Batch Remittance User Guide

Introduction to ICBC Batch Remittance

- With our easy-to-use Excel template and client tool software, you can upload and process your batch remittance instruction file via ICBC corporate online banking.
- You can **submit**, **approve** and **check** batch remittance instructions in corporate online banking.

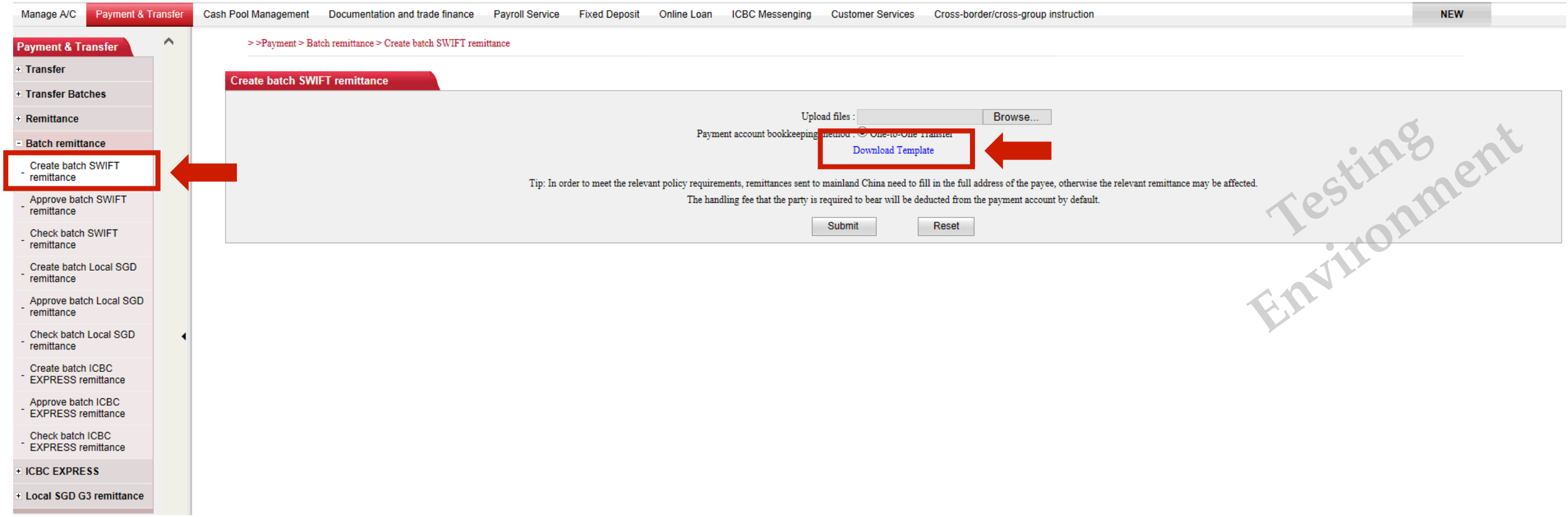
Why choose ICBC Batch Remittance?

- **Flexible:** You can submit your SWIFT or Singapore Dollar(SGD) inter-bank payment or ICBC Express remittance instructions in multiple currencies.
- **Convenient:** You can submit or authorize remittance instructions at any time during 00:00 to 18:00 on working days, and the system will process them promptly and quickly.
- **Efficient:** We can free you from repetitive data entry work as authorization is only required once to activate multiple transactions.

Three steps to complete Batch Remittance (Take SWIFT as an example)

STEP 1 Log in to corporate online banking, click **Payment & Transfer → Batch remittance →**

Create batch SWIFT remittance → Download Template → Fill Template → Submit



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Only **capital letters and English characters** are accepted.

Last 7 digits of sub account number attached to Smart Account.

Remittor's name	Remitter's contact number(*)	Remittance A/C(*)	Smart Account Sub-account number	Remittance A/C currency(*)	Beneficiary's A/C Name(*)	Country/Region of beneficiary(*)	Beneficiary's Address(*)	Beneficiary's A/C No.(*)	Payee's contact number)(*)

Select from dropdown list

Please provide the **full address** of the payee when performing online remittance to **China**. E.g. No.55 FuXingMenNei Street, Xicheng District, Beijing, P.R.C China 100140

NOTE: All fields with an asterisk (*) must be filled.

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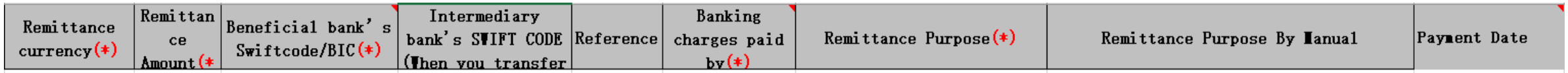
Select from dropdown list

Scheduled remittance can be carried out by filling up the **Payment Date** column.



Only **capital letters** are accepted and it should have **11 characters.**

Input date must **greater than or equal** to the next day. Please follow the **Long Date format: YYYY-MM-DDD**

NOTE: All fields with an asterisk (*) must be filled.

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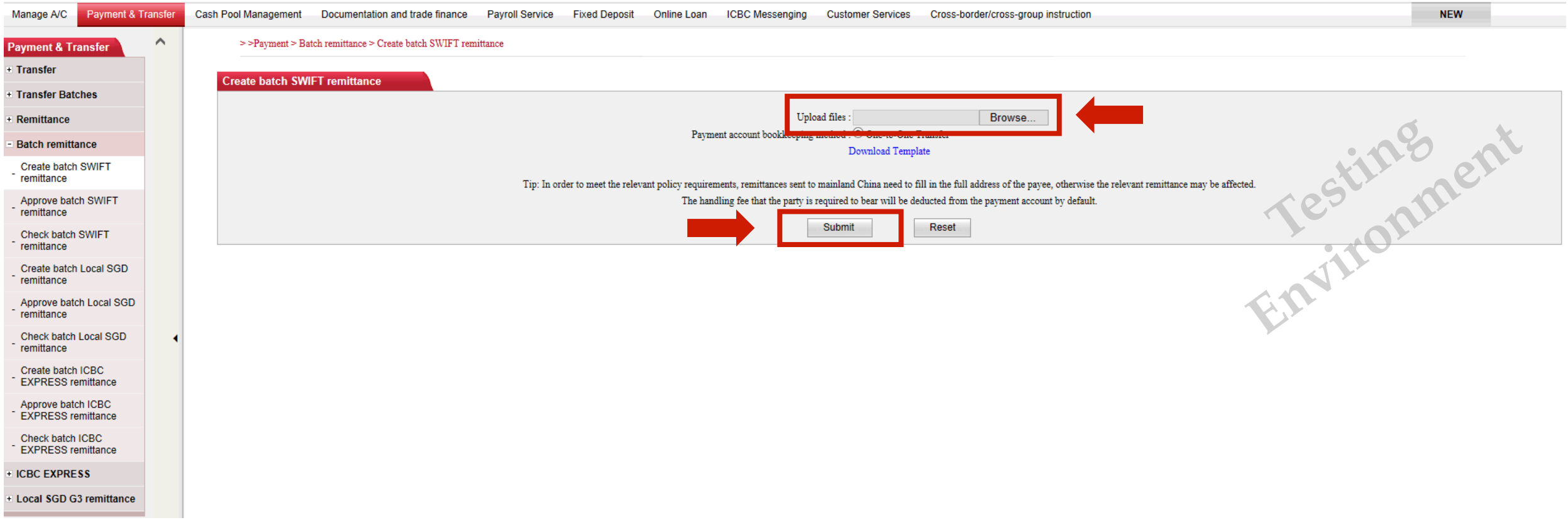
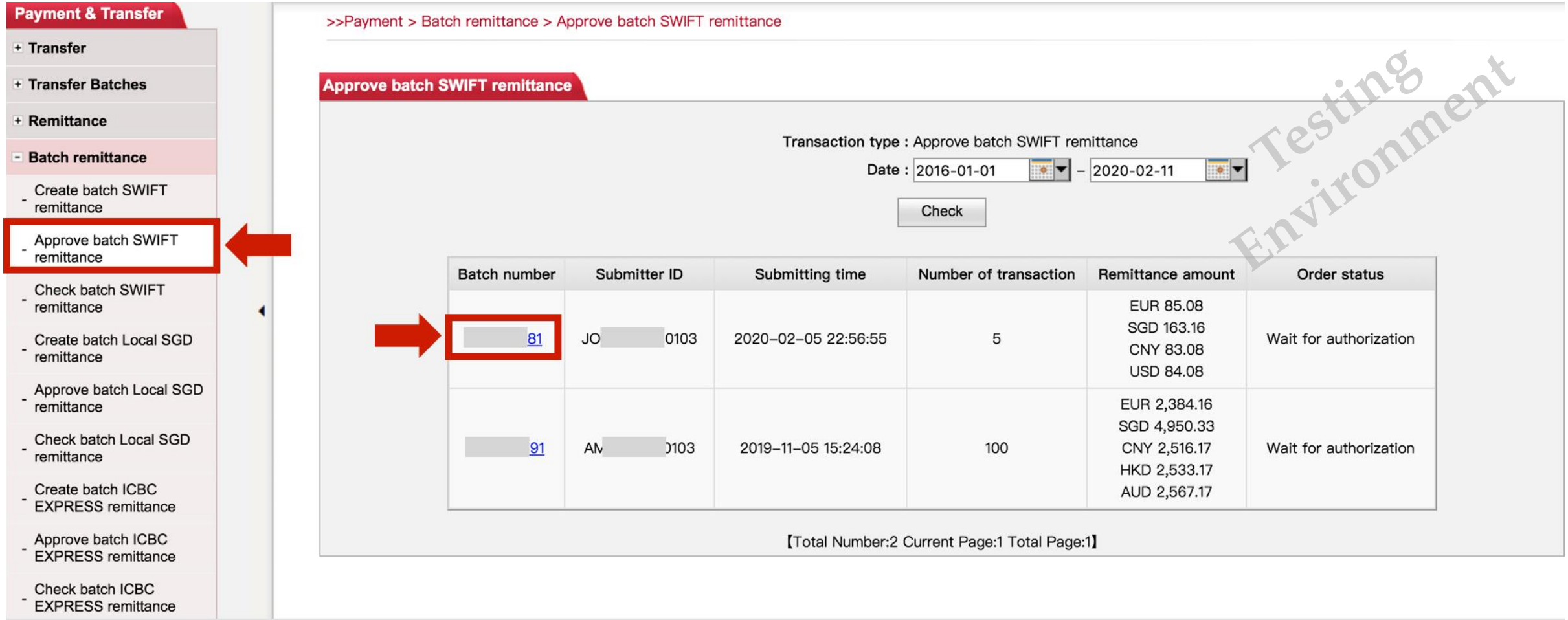


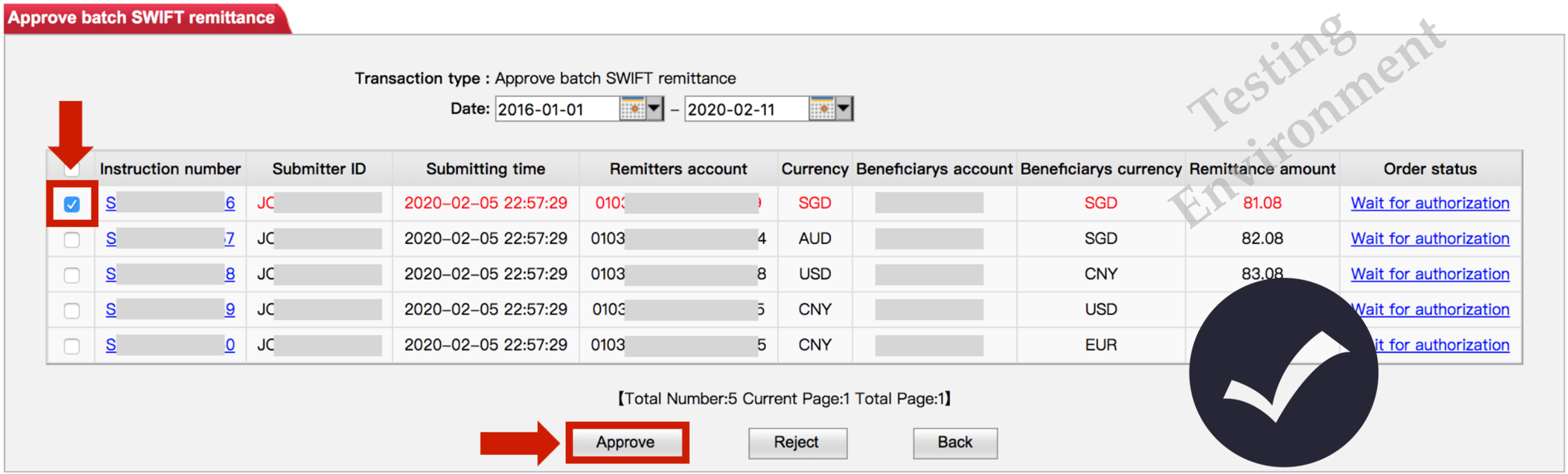
Three steps to complete Batch Remittance (Take SWIFT as an example)

STEP 2 Authorizer click **Approve batch SWIFT remittance**, check and click the **Batch number**



Three steps to complete Batch Remittance (Take SWIFT as an example)

STEP 3 Authorizer select and tick the **Instruction number**, then click **Approve**



*If you have any questions, please contact your relationship manager or call us: +65 6436 6508

For more details, please scan the QR code on the left and follow our **WeChat official account**!

For more information of ICBC Corporate Internet Banking, please visit our Website:
WWW.ICBC.COM.SG.
HOME >**Commercial Bank Business** >**Internet Banking** >**Corporate Internet Banking**

If you have any queries or need any help, please contact your **RM in-charge** or contact us.
Attn: **Cash Management Hub**
Email: **cmh@sg.icbc.com.cn**
DID: **(65)6436 6508**