



電子匯款申請書  
使用指南

Electronic Remittance Application Form  
User Guide

本《使用指南》介紹南洋商業銀行有限公司(「本行」)的電子“匯款申請書”的使用方法。

本行的電子“匯款申請書”可辦理電匯、「中銀快匯」、及特快轉賬(RTGS/CHATS)。常用欄位設有格式檢查、下拉選單或提示訊息，助您輕鬆填妥有關表格。

## 1. 下載表格

- 電子“匯款申請書”以 PDF 格式的製作，需要一台裝有處理/閱讀 PDF 格式檔案軟件的電腦來開啟。
- 從本行的網站下載電子“匯款申請書”的檔案到您的電腦。下載位置是：  
[www.ncb.com.hk](http://www.ncb.com.hk) → 主頁 → 下載表格 → 一般
- 再開啟電子“匯款申請書”的檔案；或從瀏覽器直接開啟檔案。

## 2. 輸入資料

- 開啟檔案後，將看見“匯款申請書”的輸入版面。

致：南洋商業銀行有限公司  
To: Nanyang Commercial Bank, Limited

匯款申請書

申請書: [下拉選單] 中文  English

注意：請用正確填寫，並在適當的地方加上劃號。欄位為紅色及有\*部分必須寫。  
代理銀行收費包括(如適用)銀行的代理行、中轉銀行、結算機構及/或收款銀行處理匯款所徵收的費用、及本行的額外處理費用。

匯款編號 [輸入框]

匯款貨幣	[下拉選單]	<input checked="" type="checkbox"/> 匯款貨幣金額 [輸入框]	<input type="checkbox"/> 扣賬貨幣金額 [輸入框]
匯款人	名稱* [輸入框]	聯絡電話 [輸入框]	
付款賬戶	扣賬貨幣及賬戶號碼/ 中銀信用卡* [下拉選單]	外匯合約號碼 [輸入框]	
	支付費用之貨幣及賬戶號碼 (如與上述不同) [下拉選單]	匯率 [輸入框]	

- 從申請書下拉選單 選擇適當的匯款種類，可選電匯、「中銀快匯」、及特快轉賬(RTGS/CHATS)。

c. 選擇以中文或英文為表格的顯示語言。兩種文字的表格皆支援以英文、繁中、簡中輸入資料。如輸入中文需注意只能在匯往中國內地、香港或澳門的匯款上的收款銀行名稱及地址、收款人名稱及地址、及附言欄位輸入中文字。除非特別需要(如內地收款人名稱)，請盡可能以英文填寫。

d. 欄名為紅色及有\*標示的欄位必須填寫。

e. 輸入欄位資料及指示：

匯款貨幣 請以下拉選單選取匯出的貨幣。

匯款貨幣金額或  
扣賬貨幣金額 可選擇輸入以匯款貨幣計算的金額、或以扣賬貨幣計算的金額。表格上只可以填寫一個金額。

匯款人名稱 請填寫發動匯款扣賬的賬戶名稱。

聯絡電話 提供您的聯絡電話。這只為方便就此交易需要查詢資料時聯絡，不取代亦不增補在本行已登記的電話號碼。

扣賬貨幣及賬戶號碼 請填寫扣賬賬戶及以那種貨幣扣賬提供資金發動匯款。個人客戶可選擇從本行接受的中銀信用卡賬戶扣賬。

支付費用之貨幣  
及賬戶號碼 請填寫支付賬戶及以那種貨幣扣賬支付辦理這筆匯款的相關銀行費用。如與上一項的扣賬賬戶號碼及貨幣相同則無需再填寫。

如上一項以中銀信用卡扣賬亦無需填寫；相關銀行費用及信用卡匯款行政費將從同一個中銀信用卡賬戶入賬。

外匯合約號碼及匯率 如果已經為這筆匯款與本行洽議外匯合約，請填寫相關合約資料。若果沒有特定合約無需填寫。

中轉銀行 如需特別通過指定中轉銀行，請提供銀行名稱、地址及 SWIFT 代碼。一般無需填寫。

中央結算系統代號及參與者代碼 只適用於特快轉賬(RTGS)需要提供中央結算系統代號/參與者代碼時填寫。其他交易無需填寫。

收款銀行 請填寫收款銀行的資料，當中必須輸入收款銀行名稱及地址 (包括國家省市的各項資料)。  
請盡可能提供收款銀行在當地結算系統的代碼、有助更快入賬。常用的代碼包括：

SWIFT BIC 代碼 (8 或 11 位)

美國適用的 UID (6 位)、Fedwire No. (9 位)

中國內地 CNAPS No. (12 位)

加拿大 Transit No. (9 位)

澳洲 BSB No. (6 位)

英國 Sort Code (6 位)

請在特快轉賬(RTGS/CHATS)選擇以香港 Hong Kong: Bank Code 提供銀行代碼。

收款人

請填寫收款賬戶的資料，當中必須輸入在收款銀行指定入賬的賬戶號碼/IBAN 和收款人名稱及地址。

請注意為免退匯、延遲及可能產生額外費用：

- 收款人名稱須與收款賬戶在收款銀行的名稱完全相同。匯款往中國內地，如收款人賬戶以中文名字開立，收款人名稱一般須以中文填寫。如有懷疑請向收款人求証；
- 匯款往歐元區及採用 IBAN 的國家/地區必須提供收款人賬戶的 IBAN；
- 匯款往中國內地請提供收款人的地址和電話；匯款至加拿大、埃及、牙買加、菲律賓或南非必須提供詳細的收款人地址。

附言

在這欄位 (i)可(選擇性)填寫給收款人的附言/訊息及 (ii) 提供匯款用途\*。

\* 當收款國家/地區需要匯款人提供匯款用途此欄位亦同時用作相關申報。這些國家/地區包括澳門、加拿大、泰國、越南、菲律賓、印度、塞浦路斯、埃及、牙買加、約旦及黎巴嫩。

銀行收費

以下拉選單選取辦理這筆匯款的本行費用和代理銀行費用是由匯款人承擔或由收款人承擔。

請注意當指示由匯款人承擔代理銀行費用匯款的整體費用一般比較於當指示由收款人承擔代理銀行費用高昂。

### 匯款用途

在電匯及「中銀快匯」交易時請提供匯款用途：以下拉選單選取這筆匯款的用途。若果下拉選單中沒有適合的選擇，請選擇〔其他〕。當選擇了〔其他〕，表格將提供自由文字輸入格給您輸入。


當辦理匯款到已知需要匯款人提供用途的收款國家/地區，而附言欄位沒有輸入資料，銀行會把匯款用途配置在外發匯款指令的附言欄位上。

另外，企業客戶辦理人民幣跨境匯款往內地需按清算行要求提供匯款用途，請從下拉選單中選擇適當的匯款用途類別/代碼。

特快轉賬(RTGS/CHATS) 交易現時毋特別要求提供匯款用途。

### 3. 儲存備用

當完成輸入，您可選擇把填妥的電子“匯款申請書”檔案儲存，方便日後把申請資料重複使用。

建議您利用表格右下方的儲存按鍵  進行檔案儲存，電子“匯款申請書”的內置格式檢查會先進行檢查及作出提示，才彈出儲存檔案位置的視窗。

### 4. 列印與簽署

打印填妥的電子“匯款申請書”，簽署授權後便可遞交予本行任何分行。

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如果對匯款服務有任何查詢，請於服務時間內致電：+852 2622 2633

此使用指南所包含的資料供一般性參考用及均以「如原狀」情況提供，本行並不對該等資料作任何保證，另本行可在毋須事前通知的情況下，隨時更改該等資料。

This user guide illustrates how to use the Electronic Remittance Application Form of Nanyang Commercial Bank, Limited (the “Bank”).

The “Electronic Remittance Application Form” (the “Form”) is designed for application of effecting Telegraphic Transfer, “BOC Remittance Plus” or Express Transfer (RTGS/CHATS). It features data format checking, pull-down selection and alert messages that assist you to complete the Form.

## 1. Download Form

- a. The Form is prepared in PDF format. It requires a computer installed with a PDF reader/writer program to open.
- b. You can download a soft copy of the Form from main website of the Bank to your computer. Download location is:

www.ncb.com.hk → Home → Form Download → Others

- c. Open the Form by the PDF reader/writer program, or directly from your web browser.

## 2. Data Input

- a. After opening the file, you will see the input screen of the Remittance Application Form

致：南洋商業銀行有限公司  
To: Nanyang Commercial Bank, Limited

**Remittance Application Form**

Application Form:  中文  English

Note: Please complete in Block Letters and tick the applicable. Field printed in RED with \* must be completed. Correspondent bank charges include charges (if applicable) imposed by the Bank's correspondents, Intermediary Banks, clearing institutions &/or Beneficiary Bank, plus the Bank's extra handling charges.

Remittance Reference:

<b>Remit Currency</b>	<input type="text"/>	<input checked="" type="checkbox"/> <b>Remit Currency Amount</b>	<input type="text"/>	<input type="checkbox"/> <b>Debit Currency Amount</b>	<input type="text"/>
Remitter	<b>Name*</b> <input type="text"/>			Contact Tel No.	<input type="text"/>
Debit Account	<b>Debit Currency &amp; Account No./BOC Credit Card*</b>	<input type="text"/>	FX Contract No. <input type="text"/>		
	<b>Charge Currency &amp; Account No. (If different from above)</b>	<input type="text"/>	FX Rate <input type="text"/>		

- b. Select the appropriate type of remittance, amongst Telegraphic Transfer, BOC Remittance Plus and Express Transfer (RTGS/CHATS) by the pull-down selection of Application Form.

- c. Select Chinese or English as the display language of the Form. Both Chinese and English Form support data input in English, Traditional Chinese or Simplified Chinese.

Please note that only remittance to the Mainland of China, Hong Kong and Macau accept data input in Chinese, and only the fields of “Beneficiary Bank” (Name and Address), “Beneficiary” (Name and Address), and “Message to Beneficiary” accept data input in Chinese. Unless it is deemed necessary (e.g. name in the Mainland of China), please input data in English.

- d. Fields printed in red with \* are mandatory fields.

- e. Description and instruction of the data fields:

Remit Currency Please select the currency of remittance by pull down menu.

Remit Currency Amount or Debit Currency Amount Please enter the amount either stated in currency of remittance or stated in debit account currency. Only one of the two amounts can be filled.

Remitter Please enter the remitter’s name, i.e. the name of the account to be debited for the remittance amount.

Contact Tel. No. Please enter the phone number for contact in case of need. This phone number is solely for general inquiry on this transaction. It will not replace and will not be added to the contact number(s) which have been formally registered in the account record with the Bank.

Debit Currency and Amount Please enter the number and the currency of the account from which the Bank will debit the remittance amount. Personal customer may choose an eligible BOC Credit Card account for debiting remittance amount.

Charge Currency and Account No. Please enter the number and the currency of the account from which the Bank will debit the Bank charges. If it is same as the one entered for the remittance amount, it is not necessary to repeat here.  
In case the remittance amount is debited from a BOC Credit Card account, the Bank charges and administration fees will be collected from the same BOC Credit Card account.



FX Contract No. and  
FX Rate

If a FX contract has already been booked for this transaction, please fill in the respective FX Contract No. and the agreed FX rate. Otherwise, please leave these fields blank.

Intermediary Bank

Please provide the name, address and SWIFT BIC of the intermediary bank, if it is necessary to have the remittance routed through a particular bank. Otherwise, please leave it blank.

CCASS Code and  
Participant ID

Only applicable to Express Transfer (RTGS//CHATS) transaction which requires to include CCASS Code and Participant ID. Otherwise, please leave these fields blank.

Beneficiary Bank

Please provide the name and address (including country, province and city) of the beneficiary bank. These fields are mandatory

If possible, please provide the bank code/clearing code or the beneficiary bank. Key bank/clearing codes include

SWIFT Bank Identification Code (8/11 characters),  
USA: UID (6 characters), Fedwire No. (9 characters),  
Mainland of China CNAPS: No. (12 characters),  
Canada: Transit No. (9 characters),  
Australia: BSB No. (6 characters),  
United Kingdom: Sort Code (6 characters)

For Express Transfer (RTGS/CHATS), please choose Hong Kong: Bank Code and provide the Clearing Bank code of the Beneficiary Bank.

Beneficiary

Please enter the account number/IBAN to be credited in the Beneficiary Bank and the name and address of the beneficiary. The account number/IBAN and name of Beneficiary are mandatory.

To avoid reject, delay or extra costs, please note that:

- Name of Beneficiary should be same as the name of the beneficiary account maintained at the Beneficiary Bank. For remittance to the Mainland of China, if the account was opened by using a Chinese name, the Name of Beneficiary is usually required to be provided in Chinese. If in doubt, please clarify with the Beneficiary.
- For remittance to EU and those countries/regions adopted to use IBAN, please provide the IBAN of the beneficiary account;
- For remittance to the Mainland of China please include the address and telephone number of the beneficiary; and for remittance to Canada, Egypt, Jamaica, Philippines or South Africa must include the detail address of the beneficiary.

Message to Beneficiary

This field is used for input of (i) (optional) your message to the Beneficiary and (ii) Purpose of Payment\*.

\* When the receiver's country or region requires the remitter to provide the purpose of payment, this field is also used to submit the purpose of payment. These countries & regions include Macau, Canada, Cyprus, Egypt, India, Jamaica, Jordan, Lebanon, Thailand, Philippines and Vietnam.

Bank Charges

Please select the charge option by using the pull down menu, which party is to bear the Bank's charges and the Correspondent Bank charges.

Please note that, when the Correspondent Bank Charges are instructed to be borne by remitter, the total charges are normally much higher than otherwise instructed to be borne by the Beneficiary.

### Payment Purpose

For Telegraphic Transfer or BOC Remittance Plus, please select the appropriate Purpose for the remittance by the pull-down menu. If there is no appropriate Purpose, please select “Others”. Upon selection of “Others”, a field will be provided for free text input.


For remittance to those countries/regions known to require declaration of payment purpose and the “Message to Beneficiary” is left blank, the Bank will place the input of “Payment Purpose” on the “Message to Beneficiary” of the outgoing payment instruction.

Further, for RMB remittance of corporate customers to the Mainland, please select the Payment Purpose/Codeword based on CNY Clearing Bank classification from the pull down menu.

Express Transfer (RTGS/CHATS) transactions do not require selection of payment purpose at present.

## 3. Store for Future Use

After filling the Form with data, you may save it in your computer so that you can retrieve them as template of recurring payments.

You may make use of the “Save” button  located at the right bottom of the Form. By clicking the button, the built-in function will check the data format and generate alert message of invalid data format, before prompting you the file location to store the Form.

## 4. Print and Sign

Print the completed Form, affix authorized signatory, and submit the Form to any of our branches.

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For any inquiry on remittance service, please contact our phone at +852 2622 2633 during service hour.

The information contained herein is for general information only and is provided on an "as is" basis without warranty of any kind and may be changed at any time without prior notice.