

Corporate Internet Banking Service Demo

Upload batch documents

建設具有特色優勢的世界一流銀行集團

Step 1/5

Under “Transfer” , select “Upload Batch Transactions” and choose the “Payroll / Autopay-In / AutoPay-Out” then click “Download Module” .

The screenshot displays the 'Upload batch documents' page within the 'Transfer' section of the online banking system. The breadcrumb trail is 'Transfer > Upload batch transactions > Upload batch documents'. The page title is 'FPS-General Transfer' with a sub-tab 'Autopay-In/Autopay-Out/Payroll Contract Mode'. The page is divided into three steps: 1. Submission, 2. Confirmation, and 3. Result. Under the 'Submission' step, there are several required fields: 'Type' (radio buttons for CR, DR, and Payroll), 'Deposit A/C Name' (dropdown), 'Deposit Account' (dropdown with a 'Plea...' button), 'Contract No.' (dropdown), 'Total Amount' (text input), and 'Total No. of Transactions' (text input). At the bottom, there is a 'File' section with 'Upload' and 'Download Module' buttons. The 'Download Module' button is highlighted with a red box. At the bottom of the page, there are 'Reset' and 'Confirm' buttons. A disclaimer at the bottom states: '• If you wish to upload the file in CSV format, please Click here to download the instruction.Download CSV template. • Remark 1: Customers should check if the scheduled 'Auto-pay in/Auto-pay out/Payroll Contract Mode' instruction is successfully completed on the scheduled date via 'Transaction Record'. • Remark 2: After the bank received customers 'Upload batch documents – Auto-pay in' instruction(s), customers can check the latest status at 17:00 later after two working days via 'Online Transaction'. For Autopay-Out/Payroll transaction(s), please make sure to provide the full name of the payee before submitting the instruction(s). Otherwise, the receiving bank may reject and return your payment instruction(s) due to payee name mis-matched or partial matched after Julv. 2025.'



Open the downloaded module and fill in the relevant transaction details.

Home Upload batch... X

Transfer > Upload batch transactions > Upload batch documents [Service Hour](#)

FPS-General Transfer **Autopay-In/Autopay-Out/Payroll Contract Mode** Local Banks Overseas

1 Submission 2 Confirmation 3 Result

* Type ☒ CR ☐ DR ☐ Payroll

* Deposit A/C Name

* Deposit Account

* Contract No.

* Total Amount

* Total No. of Transactions

* File [Download Module](#)

• If you wish to upload the file in CSV format, please [Click here](#) to download the instruction. [Download CSV template](#)
 • Remark 1: Customers should check if the scheduled 'Auto-pay in/Auto-pay out/Payroll Contract Mode' instruction is successfully completed on the scheduled date via 'Transaction Record'.
 • Remark 2: After the bank received customers 'Upload batch documents – Auto-pay in' instruction(s), customers can check the latest status at 17:00 later after two working days via 'Online Transaction'.
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Step 3/5

Upon completion of filling out the template, please **save** and **upload** the completed template, and then click "**Confirm**".

Home Upload batch... X

Transfer >

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Service Hour

Print

2,000.00

03033

62103370401

5.21

No. Charges Remarks

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< 1 >

Security Device Certification



This transaction requires the use of Security Device for authentication. To generate Security Code, please input the following highlighted characters (bold and red) in the Security Device.
(For the details of Security Code generation, please [click here](#))

3825621033704072000

9 8 7 6 5 4

Cancel OK

☒ Our Bank will only show success or failure upload status of the transaction file to customer, no further transaction file process status will be shown.

The "Total Charges" and/or "Charge" displayed on this "Payroll " page are for reference only. The actual "Total Charges" and/or "Charge" are subject to your latest contract information.

Back Confirm

Step 4/5

After reviewed the payment details and [tick the checkbox](#) to indicate your agreement to the terms and conditions. Then, input the Security Code for authentication and click "OK" to submit the payment instruction.

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✓ Submission — Confirmation — 3 Result

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Save Print

✓

Sent to Bank for further processing.

Transaction Type	Autopay-In/Autopay-Out/Payroll Contract Mode	Total Amount	HKD 2,000.00
Total No. of Transactions	2	Autopay-In/Autopay-out/ Payroll Contract No.	400003033
Bussiness Type	Payroll	Withdrawal Account	XXXXXXXX
Transaction Date	—	Total Charges	HKD 5.21

Authorization Information

e-Transaction No.	2011000620250813095842000267	Status	SNT
Authorized by	000001	Authorization Date	2026-06-02 09:59:07
Authorization limit	Detail		

SNT-Deliver to bank succeeded.

The "Total Charges" and/or "Charge" displayed on this "Payroll " page are for reference only. The actual "Total Charges" and/or "Charge" are subject to your latest contract information.

Close Submit another transaction

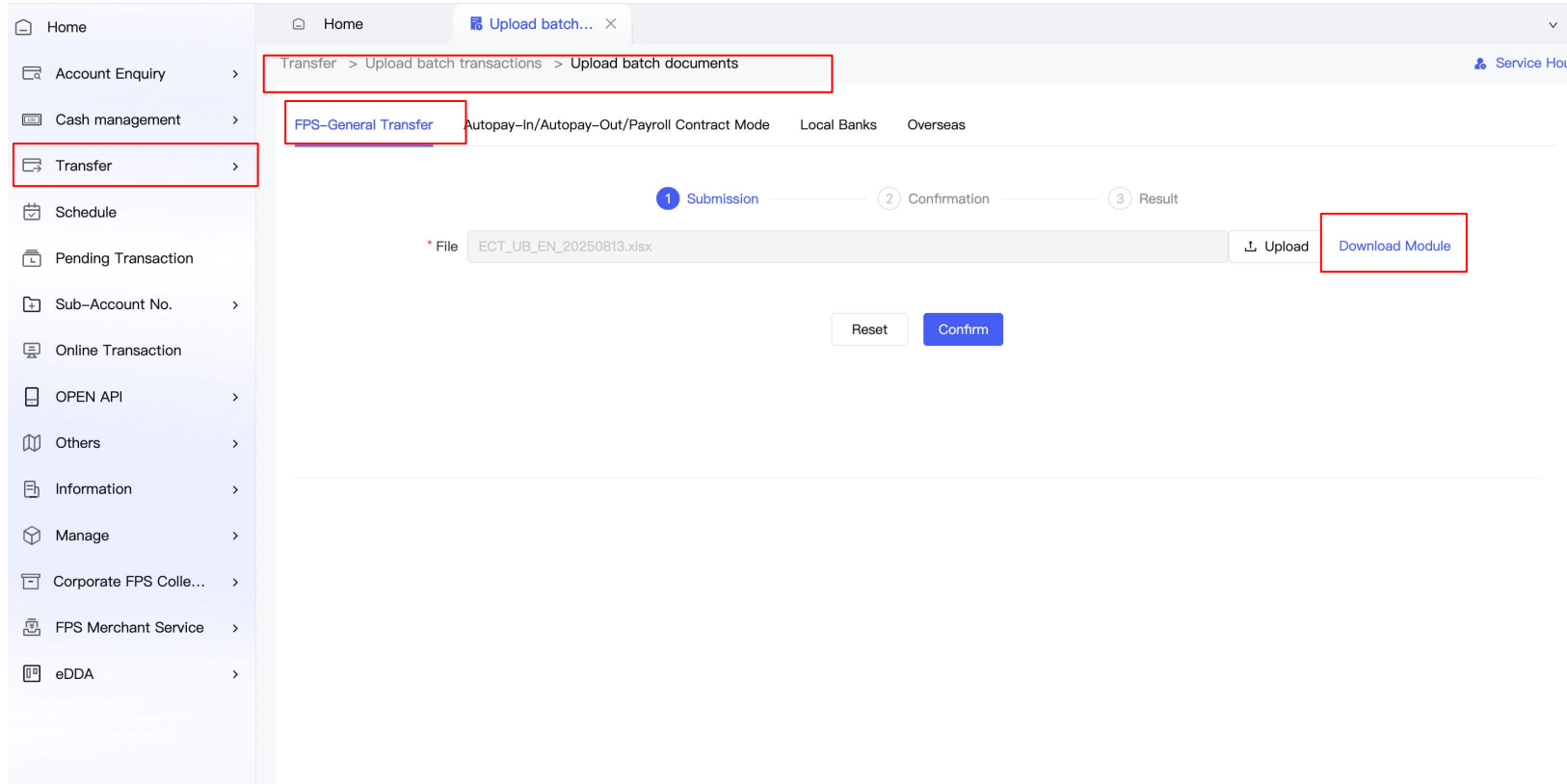
Step 5/5

The transaction result and status will be shown after the transaction was submitted.

Click "Save" to keep a copy of transaction details.

To approve a transaction, please refer to "Pending Transaction" and continue.

If the status shows SNT, it means that the system has accepted your transaction; once it changes to COM, it indicates that the transactions have been sent to the beneficiary's bank.



Step 1/5

Under “Transfer” functions, “Upload batch transactions” section, then select “FPS-General Transfer” , click “Download Module” to obtain the template.



Fill in FPS transaction details into the template.

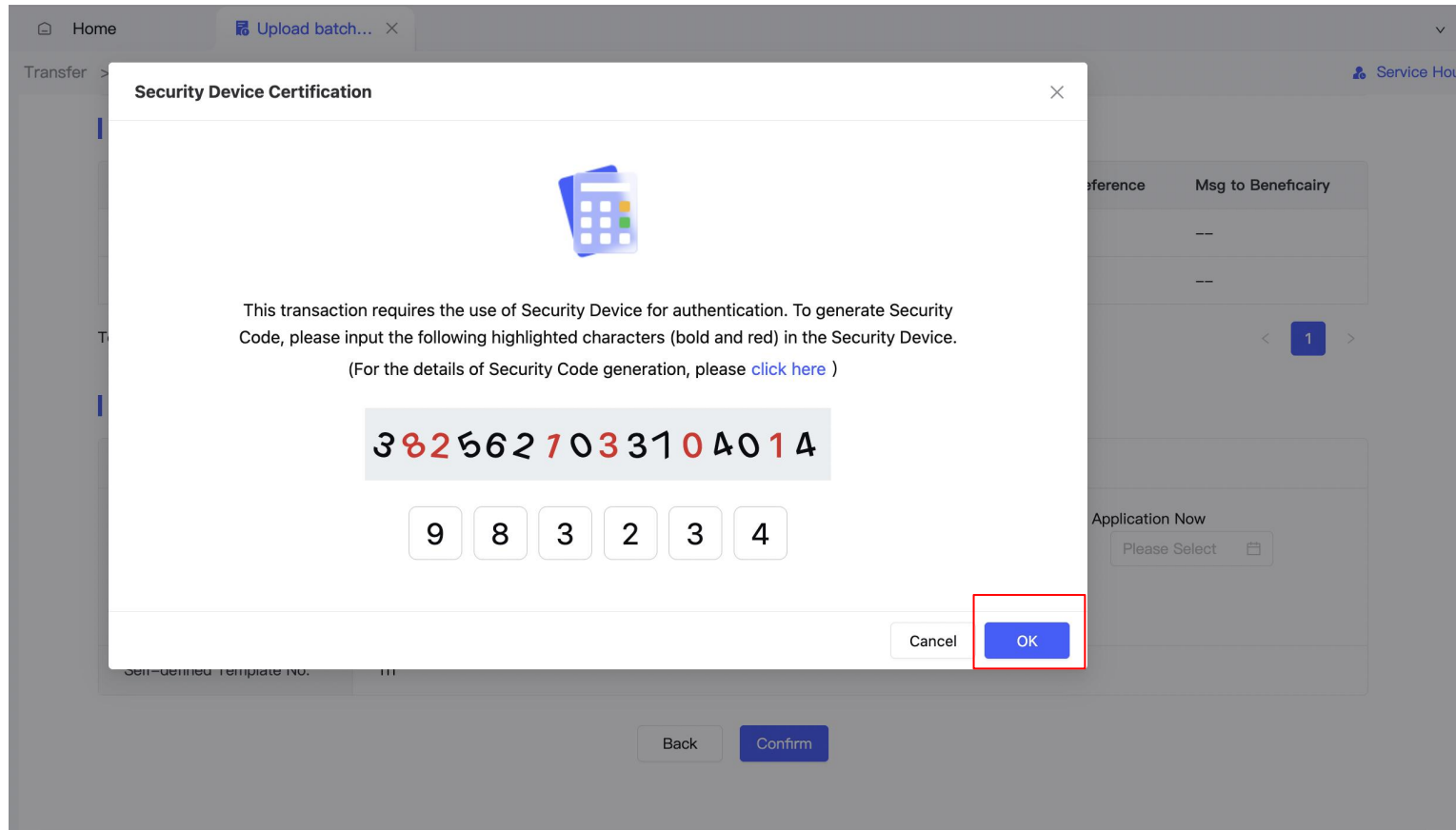
02

FPS - General Transfer

The screenshot displays the 'FPS-General Transfer' web interface. The breadcrumb trail at the top reads: 'Transfer > Upload batch transactions > Upload batch documents'. The main navigation bar includes 'FPS-General Transfer' (highlighted with a red box), 'Autopay-In/Autopay-Out/Payroll Contract Mode', 'Local Banks', and 'Overseas'. A progress bar shows three steps: '1 Submission' (active), '2 Confirmation', and '3 Result'. Below the progress bar, a file upload section shows a file named 'ECT_UB_EN_20250813.xlsx' with an 'Upload' button (highlighted with a red box) and a 'Download Module' link. At the bottom of the form, there are 'Reset' and 'Confirm' buttons, with the 'Confirm' button also highlighted with a red box.

Step 3/5

Upon completion of filling out the template, please **save** and **upload** the completed template, and then click "**Confirm**".



Step 4/5

After reviewed the payment details, input the Security Code for authentication and then click "OK" to submit the payment instruction.

Home Upload batch... X

Transfer > Upload batch transactions > Upload batch documents Service Hour

Submission Confirmation **3 Result**

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Sent to Bank for further processing.

Payer Information

Corporate Name	XXXXXXX	Withdrawal Account	XXXXXXX
Withdrawal Currency	HKD		

Beneficiary Information

Tracking No	Deposit Account Name	Deposit Account	Beneficiary Bank Name	Amount	CCY	Payment Reference	Msg to
2011000620250813094303000208	YYYYYYYYY1	XXXXXXX	XXXXXXX	200.00	HKD	---	---
2011000620250813094303000209	YYYYYYYYY2	XXXXXXX	XXXXXXX	200.00	HKD	---	---

Total: 2 Record(s). This Page: 1-2 Record(s) < 1 >

Authorization Information

e-Transaction No.	2011000620250813094303000207	Status	SNT
Authorised by	000001	Authorization Date	2026-06-02 09:46:09

Close Submit another transaction Download

Step 5/5

The **transaction result** and **status** will be shown after the transaction was submitted. Click "**Save**" to keep a copy of transaction details or click "**Download**" to download the uploaded file.

The transaction was received if the status shows **SNT**; the status will be changed to **COM** after the transaction was processed successfully.

To approve a transaction, please refer to "**Pending Transaction**" and continue.



中國特色金融文化

- 誠實守信 不逾越底線
- 以義取利 不唯利是圖
- 穩健審慎 不急功近利
- 守正創新 不脫實向虛
- 依法合規 不胡作非為