

Guideline for using Hang Seng Bank Quick Cheque Deposit Machine (CQM)

使用恒生銀行「存票快」入票機 (CQM) 操作指南

- (1) Crossed cheque should be payable to **“THE HANG SENG UNIVERSITY OF HONG KONG”**; please mark your student name, student/application no. and contact phone no. at the back of the cheque. Post-dated cheque is not accepted.
 - (2) Please note that cheque payment through the **“CQM”** of Hang Seng Bank is processed on Mondays to Fridays (except public holidays). Cheque deposit made after cut-off time will be processed on the next business day.
 - (3) **“Bill No.” is required and must fill in the column of customer reference. Otherwise, the transaction will not be confirmed.**
 - (4) **Cheque deposit through "Express Cheque Deposit" is NOT accepted.**
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- (1) 如以劃線支票繳費，支票須寫明支付「香港恒生大學」並加劃線，期票將不予接納。請於支票背面寫上學生姓名、學生或申請編號和聯絡電話。
 - (2) 請留意恒生銀行「存票快」處理支票時間為逢星期一至星期五(公眾假期除外)。於截數時間後存入之支票將於下一個工作天處理。
 - (3) **如未有輸入正確的「賬單編號」作客戶備註，該交易將不被確認。**
 - (4) **以「入票快」方式存入支票將不獲接納。**

1. Press "ENTER"

按「開始」鍵

2. Select "Language"

選擇「語言」



3. Deposit to “THE HANG SENG UNIVERSITY OF HONG KONG”, key in the Bank Account No. **“787-087808-669”** and press “CONFIRM”

Please enter the Account Number

787-087808-669

7	8	9
4	5	6
1	2	3
0		00

X Cancel

← Clear

✓ Confirm

輸入「香港恒生大學」戶口，戶口號碼為
「787-087808-669」後按「確定」

請輸入戶口號碼

787-087808-669

7	8	9
4	5	6
1	2	3
0		00

X 取消

← 更正

✓ 確定

4. Key in the “Total Deposit Amount”

Please enter the total deposit amount

港元 99999.99

Account No
787-087808-669

7	8	9
4	5	6
1	2	3
0		00

X Cancel

← Clear

✓ Confirm

輸入「存款總額」

請輸入存款總額

港元 99999.99

Account No
787-087808-669

7	8	9
4	5	6
1	2	3
0		00

X 取消

← 更正

✓ 確定

5. **Input the “Bill No.” (11-digits) for customer reference**
“Bill No.” is required and must fill in the column of customer reference. Otherwise, the transaction will not be confirmed.

Please input customer reference

備註 Bill No. (11-digit)

7	8	9
4	5	6
1	2	3
0		00

X Cancel

← Clear

✓ Confirm

輸入 11 位數字「賬單編號」作客戶備註
如未有輸入正確的「賬單編號」，該交易將不被確認。

輸入客戶備註

備註 賬單編號 (11位數字)

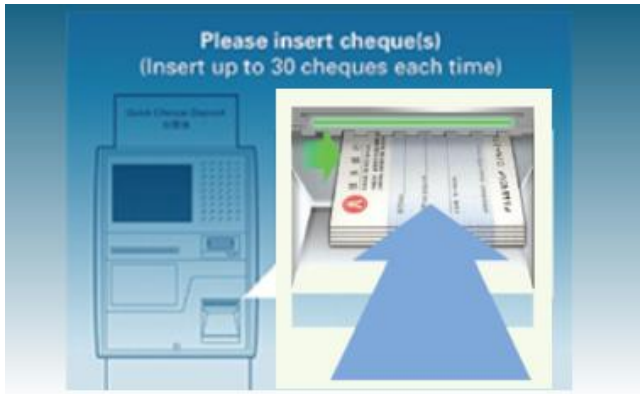
7	8	9
4	5	6
1	2	3
0		00

X 取消

← 更正

✓ 確定

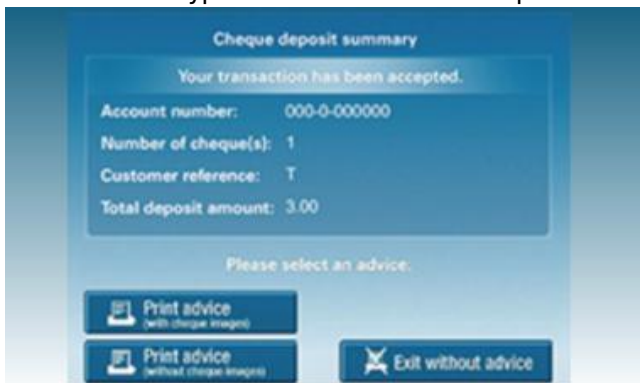
6. Insert the cheque into cheque insertion slot of the machine



將支票放進入口



7. Check the total cheque deposit amount and select the type of customer advice slip



核對支票總額後，選擇通知書類別



8. Transaction completed. Please take customer advice slip.

交易完成，請取回通知書。

Upload the payment receipt to the University 'eCampus' or 'Online Application System'. An official receipt will be issued by the University via email within 2 working days after payment confirmation.

將繳費證明上傳至大學內聯網或網上入學申請系統。正式收據在確認收款後兩個工作天內以電郵寄出。