



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: IDEAL™ 3.0. For more details about IDEAL™ 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

付款指示 Payment Instruction			
付款貨幣 Payment Currency *	<input type="text"/>	金額 Amount	<input type="text"/>
或等值 Or Equivalent of:	支賬貨幣 Debit Currency	金額 Amount	<input type="text"/>
金額大寫 Amount In Words	<input type="text"/>		
1) 本行費用 DBS Bank Charges *	<input type="text" value="OURSELVES"/>	2) 代理銀行費用 Agent Charges *	<input type="text" value="BENEFICIARY"/>
支賬戶口號碼 Debit A/C No.	<input type="text"/>	貨幣 Currency	<input type="text"/>
		外匯合約號碼 (如有) FX Contract Reference (if any)	<input type="text"/>
		付款目的 Purpose of payment:	<input type="text"/>

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Pay for export • Transfer to other THB account • Income from working in abroad • Money for loan • Money for investment <ul style="list-style-type: none"> - Business group or branch or partnership - Buy property • Buy Foreign Currency <ul style="list-style-type: none"> - To close account - To transfer to account in foreign countries - Traveling expense • Other expense <ul style="list-style-type: none"> - 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.

付款貨幣 Payment Currency *	<input type="text" value="USD"/>	金額 Amount	<input type="text" value="1,000.00"/>
或等值 Or Equivalent of:	支賬貨幣 Debit Currency	<input type="text"/>	金額 Amount
金額大寫 Amount In Words	USD One Thousand only		
1) 本行費用 DBS Bank Charges *	<input type="text" value="OURSELVES"/>	2) 代理 Age	
支賬戶口號碼 Debit A/C No.	<input type="text"/>	貨幣 Currency	<input type="text"/>

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.

Debit A/C No.*	<input type="text" value="123456"/>		
支賬戶口貨幣 Debit A/C Currency *	<input type="text" value="HKD - Hong Kong Dollar"/>		
付款指示 Payment Instruction			
付款貨幣 Payment Currency *	<input type="text" value="USD"/>	金額 Amount	<input type="text"/>
或等值 Or Equivalent of:	支賬貨幣 Debit Currency	<input type="text" value="HKD"/>	金額 Amount *
金額大寫 Amount In Words	HKD Seven Thousand Eight Hundred only		

4. Fill in the payee bank details

收款人銀行資料 Beneficiary's Bank Details	
名稱 Name *	<input type="text"/>
地址 Address *	<input type="text"/>
城市 City *	<input type="text"/>
國家 Country *	<input type="text"/>
環球銀行財務電訊協會編號 SWIFT BIC Code	<input type="text"/>
其他 Others	<input type="text"/>

5. Fill-in Beneficiary Details

收款人資料 Beneficiary's Details	
名稱 1 Name *	戶口號碼 2 A/C No *
地址 3 Address	給收款人之附言 Payment 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.

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

上述交易及所涉及之風險均由本人/吾等承擔，貴行一概不須負責。本人/吾等已詳閱並理解及同意遵守下頁之規則。本人/吾等確認本表格所提供的資料為正確及完整，而本人/吾等於本表格內的指示，在本人/吾等簽署本表格前，亦已清楚，準確及完整地列出。請貴行處理上述交易。 I/We shall assume and be responsible for all the risks involved in the above transaction without any responsibility or liability to your Bank. I/We have read and understood and agree to be bound by the Conditions on the next page. I/We hereby confirm that the information given in this form is correct and complete and that my/our instruction has been clearly, accurately and completely set out in this form before signing it. Please effect the transaction.

申請人簽署及公司印鑑 (如適用)
Applicant's Signature(s) with Company Stamp (if applicable)



日期
Date

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 – IDEAL™ 3.0 please feel free to contact:

DBS BusinessCare
星展企業 一線通
2290 8068
BusinessCare-HK@dbs.com

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