



Smartform

(Telegraphic Transfer/Local Interbank Funds Transfer)

Enjoy a faster, easier and more secure application with Smartform!

Whether you are making local payments or telegraphic transfers, Smartform helps you transfer funds more efficiently and conveniently. Using Adobe technology, Smartform encodes all the details of your payment instruction into an auto-generated barcode upon printing, ensuring accuracy and security.

Understanding your needs

This is the solution for you if:

- You make payments via bank branches on a regular basis to fulfil your requirement of a physical signature in authorising funds transfer.
- You want to ensure the accuracy and information integrity of your payment instructions.

Offering you solutions

- One single form for both local interbank payments and telegraphic transfers.
- Savable template for repeated payments.
- Highlighted mandatory fields, drop-down boxes and built-in validation to ensure all necessary information is completed in the correct format.
- Auto-generation of your payment amount in words to ensure consistency with the numeric value.
- Payment information automatically encoded into a barcode and a security number.

Providing you with benefits

- **Save Effort** with built-in logic and drop-down menus as well as savable payment templates for future transactions.
- **Minimise Errors and Maximise Efficiency** in your payment instructions with validation and auto-generated payment amount in words.
- **Strengthen Security** with auto-generated barcode, which ensures no further amendments are made after printing and validation.

How it works

- Download the Smartform via www.hsbc.com.hk:

For Personal Customers

1. Select '**Personal**'
2. Choose '**Download Forms and Documents**'
3. Download '**Telegraphic Transfer/Interbank Funds Transfer Application Form**' (under 'Application forms for additional banking services')

For Commercial Customers

1. Select '**Commercial**'
2. Choose '**Form Download Centre**' under 'Quick Links'
3. Click '**Account Services Form**'
4. Download '**Telegraphic Transfer/Interbank Funds Transfer Application Form**' (under 'Making Payments')

- Input your payment details using Acrobat Reader (downloadable as freeware from www.adobe.com).
- Complete all the information in computer-typed form and print the form using the 'Print & Validate Form' button to generate an electronic barcode on your printed form.
- Check details in the form, sign it and submit it to any of our branches.

Start using Smartform today and enjoy the benefits!

To find out more about Smartform and our electronic payment services, please visit www.hsbc.com.hk or contact your Relationship Manager and Cash Management Specialist today!

10 tips for smarter transactions!

- 1** Complete all fields in English* and in computer-typed form to ensure the barcode is properly generated upon printing, except for the signature which can be hand-written and/or stamp-chopped. Please ensure the signature and/or company chop does not go across the generated barcode.
- 2** Install the Asian Font Packs (downloadable as freeware from www.adobe.com) for the proper display and printing of Chinese characters if necessary.
- 3** Start inputting the form by choosing the payment type under the field 'Application Form For'. All mandatory fields will then be automatically highlighted for your easy reference.
- 4** Select 'Bank Code Type' and input either clearing code (according to destination country) or SWIFT address (in 8 or 11 alphanumeric) of the beneficiary bank for all payment**. This will speed up your payment instruction process.
- 5** Shorten the payment details, bank and beneficiary name and address if they exceed the field length.
- 6** Click the 'Print & Validate Form' button to print the completed Smartform with the auto-generated barcode.
- 7** Do not make any written amendments on the printed Smartform. Written instructions and amendments will not be captured in the auto-generated barcode and will not be processed by the Bank.
- 8** Print the form using a laser printer with at least 600 dpi resolution in its actual size (A4) (colour printing is not required). Printing by other types of printer (eg ink jet) where the ink may smudge is not recommended.
- 9** Click the 'Save' button should you wish to save the completed Smartform for future usage. Please be reminded to check that there have been no version changes and the saved form is in the format of the latest version of the Smartform.
- 10** Read the 'Filling Note' at the back of the Smartform and Sample Form posted on our public website for more detailed guidance.

* Chinese character input is allowed for the following fields only:

- Beneficiary name and address
- Beneficiary bank name and address
- Intermediary bank name and address
- Message to beneficiary

** We will only refer to beneficiary bank information that is input under 'Bank Code Type' (either clearing code or SWIFT address) to process the instruction even if the bank name and address are provided as additional information.