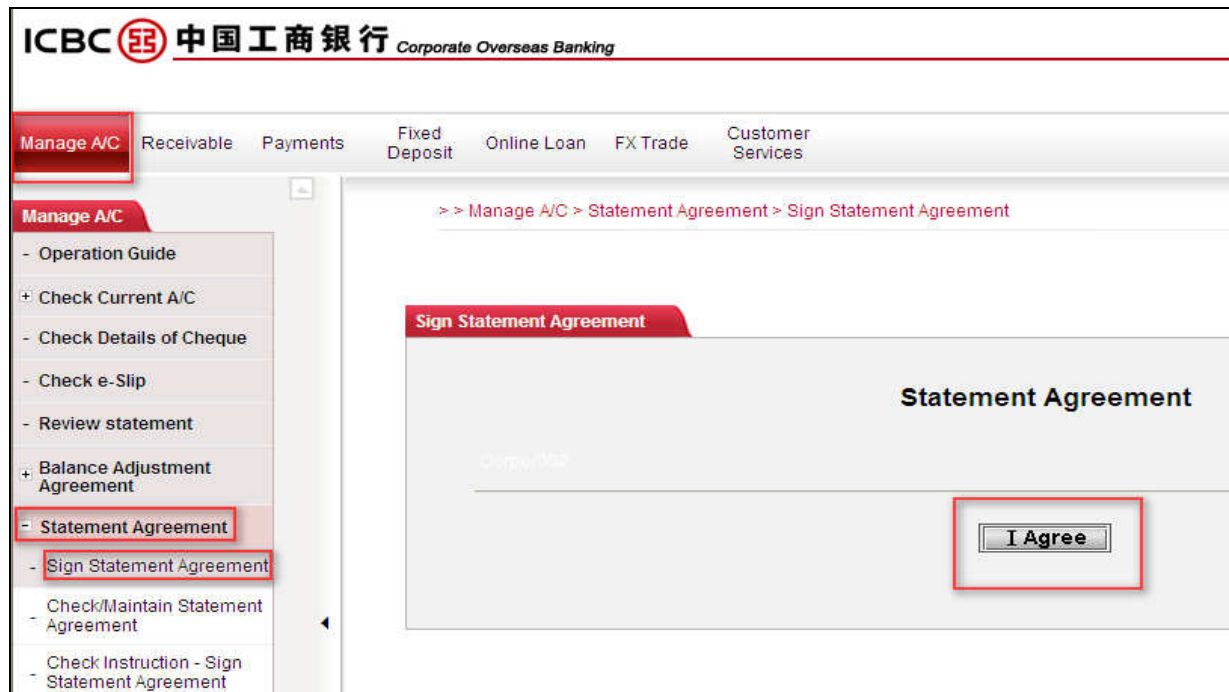
Microsoft Excel - currentaccounthistory12[1]										
Drinks Paragraph Layout										
	A	B	C	D	E	F	G	H	I	J
1	Branch NeUnited Kingdom									
2	Account NICBC LONDON LTD									
3	account rICBC LONDON LTD									
4	Enquiry T16-03-2011 14:29:36									
5	Account: 0115000100000379401 Current Account									
6	Currency:GBP									
7	Date: 01-09-2010To16-03-2011									
8		Transaction Time	Reference	Currency	Credit Amount	Debit Amount	Balance	Transaction	Transaction Details	
9	1	01-10-2010	00:10:21	INTEREST	GBP	0.22	885.81			
10	2	18-11-2010	11:23:38	adjust online	GBP	118.40	1,004.21	0115000111125890608		
11	3	18-11-2010	12:04:13	adjust online	GBP	0.01	1,004.22	011500010000MRS XIAOMEI ZHANG		
12	4	18-11-2010	12:11:59	adjust tax	GBP		1,004.00	0115000111127120583		
13	5	26-11-2010	13:53:45	adjust online	GBP	1.00	1,005.00	0115000111124819936		
14	6	10-12-2010	12:05:37	ON LINE BANKING	GBP		0.00	0115000111121821013		
15	7	01-01-2011	00:11:28	INTEREST	GBP	0.29	0.29			
16	Total					119.92	1,005.22			
17										

Moreover, online banking allows users to email the transaction details.

4.4 Bank statement agreement

Corporate online banking allows you to customise bank statement delivery to suit the business needs.

To sign up your bank statement agreement, go to [Manage A/C] —> [Sign Statement Agreement] and click [Agree]



ICBC 中国工商银行 Corporate Overseas Banking

Manage A/C | Receivable | Payments | Fixed Deposit | Online Loan | FX Trade | Customer Services

Manage A/C

- Operation Guide
- + Check Current A/C
- Check Details of Cheque
- Check e-Slip
- Review statement
- + Balance Adjustment Agreement
- **Statement Agreement**
 - **Sign Statement Agreement**
 - Check/Maintain Statement Agreement
 - Check Instruction - Sign Statement Agreement

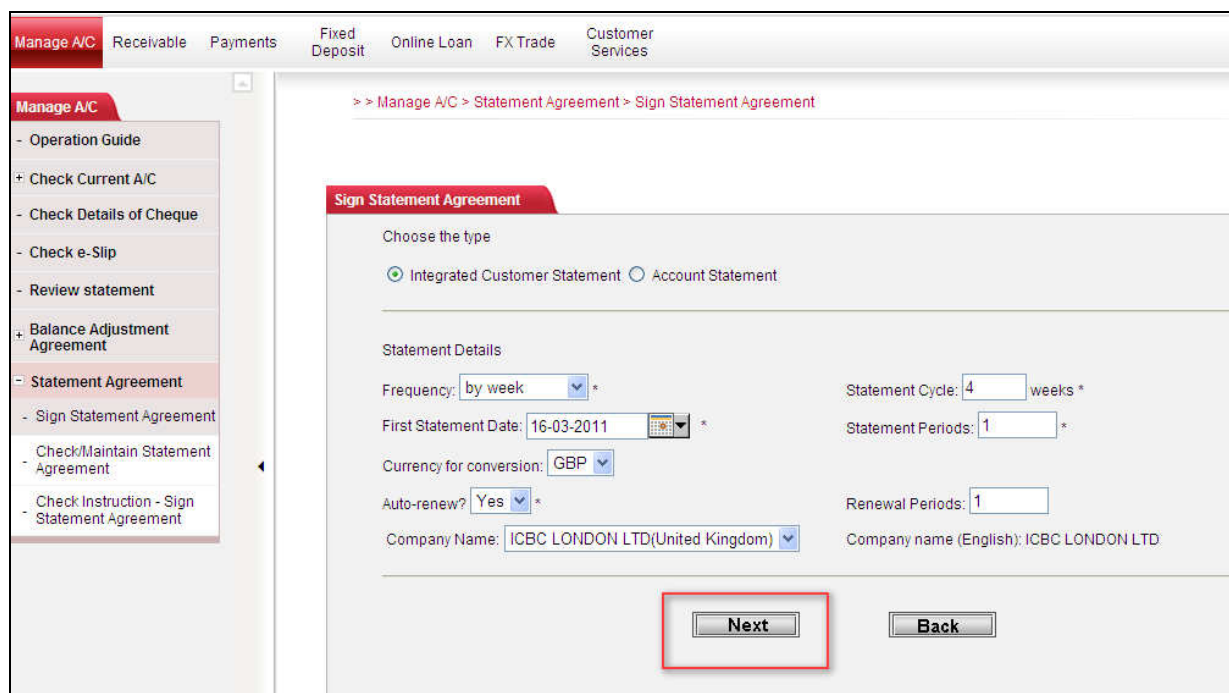
> > Manage A/C > Statement Agreement > Sign Statement Agreement

Sign Statement Agreement

Statement Agreement

I Agree

According to the preference of the corporate itself, select the type of bank statements and fill in mandatory fields illustrate as below:



Manage A/C | Receivable | Payments | Fixed Deposit | Online Loan | FX Trade | Customer Services

Manage A/C

- Operation Guide
- + Check Current A/C
- Check Details of Cheque
- Check e-Slip
- Review statement
- + Balance Adjustment Agreement
- **Statement Agreement**
 - **Sign Statement Agreement**
 - Check/Maintain Statement Agreement
 - Check Instruction - Sign Statement Agreement

> > Manage A/C > Statement Agreement > Sign Statement Agreement

Sign Statement Agreement

Choose the type

☒ Integrated Customer Statement ☐ Account Statement

Statement Details

Frequency: by week * Statement Cycle: 4 weeks *

First Statement Date: 16-03-2011 * Statement Periods: 1 *

Currency for conversion: GBP

Auto-renew? Yes * Renewal Periods: 1

Company Name: ICBC LONDON LTD(United Kingdom) Company name (English): ICBC LONDON LTD

Next Back

To confirm the statement settings, please enter the token password (for full information, please refer to “8. Security certificate”) and verification code respectively.

Sign Statement Agreement

>> Help

Details of Statement Agreement,

Statement Type: Integrated Customer Statement

Frequency: by week

Statement Cycle: 4weeks

First Statement Date: 16-03-2011

Statement Periods: 1

Currency for conversion: USD

Renewal Periods: 1weeks

Auto-renew? Yes

Company name (English): ICBC LONDON LTD

Company Name: ICBC LONDON LTD

Delivery method:

(1). Collect myself at (ICBC business office):ICBC (London) Limited

The instruction you submitted is shown as above, please confirm!

Dynamic Password Card Coordinates: L 7 Y 4

Enter Dynamic Password: *****

Enter Verification Code: utsi

ut si

[Refresh verification code](#)

Confirm to customize

Back

The system will confirm settings are successful and provide you with a statement agreement reference number. E.g. 'ACG00000000352'.

If your company has not setup an authorisation hierarchy (i.e. one or more higher levels of authorisation limits), the bank statement agreement is now agreed and successfully signed up. Otherwise, the statement agreement must be verified and authorised by a senior supervisor or manager with higher level of authority through their own registered logon account

4.5 Cheque enquiry

If you have already opened corporate GBP current account with cheque facility, Internet banking can assist you to manage cheques issued.

Manage A/C

Receiveable

Payments

Fixed Deposit

Online Loan

FX Trade

Customer Services

Manage A/C

- Operation Guide

+ Check Current A/C

- Check Details of Cheque

- Check e-Slip

- Review statement

+ Balance Adjustment Agreement

+ Statement Agreement

>> Manage A/C > Check Details of Cheque

Check Details of Cheque

Account Name: ICBC LONDON LTD(United Kingdom)

A/C: 0115000100000379401 Current Account

Currency: GBP

Status: ☒ Normal ☒ Report Loss ☒ Void ☒ Paid ☒ Payment suspended

☒ Cash cheque ☐ Cheque for transfer

Purchase Date: 01-11-2010

-

15-03-2011

Cheque No.:

Search

Download

16

[Manage A/C] → [Check Details of Cheque] menu on the left:

1. Select a GBP current account with cheque facility.
2. Tick the status of the cheques that you would prefer to search. E.g. Normal (Paid).
3. Please select the cheque type as [Cash cheque]
4. Enter search period
5. Click [Search] or [Download] the information.

The system will then display all the available cheque information according to the search criteria.

Cheque No.	Cheque Status	Date of Purchase	Date of Report Loss/Payment
00000000000200001	Paid	21-04-2011	21-04-2011
00000000000200002	Report loss	21-04-2011	21-04-2011
00000000000200003	Normal	21-04-2011	
00000000000200004	Normal	21-04-2011	
00000000000200005	Normal	21-04-2011	
00000000000200006	Normal	21-04-2011	
00000000000200007	Normal	21-04-2011	
00000000000200008	Normal	21-04-2011	
00000000000200009	Normal	21-04-2011	

4.6 E-receipt enquiry

This is an electronically stamped receipt. Unless you have submitted an E-receipt application for an outward payment (Refer to 4.2 'Transaction statement'), E-receipt would not be issued.

Operation: [Manage A/C] → [Check e-receipt]

The screenshot shows the 'Manage A/C' menu on the left with 'Check e-Slip' selected. The main area displays the 'Check e-Slip' form with the following fields:

- receipt date: 01-09-2010 - 15-03-2011 (with calendar icons)
- Company Name: ICBC LONDON LTD(United Kingdom) (dropdown menu)
- A/C: 011500010000379401 Current Account (dropdown menu)
- Buttons: Confirm, Cancel

1. Select the start date and end date by clicking the calendar button.
2. Choose an account and currency E.g. 011500010000379401
3. Confirm

All the E-receipt in the chosen period will be displayed.

Manage A/C Receivable Payments Fixed Deposit Online Loan FX Trade Customer Services

Check e-Slip

receipt date: 01-09-2010 - 15-03-2011

Company Name: ICBC LONDON LTD(United Kingdom)

A/C: 0115000100000379401 Current Account

Confirm **Cancel**

account name in English: ICBC LONDON LTD

Results of E-receipt Enquiry

	Reprint	E-receipt No.	From Account No.	From Account Name	To Account No.	To Account Name	Receipt generated date	Receipt generated time	Reprint Copies
	Reprint	201011170442	0115000100000379	ICBC LONDON LTD	0115000100000379	ICBC LONDON LTD	17-11-2010	15:29:07	1
	Reprint	201011170443	0115000100000379	ICBC LONDON LTD	0115000111125890		17-11-2010	15:30:47	1
	Reprint	201011170444	0115000100000379	ICBC LONDON LTD			17-11-2010	15:33:07	1


You may reprint the receipt. Click [Reprint], the E-receipt will be displayed. Click [Print receipt].

Check e-Slip >> Help

e-Slip Details

ICBC Internet Banking e-Slip (Reprint)

e-Slip No. 201011170442

Reference	TRF			
Payer Account Name	ICBC LONDON LTD	Payee Account Name	ICBC LONDON LTD	
Payer Account No.	0115000100000379401	Payee Account No.	0115000100000379401	
Payer Currency	GBP	Payee Currency	USD	
Debit Amt.	GBP 1.00			
Credit Amt.	USD 1.53			
Exchange Rate	1 GBP = 1.5288 USD			
Transaction Time	26-08-2010 11:34:41	Enquiry Time	2010-11-17 15:29:07	
	Remark:			
	Verification Code: Q3AcpcCADI5uD6QQFVMRtyzTNe8=			
		Date of Entry	26-08-2010	

To verify Return Slip, Click **Verify Receipt** Print Date: 15-03-2011

To print Return Slip, Click **Print Receipt**

Printed Copies: 1 No. of Times

Important: Receipt does not serve as a voucher for goods sent. Do not make repeating entry

Back

Note:

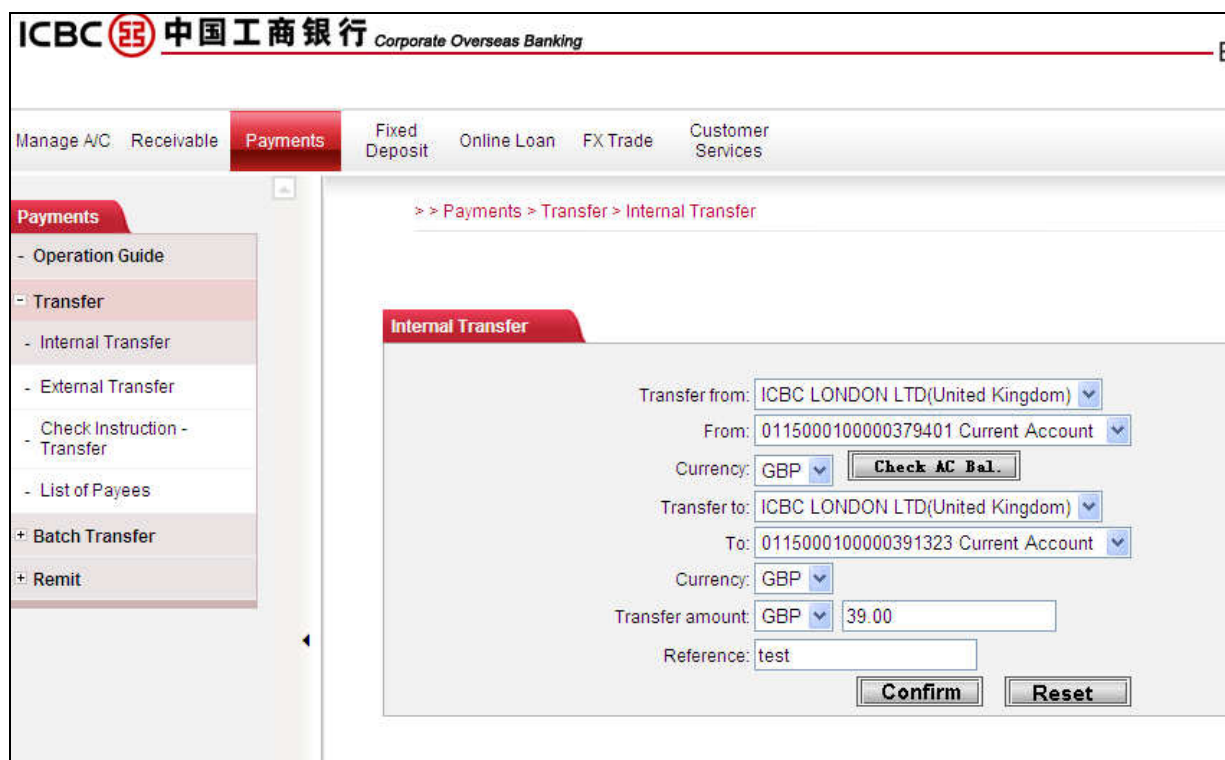
1. Payee should not delivery goods/services to buyer on the basis of an E-receipt.
2. Please avoid duplicate accounting records.

5. Funds transfer

5.1 Internal transfer

Internal transfer refers to funds movements between all your registered accounts at ICBC (London). Same currency transfers are available 24/7, however transfers between different currency accounts are only available in specific time period due to daily exchange rate fluctuation. (Please see section 11 for details).

Operations are as follow:



The screenshot shows the ICBC Corporate Overseas Banking interface. The top navigation bar includes 'Manage A/C', 'Receivable', 'Payments', 'Fixed Deposit', 'Online Loan', 'FX Trade', and 'Customer Services'. The 'Payments' section is active, and the left sidebar shows 'Transfer' as the selected option. The main content area displays the 'Internal Transfer' form. The form includes fields for 'Transfer from' (ICBC LONDON LTD(United Kingdom)), 'From' (0115000100000379401 Current Account), 'Currency' (GBP), 'Transfer to' (ICBC LONDON LTD(United Kingdom)), 'To' (0115000100000391323 Current Account), 'Currency' (GBP), 'Transfer amount' (GBP 39.00), and 'Reference' (test). There are buttons for 'Check AC Bal.', 'Confirm', and 'Reset'.

Please go to [Payments] → [Transfer] → [Internal transfer]

1. Select a payment account. E.g. From 0115000100006376454
2. Choose a currency. You can review your account balance by click [Check AC Bal]
3. Select a receiving account. E.g. To 0115000100006378134. You may choose the same account as in 1, if it is a cross currency transfer. E.g. Transfer GBP and receive in USD.
4. Choose a receiving currency.
5. Choose a currency and enter the amount
6. Input reference and Click [Confirm].

The system will display the following information, please check the instruction again and enter the token code and verification code respectively. Click [Confirm] to proceed.

- a. Same currency transfers between different accounts.

Internal Transfer

>> Help

Transfer from: ICBC LONDON LTD(United Kingdom)
From: 0115000100000379401 Current Account
Currency: GBP
Transfer to: ICBC LONDON LTD(United Kingdom)
To: 0115000100000391323 Current Account
Currency: GBP
Transfer amount: GBP 39.00
Reference: test

The instruction you submitted is shown as above, please confirm!

Dynamic Password Card Coordinates: Z 8 | Z 7

Enter Dynamic Password: *****

Enter Verification Code: p5vs | p5vs

[Refresh verification code](#)

Confirm

Cancel

- b. Cross currency transfer within the same account (or different account). The system will estimate the likely receiving amount according to the exchange rate at the time of transfer. The rate of which the system uses is also displayed.

Internal Transfer

>> Help

Transfer from: ICBC LONDON LTD(United Kingdom)
From: 0115000100000379401 Current Account
Currency: GBP
Debit Amount: GBP 0.10
Transfer to: ICBC LONDON LTD(United Kingdom)
To: 0115000100000379401 Current Account
Currency: USD
Credit Amount: USD 0.16 (For reference only)
Exchange Rate: 1 GBP = 1.5820 USD (for reference only, refer to actual processing rate)
Reference: test

The instruction you submitted is shown as above, please confirm!

Dynamic Password Card Coordinates: A 1 | W 7

Enter Dynamic Password: *****

Enter Verification Code: xxc8 | xxc8

[Refresh verification code](#)

Confirm

Cancel

In the next page, the system will confirm if the instruction has been submitted successfully along with all the information as seen in the above picture. In addition, it will provide an instruction reference number for the purpose of tracking. (E.g. ACA1675) Customers are advised to make a note for future reference. However, in case the reference is lost, you may still be able to find out the instruction and its status using other criteria in the [Check instruction – transfer].

ICBC 中国工商银行 Corporate Overseas Banking BANKING

Manage A/C Receivable **Payments** Fixed Deposit Online Loan FX Trade Customer Services

Payments

- Operation Guide
- Transfer
 - Internal Transfer
 - External Transfer
 - Check Instruction - Transfer
 - List of Payees
- + Batch Transfer
- + Remit

>> Payments > Transfer > Check Instruction - Transfer

Check Instruction - Transfer

Transfer from: ICBC LONDON LTD(United Kingdom)

Instruction Status: ☒ Pending for processing ☒ Payment successful ☒ Payment failed

Date: 01-09-2010 - 18-03-2011

Instruction Type: All
Internal Transfer
External Transfer

1. In [Transfer from], choose an account name.
2. Tick which instruction status you are looking for.
3. Select a searching period with a starting date on the left.
4. Choose an instruction type.
5. Click [Search]

Manage A/C Receivable **Payments** Fixed Deposit Online Loan FX Trade Customer Services

Payments

- Operation Guide
- Transfer
 - Internal Transfer
 - External Transfer
 - Check Instruction - Transfer
 - List of Payees
- + Batch Transfer
- + Remit

>> Payments > Transfer > Check Instruction - Transfer

Check Instruction - Transfer >> Help

Transfer from: ICBC LONDON LTD(United Kingdom)

Instruction Status: ☒ Pending for processing ☒ Payment successful ☒ Payment failed

Date: 01-09-2010 - 18-03-2011

Instruction Type: Internal Transfer

Instruction No.	Instruction Type	Submitted By (ID)	Submit On	Account to be debited	Debit Currency	Debit Amount	Account to be credited	Credit Amount	Credit Currency	Instruction Status
ACA1675	Internal Transfer	LIPING.c.0115	17-03-2011	0115000100000379401	GBP	39.00	0115000100000391323		GBP	Instruction failed
ACA1676	Internal Transfer	LIPING.c.0115	17-03-2011	0115000100000379401	GBP	0.10	0115000100000391323		GBP	Instruction failed
ACA1677	Internal Transfer	LIPING.c.0115	18-03-2011	0115000100000379401	GBP	0.10	0115000100000391323		GBP	Instruction failed

Click on the instruction reference number (e.g. ACA1675). The details of the instruction will be displayed as follow.

Manage A/C Receivable **Payments** Fixed Deposit Online Loan FX Trade Customer Services

Payments

- Operation Guide
- Transfer
 - Internal Transfer
 - External Transfer
 - Check Instruction - Transfer
 - List of Payees
- + Batch Transfer
- + Remit

>> Payments > Transfer > Check Instruction - Transfer

Check Instruction - Transfer >> Help

Instruction No.: ACA1675
 Instruction Status: Instruction failed
 Account Name: ICBC LONDON LTD
 Account No.: 0115000100000379401
 Debit Currency: GBP
 To Account: 0115000100000391323
 Credit Currency: GBP
 Transfer Amount: GBP 39.00
 Remark: test
 Bank Feedback:
 Submitted By (ID): LIPING.c.0115
 Submit On: 17-03-2011 16:27:36

Print **Back**

5.2 External transfer

External transfer refers to funds movements from your registered accounts at ICBC (London) to another ICBC customer account. Same currency transfers are available 24/7; however transfers between different currency accounts are only available in specific time period due to daily exchange rate fluctuation. (Please see section 10 for details).

ICBC 中国工商银行 Corporate Overseas Banking BANKING@HOME

Manage A/C Receivable **Payments** Fixed Deposit Online Loan FX Trade Customer Services

Payments

- Operation Guide
- Transfer
 - Internal Transfer
 - External Transfer
 - Check Instruction - Transfer
 - List of Payees
- + Batch Transfer
- + Remit

>> Payments > Transfer > External Transfer

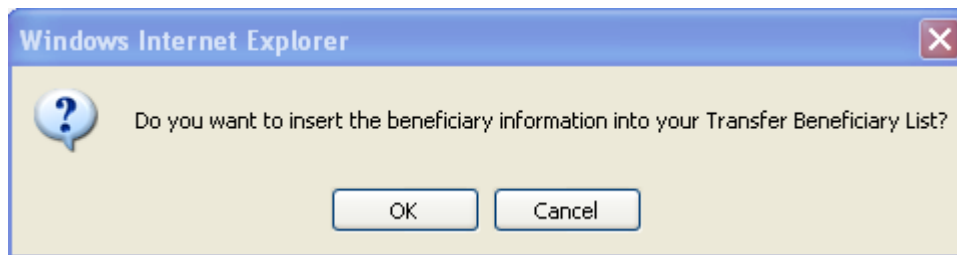
External Transfer

Transfer from: ICBC LONDON LTD(United Kingdom)
 From Account Name: 0115000100000379401 Current Account: 0115000100000379401
 Currency: GBP **Check AC Bal.**
 A/C Name to be credited: Test A Select from **My payee** the Beneficiary A/C No.:
 To: 0115000100000178189
 Currency: GBP Please choose the currency.
 Transfer amount: GBP 0.10
 Reference: Test
Submit **Cancel**

Please go to [Payments] → [Transfer] → [External transfer]

1. Select a payment account. E.g. From 0115000100000379401
2. Choose a currency. You can review your account balance by click [Check AC Bal]
3. Input beneficiary name or select the payee from [My Payee] list. Click [My payee] and tick your intended payee name.
4. Input beneficiary account number if you have not previously saved the payee information.
5. Choose a receiving currency.
5. Choose a currency and enter the amount
6. Input reference and Click [Submit].

If this is a new payee or you have not previously saved the payee information, the message below will be prompt. If you wish to save the information for future instructions, click [OK].



Similarly, the system will display the instruction information, please check again and enter the token code and verification code respectively. Click [Confirm] to proceed.

The system it will provide an instruction reference number for the purpose of tracking. (E.g. ACA1675) Customers are advised to make a note for future reference. However, in case the reference is lost, you may still be able to find out the instruction and its status using other criteria in the [Check instruction – transfer].

Note:

1. Make sure you enter the token card password with 90 seconds when the coordinate prompts.
2. You can track your instruction by [Remittance instruction enquiry].

6. Remittance

ICBC online remittance makes local, cross border, and multi currency remittance effortlessly.

Operations are as follow: go to main menu [Payments] → [Remit] → [Submit instruction - Remittance].

Step 1: Please read the [Circular on Remittance] carefully and tick the box if you agree. Remittance instruction will not be sent successfully unless you have confirmed agree to the terms. Once the terms is agreed, please fill in remittance account information in the required fields (* indicates it is mandatory).

The screenshot shows the ICBC online remittance interface. The top navigation bar includes 'Manage A/C', 'Receivable', 'Payments', 'Fixed Deposit', 'Online Loan', 'FX Trade', and 'Customer Services'. The 'Payments' menu is expanded, showing options like 'Operation Guide', 'Transfer', 'Batch Transfer', 'Remit', 'Submit Instruction - Remittance', 'Check Instruction - Remittance', and 'Sample'. The 'Remit' section is selected, and the 'Submit Instruction - Remittance' page is displayed. The page title is 'Submit Instruction - Remittance'. Below the title, there is a checkbox labeled 'I read and agree: Circular on Remittance' which is checked. The main content area is titled 'Step 1: Select Remittance Account'. It includes a submission date of '15-03-2011' and a note that users can choose from a 'Template' for remittance details. The form fields include: 'Account Name in English' (For test), 'From' (ICBC LONDON LTD(United Kingdom)), 'Account No.' (0115000100000379401), 'Current Account' (Current Account), 'Currency' (GBP), 'Remittance Purpose' (Trade), 'Sender's Tel' (020 7397 8888), and 'Sender's Address' (36 king street). A 'Check AC Bal.' button is also present.

Step 2: Please fill in beneficiary information in the required fields (* indicates it is mandatory). Make sure you select the correct receiving currency.

The screenshot shows the 'Step 2: Fill in Beneficiary's Details' page. The form fields include: 'Remittance Destination' (Outside the UK), 'Transfers within ICBC?' (yes/no), 'Beneficiary's Name' (Online test), 'To' (654165917154330), 'Currency' (USD), 'Location of Beneficiary's Bank' (BEIJING), 'City' (BEIJING), 'SWIFT code of receiving bank' (ICBKCNBJXXX), 'Bank Name' (INDUSTRIAL AND COMMERCIAL BANK OF CHINA), 'Contact Number' (010-65275389), and 'Reference' (FOR TEST). The 'Remittance Destination' dropdown is highlighted with a red box.

Step 3: Fill in the amount of the payment (the amount beneficiary will receive), and select an account for remittance handling charges. You may save current remittance instruction as a template for future use.

Step 3: Fill in Amount Details

Remittance Amount: USD *

Company Name: ▼

Fee Charge Account: ▼

Currency: ▼

Similarly, the system will display the instruction information, please check again and enter the token password and verification code respectively. Click [Confirm] to proceed.

Submit Instruction - Remittance >> Help

Submitted on: 31-03-2011

Account Name in English: Fortest
From: ICBC LONDON LTD(United Kingdom)
Account No.: 0115000100000379401 Current Account
Currency: GBP
Remittance Purpose: Trade
Sender's Tel: 0207397888
Sender's Address: 36 king street

Remittance Destination: Outside England
Transfers within ICBC?: yes
Beneficiary's Name: Online test
To: 654165917154330
Currency: USD
Location of Beneficiary's Bank: BEIJING
City: BEIJING
Bank Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA
SWIFT code of receiving bank: ICBKCNBJ300X
Contact Number: 010-65276539
Reference: FOR TEST

Remittance Amount: GBP 634.28 (for reference only)
Remittance Amount: USD 1,000.00
Rate: 1 GBP = 1.5766 USD (for reference only, refer to actual processing rate)
Company Name: ICBC LONDON LTD(United Kingdom)
Fee Charge Account: 0115000100000379401 Current Account
Currency: GBP
Banking Charges: GBP 68.68
Telex Fee: GBP 11.00
Remittance fee - Discount %: 20%
Total remittance fee after discount: GBP 15.94

Dynamic Password Card Coordinates:

Enter Dynamic Password:

Enter Verification Code: [Refresh verification code](#)

The system it will provide an instruction reference number for the purpose of tracking. (E.g. ACA1675) Customers are advised to make a note for future reference. However, in case the reference is lost, you may still be able to find out the instruction and its status using other criteria (e.g. Date) in the [Check instruction – Remittance].

Note:

1. Make sure you enter the token card password with 90 seconds when the coordinate prompts.
2. You can track your instruction by [Remittance instruction enquiry].
3. We suggest you to click [Save as template] before submitting the instruction as this may save your time at next remittance submission.

7. Timed deposit

For online timed deposit account service, customer must apply for an all-in-one account at any of our branches and add the account to the internet banking account.

Internet banking operation:

Choose [Fixed deposit] in the main menu. Click [Current-2- fixed], then choose the [Deposit type] and fill in all mandatory fields by click [submit] to complete the transaction.

ICBC 中国工商银行 Corporate Overseas Banking BANKING@HOME

Welcome: System Announcement: 1) plc - Corporate Internet Banking If customers have problems using Cur

Manage A/C Receivable Payments **Fixed Deposit** Online Loan FX Trade Customer Services

Fixed Deposit

- Operation Guide
- Check Fixed Deposit
- **Current-2-Fixed**
- Fixed-2-Current
- Change Instruction on Maturity
- Check Fixed Deposit Instruction
- Check Deposit Rate

>> Fixed Deposit > Current-2-Fixed

Current-2-Fixed >> |

Please select deposit currency: USD Search

Deposit type	Deposit Term	Minimum Amount Required	Interest Rate(%)	Privilege Description	Action
USD Deposits- One-month Time LC	1Month(s)	USD 1,500.00	USD 0.00 - 5,000.00	0.1000%	Deposit-in
			USD 5,000.00 or above	0.1500%	
USD Deposits- Three month	3Month(s)	USD 1,500.00	USD 0.00 - 5,000.00	0.4000%	Deposit-in
			USD 5,000.00 or above		

ICBC 中国工商银行 Corporate Overseas Banking BANKING@HOME

Welcome: System Announcement: Welcome to ICBC(London) plc.

Manage A/C Receivable Payments **Fixed Deposit** Online Loan FX Trade Customer Services

>> Fixed Deposit > Current-2-Fixed

Current-2-Fixed

From: USD Deposits- One-month Time LC

From Account: 11111111111111111111 Current&Saving A/C ALL-IN-ONE

Debit Currency: USD Usable Balance: [Balance Enquiry](#)

Deposit account No.: 11111111111111111111 TIME DEPOSIT ALL-IN-ONE

Currency Credited: USD

☒ Withdrawal: USD -

☐ Deposit: USD -

Deposit Type: USD Deposits-One-month Time LC

Reference Interest Rate: [Balance Enquiry](#)

Net interest for reference: Please click the To be inquired link behind the reference interest rate

Maturity Option: ☒ Renew the principal plus the interest

☐ Renew principal, transfer interest to other account

☐ Transfer principal and interest to other account

Renewal Type: USD Deposits-One-month Time LC

Reference:

Submit Reset

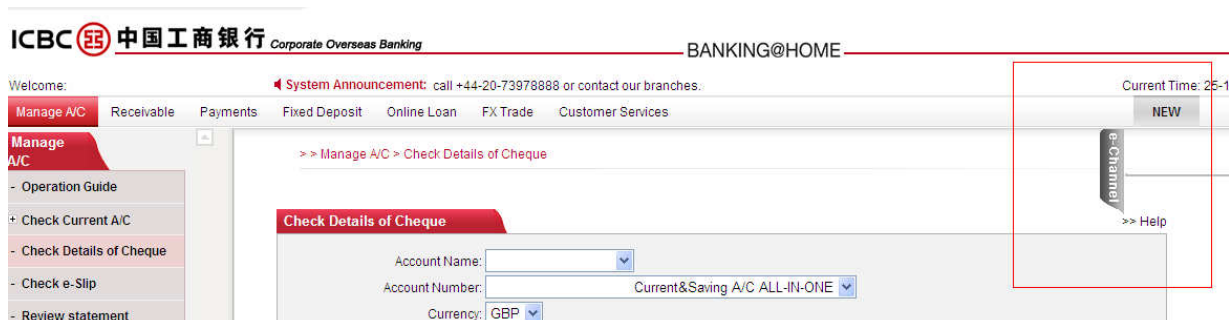
The customers can also withdrawal fixed deposit and change instruction on maturity by simply click the menu on the left.

8. Security Token

Customers will receive their Electronic Token usually at the time when they apply for internet banking in any of our branches. Electronic Token offers higher level of security protection to ensure your assets are safe at all times.

9. Useful shortcuts

In order to facilitate the use of Internet banking, ICBC Corporate Internet banking has enhanced shortcut functions that further save your energy and time.

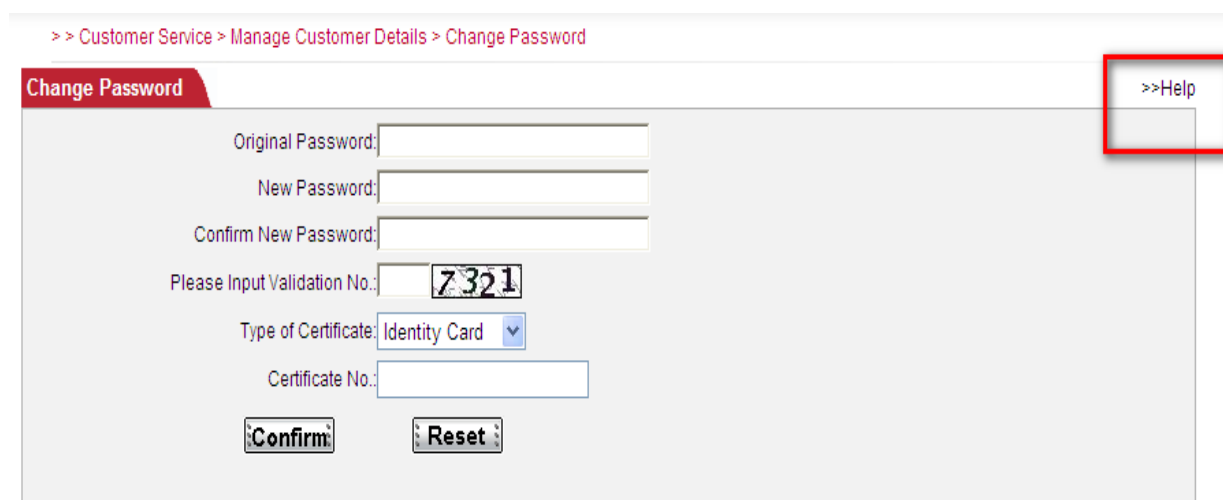


9.1 Internet banking search (Picture to be updated)

You may use [Internet Banking search] to find out a function which you are unsure where to find. Please go to [Welcome page], type in the key words of a function you are looking for in the blank box provided. For example, 'Deposit'. The system will display all the functions related to 'Deposit'. Click your desire one to start using the function.

9.2 Helps

If you don't understand the meaning of certain operation name, please use click [Help] for information. For example, if you don't know how to modify password, please find [Help] on the top right corner of the transaction area.



A brief explanation will display as below. For further information, please click on [More help].

> > Customer Service > Manage Customer Details > Change Password

More Help X

Change Password: A function for changing the logon password of Internet Banking regularly as a strengthen measure to enhance the security of your Internet Banking.

Change Password

Original Password:

New Password:

Confirm New Password:

Please Input Validation No.:

Type of Certificate: Identity Card

Certificate No.:

9.3 Download

We provide an exclusive download service for corporate customers. Please visit [Customer Service] in the main menu and select [Download] in the sub-menu. The available information for download will be displayed as follow (E.g. Purpose):

Manage A/C Receivable Payments Fixed Deposit Online Loan FX Trade **Customer Services**

Customer Services

- Operation Guide
- **Download**
- Check - Change Company Details
- Change Logon Password
- + Upload Payroll e-Slip
- + Manage Certificate
- Annual Fee - Internet Banking

> > Customer Services > Download

Download

Download ICBC Internet Banking software

Client Tool

Available Currency in FX Trade

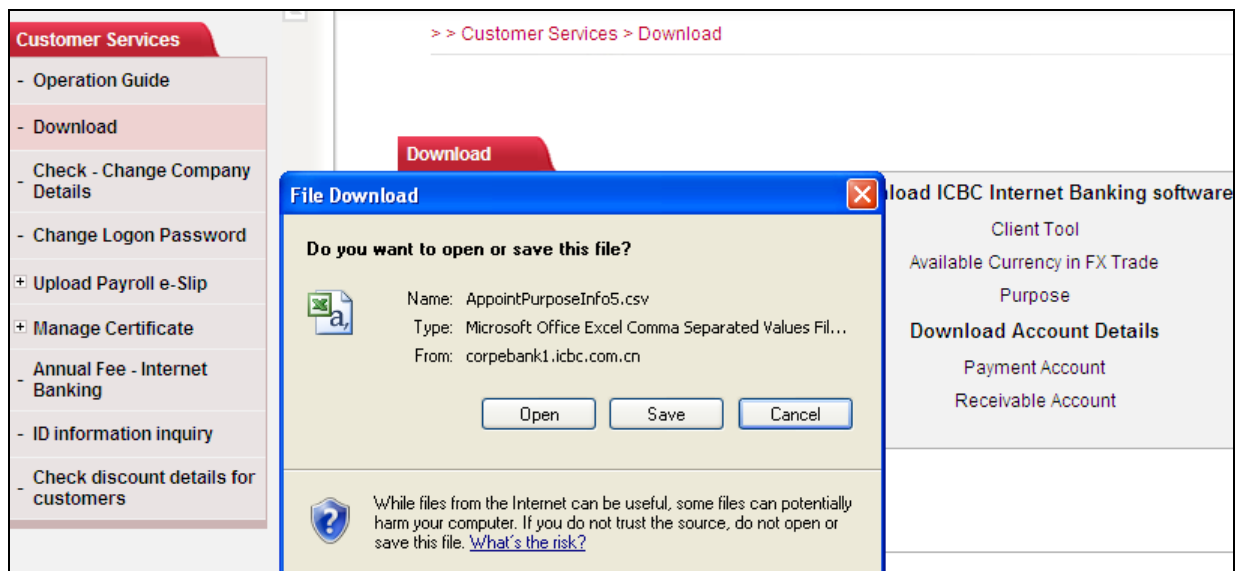
Purpose

Download Account Details

Payment Account

Receivable Account

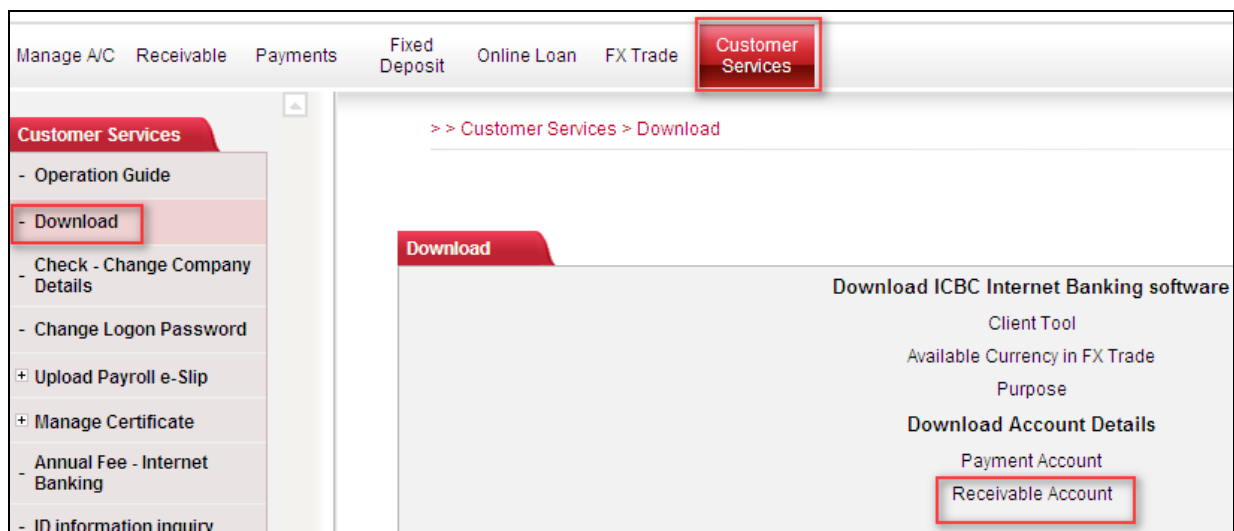
Click [Open] or [Save]:



Microsoft Excel - AppointPurposeInfo5[1]

	A	B	C	D	E	F	G	H
1	[AppointPurposeInfo]							
2	Code of Remittance Purpose	Area Code	Remittance Purpose	Remittance Purpose	Remittance Purpose	Remittance Purpose	(Local Language)	
3	1000080	0122	工资	Salary				
4	1000081	0122	生活费	Living Expense				
5	1000082	0122	购物	Shopping				
6	1000083	0122	赠与	Donation				
7	1000084	0122	投资	Investment				
8	1000085	0122	福利费	Welfare Fee				
9	1000086	0122	贸易	Trade				

If again, you would like to download [Receivable Account] , repeat the steps above:



	A	B	C	D	E
1	[PayeeBookInfo]				
2	Seq.	Logon ID	Name of Receiving	Account No.	Currency
3	978	LIPING. c. 0115	MRS XIAOMEI ZHANG	0115000100000269281	GBP
4					
5					
6					

9.4 Lost of Cheque

For any reason that you have lost your issued cheque, ICBC Internet Banking allows to report the lost cheque(s) immediately to avoid further lose. Operation as follow: Click [My A/C] in the main menu, and choose [Report lost of cheque], enter the information required in the screen below and click [Report lost].

Report Loss of Cheque	
Lost Cheque No	
Voucher Type:	Cash Cheque
Cheque Start/End No.:	000009013 - 000009015 Enter the lost cheque no. if reporting loss on one single cheque
Card/Account No.:	No A/C under the given conditions
Currency:	
<input type="button" value="Report lost"/>	

This operation will require using Token card code to verify.

10. Business time:

Due to the bank's internal procedure requirements, some types of remittance/transfer can only be processed within specified time periods. Instructions submitted within the following time period will be processed by us on the same day; others (Include bank holidays) will be dealt with on the next working day.

Transaction type	Valid submission time
Cross currency transfer	Bank working date 10:00 to 16:00
RMB remittance	Bank working date before 14:30
Non-RMB remittance	Bank working date before 14:30

12. FAQs

1). Q: Why I cannot use internet banking in VISTA operating system?

A: We recommend reinstall your I.E; or reinstall your Active X control, and restart your computer.

2). Q: Why I cannot use internet banking on another computer?

A: We recommend install Active X control, and restart your computer.

3). Q: I can use internet banking on my computer before, why I cannot use it now?

A: We recommend reinstall Active X control, and restart your computer.

4). Q: Why I cannot input logon password and verification code?

A: As this is your first time logon that your computer has not yet installed ActiveX control. Please refer to section 3 「First time access to the internet banking」 and follow the steps.

5). Q: Why Token card coordinate prompt [system error, please contact...]?

A: When token card coordinates shows, please input the coordinate value within 90 seconds or the input will be invalid. If the number of input errors/invalids accumulated up to 5 times, your token card will be temporarily barred until the next day. If up to 10 times still not correct, it will become permanently frozen. You may have to visit our branch to apply for a new token card.