To:ALL StudentsFrom:Finance Office

## **Input of Bank Account Details**

During your study period, the University may need to make various payments to you from time to time, for example, scholarship, bursary and fees refund. All such payments will be made to you via bank autopay. You are therefore strongly recommended to <u>input or</u> <u>update your local bank account details</u> under "Study Record & Personal Particulars" in the <u>BUniPort</u>.

For demonstration on inputting bank account details, please click <u>HERE</u>. Should you have any enquiries on the above, please contact Finance Office 24-hours student enquiry hotline at 3411-2266.

致 : 各同學由 : 財務處

## 輸入個人銀行資料

同學在學期間,大學可能需要發放各類款項給同學,例如;獎學金、助學金及其他退款。由於有關款項會以銀行自動轉帳方式發放,同學應於 <u>BUniPort</u>內的 "Study Record & Personal Particulars"內輸入或更新你的本地銀行資料。

如需瀏覽有關操作示範,<u>請按此</u>。如對以上資訊有任何疑問,請致電財務處二十四小時學生查詢熱線 3411-2266。

1) Login to <u>BUniPort</u> or <u>https://iss.hkbu.edu.hk/buam/signForm.seam</u> by using your student id and password (利用你的學生編號及個人密碼進入 <u>BUniPort</u>或登入

https://iss.hkbu.edu.hk/buam/signForm.seam)

香港浸會大學 HONG KONG BAPTIST UNIVERSITY		<b>WRATEL</b>
		× *
	Important Notice Hot Links	SSOid: 08300003 Password: 0 Change SSOid Password Change SSOid Password Sign In New student/ staff: SSOid Activation New Student New Staff
This st	Sign In   Privacy Policy   Sect uses 266 bits SSL encryption to secure and protect personaution (his site is best viewed with 1024 x 768 resolution, using Infe Copyright o 2012. Hong Kong	urity Tips   System Maintenance   Demo   FAQ   Contact Us al data transmission during online transactions. To run this application, your browser must allow Cookies to be set emet Explores 30 or above/Finder 4.0. For Machina user, please access this site using Safari 5 or above g Baptist University. All rights reserved. University Privacy Rolloy Biatement.

2) Select "My Profile" (選取 "My Profile")



3) Select "Study Record & Personal Particulars" (選取"Study Record & Personal Particulars")

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🔹 Personal and Profile	General Information
Study Record & Personal Particulars	FAQ on Tuition Fee
Profile & Security Settings	😵 Tuition/Hall Fee
Personal Messages	Subsidies

4) Starting to input or update your bank account information (開始輸入或更新你的個人銀行戶口資料)

tudent Name	: CHAN Tai Man 陳大文 : 08300003	?Help	records are	e correct.
Study Record				
Study Record	BAENG			
Study Year	· 1			
Study Mode	: Full-time			
Study Status	Normal Study			
Personal Particulars				
Sex	: M		L.	
HKID	: E999999(3)		Passport No.	: N.A.
Pass No.	: N.A.		Identification No.	: N.A.
Date of Birth	: 15 Feb 1990		Place of Birth	: (To be provided)
Local Student	: Yes			
Chinese speaking student	? : No			
Ethnicity	: (To be provided)			
Spoken language at home	: (To be provided)			
Correspondence Address	:	7/F 222 NATHAN ROAD KOWLOON		
District of your Residential Ac	Idress in Hong Kong :	(To be provided)		
DE NI-		(D		

5) Select Bank (please ensure your bank code is correct) (選取銀行: 請確保你已輸入正確的銀行編號)

(You may refer to your bank statement / passbook for bank code or contact your bank for enquiry) (有關銀行編號資料,你可參閱你的銀行月結單 / 存摺或聯絡你所屬的銀行查詢)

(Flease ini in for payment of Schola	Inship / Bursary, CEPAS Reimbursement, retund of gown deposit and any other retund	is to you by the Oniversity.)
Bank Name	<please select=""></please>	×
Bank Account No. 2	<please select=""></please>	
Account Holder Name ?	231 - ABBEY NATIONAL TREASURY SERVICES PLC 008 - ABN AMRO BANK N.V. 222 - AGRICULTURAL BANK OF CHINA	
*** Important Notes	011 - AMERICAN EXPRESS BANK LIMITED	
1) If you are the Account Holder of	th 152 - AUSTRALIA AND NEW ZEALAND BANKING GROUP LIMITED	
please check your bank code af	T228 - BADEN-WURTTEMBERGISCHE BANK AKTIENGESELLSCHAFT tel 144 - BANCA COMMERCIALE ITALIANA	
The China & South Sea Ban	k 116 - BANCA DI ROMA, SOCIETA' PER AZIONI	
The China State Bank Ltd	161 - BANCA INTESA S.P.A.	
Hua Chiao Commerical Ban	136 - BANCA NAZIONALE DEL LAVORO S.P.A.	
Kincheng Banking Corporati	147 - BANCA NAZIONALE DELL'AGRICOLTURA	
Kwantung Provincial Pank	179 - BANCO DE SANTANDER S.A.	
2) The University will not verify the	049 - BANGKOK BANK PUBLIC COMPANY LIMITED	accurate back information
2) The oniversity will not verify the	1009 - BANK MELLI IRAN	accurate bank mornation.
Any Physical Disability	055 - BANK OF AMERICA, NATIONAL ASSOCIATION	
Any Physical Disability	012 - BANK OF CHINA	
140	027 - BANK OF COMMUNICATIONS	
Emore and Contrast Demore and	n 160 - BANK OF EUKUOKA LTD. (THE)	
Emergency Contact Person and	058 - BANK OF INDIA	
Surname :	166 - BANK OF IRELAND	
Given Name :	139 - BANK OF MONTREAL	
Phone No. :	076 - BANK OF NOVA SCOTIA (THE)	
	093 - BANK OF SCOTLAND	
	201 - BANK OF TAIWAN	Save Cancel
	1047 - BANK OF TOKYO-MITSUBISHI, LTD.(THE)	

- 6) Input "Bank A/C No." and "A/C Holder Name" (輸入"銀行帳戶號碼"及"戶口持有人姓名")
  - [Bank A/C No. = branch code (3 digits) + account no. (7-9 digits)]
    〔銀行帳戶號碼 = 分行編號 (3 位數字) + 戶口編號 (7-9 位數字)〕

(You may refer to your bank statement / passbook for Bank A/C No. or contact your bank for enquiry) (有關<u>銀行編號</u>資料,你可參閱你的銀行月結單 / 存摺或聯絡你所屬的銀行查詢)

Bank Name	: 012 - BANK OF CHINA	×
Bank A/C No.	: 03112345678	
A/C Holder Name	: Chan Tai Man I	
	(The Account Holder must I	be you yourself)
*** Important Note	s	
<ol> <li>If you are the According to the please check you</li> </ol>	ount Holder of the following banks wh Ir bank code after clicking the 'Save' bu	ich have been grouped under Bank of China (Hong Kong) Limited, utton to ensure the bank code/name is correct.
The China & S	South Sea Bank Ltd	The National Commercial Bank Ltd
The China Sta	ate Bank Ltd	Po Sang Bank Ltd
Hua Chiao Commerical Bank Ltd		Ciu Llue Deels Ltd
Kincheng Banking Corporation		Siu Hua Balik Liu
Kincheng Ban Kwantung Pro 2) The University w	iking Corporation wincial Bank vill not verify the bank information pi	Yien Yieh Commercial Bank Ltd Yien Yieh Commercial Bank Ltd rovided by you and will not be responsible for any failure of payment owing to inaccur
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Kincheng Ban Kwantung Pro 2) The University w information. Any Physical Disat Yes ONo Emergency Conta	king Corporation wincial Bank fill not verify the bank information pr bility (Autism,Blind, Handicapped,Speech Im ct Person & Phone No.	Found a Bank Lto Yien Yieh Commercial Bank Ltd rovided by you and will not be responsible for any failure of payment owing to inaccur Hearing Impairment, Mental Illness, Multiple Types of Disabilities, Others apairment, Visceral Disability, Visual Impairment )
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Kincheng Ban Kwantung Pro 2) The University w information. Any Physical Disat Yes No Emergency Contar Surname Given Name	king Corporation wincial Bank fill not verify the bank information pr bility (Autism,Blind, Handicapped,Speech Im ct Person & Phone No. : :	Yien Yieh Commercial Bank Ltd rovided by you and will not be responsible for any failure of payment owing to inaccur Hearing Impairment, Mental Illness, Multiple Types of Disabilities, Others apairment, Visceral Disability, Visual Impairment )

## 7) Click "Save" for submitting your update (選取"儲存"以提交你作出的更新)

important Notes				
<ol> <li>If you are the Accouplease check your</li> </ol>	int Holder of the following banks whicl bank code after clicking the 'Save' but	h have been grouped under Bank of China (Ho ton to ensure the bank code/name is correct	ng Kong) Limited,	
The China & So The China State Hua Chiao Con Kincheng Bank Kwantung Provi	outh Sea Bank Ltd e Bank Ltd nmerical Bank Ltd ing Corporation incial Bank	The National Commerc Po Sang Bank Ltd Siu Hua Bank Ltd Yien Yieh Commercial	The National Commercial Bank Ltd Po Sang Bank Ltd Siu Hua Bank Ltd Yien Yieh Commercial Bank Ltd	
2) The University wil information.	I not verify the bank information pro	vided by you and will not be responsible for	any failure of payment owing to inaccurate	
Any Physical Disabi ⊖Yes ⊛No	ility (Autism,Blind,H Handicapped,Speech Imp	learing Impairment, Mental Illness, N pairment, Visceral Disability, Visual Imp	lultiple Types of Disabilities, 🔲 Others, airment )	
Emergency Contac	t Person & Phone No.			
Surname	Ciarina I		Click 'Save' to save	
Given Name			the records.	
Phone Number	: (111111)			