

# **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:





## **I** INTERNET BANKING LOGIN

STEP 1 : Open the ICBC Singapore Branch home page. The address is <u>WWW.ICBC.COM.SG</u>, 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.

	<b>商银行</b> 新加坡分行 MERCIAL BANK OF CHINA LIMITED , SINGAPORE BRANCH	6 RAFFLES QUAY #23-01, SINGAPORE 048 SWIFT CODE :ICBKSGSG TEL(65)65391066 FAX:(65)65381370	
		10000000000000000000000000000000000000	前体中文
		Suggest a resolution of 1024*768 (example) for the	best res
ICBC 😢 中国工商	有银行 企业网上银行		_
Internet Banking Help	Certificate + static password logo V4.0 Please pre	on Password+Token Login User ID: .c.0103 Password: .c.0103 Password: .c.0103 Verification code: Verification code: verification code ess "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 :

	<b>商银行</b> 新加坡分 MMERCIAL BANK OF CHINA LIMITED, SINGAPO	行 SWIFT CODE	6 RAFFLES QUAY #23-01, SINGAPORE 048580 SWIFT CODE :ICBKSGSG TEL(65)65391066 FAX:(65)65381370		
				简体中文	
		Suggest a	a resolution of 1024*768 (ex	kample) for the best resu	
ICBC 🔢 中国工商	的银行 企业网	上银行	金融	<b>甬佰</b>	
Internet Banking Help	Certificate + static passw v4.0 Pl	ord logon Pa User ID: Password: Verification code: ease press "Confirm" on the Tr Dynamic Password:	erjn         er j h           verification code         oken to get the dynamic participation	.c.0103 Refresh ssword.	

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

Modify Password		XEXRXEXSX XIXGXPXRX XTX XTX	Internet Banking Service
Customer service: a group of	functions provided to manage the customer rese	ved data and password of Internet ba	anking.
	Current Password: New Password: ******** It is suggested to enter a 8-digit p and numbers.Please avoid setting ]		
с	Confirm New Password: Please enter the validation code: orporate Customer Number: 010392000000580	fresh verification code	
	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		XEXRXEXSX XIXGXPXRX XTX XTX	Internet Banking Service
Customer service: a group of	functions provided to manage the cus	tomer reserved data and password of Internet ba	anking.
F		ish the tranaction as quickly as you can before imeout.	
	Dynamic Password: ******		
I	Enter Verification Code: <b>p3yj</b>	Refresh verification code	
	Submit	Back	

## After completed password changing and log in again:

Modify Password	XEXRXEXSX XIXGXPXRX 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							
change at the time of your init changed. Newly input passw	for the Internet banking you reserved at our business office is purely digital, system will request for password ial logon in order to assure the safety of your password, you can continue to use only after password has been ord shall have a length between 6 and 30 digits and can be a combination of letters and numbers. I, you can change the password through this function after password reset at our business office so as to rnet banking.							
	webmaster@icbc.com.cn							
	Copyright - All Rights reserved							

So, you can use the new password log in to the internet banking.

ICBC () 中国工商银行 新加坡分行 INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED, SINGAPORE BRANCH

# **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 '  $\rightarrow$  'Current Account Services'  $\rightarrow$  'Current Account Information':

Welcome: INDUSTRIAL AND CO	MMERCIAL BAN	NK OF CHINA LIMITED ┥ S	system Announcement:								Curr
Manage A/C Receivable	Payroll Service	e Payment & Transfer	Cash Pool Management	Fixed Dep	osit Onli	ine Loan	ICBC Mess	enging Custo	omer Services	Liquidity man	agement M
Manage A/C		> > Manage A/C > Cu	rrent Account Services > Cun	rent Account	Information						
Current Account Services											
- Current Account Information		Current Account Infor	mation								>> Help
- Current Account Balance			Account Name:	INDUSTRI	AL AND COI	MMERCIAL	BANK OF	CHINA LIMITED	~		
- Current Account Statements			Account Number:	010301000	1000147374	4 💌					
- Maintain A/C Alias											
- E-slip Services						Search	h				
- Review statement											
+ Statement Agreement	4										
- Operation Guide											
Manage A/C Receivable	Payroll Service	e Payment & Transfer	Cash Pool Management	Fixed Dep	nosit Onli	ine Loan	ICBC Mess	senaina Cust	omer Services	Liquidity mar	agement
Manage							1000 11000	ous.		Enquiranty man	
A/C		> > Manage A/C > Cu	irrent Account Services > Cur	rent Account	Information						
Current Account Services											
- Current Account Information		Current Account Infor	mation								>> Help
- Current Account Balance			Account Name:	INDUSTRI	AL AND CO	MMERCIAL	L BANK OF	CHINA LIMITED	<b>v</b>		
- Current Account Statements			Account Number:	01030100	01000147374	4 🗸					
- Maintain A/C Alias							_				
- E-slip Services	-					Searc	ch				
- Review statement			ne: INDUSTRIAL AND COMM				Accou	unt Number: 0103			
Statement Agreement	•	Englis	<sup>e in</sup> INDUSTRIAL AND COMM sh:	IERCIAL BAN	IK OF CHINA	LIMITED	Bra	anch Name: Bran		IEICIAI DAIIK OI (	China Singapore
- Operation Guide		Account Opening Da					Acc	ount Status: Norn	nal		
		Account Alia	as:								
		Accou	unt Number	Currency	Account Typ		count atus	Cheque Accour	nt Allow	overdraft	Account Opening Date
		0103010	001000147374	SGD	Current Account	No	rmal	Yes		Yes	14-02-2014
						Back	k				

#### 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' $\rightarrow$ 'Current Account Service' $\rightarrow$ 'Current Account Balance' :

Manage A/C Receivable	Payroll	Service	Payment & Transfer	Cash Pool Management	Fixed De	eposit Online I	.oan ICBC Messe	nging Customer Se	rvices Liquidity m	nanagement N
Manage A/C			> > Manage A/C > Cu	rrent Account Services > Cu	urrent Accour	t Balance				
Current Account Services										
- Current Account Information			Current Account Balar							>> Help
- Current Account Balance										22 Tielp
- Current Account Statements				ngapore						
- Maintain A/C Alias				Submit	Clear		Select All	Expand	Collapse	
- E-slip Services		l								
- Review statement										
Statement Agreement	1									
- Operation Guide										
Manage A/C Receivable	Payroll	Service	Payment & Transfer	Cash Pool Management	t Fixed D	eposit Online	Loan ICBC Messe	enging Customer S	ervices Liquidity r	management
Manage A/C			> > Manage A/C > Cu	rrent Account Services > C	urrent Accou	nt Balance				
Current Account Services										
- Current Account Information			Current Account Bala	nce						>> Help
- Current Account Balance			<b>v</b> si	ngapore						
- Current Account Statements				INDUSTRIAL AND COM		NK OF CHINA LIN	IITED			
- Maintain A/C Alias				<ul> <li>010301000100014</li> <li>010302000200020</li> </ul>						
- E-slip Services				010302000200020						
- Review statement				Submit	Clear		Select All	Expand	Collapse	
* Statement Agreement										
- Operation Guide										
Manage A/C Receivable										
manage /vo Receivable		Service	Payment & Transfer	Cash Pool Management	Fixed De	posit Online I	oan ICBC Messe	nging Customer Se	rvices Liquidity m	anagement
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Manage A/C Current Account Services Current Account Information Current Account Balance Current Account Statements Maintain A/C Alias			>> Manage AIC > Curr Current Account Balance Account Details Transaction History Country / Area.Singapore	ent Account Services > Cu se Search Search	rrent Account	Balance Account Account	Balance	Search	rvices Liquidity m	
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Manage A/C - Current Account Services - Current Account - Current Account Balance - Current Account - Statements - Maintain A/C Alias - E-slip Services - Review statement			>> Manage A/C > Curr Current Account Balance Account Details Transaction History Country / Area Singapore Account Name:INDUSTR	ent Account Services > Cu se Search Search	ment Account	Ealance Account Account VA LIMITED	Balance Summary	Search	Nices Liquidity m	
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Manage AC Current Account Services Current Account Services Current Account Balance Current Account Balance Current Account Statements Maintain AIC Allas E-Silip Services Review statement Statement Agreement				ent Account Services > Cu Search Search RAL AND COMMERCIAL BU NUMBER NUMBER 20200205919 20200205919 20200205919 20200205919 20200205919 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200205014 20200000000 20200000000 2020000000000	ANK OF CHIN ERCIAL BAN Currency SGD USD CNY	Account Account NA LIMITED IK OF CHINA LIMI Account Type	Balance Summary TED Account 1 Current Balance	Search Download Summary Download Available Balance	Enquiry Time	>> Help

#### **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.

ICBC 😢 中国工商银行新加坡分行

INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED , SINGAPORE BRANCH

# 6 RAFFLES QUAY #23-01, SINGAPORE 048580 SWIFT CODE :ICBKSGSG TEL(65)65391066 FAX:(65)65381370

Check Bal in Current A/C					>> Help
Account Details	Search	Account Balance Sea			arch
Transaction History	Search	Account Summary Do			wnload
Country / Area:Singapore					
Account Name:XOXLXDXIXLXNX	XAX-XAXIXIX	XLXBXAX)XLXD			
Account Name in English:XOXLXE	XIXLXNX XA	<-XAXIXIX XLXBXA		Account Summar	y Download
Account Number	Currency	Account Type	Current Balance	Available Balance	Enquiry Tim
© <u>0103010001000027801</u>	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(SGI	0)		29,127.59	29,127.59	
Total Balance / Net Position(USI	D)		35,093,200.71	35,093,200.71	
currAccountBalance_convert_su	m		35,116,283.04	35,116,283.04	
currAccountBalance_convert_N Group balance summary	ote				
Cur	rency		Current	Balance	Available Balance
S	GD		29,12	7.59	29,127.59
U	SD		35,093,	200.71	35,093,200.71
currAccountBalance	_convert_balar	nceSum	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' :



#### 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.

ICBC () 中国工商银行 新加坡分行 INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED, SINGAPORE BRANCH 6 RAFFLES QUAY #23-01, SINGAPORE 048580 SWIFT CODE :ICBKSGSG TEL(65)65391066 FAX:(65)65381370

Branch Name:Industrial and Commercial Bank Of China Singapore Branch Account Name:XOXLXDXIXLXNX XAX-XAXIXIX XTX Account Name in English:XOXLXDXIXLXNX XAX-XAXIXIX XTX Account Number:0103010001000027774 Date Range: 01-09-2013 To 30-10-2013 Transaction Time Date of value Transaction Type Remarks Credit Amount Debi

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

Currency:SGD	
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Т	Fransaction T	ime Date of value	Transaction	n Type Rei	narks Cred	it Amount I	Debit Amou	nt Balance	e Certific	ate number	Transac	tion Details	Transac	ction Details
1	02-09-201 15:32:45	3 02-09-2013	REMITTA	ANCE EB	ANK- YJH		10.0	0 140,750.	81		12345678	901234567		CXXXX 4567890
2	25-09-201 11:46:51	3 25-09-2013					19.2	2 140,731.	59		01030100	111823309	30	
3	29-09-201 18:17:15	3 29-09-2013					19.2	2 140,712.	37		01030100	111823309	30	
4	01-10-201 17:47:52	3 01-10-2013					19.2	2 140,693.	15		01030100	111823309	30	
5	01-10-201 17:47:54	3 01-10-2013					12.8	81 140,680.	34		01030100	111823309	30	
6	01-10-201 17:45:03	<sup>3</sup> 01-10-2013				112.00		140,792.	34		01030100	010000206	CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CALCERT CAL	TXOXIXN LXIXGX TX.X IXMXEXSX UXTXRX DXTXOX)X
7	30-10-201 10:25:24	3 30-10-2013		2	232	145.00		140,937.	34		01030100	010000491	42 XPXT2	XPXEXLXD
Total	10.23.24					257.00	80.4	7						
Branc	h Name:	Industrial and	Commerci	al Bank O	f China S	ingapore	Branch			_				
		XEXRXEXSX XIXG												
		XEXRXEXSX XIXG		XTX										
		01-03-2014 10:												
Accou		01030200020000	23544											
Curre		USD												
Date		01-02-2014 To												
		Transaction Ti									Transact	Transacti	Transacti	on Details
1						EBANK-FYJ			21,000.82			123456 12		
2				01-02-201		EBANK-FYJ			20,990.82			114511941	.8	
3						EBANK-FYJ	Н		20,970.82		778899	PETROEAST	12345678	9
4				01-02-201		EBANK-FYJ			20,960.82		010302003	114511941	.8	
5		01-03-2014	16:20:48	01-03-201	INTEREST		3.40		20,964.22	2				
Total							3.40	133.00						



# **V** INTERNAL TRANSFER

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





#### 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: XRXGXTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X From: 0103010001000020662 payment ac Currency: SGD Debit Amount: SGD 100.00 Transfer To: XHXNX XOXSXRXCXIXNX(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'  $\rightarrow$  'Transfer'  $\rightarrow$  'External Transfer' :





#### 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 Re	ceivable	Agency distr	ibution of wages	Payments	Fund pool	Fixed Deposit	Online Loan	ICBC Messenging	Customer Services	Liquidity management	Bills
- Transfer				External Tran	sfer							>> Help
- Internal	Transfer				来自网	网页的消息				×		
- External	Transfer											
Check Ir Transfer	nstruction	-					want to insert th r Beneficiary List?		ormation into your			
- List of P	ayees									ficiary's Account fr	om My payee , or enter	the
- Sign Sch - Agreem	hedule Tra ent	ansfer						确	定取消		on one of the	ure
Check/C	ancel Agr ce for Tran					Curr	ency: USD 🔻 F	lease choose the	currency.			
Agreem							ount: USD 👻		300.00			
	nstruction e transfer					Refere	ence:					
+ Batch Tra	ansfer			Whether to	send SMS remi	nder to benefi	ciary: 🔘 yes 🔘	no				
+ Remit								Submit	Reset			
List of	Pavee	e										>> Help
	- 1											22 Tielp
	Directio	nal acco	unt									-
						Sorry no r	ecord under th	e aiven condi	tons			
						30Hy, 1101	ecord under ti	ie given conu	ions.			
	List of F	Payees										
				A/C Name to	be credited	i		A/C No. to be	credited		Currency	-
		0		zhan	gsan		0	10301000100	00017070		USD	-
											[Page 1page of 1page	]
					Add	Modify	Delete	Download	d 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 remine	der to benef	iciary: 💿 ye	s 🔘 no	
		Notice	Cell phone number	SMS content
			65 XXXXXXXX	The Bank has deducted the payment of
	Payment uccessful			USD from the account number ending
Ū.	Succession			with 3544 to that ending with .[ICBC]
			Submit	t



# 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: XRXGXTXOXIXNX 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



# **WI REMITTANCE**

## A) Singapore Local SGD Remittance

## Click 'Payment & Transfer' $\rightarrow$ 'Remittance' $\rightarrow$ 'Create' :

Manage A/C Receivable	Payroll Service Payment &	& Transfer Cash Pool Management	Fixed Deposit	Online Loan	ICBC Messenging	Customer Services	Liquidity management	ł
	E Pour	aant 8 Transfer > Domittanses > Croote						
Payment & Transfer	>> Payri	hent & Transfer > Remittance > Create						
+ Transfer								
+ Transfer Batches	Create							>> Help
- Remittance		I have read and agreed agreed and agreed agre	e with the <u>Circular o</u>	n Remittance				
- Create					AL BANK OF CHINA			
- Check		Applicant's Account Num						
- Saved Record			ncy: USD 🛩 Usal					
+ ICBC EXPRESS		Beneficiary account t			ol input			
+ Batch remittance			me: XXXXXXXXXXXX	Account C Main	amput			
- Operation Guide			To: 123123123123	102102				
				123123				
		Receiving Curre						
				Next	Reset			
Cubmit Instruction D	emittenes						ss Llain	
Submit Instruction - R Step 1: Select Remitta							>> Help	
Step 1. Select Kellilla		d on: 30-10-2013 You can Cho	ose from " Temp	late " for remit	tance details			
	Account Name in Eng		7					
		unit: XRXGXTXOXIXNX XHXLX	IXGX XTX.X(XNX	MXMXEXSX X	OXUXTXRX XIXU>			
		A/C: 0103010001000020662				,		
	Curre	ency: SGD 👻						
	Sender's	s Tel: 123456789	*					
	Sender's Addr	ress: ICBC SINGAPORE	*					
Step 2: Fill in Benefici								
		BC:* 🔘 yes 🔍 no						
	Beneficiary's Na	ame: XXXXXXXXX		*				
		To: 1234567890123456789	*					
	Curre	ency: SGD 🔻 *						
Cou	ntry/region of beneficiary b	bank: SINGAPORE (SG)		*				
	City of the beneficiary b	bank: SINGAPORE		*				
		Please select a benefit	iciary bank in the	list 🔘 Other	5			
	Beneficiary b	bank: DBSSSGSGIBD DBS B/	ank LTD. (Inve	ESTMENT E*				
	Beneficiary Bank C	ode: DBSSSGSGIBD						
	Address of receiving b	oank: (INVESTMENT BANKING	G					
		SINGAPORE						
	Contact Nun	nber: 123456789	*					
	Refere							
	. colore							
Step 3: Fill in Amount	Details							
	Remittance Am	ount SGD	100.00 *					
	Remittance Purp	oose: reback money 💌 *						
	Company Na	ame: XRXGXTXOXIXNX XHXLX	IXGX XTX.X(XNX	MXMXEXSX >	OXUXTXRX XIXU>	(DXTXOX)X 👻		
	Fee Charge Acc	ount: 0103010001000020662	payment ac 👻					
	Curre	ency: SGD 🔻						
	Subm	nit Save Templat	te	Save and Su	ıbmit	Cancel		



INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED , SINGAPORE BRANCH

Submit Instruction - Remittance	>> Help
Submitted on: 30-10-2013	
Account Name in English:	X XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Remittance A/C: 0103010001000020662 pag	
Currency: SGD	
Sender's Tel: 123456789 Sender's Address: ICBC SINGAPORE	
Transfers within ICBC: no	
Beneficiary's Name: XXXXXXXXX To: 1234567890123456789	
Currency: SGD	
Country/region of beneficiary bank: SINGAPORE (SG)	
City of the beneficiary bank: SINGAPORE Beneficiary bank: DBSSSGSGBD DBS BANK	TD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE
Beneficiary Bank Code: DBSSSGSGIBD	
Address of receiving bank: (INVESTMENT BANKING DE	PARTMENT)
SINGAPORE	
Contact Number: 123456789 Reference:	
Reference.	
Remittance Amount: SGD 100.00 Remittance Purpose: reback money	
	X XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Fee Charge Account: 0103010001000020662 page	
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:	0.00
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 tranaction as quickly as yo	can before timeout.
Dynamic Password:	
Enter Verification Code: fetk fetk Refres	n verification code
Confirm	ncel
Submit Instruction - Remittance	>> Help
Remittance instruction sucessfully submittee	Instruction Seq: ACC29776
Details of the Instruction:	Instruction Seq: ACC29776
Details of the Instruction: Submitted on: 30-10-2013	Instruction Seq: ACC29776
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English:	
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English:	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLXI)	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLXI) Remittance A/C: 0103010001000020662 p	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLX0 Remittance A/C: 0103010001000020662 p Currency: SGD	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLXI) Remittance A/C: 0103010001000020662 p Currency: SGD Sender's Tel: 123456789 Sender's Address: ICBC SINGAPORE	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLXI) Remittance A/C: 0103010001000020662 p Currency: SGD Sender's Tel: 123456789	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLXI) Remittance A/C: 0103010001000020662 p Currency: SGD Sender's Tel: 123456789 Sender's Address: ICBC SINGAPORE Transfers within ICBC: no	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLX0 Remittance A/C: 0103010001000020662 p Currency: SGD Sender's Address: ICBC SINGAPORE Transfers within ICBC: no Beneficiary's Name: XXXXXXXX	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLXD Remittance A/C: 0103010001000020662 p Currency: SGD Sender's Address: ICBC SINGAPORE Transfers within ICBC: no Beneficiary's Name: XXXXXXXX To: 1234567890123456789	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLXD Remittance A/C: 0103010001000020662 p Currency: SGD Sender's Tel: 123456789 Sender's Address: ICBC SINGAPORE Transfers within ICBC: no Beneficiary's Name: XXXXXXXX To: 1234567890123456789 Currency: SGD	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLXD Remittance A/C: 0103010001000020662 p 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	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLXD Remittance A/C: 0103010001000020662 p 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: CDBSSSGSGIBD DBS BAN Beneficiary bank: Code: DBSSSGSGIBD	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore) ayment ac
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLXD Remitting unit: XRXGXTXOXIXNX XHXLXD Sender's Tel: 123456789 Sender's Address: ICBC SINGAPORE Transfers within ICBC: no Beneficiary's Name: XXX0XXXX To: 1234567890123456789 Currency: SGD Country/region of beneficiary bank: SINGAPORE (SG) City of the beneficiary bank: SINGAPORE Beneficiary bank: COBSSGSGIBD DBS BAN Beneficiary bank: COBSSSGSGIBD Address of receiving bank: (INVESTMENT BANKING I	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore) ayment ac
Details of the Instruction: Submitted on: 30-10-2013 Account Name in English: Remitting unit: XRXGXTXOXIXNX XHXLXD Remittance A/C: 0103010001000020662 p 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: CDBSSSGSGIBD DBS BAN Beneficiary bank: Code: DBSSSGSGIBD	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore) ayment ac
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Details of the Instruction:           Submitted on: 30-10-2013           Account Name in English:           Remitting unit: XRXGXTXOXIXNX XHXLXD           Remitting unit: XRXGXTXOXIX XHXLXD           Remitting unit: XRXGXTXOXIXNX XHXLXD           Remittince Arcoid (SG)           Currency: SGD           Country/region of beneficiary bank: SINGAPORE           Beneficiary bank: SINGAPORE           Beneficiary bank: DBSSSGSGIBD DBS BAN           Beneficiary bank: Code: DBSSSGSGIBD DBS BAN           Beneficiary bank: (INVESTMENT BANKING I           SINGAPORE           Contact Number: 123456789           Reference:           Remittance Amount: SGD 100.00           Remittance Purpose: reback money	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore) ayment ac
Details of the Instruction:           Submitted on: 30-10-2013           Account Name in English:           Remitting unit: XRXGXTXOXXNX XHXLXD           Remitting unit: XRXGXTXOXXNXX XHXLXD	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore) ayment ac < LTD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE EPARTMENT) GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction:           Submitted on: 30-10-2013           Account Name in English:           Remitting unit: XRXGXTXOXXXX XHXLXX           Remitting unit: XRXGXTXOXXXX XHXLXX           Remitting unit: XRXGXTXOXXXX XHXLXX           Remitting unit: XRXGXTXOXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore) ayment ac < LTD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE EPARTMENT) GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction:         Submitted on: 30-10-2013         Account Name in English:         Remitting unit: XRXGXTXOXXXXX XHXLXD         Remitting unit: XRXGXTXOXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore) ayment ac < LTD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE EPARTMENT) GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction:           Submitted on: 30-10-2013           Account Name in English:           Remitting unit: XRXGXTXOXIXNX XHXLXD           Sender's Tei: 123456789           Sender's Address: ICBC SINGAPORE           Transfers within ICBC: no           Beneficiary's Name: XXXXXXXX           To: 1234567890123456789           Currency: SGD           Country/region of beneficiary bank: SINGAPORE           Beneficiary bank: SINGAPORE           Beneficiary bank: Code: DBSSSGSGIBD           Address of receiving bank: (INVESTMENT BANKING I SINGAPORE           Contact Number: 123456789           Reference:           Remittance Amount: SGD 100.00           Remittance Amount: SGD 100.00           Remittance Purpose: reback money           Company Name: XRXGXTXOXIXNX XHXLXD           Fee Charge Account 0103010001000020662 p           Currency: SGD           Banking Charges: SGD 0.00	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore) ayment ac < LTD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE EPARTMENT) GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction:           Submitted on: 30-10-2013           Account Name in English:           Remitting unit: XRXGXTXOXIXNX XHXLX0           Remittince           Yerrency: SGD           Country/region of beneficiary bank: SINGAPORE           Beneficiary bank: SINGAPORE           Country/region of beneficiary bank: SINGAPORE           Beneficiary bank: SINGAPORE           Beneficiary bank: SINGAPORE           Beneficiary bank: CHVESTMENT BANKING I           SINGAPORE           Contact Number: 123456789           Reference:           Contact Number: 123456789           Reference:           Company Name: XRXGXTXOXIXNX XHXLX0           Fee Charge Account 0103010001000020682 p           Currency: SGD           Banking Charges: SGD 0.00           Telex Fee: SGD 0.00	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore) ayment ac K LTD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE EPARTMENT) GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction:           Submitted on: 30-10-2013           Account Name in English:           Remitting unit: XRXGXTXOXIXNX XHXLXD           Sender's Tei: 123456789           Sender's Name: XXXXXXX           To: 1234567890123456789           Currency: SGD           Country/region of beneficiary bank: SINGAPORE           Beneficiary bank: SINGAPORE           Beneficiary bank: SINGAPORE           Beneficiary bank: Code: DBSSSGSGIBD           Address of receiving bank: (INVESTMENT BANKING I SINGAPORE           Contact Number: 123456789           Reference:           Remittance Amount: SGD 100.00           Remittance Amount: SGD 100.00           Remittance Purpose: reback money           Company Name: XRXGXTXOXIXNX XHXLXD           Fee Charge Account 0103010000000020662 p           Currency: SGD           Banking Charges: SGD 0.00	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore) ayment ac K LTD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE EPARTMENT) GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction:         Submitted on: 30-10-2013         Account Name in English:         Remitting unit: XRXGXTXOXIXNX XHXLXD         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         Beneficiary bank: SINGAPORE         Beneficiary bank: Code: DBSSSGSGIBD DBS BAN         Beneficiary bank: Code: DBSSSGSGIBD DBS BAN         Beneficiary bank: (INVESTMENT BANKING I         SINGAPORE         Contact Number: 123456789         Reference:         Remittance Amount: SGD 100.00         Remittance Purpose: reback money         Company Name: XRXGXTXOXIXNX XHXLXD         Fee Charge Account: 01030100001000020662 p         Currency: SGD         Banking Charges: SGD 0.00         Telex F	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore) ayment ac K LTD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE EPARTMENT) GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)
Details of the Instruction:         Submitted on: 30-10-2013         Account Name in English:         Remitting unit: XRXGXTXOXIXNX XHXLX0         Remitting unit: XRXGXTXOXIXXX         Sender's Address: ICBC SINGAPORE         Sender's Address: ICBC SINGAPORE         Transfers within ICBC: no         Beneficiary's Name: XXXXXXX         To: 1234567890123456789         Currency: SGD         Country/region of beneficiary bank: SINGAPORE         Beneficiary bank: SINGAPORE         Beneficiary bank: CMAPORE         Beneficiary bank: CMSSSGSGIBD DBS BAN         Beneficiary bank: CMSSSSGIBD DBS BAN	GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore) ayment ac < LTD. (INVESTMENT BANKING DEPARTMENT) SINGAPORE EPARTMENT) GX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X(Singapore)



#### 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	>>H								
✓ I have read and agree with the	Circular on Remittance								
Remitter Name:	RXGXTXOXIXNX XHXLXIXGX XTX.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X 🔻								
Applicant's Account Number:	0103010001000020662 payment ac 💌								
Remitting Currency:	: SGD ▼ Usable Balan 来自网页的消息.								
Beneficiary account type:	:      Registered Account								
Beneficiary's Name:	: XRXGXTXOXIXNX XHXL A Please access "Payments-Transfer-Internal Transfer" to conduct transfer. The transfer is free of charges.								
To:	0103010001000020662								
Receiving Currency:									
Industrial and Commercial Bank of China or not:	: ◎ Yes ⑧ No								
Cross-border or not	© Yes ⊚ No								
	Next Reset								

- 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;

7.	You can choose	Save and Submit	when you submit th	e instruction or add new
		DBSSSGSGXXX DBS BA KODBSGSGXXX KOREA		SINGAPORE BRANCH) SINGAPORE
		DBSSSGSGPCG DBS B	ANK LTD. (PCG-PRIVATE BAN	KING DEPARTMENT) SINGAPORE
		000000000000000000	ANK LTD. (LIQUIDITY MANAGE	
	Beneficiary Bank Code:	DBSESGSGXXX DBS VI	CKERS SECURITIES (SINGAP	ORE) PTE LTD SINGAPORE ING DEPARTMENT) SINGAPORE
	Beneficiary bank:	dbs		*
		Please select a ben	eficiary bank in the list 🔘 Oth	ers
	City of the beneficiary bank:	SINGAPORE		*
Co	untry/region of beneficiary bank:	SINGAPORE (SG)		*

sample to avoid inputting the same information again.



## **B** ) Other Currency, system cross-border remittance

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

Payment & Transfer	>> Payment & Transfer > Remittance > Create
+ Transfer + Transfer Batches	Create
	Lieate
- Remittance	✓ I have read and agree with the <u>Circular on Remittance</u>
- Create	Your Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED
- Check	Applicant's Account Number: 010302000200205910 🗸
- Saved Record	Remitting Currency: USD V Usable Balance:0.00
ICBC EXPRESS	
<ul> <li>Batch remittance</li> </ul>	Beneficiary account type: O Registered Account I Manual input
Operation Guide	Beneficiary's Name: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
operation dulue	To: 123123123123123123
	Receiving Currency: USD M
	Next Reset
Payment & Transfer	>> Payment & Transfer > Remittance > Create
Transfer	
Transfer Batches	Create >> Help
Remittance	Step 1: Select Remittance Account Entry Date: 18-06-2014 You can Choose from "Template "for remittance details
- Create	Account Name in English
- Check	Your Name INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED
Saved Record	Remittance AG: 0103020002000205910 💌
ICBC EXPRESS	Currency USD Vusable Balance: Balance Enguiny
Batch remittance	Sender's Tel: 123123123
Operation Guide	
ranster	
Transfer Batches	Step 2: Fill in Beneficiary's Details
Remittance	Transfers within ICBC* 💿 yes 🔿 no
Create	Beneficiary's Name: booccoccocc
- Check	To: 123123123123123123 Currency: USD •
	Country/region of beneficiary bank HONG KONG (HK)
Saved Record	City of the beneficiary bank (HONG KONG
ICBC EXPRESS	Please select a beneficiary bank in the list      Others
Batch remittance	Beneficiary bank ICBKHKHHXXX INDUSTRIAL AND COMMERCIAL BA
Operation Guide	Beneficiary Bank Code: ICBKHKHH00X
	Address of receiving bank Hong Kong Branch
	HONG KONG
	Contact Number 123123123123
	Reference
ICBC EXPRESS	Step 3: Fill in Amount Details Remittance Amount USD 10.00 +
Batch remittance	Remittance Purpose, Input by hand
- Operation Guide	testtest
	Company Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED
	Fee Charge Account 010302000200205910 V
	Pee charge Account 01030200200200200
	Currency: USD





#### **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;

ICBC 🔢	中国工商银行		SWIF	FFLES QUAY #23-01, SINGAPORE 048580 T CODE :ICBKSGSG TEL(65)65391066
	INDUSTRIAL AND COMMERCIAL BANK OF CHINA	LIMITED , SINGAPORE BRANCH	FAA.(	(65)65381370
Submit Instruction - Re	emittance			>> Hel
	I have read and agree with the g	Circular on Remittance		
	Remitter Name:	XRXGXTXOXIXNX XHXL	XIXGX XTX	X.X(XNXMXMXEXSX XOXUXTXRX XIXUXDXTXOX)X 👻
	Applicant's Account Number:	0103010001000020662	2 payment	tac 💌
	Remitting Currency:	SGD 🔻 Usable Balan	来自网页的	的消息
	Beneficiary account type:	Registered Account		Diana and "Duranta Tanaka Tanaka" tanan i Tanaka "
	Beneficiary's Name:	XRXGXTXOXIXNX XHXL	· 🔺	Please access "Payments-Transfer-Internal Transfer" to conduct transfer. The transfer is free of charges.
	To:	0103010001000020662		
	Receiving Currency:	SGD 🔻		
Industrial and	I Commercial Bank of China or not:	🔿 Yes 🔘 No		确定
	Cross-border or not:	🔘 Yes 🔘 No		
		Next	Reset	

- 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;

7	. You can choose	Save and Submit	when you submit th	e instruction or add new
				SINGAPORE BRANCH) SINGAPORE
		DBSSSGSGPCG DBS B/		KING DEPARTMENT) SINGAPORE
	Address of receiving bank:	DBSSSGSGLMS DBS BA	ANK LTD. (LIQUIDITY MANAGE	MENT SYSTEM) SINGAPORE
		DD00000000 DD0 DA	CKERS SECURITIES (SINGAP NK LTD. (INVESTMENT BANKI	
	Beneficiary bank:	dbs		*
		Please select a bene ended	eficiary bank in the list 🔘 Oth	ers
	City of the beneficiary bank:	SINGAPORE		*
0	Country/region of beneficiary bank:	SINGAPORE (SG)		*

sample to avoid inputting the same information again.



# **VII** ICBC EXPRESS

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





Payment & Transfer       - Y-Payment & Transfer       - Y-P		Payroll Service	Payment & Transfer Cash Pool Management Fixed Deposit Online Loan ICBC Messenging Customer Services Liquidity management	
<ul> <li>Transfer Batches</li> <li>Remittance</li> <li>Remittance date: 18-06-2014</li> <li>Remittance date: 18-06-2014</li> <li>Payer Name in Explaint: INDUSTRILL AND COMMERCIAL BANK OF CHINA LIMITED (Singapore)</li> <li>Savid Record</li> <li>Check:</li> <li>Create</li> <li>Control Senders Address (CBD SINGAPORE)</li> <li>Batch remittance AC: 01030001000147374</li> <li>Country/region Orporation gate: Hongtong China</li> <li>Operation Guide</li> <li>Coece EXPRESS</li> <li>Saved Record</li> <li>Operation Guide</li> <li>Country/region Orporation gate: Hongtong China</li> <li>Country/region Orporation gate: Hongtong China</li> <li>Operation Guide</li> <li>Country/region Orporation gate: Hongtong China</li> <li>Country/region Orporation gate: Hongtong China</li> <li>Operation Guide</li> <li>Country/region Orporation gate: Hongtong China</li> <li>Country/region Orporation gate: Hongtong China</li> <li>Operation Guide</li> <li>Country/region Orporation gate: Hongtong China</li> <li>Country: Sol Country/region Orporation gate: Hongtong China</li> <li>Country: Sol Country: Reference:</li> </ul>	Payment & Transfer		>> Payment & Transfer > ICBC EXPRESS > Create	
Remittance     Remittance date: 19-09-2014     Remittance AC: 010301000100147374     Currency: SGO     Sand Record     Check     Country/region of payer's account opening bank: Honglong China     Country/region of payer's account opening				
Remittance     Remittance     Remittance     Remittance     Saved Record     Check     Create     Control	Transfer Batches		Create	SS Hol
<ul> <li>CICC EXPRESS</li> <li>Saved Record</li> <li>Check</li> <li>Check</li> <li>Create</li> <li>Operation Guide</li> <li>Conset</li> <li>Conset</li></ul>	Pomittanco			22110
Saved Record Check Check Coreate Country/region of payees account opening bank: Hongkong China Countery: SGD Exercise Check			Payer Name in English: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED	
Check	- ICBC EXPRESS		Payer Name: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED (Singapore)	
Check     Create     Create     Contrylregion of payee's account opening bank: Hongkong China     Countrylregion of payee's account opening bank: Hongkong China     Saved Record     Saved Record     Saved Record     Saved Record     Check     Check     Check     Check     Check     Create     Create     Countrylregion of payment account for remittance fees: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED(Singapore)     Fee Charge Account 1010301000147374     Currency: SGD     Taxes: SGD 0.00     Remittance Purpose: SCHOOL FEE     Please press [OK] on the transation as quicky as you can before timeout.     Dynamic Password     Enter Verification code     Terry Verification code	- Saved Record			
Create     Batch remittance     Country/region of payers account opening bank: Hongkong China     Country/region of payers account SGD 50.00     Reference:       CRECEXPRESS     Correcte     Context     Context     Context     Country/region of payers account for remittance 4-amount: SGD 50.00     Reading charges paid by: The ordering customer pays the charges (OUR).     Check     Check     Context     Correcte     Correcte     Courter(): SGD     Country/region of payment account for remittance fee: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED(Singapore)     Fee Charge Account of 1030 10000147374     Currency: SGD     Remittance Purpose: SCHOOL FEE     Please press (OK) on the token and finish the tranaction as quicky as you can before timeout.     Dynamic Password:     Enter Verification Code:     Text sets in verification code	- Check			
Batch remittance     Country/region of payee's account opening bank: Holgking China     Name of receiving bank: HOBC (Asia)     Payee Name: xxxxxxxxx     To: 123123123123123123     Currency: S&D     Beneficiary's address: ICBC CHINA HONGKONG     Reference:       ICBC EXPRESS     Saved Record     Check     Country if a count for minitance amount SGD 50.00     Reference:      Count of payment account for remittance des: INDUSTRUAL AND COMMERCIAL BANK OF CHINA LIMITED(Singapore)     Fee Charge Account 01001000100147374     Currency: S&D     Taxes: S&D 0.00     Remittance     Operation Guide     Please press (OK) on the token and finish the transaction as quickly as you can before timeout.     Dynamic Password:     Enter Verification Code:     Succer     Reference				
Operation Guide     Name of receiving bank: ICBC (Asia)     Payee Name: xxxxxxxxx     To: 123123123123123     Currency: S6D     Beneficiary's address: ICBC CHINA HONGKONG     Reference:      CREC EXPRESS     Saved Record     Check     Check     Create     Batch remittance     Create     Batch remittance     Poperation Guide     Please press [OK] on the token and finish the tranaction as quickly as you can before timeout.     Dynamic Password:     Enter Verification Code     Sure Code	- Create		Selider's Address. ICBC SINGAPORE	
Payee Name: xxxxxxxxxxx To: 123123123123123123 Currency: SGD Beneficiary's address: ICBC CHINA HONGKONG Reference:      CRECEXPRESS     Check	<ul> <li>Batch remittance</li> </ul>	4	Country/region of payee's account opening bank: Hongkong China	
Payee Name: xxxxxxxxxx To: 1231231231231231231231231231231231231231	Operation Guide		Name of receiving bank: ICBC (Asia)	
Currency: SGD Beneficiary's address: ICBC CHINA HONGKONG Reference:	operation duide		Payee Name: xxxxxxxxxxxx	
- ICBC EXPRESS     - ICBC EXPRESS     - Saved Record     - Saved Record     - Check     - Check     - Create     - Create     - Depration Guide     - Operation Guide     - Operation Guide     - Code Code Code Code Code Code Code Code				
Saved Record     Saved Record     Check     Check     Create     Create     Corrent			Keterence:	
Saved Record     Saved Record     Check     Check     Create     Create     Corrent				
Saved Record     Banking charges paid by: The ordering customer pays the charges (OUR).     Check     Name of payment account for remittance fees: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED(Singapore)     Fee Charge Account 01030100010010147374         Currency: SGD         Taxes: SGD 0.00     Remittance     Operation Guide     Please press [OK] on the token and finish the tranaction as guickly as you can before timeout.     Dynamic Password:     Enter Verification Code:     Taxes:	- ICBC EXPRESS		Remittance Amount: SGD 50.00	
Banking charges paid by: The ordering customer pays the charges (OUR). Check Check Create Banking charges paid by: The ordering customer pays the charges (OUR). Fee Charge Account 0103010001407374 Currency: SGD Taxes: SGD 0.00 Remittance Purpose: SCHOOL FEE Please press [OK] on the token and finish the tranaction as quickly as you can before timeout. Dynamic Password: Enter Verification Code: Refresh verification code	Sound Record		Fee amount: SGD 10.00	
- Create - Create - Create - Create - Batch remittance - Operation Guide - Operation Guide - Operation Guide - Operation Guide - Create - Operation Guide -	- Saved Record		Banking charges paid by: The ordering customer pays the charges (OUR).	
- Create Currency: SGD Taxes: SGD 0.00 Remittance - Operation Guide Please press [OK] on the token and finish the tranaction as quickly as you can before timeout. Dynamic Password: Enter Verification Code: 30CC Refresh verification code	- Check		Name of payment account for remittance fees: INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED(Singapore)	
Batch remittance     Operation Guide     Gurrency: SGD     Taxes: SGD 0.00     Remittance Purpose: SCHOOL FEE     Please press [OK] on the token and finish the tranaction as quickly as you can before timeout.     Dynamic Password:     Enter Verification Code:     300 C F	- Create			
Control and a control of the second of				
Operation Guide     Please press [OK] on the token and finish the tranaction as quickly as you can before timeout.     Dynamic Password:     Enter Verification Code:     C	<ul> <li>Batch remittance</li> </ul>	4		
Dynamic Password:	- Operation Guide			
Enter Verification Code: Refresh verification code				
i Eteresh verification code			Dynamic Password:	
i Eteresh verification code			Enter Verification Code: 3UCT	
Confirm Cancel			Refresh verification code	
Confirm Cancel				
			Confirm Cancel	

#### 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.



## **X** 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

Manage A/C	Receivable		istribution of w	ages Payn	nents Fund	pool Fixed Deposit	Online Loan	ICBC Messenging	Customer Services	Liquidity management	Bills N
- Download	ionio i ugo	•	> > C	ustomer Servio	ces > Downloa	i .					
	nge Company										
Details	nge company		Downlo	ad							>> Help
- Change Logo	on Password		Dowillo	au		Dowr	nload ICBC Int	ernet Banking soft	ware		>> Help
• Upload Payre	oll e-Slip					Down		ent Tool	ware		
+ Manage Cert	tificate						Available Cu	rrency in FX Trade			
Annual Fee -	Internet							urpose			
<sup>-</sup> Banking								Account Details ent Account			
- ID informatio								able Account			
Check disco	unt details fo	r									
8 Client tool of	f overseas Inter	net banking of	Industrial and O	commercial Ban	k of China						- e <b>x</b>
File (E) Tools(T											
Batch transfer		tance E-nav	roll Payroll S	ervice 🗖 Wang	distribution via adv	ance exchange settlement					
-	1		Transfer-in C			ance exchange secondent					
bequeree num	- ayer needanni	- aynere runorn	indusier in eine	beneficially and	beneficially min	*Required field					_
							stitution: * Industria	al and Commercial Bank of Ch	ina Singapore Branch 🔹	[Modification options] Update	
						Payment		-	Jearch		
						Transfer-in C	urrency: *	Modification	on options		
						Beneficiary account is opened in and Commercial Bank of China	Industrial a Group: * 💿 Yes	No			
						1	y Name: *		•		
							unt No.: *	•			
						Note: *Please check careful * If the users hope to r *Please check the trans The discrepancy in tra	nodify or delete reco sfer-in currency in ba	rd(s), please click one record tch files before uploading the	first		
						The discrepancy in tra * If the users hope to r	insfer-in currency will modify or delete reco	lead to rejection of the who rd(s), please dick one record	le batch first		
						*If CS2 system clearing SWIFT code, and these	is applied, please en se two cannot be ent	ter beneficiary bank's BSB n ered at the same time.	first umber; or please enter beneficia	ary bank's	
						*If CS2 system clearing or the instruction proce	is applied, payment essing may be failed	account currency should be	selected as Australian dollar upo	on submitting payment information;	
						•					Þ
						Add Modify	/ Delete	Reset			
•					F						
Batch transfer	Batch remit	tance E-pay	rroll 📃 Payroll S	ervice 📃 Wage	distribution via adv	ance exchange settlement					
	Payer Accoun			Beneficiary a	Beneficiary N						
1	Industrial an	40.00	SGD	Yes	MING HONG	* Required field					_
	Industrial an Industrial an	20.00 30.00	SGD SGD	Yes No	WANG SANJIA MA NAN		ititution: * Industria Number: 4	and Commercial Bank of Ch	ina Singapore Branch *	Modification options Update	
						Payment		· · ·	Jeardi		
						Transfer-in C	urrency: *	Modificatio	on options		
						Beneficiary account is opened in and Commercial Bank of China	Industrial a Group: * 🔘 Yes	No			
					-	Beneficiar			-		
						Acco	unt No.: *	•			
						Note: "Please check careful	v bafore entering ac	rount number			
						* If the users hope to n *Please check the trans	nodify or delete reco sfer-in currency in ba	rd(s), please click one record tch files before uploading the	l first em.		
						The discrepancy in tra * If the users hope to n	nsfer-in currency will nodify or delete reco	lead to rejection of the who rd(s), please click one record	le batch first		
						"If CS2 system dearing SWIFT code, and thes "If CS2 system dearing	is applied, please en te two cannot be ent us applied, payment	iter beneficiary bank's BSB n ered at the same time. account currency should be	i first em. le batch first umber; or please enter beneficia selected as Australian dollar upo	ary banks	
						or the instruction proce	essing may be failed	account concerncy priorid De	concerco da soba anan donar upo	on submitting payment information;	
						4					•
•						Add Modify	/ Delete	Reset			
					,						



Wage distribution via advance exchange settlement display

instruction SN	Opening instit Industrial an	Employee na 马楠	ID number 6104041988	Beneficiary's 274911043@	Payment amo	Remarks	*Required field
2	Industrial an	小田	6102021965	274911043@		ceshi	
3	Industrial an	97.司	2387471981	123456789@		cesni	Opening institution of payer account: * Industrial and Commercial Bank of China Singapore Branch v Modification options
	Industrial an	展刊版	2387471981	123436789@	30.00		Instruction number: 4 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(), please dick 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
							* 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.
							* If the users hope to modify or delete record(b), please disconce record first "Please check the transfer in currency in blank files after quadrating them. The discrepancy in transfer-in currency will lead to rejection of the whole batch
							* If the users hope to modify or delete record(b), please disconce record first "Please check the transfer in currency in blank files after quadrating them. The discrepancy in transfer-in currency will lead to rejection of the whole batch
							* If the users hope to modify or delete record(b), please disconce record first "Please check the transfer in currency in blank files after quadrating them. The discrepancy in transfer-in currency will lead to rejection of the whole batch
							* If the users hope to modify or delete record(b), please disconce record first "Please check the transfer in currency in blank files after quadrating them. The discrepancy in transfer-in currency will lead to rejection of the whole batch
							* If the users hope to modify or delete record(b), please disconce record first "Please check the transfer in currency in blank files after quadrating them. The discrepancy in transfer-in currency will lead to rejection of the whole batch
							* If the users hope to modify or delete record(b), please disconce record first "Please check the transfer in currency in blank files after quadrating them. The discrepancy in transfer-in currency will lead to rejection of the whole batch
							* If the users hope to modify or delete record(b), please disconce record first "Please check the transfer in currency in blank files after quadrating them. The discrepancy in transfer-in currency will lead to rejection of the whole batch

#### 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 '2' 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 <sup>Modify</sup>, 'below, and click <sup>G</sup>, in the top left to save ;
- 7. If you want to delete, click '<sup>Delete</sup>' in the top left to open the file. Then choose the one you want to delete in the left list, and click '<sup>Delete</sup>, on the right below. Again, click '<sup>Delete</sup>' in the top left to save.



**B)** Payroll Service With Regular Authority

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

Manage A/C	Receivable	Payroll	Service	Payment & Transfer	Cash Pool Management	Fixed Deposit	Online Loan	ICBC Messenging	Customer Services	Liquidity ma	nagement
Payroll Servio	ce			> > Payroll Service > S	ubmit Instruction – Payroll						
- Check Instruc	ction – Payroll										
- Submit Instru Payroll	iction -		Su	bmit Instruction – Pa	ayroll						>> Help
Self-manager	nont on		S	eq.	Product Name			Description	ı		Action
payment acco				1 Payroll Se	ervice with Regular Authority	null.					Submit
											Submit Employee Account
				2 Payroll Se	rvice with Separate Authority	null.					Information Submit Payment
											Instruction
Manage A/C	Receivable	Payroll	Service	Payment & Transfer	Cash Pool Management	Fixed Deposit	Online Loan	ICBC Messenging	Customer Services	Liquidity ma	nagement
Payroll Servic	ce			> > Payroll Service > S	ubmit Instruction – Payroll						
- Check Instruc	ction – Payroll										
Submit Instru	iction -		Su	bmit Instruction – Pa	ayroll						>> Help
Self-manager	ment on								tion before the cut-off tim	ie.	
payment acco								y. Sorry for the inconvie	nce brought to you. L BANK OF CHINA LIN		
									L BANK OF CHINA LIN	ITED 💌	
					Ра	yer account numbe		1000147374			
						Payment currenc					
							e:* 18-06-2014	(DD-MM-Y	YYY)		
							e:* Payroll ser				
		•				Upload file		Brow	/se		
							nt* USD 💌				
						Total Transactio					
					Name	of the batch packa	-				
					1 <b>7</b> 111 11	Banking Charg					
					Aller Submitting th	e instruction, pleas			inquiry instruction transa	icuon	
							Submit	Back			

**PS**:

1. Click' Submit ', submit the instruction of payroll service with regular

authority;

- 2. The staff salary list and payment information should all be submitted by the finance ID;
- 3. 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;
- 4. The deadline of submit is 6:30 pm every day;
- 5. 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.

- 6. The staff salary list must be uploaded before submit;
- 7. 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.
- 8. 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  $\rightarrow$  HR Authorize the salary details  $\rightarrow$  Finance submit the salary details  $\rightarrow$  Finance approve.

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

Manage A/C R	Receivable	Payroll Servic	e Payn	ment & Transfer	Cash Pool Management	Fixed Deposit	Online Loan	ICBC Messenging	Customer Services	Liquidity man	agement	
Payroll Service			> > F	Payroll Service > S	Submit Instruction – Payroll							
- Check Instruction												
- Submit Instructio Payroll	on –		Submit	Instruction – Pa	ayroll							>> Help
Colf monogomen	nt on		Seq.		Product Name			Description			Action	
Self-managemen payment accoun			1	Payroll Se	ervice with Regular Authority	null.					<u>Submit</u>	
											Submit Employee	
			2	Payroll Se	ervice with Separate Authority	null.					Information	1
			-		ando marooparato nationaj						Submit Paym	ient
											Instruction	1

Click 'Submit the employee account information' :

Manage A/C	Receivable	Payroll Service	Payment & Transfer	Cash Pool Manager	ment	Fixed Deposit	Online Loan	ICBC Messenging	Customer Services	Liquidity management
Payroll Servi	ice		> > Payroll Service > \$	Submit Instruction – Pa	yroll					
	uction – Payroll									
Submit Instr Payroll	uction -	S	ubmit Instruction – P	ayroll						>> Help
Self-manage	monton		Seq.	Product Name				Descripti	on	Action
payment acc			1 Payroll S	ervice with Regular Aut	hority	null.				Submit
			2 Payroll Se	ervice with Separate Au	thority	null.				Submit Employee Account Information Submit Payment Instruction
Submit th	ne instruct	ion of agenc	y distribution of	wages						>> Help
		Cut-off ti	ime of Payroll Sen	ice is 6:30. Plea	se sub	mit and aut	norize the tra	insaction before	the cut-off time.	
		Otherwi	se , it will be proce	essed in the next	busine	ess day. Sor	ry for the inc	onvience brough	nt to you.	
				Upload files:*	* E:\新	í加坡交流 <mark>\</mark> ſ	发工资\8	浏览		
				Total Amount.*	SGD	) -		90.00		
			Т	otal Transaction:*	* 3					
			Name of th	e batch package:	:					
			E	anking Charges:	Colle	ct by transad	tion			
		After s	ubmitting the inst	ruction, please in	quire t	the fee infor	mation unde	r the inquiry inst	ruction transaction	1
				Su	ubmit		Back			
Submit th	ne instruct	ion of agenc	y distribution of	wages						>> Help
				Upload files:	: <mark>E:\</mark> 新	加坡交流\代发	支工资18月权	限分离.sal		
				Total Amount	SGD	90.00				
			T	otal Transaction	:3					
			E	anking Charges:	Colle	ct by transad	tion			
		After s	submitting the inst	ruction, please in	quire t	the fee infor	mation unde	r the inquiry inst	ruction transaction	1
			Please press [OK	] on the token an	d finisl	h the tranad	ion as quick	ly as you can be	fore timeout.	
			Dynamic	Password:	**					
			Enter Verific	ation Code: 83e	a	83ea	Refresh	verification code	2	
				Cor	nfirm		Cancel			



# **Click 'Submit payment instruction' :**

Manage A/C Rece	ivable Payro	Il Service Pa	ayment & Trans	sfer Cash F	Pool Manager	nent Fix	ed Deposit Online Loan	ICBC Messen	ging Cu	stomer Services Liquid	ity management	
Payroll Service			> Payroll Service	ce > Submit Ins	struction – Pay	roll						
- Check Instruction -	Payroll											
Submit Instruction -		Subm	it Instruction	– Pavroll								>> Help
Payroll		Seq.		Produc	t Name			Desc	ription		Action	
Self-management or payment account	ı	1	Pay	roll Service with		nority	null.				Submit	
											Submit Employee	
		2	Payr	oll Service with	n Separate Aut	hority	null.				Informatio Submit Payr	
											Instructio	
代发工资 账户管理		付款业务	定期存款	网上贷款	工银信使	客户服务	-					热点
代发工资			◇>代发工资:	> 提交代发工资	资指令							
- 查询指令												
- 提交代发工资指令		提交	を代发工资指	i\$							>)	▶ 帮助信息
					1	查询条件:						
					đ	記止日期:	25-09-2013	25-10-2013	•			
							,					
							查询	返回				
				建包别名	提交		提交时间	总金额	总笔数	指令状态	付款账户记账方式	操作
		AD	0K208		COSLTEST	2.c.0103	25-10-2013 15:37:3	7 150.00	3	等待财务人员付款	汇总记账	付款
							#	lęb				
代发工资 账户管理	收款业务	付款业务 定期	期存款 网上	:贷款 工银(	信使 客户服	145-						兼
		提交代	发工资指令								>:	> 帮助信息
代发工资							代发工资业务付款日期为当日	的指令我行的受理	时间截至			
- 查询指令							每日下午6:30,请在此之前并 超过该时间提交我行的当日付					
- 提交代发工资指令							日处理,不便之处,敬请谅解					
							是否付款: * 是 ▼					
							分支机构名称:* XOXLXDXIX	LXNX XAX-XAXIX	XTX XD	•		
							付款账号:* 010301000		D current a	acct for corp-Resident	•	
							付款币种:*新加坡元					
	•						付款日期: * 25-10-2013	(DD-I	MM-YYYY)			
							付款用途: * 代发工资					
							文件名称: 8月权限分离.s 总金额: 150.00	sai				
							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				

ICBC () 中国工商银行 新加坡分行	6 RAFFLES QUAY #23-01, SINGAPORE 048580 SWIFT CODE :ICBKSGSG TEL(65)65391066 FAX:(65)65381370
代发工奖 账户管理 收款业务 付款业务 定期存款 网上贷款 工概信使 客户服务	( )
● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	>> 報助信息
代发工资         独文代发工资指令           - 資物指令         是否信款::	
* #X.N.X.1.2.11 7	0103010001000027774
付款币种。	新加坡元
付款日期。	25-10-2013
付款用途。	代质工资
文件名称:	8月初現分菁.sal
单金额。	SGD 150.00
4 单规数:	3
我量包名称:	
规次导:	ADK208
手续要:	按笔改取
機交換	令后,端在意询指令交易意询手续责信息
请按"工模电子密码器"的"B	8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:	****
请能入胜证码:	vp8h vp8h ≋⊎ ≋a
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	<u>热</u>
	201
□ 代发工资 >> 代发工资 > 提交代发工资指令	
- 查询指令	
- 提交代发工资指令 提交代发工资指令	>> 帮助信息
▲ 交易成功! <sup>∞</sup>	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.

ICBC 函 中国工商银行 新加坡分行 INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED, SINGAPORE BRANCH

# X ICBC MESSENGING

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 Manage	ment Fixed Deposit Online Loan ICBC Messenging Customer Services Liquidity management
ICBC Messenging		> > ICBC Messengir	ng > Set receiving optio	n
Subscribe ICBC Messenging				
- My ICBC Messenging		Set receiving option		>> Help
- Set receiving option		The following is the ID e-mail:	and contact informatio	on of all customers of the company, please select and maintain the contact method you want to use for ICBC to send SMS or
		Customer ID: CA	OLIANGLIANG.c.0103	Contact No.: 65 - Example:County code-mobile phone number Mailbox address: Example:example@ibb.com.cn
		Customer ID: YAN	NXIAQIN.c.0103	Contact No.: 65 - 90818323 Example County code-mobile phone number Mailbox address: zhilun-huang@sg.icbc.com.cn Example@icbc.com.cn
		Customer ID: KE	XIAODAN.c.0103	Contact No.: 55 - 90263918 Example County code-mobile phone number Mallbox address: manarjob@126.com Example@ibb.com.n
		Customer ID: LIU	JRONG.c.0103	Contact No.: 65 - 90263918 Example:County code-mobile phone number Mailbox address: hong.ming@icbc.com.sg Example@icbc.com.on
		Note: After this setting,	you still need to modify	the Messenger service already contracted.
				Confirm
> > ICBC Mes		receiving option		>> Help
Serreceiving o		The information of n	nodification is as f	ollows, please confirm:
		Customer ID:CAOLIA	ANGLIANG.c.0103	Contact No.: —— Mailbox address: ——
		Customer ID:YANXIA		Contact No.: 65 - 90818323 Mailbox address: zhilun.huang@sg.icbc.com.cn
	1	Customer ID:KEXIAC	DDAN.c.0103	Contact No.: 65 -90263918 Mailbox address: mananjob@126.com
		Customer ID:LIURO	NG.c.0103	Contact No.: 65-90263918 Mailbox address: hong.ming@icbc.com.sg
		Please	press (OK) on the to	oken and finish the tranaction as quickly as you can before timeout.
			Dynamic Password	4: <b>*****</b>
		Ent	ter Verification Code	a: 4fyf 4f 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 Messenging

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

-		~					
BC ssenging			> > ICBC Messenging	> Subscribe ICBC Messenging			
Subscribe IC Messenging							
Ny ICBC Mes	senging		Subscribe ICBC Messer	nging			>>
Set receiving	option	-			Business reminding type		
			Serial number	Product name	Pro	oduct description	Action
			1	Account change reminder			Subscribe
			2	Fixed-time balance reminder			Subscribe
			3	Reminder for collection and distribution of ca	ish 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 Messenging	Customer Services	Liquidity management
ICBC		<u></u> S	ubscribe ICBC Messer	nging					>> Hel
Messenging		8	Type of me	ssenging service: Alert on	account changes				
<ul> <li>Subscribe ICE</li> <li>Messenging</li> </ul>	BC			Company's name: INDUS	RIAL AND COMM	IERCIAL BANK	OF CHINA LIMITED	~	
1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1				Subscribed A/C: 010301	0001000147374 💽	•			
- My ICBC Mess	senging			Custom currency: SGD 💽	•				
- Set receiving	option		Withdrawal	reminder amount:	1.00	) The transaction	n with incurring amount	above the amount will I	pe subject to financial reminding
			Reminding amount fo	or account posting:	1.00	) The transaction	n with incurring amount	above the amount will I	pe subject to financial reminding
			Display transaction ar	nount and account oDisp balance:	lay 🔿 Not displaye	ed			
				Service period: 1 mont	n 💌				
				Auto-renew: will be de	em will automatical educted from the sp	ly make extensio becified payment	on for you upon the expi account	ry of the services. Each	extension period is one month, and fees
			R	eceiving language: 💿 Engl					
		4		Receiving mode: 🗹 SMS	🔲 E-mail				
			Receivi	ng number / email: <u>Set recei</u>	ving option				
				Customer ID: CAOLIA	NGLIANG.c.0103	Cor	itact No.: ——	Ma	ailbox address: ——
				Customer ID: YANXIAG	QIN.c.0103	Conta	ict No.: 65- 90818323	Mailbo	x address: zhilun.huang@sg.icbc.com.cn
				Customer ID: KEXIA0	DAN.c.0103	Cor	itact No.: 65- 90263918	Ma	ailbox address: mananjob@126.com
				Customer ID: LIURON	IG.c.0103	Cor	tact No.: 65- 90263918	Ma	ailbox address: hong.ming@icbc.com.sg
				Company's name: INDUS	RIAL AND COMM	IERCIAL BANK	OF CHINA LIMITED	~	
				Payment A/C No.: 010301	0001000147374 💽	•			
				Currency: SGD 💽	•				
						Confirm	Cancel		

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 Messenging 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	C Messenging Customer Services Liquidity management
ICBC Messenging	~	> > ICBC Messenging > Subscribe ICBC Messenging	
Subscribe ICBC Messenging			
- My ICBC Messenging	S	ubscribe ICBC Messenging	>> Help
- Set receiving option		Type of messenging service: Fixed-time balance reminder	
		Company's name: INDUSTRIAL AND COMMERCIAL BANK OF CH Subscribed A/C: 0103010001000147374	HINA LIMITED 💌
		Currency: SGD V	
		Balance reminder type: 🗹 Current Balance 🗹 Available Balance	
		Sending period: 💿 Day 🔿 Ten days 🔿 Month	
		Service period: 6 months	
		Auto-renew: Will be deducted from the specified payment account	ou upon the expiry of the services. Each extension period is one month, and fees int
	•	Receiving language: 💿 English	
		Receiving mode: 🗹 SMS 🔲 E-mail	
		Receiving number / email: Set receiving option Customer ID: CAOLIANGLIANG.c.0103 Contact No.	o.: —— Mailbox address: ——
			o.: 65- 90263918 Mailbox address: mananjob@126.com o.: 65- 90263918 Mailbox address: hong.ming@icbc.com.sg
		Company's name: INDUSTRIAL AND COMMERCIAL BANK OF CH	
		Payment A/C No.: 0103010001000147374 💌	
		Currency: SGD	
		Confirm	Cancel
Subscribe ICBC Mes	senging		>> Help
		Type of messenging service: Fixed-time balance reminder	
		Enterprise name: INDUSTRIAL AND COMMERCIAL BANK C	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	rt No. 65-00919323
		Customer ID:KEXIAODAN.c.0103 Contai	
		Customer ID:LIURONG.c.0103 Contact I	
		Enterprise name: INDUSTRIAL AND COMMERCIAL BANK (	
		Payment A/C No.: 0103010001000147374	
		Currency: SGD	
		Please press [OK] on the token and finish the tranaction as quickly as yo	ou can before timeout.
		Dynamic Password: *****	
		Enter Verification Code: ea6b ea6b	ation code
		Confirm	



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 Messenging is free of charge, but the payment account information have to filled in.
- C) My ICBC Messenging

lanage A/C	Receivable	Payroll Service	e Payment & Transfe	Cash Pool Management	Fixed Deposit	Online Loan ICBC Mess	enging Customer S	ervices Liqu	uidity management	
3C ssenging			> > ICBC Messeng	ng ≻ My ICBC Messenging						
ibscribe IC essenging	BC		9							
/ ICBC Mes	senging		My ICBC Messenging							>>
et receiving	option		My Industrial and Com	mercial Bank of China Messen	ger List:					
			serial number	Message type		Account No.	Receiving mode	Receiving	Display balance/amount	Action
								language	or not	
			1	Alert on account changes	0	103010001000147374	SMS E-mail	English	or not Display	Modify End
			1	Alert on account changes Fixed-time balance reminde		103010001000147374 103020002000205910				Modify

Note:

- 1. You can manage your subscribed ICBS Messenging 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.