

## Add a new payee via HSBC HK App in a few simple steps

### Benefits



#### Simple & easy

With a few taps, save your payee details and get prepared for future transfers



#### Anytime & anywhere

Place add payee instruction around the clock



#### At your fingertips

Quick access for payee details and save your input when making transfers

### Get started

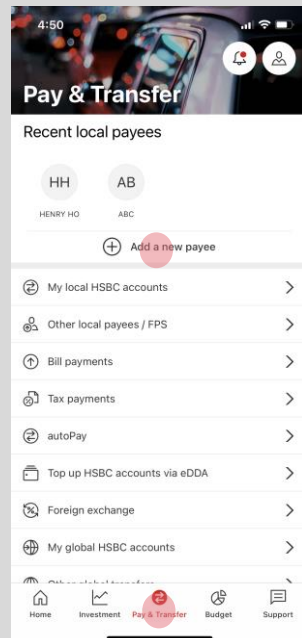
What you will need:

1. A valid mobile number and email address registered with us
2. Information about your new payee:
  - a. Local payee<sup>1</sup> – payee’s full name, bank details and account number or credit card number / mobile number / FPS ID / email address
  - b. Global payee<sup>2</sup> – payee’s full name, address, bank details and account number, country / region of the account

### Log on to HSBC HK App

Go to “Pay & Transfer” and tab “Add a new payee”.

- Local payee, please go to Page 2.
- Global payee, please go to Page 4.



Note 1: Different payee details input options will be displayed depending on the selected payee's type

Note 2: Different bank details input options will be displayed depending on the selected country/region

## For local payee

### Step 1

Select country / region of the payee's account and payee's type:

- account number
- mobile number
- FPS ID
- email address
- credit card number

4:50

Add a new payee Cancel

Tell us about your new payee

Country / region of new payee's account

Hong Kong

New payee's type

Select new payee's type

Continue

### Step 2

Input payee details, e.g. adding local payee with HSBC account number, then tap "Continue".

4:53

Add a new payee Cancel

Payee's bank

HSBC

Account number

502-833

Payee's name

CHAN

Daily transfer limit for this payee  
The maximum daily transfer limit is HKD3,000,000.

HKD 100,000.00

Continue

## Step 3

Review your input then tab “Confirm”.

4:53

Review payee details Cancel

Payee's name CHAN

Account number 502-833

Payee's bank HSBC

Country / region Hong Kong

Daily transfer limit HKD100,000.00

Important information

- The new payee you've added will be effective on the next working day when submitted within business hours, i.e. before 21:00HKT from Monday to Friday or 18:00HKT on Saturday. Outside business hours (For example, on public holidays), this can take up to 2 working days.
- Until then, the non-registered payee transfer limit of up to HKD400,000 will apply.
- Risk disclosure statement: Once you've registered a new transfer account in Personal Internet Banking, no further authentication using the Security Device is required when you make a transfer to such an account. You're also reminded to check the identity of the new transfer account including its business nature before registering.
- Please note that by adding this payee, you're agreeing to the risk disclosure statement and want to continue to proceed with this instruction.

Confirm

## Confirmation

- Once payee instruction is placed, you will receive SMS & email notification as confirmation<sup>3</sup>.
- You can still tab “Make a transfer” to proceed with a transfer<sup>4</sup> immediately while waiting for your new payee creation.
- With payee information prefilled, just specify other transfer details then you can make a quick transfer!

4:54

Confirm payee details

To protect your account from unauthorised activities when a new payee is added, this new payee and transfer limit will be effective in 1 or 2 working days. Until then, you can still make a transfer with the non-registered payee transfer limit of up to HKD400,000.

✓ Add payee instruction received.

CHAN

Payee's name CHAN

Account number 502-833

Payee's bank HSBC

Country / region Hong Kong

Daily transfer limit HKD100,000.00

Make a transfer

Back to Pay & Transfer

Note 3: The payee will be effective on the next working day, or up to 2 working days if added outside business hours.

Note 4: The non-registered payee transfer limit of up to HKD400,000 will apply.

# For global payee

## Step 1

- Select country / region for adding global payee, e.g. United Kingdom (UK).
- Then, select payee bank details as appropriate and tab “Continue”.

5:05

< Add a new payee Cancel

Tell us about your new payee

Country / region of new payee's account

United Kingdom

Which bank details do you want to use?

For some countries / regions, if you provide sort code or IBAN as payee bank details, you can enjoy free and faster transfers.

Payee's sort code (6 digits) and account number (8 digits)

Payee's SWIFT code / BIC (8-11 characters) and account number (1-34 digits)

Payee's IBAN (22 characters)

Continue

## Step 2

Select “Add a new global payee” to continue with your input of payee details without making a transfer (go to Step 3)

or

Select “Add and transfer to a new global payee” to add and transfer to your new payee<sup>5</sup>

5:06

< Add a new payee Cancel

**i**

Add a global payee and make a transfer?

You can add a new payee without making a transfer by selecting 'Add a new global payee' or while making a transfer by selecting 'Add and transfer to a new global payee'.

If you want to add a third party global HSBC account as a new payee to enjoy free and instant transfers, please select 'Add and transfer to a new global payee'.

Add a new global payee

Add and transfer to a new global payee

Note 5: You will be directed to the existing “Other global transfers” journey to continue the transaction. Hence, Step 3 onwards would not be applicable.

## Step 3

Follow the pages to input payee details (e.g. UK account) and tab “Continue”.

5:06

< Payee details Cancel

UK sort code (6 digits)

401264

✓ HSBC UK BANK PLC

Account number

60

Payee's full name

CHAN

Payee's address

United Kingdom >

**i** This is to help the receiving bank process your transfers more efficiently.

Daily transfer limit for this payee  
The maximum daily transfer limit is HKD3,000,000.

HKD 100,000.00

Continue

## Step 4

Review your input and tab “Confirm”<sup>6</sup>.

5:06

< Review payee details Cancel

Payee's name CHAN

Country / region United Kingdom

Bank HSBC UK BANK PLC

Bank address 62-78 PARK ST, 2ND FLOOR  
SOUTHWARK, LONDON ENG SE1  
9DZ GB

UK sort code 40-12-64

Account number 60

Payee's address United Kingdom

Daily transfer limit HKD100,000.00

**Important information**

- The new payee you've added will be effective on the next working day when submitted within business hours, i.e. before 21:00HKT from Monday to Friday or 18:00HKT on Saturday. Outside business hours (for example, on public holidays), this can take up to 2 working days.
- Until then, the non-registered payee transfer limit of up to HKD400,000 will apply.
- Risk disclosure statement: Once you've registered a new transfer account in Personal Internet Banking, no further authentication using the Security Device is required when you make a transfer to such an account. You're also reminded to check the identity of the new transfer account including its business nature before registering.

Confirm

Note 6: The payee will be effective on the next working day, or up to 2 working days if added outside business hours.

## Confirmation

Your add payee instruction is completed in just few steps!

5:07

Confirm payee details

To protect your account from unauthorised activities when a new payee is added, this new payee and transfer limit will be effective in 1 or 2 working days. Until then, you can still make a transfer with the non-registered payee transfer limit of up to HKD400,000.

✓ Add payee instruction received.

CHAN

Payee's name CHAN

Country / region United Kingdom

Bank HSBC UK BANK PLC

Bank address 52-76 PARK ST, 2ND FLOOR  
SOUTHMARK, LONDON E06 5ET  
9DZ GB

UK sort code 40-12-64

Account number 60

Payee's address United Kingdom

Daily transfer limit HKD100,000.00

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