



Quick Reference Guide –

Cheque Deposit & Inward Payment to Your Account with Bank of Shanghai (Hong Kong) Limited
簡易操作指引 – 存入支票或匯款到您在上海銀行(香港)有限公司的賬戶

1) **How to Make a Cheque Deposit to Your Account** 如何將支票存入您的賬戶

- Make a crossed cheque payable to “Bank of Shanghai (Hong Kong) Limited for account of “*Your Company Name*” A/C 372-NNNNNN (“N” being your 6 digits customer ID/account number)
請按照以下格式填寫劃線支票抬頭:
“Bank of Shanghai (Hong Kong) Limited for account of 貴公司名稱 A/C 372-NNNNNN”
 (“N” 為您的六位數字客戶編號 / 賬戶號碼)
- Send the crossed cheque to our main office on 34/F Champion Tower, Three Garden Road, Central, Hong Kong **OR**
將劃線支票郵寄到 「香港中環花園道 3 號冠君大廈 34 樓」 或
- Make a copy of the cheque before depositing to Shanghai Commercial Bank (“SCB”), send the copy with the “Deposit A/C Pay-In Slip” to us via fax at +852 22585755 or email to your relationship manager. Please mark the respective account number below at the back of the cheque for:
請在支票背面註明以下相關幣種的賬戶號碼並複印, 將支票正本存入香港任何一間上海商業銀行分行, 支票複印本和存款入數單傳真至 +852 22585755 或 發送電子郵件予客戶經理。

HKD (港元): 32882-00468-5

USD (美元): 32883-00401-8

RMB (人民幣): 32828-20226-3

Please visit for the list of SCB branches. 請參閱以下網址查詢上海商業銀行各分行地址。

http://www.shacombank.com.hk/scb/b5_contact_hkbranch.html

2) **How to Make an Inward Payment to Your Account** 如何電匯到您的賬戶

To ensure the timeliness of your inward payment, please provide ALL the details below to your remitting bank.
為確保閣下的匯款盡快到達本行, 請在匯款時提供以下全部收款信息明細。

Beneficiary Bank 收款銀行 (F57):

Bank Name 銀行名稱:

Bank of Shanghai (Hong Kong) Limited

SWIFT Code 銀行國際代碼:

BOSHHKHH

Address 地址:

34/F Champion Tower, Three Garden Road, Central, Hong Kong

Beneficiary 收款人 (F59):

Account Name 賬戶名稱:

Your Company Name 貴公司名稱 (請使用英文填寫)

Account Number 賬戶號碼:

372-NNNNNN (“N” being your 6 digits customer ID/account no.)
 (“N” 為您的六位數字客戶編號 / 賬戶號碼)

Beneficiary Info 收款人信息 (F70):

You may provide further remittance information here, if any
如適用, 請在這裡提供所需匯款信息。



Correspondent/Intermediary Banks 代理/中轉銀行 (F56):

List of Our Major Settlement Accounts with Correspondent Bank 主要結算賬戶清單

Currency 幣種	Name of Correspondent Bank 代理行名稱	SWIFT Code 銀行國際代碼
AUD	Australia and New Zealand Banking Group Ltd, Melbourne Account No.: 921700AUD00001	ANZBAU3M
CNH	Bank of Shanghai (Hong Kong) Limited, Hong Kong (via RTGS) Bank Code: 372	BOSHHKHH
EUR	Deutsche Bank AG, Frankfurt IBAN: DE29500700100953317500	DEUTDEFF
GBP	Standard Chartered Bank, London IBAN: GB21SCBL60910412710552	SCBLGB2L
HKD	Bank of Shanghai (Hong Kong) Limited, Hong Kong (via RTGS) Bank Code: 372	BOSHHKHH
JPY	Mizuho Bank Ltd, Tokyo Account No.: 7294010	MHCBJPJT
SGD	DBS Bank Ltd, Singapore Account No: 037-003641-2	DBSSSGSG
USD	Bank of Shanghai (Hong Kong) Limited, Hong Kong (via RTGS) Bank Code: 372	BOSHHKHH
USD	Citibank NA, New York Account No: 36398612	CITIUS33
USD #	Deutsche Bank Trust Company Americas, New York Account No: 04459855	BKTRUS33

Please input "FULLPAY" or "PAYFULL" at the beneficiary information field (F70) to avoid fee deduction by the USD intermediary bank

請在收款人信息欄 (F70) 註明 "FULLPAY" 或 "PAYFULL" , 可避免中轉銀行扣除費用

Should you have further enquiries, please contact your relationship manager directly.

如有任何疑問, 請直接與客戶經理聯絡。