



Quick Reference Guide –

Cheque Deposit & Inward Payment to Your Account with Bank of Shanghai (Hong Kong) Limited

简易操作指引 - 存入支票或汇款到您在上海銀行(香港)有限公司账户

1) **How to Make a Cheque Deposit to Your Account** 如何将支票存入您的账户

- 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)
请按照以下格式填写划线支票抬头:
“Bank of Shanghai (Hong Kong) Limited for account of 贵公司名称 A/C 372-NNNNNN”
 (“N” 为您的六位数字客户编号 / 账户号码)
- Send the crossed cheque to our main office on 34/F Champion Tower, Three Garden Road, Central, Hong Kong **OR**
将划线支票邮寄到「香港中环花园道3号冠君大厦34楼」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:
请在支票背面注明以下相关币种的账户号码并复印, 将支票正本存入香港任何一间上海商业银行分行, 支票复印本和存款入数单传真至 +852 22585755 或 发送电子邮件予客户经理。

HKD (港元): 32882-00468-5

USD (美元): 32883-00401-8

RMB (人民币): 32828-20226-3

Please visit for the list of SCB branches. 请参阅以下网址查询上海商业银行各分行地址。

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

2) **How to Make an Inward Payment to Your Account** 如何电汇到您的账户

To ensure the timeliness of your inward payment, please provide ALL the details below to your remitting bank. 为确保阁下的汇款尽快到达本行, 请在汇款时提供以下全部收款信息明细。

Beneficiary Bank 收款银行 (F57):

Bank Name 银行名称:

Bank of Shanghai (Hong Kong) Limited

SWIFT Code 银行国际代码:

BOSHHKHH

Address 地址:

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

Beneficiary 收款人 (F59):

Account Name 账户名称:

Your Company Name 贵公司名称 (请使用英文填写)

Account Number 账户号码:

372-NNNNNN (“N” being your 6 digits customer ID/account no.)
 (“N” 为您的六位数字客户编号 / 账户号码)

Beneficiary Info 收款人信息 (F70):

You may provide further remittance information here, if any
如适用, 请在这里提供所需汇款信息。



Correspondent/Intermediary Banks 代理/中转银行 (F56):

List of Our Major Settlement Accounts with Correspondent Bank 主要结算账户清单

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
请在收款人信息栏 (F70) 注明 "FULLPAY" 或 "PAYFULL", 可避免中转银行扣除费用

Should you have further enquiries, please contact your relationship manager directly.
如有任何疑问, 请直接与客户经理联络。