

ICBC SINGAPORE BRANCH

CORPORATE E-BANKING

OPERATION MANUAL

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I E-TOKEN ACTIVATION

First of all , make sure that you have received the e-token device and active code list(e-version as below)

工银电子密码器管理

集团编号:	010392000007417
集团中文名称:	PTE. LTD.
集团英文名称:	PTE. LTD.
网上银行登录ID:	c.0103
工银电子密码器序列号:	2112000000111048
工银电子密码器激活码:	504392563402

STEP 1 : Press and hold the red button for few seconds to turn on the token :



STEP 2 : Enter the 12 digits active code, provided by ICBC :



STEP 3 : Set a new password for your token (6 digits) . After entering two times to confirm , the set up is done :



II INTERNET BANKING LOGIN

STEP 1 : Open the ICBC Singapore Branch home page. The address is WWW.ICBC.COM.SG, The supporting internet explorer version includes IE 6-10 , Firefox 10-22 and Google Chrome 20-27.

Click ‘Corporate Banking’ under User Login ,to enter the log in page :




STEP 2 : Choose ‘Password + Token Login’ , fill in the blanks according to the prompts.

Internet Banking Help

Certificate + static password login



V4.0

User ID: .c.0103
 Password:
 Verification code:  [Refresh](#)
[verification code](#)
 Please press "Confirm" on the Token to get the dynamic password.
 Dynamic Password:


Please use the e-token to get the Dynamic Password. Turn on the E-token and press 'OK', to obtain the 6 digits Dynamic Password.




NOTE : If you are first time log into the internet banking, you need to change your login password. Fill in the initial password and follow the prompts accordingly :

Internet Banking Help

Certificate + static password login


V4.0

User ID: KEXIAODAN .c.0103
Password: *****
Verification code: erjn  Refresh
[verification code](#)
Please press "Confirm" on the Token to get the dynamic password.
Dynamic Password: *****
Login

Click 'Login' , the webpage will auto direct to the Modify Password webpage:

Modify Password

XE9RXEXSX XIXGXPXRX XTX.XTX Internet Banking Service


Customer service: a group of functions provided to manage the customer reserved data and password of Internet banking.

Current Password: *****

New Password: *****

It is suggested to enter a 8-digit password combining letters and numbers. Please avoid setting [Password of low security](#)

Confirm New Password: *****

Please enter the validation code: i3yb  Refresh verification code

Corporate Customer Number: 010392000000580

Confirm

Reset

NOTE : When you change your password , you will need to fill in the group number , which you could find in the first line of the active code list.

工银电子密码器管理

集团编号:	010392000007417
集团中文名称:	PTE. LTD.
集团英文名称:	PTE. LTD.
网上银行登录ID:	c.0103
工银电子密码器序列号:	2112000000111048
工银电子密码器激活码:	504392563402


And need to enter the dynamic password one more time :

Modify Password XEXRXESX XIXGXPXR XTX XTX Internet Banking Service

Customer service: a group of functions provided to manage the customer reserved data and password of Internet banking.

Please press [OK] on the token and finish the transaction as quickly as you can before timeout.

Dynamic Password:

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

After completed password changing and log in again:

Modify Password XEXRXESX XIXGXPXR XTX XTX Internet Banking Service

Customer service: a group of functions provided to manage the customer reserved data and password of Internet banking.

Successfully changed your logon password. The new password will take effect at the next logon.

[Logon again](#)

Notes:

1. Since the logon password for the Internet banking you reserved at our business office is purely digital, system will request for password change at the time of your initial logon in order to assure the safety of your password, you can continue to use only after password has been changed. Newly input password shall have a length between 6 and 30 digits and can be a combination of letters and numbers.
2. If you forgot your password, you can change the password through this function after password reset at our business office so as to strengthen the security of Internet banking.

webmaster@icbc.com.cn
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So, you can use the new password log in to the internet banking.

III FUNCTION OVERVIEW

In order to provide you a better understanding on ICBC Internet Banking, below is brief description about the functions of Internet Banking.

A) ACCOUNT MANAGEMENT

You can inquire about the account information, balances and details, print e-slip and change the alias of all the accounts that belong to your internet banking.

B) PAYMENT and TRANSFER

Various types of transfer and remittance services, meet your demands in internal and external of company at domestic and oversea.

C) PAYROLL SERVICE

Provide you the service to pay the employee salary in batch, and the payee's account can be in China or other banks.

D) FIXED DEPOSIT

Provide RMB, SGD, USD fixed deposit products with different periods and high Interest rates, to meet your needs to increase the fund value

E) CASH POOL

You can manage and transfer the fund to anywhere conveniently, enjoy the favourable policy like cross-boarder fund sweep and allocation, overdraft limit sharing, consolidated interest-bearing and internal pricing and etc.

IV ACCOUNT MANAGEMENT

a) Check Current Deposit Account

Click ‘ Manage A/C ’ → ‘Current Account Services’ → ‘Current Account Information’:

Welcome: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED [System Announcement](#)

Manage A/C Receivable Payroll Service Payment & Transfer Cash Pool Management Fixed Deposit Online Loan ICBC Messaging Customer Services Liquidity management

>> Manage A/C > Current Account Services > Current Account Information

Current Account Information >> Help

Account Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED
Account Number: 0103010001000147374

Search

Account Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED
Account Number: 0103010001000147374

Account Name in English: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED
Branch Name: Industrial and Commercial Bank of China Singapore Branch
Account Opening Date: 14-02-2014
Account Status: Normal
Account Alias:

Account Number	Currency	Account Type	Account Status	Cheque Account	Allow Overdraft	Account Opening Date
0103010001000147374	SGD	Current Account	Normal	Yes	Yes	14-02-2014

Back

Note :

1. You could check your account as long as the account connected to ICBC Singapore Branch internet banking.
2. The account of ICBC in other location could connect to ICBC Singapore Branch Internet banking as well, including mainland China, HK, etc.

b) Check Balance In Current Account

Click 'Manage A/C' → 'Current Account Service' → 'Current Account Balance' :

>> Manage A/C > Current Account Services > Current Account Balance

Current Account Balance >> Help

☐ [Singapore](#)

>> Manage A/C > Current Account Services > Current Account Balance

Current Account Balance >> Help

☒ [Singapore](#)

☒ [INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED](#)

☒ 0103010001000147374

☒ 0103020002000205910

☒ 0103020002000206014

>> Manage A/C > Current Account Services > Current Account Balance

Current Account Balance >> Help

Account Details Account Balance

Transaction History Account Summary

Country / Area: Singapore

Account Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Account Name in English: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Account Number	Currency	Account Type	Current Balance	Available Balance	Enquiry Time
<input type="radio"/> 0103010001000147374	SGD				
<input type="radio"/> 0103020002000205910	USD				
<input type="radio"/> 0103020002000206014	CNY				
Total Balance / Net Position(SGD)					
Total Balance / Net Position(USD)					
Total Balance / Net Position(CNY)					
Total amount in USD					

Attention: Total amount in USD is only for reference and the actual amount is subject to changes due to factors such as floating exchange rate.
Group balance summary

PS :

1. You could check your account as long as the account connected to ICBC Singapore Branch E-banking.
2. Choose the region you want to check , and the following account ;
3. Click the account or currency link to display the balance and inquire date & time, and the summary of account total balance you choose will show below.
4. The inquire result can print out directly.

Check Bal in Current A/C

>> Help

Account Details

Search

Account Balance

Search

Transaction History

Search

Account Summary

Download

Country / Area:Singapore

Account Name:XOXLXDIXLXNX XAX-XAXIXIX XLBXAX)XLXD

Account Name in English:XOXLXDIXLXNX XAX-XAXIXIX XLBXAX)XLXD

Account Summary Download

Account Number	Currency	Account Type	Current Balance	Available Balance	Enquiry Tim
0103010001000027801	SGD	Current Account	29,127.59	29,127.59	30-10-2013 09:4
0103020002000040402	USD	Current Account	1,066,775.40	1,066,775.40	30-10-2013 09:4
0103020002000041277	USD	Current Account	34,026,425.31	34,026,425.31	30-10-2013 09:4
Total Balance / Net Position(SGD)			29,127.59	29,127.59	
Total Balance / Net Position(USD)			35,093,200.71	35,093,200.71	
currAccountBalance_convert_sum			35,116,283.04	35,116,283.04	

currAccountBalance_convert_Note

Group balance summary

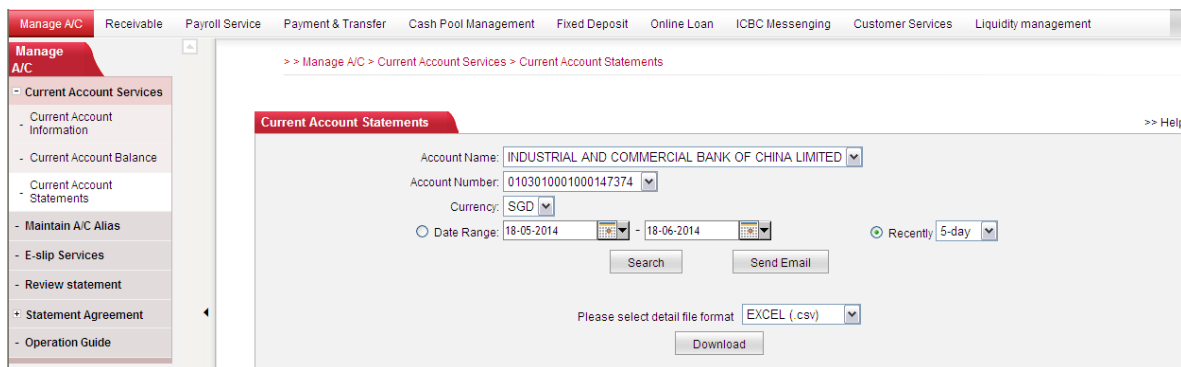
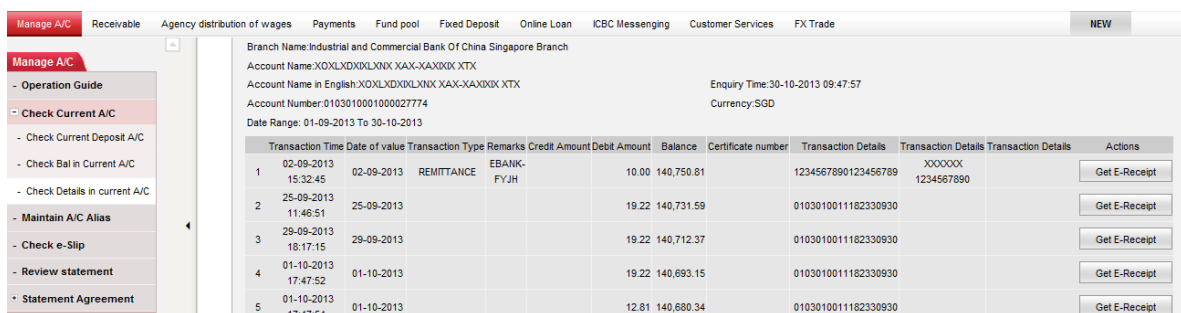
Currency	Current Balance	Available Balance
SGD	29,127.59	29,127.59
USD	35,093,200.71	35,093,200.71
currAccountBalance_convert_balanceSum	35,116,283.04	35,116,283.04

Print

Back

c) Check Details In Current Account

Click 'Manage A/C' → 'Current Account Services' → 'Current Account Statements' :

Transaction Time	Date of value	Transaction Type	Remarks	Credit Amount	Debit Amount	Balance	Certificate number	Transaction Details	Transaction Details	Actions
02-09-2013 15:32:45	02-09-2013	REMITTANCE	EBANK-FYJH	10.00		140,750.81		1234567890123456789	XXXXXXXX 1234567890	Get E-Receipt
25-09-2013 11:46:51	25-09-2013				19.22	140,731.59		0103010011182330930		Get E-Receipt
29-09-2013 18:17:15	29-09-2013				19.22	140,712.37		0103010011182330930		Get E-Receipt
01-10-2013 17:47:52	01-10-2013				19.22	140,693.15		0103010011182330930		Get E-Receipt
01-10-2013 17:47:54	01-10-2013				12.81	140,680.34		0103010011182330930		Get E-Receipt

PS :

1. You could check your account as long as the account connects to ICBC Singapore Branch E-banking.
2. The default selection is to check the details of the latest 5 days. You can select the range of date that you would like. The maximum is within one year's account details can be display.
3. Printing e-slip needs the e-token device.
4. The details can be direct download as Excel or PDF format.

Branch Name: Industrial and Commercial Bank Of China Singapore Branch

Account Name: XOXLDXIXLXNX XAX-XAXIXIX XTX

Account Name in English: XOXLDXIXLXNX XAX-XAXIXIX XTX

Enquiry Time: 30-10-2013 09:47:57

Account Number: 0103010001000027774

Currency: SGD

Date Range: 01-09-2013 To 30-10-2013

	Transaction Time	Date of value	Transaction Type	Remarks	Credit Amount	Debit Amount	Balance	Certificate number	Transaction Details	Transaction Details
1	02-09-2013 15:32:45	02-09-2013	REMITTANCE	EBANK-FYJH		10.00	140,750.81		1234567890123456789	XXXXXX 1234567890
2	25-09-2013 11:46:51	25-09-2013				19.22	140,731.59		0103010011182330930	
3	29-09-2013 18:17:15	29-09-2013				19.22	140,712.37		0103010011182330930	
4	01-10-2013 17:47:52	01-10-2013				19.22	140,693.15		0103010011182330930	
5	01-10-2013 17:47:54	01-10-2013				12.81	140,680.34		0103010011182330930	
6	01-10-2013 17:45:03	01-10-2013			112.00		140,792.34		0103010001000020662	XRXXGTXOXIXN XHXIXIXGX XTX.X (XNXMXMXEXSX XOXUTXRX XIXUXDXTXOX)X
7	30-10-2013 10:25:24	30-10-2013		232	145.00		140,937.34		0103010001000049142	XPXTXPXEXLXD
Total					257.00	80.47				

Branch Name:	Industrial and Commercial Bank Of China Singapore Branch									
Account Name:	XEXRXEXSX XIXGXPXRX XTX XTX									
Account Name in English:	XEXRXEXSX XIXGXPXRX XTX XTX									
Enquiry Time:	01-03-2014 10:24:07									
Account Number:	0103020002000023544									
Currency:	USD									
Date Range:	01-02-2014 To 01-03-2014									
	Transaction Time	Date of value	Transaction Type	Remarks	Credit Amount	Debit Amount	Balance	Certificate number	Transaction Details	Transaction Details
1	01-02-2014 17:28:46	01-02-2014	REMITTANCE	EBANK-FYJH	93.00		21,000.82		123456 123456 123456	
2	01-02-2014 17:28:46	01-02-2014	CHARGE	EBANK-FYJH		10.00	20,990.82		0103020011145119418	
3	01-02-2014 10:20:55	01-02-2014	REMITTANCE	EBANK-FYJH	20.00		20,970.82		778899 PETROEAST 123456789	
4	01-02-2014 10:20:55	01-02-2014	CHARGE	EBANK-FYJH		10.00	20,960.82		0103020011145119418	
5	01-03-2014 16:20:48	01-03-2014	INTEREST			3.40	20,964.22			
Total					3.40	133.00				

V INTERNAL TRANSFER

Click 'Payment & Transfer' → 'Transfer' → 'Internet Transfer' :

Manage A/C Receivable Payroll Service **Payment & Transfer** Cash Pool Management Fixed Deposit Online Loan ICBC Messaging Customer Services Liquidity management

>> Payment & Transfer > Transfer > Internal Transfer

Internal Transfer >> Help

Customer Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

From: 0103010001000147374

Currency: SGD Usable Balance: [Balance Enquiry](#)

Transfer To: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

To: 0103010001000147374

Currency: SGD

Transfer Amount: SGD

Reference:

Submit Reset

Internal Transfer >> Help

Customer Name: XRXGXTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOXIX

From: 0103010001000020662 payment ac

Currency: SGD

Debit Amount: SGD 100.00

Transfer To: XHXXNX XOXSRXCXIXNX(XOXTX XAXIXIXX

To: 0103020002000019449

Currency: USD

Credit Amount: USD 79.25 (For reference only)

Exchange Rate: 1 USD = 1.2619 SGD (for reference only, refer to actual processing rate)

Reference:

Please enter the following numbers on your Token: **001944100.00**

The above picture includes 8 digits random number from payee account and Transfer Amount, please check it carefully.

Please press [OK] on the token and finish the transaction as quickly as you can before timeout.

Dynamic Password: *****

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

Confirm Cancel

Internal Transfer >> Help

Real-time instruction submitting succeeded!

Instruction No.: ACA18921

Time of Submission: 30-10-2013 09:53:33

Customer Name: XRXGXTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOXIX

From: 0103010001000020662 payment ac

Currency: SGD

Debit Amount: SGD 100.00

Transfer To: XHXXNX XOXSRXCXIXNX(XOXTX XAXIXIXX

To: 0103020002000019449

Currency: USD

Credit Amount: USD 79.25

Exchange Rate: 1 USD = 1.2619 SGD

Reference:

Transfer type: Real-time

Save Print Finish

Note :

1. The function applies to the company's transfer between internal registered accounts;
2. The payer and payee must be in the same region, such as Singapore accounts, or domestic accounts, China domestic accounts belongs to same region;
3. Support payer and payee using different type of currency;
4. After submit your order, you will see the reference exchange rate in the active code key in page;
5. Real-time transfer without any charge;
6. Need to use e-token device;
7. The successful submitting page could be printed.

Internal Transfer

[>> Help](#)



Real-time instruction submitting succeeded!

Instruction No.: ACA18921

Time of Submission: 30-10-2013 09:53:33

Customer Name: XRXXGTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX
XOXUXTXRX XIXUXDXTXOX)X

From: 0103010001000020662 payment ac

Currency: SGD

Debit Amount: SGD 100.00

Transfer To: XHXNX XOXSRXCXIXNX(XOXTX XAXIXIX)X

To: 0103020002000019449

Currency: USD

Credit Amount: USD 79.25

Exchange Rate: 1 USD = 1.2619 SGD

Reference:

Transfer type: Real-time

Save

Print

Finish

VI EXTERNAL TRANSFER

Click 'Payment & Transfer' → 'Transfer' → 'External Transfer' :

Manage A/C Receivable Payroll Service **Payment & Transfer** Cash Pool Management Fixed Deposit Online Loan ICBK Messaging Customer Services Liquidity management

>> Payment & Transfer > Transfer > External Transfer

External Transfer >> Help

Customer Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED
From Account Name: 0103010001000147374
Currency: SGD Usable Balance: [Balance Enquiry](#)

Transfer To: Please select the Beneficiary's Account from or enter the beneficiary's
To:

Currency: USD Please choose the currency.
Transfer Amount: SGD

Reference:

Whether to send SMS reminder to beneficiary: ☐ yes ☐ no

External Transfer >> Help

Customer Name: XRXXGTXXOXIXNX XHXLXIXGX XTX.XPXXMXMXEXSX XOXUXTXRX XIXUXDXTXOXIX
From Account Name: 0103010001000020662 payment ac
Currency: SGD
Amount to be debited: SGD 20.00
Transfer To: XOXBXHXNX XTX XTX
To: 0103020002000019697
Credit Currency: USD
Credit Amount: USD 15.85 (For Reference Only)
Reference Exchange Rate: 1 USD = 1.2619 SGD For information only. The actual processing rate may vary.
Reference:
Whether to send SMS reminder to beneficiary: No


Please enter the following numbers on your Token: **00019620.00**

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

Dynamic Password:

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

External Transfer >> Help

 Real-time instruction submitting succeeded!

Instruction No.: ACB28947
Time of Submission: 30-10-2013 09:57:45
Customer Name: XRXXGTXXOXIXNX XHXLXIXGX XTX.XPXXMXMXEXSX XOXUXTXRX XIXUXDXTXOXIX
From Account Name: 0103010001000020662 payment ac
Currency: SGD
Amount to be debited: SGD 20.00
Transfer To: XOXBXHXNX XTX XTX
To: 0103020002000019697
Credit Currency: USD
Credit Amount: USD 15.85
Reference Exchange Rate: 1 USD = 1.2619 SGD
Reference:

Note :

1. It applies to the Singapore ICBC local accounts transfer;
2. Support payer and payee using different type of currency;
3. After submit your order, you will see the reference exchange rate in the active code key in page;
4. Real-time transfer without any charge;
5. The information of payee can be saved, for direct selection next time, to avoid double entry;

Manage A/C Receivable Agency distribution of wages **Payments** Fund pool Fixed Deposit Online Loan ICBC Messaging Customer Services Liquidity management Bills

Transfer

- Internal Transfer
- External Transfer
- Check Instruction - Transfer
- List of Payees
- Sign Schedule Transfer Agreement
- Check/Cancel Agreement of Service for Transfer Agreement
- Check Instruction on schedule transfer
- + Batch Transfer
- + Remit

External Transfer >> Help

来自网页的消息

Do you want to insert the beneficiary information into your Transfer Beneficiary List?

确定 取消

Beneficiary's Account from My payee or enter the

Currency: USD Please choose the currency.

Transfer Amount: USD 300.00

Reference:

Whether to send SMS reminder to beneficiary: ☐ yes ☒ no

Submit Reset

List of Payees >> Help

Directional account

Sorry, no record under the given conditions.

List of Payees

	A/C Name to be credited	A/C No. to be credited	Currency
<input type="radio"/>	zhangsan	0103010001000017070	USD

[Page 1page of 1page]

Add Modify Delete Download Transfer

6. You can choose to send text message to inform the payee to check the account, the language of text message depends on the version of the e-banking you login. The text message service is free of charge;

Whether to send SMS reminder to beneficiary: ☒ yes ☐ no

	Notice	Cell phone number	SMS content
Payment successful	<input checked="" type="checkbox"/>	65 XXXXXXXX	The Bank has deducted the payment of USD from the account number ending with 3544 to that ending with .[ICBC]
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Submit Reset

7. The successful submitting page could be printed for use.

External Transfer

>> Help



Real-time instruction submitting succeeded!

Instruction No.: ACB28947

Time of Submission: 30-10-2013 09:57:45

Customer Name: XRXGTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX
XOXUXTXRX XIXUXDXTXOX)X

From Account Name: 0103010001000020662 payment ac

Currency: SGD

Amount to be debited: SGD 20.00

Transfer To: XOXBXHXNX XTX XTX

To: 0103020002000019697

Credit Currency: USD

Credit Amount: USD 15.85

Reference Exchange Rate: 1 USD = 1.2619 SGD

Reference:

Save

Print

Finish

VII REMITTANCE

A) Singapore Local SGD Remittance

Click 'Payment & Transfer' → 'Remittance' → 'Create' :

Manage A/C Receivable Payroll Service **Payment & Transfer** Cash Pool Management Fixed Deposit Online Loan ICBC Messaging Customer Services Liquidity management

Payment & Transfer

- + Transfer
- + Transfer Batches
- Remittance
 - Create
 - Check
 - Saved Record
- + ICBC EXPRESS
 - + Batch remittance
 - Operation Guide

>> Payment & Transfer > Remittance > Create

Create >> Help

☒ I have read and agree with the [Circular on Remittance](#)

Your Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Applicant's Account Number: 0103020002000205910

Remitting Currency: USD Usable Balance: 0.00

Beneficiary account type: ☐ Registered Account ☒ Manual input

Beneficiary's Name: xxxxxxxxxx

To: 123123123123123123

Receiving Currency: USD

Next Reset

Submit Instruction - Remittance >> Help

Step 1: Select Remittance Account

Submitted on: 30-10-2013 You can Choose from " [Template](#) " for remittance details

Account Name in English:

Remitting unit: XRXGTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X

Remittance A/C: 0103010001000020662 payment ac

Currency: SGD

Sender's Tel: 123456789

Sender's Address: ICBC SINGAPORE

Step 2: Fill in Beneficiary's Details

Transfers within ICBC: ☐ yes ☒ no

Beneficiary's Name: XXXXXXXX

To: 1234567890123456789

Currency: SGD

Country/region of beneficiary bank: SINGAPORE (SG)

City of the beneficiary bank: SINGAPORE

☒ Please select a beneficiary bank in the list ☐ Others

Beneficiary bank: DBSSSGSIBD DBS BANK LTD. (INVESTMENT E

Beneficiary Bank Code: DBSSSGSIBD

Address of receiving bank: (INVESTMENT BANKING

SINGAPORE

Contact Number: 123456789

Reference:

Step 3: Fill in Amount Details

Remittance Amount SGD 100.00

Remittance Purpose: reback money

Company Name: XRXGTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X

Fee Charge Account: 0103010001000020662 payment ac

Currency: SGD

Submit Save Template Save and Submit Cancel

Submit Instruction - Remittance

>> Help

Submitted on: 30-10-2013
Account Name in English:
Remitting unit: XRXGTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)(Singapore)
Remittance A/C: 0103010001000020662 payment ac
Currency: SGD
Sender's Tel: 123456789
Sender's Address: ICBC SINGAPORE

Transfers within ICBC: no
Beneficiary's Name: XXXXXXXX
To: 1234567890123456789
Currency: SGD
Country/region of beneficiary bank: SINGAPORE (SG)
City of the beneficiary bank: SINGAPORE
Beneficiary bank: DBSSSGSIBD DBS BANK LTD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE
Beneficiary Bank Code: DBSSSGSIBD
Address of receiving bank: (INVESTMENT BANKING DEPARTMENT)
SINGAPORE
Contact Number: 123456789
Reference:

Remittance Amount: SGD 100.00
Remittance Purpose: reback money
Company Name: XRXGTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)(Singapore)
Fee Charge Account: 0103010001000020662 payment ac
Currency: SGD
Banking Charges: SGD 0.00
Telex Fee: SGD 0.00
Fee for Reference: SGD 0.00

Please enter the following numbers on your Token:

168156100.00

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

Dynamic Password: *****

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

Confirm

Cancel

Submit Instruction - Remittance

>> Help

Remittance instruction successfully submitted! Instruction Seq: ACC29776

Details of the Instruction:

Submitted on: 30-10-2013
Account Name in English:
Remitting unit: XRXGTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)(Singapore)
Remittance A/C: 0103010001000020662 payment ac
Currency: SGD
Sender's Tel: 123456789
Sender's Address: ICBC SINGAPORE

Transfers within ICBC: no
Beneficiary's Name: XXXXXXXX
To: 1234567890123456789
Currency: SGD
Country/region of beneficiary bank: SINGAPORE (SG)
City of the beneficiary bank: SINGAPORE
Beneficiary bank: DBSSSGSIBD DBS BANK LTD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE
Beneficiary Bank Code: DBSSSGSIBD
Address of receiving bank: (INVESTMENT BANKING DEPARTMENT)
SINGAPORE
Contact Number: 123456789
Reference:

Remittance Amount: SGD 100.00
Remittance Purpose: reback money
Company Name: XRXGTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)(Singapore)
Fee Charge Account: 0103010001000020662 payment ac
Currency: SGD
Banking Charges: SGD 0.00
Telex Fee: SGD 0.00
Fee for Reference: SGD 0.00

Back

Note :

1. When you choose 'Registered Account' or Singapore branch local account , there will be a prompt to remind you that the internal registered account transfer could not be done by this function;

Submit Instruction - Remittance >> Help

☒ I have read and agree with the [Circular on Remittance](#)

Remitter Name: XRXGTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X

Applicant's Account Number: 0103010001000020662 payment ac

Remitting Currency: SGD Usable Balan

Beneficiary account type: ☒ Registered Account

Beneficiary's Name: XRXGTXOXIXNX XHXL

To: 0103010001000020662

Receiving Currency: SGD

Industrial and Commercial Bank of China or not: ☐ Yes ☒ No

Cross-border or not: ☐ Yes ☒ No

Next Reset

来自网页的消息

Please access "Payments-Transfer-Internal Transfer" to conduct transfer. The transfer is free of charges.

确定

2. The function supports different currency of the payer and payee accounts;
3. The 'cross-border' default setting is 'no', you can choose 'yes' if you need;
4. Your inputs of the payee name, account and currency in the first page, those inputs will be saved to the next page;
5. The blank input box with ' * ' must be filled;
6. After key in the country and city information of beneficiary's bank, can use SWIFT CODE or name of the bank to display the detail and select the correct input from the list, no manual input is required;

Country/region of beneficiary bank: SINGAPORE (SG) *

City of the beneficiary bank: SINGAPORE *

☒ Please select a beneficiary bank in the list ☐ Others

Beneficiary bank: dbs *

Beneficiary Bank Code: DBSESGSGXXX DBS VICKERS SECURITIES (SINGAPORE) PTE LTD SINGAPORE
DBSSSGSGIBD DBS BANK LTD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE
Address of receiving bank: DBSSSGSGLMS DBS BANK LTD. (LIQUIDITY MANAGEMENT SYSTEM) SINGAPORE
DBSSSGSGPCG DBS BANK LTD. (PCG-PRIVATE BANKING DEPARTMENT) SINGAPORE
DBSSSGSGXXX DBS BANK LTD. SINGAPORE
KODBSGSGXXX KOREA DEVELOPMENT BANK, THE (SINGAPORE BRANCH) SINGAPORE

7. You can choose Save and Submit when you submit the instruction or add new sample to avoid inputting the same information again.

B) Other Currency, system cross-border remittance

Click 'Payment & Transfer' >> 'Remittance' >> 'Create' :

>> Payment & Transfer > Remittance > Create

Create >> Help

☒ I have read and agree with the [Circular on Remittance](#)

Your Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Applicant's Account Number: 0103020002000205910

Remitting Currency: USD Usable Balance: 0.00

Beneficiary account type: ☐ Registered Account ☒ Manual Input

Beneficiary's Name: xxxxxxxxxxxx

To: 123123123123123123

Receiving Currency: USD

Next Reset

>> Payment & Transfer > Remittance > Create

Create >> Help

Step 1: Select Remittance Account

Entry Date: 18-06-2014 You can Choose from 'Template' for remittance details

Account Name in English:

Your Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Remittance A/C: 0103020002000205910

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

Sender's Tel: 123123123

Sender's Address: ICBC SINGAPORE

Step 2: Fill in Beneficiary's Details

Transfers within ICBC: ☒ yes ☐ no

Beneficiary's Name: xxxxxxxxxxxx

To: 123123123123123123

Currency: USD

Country/region of beneficiary bank: HONG KONG (HK)

City of the beneficiary bank: HONG KONG

☒ Please select a beneficiary bank in the list ☐ Others

Beneficiary bank: ICBKHKHXXX INDUSTRIAL AND COMMERCIAL BA

Beneficiary Bank Code: ICBKHKHXXX

Address of receiving bank: Hong Kong Branch

HONG KONG

Contact Number: 123123123123

Reference:

Step 3: Fill in Amount Details

Remittance Amount: USD 10.00

Remittance Purpose: Input by hand

testtest

Company Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Fee Charge Account: 0103020002000205910

Currency: USD

Submit Save Template Save and Submit Cancel

> > Payment & Transfer > Remittance > Create

Create >> Help

Entry Date: 18-06-2014
Account Name in English:
Your Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED(Singapore)
Remittance A/C: 0103020002000205910
Currency: USD
Sender's Tel: 123123123
Sender's Address: ICBC SINGAPORE

Transfers within ICBC: yes
Beneficiary's Name: xxxxxxxxxx
To: 123123123123123123
Currency: USD
Country/region of beneficiary bank: HONG KONG (HK)
City of the beneficiary bank: HONG KONG
Beneficiary bank: ICBKHKHHXXXX INDUSTRIAL AND COMMERCIAL BANK OF CHINA, HONG KONG BRANCH Hong Kong
Branch HONG KONG
Beneficiary Bank Code: ICBKHKHHXXXX
Address of receiving bank: Hong Kong Branch
HONG KONG
Contact Number: 123123123123

Remittance Amount: USD 10.00
Remittance Purpose: testtest
Company Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED(Singapore)
Fee Charge Account: 0103020002000205910
Currency: USD
Banking Charges: USD 0.00
Telex Fee: USD 0.00
Fee for Reference: USD 0.00

Please enter the following numbers on your Token **23121210.00**
The above picture includes 6 digits random number from payee account and Remittance Amount, please check it carefully.
Please press [OK] on the token and finish the transaction as quickly as you can before timeout.

Dynamic Password: *****
Enter Verification Code: hvbu **h v b u** [Refresh verification code](#)

PS :

1. When you choose 'Registered Account' , there will be a prompt to remind you that the internal registered account transfer could not be done by this function;

Submit Instruction - Remittance >> Help

☒ I have read and agree with the [Circular on Remittance](#)

Remitter Name: XRXGXTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX XOXUTXRX XIXUXDXTXOX)X

Applicant's Account Number: 0103010001000020662 payment ac

Remitting Currency: SGD Usable Balance

Beneficiary account type: ☒ Registered Account

Beneficiary's Name: XRXGXTXOXIXNX XHXL

To: 0103010001000020662


Receiving Currency: SGD

Industrial and Commercial Bank of China or not: ☐ Yes ☒ No

Cross-border or not: ☐ Yes ☒ No

Next Reset

来自网页的消息

 Please access "Payments-Transfer-Internal Transfer" to conduct transfer. The transfer is free of charges.

确定

- The function supports different currency of the payer and payee accounts;
- The 'cross-border' default setting is 'no', you can choose 'yes' if you need;
- Your inputs of the payee name, account and currency in the first page, those inputs will be saved to the next page;
- The blank input box with '*' must be filled;
- After key in the country and city information of beneficiary's bank, can use SWIFT CODE or name of the bank to display the detail and select the correct input from the list, no manual input is required;

Country/region of beneficiary bank: SINGAPORE (SG) *

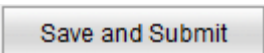
City of the beneficiary bank: SINGAPORE *

☒ Please select a beneficiary bank in the list ☐ Others

Beneficiary bank: dbs *

Beneficiary Bank Code: DBSESGSGXXX DBS VICKERS SECURITIES (SINGAPORE) PTE LTD SINGAPORE

Address of receiving bank: DBSSSGSGIBD DBS BANK LTD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE
DBSSSGSGLMS DBS BANK LTD. (LIQUIDITY MANAGEMENT SYSTEM) SINGAPORE
DBSSSGSGPCG DBS BANK LTD. (PCG-PRIVATE BANKING DEPARTMENT) SINGAPORE
DBSSSGSGXXX DBS BANK LTD. SINGAPORE
KODBSGSGXXX KOREA DEVELOPMENT BANK, THE (SINGAPORE BRANCH) SINGAPORE

- You can choose  when you submit the instruction or add new sample to avoid inputting the same information again.

VIII ICBC EXPRESS

Click 'Payment & Transfer' → 'ICBC Express' → 'Create' :

Manage A/C Receivable Payroll Service **Payment & Transfer** Cash Pool Management Fixed Deposit Online Loan ICBC Messaging Customer Services Liquidity management

Payment & Transfer

- Transfer
- Transfer Batches
- Remittance
- ICBC EXPRESS**
- Saved Record
- Check
- Create
- Batch remittance
- Operation Guide

Saved Record

☒ I have read and agree with the [Circular on Remittance](#)

Step 1: Select Remittance Account

Remittance date: 18-05-2014

Payer Name in English: INDUSTRIAL AND COMM

Payer Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Remittance A/C: 0103010001000147374

Currency: SGD Usable Balance: 91.60

Sender's Tel:

Sender's Address: ICBC SINGAPORE

Step 2: Fill in Beneficiary's Details

Country/region of payee's account opening bank: Hongkong China

Name of receiving bank: ICBC (Asia)

Payee Name: xxxxxxxxxxxxxx

To: 123123123123123123

Currency: SGD [Instructions for selecting collection currency](#)

Beneficiary's address: ICBC CHINA HONGKONG

Reference:

Step 3: Fill in Amount Details

Remittance Amount: SGD 50.00

Fee amount: SGD 10.00

Banking charges paid by: The ordering customer pays the charges (OUR)

Name of payment account for remittance fees: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Fee Charge Account: 0103010001000147374

Currency: SGD

Remittance Purpose: SCHOOL FEE

Template Name: SGD

Remittance Confirm Delete Back

Manage A/C Receivable Payroll Service **Payment & Transfer** Cash Pool Management Fixed Deposit Online Loan ICBC Messaging Customer Services Liquidity management

Payment & Transfer

- Transfer
- Transfer Batches
- Remittance
- ICBC EXPRESS**
 - Saved Record
 - Check
 - Create
- Batch remittance
- Operation Guide

>> Payment & Transfer > ICBC EXPRESS > Create

Create >> Help


Remittance date: 18-06-2014
Payer Name in English: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED
Payer Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED(Singapore)
Remittance A/C: 0103010001000147374
Currency: SGD
Sender's Tel:
Sender's Address: ICBC SINGAPORE

Country/region of payee's account opening bank: Hongkong China
Name of receiving bank: ICBC (Asia)
Payee Name: xxxxxxxxxxxx
To: 123123123123123123
Currency: SGD
Beneficiary's address: ICBC CHINA HONGKONG
Reference:

Remittance Amount: SGD 50.00
Fee amount: SGD 10.00
Banking charges paid by: The ordering customer pays the charges (OUR).
Name of payment account for remittance fees: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED(Singapore)
Fee Charge Account: 0103010001000147374
Currency: SGD
Taxes: SGD 0.00
Remittance Purpose: SCHOOL FEE

Please press [OK] on the token and finish the transaction as quickly as you can before timeout.

Dynamic Password:

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

Note :

1. It applies to the global remittance whose payer and payee accounts are ICBC accounts;
2. The money is debited in real-time and the message is send in real-time;
3. It requires that the currency of the payer and payee accounts must be the same ;
4. You can save the remit information as sample to avoid manual input the same information next time.

IX PAYROLL SERVICE

Before you submit the payroll instruction, you need download the Client Tool to create the staff salary detail list, follow by corresponded payroll type, submit instruction. Payroll service includes regular authority, separate authority and via RMB pre-settlement remittance. The following is an instruction in detail.

A) Payroll detail document

Wage distribution via advance exchange settlement display

Instruction SN	Opening instit...	Employee na...	ID number	Beneficiary's ...	Payment amo...	Remarks
1	Industrial an...	马精	6104041988...	274911043@...	20.00	
2	Industrial an...	张慧	6102021965...	274911043@...	20.00	ceshi
3	Industrial an...	度链	2387471981...	123456789@...	30.00	

*** Required field**

Opening institution of payer account: * Industrial and Commercial Bank of China Singapore Branch Modification options

Instruction number: 4 Search

Payment amount: * CNY

Employee name (Chinese): *

ID number: *






Beneficiary's E-mail:

Remarks:

Note: *Please check carefully before entering account number
*If the users hope to modify or delete record(s), please click one record first
*Please check the transfer-in currency in batch files before uploading them.
The discrepancy in transfer-in currency will lead to rejection of the whole batch

Add Modify Delete Reset

Note :

1. You could download the client tool from the internet banking. Choose 'Download' below the customer service. Select 'Save' and 'Install' the software;
2. Open the client tool and choose the correct type of payroll service and start to input the staff salary information;
3. Payroll service with regular and separate authority should both choose 'Payroll service' function;
4. After you have finished inputting each staff salary information, click Add, below. When you finish inputting all the staff salary information, click  in the top left to save the file;
5. To modify the file, click  in the top left to open the file first.
6. Choose the one you want to modify in the left list, and modify on the right. After you complete the changes, click Modify, below, and click  in the top left to save ;
7. If you want to delete, click  in the top left to open the file. Then choose the one you want to delete in the left list, and click Delete, on the right below. Again, click  in the top left to save.

B) Payroll Service With Regular Authority

Click 'Payroll Service' >> 'Submit Instruction - Payroll'

The screenshot shows the ICBC Singapore internet banking interface. The top navigation bar includes 'Manage A/C', 'Receivable', 'Payroll Service', 'Payment & Transfer', 'Cash Pool Management', 'Fixed Deposit', 'Online Loan', 'ICBC Messaging', 'Customer Services', and 'Liquidity management'. The 'Payroll Service' menu is expanded, showing options: 'Check Instruction - Payroll', 'Submit Instruction - Payroll', and 'Self-management on payment account'. The 'Submit Instruction - Payroll' option is selected, leading to a form titled 'Submit Instruction - Payroll'. The form contains a table with two rows of payroll services and a detailed form for submitting a payroll instruction.

Seq.	Product Name	Description	Action
1	Payroll Service with Regular Authority	null.	Submit Submit Employee Account Information
2	Payroll Service with Separate Authority	null.	Submit Payment Instruction

The 'Submit Instruction - Payroll' form includes the following fields and options:

- Submit Instruction - Payroll** (Header)
- Help** (Link)
- Message:** Cut-off time of Payroll Service is 6:30. Please submit and authorize the transaction before the cut-off time. Otherwise, it will be processed in the next business day. Sorry for the inconvenience brought to you.
- Name of branch institution:** INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED (Dropdown)
- Payer account number:** 0103010001000147374 (Dropdown)
- Payment currency:** SGD (Dropdown)
- Payment date:** 18-06-2014 (Calendar icon) (DD-MM-YYYY)
- Payment usage:** Payroll service (Dropdown)
- Upload files:** (Text input) [Browse...](#)
- Total Amount:** USD (Dropdown) (Text input)
- Total Transaction:** (Text input)
- Name of the batch package:** (Text input)
- Banking Charges:** Collect by transaction
- Footer:** After submitting the instruction, please inquire the fee information under the inquiry instruction transaction
- Buttons:** [Submit](#), [Back](#)

PS :

- Click 'Submit', submit the instruction of payroll service with regular authority ;
- The staff salary list and payment information should all be submitted by the finance ID;
- The payment account must be the same with the default setting in the agreement. If modify needed, you can change it in the function 'Self-management on payment account' in the internet bank;
- The deadline of submit is 6:30 pm every day;
- You can submit the instruction in advance and choose the day to execute it. If you choose T day, the instruction will be accepted in T day. The money will be debited in T day and arrived in T+1 day. You can also check it on the internet bank on T+1 day.
If the Payee is other bank account, then , T+3 days reach Payee.
- The staff salary list must be uploaded before submit;
- The currency, total amount and total transaction must be the same with the staff salary list, otherwise it will be failed to submit the instruction.
- When Authorizer would like to make a payment action, click on the 'Review' to proceed.

C) Payroll Service with Separate Authority

Process flow example: HR submit salary details → HR Authorize the salary details → Finance submit the salary details → Finance approve.

Click 'Payroll Service' >> 'Submit Instruction - Payroll'

Manage A/C Receivable **Payroll Service** Payment & Transfer Cash Pool Management Fixed Deposit Online Loan ICBC Messaging Customer Services Liquidity management

Payroll Service

- Check Instruction - Payroll
- **Submit Instruction - Payroll**
- Self-management on payment account

>> Payroll Service > Submit Instruction - Payroll

Submit Instruction - Payroll >> Help

Seq.	Product Name	Description	Action
1	Payroll Service with Regular Authority	null.	Submit Submit Employee Account Information
2	Payroll Service with Separate Authority	null.	Submit Payment Instruction

Click 'Submit the employee account information' :

Manage A/C Receivable **Payroll Service** Payment & Transfer Cash Pool Management Fixed Deposit Online Loan ICBC Messaging Customer Services Liquidity management

Payroll Service

- Check Instruction - Payroll
- **Submit Instruction - Payroll**
- Self-management on payment account

>> Payroll Service > Submit Instruction - Payroll

Submit Instruction - Payroll >> Help

Seq.	Product Name	Description	Action
1	Payroll Service with Regular Authority	null.	Submit Submit Employee Account Information
2	Payroll Service with Separate Authority	null.	Submit Payment Instruction

Submit the instruction of agency distribution of wages >> Help

Cut-off time of Payroll Service is 6:30. Please submit and authorize the transaction before the cut-off time. Otherwise, it will be processed in the next business day. Sorry for the inconvenience brought to you.

Upload files: * E:\新加坡交流代发工资\8月权限分离.sal [浏览...](#)

Total Amount: * SGD 90.00

Total Transaction: * 3

Name of the batch package:

Banking Charges: Collect by transaction

After submitting the instruction, please inquire the fee information under the inquiry instruction transaction

[Submit](#) [Back](#)

Submit the instruction of agency distribution of wages >> Help

Upload files: E:\新加坡交流代发工资\8月权限分离.sal

Total Amount: SGD 90.00

Total Transaction: 3

Banking Charges: Collect by transaction

After submitting the instruction, please inquire the fee information under the inquiry instruction transaction

Please press [OK] on the token and finish the transaction as quickly as you can before timeout.

Dynamic Password:

Enter Verification Code: 83ea [Refresh verification code](#)

[Confirm](#) [Cancel](#)

Submit the instruction of agency distribution of wages

>> Help



The transaction is successful!

Your batch instruction of ADK233 The payroll file has been submitted. Please use inquiry instruction to inquire the instruction status; in case of error after check, please re-submit the batch.

Finish

Click 'Submit payment instruction' :

Manage A/C
Receivable
Payroll Service
Payment & Transfer
Cash Pool Management
Fixed Deposit
Online Loan
ICBC Messaging
Customer Services
Liquidity management

Payroll Service

Check Instruction - Payroll
Submit Instruction - Payroll
Self-management on payment account

>> Payroll Service > Submit Instruction - Payroll

Submit Instruction - Payroll

Seq.	Product Name	Description	Action
1	Payroll Service with Regular Authority	null.	Submit Submit Employee Account Information Submit Payment Instruction
2	Payroll Service with Separate Authority	null.	Submit Submit Employee Account Information Submit Payment Instruction

代发工资
账户管理
收款业务
付款业务
定期存款
网上贷款
工银信使
客户服务

代发工资

查询指令
提交代发工资指令

>> 代发工资 > 提交代发工资指令

提交代发工资指令

查询条件:

起止日期: 25-09-2013 - 25-10-2013

查询

返回

批次号	批量包别名	提交ID	提交时间	总金额	总笔数	指令状态	付款账户记账方式	操作
ADK208		COSLTEST2.c.0103	25-10-2013 15:37:37	150.00	3	等待财务人员付款	汇总记账	付款

打印

代发工资
账户管理
收款业务
付款业务
定期存款
网上贷款
工银信使
客户服务

代发工资

查询指令
提交代发工资指令

>> 代发工资 > 提交代发工资指令

提交代发工资指令

代发工资业务付款日期为当日的指令执行的受理时间截至每日下午6:30, 请在此之前完成指令的提交和审核工作。超过该时间提交执行的当日付款指令, 我行将在下一工作日处理, 不便之处, 敬请谅解。

是否付款: 是

分支机构名称: * X0XLXDIXLXNX XAX-XAXIXX XTX

付款账号: * 0103010001000027774 SGD current acct for corp-Resident

付款币种: * 新加坡元

付款日期: * 25-10-2013 (DD-MM-YYYY)

付款用途: * 代发工资

文件名称: 8月权限分离.sal

总金额: 150.00

总笔数: 3

批量包名称:

批次号: ADK208

手续费: 按笔收取

提交指令后, 请在查询指令交易查询手续费信息

提交

返回

代发工资 账户管理 收款业务 付款业务 定期存款 网上贷款 工银信使 客户服务

代发工资

查询指令

提交代发工资指令

提交代发工资指令

是否付款: 是

分支机构名称: X0XLDX0XLDX0X XAX-XAX0X0X XTX

付款账号: 0103010001000027774

付款币种: 新加坡元

付款日期: 25-10-2013

付款用途: 代发工资

文件名称: 8月机项分票.sal

总金额: SGD 150.00

单据数: 3

批量名称: ADK208

批次号: ADK208

手续费: 按笔收取

提交指令后, 请在系统指令交易量手续费信息

请按“工银电子密码器”的“确认”键获取动态密码。为保证动态密码有效, 请尽快完成交易。

请输入动态密码: *****

请输入验证码: vp8h v p 8 h 刷新验证码

确认 取消

代发工资 账户管理 收款业务 付款业务 定期存款 网上贷款 工银信使 客户服务

代发工资

查询指令

提交代发工资指令

>> 代发工资 > 提交代发工资指令

提交代发工资指令

>> 帮助信息

交易成功!

您批量指令为 ADK208 的代发工资付款指令已提交, 请使用查询指令查询该笔指令状态。

完成

PS :

1. The staff salary detail list submitted by the HR ID. The payment instruction should be submitted by the finance ID. The authority is separated, ensure information is protected;
2. Before you submit the payment instruction, you should check the corresponding instruction of staff salary list;
3. The deadline of submit is 6:30 pm everyday; If you submit the instruction in T day. The money will be debited in T day and arrived in T+1 day. You can also check it on the internet bank on T+1 day;
If the Payee is other bank account, T+3 days applied.
4. Only the HR ID can query and check staff salary list after the instruction submitted; Finance ID click ‘ REVIEW ‘ to proceed the payment.
5. The payment account can be changed by self service.

X ICBC MESSAGING

Notify you any change to your account balance and also update account status periodically; make you feel safe about your account at all times

A) Set receiving option

Manage A/C
Receivable
Payroll Service
Payment & Transfer
Cash Pool Management
Fixed Deposit
Online Loan
ICBC Messaging
Customer Services
Liquidity management

ICBC Messaging

- Subscribe ICBC Messaging
- My ICBC Messaging
- Set receiving option

> > ICBC Messaging > Set receiving option

Set receiving option

The following is the ID and contact information of all customers of the company, please select and maintain the contact method you want to use for ICBC to send SMS or e-mail:

Customer ID:	CAOLIANGLIANG.c.0103	Contact No.:	65 - <input type="text"/>	Example: County code-mobile phone number
		Mailbox address:	<input type="text"/>	Example: example@icbc.com.cn
Customer ID:	YANXIAQIN.c.0103	Contact No.:	65 - 90818323	Example: County code-mobile phone number
		Mailbox address:	zhilun.huang@sg.icbc.com.cn	Example: example@icbc.com.cn
Customer ID:	KEXIAODAN.c.0103	Contact No.:	65 - 90263918	Example: County code-mobile phone number
		Mailbox address:	mananjob@126.com	Example: example@icbc.com.cn
Customer ID:	LIURONG.c.0103	Contact No.:	65 - 90263918	Example: County code-mobile phone number
		Mailbox address:	hong.ming@icbc.com.sg	Example: example@icbc.com.cn

Note: After this setting, you still need to modify the Messenger service already contracted.

> > ICBC Messaging > Set receiving option

Set receiving option

>> Help

The information of modification is as follows, please confirm:

Customer ID:CAOLIANGLIANG.c.0103	Contact No.: —	Mailbox address: —
Customer ID:YANXIAQIN.c.0103	Contact No.: 65-90818323	Mailbox address: zhulun.huang@sg.icbc.com.cn
Customer ID:KEXIAODAN.c.0103	Contact No.: 65-90263918	Mailbox address: mananjob@126.com
Customer ID:LIURONG.c.0103	Contact No.: 65-90263918	Mailbox address: hong.ming@icbc.com.sg

Please press [OK] on the token and finish the tranaction as quickly as you can before timeout.

Dynamic Password: *****

Enter Verification Code: 4fyf4f yf

[Refresh verification code](#)

Confirm

Cancel

Note:

- 1. You can update the Mobile phone number and email address for all your registered Token IDs under your company. Please update immediately if there is any changes about the contact information.**
- 2. Contact number must be a Singapore mobile phone number, and please key in the correct email address.**
- 3. You need the E-Token device to complete this action.**

B) Subscribe ICBC Messaging

Customized functions for account changes and balance changes alert setting, including Mobile phone text message and emails.

Manage A/C Receivable Payroll Service Payment & Transfer Cash Pool Management Fixed Deposit Online Loan **ICBC Messaging** Customer Services Liquidity management

> ICBC Messaging > Subscribe ICBC Messaging

Subscribe ICBC Messaging >> Help

Serial number	Product name	Product description	Action
1	Account change reminder		Subscribe
2	Fixed-time balance reminder		Subscribe
3	Reminder for collection and distribution of cash pool		Subscribe
4	Business processing reminder		Subscribe
5	Regular expiry reminder		Subscribe
6	Transaction authorization reminder		Subscribe

a. Account change reminder

Manage A/C Receivable Payroll Service Payment & Transfer Cash Pool Management Fixed Deposit Online Loan **ICBC Messaging** Customer Services Liquidity management

Subscribe ICBC Messaging >> Help

Type of messaging service: Alert on account changes

Company's name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Subscribed A/C: 0103010001000147374

Custom currency: SGD

Withdrawal reminder amount: 1.00 The transaction with incurring amount above the amount will be subject to financial reminding

Reminding amount for account posting: 1.00 The transaction with incurring amount above the amount will be subject to financial reminding

Display transaction amount and account balance: ☒ Display ☐ Not displayed

Service period: 1 month

☒ Auto-renew: The system will automatically make extension for you upon the expiry of the services. Each extension period is one month, and fees will be deducted from the specified payment account

Receiving language: ☒ English

Receiving mode: ☒ SMS ☐ E-mail

Receiving number / email: [Set receiving option](#)

☐ Customer ID: CAOLIANGLIANG.c.0103 Contact No.: — Mailbox address: —

☒ Customer ID: YANXIAQIN.c.0103 Contact No.: 65- 90818323 Mailbox address: zhiun.huang@sg.icbc.com.cn

☐ Customer ID: KEXIAODAN.c.0103 Contact No.: 65- 90263918 Mailbox address: mananjob@126.com

☒ Customer ID: LIURONG.c.0103 Contact No.: 65- 90263918 Mailbox address: hong.ming@icbc.com.sg

Company's name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Payment A/C No.: 0103010001000147374

Currency: SGD

Note:

1. Different currency or account able to have different reminder settings
2. If the service period completed, Auto-renew function can helps you to continue this reminder service.
3. This ICBC Messaging is free of charge, but the payment account information have to filled in.

b. Fixed-time balance reminder

Manage A/C Receivable Payroll Service Payment & Transfer Cash Pool Management Fixed Deposit Online Loan **ICBC Messaging** Customer Services Liquidity management

> > ICBC Messaging > Subscribe ICBC Messaging

Subscribe ICBC Messaging >> Help

Type of messaging service: Fixed-time balance reminder

Company's name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Subscribed A/C: 0103010001000147374

Currency: SGD

Balance reminder type: ☒ Current Balance ☒ Available Balance

Sending period: ☒ Day ☐ Ten days ☐ Month

Service period: 6 months

☒ Auto-renew: The system will automatically make extension for you upon the expiry of the services. Each extension period is one month, and fees will be deducted from the specified payment account

Receiving language: ☒ English

Receiving mode: ☒ SMS ☐ E-mail

Receiving number / email: [Set receiving option](#)

<input type="checkbox"/> Customer ID: CAOLIANGLIANG.c.0103	Contact No.: —	Mailbox address: —
<input checked="" type="checkbox"/> Customer ID: YANXIAQIN.c.0103	Contact No.: 65-90818323	Mailbox address: zhulun.huang@sg.icbc.com.cn
<input checked="" type="checkbox"/> Customer ID: KEXIAODAN.c.0103	Contact No.: 65-90263918	Mailbox address: mananjob@126.com
<input checked="" type="checkbox"/> Customer ID: LIURONG.c.0103	Contact No.: 65-90263918	Mailbox address: hong.ming@icbc.com.sg

Company's name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Payment A/C No.: 0103010001000147374

Currency: SGD

Confirm Cancel

Subscribe ICBC Messaging >> Help

Type of messaging service: Fixed-time balance reminder

Enterprise name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Subscribed A/C: 0103010001000147374

Currency: SGD

Balance reminder type: Current Balance Available Balance

Sending period: Day

Service term: 6 months

Auto-renew: Yes

Receiving language: English

Receiving mode: SMS

Receiving number / email: Customer ID:YANXIAQIN.c.0103 Contact No.:65-90818323
Customer ID:KEXIAODAN.c.0103 Contact No.:65-90263918
Customer ID:LIURONG.c.0103 Contact No.:65-90263918


Enterprise name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

Payment A/C No.: 0103010001000147374

Currency: SGD

Please press [OK] on the token and finish the transaction as quickly as you can before timeout.

Dynamic Password: *****

Enter Verification Code: **ea6b**  [Refresh verification code](#)

Confirm Cancel



Customizing Industrial and Commercial Bank of China Messenger succeeded

Transaction No.: ACK86
Submit On: 26-06-2014 15:54:10

Your information is as follows:

Type of messaging service: Fixed-time balance reminder
Enterprise name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED
Subscribed A/C: 0103010001000147374
Currency: SGD
Balance reminder type: Current Balance Available Balance
Sending period: Day
Service term: 6 months
Auto-renew: Yes
Receiving language: English
Receiving mode: SMS
Receiving number / email: Customer ID: YANXIAGIN.c.0103 Contact No.: 65-90818323
Customer ID: KEXIAODAN.c.0103 Contact No.: 65-90263918
Customer ID: LIURONG.c.0103 Contact No.: 65-90263918
Enterprise name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED
Payment A/C No.: 0103010001000147374
Currency: SGD

Save Print Back

Note:

1. Different currency or account able to have different reminder settings
2. If the service period completed, Auto-renew function can helps you to continue this reminder service.
3. This ICBC Messaging is free of charge, but the payment account information have to filled in.

C) My ICBC Messaging

Manage A/C Receivable Payroll Service Payment & Transfer Cash Pool Management Fixed Deposit Online Loan **ICBC Messaging** Customer Services Liquidity management

> > ICBC Messaging > My ICBC Messaging

My ICBC Messaging >> Help

My Industrial and Commercial Bank of China Messenger List:

serial number	Message type	Account No.	Receiving mode	Receiving language	Display balance/amount or not	Action
1	Alert on account changes	0103010001000147374	SMS E-mail	English	Display	Modify End
2	Fixed-time balance reminder	0103020002000205910	SMS E-mail	English	-	Modify End
3	Fixed-time balance reminder	0103010001000147374	SMS	English	-	Modify End

Note:

1. You can manage your subscribed ICBS Messaging Services, parameters of each service able to Modify under the Action column
2. And you are able to Terminate the particular service while you click the End under the Action column.

XI TERM DEPOSIT (FIXED DEPOSIT)

Please contact our ICBC Product Manager for more information.

XII CASH POOL MANAGEMENT

Please contact our ICBC Product Manager for more information.