

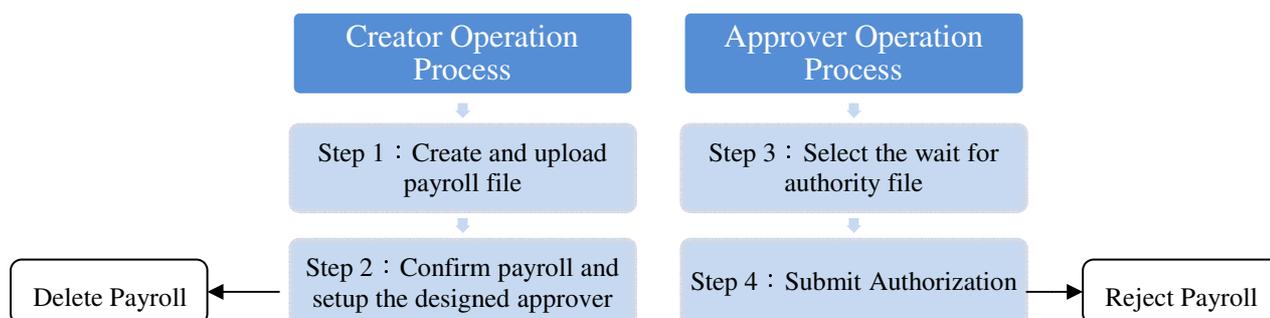
12 Payroll Transaction Process

To meet the needs of easy administration, BOCNET (Corp.) gives customer the flexibility to pay employees. To upload only one file, the designated debit account can simultaneously process multiple payrolls (including MOP/HKD/other currencies) to employees (either the account is at the Bank/ other local Banks/ international Banks). Notice that the payroll file shall satisfy the format required by the Bank.

BOCNET (Corp.) provides payroll services in our non-business hours. Depending on the date and time your payroll file being submitted, beneficiary and supporting currency may be vary, authentication method may be different. Please refer to the following table for details.

| Date | Service Time | File Uploading Deadline | Beneficiary | Supporting Currency | Transaction Password Confirmation | e-Certificate Confirmation |
|------------------------|----------------------|-------------------------|--|---------------------|-----------------------------------|----------------------------|
| 365 days | 0:01 | 23:30 | BOC accounts | MOP/ HKD | ✓ | ✓ |
| Macau Bank Working Day | 07:30 | 07:00 | BOC accounts | MOP/ HKD | ✓ | ✓ |
| | | | | Foreign Currencies | ✓ | ✓ |
| | 12:30 OR 17:30 | 12:00 OR 17:00 | BOC accounts | MOP/ HKD | ✓ | ✓ |
| | | | | Foreign Currencies | ✓ | ✓ |
| | | | Non-BOC accounts (including local and overseas accounts) | MOP/ HKD | ✗ | ✓ |
| | | | | Foreign Currencies | ✗ | ✓ |

Operational Steps for Payroll Transaction:



Warm Reminder :

- ① *Instead of creating a payroll file by yourself, BOCNET (Corp.) offers you an Excel template. On the top menu, select **Payroll Service** → **Download Template**. Please download it and continue your creation of payroll file (as in Step 1).*
- ② *If Simple Authorization has been chosen for Payroll services and the transaction operator is entitled to authority access and further nominated him/herself as the transaction approver, the payroll request will be instantaneously submitted after authorization.*
- ③ *Depending on the needs of internal control, customer can nominate additional BOCNET (Corp.) user to execute step 2 (to confirm payroll and to set up approver).*
- ④ *In attempt to authorize a payroll, the Transaction Password or e-Certificate Password is required.*
- ⑤ *If e-Certificate authentication has been chosen, the e-Certificate device shall be properly inserted to the computer before authorization.*

12.1 Operational Process for Transaction Operator

Step 1: Creating and uploading a payroll file

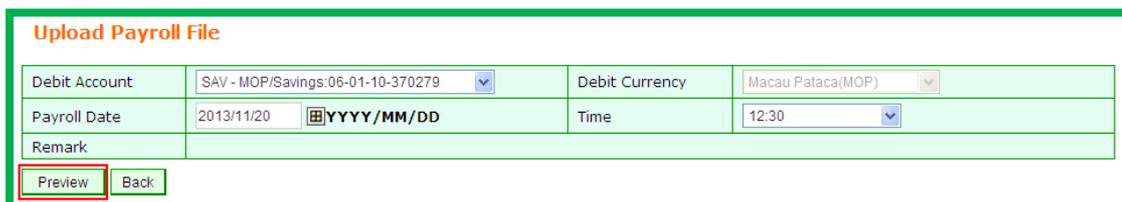
Please refer to the Excel template provided in BOCNET (Corp.) to create your payroll file. Fill in the payroll details and save in the Sheet 1 embedded. Payments to other BOC account(s), other accounts at Macau local banks and international accounts can be recorded in a single payroll file.

To upload your payroll file, select **Payroll Services** → **Upload Payroll File**. Click **Browse** to select your designated template. Once you have clicked **Confirm**, system will instantly examine whether the uploaded payroll file matches the standard required by BOCNET (Corp.).



| | |
|--|---|
| Upload Payroll File | |
| Upload Payroll File | <input type="text"/> <input type="button" value="Browse..."/> |
| <input type="button" value="Confirm"/> | |

Select the designated Debit Account and Debit Currency from the dropdown list provided. Choose your preferred payroll date and time, click **Preview**.



| | | | |
|--|--|----------------|-------------------|
| Upload Payroll File | | | |
| Debit Account | SAV - MOP/Savings:06-01-10-370279 | Debit Currency | Macau Pataca(MOP) |
| Payroll Date | 2013/11/20 <input type="checkbox"/> YYYY/MM/DD | Time | 12:30 |
| Remark | | | |
| <input type="button" value="Preview"/> <input type="button" value="Back"/> | | | |

Once the payroll file has been submitted successfully, a payroll batch number will be issued. Examine the payroll details and click **Next (Confirm Payroll)** to continue.


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Upload Payroll File

Upload payroll file success, payroll batch: 101001400606

| | | | | |
|------------------------|-----------------------|--------------|--------------------------------------|-------------------------------|
| Payroll Date | 2013/11/20 12:30 | | Remark | |
| Total No. of Payments | 3 | | Total Payroll Amount(HKD equivalent) | 11.44 |
| Debit Account | 06-01-10-370279 | | Debit Currency | Macau Pataca (MOP) |
| Currency | Total No. of Payments | Total Amount | Reference Exchange Rate | Total amount (HKD equivalent) |
| Hong Kong Dollar (HKD) | 2 | 11.00 | 100.0 | 11.00 |
| Macau Pataca (MOP) | 1 | 0.45 | 97.087379 | 0.44 |

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Warm Reminder :

- ① If customer has chosen Encrypted Payroll Service, please download the designed application for payroll file encrypting. On the top navigation bar, click Payroll Services → Download File Encryption Application. For each time a user encrypting the payroll file, the downloaded program will generate an encryption code. Please keep it in safe custody. For each time you attempting to upload the payroll encrypted file, such an encryption code will be required.
- ② To ensure your payroll file can be successfully uploaded/ encrypted, please type in the payroll file according to template and format provided.
- ③ BOCNET (Corp.) will automatically verify the details of payroll file. The validity of transaction details may subject to (including but not limited to) the constraints of single remittance limit, single payment limit (especially involving an exchange of foreign currency), account daily debit limit and corporate daily debit limit.
- ④ Please keep the payroll batch number in safe custody. This number allows user to continue any uploaded but not yet confirmed payroll transactions by selecting **Payroll Services** → **Confirm Payroll** to proceed.

Step 2 : Confirming details and nominating approver(s)

In addition to clicking on the [Next \(Confirm Payroll\)](#) button, user can enter the payroll confirmation session by selecting **Payroll Services** → **Confirm Payroll**. BOCNET (Corp.) provides two methods to nominate transaction approver(s): either the transaction is to be approved by a designated person or to be approved by a designated class. The ‘designated person’ approach indicates only the appointed approver(s) can authorize the transaction, while the ‘Only Designated Class’ approach allows approvers in the delegated authority class can authorize the transaction. Once your designated approver or class of authority has been chosen, click [Confirm](#) to process (if the underlying payroll is to be canceled, please click [Delete](#); if you are about to suspend the progression of the underlying payroll, please click [Back](#)).


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Confirm Payroll

| | | | |
|------------------------------------|--------------------------|--------------------------------------|------------------------------|
| Payroll Batch | 101001400606 | | |
| Debit Account | 06-01-10-370279 | Debit Currency | Macau Pataca (MOP) |
| Total No. of Payments | 3 | Total Payroll Amount(HKD equivalent) | Hong Kong Dollar (HKD) 11.44 |
| Payroll Date | 2013/11/20 | Payroll Time | 12:30 |
| Reserved payroll total (estimated) | Macau Pataca (MOP) 12.13 | Remark | |

| Currency | Total No. of Payments | Total Amount | Reference Exchange Rate | Total amount (HKD equivalent) |
|------------------------|-----------------------|--------------|-------------------------|-------------------------------|
| Macau Pataca (MOP) | 1 | 0.45 | 97.087379 | 0.44 |
| Hong Kong Dollar (HKD) | 2 | 11.00 | 100.0 | 11.00 |

Authority Class: Approver List: **Designated Person** | Authorization Mode 1B

| Sequence | Staff No. | Staff Name | Staff Account | Payroll Currency | Payroll Amount | Bank SWIFT | Bank Code | Payment Method | Message to Beneficiary | Prompt |
|----------|-----------|------------|---------------|------------------|----------------|-------------|-----------|----------------|------------------------|--------|
| 1 | 11 | abc | 123456789012 | MOP | 0.45 | BNULMOMX | 564 | SHA | test1 | |
| 2 | 22 | bbb | 123456789013 | HKD | 10.00 | BNULMOMX | 646 | OUR | test2 | |
| 3 | 33 | ccc | 123456789014 | HKD | 1.00 | BKCHHKHHXXX | 646 | SHA | test3 | |

Total 3 Record(s) | Total 1 Page(s) | Current Position Page 1 | [First Page](#) | [Previous Page](#) | [Next Page](#) | [Last Page](#) | [Jump to Page](#) 1

[Confirm](#) | [Delete](#) | [Back](#)

Important Notice :

- The "Reserved payroll total" amount is for reference only, actual debit amount will be calculated with the actual exchange rate upon execution.
- The deducting limit amount upon the payroll is authorized would refer to the displaying HKD equivalent amount on this screen.

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Once the payroll is confirmed, a transaction feedback will be generated in which the payroll batch number, relevant authorization mode and transaction status would be shown.


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Confirm Payroll

Payroll Batch: 101001400606

| | | | |
|--|---|--------------------------------------|------------------------------|
| Debit Account | 06-01-10-370279 | Remark | |
| Total No. of Payments | 3 | Total Payroll Amount(HKD equivalent) | Hong Kong Dollar (HKD) 11.44 |
| Payroll Date | 2013/11/20 12:30 | Debit Currency | Macau Pataca (MOP) |
| Authorization Mode | Need 1 B Level approver, can appoint approver(s) with higher authority for authorization. | | |
| Transaction requires further authorization by other approver(s). | | | |

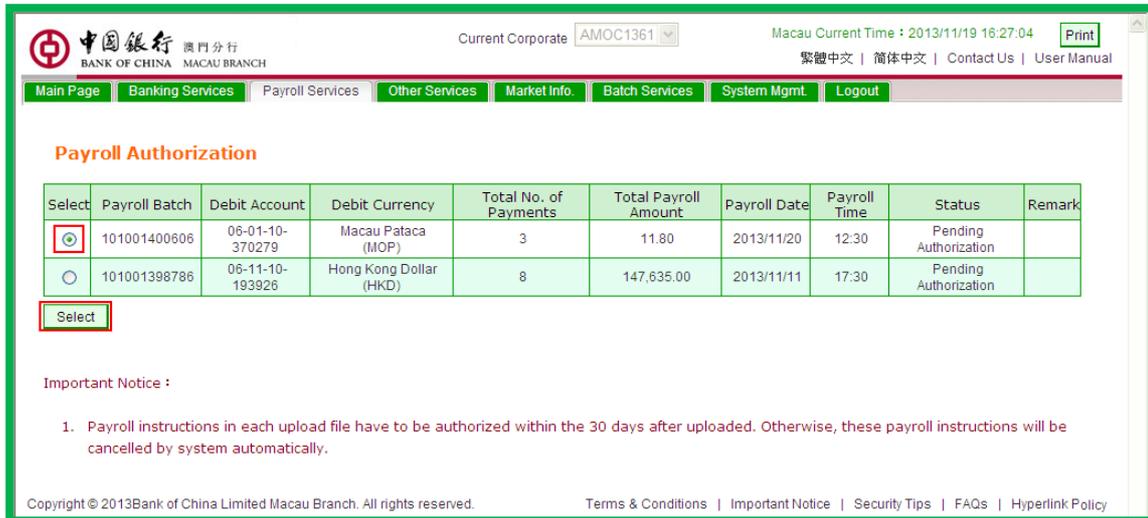
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12.2 Operational Process for Transaction Approver

Step 3 : Selecting the wait for authorization payroll batch

On the top menu, select **Payroll Services** → **Payroll Authorization**. Click '⊙' to select the designated wait for authorization payroll batch. Press **Select** to continue.



The screenshot displays the 'Payroll Authorization' page. At the top, there is a navigation menu with 'Payroll Services' selected. The main content area features a table with the following data:

| Select | Payroll Batch | Debit Account | Debit Currency | Total No. of Payments | Total Payroll Amount | Payroll Date | Payroll Time | Status | Remark |
|----------------------------------|---------------|-----------------|------------------------|-----------------------|----------------------|--------------|--------------|-----------------------|--------|
| <input checked="" type="radio"/> | 101001400606 | 06-01-10-370279 | Macau Pataca (MOP) | 3 | 11.80 | 2013/11/20 | 12:30 | Pending Authorization | |
| <input type="radio"/> | 101001398786 | 06-11-10-193926 | Hong Kong Dollar (HKD) | 8 | 147,635.00 | 2013/11/11 | 17:30 | Pending Authorization | |

Below the table, there is a 'Select' button. An 'Important Notice' section contains the following text:

1. Payroll instructions in each upload file have to be authorized within the 30 days after uploaded. Otherwise, these payroll instructions will be cancelled by system automatically.

Step 4 : Authorizing and submitting the payroll request

Verify the details of payroll transaction and click **Agree** to continue. The payroll request will be instantly authorized if your transaction password or e-Certificate password has been verified. If you want to deny the underlying payroll, click **Reject**. For further details of the uploaded payroll(s) please click **Enquire Details** (the availability of enquiry function depends on whether the approver has been assigned to enquiry access to BOCNET (Corp.)).


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Payroll Authorization

| | | | |
|------------------------------------|--|---|------------------------------|
| Payroll Batch | 101001400606 | | |
| Authorization Mode | Need 1 B Level approver, can appoint approver (s) with higher authority for authorization. | Transaction Status | Pending Authorization |
| Current Authorization Status | No authorization is done by any approver presently, authorization has not yet finished | | |
| Debit Account | 06-01-10-370279 | Debit Currency | Macau Pataca (MOP) |
| Total Transaction (s) | 3 | Total Payroll Amount(HKD equivalent) | Hong Kong Dollar (HKD) 11.44 |
| Requiring payroll record total | 3 | Requiring payroll amount (HKD equivalent) | Hong Kong Dollar (HKD) 11.44 |
| Reserved payroll total (estimated) | Macau Pataca (MOP)12.13 | | |
| Payroll Date | 2013/11/20 | Payroll Time | 12:30 |
| Uploaded by | USERPUA1 | Upload Time | 2013/11/19 16:18:40 |
| Confirmed by | USERPUA1 | Confirm Time | 2013/11/19 16:21:28 |
| Remark | | | |
| Comment | | | |

Total amount by currency

| Currency | Reference Exchange Rate | Total No. of Payments | Total Amount | Equivalent HKD | Number of Stopped Payroll | Amount of stopped payroll | Equivalent HKD |
|------------------------|-------------------------|-----------------------|--------------|----------------|---------------------------|---------------------------|----------------|
| Macau Pataca (MOP) | 97.087379 | 1 | 0.45 | 0.44 | 0 | 0.00 | 0.00 |
| Hong Kong Dollar (HKD) | 100.0 | 2 | 11.00 | 11.00 | 0 | 0.00 | 0.00 |

Authorization History

| Reference No. | Date & Time (Macau) | Authority | Authorization Result | Comment |
|-----------------------|------------------------|---------------------------------|----------------------|---------|
| Agree | Reject | Enquire Details | Back | |

Important Notice :

- Payroll instructions in each upload file have to be authorized within the 30 days after uploaded. Otherwise, these payroll instructions will be cancelled by system automatically.
- Cancelling the payroll will immediately terminate the payroll transaction.
- Equivalent HKD is for reference only, each payment amount will be re-calculated with the exchange rate when processing the transaction.
- The reserving payroll total amount is for reference only, each debit amount will use the actual exchange rate upon execution.

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Warm Reminder :

- For scheduled transactions, if the nominated approver has not authorized the transaction(s) until the aforesaid authorization cut off time and the transaction(s) is (are) still valid for authorization, the Bank will process the payroll request in the next available service time upon receipt of confirmation by enough nominated approvers.
- Nominated approver can click **Main Page** → **Enquire Transaction(s)** to retrieve his/her approval queue of transactions of wait for authorization status.

12.3 Stopped Payroll / Stopped Payroll Authorization / Terminate Payroll

(1) Stopped Payroll / Stopped Payroll Authorization

The inbuilt reversal mechanism of BOCNET (Corp.) makes customers stopping payroll easy, whether the payroll is of wait for authorization or of authorized but not yet processed status. User can choose to

stop a single payment, multiple payments, or even the entire batch of the uploaded payroll request. The instructions are provided as below:

On the top menu, select **Payroll Services → Stopped Payroll**. In this section you should upload a payroll file containing the details of the transaction(s) required to be stopped. Nominated approver shall further authorize the stop payment request by clicking **Payroll Services → Stopped Payroll Authorization**.

(2) Terminate Payroll

You can also terminate the entire batch of payroll transactions, regardless of whether the payroll is of wait for authorization or of authorized but not yet processed status. On the top menu, click **Payroll Services → Enquire Payroll**. Click '⊙' to select the designated batch of payroll and click Terminate Payroll.

Warm Reminder :

- ① *The Stopped Payroll file shall coincide with the original payroll file with respect to the Excel format and transaction details. If your original payroll file is encrypted, the stopped payroll file should also be encrypted.*
- ② *To illustrate the stopped payroll function, let say you have uploaded 10 payrolls in which 2 of them are about to be canceled. To achieve this you need to upload a stopped payroll file consisting of the designated 2 payrolls only. At scheduled payroll processing time, the Bank will automatically subtract the stopped payroll and therefore only 8 transactions will be processed.*
- ③ *When using the function of Stopped Payroll Authorization or Terminate Payroll, the Transaction Password or e-Certificate Password is required.*