

**Guideline on  
Commercial Internet Banking  
and  
Commercial Mobile Banking  
Trade Service**

- 1. Introduction of Trade Service**
- 2. Introduction of Functions**
- 3. FAQ**

# **1. Introduction of Trade Service**

The following 9 scopes are covered in the Trade Service

Trade Service
➤ Imp LC and Docs
➤ Exp LC
➤ Imp Collection
➤ Exp Collection
➤ Trade Finance
➤ Issuance of Guarantee/SBLC
➤ Advising of Guarantee/SBLC
Download Forms
Outstanding Rpt

Scopes	Functions		
	Submission of application / instructions	Enquiry of Transaction Status	Download Processing Advice / LC copy
Import LC application/Amendment*	√	√	√
Import LC Documents (with Loan application)	√	√	√
Export LC		√	√
Export LC Documents		√	√
Import Collection (with Loan application)	√	√	√
Export Collection		√	√
Export Invoice Financing* #	√	√	√
Import Invoice Financing* #	√	√	√
Guarantee/SBLC application/Amendment*	√	√	√
Guarantee/SBLC advising		√	√
Loan Enquiry and Loan Repayment#	For all loan types		
Download Forms	Linkage to Trade Form Library		
Outstanding Report	List out all outstanding transactions as of previous day		
Remarks: * Support upload documents. # Provide commercial mobile banking inquiry and authorization function.			

## **2. Introduction of Functions**

## 1. Imp LC and Docs

## LC Application

1. LC issuance/amendment applications can be submitted online.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

Imp Collection

> > Documentation and trade finance > Imp LC and Docs > LC Application

LC Application

Company Name\*

Irrevocable DC to be despatched by\*

Applicant's ref

Advising bank

Form of DC\*

Expiry date\*

Expiry place\*

Applicant's name

Applicant's address

唐繩椿轅古曉兵忘嘴易

☒ SWIFT ☐ Courier ☐ Collect at counter

IRREVOCABLE

2022-06-01

☒ Issuing bank's counter ☐ In beneficiary's country ☐ Others

XUXIXN TXLXCXM (XNX'X) LXD

1. Imp LC and Docs

LC Application

2. Upload supporting documents.  
Reminder: Please press “Browse” to select the related documents, and then press “Upload”. (Only applicable for BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX formats without password protection), file name cannot contain symbols.
3. Read and agree the relevant terms and conditions of LC application before submission.

File name: ATTACHMENT 2, 000.docx

All Files (\*.\*)

Open

Cancel

Browse...

Upload


Note: You can upload at most 20 attachments. One attachment cannot exceed 20MB. Total size of all attachments cannot exceed 200MB. Attachment name cannot contain symbols

Model remarks

Model remarks

☐ We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of LC application. (Terms and Conditions)

Message from webpage

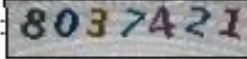


File name uploaded cannot contain symbols. Please re-name and then upload again!

OK



## 1. Imp LC and Docs

Please enter the following numbers on your Token: 

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

Dynamic Password:

### LC Application

At the time of submitting LC Applications, customer needs an ICBC (Asia) Password Token to confirm and complete the submission.

## 1. Imp LC and Docs



ICBC(Asia)  
LC Application  
LC NO. LC302KWC100019  
Amount HKD88.00  
Above Transaction  
completed[ICBC(ASIA)]

### LC Application

When the application is approved successfully, an SMS confirmation message will be sent to customer's registered mobile phone number. (Note: Mobile phone number must be registered in advance)

1. Imp LC and Docs

My LC Documents

- 1. Enquiry on LC drawing details and document status.
- 2. Accept/Reject/Pay instructions can be submitted online.
- 3. Download processing advice.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

Imp Collection

> > Documentation and trade finance > Imp LC and Docs > My LC Documents

My LC Documents

> > Help

Enquiry Options: ☒ By date ☐ By bank ref ☐ By bill ref

Company Name: 香港渣打銀行有限公司

☒ Start and end dates: 2022-05-02 - 2022-05-31 ☐ Recently: 30-day

Inquiry

Reset

Company Name: 香港渣打銀行有限公司(Hong Kong S.A.R)

Sight/Usance	Disc	Bank ref	Bill ref	Status	Beneficiary	Creation date	Accept due date	Payment date	Doc amount	Balance	Action
S	N	LC302NLC200071	BR302NLC20007101	Approved	ABC CO. LTD. HK	2022-05-31			HKD 300.00	HKD 300.00	<a href="#">Pay Advice</a>
S	Y	LC302NLC200071	BR302NLC20007102	Approved	ABC CO. LTD. HK	2022-05-31			HKD 200.00	HKD 200.00	<a href="#">Reject Pay Advice</a>

# 1. Imp LC and Docs

## My LC

- 1. Enquiry on LC issued and related information.
- 2. Amendment application can be submitted online.
- 3. Download processing Advice/SWIFT message.
- 4. Linkage to “My LC” to enquire on drawing details.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

Imp Collection

> > Documentation and trade finance > Imp LC and Docs > My LC

My LC

>> Help

Enquiry Options: ☒ By date ☐ By bank ref ☐ By applicant's ref

Company Name: 

渣打銀行有限公司

Currency: 

All

Beneficiary:

Status: 

All

☐ Start and end dates: 

2022-05-02

 - 

2022-05-31

☒ Recently: 

30-day

Inquiry

Reset

Sight/Usance	Bank ref	Applicant's ref	Beneficiary	Issue date	Maturity Date	Status	LC Amount	O/S LC amount	Action
S	LC302NLC200071		ABC CO. LTD. HK	2022-05-31	2022-06-30	Not yet closed	HKD 1,000.00	HKD 500.00	<a href="#">Amendment application</a> <a href="#">Amendment enquiry</a> <a href="#">SWIFT/Advice</a> <a href="#">Documents</a>

## 1. Imp LC and Docs

### My LC

Upload supporting documents for amendment application.

Reminder: Please press “Browse” to select the related documents, and then press “Upload”. (Only applicable for BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX formats without password protection), file name cannot contain symbols.

File name: ATTACHMENT 1,000 - Copy.docx
All Files (\*.\*)
Open
Cancel

This amendment charges are for the account of\*
☒ Applicant
☐ Beneficiary

Attachment:
Browse...
Upload

Note: You can upload at most 20 attachments. One attachment cannot exceed 20MB. Total size of all attachments cannot exceed 200MB. Attachment name cannot contain symbols

Amendment to be despatched by
☒ SWIFT
☐ Courier

Message from webpage
File name uploaded cannot contain symbols. Please re-name and then upload again!
OK

Note: You can upload at most 20 attachments. One attachment cannot exceed 20MB. Total size of all attachments cannot exceed 200MB. Attachment name cannot contain symbols

# 1. Imp LC and Docs

LC Template

Maintain LC Template and submit default template for LC applications.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

> > Documentation and trade finance > Imp LC and Docs > LC Template

LC Template

> > Help

Company Name: 瘡繩椿轅古躑兵忘嘴易

Beneficiary:

Inquiry

Reset

Newly increased

Model remarks	Applicant	Beneficiary	Operation
TEST TEST TEST	XUXIXN TXLXCXM (XNX'X) LXD	0420-TEST1	Modify Delete LC application Save as

1. Imp LC and Docs

Application Enquiry

Extract temporary saved applications for processing.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

Imp Collection

> > Documentation and trade finance > Imp LC and Docs > Application Enquiry

Application Enquiry

>> Help

Transaction Type: ☒ LC application ☐ Amendment application

Company Name: 瘡繩椿轅古鑄兵忘嘴易

Status: not yet submitted

Currency: All

Beneficiary:

☐ Start and end dates: 2022-05-02 - 2022-05-31 ☒ Recently: 30-day

Inquiry

Reset

Temporary number	Applicant's ref	Application date	Company Name	Currency	LC issuing amount	Processing status	Beneficiary	Action
ADV143828		2022-05-31	瘡繩椿轅古鑄兵忘嘴易(Hong Kong S.A.R)	HKD	2,800.00	not yet submitted	TESTING CO. LTD.	<a href="#">Continue</a> <a href="#">Void</a>

## 1. Imp LC and Docs

### LC Phrases Maintenance

Maintain frequently used Description of goods, Documents required and Additional conditions.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

> > Documentation and trade finance > Imp LC and Docs > LC Phrases Maintenance

LC Phrases Maintenance

☒ Description of goods

☐ Documents required

☐ Additional conditions

Confirm



2. Exp LC

LC Enquiry

- 1. Instant checking of arrival of Export LCs/amendments.
- 2. Linkage to bills presented under respective LC.
- 3. Download processing advice/SWIFT message.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

LC Enquiry

> > Documentation and trade finance > Exp LC > LC Enquiry

LC Enquiry

> > Help

Enquiry Options: ☒ By date ☐ By bank ref

Company Name: 

疼繩椿轅古躡兵忘嘴易

Currency: 

All

Applicant:

☐ Start and end dates: 

2022-05-02

 - 

2022-05-31

☒ Recently 

30-day

Inquiry

Reset

Sight/Usance	Bank ref	LC NO.	Applicant	Issuing Bank	Advising date	Maturity Date	LC Amount	Balance	Action
S	AV302B5C200144	E-TEST HK	TESTING CO. LTD ADD 1 ADD 2	XK AXD SXAXGXAX XAXKXNX XOXP LXDX XEXD OXFXCX	2022-05-31	2022-08-31	USD 3,000.00	USD 2,800.00	<a href="#">Documents SWIFT/Advice LC amendment</a>

2. Exp LC

LC Documents Enquiry

- 1. Enquiry on status of submitted documents.
- 2. Download processing advice.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

LC Enquiry

LC Documents Enquiry

> > Documentation and trade finance > Exp LC > LC Documents Enquiry

LC Documents Enquiry

> > Help

Enquiry Options: ☒ By date ☐ By bill ref

Company Name: 

香港渣打銀行有限公司

☐ Start and end dates: 

2022-05-02

 - 

2022-05-31

☒ Recently 

30-day

Inquiry

Reset

Sight/Usance	Bank ref	Bill ref	Customer ref	Applicant	Creation date	Accept due date	Settle date	Doc amount	Status	Action
S	E-TEST HK	BP302NLC20014401		TESTING CO. LTD ADD 1 ADD 2	2022-05-31			USD 200.00	Approved	<a href="#">Advice</a>

### 3. Imp Collection

#### Import Collection Enquiry

- 1. Instant checking of arrival of documents.
- 2. Reject/Pay instructions can be submitted online.
- 3. Download processing advice.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Exp LC

Imp Collection

Imp Collection Enquiry

> > Documentation and trade finance > Imp Collection > Imp Collection Enquiry

Imp Collection Enquiry

> > Help

Enquiry Options: ☒ By date ☐ By bank ref

Company Name: 

香港渣打銀行有限公司

Payee:

☐ Start and end dates: 

2022-05-02

 - 

2022-05-31

☒ Recently 

30-day

Inquiry

Reset

Delivery conditions	Bank ref	Payee	Creation date	Accept due date	Settle date	Doc amount	Balance	Action
D/P SIGHT	IC302B5C200017	XYZ LTD. HK	2022-05-31			HKD 2,000.00	HKD 2,000.00	<a href="#">Reject Pay Advice</a>

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4. Exp Collection

Export Collection Enquiry

- 1. Checking status of documents.
- 2. Download processing advice.

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Exp LC

Imp Collection

Exp Collection

Exp Collection Enquiry

> > Documentation and trade finance > Exp Collection > Exp Collection Enquiry

Exp Collection Enquiry

>> Help

Enquiry Options: ☒ By date ☐ By bank ref

Company Name: 鹿语哇姜兵忘嘴易

Payer:

☒ Start and end dates: 2022-01-01 - 2022-03-31 ☐ Recently 30-day

Inquiry

Reset

Delivery conditions	Bank ref	Customer ref	Payer	Creation date	Accept due date	Doc amount	Settle date	Action
D/A	OC302NNC200023	HN21/2022..	XRXN UX XTX	2022-01-06		USD 100,805.30		Advice
D/A	OC302NNC200055	HN21/2401...	XRXN UX XTX	2022-01-13	2022-03-07	USD 48,339.66		Advice

5. Trade Finance

Financing Application

- 1. Submit application for Export Invoice Financing.
- 2. Submit application for Import Invoice Financing.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Exp Collection

Trade Finance

Financing Application

Instruction Management

Supplementary Business Information

Trade Finance Inquiry/Repay

Trade Service ▶ Trade Finance ▶ Financing Application

Financing Application

Product name	Product introduction	Action
Export Invoice Financing	Submit application for Export Invoice Financing	Apply
Import Invoice Financing	Submit application for Import Invoice Financing	Apply

5. Trade Finance

Financing Application

3. Complete the transaction details.
4. Fill in the \*required field.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Exp Collection

Trade Finance

Financing Application

Instruction Management

Supplementary Business Information

Trade Finance Inquiry/Repay

Financing Application Template

Trade ServiceTrade FinanceFinancing Application

Financing Application

Company Name:

鹿语哇美兵忘嘴易

Financing Type\*:

Import invoice financing

1.Basic Information

Currency of Loan\*:

HKD

Drawdown Amount\*:

Loan Period\*:Days

Contract Number:

Currency of Invoice\*:

HKD

22

## 5. Trade Finance Financing Application

5. Upload supporting documents, i.e. invoice, transport documents etc.

Reminder: Please press “Browse” to select the related documents, and then press “Upload”. (Only applicable for BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX formats without password protection), file name cannot contain symbols.

6. Press “Save” before submission to avoid missing information.

7. Create template if required, input template name, select “Save Template and Submit”.

8. Read and agree the relevant terms and conditions of Trade Financing Application before submission.

File name: ATTACHMENT - 1.docx

All Files (\*.\*)

Open Cancel

Browse... Upload

Note: You can upload at most 20 attachments. One attachment cannot exceed 20MB. Total size of all attachments cannot exceed 200MB. Attachment name cannot contain symbols

Contact Person and Tel no.\*:

Template name:

☐ We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of Import Invoice Financing application. (Terms and Conditions)

Message from webpage

File name uploaded cannot contain symbols. Please re-name and then upload again!

OK

5. Trade Finance

Instruction Management

1. Approval for Financing Application and supplement business materials.
2. Process and submit the temporary saved application.

Trade Service

Imp LC and Docs

Exp LC

LC Enquiry

LC Documents Enquiry

Imp Collection

Exp Collection

Trade Finance

Financing Application

Instruction Management

Supplementary Business Information

Trade Finance Inquiry/Repay

Instruction Management

Company Name:

鹿语睦姜兵忘嘴曷

Financing Type:

Import invoice financing

Instruction Type:

Financing application

Status:

☒ Submission successful

☒ Submission failed

☒ Awaiting authorization

☒ Pending

☒ To be submitted

Period:

2022-04-30

—

2022-05-31

Inquire

Transaction No.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action
<a href="#">AGG16788</a>		HF.c.0110	Financing application	2022-05-31 20:22:19	Import invoice financing	Awaiting authorization		
<a href="#">AGG16786</a>		HF.c.0110	Financing application	2022-05-31 20:18:02	Import invoice financing	To be submitted		<div>Submit</div>



5. Trade Finance

Supplementary Business Information

1. This service is for supplement of application supporting documents.
2. Please contact the Bank's relevant staff before using this service.

Trade Service

Imp LC and Docs

Exp LC

LC Enquiry

LC Documents Enquiry

Imp Collection

Exp Collection

Trade Finance

Financing Application

Instruction Management

Supplementary Business Information

Trade Service ▶ Trade Finance ▶ Supplementary Business Information

Supplementary Business Information

Company Name:

鹿语睦姜兵忘嘴易

Financing Type:

Export invoice financing (Non-Notify)

Instruction Submission:

2022-04-30

2022-05-31

Inquire

Reset

Instruction number	Financing Type	Customer	Customer Identification Number	Currency of Loan	Drawdown Amount	Currency of Invoice	Invoice Amount	Action
AGG16789	Export invoice financing (Non-Notify)	鹿语睦姜兵忘嘴易		HKD	4.00	HKD	4.00	<a href="#">Supplement</a>
AGG16787	Export invoice financing (Non-Notify)	鹿语睦姜兵忘嘴易		HKD	2.00	HKD	2.00	<a href="#">Supplement</a>

5. Trade Finance

Trade Finance Inquiry/Repay

Access to loan content and download processing advice.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Imp Collection Enquiry

Instruction Enquiry

Authorization

Exp Collection

Trade Finance

Financing Application

Instruction Management

Supplementary Business Information

Trade Finance Inquiry/Repay

Financing Application Template

Trade Finance Inquiry/Repay

Company Name:

裕通棉糖古蹟兵志瑞易

Financing Ref:

Financing Type:

All

Financing status:

All

Loan Value Date:

2022-01-01

2022-03-31

Recent Loan Value Date

30 days

Loan Maturity Date:

2022-04-30

2022-05-31

Inquire

Financing Ref	Financing Type	Currency of Loan	Drawdown Amount	Outstanding Balance of Loan	Value Date	Maturity Date	Related Ref	Loan Period (in days)	Status	Action
<a href="#">FS302ITC200086</a>	Import	USD	200,000.00	0.00	20220111	20220314	FS302ITC200086	62	Repaid	<a href="#">View advice</a> <a href="#">Repay</a>
<a href="#">FS302ITC200163</a>	Import	USD	400,000.00	400,000.00	20220118	20220321	FS302ITC200163	62	Loan granted	<a href="#">View advice</a> <a href="#">Repay</a>
<a href="#">FS302ITC200195</a>	Import	USD	300,000.00	300,000.00	20220119	20220321	FS302ITC200195	61	Loan granted	<a href="#">View advice</a> <a href="#">Repay</a>

1-3 of 3

<<

1

>>

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5. Trade Finance

Trade Service ▶ Trade Finance ▶ Trade Finance Inquiry/Repay

Trade Finance Inquiry/Repay

Financing Ref:

FS302ITC200163

Financing Type:

Import

Related Ref:

FS302ITC200163

LC no:

Value Date:

2022-01-18

Maturity Date:

2022-03-21

Loan Period (in days):

62

Last repayment date:

Financing Currency and Amount:

USD 400,000.00

Outstanding Balance of Loan:

USD 400,000.00

Estimated Interest Amount:

USD 3,899.37

Loan Repayment Instruction:

Repayment Type:

☒ Full repayment ☐ Partial repayment

Currency of Loan:

USD

Repayment of Loan Principal Amount:

USD 400,000.00

Trade Finance Inquiry/Repay

- 1. Submit application for financing repayment
- 2. Full repayment or Partial repayment
- 3. Note:  
The application for financing repayment submitted on non-banking business days or non-banking business hours (after 18:00) will be postponed to the next business day

5. Trade Finance

Financing Application Template

- 1. Template is applicable to Import Invoice Financing, Export Invoice Financing (Non-Notify) and Export Invoice Financing (Notify) application.
- 2. Template function can be used to set up repetitive applications.
- 3. The template can be modified, deleted, or used for submit application by the user who create the template.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Exp Collection

Trade Finance

Financing Application

Instruction Management

Supplementary Business Information

Trade Finance Inquiry/Repay

Financing Application Template

Trade Service ▶ Trade Finance ▶ Financing Application Template

Financing Application Template

Company Name:

香港特設古蹟兵志嘴易

Template name:

Financing type:

All

Import invoice financing

Export invoice financing (Non-Notify)

Export Invoice Financing (Notify)

Counter Party Name:

Inquiry

Reset

Add

Template name	Financing type	Counter Party Name	Last update date/time	Action			
test 1116	Import invoice financing	test 1116	2021-12-30 09:50:13	<a href="#">Inquiry</a>	<a href="#">Delete</a>	<a href="#">Modify</a>	<a href="#">Submit application</a>

28

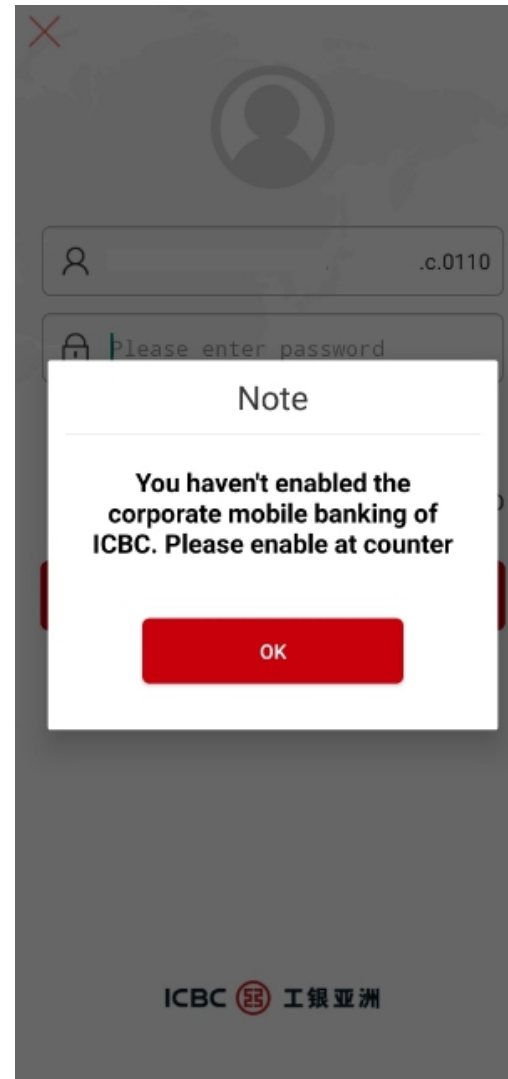
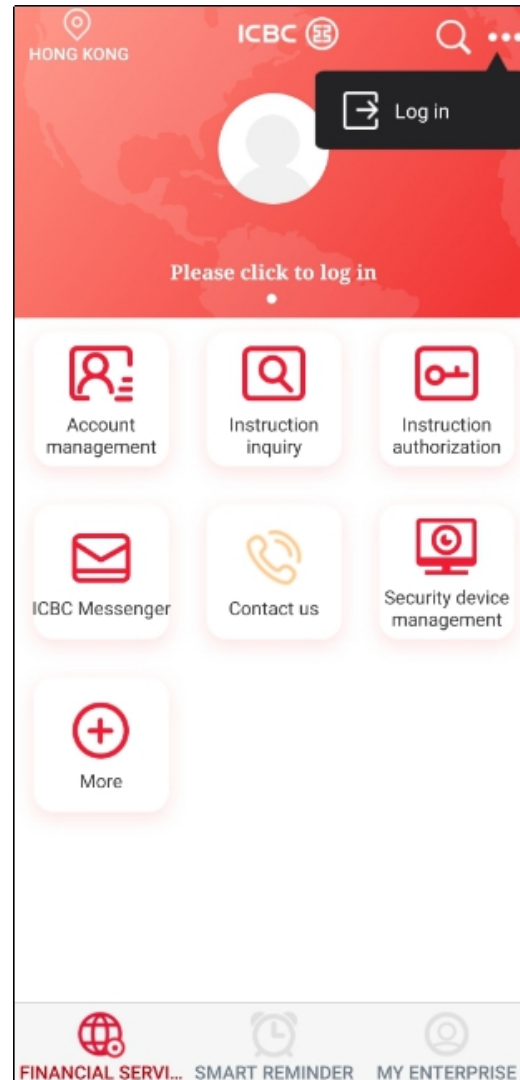
## 5. Trade Finance



### Commercial Mobile Banking Functions

1. Provide the function of Instruction inquiry and Instruction authorization.
2. Apply to application and supplementary business information for Import Invoice Financing, Export Invoice Financing (Non-Notify), Export Invoice Financing (Notify) and Financing repayment.
3. Download ICBC (Asia) Commercial Mobile Banking APP “ICBC Business” (Support IOS/Android platforms).

## 5. Trade Finance



### Commercial Mobile Banking Functions

4. If the Commercial Mobile Banking has not been activated yet, user will receive a notice when logging in: “You haven't enabled the corporate mobile banking of ICBC. Please enable at counter”.

5. Trade Finance

Instruction inquiry

BY TRANSACTIONS

BATCH

Type

Trade Service

Current day

Last week

Last month

Start/end date

2023-02-01

2023-02-25

Inquire

Financing repayment application

AGG18285

USD 350,000.00

Wait for authorization

Import invoice financing application

AGG18286

HKD 808,000.00

Wait for authorization

Loaded to the bottom

Instruction authorization list

BY TRANSACTIONS

BATCH

Type

Trade Service

Current day

Last week

Last month

Start/end date

2023-02-01

2023-02-01

Inquire

Select all

Financing repayment application

AGG18285

USD 350,000.00

Wait for authorization

Import invoice financing application

AGG18286

HKD 808,000.00

Wait for authorization

Loaded to the bottom

Commercial Mobile Banking Functions

5. Approver of current ID can search for the instructions with the status of “Approved”, “Rejected” or “Awaiting Authorization”.

5. Trade Finance

Authorization details

Charges

(Applicable for

Telegraphic Supplier(all charges)

transfer and

CHATS)

Message MESSAGE

221201A

Note

Please read carefully and agree terms and conditions and detailed rules

OK

Contact

Person and Tel 987654321

no.

☐ We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of Import Invoice Financing application. [Terms and Conditions](#)

Reject

Agree

Authorization details

Charges

(Applicable for

Telegraphic Supplier(all charges)

transfer and

CHATS)

Message MESSAGE

221201A

Debit Charges

腕業開痢砂轄婚平频识

(Hong Kong S.A.R)

no. HKD

Other FAX ADVICE

Instructions 221201A

Attachment [ATTACHMENT 4.xls](#)

Contact

Person and Tel 987654321

no.

☒ We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of Import Invoice Financing application. [Terms and Conditions](#)

Reject

Agree

Commercial Mobile Banking Functions

6. If there is an uploaded file(s) for the application of import / export invoice financing and its supplementary business information, the user can click on the relevant file(s) to view the content.
7. Approver is required to read and agree the relevant terms and conditions of trade financing application before authorization, and then select “Agree” or “Reject”.



## Commercial Mobile Banking Functions

9. Successful authorization will be confirmed via SMS to be sent to approver's registered mobile phone number.

(Note: Mobile phone number must be registered in advance)

Authorization details

and Address)

Intermediate

Banker (Name 883  
and Address)

Charges

(Applicable for

Telegraphic Supplier(all charges)  
transfer and

Tips

Authorization succeeded!  
The instruction status is : Submission successful

Confirm

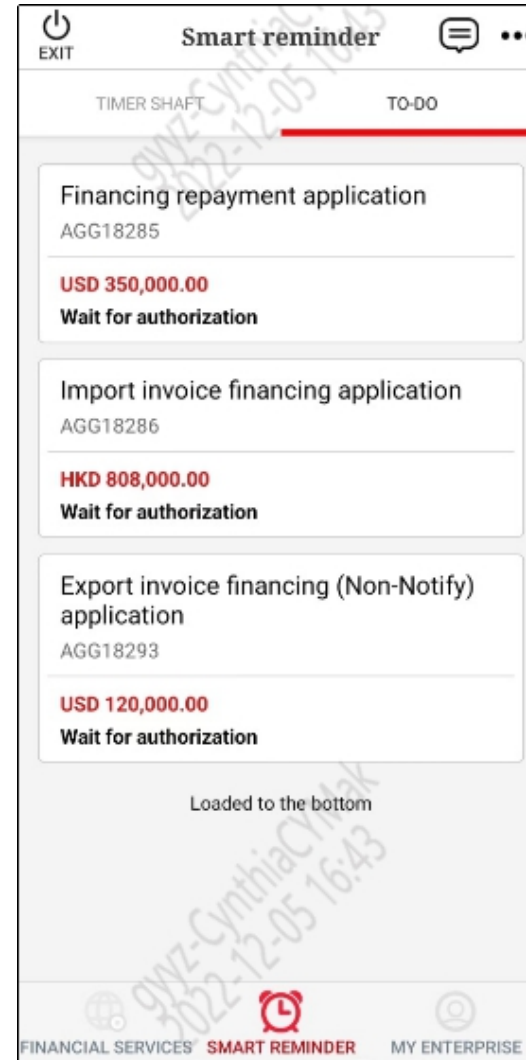
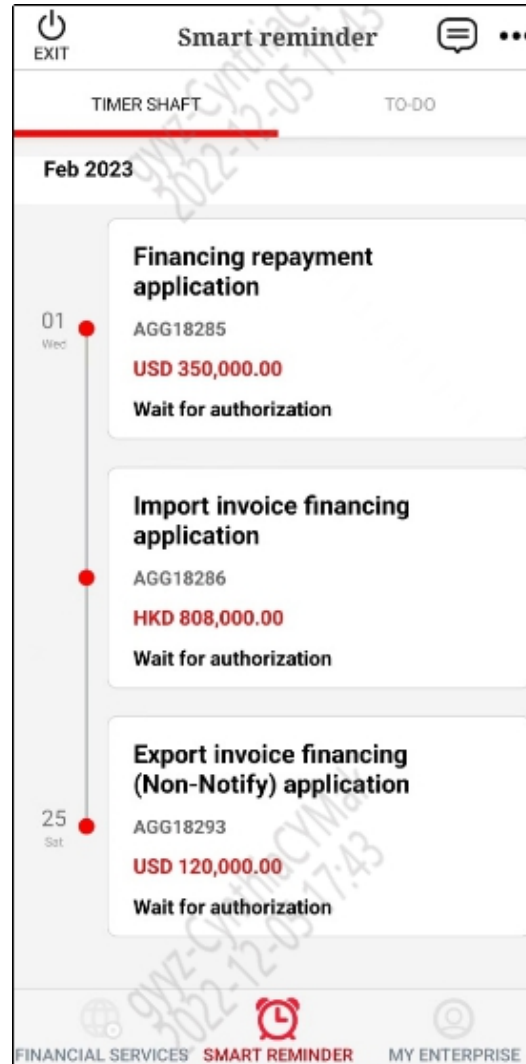
Contact  
Person and Tel 883  
no.

☒ We (the Applicant) have read,  
understood and accepted the  
applicable Terms and Conditions of  
Import Invoice Financing application.  
[Terms and Conditions](#)

RejectAgree



## 5. Trade Finance



### Commercial Mobile Banking Functions

#### 10. Smart Reminder - TIMER SHAFT:

The timer shaft is sorted according to the instructions submission time. Approver of current ID can search for the instructions with the status of “Approved”, “Rejected” or “Awaiting Authorization”.

#### 11. Smart Reminder - TO-DO:

Approver can directly select the instructions to be authorized in the TO-DO list.

## 6. Issuance of Guarantee/SBLC

Guarantee/SBLC Application

1. Click “Apply” of Guarantee/SBLC for online submission.

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Liquidity management

ICBC Express

Autopay/Payroll

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Centralized payment of global cash management

Currency Exchange

Payroll of Authority Separation

Smart Account

Bill Payment

Cheque

Business A/C Plus

ICBC e-Bill Payment

Loans

ICBC Messaging

Time Deposit

Cash Pooling

Messages

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Imp Collection

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Trade Finance

Issuance of Guarantee/SBLC

Guarantee/SBLC Application

Trade Service

Issuance of Guarantee/SBLC

Guarantee/SBLC Application

Help

Guarantee/SBLC Application

Product name	Product introduction	Action
Guarantee/SBLC	Application for Guarantee/SBLC	Apply

## 6. Issuance of Guarantee/SBLC

### Guarantee/SBLC Application

2. Select SBLC/Guarantee.
3. Complete the transaction details.
4. Fill in the \*required field.

Trade Service ▶ Issuance of Guarantee/SBLC ▶ **Guarantee/SBLC Application**
Help
Channel

**Guarantee/SBLC Application**

**Issuance of Guarantee/SBLC**

Company Name:

Request to issue an irrevocable:\*

Applicant Ref:

Applicant(Name and Address):\*

Beneficiary (Name and Address):\*

## 6. Issuance of Guarantee/SBLC

### Guarantee/SBLC Application

5. Upload supporting documents.

Reminder: Please press “Browse” to select the related documents, and then press “Upload”. (Only applicable for BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX formats without password protection), file name cannot contain symbols.

6. Press “Save” before submission to avoid missing information.

7. Read and agree the relevant terms and conditions of Trade Financing Application before submission.

File name: ATTACHMENT 2, 000.docx
All Files (\*.\*)
Open
Cancel

Browse...
Upload

Note: You can upload at most 20 attachments. One attachment cannot exceed 20MB. Total size of all attachments cannot exceed 200MB. Attachment name cannot contain symbols

Message from webpage

Attachment:\*

!
File name uploaded cannot contain symbols. Please re-name and then upload again!

OK

☐ We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of Standby Letter of Credit/Bank Guarantee application. [\(Terms and Conditions\)](#)

Save

Submit

Fill In Again

6. Issuance of Guarantee/SBLC

Instruction Management

1. Select and proceed related instruction type.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Exp Collection

Trade Finance

Issuance of Guarantee/SBLC

Guarantee/SBLC Application

Instruction Management

Guarantee/SBLC Enquiry/Amendment

Trade Service ▶ Issuance of Guarantee/SBLC ▶ Instruction Management

Instruction Management

Company Name:

香港特設古蹟氏忘嘴易

Transaction Type:

Guarantee/SBLC

Instruction Type:

Application

Amendment

Status:

☒ Submission successful

☒ Submission failed

☒ Awaiting authorization

☒ Pending

☒ To be submitted

Period:

2022-04-30

2022-05-31

Inquire

Transaction No.	Transaction Ref.	Instruction Type	ID of Submit Person	Submit On	Status	Reply from the Bank	Action
<a href="#">AGP2002</a>		Application	03.c.0110	2022-05-31 22:41:25	To be submitted		<a href="#">Submit</a>

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## 6. Issuance of Guarantee/SBLC

### Instruction Management

2. Click “Authorization” to approve for Guarantee/SBLC application.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Exp Collection

Trade Finance

Issuance of Guarantee/SBLC

Guarantee/SBLC Application

Instruction Management

Guarantee/SBLC Enquiry/Amendment

Trade Service ▶ Issuance of Guarantee/SBLC ▶ Instruction Management

Company Name:

瘡癩瘡癩古講兵忘嘴易

Transaction Type:

Guarantee/SBLC

Instruction Type:

Application

Status:

☒ Submission successful

☒ Submission failed

☒ Awaiting authorization

☒ Pending

☒ To be submitted

Period:

2022-04-30

—

2022-05-31

Inquire

Transaction No.	Transaction Ref.	Instruction Type	ID of Submit Person	Submit On	Status	Reply from the Bank	Action
<a href="#">AGP2003</a>		Application	03.c.0110	2022-05-31 22:46:13	<a href="#">Awaiting authorization</a>		<a href="#">Authorization</a>

## 6. Issuance of Guarantee/SBLC

### Guarantee/SBLC Enquiry/Amendment

1. Enquiry on Guarantee/SBLC issued and related information.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Exp Collection

Trade Finance

Issuance of Guarantee/SBLC

Guarantee/SBLC Application

Instruction Management

Guarantee/SBLC Enquiry/Amendment

Trade Service ▶ Issuance of Guarantee/SBLC ▶ Guarantee/SBLC Enquiry/Amendment

Guarantee/SBLC Enquiry/Amendment

Enquiry Options:

☒By date

☐By bank ref.

☐By applicant's ref.

Company Name:

香港渣打銀行有限公司

Currency:

All

Beneficiary:

Guarantee/SBLC Status:

All

☒Start and end dates:

2022-04-01

2022-05-30

☐Recent

30-day

Inquiry

Reset

e-Channelhelp

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6. Issuance of Guarantee/SBLC

- Guarantee/SBLC Enquiry/Amendment
2. Enquire/Amend Guarantee/SBLC application for online submission.
3. Download processing Advice/SWIFT message.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Exp Collection

Trade Finance

Issuance of Guarantee/SBLC

Guarantee/SBLC Application

Instruction Management

Guarantee/SBLC Enquiry/Amendment

Advising of Guarantee/SBLC

Guarantee/SBLC

Guarantee/SBLC Status: All

Start and end dates: 2022-04-01 2022-05-30

Recent 30-day

Inquiry

Reset

Bank ref.	Applicant's ref.	Beneficiary	Issue date	Expiry date	Status	Amount	O/S amount	Action
LG30256C200015	0001 OBL	LG BENEFICIARY	2022-05-01	2022-06-30	Not yet closed	HKD 1.00	HKD 1.00	<a href="#">Amendment</a> <a href="#">Advice/SWIFT</a>
SL302SBC200005	CY-220401-9	BENE JJJ JJJ ADD 1 JJJ ADD 2	2022-04-30	2022-06-22	Not yet closed	HKD 200,002.00	HKD 200,002.00	<a href="#">Amendment</a> <a href="#">Advice/SWIFT</a>
LG30256C200011	CY-220401-8	BENE III III ADD 1 III ADD 2	2022-04-30	2022-06-22	Not yet closed	HKD 100,001.00	HKD 100,001.00	<a href="#">Amendment</a> <a href="#">Advice/SWIFT</a>
SL302SBC200004		BENE CCCCCC ADD 1CCC ADD 2CCC	2022-04-29	2022-05-30	Not yet closed	USD 70,000.00	USD 70,000.00	<a href="#">Amendment</a> <a href="#">Advice/SWIFT</a>
SL302SBC200003		BENEFICIARY'S NAME AND ADDRESS	2022-04-29	2023-04-28	Closed	HKD 999.00	HKD 999.00	<a href="#">Advice/SWIFT</a>
LG30256C200010	CY-220330-1	BENE BBB BBB ADD 1 BBB ADD 2	2022-04-29	2022-08-31	Not yet closed	HKD 510,000.00	HKD 510,000.00	<a href="#">Amendment</a> <a href="#">Advice/SWIFT</a>

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# 7. Advising of Guarantee/SBLC

Guarantee/SBLC Advising

1. Instant checking of arrival of Guarantee/SBLC.

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Guarantee/SBLC Advising

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Advising of Guarantee/SBLC

Guarantee/SBLC Advising

Enquiry Options:

By date

bank ref.

Company Name:

香港特種古蹟兵志難易

Applicant:

Currency:

All

Start and end dates:

2022-05-01

2022-05-30

Recently

30-day

Inquiry

Reset

Bank ref.	Guarantee/SBLC no.	Applicant	Issuing bank	Advising date	Maturity date	Amount	Balance	Action
AG302B5C200009	LG11107C200028	TPX XEXHXOXOXY (XEXJXNX) CX. LXXD NOX1X XIXXXAXQXAX XOXD CXAXYXNX DIXTXIXT	ICXCX XEXJXNX XUXIXIXAX XRXNCH BEJXJNX XUXIXIXAX XRXNCH 26 XXCXAXGXAX XTTEXT XIXHXNX XIST	2022-05-01		USD 1,230.00	USD 1,230.00	<a href="#">Advice/SWIFT</a>
AG302B5C200008	LG11107C200028	TPX XEXHXOXOXY (XEXJXNX) CX. LXXD NOX1X XIXXXAXQXAX XOXD CXAXYXNX DIXTXIXT	ICXCX XEXJXNX XUXIXIXAX XRXNCH BEJXJNX XUXIXIXAX XRXNCH 26 XXCXAXGXAX XTTEXT XIXHXNX XIST	2022-05-01		USD 7,777.00	USD 7,777.00	<a href="#">Advice/SWIFT</a>

7. Advising of Guarantee/SBLC

- Guarantee/SBLC Advising
2. Download processing advice/SWIFT message.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Exp Collection

Trade Finance

Issuance of Guarantee/SBLC

Advising of Guarantee/SBLC

Guarantee/SBLC Advising

Company Name:

香港特古漢兵忘嘴易(Hong Kong S.A.R)

Bank ref.:

AG302B5C200009

Date	Name	Type	Action
2022-05-01	NOTIFICATION OF GUARANTEE.pdf	LET	<a href="#">Download</a>

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8. Download Forms

Download the related Trade Finance forms.

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Download Forms

Outstanding Rpt

>> Documentation and trade finance > Download Forms

Download Forms

[Trade and Receivables Finance Forms](#)

>> Help

## 9. Outstanding Report

For enquiry on the list of outstanding transactions as of previous day.

Trade Service

Imp LC and Docs

Exp LC

Imp Collection

Exp Collection

Trade Finance

Issuance of Guarantee/SBLC

Advising of Guarantee/SBLC

Guarantee/SBLC Advising

Download Forms

Outstanding Rpt

> > Trade Finance > Statement Enquiry

Statement Enquiry

All

Please click "Download" to open and save e-Statement PDF record

Statement no	Statement type	Statement date	Status
temporarily data not available			


【Top】

【Previous】

【Next】

【Back】

Transaction Tips



1.The details shown are as of previous business day.

2.You need to have Adobe Acrobat Reader(version 7.0 or above) to view the file. You are recommended to upgrade the Adobe Acrobat Reader to the latest version to view your e-Statement.

3.Do not browse or download e-Statement through public or from shared computers (such as those in cyber cafes or public libraries).

4.If you cannot view Chinese fonts in the PDF file,please download and install the free Chinese Traditional Font Pack files from Adobe Website.

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10. Other Function (Return the application)

Financing Application, Guarantee/SBLC Application or its Amendment Instruction

Approver is now able to return the Financing Application, Guarantee/SBLC Application or its Amendment instruction to the submitter for modification or cancellation. Please refer to the example quoted below: Export Invoice Financing Application (Instruction Management)

Trade Service ▶ Trade Finance ▶ Instruction Management

Help

Instruction Management

Company Name:

Financing Type:

Export invoice financing (Non-Notify)

Instruction Type:

Financing application

Status:

☒ Submission successful

☒ Submission failed

☒ Awaiting authorization

☒ Pending

☒ To be submitted

☒ Cancel or return

Period:

2023-01-28

—

2023-02-28

Inquire

Transaction No.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action
<a href="#">AGG19285</a>		TTYHF.c.0110	Financing application	2023-02-28 10:25:02	Export invoice financing (Non-Notify)	Wait for authorization		Authorization

10. Other Function (Return the application)

Financing Application, Guarantee/SBLC Application or its Amendment Instruction

Approver select “Return” for operation type, fill in the “Return reason” (if any), and then use the Password Token to confirm and complete the authorization. Remarks: Approver can choose “Rejection” for operation type to cancel the application directly.

Example: Export Invoice Financing Application (Authorization page)

Instruction number: AGG19285

Instruction Status: Wait for authorization

Submitter: TTYHF.c.0110

Submit On: 2023-02-28 10:25:02

Company Name:

Transaction Type: Export invoice financing (Non-Notify)

Currency of Loan: HKD

Loan Amount: 1.00

Currency of Invoice: HKD

Invoice Amount: 1.00

Reply from the Bank:

Operation type: ☐ Approved ☐ Rejection ☒ Return

Return reason:

☒ We (the Seller) have read, understood and accepted the applicable Terms and Conditions of Export Invoice Financing application. [Terms and Conditions](#)

Please enter the following numbers on your Token: 

7866911

The above picture includes 6 digits random number and Financing amount, please check it carefully.

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

Dynamic Password:

Confirm

Reversed

# 10. Other Function (Return the application)

## Financing Application, Guarantee/SBLC Application or its Amendment Instruction

Approver complete the authorization, the instruction is returned and the status is updated to “Return by authorizer”.

Example: Export Invoice Financing Application (Authorization successful)

Trade Service ▶ Trade Finance ▶ Instruction Management

Instruction Management



AGG19285 Returned

Instruction number:

AGG19285

Instruction Status:

Return by authorizer

Submitter:

TTYHF.c.0110

Submit On:

2023-02-28 10:25:02

Company Name:

Transaction Type:

Export invoice financing (Non-Notify)

Currency of Loan:

HKD

Loan Amount:

1.00

Currency of Invoice:

HKD

Invoice Amount:

1.00



# 10. Other Function (Return the application)

## Financing Application, Guarantee/SBLC Application or its Amendment Instruction

Only the submitter of that application can modify or cancel the returned application.  
Other submitter or approver do not have the action key to modify or cancel.  
In case the submitter select to modify the application, all attachment must be uploaded again. After the application is submitted successfully, new transaction no. will be created. Alternatively, the submitter can select to cancel the returned application.

Example: Export Invoice Financing Application (Instruction Management)

Submitter (The application is returned)

Transaction No.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action
<a href="#">AGG19285</a>		TTYHF.c.0110	Financing application	2023-02-28 10:25:02	Export invoice financing (Non-Notify)	Return by authorizer		<a href="#">Cancel</a> <a href="#">modify</a>

Approver (The application is submitted again after modification)

Transaction No.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action
<a href="#">AGG19286</a>		TTYHF.c.0110	Financing application	2023-02-28 10:35:30	Export invoice financing (Non-Notify)	Wait for authorization		<a href="#">Authorization</a>

### **3. FAQ**

Q1: How do I apply for the Trade Service in Commercial Internet Banking?

A: Customers can go to ICBC (Asia) website select [eTools] > [Download Forms] > [Business Banking Services Forms] > [Commercial Internet Banking Service Forms] > [Commercial Internet Banking Service Application Form] / [Commercial Internet Banking Service Amendment Form], fill in and return to any ICBC (Asia) branch.

Q2: Is it feasible to open several user accounts with different access rights of Trade Service in one company, e.g. one with Enquiry access right without Input and Approval Access right while other user accounts with Enquiry/Input/Approval/Input and Approval Access right?

A: Yes. It is feasible to open several user accounts with different access rights of Trade Service in one company. Once the company granted the access to Trade Service, all users will have the Enquiry function. Individual users can be granted with Enquiry/Input/Approval/Input and Approval Access right as appropriate.

Q3: How to recall the temporary saved LC Application/Amendment for future completion?

A: To recall the temporary saved applications, go to [Imp LC and Docs] > [Application Enquiry], under [Action] column, click [Continue] to complete the application.

**Thank you**