

## Easy Steps to use Payroll / Direct Credit Service

1. Download and install software	<ul style="list-style-type: none"><li>• Download ICBC (Thai) Client Encryption and .Net Framework Version 3.5.</li><li>• Customer can study more details from User's Guide for Download &amp; Installation.</li></ul>
2. Download Templates	<ul style="list-style-type: none"><li>• Download Excel file template to fill in data for fund transfer instruction.</li><li>• Download Electronic Instruction Note template (Word doc) to do summary of the transfer.</li></ul>
3. Fill in data in Excel file Template	<ul style="list-style-type: none"><li>• Fill data in Excel file following instruction stated on the Excel template for each fund transfer.</li></ul>
4. Encrypt Excel file	<ul style="list-style-type: none"><li>• Encrypt Excel file before sending for safety. For more info on how to encrypt, please see User's Guide for ICBC (Thai) Client Encryption.</li></ul>
5. Prepare Electronic Instruction Note	<ul style="list-style-type: none"><li>• Fill in Electronic Instruction Note that subtotals of amount and transactions should match information in Excel file.</li></ul>
6. Send 2 emails to ICBC	<ul style="list-style-type: none"><li>• <b>E-mail #1</b> : email Excel file that already encrypted to E-mail: <a href="mailto:PAYROLL_SERVICE@th.icbc.com.cn">PAYROLL_SERVICE@th.icbc.com.cn</a></li><li>• <b>E-mail #2</b> : Email Electronic Instruction Note to E-mail: <a href="mailto:FBO_PayrollService@th.icbc.com.cn">FBO_PayrollService@th.icbc.com.cn</a></li></ul>

- Do step 1-2 once before start using the service.
- Do step 3-6 each time and submit instruction at T-2.
- For subject of 2 emails, please start with service name, followed by date to be paid and company name  
i.e. Subject: Payroll 31Jan2014 Company A