

BANK OF CHINA (HONG KONG) LIMITED JAKARTA BRANCH CORPORATE BOCNET USER MANUAL

Created By: E-Banking Unit December 2021





Table of Content

1.	Intro	duction	3
	1.1	System Requirements	3
	1.2	Transaction Limit	3
	1.3	Cut-off Time Transaction	3
	1.4	Transaction Fee	4
2.	Logir	n	5
3.	Welc	come Page	7
4.	Acco	ount Management	7
	4.1	Current Balance Inquiry	7
	4.2	Same-Day Transaction Inquiry	8
	4.3	Historical Balance Inquiry	8
	4.4	Historical Transaction Inquiry	10
	4.5	Term Deposit Details Inquiry	13
	4.6	Account Statement Service	14
5	Trans	sfer & Remittance	16
	5.1	Single Payment	16
	5.2	Batch Payment	24
	5.3	Authorization	26
	5.4	Modify	30
	5.5	Cancel	31
	5.6	Inquiry	32
6	Onlir	ne Banking Maintenance	35
	6.1	Welcome Message	35
	6.2	Change Password	36
	6.3	Payee Management	37
7	Supp	porting Tools	45
	7.1	Tools Download	45



1. INTRODUCTION

1.1 System Requirements

To successfully access and use BOC internet banking service, a PC must fulfil the following minimum requirements.

Approved operating system and browsers

Browser	Win 7, Win 8, Win 10 and above	Macintosh OS X 10.2 and above
Microsoft® Internet Explorer	11 and above	Not support
Mozilla Firefox	31 and above	31 and above
Google Chrome	37 and above	37 and above
Safari	Not support	7 and above

Recommended screen resolution of 1024x768 pixels or higher, in order to achieve the best results.

1.2 Transaction Limit

Transaction Type	Limit per Transaction (IDR)	Daily Limit (IDR)
Transfer Between My Account (Same or Different Currency)	65,000,000,000	65,000,000,000
Transfer 3 rd party within BOC account (Same or Different Currency)	65,000,000,000	65,000,000,000
Transfer Rupiah to Other Banks (via SKN/RTGS)	65,000,000,000	65,000,000,000
SWIFT Remittance (Currency: USD, HKD, SGD, JPY, AUD, EUR, GBP) or RMB Direct Remittance	65,000,000,000	65,000,000,000
Note:		

1) The above limit is the maximum limit for Corporate BOCNET. Customer can adjust the limit based on their business purposes.

2) Refer to Bank Indonesia's clearing regulation:

- SKN Method: Maximum transaction amount per transaction is IDR 1,000,000,000 - RTGS Method: Minimum transaction amount per transaction is IDR 100,000,000

1.3 Cut-off Time Transaction

Transaction Type	Cut Off Time Transaction
Transfer Between My Account (Same Currency)	05:00 – 22:00
Transfer Between My Account (Different Currency)	08:30 – 15:30
Transfer to 3 rd party within BOC account (Same Currency)	05:00 – 22:00
Transfer to 3 rd party within BOC account (Different Currency)	08:30 – 15:30
Transfer Rupiah to Other Banks (via SKN)	08:30 – 15:30
Transfer Rupiah to Other Banks (via RTGS)	08:30 – 15:30
SWIFT Remittance (Currency: USD, HKD, SGD, JPY, AUD, EUR, GBP)	08:30 – 15:30



RMB Direct Remittance	08:30 – 15:30

Important Notes:

- All the above transaction if submitted on non-business day or on public holiday, the transaction will be processed on the next business day.
- For transaction exchange rate from Rupiah against foreign currency can't be done via internet banking. Only can be done via our BOC counter.
- For FX transaction (SWIFT Remittance) only can be submitted before 15.30, otherwise the transaction will be failed.
- For FX transaction (Transfer within BOC Account), if submitted on non-business day / public holiday, the exchange rate will be based on the rate of next business day.

Transaction Type	Transaction Fee
Transfer Between Associated Account	Free
Transfer to 3 rd party within BOC Account	Free
Transfer Rupiah to Other Banks via SKN	IDR 2,000 per transaction
Transfer Rupiah to Other Banks via RTGS	IDR 20,000 per transaction
SWIFT Remittance (Currency: USD, HKD, SGD, JPY, AUD, EUR, GBP)	Telex : USD 7 Full Amount : USD 20 (to all bank) Commission : 0.1% (Min USD 5, Max USD 100) Note: Free commission for FX transaction
RMB Direct Remittance	Telex : USD 7 Full Amount : USD 10 (to all bank) Commission : 0.1% (Min USD 5, Max USD 100)

1.4 Transaction Fee





2. LOGIN

User can log in to the BOC (HK) Jakarta Branch Corporate Internet Banking via **www.bankofchina.co.id**

Ø	中国銀行 BANK OF CHINA			🏫 About us Contact us Branches 関鋒 Bahasa ☆ A A	
Personal Banking Corporate Banking Oth	er Service				
Self Service Information LCS Exchange R	ate	910au			
	Ontine Login Personal Customer Corporate Customer Method Earstoner Method Earsto	IDR More Beaut with Local Curre	後代 BBRDT FORMA manager y to Discover ency Settlement		٩
1	What's New Announcement New Cheque Book and/or Bilyet Giro	What's New Announcement Bank of China (Hong Kong) Limited Jakarts Branch's Hong Strange Strange Strange Adjustments	What's New IBOR Transition	What's New The Obligation of Using IDR in Republic of Indonesia's Territory	
	More > What's New Announcement of Stamp Duty Tanif Adjustment	What's New Mhat's New Announcement of Temporary Operating Hours for Internet Banking Transaction		Kore F	

To access the service, click the "Corporate Online Banking Login" enter into the user login page displays as below:

● 学 ⑧ 銀 行 BANK OF CHINA Demonstration	ion En English 📫	中文 👌 Home
る 日本 of China A Century of Global Services	中 : 给您	行 风 银 更多
	FAQ	Disclaimer
User Login	 Privacy Policy Statement 	Terms and Conditions
Password: E-Token: Certification Code: Not Case Sensitive		
97 ME	Global Credi Line	t Export Buyer's Credit
Change Certification Code	Line	Credit
Login	1	

First Time Login

When you first Log In, you will need to input:

- User Name & Password: enter the initial User ID and Password provided by the Bank.
- **E-Token**: Enter the 6-digit security code generated from the Token.
- Verification Code: Enter the 4-digits and characters shown on the screen. If unclear, you can click on <u>Change Verification Code</u> to retrieve a new random code.

Once all fields completed, click the [Login] button. The first time you sign on, you will be required to change your initial User Name and Password for security reasons.



<i></i>	Please update your user name and password on first time logon	 Security Notice Charters on E-banking 	 FAQ Rules for Online Banking
User Name	User Name: 124576616	L-Danking	Online banking
Password	New User Name:	R.S.	
E-Toker	User name unique check.		
Verification Code	Original password:	Transfer & Remittance	Cross-border Services
	New password:	1980) (SIG)	
	Please reenter the new password:		and the same
	Next Cancel * If you are using the Online Banking for the first time, please use the "Username"	RMB Service	Cheque Service

In the modified user name and password page, you will need to input:

- New User Name: create a new User Name. (The 6-20 digit alphanumeric), no spaces are allowed and it is a <u>sensitive case</u>. The User Name cannot be modified once it is confirmed.
- Original password: enter the initial Password provided by the Bank.
- New Password: Create a new password (the 8-20 digit alphanumeric password of your choice. Password fields cannot include spaces and <u>sensitive case</u>.
- **Re-Enter New Password:** enter your new password again to confirm

Once all fields completed, click the [Next] button. A message confirming the password has been changed successfully will be prompted as shown below:

			E-banking	Online Banking
	Reset password	×		
Password			P. 2	
E-Toker	Password is changed successfully!		- C	Le L
Verification Code			Transfer &	Cross-border
	Return		Remittance	Services
			N.S.S.	
	Login		Inter A mod	

To start access BOC internet banking, you need to re-login again using your new Username and Password.



3. WELCOME PAGE

After you log in for the first time, or every time you log in thereafter, your online banking welcome page is the first screen you will see.

Welcome Page	Velcome Page Welcome to Bank of China (Hong Kong) Limited Jakarta Branch Internet Banking						
Accounts Management		Hello,zz2! Welcome to Bank of China (Hong Kong) Limited Jakarta Branch Internet Banking! Your preserved message is:					
Transfer & Remittance		in: 2017/06/20 14:10:19	9				
Liquidity Management	Shortcuts	Shortcuts					
Unified Payment							
Settings for Cash Management Parameters	Accounts Management	Batch Payment					
Online Banking Maintenance	To-do List			Latest News	View More		
	Inquiry Time:2017/0	6/20 14:37:39					
 Supporting Services 		To be Authorized 📕	To be Modified 🗧				
	Transfer between Associated Accounts	٥	Q				
	Transfer within Bank	<u>0</u>	<u>0</u>				
	Domestic Transfer	<u>0</u>	<u>0</u>				
	International Remittance	0	0				

Basic Description of Welcome Page

- **To do List** –From the list, User will be notified for the status of transactions that have not been authorized by the authorizer or transactions that has been returned to the submitter for modification.
- Welcome Information is located at the upper middle of the page. Respectively, show the User's Name, welcome message that you created, the last successful login time and last failed login time for the user reference.
- Latest News available in the middle right of page, it will alert you to any announcements or information's related to online banking service by BOC.
- Language Switch available in the upper right-hand corner of each application page, user can instantly switch into Chinese or English version.
- **Exit** available on the upper right-hand corner of each application page, allows user to safely log out from the internet banking system at any time.
- **Print** icon available in the lower right corner of the page. Can be achieved to print the current page.



4. ACCOUNT MANAGEMENT

4.1 Current Balance Inquiry

The function is used to query the current balance of the customer accounts that are available to online banking and accessible by the user.

Operating Steps:

In the left-hand menu, choose **Accounts Management→Current balance Inquiry**, enter into the function page. This page displays basic information of all accounts available to online banking and accessible by the user.

Select	an account				Kindly
Select	Account Name	Account NO.	Currency	Account Type	Account Opening Branch
	BOCHK Jakarta Branch	100000900400094	USD	Savings Account	BOCHK Jakarta Branch
	BOCHK Jakarta Branch	100000900400107	USD	Savings Account	BOCHK Jakarta Branch
	BOCHK Jakarta Branch	100000900400118	IDR	Savings Account	BOCHK Jakarta Branch
	BOCHK Jakarta Branch	100000900400129	IDR	Savings Account	BOCHK Jakarta Branch
	BOCHK Jakarta Branch	100000900400141	IDR	Savings Account	BOCHK Jakarta Branch
	BOCHK Jakarta Branch	100000900400152	IDR	Savings Account	BOCHK Jakarta Branch
	BOCHK Jakarta Branch	100000900400221	IDR	Savings Account	BOCHK Jakarta Branch
		400000000000000000000000000000000000000	100		BOCHK Jakarta

You can select one or more accounts, or click "select all" to select all the accounts in this page, click on [Inquiry] button, the system will returns the query result of the selected account's balance in real-time (data items include: Account No., Account Name and Account Opening Branch, Currency, Current Balance, Available Balance, Booked Balance, Available Credit Limit, and Total Credit Limit).

Your Current B	alance Inquiry Results				Q Kindly R.
Account NO.	Account Name and Account Opening Branch	Currency	Current Balance	Available Balance	Booked Balan
100000900400094	BOCHK Jakarta Branch BOCHK Jakarta Branch	USD	997,435,319.65	997,435,319.65	0.
100000900400107	BOCHK Jakarta Branch BOCHK Jakarta Branch	USD	997,427,857.85	997,427,857.85	0.

4.2 Same-Day Transaction Inquiry

The function is used to query only today's transaction details of the customer accounts that are available to online banking which accessible by the user, and to summarize and



download the query results as well.

Operating Steps:

In the left-hand menu, select Accounts Management → Day Transaction Inquiry, enter into the function page.

合 Welcome Page	у	_ ×
Accounts Management	Select an account: Please select your account	Q Kindly R
Current Balance Inquiry		
Today's Limit Inquiry		
Same-Day Transaction Inquiry	=	
Historical Balance Inquiry	Select one of your accounts from the above dropdown list	
Historical Limit Inquiry		
Historical Transaction Inquiry		

Select the account you want to view in the drop-down list, then click on [**Inquiry**] button to display the transaction details of the account on that day.

	Select an ac	count: BOCHK Jakarta Brand	:h 100000900400 ▼	Inquiry		♥ Kindly R
BOCHK Jakarta Brar	ch 100000900400107	Company Name: BOCHK	l akarta Branch Acc	ount Opening Branch	a: BOCHK Jakarta Branch Cu	rrency: USD
Durrent Trans	action Details				S	ummary Inquiry
Transaction S/N	Customer Business NO.	Transaction Amount	Balance	Transaction Time	Recipient's Account Name Recipient's Account NO.	т
<u>50001188700</u>		- 77.00	997,427,857.85	10:00:41	wdfgv 687151564515151	U
<u>50000970703</u>		- 77.00	997,427,934.85	09:00:04	wdfgv 687151564515151	U
<u>50000948705</u>		- 1,532.00	997,428,011.85	08:30:28	aaa 100000900400152	U
			A	AA		
•	R-SHIN N					

User can click the [Summary Inquiry] button in the upper right corner of the page to summarize the information in the results list of current transaction. The data items include: Total Number of Debit Transactions, Total Debit Amount, Total Number of Credit Transactions, and Total Credit Amount.

User can click on a particular **<u>Transaction Serial Number</u>** to view the transaction information details as shown below:



Details			
Transaction Type:	Nostro Account	Business Type: Capital Collection	
Payer's A/C Bank Code:	51357	Beneficiary A/C Bank NO.:	
Payer's A/C Bank:	Bank of China Limited, PIK Sub-Branch	Beneficiary A/C Bank:	
Payment Account:	100000900400107	Payee's Account NO.: 687151564515151	
Name of Payment Account:	aaa	Beneficiary Account wdfgv Name:	
Transaction Time:	10:00:41	Transaction Currency: USD	
Transaction Amount:	77.00	Balance: 997,427,857.85	
Value Date:	2020/12/20	Exchange Rate: 13,340.000000	
Transaction S/N:	50001188700	Voucher Type:	
Customer Business NO.:		Record's ID: 0500011889999997009999970	00
Voucher NO.:		Purpose:	
Description:	GCMSPUSH75002307910200000	Transaction Postscript: GCMSPUSH750023079102OOC	000
Remark:			
Nominal Payer's A/C Bank		Nominal Payer's A/C Bank:	
NO.:		Name of the Nominal	
Nominal Payer's Account NO.:		Payer:	
	Print Recei	pt Return	

Click the [**Print Receipt**] button in the lower of the Transaction Detail page, an e-Receipt will be displayed.

Denk of China	
	Payer's Name: aaa
Paye	r's Account NO.: 100000900400107
	Payee's Name: wdfgv
Payee	e's Account NO.: 687151564515151
Tran	saction Amount: 77.00
Trans	action Currency: USD
	Value Date: 2020/12/20
	Business Type: Capital Collection
T	ransaction Time: 10:00:41
В	usiness Number: 50001188700
Transa	ction Postscript: GCMSPUSH75002307910200000
	Description: GCMSPUSH75002307910200000
	Print Close

To obtain a printout of your transaction receipt, click [Print] button to have it printed out.

Click the **[Download Current Page]** or **[Bulk Download]** in the lower right corner to download the query results for the current page or all transactions and save it to the specified location in CSV format. The download result can be opened in excel format.



F	ile Home	Insert	Page Layout Fo	mulas Data Rei	view View Add-In	15					∨ 🕜 🗆 🖨
	A • • • A										
1	A		В	С	D	E	F	G	н	I. I.	J
1	Account NO.		100000900400107	Account Name	BOCHK Jakarta Branch						
2	Account Opening	Branch	BOCHK Jakarta Branci	Company Name	BOCHK Jakarta Branch						
3	Currency		USD								
4	Transaction S/N		Customer Business N	. Transaction Amount	Balance	Transaction Time	Recipient's Account NO.	Recipient's Account Name	Transaction Currency	Business Type	Description
5	50001188700			-77.00	997,427,857.85	10:00:41	687151564515151	wdfgv	USD	capital collection	GCMSPUSH750023079102OC
6	50000970703			-77.00	997,427,934.85	09:00:04	687151564515151	wdfgv	USD	capital collection	GCMSPUSH7500230789170C
7	50000948705			-1,532.00	997,428,011.85	08:30:28	100000900400152	888	USD	transfer	exchange 2017.08.22 03.52
8											
9											
10											
11											
12											
13											
14											

4.3 Historical Balance Inquiry

The function is used to query the historical daily balance of the customer accounts that are available to online banking and accessible by the user within 1 year, and to summarize and download the query results.

Operating Steps:

In the left-hand menu, select Accounts Management→Historical Balance Inquiry, enter the function page.

合 Welcome Page		_ ×
Accounts Management	Select an account: Please select your account	Q Kindly R
Current Balance Inquiry	Search Date: 2019/05/05 To 2019/06/04 . Inquiry	
Today's Limit Inquiry		
Same-Day Transaction Inquiry		
Historical Balance Inquiry		
Historical Limit Inquiry	Please select account and time interval to be viewed above	
Historical Transaction Inquiry		
Term Deposit Details Inquiry		100

Select the account you want to view in the drop down list and select a specific date range within 3 months, then click the [Inquiry] button to proceed. The query results page will display historical balances of the selected account.

	istorical Balan	Select ar	account: 100000900400118(yajiab/ arch Date: 2019/05/05	'Savings Acc ▼ 2019/06/04	iry	 Q Kindly F
				ch: Bukit Darmo Sub Branch		
2019/06/01 IDR 0.00 10,000.00 0.00 10,000.	Date	Currency	Opening Balance	Closing Balance	Debit Amount	Credit Amou
	2019/06/01	IDR	0.00	10,000.00	0.00	10,000.00

Click the **[Download Current Page]** button in the lower right corner of the page to download historical transactions query result and save it in the CSV format to the specified location. The download results can be opened in EXCEL format.

-	22.235.173.243 - Remote Deskto	p Connection													- 0 - X
6)			0v	eHistory/BalanceQ	ueryDownload - N	licrosoft Exc	el							_ = ×^
	Home Insert Pag	ge Layout Formulas	Data Review	View											0 - =
P	• • • • • • • • • • • • • • • • • • •	<u>Γ</u> <u>υ</u> • <u>Δ</u> • <u>Δ</u> •		🗊 🔛 Merge & O		% , *.º .00	Conditiona Formatting		Cell	Insert Delete	Format	Σ AutoSum Fill * Clear *	Sort & F		
	Clipboard 5		A A	lignment	5 N	lumber 🕫		Styles		Cells			Editing		
	A5 🗸 💽	f_X													
	A	В	С	D	E	F	G	н	1	J	К	L	M	N	0
1	Account NO. 1	L00000900400118	Account Name	yajiab											
2	Account Opening Branch B	Bukit Darmo Sub Branch	Company Name	yajiab											
з	Date 0	Currency	Opening Balance	Closing Balance	Debit Amount	Credit Amount									
4	2019-06-01	DR	0.00	10,000.00	0.00	10,000.00									
5															
6															
7															=
8															
9															
10															
11															
<u></u>							1	1		1		1	1		

4.4 Historical Transaction Inquiry

The function is used to query the historical transaction details of the customer accounts that are available to online banking and accessible by the user within 1 year, and to summarize and download the query results.

Operating Steps:

In the left-hand menu, select **Accounts Management**→**Historical Transaction Inquiry**, enter the function page.

合 Welcome Page	гу	_ ×
Accounts Management	▲ :t account for view: Please select your account ▼	♥ Kindly R
Current Balance Inquiry	Search Date: 2020/11/20 • To 2020/12/19 • Inquiry	
Today's Limit Inquiry		
Same-Day Transaction Inquiry		
Historical Balance Inquiry		
Historical Limit Inquiry	Please select account and time interval to be viewed above	
Historical Transaction Inquiry		
Term Deposit Details Inquiry		

Select the account you want to view in the drop down list, select the starting and ending dates within three months and then click on **[Inquiry]** button to proceed. The query results page will display historical transaction for the selected account.

Historical Transac	tions Inquiry						—
		at for view: BOCHK Jak arch Date: 2020/11/20			Inquiry		Q Kindly F
	ranch 100000900400 ransaction Details	. ,	BOCHK Jakarta B	i ranch Accou	int Opening Branch: BOCI	HK Jakarta Branch	Currency: USD Summary Inquiry
Transaction S/N	Customer Business NO.	Transaction Amount	Balance	Transaction Currency	Transaction Time	Recipient's Acco Recipient's Acco	
<u>500021882098</u>		-20,493.56	997,435,324.65	USD	2020/11/22 20:38:13		
<u>500021882099</u>		+102,467.82	997,455,818.21	USD	2020/11/22 20:38:13		
<u>50000783949</u>		-123.00	997,353,350.39	USD	2020/11/22 12:56:13	aaa 1000009004001)7
Found 2 o	acord(s). Current 1 Pr	" ige(s)/Total 1 Page(s)	N I I I I	Landard L	Page Skip Dow	vnload Current Page	Bulk Downloa



The user can click on a particular **<u>Transaction S/N</u>** to display the transaction details.

Petails	
Transaction Type: Vostro Account	Business Type: Interest Settlement
Payer's A/C Bank Code:	Beneficiary A/C Bank NO.: 51357
Payer's A/C Bank:	Beneficiary A/C Bank: Bank of China Limited, PIK Sub-Branch
Payment Account:	Payee's Account NO.: 100000900400094
Name of Payment Account:	Beneficiary Account Name: aaa
Transaction Time: 2020/11/22 20:38:13	Transaction Currency: USD
Transaction Amount: 102,467.82	Balance: 997,455,818.21
Value Date: 2020/12/01 00:00:00	Exchange Rate: 1.000000
Transaction S/N: 500021882099	Voucher Type:
Customer Business NO.:	Record's ID: 5000218820000009900000099
Voucher NO.:	Purpose:
Description:	Transaction Postscript:
Remark:	
Nominal Payee's A/C Bank NO.:	Nominal Payee's A/C Bank:
Nominal Payee's Account NO.:	Name of the Nominal Payee:
	Print Receipt Return

Click the [**Print Receipt**] button in the lower of the Transaction Detail page, an e-Receipt will be displayed. To obtain a printout of your transaction receipt, click [**Print**] button to have it printed out.

Click the **[Summary Inquiry]** button in the upper right corner of the page to summarize the information in the historical transaction query result list. The summary information include: Total Number of Debit and Credit Transactions, and the total Debit and Credit Amount.

Click the **[Download Current Page]** or **[Bulk Download]** in the lower right corner to download the query results for the current page or all transactions and save it to the specified location in CSV format. The download result can be opened in excel format.

Fi	ile Home Insert	Page Layout Form	nulas Data Rev	riew View Add-Ir	15					♡ 🕜	- 6	
	- A =) ▼ 8A											
	A	В	С	D	E	F	G	н	1	J	k	
L	Account NO.	100000900400094	Account Name	BOCHK Jakarta Branch								
2	Account Opening Branch	BOCHK Jakarta Branch	Company Name	BOCHK Jakarta Branch								
3	Currency	USD										
4	Transaction S/N	Customer Business NO.	Transaction Amount	Balance	Transaction Currency	Transaction Time	Recipient's Account NO.	Recipient's Account Name	Business Type	Description		
5	500021882098		-20,493.56	997,435,324.65	USD	2020-11-22 20:38:13			interest tax settlement			
6	500021882099		102,467.82	997,455,818.21	USD	2020-11-22 20:38:13			interest settlement			
7	50000783949		-123.00	997,353,350.39	USD	2020-11-22 12:56:13	100000900400107	888	transfer	asdgasdg		
8												
9												
0												
1												
2												

4.5 Term Deposit Details Inquiry

This function is used to query the rollover detail of time deposit(s) that have not been drawn by customer.

Operating Steps:

In the left-hand menu, select Account Management → Term Deposit Details Inquiry, enters into the function page.



合 Welcome Page	_	×
• Accounts Management	Select an account: Please select ▼ Inquiry	
Current Balance Inquiry		
Today's Limit Inquiry		
Same-Day Transaction Inquiry		
Historical Balance Inquiry	Select one of your accounts from the above dropdown list	
Historical Limit Inquiry		
Historical Transaction Inquiry		
Term Deposit Details Inquiry		

In the drop-down list, select your time deposit account and click the [Inquiry] button. The page shows details each of your fixed deposit placements under this time deposit account.

	Sel	ect an account: Bo	OCHK Jakarta Br	anch 1000009004	400 ▼ Inquiry		
BOCHK Jakarta Br	ranch 100000900	0400298 Compa	ny Name: BOCH	IK Jakarta Brancl	h Account Opening Branch: BOCH	HK Jakarta Bra	anch
Passbook NO.	CD NO.	Currency	Value Date	Due Date	Principal Interest Rate	Auto Renewal	Operation
001	01	IDR	2020/11/20	2020/12/20	100,000,000.00 0.0000%	Yes	Rollover List

Click on <u>Rollover List</u> link next to Auto Renewal, the pop up page displays the deposit first-tolast rollover history information, as shown below:

							8	
BOCHK Jakarta Br	anch 10000	Principal	Interest Rate	Interest	Value Date	Due Date	rta Bra	nch
Passbook NO.	CD NO.	100,000,000.00	0.0000%	0.00	2020/03/06	2020/03/19	wal	Operation
001	01	100,000,000.00	0.0000%	0.00	2020/03/20	2020/05/19		Rollover List
		100,000,000.00	0.0000%	0.00	2020/05/20	2020/06/19		
		100,000,000.00	0.0000%	0.00	2020/06/20	2020/07/30		
		100,000,000.00	0.0000%	0.00	2020/07/31	2020/08/30		
		100,000,000.00	0.0000%	0.00	2020/08/31	2020/09/19		
		100,000,000.00	0.0000%	0.00	2020/09/20	2020/09/30		
		100,000,000.00	0.0000%	0.00	2020/10/01	2020/10/30		
		100,000,000.00	0.0000%	0.00	2020/10/31	2020/11/19		
				Return			1	

4.6 Account Statement Service

This function enables user to download the monthly electronic statement of the enterprise account which is accessible online by the user. (Statement history is available for up to 3 years starting from the date of this service function is activated).

Operating Steps:

In the left-hand menu, select **Account Management** Account Statement Service, enter the function page.



Accounts Management	count: Please select	~		Q Kindly R
Current Balance Inquiry	t Date: 2020/10/23		End Date: 2020/11/22	
Today's Limit Inquiry		Inquiry		
Same-Day Transaction Inquiry	E			
Historical Balance Inquiry				
Historical Limit Inquiry				
Historical Transaction Inquiry	Please	e enable account statement ser	vice at the counter	
Term Deposit Details Inquiry				
Transaction Report				

In the drop-down list, select the account you want to view or download, select the date range, then click **[Inquiry]** button, the system will list the query results (This function only provides the records of the last three years starting from the date of this function is activated).

count Statement Ser	vice				-
Selec	t an account: BOCHK Jakarta Branci Start Date: 2020/10/23	n 10000 v Inquiry		End Date: 2020/11/22	Kindly F
Statement NO.	Statement Start Date	Statement End Date	Operation		
2020005	2020/10/02	2020/10/31	Download		
2020006	2020/11/01	2020/11/01	Download		

Click the **Download** to the right of a statement, to view or save the related period of account statement as shown below:



	Indonesia,I	ndonesia.Indonesia.Indonesia		
		noonesia,inconesia,inconesia		
		STATEMENT OF ACCOU	JNT/PERINCIAN REKENING	
		vo./Nomor Seri Rekening Koran:10000	009004000942020005	
Account No Name/Nam		ekening:100000900400094		
Account Op		ch/Nama Bank of China Limited, PIK	Sub-Branch	
Bank:	le Alerer N	Vasabah:6034030005		
		ari:20201002		
		pai:20201031		
Statement	Cycle/Peno	de Penerbitan:Dail ý		
		roduct Name	Currenc	Balance
		Jenis Produk	Kurs	Saldo
			NUIS	Galdo
Currenc / /K	urs:USD	ACC CORP USD	USD	997,353,47
Previous P Tr.D.	urs:USD eriod Balanc Val.D.	ACC CORP USD ce/Saldo Periode Sebelumr f a:997,270 Vou. No./Trans. No.	USD 0,079.74 Tran. Amount	997,363,47 Balance
Previous Pr Tr.D. Tgl Bk	urs:USD eriod Baland Val.D. Tgl Trx	ACC CORP USD ce/Saldo Periode Sebelumrr¶a:997,270 Vou. No./Trans. No. /Purpoce/Details	USD 0,079.74	997,353,47
Previous Pr Tr.D. Tgl Bk	urs:USD eriod Balanc Val.D.	ACC CORP USD ce/Saldo Periode Sebelumrr¶a:997,270 Vou. No./Trans. No. /Purpoce/Details	USD 0,079.74 Tran. Amount	997,363,47 Balance
Previous Pr Tr.D. Tgl Bk	iurs:USD eriod Balano Val.D. Tgl Trx 9 YYMMDD	ACC CORP USD ce/Saldo Periode Sebelumrrfax997,270 Vou. No./Trans. No. /Purpose/Details Normor Voucher/NO. TRX/TUJUAN/KET. /TT61367200000067//0019 qaz	USD 0,079.74 Tran. Amount	997,363,47 Balance Saldo
Previous P Tr.D. Tgl Bk YYMMDD	urs:USD eriod Balans Val.D. Tgl Trx 9 YYMMDD 201031	ACC CORP USD ce/Saldo Periode Sebelumrrf@:997,270 Vou. No./Trans. No. /Purpose/Details Nomor Voucher/NO. TRX/TUJUAN/KET.	USD 0,079.74 Tran. Amount Nilai Trx	997,363,47 Balance Saldo 997,268,610
Previous P Tr.D. Tgl Bk YYMMDD 201031 201031	urs:USD eriod Balanc Val.D. Tgl Trx YYMMDD 201031 201031	ACC CORP USD ce/Saldo Periode Sebelumrrfax997,270 Vou. No./Trans. No. /Purpose/Details Normor Voucher/NO. TRX/TUJUAN/KET. /TT61367200000067//0019 qaz adsgadg adsgadg /TT61367200000067//0019 Qaz adsgadg adsgadg /TT61367200000067//0011 COMM OTT (CORP)	USD 0,079.74 Tran. Arnount Nilai Trx -1,269.00 -5.00	997,363,47 Balance Saldo 997,268,810 997,268,80
Previous P Tr.D. Tgl Bk YYMMDD 201031	urs:USD eriod Balanc Val.D. Tgl Trx YYMMDD 201031 201031	ACC CORP USD ce/Saldo Periode Sebelummfa:997,270 Vou. No/Trans. No. /Purpose/Details Nomor Voucher/NO. TRX/TUJUANIKET. /TT6136720000067//0019 qaz adsgadg adsgadg /TT61367200000067//0041 COMM OTT (CORP) /TT61367200000067//0041 Cable	USD 0,079.74 Tran. Amount Nilai Trx -1,269.00	997,363,47 Balance Saldo 997,268,810 997,268,80
Previous P Tr.D. Tgl Bk YYMMDD 201031 201031	urs:USD eriod Balanc Val.D. Tgl Trx YYMMDD 201031 201031	ACC CORP USD ce/Saldo Periode Sebelumrrfax997,270 Vou. No./Trans. No. /Purpose/Details Nomor Voucher/NO. TRX/TUJUAN/KET. /TT61367200000067//0019 qaz adsgadg adsgadg /TT61367200000067//0041 COMM OTT (CORP) /TT61367200000067//0041 Cable Fee (CORP)	USD 0,079.74 Tran. Arnount Nilai Trx -1,269.00 -5.00	997,363,47 Balance Saldo 997,268,610 997,268,60 997,268,79
Previous P Tr.D. Tgl Bk YYMMDD 201031 201031 201031	urs:USD eriod Balanc Val.D. Tgl Trx YYMMDD 201031 201031	ACC CORP USD tel/Saldo Periode Sebelummfa:997,270 Vou. No./Trans. No. /Purpose/Details Nomor Voucher/NO. TRX/TUJUANIKET. /TT6136720000067//0019 qaz adsgadg adsgadg /TT6136720000067//0041 COMM OTT (CORP) /TT61367200000067//0041 Full Fee (CORP) /TT61367200000067//0041 Full AMT ToNon BOC China	USD 0,079.74 Tran. Amount Nilai Trx -1,269.00 -5.00 -7.00 -20.00	997,363,47 Balance Saldo 997,268,610 997,268,610 997,268,778
Previous P Tr.D. Tgl Bk YYMMDD 201031 201031 201031	urs:USD eriod Balance Vol.D. Tgl Trx 201031 201031 201031 201031 201031	ACC CORP USD ce/Saldo Periode Sebelumnf a:997,270 Vou. No./Trans. No. /Purpose/Details Nomor Voucher/NO. TRX/TUJUAN/KET. /TT5136720000067//0041 Colle Fee (CORP) /TT5136720000067//0041 Colle Fee (CORP) /TT5136720000067//0041 Colle Fee (CORP) /TT5136720000067//0041 Full AMT ToNon BOC China //0031	USD 0,079.74 Tran. Amount Nilai Trx -1,269.00 -5.00 -7.00	997,363,47 Balance
Previous P Tr.D. Tgl Bk YYMMDD 201031 201031 201031 201031 201031	un::USD eriod Balanc Val.D. TgTrx 201031 201031 201031 201031 201101 201101	ACC CORP USD tel/Saldo Periode Sebelumnf a:997,270 Vou. No./Trans. No. /Purpose/Details Nomor Voucher/NO. TRX/TUJUAN/KET. /TT6136720000067//0019 qaz adsgadg adsgadg /TT6136720000067//0041 COMM OTT (CORP) /TT61367200000067//0041 CoMM OTT (CORP) /TT61367200000067//0041 Full AMT ToNon BOC China //0031	USD 0,079.74 Tran. Amount Nilai Trx -1,269.00 -5.00 -7.00 -20.00 105,874.66	997,363,47 Balance Saldo 997,268,810 997,268,800 997,268,790 997,268,790 997,268,776 997,374,683
Previous P Tr.D. Tgl Bk YYMMDD 201031 201031 201031 201031 201031 Balance for	urs:USD eriod Balanc Val.D. Tgl Trx YYMMDD 201031 201031 201031 201031 201101 201101 201101	ACC CORP USD ce/Saldo Periode Sebelumnf a:997,270 Vou. No./Trans. No. /Purpose/Details Nomor Voucher/NO. TRX/TUJUAN/KET. /TT5136720000067//0041 Colle Fee (CORP) /TT5136720000067//0041 Colle Fee (CORP) /TT5136720000067//0041 Colle Fee (CORP) /TT5136720000067//0041 Full AMT ToNon BOC China //0031	USD 0,079.74 Tran. Amount Nilai Trx -1,269.00 -5.00 -7.00 -20.00 105,874.66	997,363,47 Balance Saldo 997,268,810 997,268,800 997,268,798 997,268,798 997,363,478
Previous P Tr.D. Tgl Bk YYMMDD 201031 201031 201031 201031 201031 201031 Balance for Num of Tre	urs:USD eriod Balanc Val.D, Tgl Trx YYMMDD 201031 201031 201031 201031 201031 201101 201101 201101 rthe Period/ nsactions of	ACC CORP USD	USD 0,079.74 Tran. Amount Nilai Trx -1,269.00 -6.00 -7.00 -20.00 106,874.66 -21,174.91	997,363,47 Balance Saido 997,268,80 997,268,80 997,268,776 997,268,776 997,363,476
Previous P Tr.D. Tgl Bk YYMMDD 201031 201031 201031 201031 201031 201031 Balance for Num of Tra	USD eriod Balance VsLD, Tgl Trx 201031 201031 201031 201031 201031 201101 201101 201101 ethe Period/ insections of	ACC CORP USD ce/Saldo Periode Sebelumrrfax997,270 Vou. No./Trans. No. //Purpose/Details Nomor Voucher/NO. TRX/TUJUAN/KET. /TT61367200000067//0019 qaz adsgadg adsgadg /TT61367200000067//0041 COMM OTT (CORP) /TT61367200000067//0041 Coble Fee (CORP) /TT61367200000067//0041 Full AMT ToNon BOC China //0031 //0031 Saldo Akhir:997,353,478.39 fDebit/Total Trx Debit5	USD 0,079.74 Tran. Amount Nilai Trx -1,269.00 -5.00 -7.00 -20.00 106,874.66 -21,174.91 Debit Amount/Td Nilai Trx Db:22, Credit Amount/Td Nilai Trx Kr.106	997,363,47 Balance Saldo 997,268,610 997,268,610 997,268,79 997,268,775 997,363,478 997,363,478



5. TRANSFER & REMITTANCE

There are 6 sub-menus under "Transfer & Remittance" features which are Single Payment, Batch Payment, Modify, Authorization, Cancel and Inquiry.

5.1 Single Payment

This function enables user that has a role as submitter to submit a single payment instruction. There are 4 types of transfer are selectable under this function which are "Transfer between Associated Accounts", "Transfer within Bank", "Domestic Transfer" and "International Remittance".

Important Note: Before enter into this function, If this is the first time transfer to the payee/beneficiary (including the funds transfer between own accounts of the company), firstly, user need to enter into **Online Banking Maintenance→Payee Management→Add Payee** function to create payee account (description on section 6.3 Payee Management, page 36)

(1) Transfers between Associated Accounts

Operating Steps:

In the left-hand menu, choose **Transfer & Remittance→Single Payment**, enter into the function page. For internal transfer to your company's own account, choose "**Transfer between Associated Accounts**" type at the upper screen.

Sing	Jle Payment		_ ×				
	Transfer between Associated Accounts	sfer within Bank Domestic Transfer International Remittance	♥ Kindly R ^				
	Please select the pay-out/pay-in accou	nt					
7	Payer's Account:	BOCHK Jakarta Branch 100000900400107 Savings Account Available Balance: 997,347,574.99 USD					
Navigation Expansion	Payee's Account:	BOCHK Jakarta Branch 100000900400152 Savings Account Available Balance: 1,000,021,770.81 IDR	=				
xpansio	Please fill in transfer information						
5	Amount Type:	Pay-out Amount					
	Pay-out Amount:	1,532.00 * USD					
	Transaction Currency:	N/A 🔻					
-22	Payment Date:	2020/11/22 *					
	Transaction Initiating Date:	2020/11/22					
	Priority Level:	Normal Priority	-				
	Customer Business NO.:		=				
	Description:	exchange 2017.08.22 03.52 * 10 more characters can be entered					
-22							
		Submit					

Complete the information in the relevant fields:

- Payer's Account: click the down arrow to select the account you want to pay from.
- Payee's Account: click the down arrow to select the saved payee you want to pay to

eas	se select the pay-out/pay-in ac	count		
	Pay-in Account Number Inq	uiry		
	Account Alias:	nsfer within Bank 💌	Payee's Account NO: Payee's Ref. NO:	
ea	Payee's Ref. NO. Account Alias	Payee's Account NO.	Payee's Account Opening Branch Transfer Type	Operation

Enter the query criteria or direct click on **[Inquiry]** button to fuzzy query. The query result will be displayed.

	Account Alias:		Payee's Account						
	Payee's Type: Payee of Transfer within Bank Payee's Ref. NO.: Inquiry								
Pay	ee's Ref. NO. Account Alias	Payee's Account NO.	Payee's Account Opening Branch	Transfer Type	Operatio	on			
	aaa	100000900400050	BOCHK Jakarta Branch	Payee of Transfer within Bank	Select	^			
	aaa	100000900400118	BOCHK Jakarta Branch	Payee of Transfer within Bank	Select				
	BOCHK Jakarta Branch	100000900400094	BOCHK Jakarta Branch	Payee of Transfer within Bank	Select	E			
	Jakarta	100000900400050	BOCHK Jakarta Branch	Payee of Transfer within Bank	Select				
	www	100000900400050	BOCHK Jakarta	Payee of Transfer	Select	-			

Click the <u>select</u> connection next to the payee account. The system will be automatically complete the payee information in the "Payee's Account" field.

- Amount Type: Choose one of the amount types (If you choose "Pay-Out Amount", the amount entered by the user will automatically default to the debit account currency. If you choose "Collection Amount", the entered amount will automatically default to the beneficiary's account currency).
- **Pay-out Amount:** enter the amount to be transferred (The system will be automatically default the currency in accordance with the debit account currency).
- Collection Amount: enter the amount to be transferred (The system will be automatically default the currency in accordance with the destination transfer currency).
- Payment Date: system defaults to the current date for an immediate payment or simply clicks on calendar icon to select a specific future date within 30 days for your payment.
- **Priority Level**: The system defaults to "Normal". If you select "Priority", the transaction will be high priority listed on top in the Authorization, Cancel, and Modification page.
- Customer Business No.: User can customize a Customer Business No according to the business management needs. System will check whether the Customer Business No. entered in the current year is duplicated, if it is duplicate, you will be prompted to modify.
- **Description:** Enter any notes relevant to this transaction. This field must be only alphanumeric characters (Must not contain special characters and Chinese characters).

Review details and if correct, click [**Submit**] button. The successful execution will display similar to the following page with a transaction number.



Please select the pay-	out/pay-in accou	nt			
	Payer's Account:	BOCHK Jakarta Branch 100000900400107 Savings Account Available Balance: 997,347,574.99 USD			
	Payee's Account:	BOCHK Jakarta Branch 100000900400152 Savings Account Available Balance: 1,000,021,770.81 IDR			
Please fill in transfer information					
Amount Type: Pay-	out Amount	Pay-out Amount: 1,532.00 USD			
Transaction Currency: N/A		Customer Business NO.:			
Payment Date: 2020	0/11/22	Priority Level: Normal			
Transaction Initiating 2020 Date:	0/11/22	Description: exchange 2017.08.22 03.52			

Note: Once the transaction is successfully submitted for authorization, its status will change to "**To be authorized**". Notify your **Authorizer(s)** to log in to verify and authorize the transaction.

(2) Transfer within Bank

Operating Steps:

In the left-hand menu, choose **Transfer & Remittance→Single Payment**, enter into the function page. For internal transfer to any beneficiary account within BOC, choose "**Transfer within Bank**" type at the upper screen.

Single Payment		_ ×
Transfer between Associated Accounts	nsfer within Bank Domestic Transfer International Remittance	Q Kindly R
Please select the pay-out/pay-in accou	int	
Payer's Account:	BOCHK Jakarta Branch 100000900400196 Savings Account Available Balance: 1,001,052,525.29 CNY	
Payee's Account:	BOCHK Jakarta Branch 100000900400050 aaa	
	Add New Payee	
Please fill in transfer information		
Amount Type:	: Pay-out Amount Collection Amount	
Collection Amount:	: 1,250.00 * USD	
Transaction Currency:	N/A ~	
Payment Date:	2020/11/22 *	
Transaction Initiating Date:	: 2020/11/22	
Priority Level:	Normal Priority	
Customer Business NO.:		
Description:	transfer to 3rd party 2017.08.22 * 3 more characters can be entered	
	Submit	

Complete related Transfer Information entry:

Fields with * are mandatory fields, cannot be blank

 Payer's Account: click the down arrow to select an account you wish to make the transfer from



Payee's Account: click the down arrow to select a beneficiary's account you wish to make the transfer to

Pay-in Account Number Inqu	iry			۷
Account Alias:		Payee's Account NO.:		
Payee's Type: Payee of Trans		Payee's Ref. NO.:		
Payee's Ref. NO. Account Alias	Payee's Account NO.	Payee's Account Opening Branch	Transfer Type	Operation

Enter the query criteria or fuzzy query by clicking on the [Inquiry] button. The query result will be displayed.

ay-in Accou	nt Number Inqu	iry				
Account A	lias:		Payee's Account NO.:			
Payee's Ty	ype: Payee of Trans	fer within Bank 👻 Inqui	Payee's Ref. NO.:			
vee's Ref. NO.	Account Alias	Payee's Account NO.	Payee's Account Opening Branch	Transfer Type	Operatio	on
	aaa	100000900400050	BOCHK Jakarta Branch	Payee of Transfer within Bank	Select	
	aaa	100000900400118	BOCHK Jakarta Branch	Payee of Transfer within Bank	<u>Select</u>	
	BOCHK Jakarta Branch	100000900400094	BOCHK Jakarta Branch	Payee of Transfer within Bank	<u>Select</u>	
	Jakarta	100000900400050	BOCHK Jakarta Branch	Payee of Transfer within Bank	<u>Select</u>	
	www	100000900400050	BOCHK Jakarta	Payee of Transfer	Select	

Click the <u>select</u> connection next to the payee account. The system automatically completes the payee information in the "**Payee's Account**" field.

- Amount Type: Choose one of the amount types (If you choose "Pay-Out Amount", the amount entered by the user will automatically default to the debit account currency. If you choose "Collection Amount", the entered amount will automatically default to the beneficiary's account currency).
- Payment Date: system defaults to the current date for an immediate payment or simply clicks on calendar icon to select a specific future date transfer within 30 days for your payment.
- **Priority Level**: The system defaults to "Normal". If you select "Priority", the transaction will be high priority listed on top in the Authorization, Cancel, and Modification page.
- Customer Business No.: User can customize a Customer Business No according to the business management needs. System will check whether the Customer Business No. entered in the current year is duplicated, if it is duplicate, you will be prompted to modify.
- **Description:** Enter any notes relevant to this transaction. This field must be only alphanumeric characters (Must not contain special characters and Chinese characters).

Review details and if correct, click [Submit] button. The successful execution will display similar to the following page with a transaction number.



Please select the pay-out/pay-in accou	nt	
Payer's Account:	BOCHK Jakarta Branch 100000900400196 Savings Account Available Balance: 1,001,052,525.29 CNY	
Payee's Account:	BOCHK Jakarta Branch 100000900400050 aaa	
Please fill in transfer information		
Amount Type: Collection Amount	Collection Amount: 1,250.00 USD	
Transaction Currency: N/A	Priority Level: Normal	
Payment Date: 2020/11/22	Customer Business NO.:	
Transaction Initiating 2020/11/22 Date:	Description: transfer to 3rd party 2017.08.22	

Note: Once the transaction is successfully submitted for authorization, its status will change to "**To be authorized**". Notify your **Authorizer(s)** to login first to verify and authorize the transaction.

(3) Domestic Transfer

Domestic Transfer is an IDR funds transfer to your Payee/Beneficiary who has an account with any other bank in Indonesia.

Operating Steps:

In the left-hand menu, choose **Transfer & Remittance→Single Payment**, enter into the function page. To transfer rupiah (IDR) to any beneficiary account in other banks, choose "**Domestic Transfer**" type at the upper screen.

ingle Payment		_ >
Transfer between Associated Accounts	Transfer within Bank Domestic Transfer International Remittance	lly R
Please select the pay-out/pay-in a	account	
Payer's Act	Count: BOCHK Jakarta Branch 100000900400141 Savings Account Available Balance: 1,005,352,988.50 IDR	
Payee's Act	COUNT: ABN AMRO BANK - KC BALIKPAPAN 123214124	
	Add New Payee	
Please fill in transfer information		
Amount	Type: Pay-out Amount O Transaction Amount	
Pay-out An	nount: 1,500,000.00 * IDR	
Transaction Cur	rency: IDR 👻 *	
Payment	Date: 2020/11/22 *	
Transaction Initiating	Date: 2020/11/22	
Priority	y Level: 💿 Normal 💿 Priority	
Customer Busine	ss NO.:	
Descr	ription: skn transfer 2017.08.22 15.58 * 6 more characters can be entered	
Processir	ng Fee: 3,000.00 IDR Estimated Transaction Fee	
	The fee calculation is for reference only. Please observe actual transaction fee. Please calculate again wh any change happens to above information.	en
	Submit	



Complete related Transfer Information entry:

- Payer's Account: click the down arrow to select an account you wish to make the transfer from
- Payee's Account: click the down arrow to select a beneficiary's account you wish to make the transfer to

Account Alias:		Payee's Account NO.:	
Payee's Type:	Other Domestic Bank Payee(Local Cur 🔻	Payee's Ref. NO.:	
Liquidation Type:	Normal(SKN)		
		Inquiry	

Enter the query criteria or click on directly to "**Inquiry**" button to fuzzy query. The query result will be displayed.

Account Al	ias:		Payee's Account NO.:		
Payee's Ty	rpe: Other Domest	ic Bank Payee(Local Cur 🔻	Payee's Ref. NO.:		
Liquidation Ty	rpe: Normal(SKN)	•			
		Inquir	у		
ayee's Ref. NO.	Account Alias	Payee's Account NO.	Payee's Account Opening Branch	Transfer Type	Operation
	qqq	123214124	ABN AMRO BANK -	Normal(SKN)	Select

Click the select connection next to the payee account. The system automatically completes the payee information in the "Payee's Account" field.

- Amount Type: Choose one of the amount types (If you choose "Pay-Out Amount", the amount entered by the user will automatically default to the debit account currency. If you choose "Transaction Amount", the entered amount will automatically default to the beneficiary's account currency).
- **Transaction Currency**: The system defaults to IDR Currency.
- Payment Date: system defaults to the current date for an immediate payment or simply clicks on calendar icon to select a specific future date transfer within 30 days for your payment.
- **Priority Level**: The system defaults to "Normal". If you select "Priority", the transaction will be high priority listed on top in the Authorization, Cancel, and Modification page.
- Customer Business No.: User can customize a Customer Business No according to the business management needs. System will check whether the Customer Business No. entered in the current year is duplicated, if it is duplicate, you will be prompted to modify.
- **Description:** Enter any notes relevant to this transaction. This field must be only alphanumeric characters (Must not contain special characters and Chinese characters).
- Processing Fee: you can click the Estimated Transaction Fee button to view the related transaction fee.

Review details and if correct, click [Submit] button. The successful execution will display similar to the following page with a transaction number.



Please select the pay-out/pay-in accou	nt	
Thease select the pay out pay in account		
Payer's Account:	BOCHK Jakarta Branch 100000900400141 Savings Account Available Balance: 1,005,552,988.50 IDR	
Payee's Account:	ABN AMRO BANK - KC BALIKPAPAN 123214124	
Please fill in transfer information		
Amount Type: Pay-out Amount	Pay-out Amount: 1,500,000.00 IDR	
Transaction Currency: IDR	Trial calculation fee: 3,000.00 IDR	
Payment Date: 2020/11/22	Customer Business NO.:	
Transaction Initiating 2020/11/22 Date:	NO.: Description: skn transfer 2017.08.22 15.58	
Priority Level: Normal		
Entrusted transfer application has I Make Another Payment	peen accepted! Client application number of this transaction is: 3869998662	

Note: Once the transaction is successfully submitted for authorization, its status will change to "**To be authorized**". Notify your **Authorizer(s)** to log in to verify and authorize the transaction.

(4) Foreign Currency Transfer to others Bank (Telegraphic Transfer)

Operating Steps:

In the left-hand menu, choose **Transfer & Remittance→Single Payment**, enter into the function page. For transfer foreign currency (such as: USD/CNY/HKD/EUR/SGD/GBP/JOY/AUD) to any beneficiary account in other banks inside or outside Indonesia, choose "International **Remittance**" type at the upper screen.

Sing	gle Payment					_ ×	
	Transfer between Associated Accounts	Transfer within Bank	Domestic Transfer	International Remittance		♥ Kindly R	1
	Please select the pay-out/pay-in a	account					
z	Payer's Ac	DOCITIC Jakarta D	ranch 1000009004000 e: 997,353,350.39 USD	94 Savings Account	$\overline{\nabla}$	=	
Navigation Expansion	Payee's Ac	aaa	LIMITED 2342342323	5		=	
kpan si on	Please fill in transfer information	Add New Payee					
		Type: Pay-out Amount: 568.00	nt 💿 Transaction Ar	nount * USD			
	Transaction Cur		▼ * *				
	Transaction Initiating						
on Expansion	Priority	Level: 🖲 Normal 🛛 🔘	Priority				
sion	Purpose of Remi Customer Busines	ttance: Merchandise/goo	ods transaction - Pre •	*			
	Descr	iption: swift 2017.08.22	16.02	* 13 more characters can b	e entered	E	-
		Submit					

Complete respective fields of the payment/transfer information:

 Payer's Account: click the down arrow to select an account you wish to make the transfer from



 Payee's Account: click the down arrow to select a beneficiary's account you wish to make the transfer to

Account Alias:					
Account Allas:				Payee's Account NO.:	
Payee's Type:	International Re	emittance Payee	*	Payee's Ref. NO.:	
			Inc	auiry	
			_		

Enter the query criteria or click on directly to "**Inquiry**" button to fuzzy query. The query result will be displayed.

Account A	ias:		Payee's Account		
Payee's Ty	/pe: International R	temittance Payee 🔻	Payee's Ref. NO.:		
yee's Ref. NO.	Account Alias	Payee's Account NO.	Payee's Account Opening Branch	Transfer Type	Operation
	aaa	23423423235	BANK OF CHINA LIMITED	International Remittance Payee	Select
	qaz	3243524352436	BANK OF CHINA	International Remittance Payee	Select

Click the select connection next to the payee account. Once Beneficiary is selected the "Payee Account NO." field is automatically populated.

The system automatically completes the payee information in the "Payee's Account" field.

- Amount Type: Choose one of the amount types (If you choose "Pay-Out Amount", the amount entered by the user will automatically default to the debit account currency. If you choose "Transaction Amount", the entered amount will automatically default to the beneficiary's account currency).
- Pay-Out Amount: enter the transfer amount (the default currency to this field will refer to the currency of your debit account).
- **Transaction Amount**: enter the transfer amount (the default currency to this field will refer to the currency of your destination currency).
- **Transaction Currency**: Select the destination currency you wish to transfer from the drop-down list (Available currency includes USD, GBP, SGD, HKD, JPY, AUD, and EUR).
- Payment Date: system defaults to the current date for an immediate payment or simply clicks on calendar icon to select a specific future date transfer within 30 days for your payment.
- **Priority Level**: The system defaults to "Normal". If you select "Priority", the transaction will be high priority listed on top in the Authorization, Cancel, and Modification page.
- Purpose of Remittance: Select the appropriate purpose of the remittance in dropdown list.
- Customer Business No.: User can customize a Customer Business No according to the business management needs. System will check whether the Customer Business No. entered in the current year is duplicated, if it is duplicate, you will be prompted to modify.
- **Description:** Enter any notes relevant to this transaction. This field must be only alphanumeric characters (Must not contain special characters and Chinese characters).



Review details and if correct, click [Submit] button. The successful execution will display similar to the following page with a transaction number.

Sin	gle Payment		_ ×	
	Please select the pay-out/pay-in account	nt	-	
	Payer's Account:	BOCHK Jakarta Branch 100000900400094 Savings Account Available Balance: 997,353,350.39 USD		
Navi	Payee's Account:	BANK OF CHINA LIMITED 23423423235 aaa		
Navigation	Please fill in transfer information			
Expansion	Amount Type: Pay-out Amount	Pay-out Amount: 568.00 USD		
nsion	Transaction Currency: USD	Purpose of Remittance: Merchandise/goods transaction - Prepayment	=	
	Payment Date: 2020/11/22	Customer Business		
	Transaction Initiating 2020/11/22 Date:	NO.: Description: swift 2017.08.22 16.02		
	Priority Level: Normal			
	Entrusted transfer application has t Make Another Payment	peen accepted! Client application number of this transaction is: 3869999781		

Note: Once the transaction is successfully submitted for authorization, its status will change to "**To be authorized**". Notify your **Authorizer(s)** to log in to verify and authorize the transaction.

5.2 Batch Payment

With this function, user that has a role as submitter can submit a batch payment instruction for the types of transfer, which are "Transfer between Associated Accounts", "Transfer within Bank", "Domestic Transfer" and "International Remittance". This function enables user to make up to 1000 transfers in a batch file in a txt format.

Notes: We have provide user the batch payment application tool for user convenience and for the guidance, user can get into page (45 to 50) to see the details guidance.

Operating Steps:

In the left-hand menu, select Transfer & Remittance→Batch Payment, enter the function page.

Upload Batch File

Ba	atch Payment					_ ×
	Upload applica	ation form for batch pay	/ment			Q Kindly R
		Import Batch File	s: BPASSOCIATEDACC01.txt	Select F	ile	
		Select type of batch file	s: 🖲 Transfer between Asso	iated Accounts		
z	Other Domestic Bank Payee(Local Currency/IDR Account)					
give	International Remittance					
Navigation Expansion			Upload Files Dow	vnloading using batches too	ls	
ansion	Inquiry on resu	ult of submitted batch p	payment			
		Batch NC).:	Inquiry		
G	Batch NO.	Operator ID	Total Number of Transactions	Submission Date	Details	

Click **Select File** to import a batch file and select the appropriate **type of Batch files**, then click [**Upload Files**] button. The successful execution will display similar to the following window with a batch number.



	Upload application form	for batch payment	Q Kindly R.
		Import Batch Files: Select File	
	Select	Upload application form for batch payment	8
Navigation		Total Number of Transactions: 3 transaction(s) Batch NO:: 2676601434	
n Expansion	Inquiry on result of sub	File uploading complete. Please Inquire with batch numb	er in 3 days
		Return	

Note: Once the transaction is successfully submitted for authorization, its status will change to "**To be authorized**". Notify your **Authorizer(s)** to log in to verify and authorize the transaction.

Check File Upload Status

The system will retain the submission results of the uploaded batch payment file within three days for user inquiry. It is important to check the status of the file to ensure it has not failed.

Bat	tch Payment			_ ×
	Upload applic	ation form for batch pay	nent	♥ Kindly R
		Import Batch Files	Select F	ile
		Select type of batch files	Transfer between Associated Accounts	
			Transfer within Bank	
z			Other Domestic Bank Payee(Local Currency/IDR Action)	count)
avid.			International Remittance	
Navigation Expansion			Upload Files Downloading using batches too	əls
nsion	Inquiry on res	sult of submitted batch pa	yment	
		Batch NO.	2676601434 Inquiry	
	Batch NO.	Operator ID	Total Number of Submission Date	Details

Enter the batch No. you want to query. Then click [Inquiry] button.

Upload applic	ation form for batch payn	ient		♥ Kindly
	Import Batch Files:		Select Fi	le
	Select type of batch files:	Transfer between Assoc	iated Accounts	
		🔘 Transfer within Bank		
		Other Domestic Bank Pa	ayee(Local Currency/IDR Acc	ount)
		International Remittanc	e	
Inquiry on res	ult of submitted batch pag	yment		
	Batch NO.:	2676601434	Inquiry	
		Total Number of		Details
Batch NO.	Operator ID	Transactions	Submission Date	Detalls
Batch NO. 2676601434	Operator ID 158932211		Submission Date 2020/12/21	View Details

Click the <u>View Details</u> to display the batch file record details.

batch Payme	nt Applicatio	n Form Inquiry Result						
3 entrusted trar	nsaction(s) are	e successful, below are tl	ne details:	tails:				
Customer Application NO.	Customer Business NO.	Payer's Account	Payee's Account	Pay-out Amount	Transaction Currency	Transaction Amount	Payment Succeed Date	
3870011866		100000900400094	100000900400174	USD	165.00			2020/12/21
3870011867		100000900400094	100000900400118	USD	253,000.00			2020/12/21
3870011868		100000900400094	100000900400107	USD	189.00			2020/12/21
•		A	m		m			

If any transaction among the batch file failed, system will notice you the fail reason for you to specifically re-submit the transaction.

5.3 Authorization

This function is used to authorize the pending transactions submitted by the Submitter User for bank processing or to return to the submitter for modifying any relevant transfer information or to cancel any particular transaction.

Operating Steps:

In the left-hand menu, select Transfer & Remittance→Authorisation, enter the function page.

Click the **Unauthorized Transaction List** in the upper screen, those transactions submitted on the day will be listed in this page with status "to be authorized".

Note: If there is any transactions submitted earlier than the current date, those transactions will be listed to the **Overdue Unauthorized Transaction List** page, user can determine whether to cancel the selected transaction or continue to process the transaction by changing the selected transaction to the current date, once successful changed, the transaction will move to the **Unauthorized Transaction List**, and user can authorize it as normal.

Ov	erdue Unauthorize	d Transactions List	Unauthorized Transactions List		Summary	/ Inquiry Cindly
	Customer Application NO.	Customer Business NO.	Payer's Name and Account NO.	Currency	Amount	Payee's Name and Ad
	<u>3869997113</u>		BOCHK Jakarta Branch 100000900400196	USD	1,250.00	aaa 100000900400050
	<u>3869998661</u>		BOCHK Jakarta Branch 100000900400107	USD	1,532.00	BOCHK Jakarta Branch 100000900400152
	<u>3869998662</u>		BOCHK Jakarta Branch 100000900400141	IDR	1,500,000.00	999 123214124
	<u>3869999781</u>		BOCHK Jakarta Branch 100000900400094	USD	568.00	aaa 23423423235
•	<u>3869999788</u>		BOCHK Jakarta Branch	USD	6,530.00	qaz
	Select All		Found 9 record(s) Current 1	Page(s)/Total 1 Page(s) P	age Up Page Down S	ikip to Page Sk

- User may click the **Summary Inquiry** at the upper right corner to show the summary of the total number of transactions need to be authorized and a long with the total amount on each currency.
- Click on <u>Customer Application No</u> of a particular transaction to view details of the transaction.



Unauthorized Transaction Details		\otimes	
nansaction success/bank	Submission butt.	•	
Rejection Date: Transaction NQ.:	Amount Type: Collection Amount		
Amount: 1,250.00 Quoted Exchange Rate	Currency: USD		
Pay-out Amount:	Payment Currency: CNY		
Collection Amount: 1,250.00	Beneficiary Currency: USD		
Transaction Amount:	Transaction Currency:	_	
Transaction Type: Transfer within Bank	Priority Level: Normal		
Transaction Type: Transfer within bank	Description: transfer to 3rd party 2017.08.22	E	
	User Message: View/Submit a Message		
Handled By: View the Handler		-	
Authorization Instruction : Authorize Authorization Returned Authorization	rization Rejected		
Confirm	eturn		

In the "Unauthorized transaction details" page, the authorizer can click on:

- Quoted Exchange Rate. This link allows user to display the exchange rate information.
- **Balance Inquiry.** This link allows user to view the current available balance and account balance of the account.
- View the Handler. This link allows user to view the handling information of the transactions.
- View/Submit a Message. This link allows user to view the message between all the user
- who involve in this transaction or to submit any new message to others user.

Notes: The authorizer can authorize transactions through either "Unauthorized Transaction Detail" page or "Unauthorized Transactions List" page.

	Unauthorized Transaction Details		\otimes
	Rejection Date:	Submission Date.	
	Transaction NO.:	Amount Type: Collection Amount	
	Amount: 1,250.00 Quoted Exchange Rate	Currency: USD	
	Pay-out Amount:	Payment Currency: CNY	
2	Collection Amount: 1,250.00	Beneficiary Currency: USD	
	Transaction Amount:	Transaction Currency:	
	Transaction Type: Transfer within Bank	Priority Level: Normal	
	Transaction Status: To be Authorized	Description: transfer to 3rd party 2017.08.22	E
	Handled By: View the Handler	User Message: View/Submit a Message	-
	Authorization Instruction : Authorize Authorization Returned	O Authorization Rejected	
	Confir	m Return	

Review the details, and then select one of the following **Authorization Instruction** based on the reviewing result:

- Select Authorize, if you want to authorize the transaction to be processed by bank. Note: the payment will not be lodged for processing until the required numbers of authorizer have successfully authorized the payment.
- Select Authorization Returned, if there is any mistake and needs to be returned to the submitter for modification. The payment will need to go through the full approval cycle again when resubmitted.



• Select **Authorization Rejected**, if you wish to cancel the payment.

After selecting the **Authorization Instruction**, click [**Confirm**] button to continue authorize by the other authorizer(s) and the status of your transaction will still showing as "**To be authorized**", the next Authorizer(s) will need to repeat the steps described above.

But if you are the last authorizer, you will be required to authorize the transaction by entering security codes generated from your Token as shown below:

Muthorizati					
Customer Application NO.	Customer	f 1 transaction(s). You need to type Payer's Name and Account NO.	Currency), below are the details: Payee's Name and Account NO.
3869997113		BOCHK Jakarta Branch 100000900400196	USD	1,250.00	aaa 100000900400050
4					
		Please enter E-Token NO.:		1.	

Enter the 6-digit security codes, and then click [**Confirm**] button to lodge the transaction for bank processing.

Overdue Unautho	rized Transactic	uns List Unauthorized Transactions	: List		
>>> Authorizatio	on Result				
1 transaction(s)	are processe	d successfully, with total amount	of: 1,250.00 USD, be	elow are the details:	
Customer Application NO.	Customer Business NO.	Payer's Name and Account NO.	Currency	Amount	Payee's Name and Account NC
3869997113		BOCHK Jakarta Branch 100000900400196	USD	1,250.00	aaa 100000900400050

Additional Guide to abnormal transaction(s)

If there is any transactions submitted earlier than the current date, those transactions will be listed on the **Overdue Unauthorized Transaction List** page, authorizer can determine whether to cancel the selected transaction or continue to process the transaction by changing the selected transaction to the current date, once successful changed, the transaction will automatically move to the **Unauthorized Transaction List** page, and the authorizer can authorize it as normal.



Corporate BOCNET User Manual

V 3869993961 11 IDR 5555.00	Ov	erdue Unauthorize	ed Transactions List	Unauthorized Transactions List		Summa	ry Inquiry 🛛 🖓 Kindly
W 3869993961 11 10000900400129 IDR 5,555.00 1000090040014 3869998662 BOCHK Jakarta Branch 100000900400141 IDR 1,500,000.00 949 123214124 3869999781 BOCHK Jakarta Branch 100000900400094 USD 568.00 aaa 23423423235 3869999788 BOCHK Jakarta Branch 100000900400094 USD 568.00 gaz				Payer's Name and Account NO.	Currency	Amount	Payee's Name and Acc
3869998662 100000900400141 IDR 1,500,000,00 123214124 3869999781 BOCHK Jakarta Branch 100000900400094 USD 568.00 aaa 23423423235 3869999788 BOCHK Jakarta Branch 10000090400094 USD 568.00 gaz	V	3869993961	11		IDR	5,555.00	BOCHK Jakarta Branch 100000900400141
386999781 USD 568.00 23423423235 3869000798 BOCHK Jakarta Branch USD 6 520.00 942		3869998662			IDR	1,500,000.00	
3860000788		3869999781			USD	568.00	
		3869999788			USD	6,530.00	
BOCHK Jakarta Branch 10000090400094 USD 5,725.00 9az 32435243524352		3869999793			USD	5,725.00	
BOCHK Jakarta Branch 10000900400094 USD 1,560.00 23423423235		3869999798		100000900400094	USD	1,560.00	

In the **Overdue Unauthorized Transaction List** page, select transaction(s) that you would like to proceed or cancel. Click on [**Continue**] button if you still would like to continue process the transaction(s), or click on [**Reject**] button if you would like to cancel the transaction(s). A confirmation window will then pop up.

If you still want to process, you can click on [**Confirm**] button to change all selected transaction date to current date for further authorization. If you don't want to process for any reason, you can click on [**Reject**] button, then all the selected transaction will be cancelled from the list.

Customer Application NO.		mer Business	Payer's Name and Account N	10.	Currency	Am	ount	Payee's Name and Acc	ou
3869993961	11	Authoriza	tion Confirmation			\otimes	5.00	BOCHK Jakarta Branch 100000900400141	
3869998662							0.00	999 123214124	
3869999781			Total number of pro	cessed tra	insaction(s): 1		B. 00	aaa 23423423235	:
3869999788							0.00	qaz 3243524352436	
3869999793			Confirm	Ca	ncel		5.00	qaz 3243524352436	
3869999798			BOCHK Jakarta Branch 100000900400094		USD	1,50	50.00	aaa 23423423235	,

Click on [**Confirm**] button. Once confirmed the selected transaction(s) date will be changed to current date and automatically move to the **Unauthorized Transaction List** page or the selected transaction(s) will be cancelled and disappear from the list.

Overdue Unauthorized	d Transactions List	Unauthorized Transactions List		Summa	ry Inquiry	Q Kindly R.
Customer Application NO.	Customer Business NO.	Payer's Name and Account NO.	Currency	Amount	Payee's Nam	e and Accour
☑ 3869993961	11 Authoriza	tion Result		5.00	BOCHK Jakar 10000090040	
3869998662				0.00	999 123214124	
3869999781		Number of Successful	.,	3.00	aaa 23423423235	5
3869999788	Number of Unsuccessful Tra 9999788		I Transaction(s): 0	0.00	qaz 32435243524	136
3869999793		Retur	n	5.00	qaz 32435243524	136
3869999798		BOCHK Jakarta Branch 100000900400094	USD	1,560.00	aaa 23423423235	; ,





5.4 Modify

With this function, submitter can modify any transaction(s) that has been returned by the Authorizer.

Operating Steps:

In the left-hand menu, select Transfer & Remittance→Modify, enter the function page.

	istomer isiness NO.	Payer's Name and Account NO.	Currency	Amount	Payee's Name and Account NO.
3869999788		BOCHK Jakarta Branch 100000900400107	USD	6,530.00	qaz 3243524352436

Click on **Customer Application No** of a particular transaction you want to modify. The details transfer application will then be displayed.

1010	dify Payment Instruction	
	Transfer between Associated Accounts	Transfer within Bank Domestic Transfer International Remittance
	Please select the pay-out/pay-in a	account
z	Payer's Ac	BOCHK Jakarta Branch 100000900400107 Savings Account Available Balance: 997,427,448.85 USD
Navigation Expansion	Payee's Ac	daz
(pan si		Add New Payee
9	Please fill in transfer information	1
	Amount	t Type: 🔘 Pay-out Amount 💿 Transaction Amount
	Transaction An	mount: 6,530.00 * USD
	Transaction Cur	rrency: USD 💌 *
June -	Payment	t Date: 2020/12/21 ***
	Transaction Initiating	g Date: 2020/11/22
yation Expansion	Priority	y Level: 🖲 Normal 💿 Priority
Expa	Purpose of Remit	ttance: Others merchandise/goods transaction 🔻 *
n si or	Customer Busines	ss NO.:
	Descri	ription: swift 2017.08.22 16.12 * 13 more characters can be entered
THE	Use GPI Remittance o	or Not: 🔘 Yes 🛛 💿 No
	Handl	lled By: View the Handler
	User Me	essage: View/Submit a Message
		Confirm Modification Reset Cancel



In the transaction details page, submitter can click on:

- View the Handler. This link allows user to view the handling information of the transactions.
- View/Submit a Message. This link allows user to view the message between all the users who involve in this transaction or to submit any new message to other user.

All the original information can be modified. Once you've made the changes, click the [Confirm Modification] button.

Mo	dify Payment Instruction					_ 3		
	Transfer between Associated Accounts	ransfer within Bank	Domestic Transfer	International Remittance				
	Please select the pay-out/pay-in acc	ount						
	Payer's Accou	DOCINCIARANA	Branch 100000900400 1 e: 997,427,448.85 USD	LO7 Savings Account	$\overline{\nabla}$			
	Payee's Accou	nt: BANK OF CHINA qaz	3243524352436		$\overline{}$			
	Please fill in transfer information							
	Amount Typ	pe: Transaction Amou	unt					
	Transaction Currency: USD							
	Payment Date: 2020/12/21							
	Transaction Initiating Da	te: 2020/11/22						
	Priority Lev	el: Normal						
	Purpose of Remittan	ce: Others merchand	ise/goods transaction					
	Transaction Amou	nt: 6,630.00 USD						
	Descriptio	on: swift 2017.08.22 1	.6.12					
	Customer Business N	D.:						
	Handled B	By: View the Handler						
	User Messag	e: View Message						
	It is successful	lly modified! Clien	t application number	of this transaction is: 38699	999788			

5.5 Cancel

This function is used to cancel payment instructions that are not yet processed by the bank.

Operating Steps:

In the left-hand menu, select **Transfer & Remittance → Cancel**, enter into the function page.

0010482 0010489	BOCHK Jakarta Branch 100000900400141 BOCHK Jakarta Branch 100000900400107	IDR	1,680,000.00	NO NAME COMPANY INDO 20170823937
0010489		1100		
	100000900400107	USD	19,620.00	NO NAME COMPANY 123456789056410

Select one or more transactions that need to be cancelled, or click "select all" to select all transactions on this page. Click [Cancel] button, a confirmation window will pop up.

•••	List of transac	tions to be car	celled		Summary Inquiry	Q Kindly R.
	Customer Application NO.	Customer Business NO.	Payer's Name and Account NO.	Currency	Amount Payee's Name and A	ccount NO.
V	3870010482	Con	BOCHK Jakarta Branch firm to cancel the payment		NO NAME COMPANY	INDO
	3870010489		initio cancer the payment		NAME COMPANY 456789056410	7
		V	Vould you please confirm the cancel	lation of the selecte	ed transaction ?	
			Confirm	Cancel		
			comm	Curreer		

Click [**Confirm**] button to process. Once confirms, the selected transaction will be disappear from the list.

1 transaction(s)	are processe	d successfully, with total amount	of: 1 680 000 00 II	R below are the	details:	
Customer Application NO.	Customer	Pavor's Name and Assount NO	Currency		Payee's Name and Account NO.	St
3870010482		BOCHK Jakarta Branch 100000900400141	IDR	1,680,000.00	NO NAME COMPANY INDO 20170823937	20

5.6 Inquiry

This function is used to query all customer transactions made from Single payment or Batch Payment under transfer remittance function, tracking the status of the transaction, monitor the accounting situation, and print out transaction receipt for electronic reconciliation.



Operating Steps:

In the left-hand menu, select Transfer & Remittance→Inquiry, enter the function page.

You can choose 1 of 3 types for Inquiry function: by Reference No. or Inquiry by Payee/Payer or Inquiry by Amount/Date.

(1) Inquiry by Reference No

Inquiry		_ ×
	Inquiry Type: Inquiry by Reference NO. Inquiry by Payee/Payer Inquiry by Amount/Date Customer Application NO.: Inquiry	♥ Kindly R
Navigation Expansion	Please enter the parameters for inquiry, at least one option is required.	

(2) Inquiry by Payee/Payer

Inquiry				_ ×
	nquiry Type: 🔘 Inquiry by Reference N	O. Inquiry by Payee/P	Payer 💿 Inquiry by Amount/Date	Q Kindly R
Payer's Account NO	Please select 🔻 *	Payee's Account NO.:		
Payer's Name		Payee's Name:		
	Transaction Complet 🔻	Type of Date:	First Submission 🔻	
Z Gig G ∰ g	2020/10/23	End Date:	2020/11/22	
ation Exp		Inquiry		

(3) Inquiry by Amount/date

Inquiry				_ ×
	inquiry Type: 🔘 Inquiry by Reference NO.	Inquiry by Payee/Payer	 Inquiry by Amount/Date 	Q Kindly R
Transaction Status	· Transaction Complet▼	Type of Date: First Su	ubmission 🔻	
Start Date	2020/10/23	End Date: 2020/1	11/22	
Minimum Amount	:	Maximum Amount:		
Z Currency	· All	Inqui	iry	

Select your preferred inquiry option, enter or select the query criteria, then click on [Inquiry] button. All transactions fulfil the search criteria will be listed.

The query result provides two lists, the **Transaction Completed** (listed all transactions that has been completely proceed by the bank) and In Processing (listed all transactions that still pending).



quiry					-
	Inquiry Type: 🔘 Inquiry by Reference	NO. 💿 Inquiry by Paye	e/Payer 💿 Inquiry	y by Amount/Date	Q Kindly
Transaction Sta	tus: All 🔻	Type of Da	te: First Submission	T	
Start Date: 2020/10/23 • End Date: 2020/11/22 •					
Minimum Amo	unt:	Maximum Amou	nt:		
Currer	ncy: All		Inquiry		
Transaction Inquiry Result Transaction Completed In P	t			Sun	nmary Inquiry
Customer Customer	Payer's Name and Account NO.	Currency	Amount	Payee's Name and	Account NO
Application NO. Business NO.	-				ceount no.
3869987925	BOCHK Jakarta Branch 100000900400094	USD	1,269.00		

Click on each transaction **Customer Application No** to view the details of the transactions.

Transactions Details		0
Transaction Information		
Customer Application NO.: 3869987925	Customer Business NO.:	
Designated Date of Payment: 2020/10/31	Transaction Initiating Date: 2020/10/31	
Transaction Success/Bank 2020/10/31	Submission Date: 2020/10/31	
Rejection Date:	Amount Type: Transaction Amount	
Transaction NO.: TT51357200000067	Currency: USD	
Amount: 1,269.00	Payment Currency: USD	
Pay-out Amount:		
Collection Amount:	Beneficiary Currency:	
Transaction Amount: 1,269.00	Transaction Currency: USD	
	Priority Level: Normal	
Dri	nt Receipt Return	

If the status of the transaction is *Transaction Successful*, user can click the [**Print Receipt**] button on the bottom of the page, and Electronic Receipt will be displayed.

(7 🗟 🎎 衍 Ba ANK OF CHINA	ank of China E-B	ank Bill She	et				
Transactio	on Initiating Date	e:2020/10/31	Submission	Date : 2020/10/31		Designated Da	te of Payment : 2020/10/31	
	Payer	BOCHK Jakarta B	ranch		Pa	yee	qaz	
Payer	Payer's Account NO.	10000090040009	4			yee's Account D.	3243524352436	
r uyer	Payer's Account Opening Bank	BOCHK Jakarta B	ranch	Payee	Payee's Bank Name		BANK OF CHINA	
Amount		1,269.00		Currency	US	USD		
Fee		32.00		•				
Custome NO.	r Application	3869987925		Transaction TT51357		TT5135720000067		
Custome	r Business NO.			Transaction Status	Tra	ansaction Succe	ssful	
Descripti	on	adsgadg		•	-			



Priority Level	Normal	Chinese Name of Payee		
Payee's Name in English or Pinyin	qaz			
Address of Payee				
Payee's Fax NO.		Payee's Mobile NO.	中国组	
Payee's ID NO.		E-mail of Payee	· · · · · · · · · · · · · · · · · · ·	
Notice: The slip	is printed by the customer for ref Prin		he receipt affixed with bank seal prevails!	

To obtain a printout of your transaction receipt, click [Print] button to have it printed out.



6. ONLINE BANKING MAINTENANCE

This feature includes "Welcome information", "Modify password" and "Payee management" three of sub functions.

6.1 Welcome information

This function enables user to set their own personalized login welcome information, can be used to help identify fake online banking system, so as to better ensure the safety of customer funds.

Operation Steps:

In the left-hand menu, select **Online Banking Maintenance→Welcome Information**, enter the function page.

Modify Your Welcome Me	sage	_ ×
Navigation Expansi	Current Welcome Message: New Welcome Message: HELLO Confirm Modification	♥ Kindly R

Create welcome information (the personalized information cannot be more than 30 Chinese characters or 60 English character), then click [Confirm Modification] button. The system will display the successful message.

Modify Your Welcome Mes	sage		_ ×
	Current Welcome Message:		♥ Kindly R
	The welcome message has been modified successfully	8	
Navigation Expansion	New Welcome Message: HELLO		
n Expans	The welcome message has been modified successfully		
9	Close	- 11	
		_	

After the welcome message has been modified successfully, it will be displayed at the top of the welcome page as seen below:



🚖 Welcome Page		-		Jakarta Branch In	-	^		
Accounts Management		Hello, Jakarta! Welcome to Bank of China (Hong Kong) Limited Jakarta Branch Internet Banking! Your preserved message is: HELLO						
Transfer & Remittance	Your last successful login: 2 Your last failed login:	Your last successful login: 2020/11/22 16:58:56 Your last failed login:						
Liquidity Management	Shortcuts							
 Unified Payment 								
Settings for Cash Management Parameters 	Accounts Management Batc	h Payment						
Online Banking	To-do List		⊖ Refresh	Latest News	View More			
Maintenance	Inquiry Time:2020/12/20	0 09:06:40				·		
 Supporting Services 	т	o be Authorized 📕	To be Modified 🗧					
	Transfer between Associated Accounts	1	Q					
	Transfer within Bank	<u>0</u>	<u>0</u>					

6.2 Change Password

Through this function, user can change the internet banking login password at any time. In order to ensure the account security, user is recommended to periodically change the password.

Operation Steps:

In the left-hand menu, select **Online Banking Maintenance→Change Password**, enter the function page.

Change Password		_ ×
		Q Kindly R
	User Name: corporate2017	
	Current Password:	
	New Password:	
Z B	Please confirm the password: •••••••••	
ig at io		_
Navigation Expa	Confirm Modification	

Enter the original password correctly and enter the new password twice. Click the [**Confirm Modification**] button. A confirmation dialog box will pop up to prompt you to confirm the operation.

Change Password			_ × _
			Q Kindly R
	User Name: corporate2017		
	Current Password:	*	
	Confirm Modification of Password	\otimes	
N avig	You are modifying your password. Please click to co	onfirm the password reset.	
Zweigration Expansion A pr	User Name:corporate2017	,	r
እ ም እ እ ት ለ pa			at
9 com	Confirm		
pass		-	

Click [**Confirm**] button, the system prompts "Password changed, use your new password next time logon, and please remember your new password".

Change Password		_ X
		Q Kindly R
	User Name: corporate2017	
	Current Password: •••••••••	
7	Password change success	⊗
lavigation Exp	Password changed, use your new password next time logon, please remember your new password	-
an si on	pr on Close	ot

6.3 Payee Management

The Payee Management function includes two sub-functions: "Add New Payee" and "Payee Inquiry", which are used to add, view, modify or delete the payee's account information in order to control the flow of funds, avoiding payee account information duplication and reduce business errors.

Operation Steps:

In the left-hand menu, select **Online Banking Maintenance→Payee Management**, enter the function page.

(1) Add New Payee

Click the Add New Payee in the upper screen to add new payee information

F	Payee Management	_	×
	Payee Inquiry Add New Payee		
	Please select the type of payee for maintenance.		
	Payee of Transfer within Bank		
z	International Remittance Payee		
Navigation	Other Domestic Bank Payee(Local Currency/IDR Account)		
on Expansion	Add Reset		

Add New Payee, payee account types are divided into three categories: "Payee of Transfer within Bank", "International Remittance Payee", and "Other Domestic Bank Payee (Local Currency/IDR Account)", all kinds of definitions are as follows:

- Select **Payee of Transfer within Bank:** if you want to add your company own account or 3rd party account held with BOC branch or sub-branch within Indonesia.
- Select International Remittance Payee: if you want to add a foreign currency account held with other bank within or outside Indonesia.
- Select **Other Domestic Bank Payee:** if you want to add a local currency (IDR) account held with other bank within Indonesia.

When the payee is selected as a "**Payee of Transfer within Bank**", the relevant payee information entry will be displayed as seen below:



Please select the type of p	avee for maintenance.					
 Payee of Transfer v 	-					
Payee's N	ame: BOCHK Jakarta Branch	*	Payee's Account NO.:	100000900400141	*	
Account	Alias: BOCHK Jakarta Branch	*	Payee's Account Opening Branch:	BOCHK Jakarta Branch	*	
Payee's Ref.	NO.:		E-mail of Payee:			
Payee's Mobile	NO.:		Address of Payee:			
Payee's Fax	NO.:					
International Remit	tance Payee					
Other Domestic Ba	nk Payee(Local Currency/IDR Acc	ount)				

Complete the details of the payee you wish to add. Items marked with an asterisk (*) are mandatory fields.

- Payee's Name: enter the payee/Beneficiary Name with capital letters. Must not contain any special characters include: '~! @ # \$ % ^ * _ + = , | \;':"? <>[]{}()
- Payee's Account No.: enter the standard 15 digits of Beneficiary's account number (must not contain space or any separator characters).
- Account Alias: The system automatically default this field same with the above entered Payee's Name. You can rename as you wish, this field only provides user with easy identification in the payee management without affecting to the transaction.
- Payee's Account Opening Branch: system defaults our Bank ("BOCHK JAKARTA BRANCH").
- **Payee's Ref No.**: user can enter this field with any reference number to this payee for easy query in the future. The entered reference number cannot be repeated, and must not contain any illegal characters.
- **Email of Payee:** Enter payee's email address (if any). Note: if you fill in this field, a transfer notification will be automatically sent to this email once you successful make payment to this payee.
- **Payee's Mobile No.:** Enter the beneficiary's mobile number (if any)
- Address of Payee: enter the detailed address of the Beneficiary (information includes house/building number, street, city and the country). Must be completed in English or pinyin).
- **Payee's Fax No.:** Enter the beneficiary's facsimile number (if any)

Once all necessary fields have been completed, click on [Add] to save the payee. System will display the operation result similar to the following screen.

	Payee Inquiry Add New Payee	
	Payee of Transfer within Bank	^
	Payee's Name: BOCHK Jakarta Branch * Payee's Account NO.: 100000900400141 *	
	Account Alias: BOCHK Jakarta Branch Payee's Account Opening BOCHK Jakarta Branch * Branch:	
Nav	Payee's Ref. NO.: E-mail of Payee:	
Navigation	Payee's Mobile NO.: Address of Payee:	
	Payee's Fax NO.:	
Expansion	International Remittance Payee	Ш
	Other Domestic Bank Payee(Local Currency/IDR Account)	
	Operation result: BOCHK Jakarta Branch/100000900400141 successfully added , please go back	
	Return	

When the payee is selected as an "International Remittance", the relevant payee information entry will be displayed as seen below:

International Remittance	Payee				
Payee's Name:	NO NAME COMPANY	*	Payee's Account NO.:	46465465461223	*
	The maximum length of payee nan	ne is 66	5	Please enter Payee's IBAN as	
	characters. If the name exceeds 33	;		Payee's Account NO. when sending	9
	characters, the available length of	payee'	s	money to the Euro zone Countries	
	address will be shortened.		International Bank Code/		*
Account Alias:	NO NAME COMPANY	*	SWIFT CODE:	Inquiry	
Charge Type:	Shared Charge 🔻	*	Payee's Account Opening		*
			Branch:		
Payee's Ref. NO.:			E-mail of Payee:		
Payee's Mobile NO.:					
			Payee's Telephone NO.:		
Payee's Fax NO.:			Address of Payee:		*
City of Payee:		*	,		
Country (Region) of		*			

Complete the details of the payee/beneficiary you wish to add. Items marked with an asterisk (*) are mandatory fields.

- Payee's Name: enter the Beneficiary's full name with capital letter. Cannot contain illegal characters include: '~!@ # \$ % ^ * _ + = , | \;':"? <>[]{}()
- Payee's Account No.: enter the Beneficiary foreign currency's account number (must not contain space or any separator characters).
- Account Alias: The system automatically default this field same with the above entered Payee's Name. You can rename as you wish, this field only provides user with easy identification in the payee management without affecting to the transaction.
- Charge Type: select one of the options for Full Amount charges deduction (if "Payer Only" option is selected, the charges will be applied to Remitter; if "Shared Charge" option is selected, then the charges will be applied to Beneficiary by their Bank.
- Payee's Ref No.: user can enter this field with any reference number to this payee for easy
 query in the future. The entered reference number cannot be repeated, and must not
 contain any illegal characters.
- **Payee's Mobile No.:** Enter the beneficiary's mobile number (if any)
- Payee's Fax No.: Enter the beneficiary's facsimile number (if any)
- City of Payee: Enter the payee's city in Pinyin or English characters, which may include letters, numerals, blank space and /+?().,'



- Country (Region) of Beneficiary: Click "Inquiry", and select the payee's country/region
- International Bank Code/SWIFT CODE: enter the beneficiary bank BIC code here also known as SWIFT code. This field can be either 8 or 11 character long.
- Payee's Account Opening Branch: enter the Beneficiary's Bank Name.
- Email of Payee: enter payee's email address (if any). Note: if you fill in this field, a transfer notification will be automatically sent to this email once you successful make payment to this payee.
- Payee's Telephone No.: Enter the beneficiary's phone number
- Address of Payee: Enter the payee's detail address in Pinyin or English characters, which
 may include letters, numerals, blank space and /+?().,'

Once all necessary fields have been completed, click on [Add] to save the payee. System will display the operation result similar to the following screen.

Payee Management		_ ×
International Remittance	Payee	
Payee's Name	NO NAME COMPANY Payee's Account NO.: 46465465461223	
Charge Type Payee's Ref. NO. Payee's Mobile NO. Payee's Fax NO. City of Payee	Branch: E-mail of Payee: Payee's Telephone NO.: Address of Payee: DOWN TOWN ROAD * People's Republic of China CN	
	eration result: NO NAME COMPANY/46465465461223 successfully added , please go ck	

When the payee is selected as an "Other Domestic Bank Payee (Local Currency/IDR Account)", the relevant payee information entry will be displayed as seen below:

Pa	yee Management	_ ×
	Payee Inquiry Add New Payee	
	Please select the type of payee for maintenance.	
	Payee of Transfer within Bank	
z	International Remittance Payee	
Navigation Expansion	Other Domestic Bank Payee(Local Currency/IDR Account)	
ion Ex	Payee's Account NO.:	
pansio	Account Alias: Payee's Account Opening Please click button query payee's Branch: account opening branch Inquiry	
×	Transfer Method: Please select	
	Payee's Mobile NO.: E-mail of Payee:	
	Payee's Fax NO.: Address of Payee:	
	Add Reset	

Complete the details of the payee/beneficiary you wish to add. Items marked with an asterisk (*) are mandatory fields.

- Payee's Name: enter the Beneficiary's full name with capital letter. Cannot contain illegal characters include: '~!@ # \$ % ^ * _ + = , | \ ; ':"? < >[]{}()
- Payee's Account No.: enter the Beneficiary IDR currency's account number (must not contain space or any separator characters).
- Account Alias: The system automatically default this field same with the above entered Payee's Name. You can rename as you wish, this field only provides user with easy identification in the payee management without affecting to the transaction.
- Payee's Account Opening Branch: click on the "Inquiry" link.

Inquire Payee's Opening Branch			(
Payee's Account Opening Branch:			
Name of Beneficiary Bank:		-	
Subordinate Bank Name:	BANK BNP PARIBAS INDONESIA	· · · · ·	
Suboramate bank Hame.	BANK BRI SYARIAH	(=)	
	BANK BUKOPIN SYARIAH		
Confir	BANK BUKOPIN SYARIAH		
	BANK BUMI ARTA		_
	BANK CAPITAL INDONESIA	_	
	BANK CENTRAL ASIA (BCA)		
	BANK CHINATRUST INDONESIA		

Name of Beneficiary Bank: select the Beneficiary Bank from the drop down list.

Confir	Close		
Subordinate Bank Name:	Please select	*	
Name of Beneficiary Bank:	BCA - KPO	(III) T	
, , ,	BCA - KCU LUBUK LINGGAU	-	
Payee's Account Opening Branch:	BCA - KCU ASEMKA		
inquire ruyce s opening branch	BCA - KCP WONOSOBO		
Inquire Payee's Opening Branch	BCA - KCP TERNATE		
Pape	BCA - KCP TEMANGGUNG		
for maintenance.	BCA - KCP SUMENEP		
lyee	BCA - KCP SUMEDANG	^	

Subordinate Bank Name: Select the branch or sub-branches of the beneficiary bank. Now we have updated this list for your convenient, so you can directly select the KPO or Kantor Pusat of the Beneficiary Bank, or if not available, please select any one of the remaining branches/sub-branches listed here. (Note: this field only pop up when the transfer method is selected as "SKN").

After confirming the details, click [**Confirm**] button. The Account Opening branch field will be auto-populated.

- Transfer Method: choose one of transfer method from the drop down list. Note: if selected as SKN, the single transaction limit to the payee cannot exceed 500 million rupiah; if selected as RTGS, the single transaction limit to the payee must be above 100 million rupiah as regulated by Bank Indonesia.
- Payee's Ref No.: user can enter this field with any reference number to this payee for easy query in the future. The entered reference number cannot be repeated, and must not contain any illegal characters.
- **Payee's Mobile No.:** Enter the beneficiary's mobile number (if any)
- Email of Payee: Enter payee's email address (if any). Note: if you fill in this field, a transfer notification will be automatically sent to this email once you successful



make payment to this payee.

- Payee's Fax No.: Enter the beneficiary's facsimile number (if any)
- Address of Payee: enter the detailed address of the Beneficiary (information includes house/building number, street, city and the country). Must be completed in English or pinyin).

Once all necessary fields have been completed, click on [Add] to save the payee. System will display the operation result similar to the following screen.

Fa	Payee Inquiry Add New Payee Payee or Transfer within Bank International Remittance Payee	_ ^
Navigation Expansion	Other Domestic Bank Payee(Local Currency/IDR Account) Payee's Name: NO NAME COMPANY INDO Account Alias: NO NAME COMPANY INDO Transfer Method: Normal(SKN) Payee's Mobile NO.: Payee's Ref. NO.: Payee's Fax NO.: E-mail of Payee: Address of Payee: Address of Payee:	III
	Operation result: NO NAME COMPANY INDO/201708230932 successfully added , please go back	

(2) Payee Inquiry

Click the Payee Inquiry in the upper screen to view/modify/delete any payee information.

Pay	ee Management	_ ×
	Payee Inquiry Add New Payee	
7	Account Alias: Payee's Account NO.: Payee's Type: All Payee's Ref. NO.: Inquiry	
Navigation Expansion	Please input your criteria for inquiry. If no criterias are selected, all payees will be listed	
	Please input your criteria for inquiry. If no criterias are selected, all payees will be listed	

Enter the search criteria or fuzzy query by directly click on [**Inquiry**] button. The relevant payee information that matches the criteria will be listed on the page.

Payee Inquiry	Add New Payee				
Acco	unt Alias:		Payee's Account NO.:		
Paye	ee's Type: All	~	Payee's Ref. NO.:		
			Inquiry		
Payee's Ref. NO.		Corporate Name: BOCHK Jakarta	a Branch Payee's Account Opening Branch	Transfer Type	Operation
	aaa	23423423235	BANK OF CHINA	International Remittance Payee	View Modify Delete
			LIVITED	Nonintumee Fuyee	
	ааа	100000900400118	BOCHK Jakarta Branch	Payee of Transfer within Bank	View Modify Delete
	aaa aaa	100000900400118 100000900400425		Payee of Transfer within	<u>View Modify Delete</u>

View Payee Information

Click on <u>View</u> link next to a particular payee to view the details information of the payee.

Payee	etailed payee information		\otimes	
	International Remittance Payee			
	Payee's Name: aaa	Payee's Account NO.: 23423423235		
	Account Alias: aaa	International Bank Code/ BKCHSGSGXXX SWIFT CODE:	- 1	
₩ Pa	Charge Type: Payer Only	Payee's Account Opening BANK OF CHINA LIMITED	- 1	
Corpor	Payee's Ref. NO.:	Branch:	- 1	
Payee	Payee's Mobile NO.:	E-mail of Payee:	- 1	
	Payee's Fax NO.:	Payee's Telephone NO.:	- 1	
		Address of Payee:		<u>rte</u>
				<u>rte</u>

Modify Payee's information

Pay	ee Management						_	×
	Payee Inquiry	Add New Payee						
7		ount Alias:	▼	Payee's Account NO.: Payee's Ref. NO.: Inquiry				
Navigation Expansion	Payee List Corporate Custom Payee's Ref. NO.		prporate Name: BOCHK Jaka Payee's Account NO.	arta Branch Payee's Account Opening Branch	Transfer Type	Operation		Е
9		aaa	23423423235	BANK OF CHINA LIMITED	International Remittance Payee	View Modify Delet	e (
25		aaa	100000900400118	BOCHK Jakarta Branch	Payee of Transfer within Bank	View Modify Delet	e F	Ē
		aaa	100000900400425	BOCHK Jakarta Branch	Payee of Transfer within Bank	View Modify Delet	e	
		aaa	100000900400050	BOCHK Jakarta Branch	Payee of Transfer within Bank	View Modify Delet	e	
		POCINE I D D	1000000000000000	POOLINI LI P L	Payee of Transfer within			

Click on Modify link next to a particular payee to change any information of the payee. The



payee details will be displayed as seen below

Pa	Modify The Payee 🛞
	Please select the receiver type you need
	Payee of Transfer within Bank
l	International Remittance Payee
•••	Other Domestic Bank Payee(Local Currency/IDR Account)
Co	Payee's Name: NO NAME COMPANY IN * Payee's Account NO.: 20170823937 *
	Account Alias: NO NAME COMPANY IN • Payee's Account Opening BCA - KPO Inquiry Branch:
P	Transfer Method: Normal(SKN)
	Payee's Mobile NO.: E-mail of Payee:
	Payee's Fax NO.: Address of Payee:
	Save Cancel

Modify any fields which you want to change and then click [Save] button. The system prompts the operation result: "Payee modification successful".

Pa	yee Management Payee Inquiry Add New Paye	e	_ ×
	Account Alias:	Payee's Account NO.:	
z	Payee's Type:	Iodify The Payee	
Navigation Expansion	>>> Payee List Corporate Customer NO.: 15	Payee modification successful	E
pansio	Payee's Ref. NO. Account	Operation	
3	воснк ј	Close ⁱⁿ <u>View</u> Modify	<u>Delete</u>
	Jakarta	100000900400050 BOCHK Jakarta Branch Payee or transfer within	Delete

Deletion of Payee Information

You can delete a particular payee from the list by clicking the <u>Delete</u> link next to the payee that you are no longer wanted. A confirmation box will then pop up.

Payee Inquiry	Add New Payee								<u>^</u>		
Acco	ount Alias:		Payee's Account NO.:								
Pay	ee's Type: All	-	Payee's Ref. NO.:								
			Inquiry								
🕨 Payee List											
	NO. 155012401	N DOCUM Island	Pranch								
Corporate Custom	ier NO.: 155913481 Co	orporate Name: BOCHK Jakart									
Payee's Ref. NO.		Payee's Account NO.	Pavee's Account	Transfer Type	Opera	ntion			=		
		Payee's Account NO.	Payee's Account Opening Branch BANK CENTRAL ASIA	Transfer Type Remittance Payee	•	ntion <u>Modify</u>	<u>Delete</u>	*	Е		
	Account Alias	Payee's Account NO.	Payee's Account Opening Branch BANK CENTRAL ASIA		<u>View</u>			•••	н		
	Account Alias NO NAME COMPANY NO NAME COMPANY	Payee's Account NO. 123456789056410	Payee's Account Opening Branch BANK CENTRAL ASIA BCA - KPO	Remittance Payee	<u>View</u> <u>View</u>	<u>Modify</u>	<u>Delete</u>		E		
	Account Alias NO NAME COMPANY NO NAME COMPANY INDO	Payee's Account NO. 123456789056410 20170823937	Payee's Account Opening Branch BANK CENTRAL ASIA BCA - KPO BANK OF CHINA	Remittance Payee Normal(SKN) International	<u>View</u> <u>View</u> <u>View</u>	<u>Modify</u> <u>Modify</u>	Delete		E Are you	u sure ti paye	o delete t e?

Click [**Confirm**] on the confirmation pop up window. The system prompts the operation result: "Payee deletion successful ".



Payee's Type: All Payee's Ref. NO.: Delete the selected payee(s) Payee List Corporate Customer NO.: 15 Payee's Ref. NO. Account NO NAM Return	Account Alias:	Payee's Account	NO.:	
	Payee's Type: All	⇒ Payee's Ref.	NO.:	
Corporate Customer NO.: 15 Payee's Ref. NO. Account NO NAM NO NAM Operation View Modify Delete	Delet	e the selected payee(s)	\otimes	
NO NAM	Companya Customer NO. 15	Payee qqq/123214124 Deletion Successful		
	Payee's Ref. NO. Account		Operation	
			View Modify Delete	



7. SUPPORTING SERVICES

7.1 Tool Download

By request of Batch Payment, this application tool is to facilitate for your convenience. Through the application, you can draft batch payment data file up to 1000 transactions in Excel and in accordance to the guidance automatically generate formatted data text. During the drafting process, this template tool can perform the necessary validation and format validation of your input data.

Operating Steps:

In the left-hand menu, select **Supporting Services→Download Tool**, enter the function page.

Т	Fool Download	_	×
Navigation Expansion	Standard template for batch payment is provided to help you maintain your payment application, and make your operation more or and convenient. Please use WINRAR or WINZIP to unzip the files.	efficie	ent
sion	Download		

Click on [**Download**] button, the system prompts to choose the handle option.

Tool Download	_ X
Standard template for batch payment is provided to help you maintain your payment application, and make your operation more efficiency and convenient. Please use WINRAR or WINZIP to unzip the files.	icient
Download	
Home Tool Dow	
Do you want to run or save BOC_BATCH_TOOL_JKT.EXE from 22.188.151.87? Run Save Cancel	×

Click on [Run] or [Save] to download the tool to the specified location.

After the download is complete, open the application, the template will be displayed as shown on the following screen.



	ie prod	ucing tools - Transfer betwe	en Associated Account	5						
ransfer between Associated Accounts		+	Import file You	can use import file function to produce	file,batch conversion (.txt,.csv,	.ds,dsx).				
'ransfer within Bank										
nternational Remittance	s O					Quick p	positioning			
ocal Currency Transfer to Other Banks (RTGS)	ayer	Information	n of Payee		R	emittance Information				
		• Payee's Account NO.	• Payee's Name	 Payment Currency 	 Pay-out Amount 	Designated Date of Payment	Customer Business			
cal Currency Transfer to her Banks (SKN)										

There are 5 separate templates with definition as follows:

- **Transfer between Associated Accounts:** is used to create batch file with destination payment to your own accounts held in BOC.
- **Transfer within Bank:** is used to create batch file with destination payment to 3rd party accounts held in BOC.
- International Remittance: is used to create batch file with foreign currency payment (such as USD/CNY/HKD/EUR/SGD/GBP/JOY/AUD) to any beneficiary's account in others bank inside or outside Indonesia.
- Local Currency Transfer to Others Bank (RTGS): is used to create batch file with IDR payment to the beneficiary's accounts held in other banks inside Indonesia via RTGS method.
- Local Currency Transfer to Others Bank (SKN): is used to create batch file with IDR payment to the beneficiary's accounts held in other banks inside Indonesia via SKN method.

Select the template type you would like to add and complete all necessary fields as instructed.

When you choose the "Transfer between Associated Accounts" or "Transfer within the Bank" Template



35.173.243 - Remote Desktop								x
	file prod	ucing tools - Transfer betwe	en Associated Account	z		0 0		
Transfer between Associated Accounts		+	Import file You	can use import file function to produce	file,batch conversion (.txt,.csv,.	nis, .nisn).		
Transfer within Bank								
ernational Remittance	s O					Quick	positioning	2
rency Transfer to nks (RTGS)	ayer	Information	of Payee		R	emittance Information		
isfer to		* Payee's Account NO.	• Payee's Name	Payment Currency	 Pay-out Amount 	Designated Date of Payment	Customer Business	٢.
N)	-	-						
								1

The respective fields to be completed are:

- **Payer's Account NO:** enter the account you wish to make the payments **from** (must be numeric characters, no spaces nor special characters)
- Payee's Account NO: The account you wish to make the payments to (must be numeric characters, no spaces nor special characters)
- Payee's Name: enter the Individual or Corporate Beneficiary's full name with capital letters. Cannot contain illegal characters including '~! @ # \$ % ^ * _ + = , | \ ; ' : " ? <>[]{}()
- Payment Currency: Select the currency of your debit account from the drop down list
- Pay-Out Amount: Enter the amount of funds to be transferred
- **Designated Date of Payment:** The date you wish the payments to be made. You can click on calendar icon to simply select current date for an immediate payment or a specific future date within 30 days for your payments to be made.
- **Customer Business No.**: Not a mandatory field. User can fill in according to the business needs (once this field is fill in, the system will check whether the Customer Business No. entered by the user in the current year is repeated, if repeated, the transaction cannot be processed).
- **Description:** Enter any notes relevant to this transaction. This field must be only alphanumeric characters (Must not contain special characters and Chinese characters).



When you choose "International Remittance" Template

BAN	BOC batch file prod	ucing tools - International R	emittance			
		+	Import file You	can use import file function to produce file,b	atch conversion (.txt,.csv,.xls,.xlsx).	
Total	number of transactions <mark>0</mark>					Quick positioning
+	Information of Payer			Infor	mation of Payee	
	• Payer's Account NO.	* Payee's Account NO.	• Payee's Name	 Beneficiary Bank Name 	* International Bank Code/ SWIFT CODE	* Payee's Telephone N
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
4	Create to be a local file					

The respective fields to be completed are:

- **Payer's Account NO.:** enter the account you wish to make the payments from (must be numeric characters, no spaces nor special characters)
- **Payee's Account NO.:** enter the account you wish to make the payments to (must be numeric characters, no spaces nor special characters)
- Payee's Name: enter the Individual or Corporate Beneficiary's full name with capital letters. Cannot contain illegal characters including ' ~! @ # \$ % ^ * _ + = , | \ ; ' : " ? < >[]{}()
- Beneficiary Bank Name: enter the Beneficiary Bank Name
- International Bank Code/SWIFT CODE: enter 8-11 digit of the Beneficiary Bank SWIFT Code
- Payee's Telephone NO.: Enter the beneficiary's phone number
- Payee's ID NO.: Optional. Enter the beneficiary's Identity No.
- Amount Type: Choose one of the amount types (If you choose "Pay-Out Amount", the amount entered by the user will automatically default to the debit account currency. If you choose "Transaction Amount", the entered amount will automatically default to the beneficiary's account currency).
- Payment Currency: Select the currency of your debit account from the drop down list
- Amount: Enter the amount of funds to be transferred.
- **Transaction Currency**: Select the destination currency you wish to transfer from the drop-down list (Available currency includes USD, GBP, SGD, HKD, JPY, AUD, and EUR).
- Designated Date of Payment: The date you wish the payments to be made. You can click on calendar icon to simply select current date for an immediate payment or a specific future date within 30 days for your payments to be made.
- Customer Business No.: User can customize a Customer Business No according to the business management needs. System will check whether the Customer Business No. entered in the current year is duplicated, if it is duplicate, you will be prompted to modify.
- **Description:** Enter any notes relevant to this transaction. This field must be only alphanumeric characters (Must not contain special characters and Chinese characters).



- Charge Type: select one of the options for Full Amount charges deduction (if "Payer Only" option is selected, the charges will be applied to Remitter; if "Shared Charge" option is selected, then the charges will be applied to Beneficiary by their Bank.
- **Purpose of Remittance:** Select the appropriate purpose of the remittance in dropdown list.

When you choose "Local Currency Transfer to Others Bank (RTGS)" or "Local Currency Transfer to Others Bank (SKN)" Template

BANK	部代 BOC batch file prod	ucing tools - Local Currency	Transfer to Other Ban	ks (RTGS)		00	
		+	Import file You	can use import file function to produce file,	batch conversion (.txt;.csv;.xls;.xlsx).		
Total	number of transactions 0						positioning
+	Information of Payer		I	Remittance Information			
	* Payer's Account NO.	* Payee's Account NO.	*Payee's Name	* Beneficiary Bank Name	Payee's Bank Sort Code	* Amount Type	* Payment Currency
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
	Create to be a local file	_					

The respective fields to be completed are:

- **Payer's Account NO.:** enter the account you wish to make the payments **from** (must be numeric characters, no spaces nor special characters)
- Payee's Account NO.: enter the account you wish to make the payments to (must be numeric characters, no spaces nor special characters)
- Payee's Name: enter the Individual or Corporate Beneficiary's full name with capital letters. Cannot contain illegal characters including ' ~! @ # \$ % ^ * _ + = , | \ ; ' : " ? < >[]{}()
- Beneficiary Bank Name: Enter the beneficiary bank name
- International Bank Sort Code: Enter the beneficiary Bank Code. If the selected template is "Local Currency Transfer to Others Bank (RTGS)", this field shall be entering with the beneficiary bank swift code (ex: BMRIIDJA). If the selected template is "Local Currency Transfer to Others Bank (SKN)", this field shall be entering with the beneficiary bank clearing code (ex: 0010304).
- Amount Type: Choose one of the amount types (If you choose "Pay-Out Amount", the **amount** field entered by the user will automatically default to the debit account currency. If you choose "Transaction Amount", the entered **amount** field will automatically default to the beneficiary's account currency).
- Payment Currency: Select the currency of your debit account from the drop down list
- **Amount:** Enter the amount of funds to be transferred (Note: the amount currency default to this field will depend on the amount type that you have chosen).
- **Transaction Currency**: Select the destination currency you wish to transfer from the drop-down list (in here you should select IDR currency).
- **Designated Date of Payment:** The date you wish the payments to be made. You can click on calendar icon to simply select current date for an immediate payment or a



specific future date within 30 days for your payments to be made.

- Customer Business No.: User can customize a Customer Business No according to the business management needs. System will check whether the Customer Business No. entered in the current year is duplicated, if it is duplicate, you will be prompted to modify.
- **Description:** Enter any notes relevant to this transaction. This field must be only alphanumeric characters (Must not contain special characters and Chinese characters).

After inputting all data items, click the [Create to be a local file] button at the bottom left, and save the batch file in TXT format to the specified location.

🎭 22.235.173.81 - Remote Desi	top Connection	E-mail		The last last the	and that		- 0 - x
🚱 Save As			.			00	
BOCNET		✓ 4y Search BOCNE	т 🔎				
Organize 🔻 New folder			8 • Q	function to produce file,b	atch conversion (.txt,.csv,.xls,.xlsx).		
🔶 Favorites	Name	Date modified	Туре				positioning
🛄 Desktop	BPASSOCIATEDACC01	8/24/2017 11:27 AM					
Downloads	BPOB01	8/24/2017 1:32 PM		of Payee		Remitt	ance Information
🔛 Recent Places 👘	BPOTT01	8/24/2017 2:21 PM 8/24/2017 3:05 PM	Text Document Text Document	ry Bank Name	Payee's Bank Sort Code	* Amount Type	* Payment Currency
🔚 Libraries	DENTOSOL	0/24/2017 3:03 PW	rex bocument	SP - KANTOR PUSAT		Pay-out Amount	IDR 4
Documents							
J Music							
E Pictures							
a videos							
🛤 Computer 🔍 👻	•		•				
File name: BPSKN	01		•				
Save as type: Text Do	ocument		•				
0		Save	Cancel				
 Hide Folders 		79AAG	Cancer				
11							
12							
13							
14							
15							
16							
•							
	o be a local file						-
4							

Once successfully saved to a specified location, the system prompts the operation result: "Save Successfully".

		lucing tools - Local Currency					
		+	Import file You	can use import file function to produce file,b	which conversion (,txt, ,csv, ,:ds, ,xlsx).		
ota	I number of transactions 1					Quick	positioning
÷	Information of Payer		I	nformation of Payee		Remitt	ance Information
	Payer's Account NO.	* Payee's Account NO.	* Payee's Name	* Beneficiary Bank Name	Payee's Bank Sort Code	 Amount Type 	• Payment Currency
1	100000900400141	201708241520	IVY LINCOLN	BANK OCBC NISP - KANTOR PUSAT		Pay-out Amount	IDR
2							
3			Prompt Message				
4				Save Successfully			
5				bave successfully			
6							
7				Confirm			
8				Comm			