

Guideline for using by cash or cheque at Hang Seng Bank Counter

使用恒生銀行各分行之櫃檯服務 (現金或支票繳費) 操作指南

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.

Cheque deposit through "Express Cheque Deposit Machine" and Cash deposit through "Cash Deposit Machine" are NOT accepted, otherwise the transaction will not be confirmed.

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。

以「入票快」方式存入支票及「存款快」入數機方式存入現金將不獲接納，該交易將不被確認。

1. Bring the debit note and settle the amount of fees by Cash or Cheque in person at any branch office of Hang Seng Bank

帶同賬單，親身到任何一間恒生銀行分行以現金或劃線支票繳費。

2. Deposit to **“THE HANG SENG UNIVERSITY OF HONG KONG”**
Bank Account No.: **787-087808-669**

存入「香港恒生大學」戶口
戶口號碼：**787-087808-669**

3. **Bank Teller must enter the payer's Bill No. (11-digits)**

Note: “Bill No.” is required and must fill in the column of customer reference. Otherwise, the transaction will not be confirmed.

銀行職員必須輸入付款人 11 位數字「賬單編號」
注意: 如未有輸入正確的「賬單編號」，該交易將不被確認。

4. Please ensure the correct Bill No. and Bank Account No. is printed on the bank-in slip after settlement.

繳費後，請核對存款通知書上的賬單編號及戶口號碼正確無誤。

恒生銀行 HANG SENG BANK		交易通知書 Transaction Advice	
交易類別 Transaction Type	現金 Cash	支票 Cheque	轉賬 Transfer
DEPOSIT			***
戶口號碼 Account No.	金額 Amount	備註 Remarks	
787-087808-669 THE HANG S U OF HK	HKDXX,XXX.XXCR	Bill No. (11-digits) Note: "Bill No." is required and must fill in the column of customer reference. Otherwise, the transaction will not be confirmed.	
備考 Reference F485 348 外幣兌換涉及匯率風險。客戶在將外幣兌換為其他貨幣時，外匯波動可能導致本金產生利潤或虧損。 Foreign Exchange involves Exchange Rate Risk. Fluctuations in the exchange rate of a foreign currency may result in gains or loss of principal in the event that the customer converts the deposits from HKD or foreign currency to another currency.			

滙豐集團成員 Member HSBC Group

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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。