

DBS Payment e-Form User Guide

Mar 2016



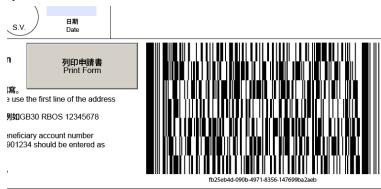


A. Introduction

Payment e-Form provides a convenient way to provide payment instructions to DBS for execution.

All payment details you've provided in the e-Form have been encoded in the 2D bar code which enables DBS to execute your instruction accurately.

Also, with the payment e-Form, you can always save it as your transaction record and as a template for your future payment with the similar type.



For higher level of automation and security, DBS offer our advance Online Banking platform: IDEALTM 3.0. For more details about IDEALTM 3.0, please visit our website: http://www.dbs.com.hk/corporate/cash/electronic-banking/online-banking-ideal

B. Requirement

Payment e-Form is a PDF file require Adobe Reader 10 or above to run and should be printed on a printer with 600dpi or above.

Please do NOT hand-write any information in the e-Form except your signature. The 2D bar code will not capture those hand-written information and DBS may ignore those information during processing.

C. Make a Payment

1. Select the application type



2. Fill in the debit account details





3. Fill in the payment instruction details

3.1 Purpose of Payment



Please note Purpose of Payment is required for RMB payment to China or THB payment to Thailand.

	Validate Purpose of Payment Code List
RMB to China	Same-name Individual Payment (個人同名賬戶匯款)
	• Cross-border Goods Trade (跨境貨物貿易)
	 Cross-border Service Trade (跨境服務貿易)
	Cross Border Capital Transfer (資本項下跨境資付)
	• Other Current Account Transfer (經常賬項目)
THB to Thailand	Pay for export
	Transfer to other THB account
	Income from working in abroad
	Money for loan
	Money for investment
	- Business group or branch or partnership
	- Buy property
	Buy Foreign Currency
	- To close account
	- To transfer to account in foreign countries
	- Traveling expense
	Other expense
	- Accommodation and hotel services
	- Tickets
	- Freight fee and shipment fee
	- Insurance fee
	- Advertising expense
	- Expense for telegraph, teleprinter
	- Personal expense
	- Expense for representative office
	- Expense for compensation
	- Expense for agent
	- Expense for legal consultant
	- Medical expense
	- Expense for donation
	- Expense from credit card



3.2 Payment Currency and Amount

If your payment involved foreign currency exchange, you may specify Payment Currency & Amount for DBS to remit out, regardless of debit amount.

The following example shows how to make a USD1,000 payment regardless how much DBS debit the applicant's account.

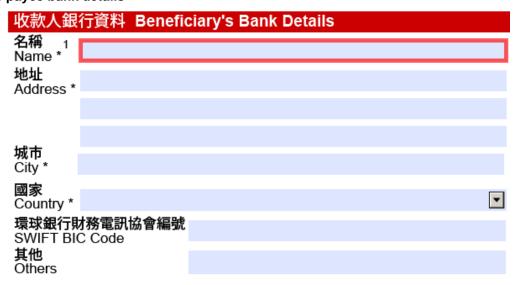


You can also specify the Equivalent Debit Currency and Amount, regardless of the payment amount.

The following example shows how to make a USD payment with debit amount HKD7,800.00, regardless the total amount being remitted out.



4. Fill in the payee bank details





5. Fill-in Beneficiary Details



6. Click "Print Form" button to refresh the 2D bar code and then print the form.



Please Do Not use the Print function in Adobe Reader or web-browser for printing.

Remember to sign on the printed e-Form. And please make sure the signature or company stamp does not cover the 2D bar code.



D. More Information

Should you have any further questions about e-Form or would like to know more about our Award Winning Online Banking Platform – IDEALTM 3.0 please feel free to contact:

DBS Business Care

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Mon - Fri - 9am to 6pm , Sat - 9am to 1pm (exclude Public Holidays)