



渣打银行智能支付指令用户指南
Payment Smart Form User Guide

Mar2019

Where can one access Smart Form

如何获取智能支付指令

智能支付指令可以通过我行的官网下载，下载后即可保存为PDF文件供日常使用：

企业及金融机构部、商业银行部：

<https://www.sc.com/cn/business/download-centre.html>

中小企业金融：

<https://www.sc.com/cn/business-sme/download-centre/>

The Smart Forms are able to be downloaded from our Website
Immediately and save as PDF.

Corporate & Institutional Banking and Commercial Banking:

<https://www.sc.com/cn/en/business/download-centre.html>

Business Banking:

<https://www.sc.com/cn/en/business-sme/download-centre/>

Main page of Application Form

汇款申请书主页

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Home Tools 智能支付指令 v3.pdf x

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REMITTANCE APPLICATION FORMS | CHINA 汇款申请书主页
Main page of application form

Standard Chartered

Please select the form that you require.

APPLICATION FOR FUNDS TRANSFER (OVERSEAS)
境外汇款申请书

APPLICATION FOR FUNDS TRANSFER (DOMESTIC)
境内汇款申请书

PAYMENT APPLICATION FORM FOR OUTWARD LOCAL TRANSFER IN CNY (FOR CORPORATE CLIENT)
境内人民币汇款申请表(对公业务使用)

Applicant agrees to be bound by the Remittance Service Terms
申请人(汇款人)同意并接受汇款服务之条款及细则

1 Click "Applicant agrees to be bound by the Remittance Service Terms"

2 Select the appropriate payment application

REMITTANCE SERVICE TERMS ("Terms") | 汇款服务条款 ("本条款")

These Terms supplement the existing terms and conditions governing Applicant's account used for the Remittance Service. To the extent of any inconsistency, these Terms shall prevail.
本条款补充适用于汇款服务申请人账户的现有条款及条件。如有任何不一致之处,概以本条款为准。

1. Remittance Service. (a) Bank shall use reasonable care and skill in providing the Remittance Service. (b) Unless a later date is specified in the application, Bank shall seek to execute the remittance on the business day that Bank receives the remittance application, if received prior to the applicable cut-off time at Bank's service location; otherwise, Bank shall seek to execute the remittance on the next business day. The remittance may take longer than one business day to execute. (c) Bank may instruct its

Application for Funds Transfer (Overseas)

境外汇款申请书

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APPLICATION FOR FUNDS TRANSFER (OVERSEAS)
境外汇款申请书

No. 95295125
日期 Date 11/03/2019

致：渣打银行（中国）有限公司
TO: Standard Chartered Bank (China) Limited

3 填写付款及申报信息
Fill in payment & BOP information

发电等级
Priority 普通 Normal

申报号码 BOP Reporting No.	□□□□□□ □□□□□□ □□□□□□ □□□□□□		
20 银行业务编号 Bank Transac.Ref.No		收电行 / 付款行 Receiver/Drawn on	
32A 汇款币种及金额 Currency & Interbank Settlement Amount		金额大写 Amount in Words	
其 现汇金额 Amount in FX		账号 Account No./Credit Card No.	
中 购汇金额 Amount of Purchase		账号 Account No./Credit Card No.	
其他金额 Amount of Others		账号 Account No./Credit Card No.	
50a 汇款人名称及地址 Remitter's Name & Address			
<input type="radio"/> 对公 组织机构代码 Unit Code □□□□□□□□ — □	<input type="radio"/> 对私	个人身份证件号码 Ind <input type="radio"/> 中国居民个人 Res	
54/56a 收款银行之代理行 名称及地址 Correspondent of Beneficiary's Bank Name & Address			
57a 收款人开户银行 名称及地址	收款人开户银行在其代理行账号 Bene's Bank A/C No.		

境外汇款申请书适用于跨境汇款，汇款信息只允许输入英文，申报信息可以输入中文

Application for funds transfer (overseas) is applicable for cross border remittance, payment information is allowed in English only, BOP information can be entered in Chinese.

当完成汇款及申报信息的录入，汇款及申报信息自动反映到下面的“第二联-申报主体留存联”中。
Once completed payment & BOP information input, the payment and BOP information will be auto reflected into “the copy of client receipt”.

Application for Funds Transfer (Overseas)

境外汇款申请书

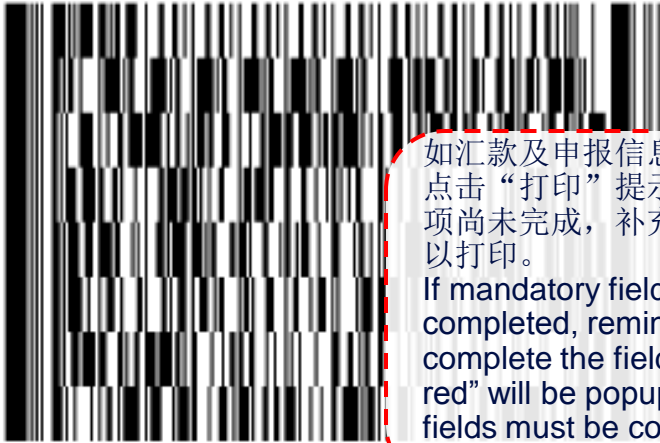
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电报费 Cable Charges		申请人姓名 Name of Applicant	核准人签字 Authorized Person
合计 Total Charges		电话 Phone No.	日期 Date
支付方式 In Payment of the Remittance	<input type="checkbox"/> 现金 by Cash <input type="checkbox"/> 支票 by Check <input type="checkbox"/> 账户 from Account	支付密码(DA No)	
核印 Sig.Ver.		经办 Maker	复核 Checker

填写前请仔细阅读各联背面条款及填报说明。
Please read the conditions and instructions overleaf before filing in this application.



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Clear Save **Print** 4

如汇款及申报信息必填项缺失，
点击“打印”提示有红色的必填
项尚未完成，补充必填项后可以
打印。
If mandatory fields are not
completed, reminder “Please
complete the fields highlighted in
red” will be popup, mandatory
fields must be completed before
printed

填写付款及申报信息后，点击“Print”
打印申请书，点击“Print”后会
根据填写汇款内容自动更新动态
条形码。
After payment & BOP information
input completed, click “Print” to
print out the application, 2D
barcode will be auto refreshed
based on payment information
inputted .

Application for Funds Transfer (Overseas)

境外汇款申请书


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电报费 Cable Charges		申请人姓名 Name of Applicant	核准人签字 Authorized Person
合计 Total Charges		电话 Phone No.	日期 Date
支付方式 In Payment of the Remittance	<input type="checkbox"/> 现金 by Cash <input type="checkbox"/> 支票 by Check <input type="checkbox"/> 账户 from Account	支付密码(DA No)	
核印 Sig.Ver.		经办 Maker	复核 Checker

填写前请仔细阅读各联背面条款及填报说明。
Please read the conditions and instructions overleaf before filing in this application.



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如需要填写下一笔新的汇款业务，点击“Clear”，将申请书里的付款及申报信息将完全消除后继续填写下一笔汇款业务
Before input another payment information, click “Clear”, all information will be deleted form the application

点击“Save”保存已填写好的申请书
Click “Save” to save the application

6 Clear 5 Save Print

Application for Funds Transfer (Overseas)

境外汇款申请书

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Main Page 7

点击“Main page”后返回
汇款申请书主页
Click “Main page” back to
application form main page

Chartered

No. 95295125
日期 Date 11/03/2019

致：渣打银行（中国）有限公司
TO: Standard Chartered Bank (China) Limited

Method of Transfer 电汇 T/T 发电等级 Priority 普通 Normal

申报号码 BOP Reporting No.	□□□□□□ □□□□ □□□□□□ □□□□□□		
20 银行业务编号 Bank Transac.Ref.No		收电行 / 付款行 Receiver/Drawn on	
32A 汇款币种及金额 Currency & Interbank Settlement Amount	↓	金额大写 Amount In Words	
其 现汇金额 Amount In FX		账号 Account No./Credit Card No.	
中 购汇金额 Amount of Purchase		账号 Account No./Credit Card No.	
其他金额 Amount of Others		账号 Account No./Credit Card No.	
50a 汇款人名称及地址 Remitter's Name & Address			
<input type="radio"/> 对公 组织机构代码 Unit Code □□□□□□□□ — □	<input type="radio"/> 对私	个人身份证件号码 Individual ID NO.	<input type="radio"/> 中国居民个人 Resident Individual <input type="radio"/> 中国非居民个人 Non-Resident Individual
54/56a 收款银行之代理行 名称及地址 Correspondent of Beneficiary's Bank Name & Address			
57a 收款人开户银行	收款人开户银行在其代理行账号 Bene's Bank A/C No.		

第一联 报

Application for Funds Transfer (Domestic)

境内汇款申请书

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APPLICATION FOR FUNDS TRANSFER (DOMESTIC) Main Page Standard Chartered

境内汇款申请书 No. 13824612

致：渣打银行（中国）有限公司 TO: Standard Chartered Bank (China) Limited 日期 Date 11/03/2019

3 填写付款及申报信息 Fill in payment & BOP information 发电等级 Priority 普通 Normal

申报号码 BOP Reporting No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20 银行业务编号 Bank Transac.Ref.No	<input type="text"/>	收电行 / 付款行 Receiver/Drawn on		
32A 汇款币种及金额 Currency & Interbank Settlement Amount	<input type="text"/>	金额大写 Amount in Words		
其中	现汇金额 Amount in FX	账号 Account No./Credit Card No.		
	购汇金额 Amount of Purchase	账号 Account No./Credit Card No.		
	其他金额 Amount of Others	账号 Account No./Credit Card No.		
50a 汇款人名称及地址 Remitter's Name & Address	<input type="text"/>			
<input type="radio"/> 对公 组织机构代码 Unit Code <input type="text"/> - <input type="text"/>		<input type="radio"/> 对私 个人身份证件号码 Individual ID NO. <input type="radio"/> 中国居民个人 Resident Individual <input type="radio"/> 中国非居民个人 Non-Resident Individual		
54/56a 收款银行之代理行名称及地址 Correspondent of Beneficiary's Bank Name & Address	<input type="text"/>			
57a 收款人开户银行名称及地址	收款人开户银行在其代理行账号 Bene's Bank A/C No. <input type="text"/>			

境内汇款申请书适用于跨内外汇汇款，汇款信息只允许输入英文，申报信息可以输入中文

Application for funds transfer (domestic) is applicable for foreign currency remittance, payment information is allowed in English only, BOP information can be entered in Chinese.

填写及打印方式与境外汇款申请书一致
The form of filling and printing is consistent with "application for funds transfer (Overseas)".

Payment Application Form for Outward Local Transfer in CNY (For corporate client)

境内人民币汇款申请表（对公业务使用）

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Home Tools 智能支付指令 v3.pdf x

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Standard Chartered
Payment Application Form for Outward Local Transfer in CNY (For Corporate Client)
境内人民币汇款申请表(对公业务使用)

Main Page

● 普通 Normal ○ 加急 Urgent **3** 填写付款及申报信息
Fill in payment & BOP information

No. 13438978
日期 Date 11/03/2019

汇款人信息 Remitter Information			
汇款人全称 Name		汇款账号 A/C No.	
汇款行名 Bank Name	渣打银行(中国)有限公司 Standard Chartered Bank	分/支行 Branch	支付密码(选填) DA Code (Optional)
汇款金额 Amount	CNY	大写金额 Amount in Words	
交易附言 Remarks			
收款人信息 Beneficiary Information			
收款人全称 Name		收款账号 A/C No.	
收款行名 Bank Name			
*汇款人签章 Remitter	银行内部使用 For security p... (Internal Use only)		

境内人民币汇款申请表适用于境内人民币汇款，汇款信息允许输入中文或英文
Payment application form for outward local transfer in CNY is applicable for CNY domestic remittance, payment information is allowed in Chinese or English.

当完成汇款信息的录入，汇款信息自动反映到下面的“人民币汇款受理回单”中。

The payment information will be auto reflected into “RMB payment Receipt”.

Payment Application Form for Outward Local Transfer in CNY (For corporate client)

境内人民币汇款申请表（对公业务使用）

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Home Tools 智能支付指令 v3.pdf x

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Standard Chartered

人民币汇款受理回单
RMB Payment Receipt

付款账号 Remitter's A/C No.	
收款人全称 Beneficiary Name	
付款金额 Payment Amount	CNY
表单序号 Reference No.	20762643

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填写付款及申报信息后，点击“Print”打印申请书，点击“Print”后会根据填写汇款内容自动更新动态条形码。
After payment & BOP information input completed, click “Print” to print out the application, 2D barcode will be auto refreshed based on payment information inputted .

如汇款信息必填项缺失，点击“打印”提示有红色的必填项未完成，补充必填项后才可以打印
If mandatory fields are not completed, reminder “Please complete the fields highlighted in red” will be popup, mandatory fields must be completed before printed

Please complete the fields highlighted in red.

Clear Save Print

Payment Application Form for Outward Local Transfer in CNY (For corporate client)

境内人民币汇款申请表（对公业务使用）

File Edit View Window Help

Home Tools 智能支付指令 v3.pdf x

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Standard Chartered

人民币汇款受理回单
RMB Payment Receipt

日期 Date 11/03/2019

付款账号 Remitter's A/C No.	
收款人全称 Beneficiary Name	
付款金额 Payment Amount	CNY
表单序号 Reference No.	65339322

如需要填写下一笔新的汇款业务，点击“Clear”，将申请书里的付款信息将完全消除后继续填写下一笔汇款业务
Before input another payment information, click “Clear”, all information will be deleted form the application

点击“Save”保存已填写好的申请书
Click “Save” to save the application

6 Clear 5 Save Print

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Payment Application Form for Outward Local Transfer in CNY (For corporate client)

境内人民币汇款申请表（对公业务使用）

File Edit View Window Help

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Standard Chartered
Payment Application Form for Outward Local Transfer in CNY (For Corporate Client)
境内人民币汇款申请表(对公业务使用)

No. 65339322
日期 Date 11/03/2019

普通 Normal 加急 Urgent

汇款人信息 Remitter Information			
汇款人全称 Name		汇款账号 A/C No.	
汇款行名 Bank Name	渣打银行(中国)有限公司 Standard Chartered Bank	分/支行 Branch	支付密码(选填) DA Code (Optional)
汇款金额 Amount	CNY	大写金额 Amount in Words	
交易附言 Remarks			
收款人信息 Beneficiary Information			
收款人全称 Name		收款账号 A/C No.	
收款行名 Bank Name			
*汇款人签章 Remitter	银行内部使用 For security purpose and bank internal use only		

点击“Main page”后返回
汇款申请书主页
Click “Main page” back to
application form main page

Frequently Asked Questions

常见问题解答

1. Q. Where can one access Smart Form?

问：客户可以从哪里获得智能付款指令？

A. The forms are available at our website. The best way to use the form is to download from the 'Download Centre' link, and save as PDF.

答：智能付款指令可以通过我行的官网下载。使用智能付款指令的最佳方式是通过“表格下载中心”下载，并将其保存为PDF格式。

2. Q. Is it compatible with all the browsers?

问：智能付款指令与所有的浏览器兼容吗？

A. The Smart form is developed using the latest adobe version and is best compatible using latest version of Internet Explorer. Other browsers / versions may not be able to support this pdf form 'in' the browser. It is recommended to download the form by visiting 'Forms centre' page, right-clicking on 'Remittance form' and selecting option 'Save link as' and save it as PDF for subsequent use.

答：智能付款指令是使用最新版本开发的，并且使用最新版本的Internet Explorer是最兼容的。其他浏览器/版本可能无法在浏览器中支持此PDF格式。建议通过“表格下载中心”下载，并将其储存为PDF格式，以供日后使用。

FAQ

常见问题解答

3. Q. Client is not able to download the form from the website ?

问：客户端无法从网站下载表格？

A. The client would need Install Adobe XI, it's a free download from below linkage

答：客户端需要安装Adobe XI，可以通过以下链接免费下载。

<https://supportdownloads.adobe.com/thankyou.jsp?ftpID=5507&fileID=5519>

4. Q. The Barcode header number on the printed forms is the same for all forms received from various customers ?

问：从不同客户收到的表格，打印表格上的页面顶部的条形码是相同的？

A. Yes, Each product has a unique barcode name at the top of the page.

答：是的，每个产品在页面顶部都有一个独特的产品名称

FAQ

常见问题解答

5. Q. What are the Key features / benefits of Smart Form?

问：智能付款指令的主要特点/优点是什么？

A. Key features/benefits are processing time & accuracy improved and aim to enhance 'Client experience'.

答：主要的特点/优点是银行处理时间和正确性得到提高从而提升客户体验。

6. Q. Can the form be saved and re used at a later date for another payment ?

问：该申请表是否可以在稍后的某个日期重新使用以进行另一次付款？

A. Yes, the form can be saved. However once the form is opened on a later date the value date field will auto change to the current date. The 2D dynamic barcode at the bottom will not be refreshed if payment information will not change/get updated. Pls be reminded to click the button of "save "to save the payment information for later use with the same beneficiary information.

答：可以的，申请表是可以保存的。如果在稍后的日期打开申请表，“日期”字段将自动更改为当前日期。如果申请表内的汇款信息没有任何的更改或者更新，位于申请表底部的2D动态条形码不会更新。请务必点击“save”键保存付款信息方便日后有相同收款信息时使用。

FAQ

常见问题解答

7. Q. Can the customer input a future value date in the application forms?

问：客户能否在该申请表上填写未来的付款日期？

A. Yes, there is an option in the form where the customer can change the value date.

答：可以的，客户可以在申请表中填写未来的付款日期。

8. Q. For which all payments the forms have to be used ?

问：哪些付款必须使用该申请表格？

A. S2B e-banking platform is our most recommended channel to initiate payments. If you really need to initiate the manual payments, you can use these Smart Form: Application for funds transfer (Overseas), Application for funds transfer (Domestic) & Payment application form for outward local transfer in CNY.

答：数字银行平台是我们最推荐的支付渠道。如果您确实需要通过纸质指令支付，可以使用以下智能智能付款指令进行支付：境外汇款申请书、境内汇款申请书、境内人民币汇款申请表。

FAQ

常见问题解答

9. Q. Can client print Smart form without filling mandatory fields?

问：客户可以在不输入必填项的情况下打印智能付款指令吗？

A. No. User cannot print the form, unless all the mandatory fields in the Form are filled. If client tries to print incomplete form, an error prompt is displayed and the mandatory fields get highlighted in Red. User can print a form only using Print button provided at the bottom of the form. If any other print options are used, form will display an error message.

答：不可以的。除非智能付款指令中的所有必填项都已输入，否则用户无法打印智能付款指令。如果客户试图打印不完整的表单，则会显示错误提示，必填项以红色突出显示。用户只能使用智能付款指令底部提供的“打印”按钮打印智能付款指令。如果使用任何其他打印选项，窗体将显示错误消息。

10. Q. How to identify mandatory fields in Smart form?

问：如何识别智能表单中的必填项？

A. Mandatory fields get highlighted in Red if client tries to print incomplete form.

答：如果客户试图打印不完整的表单，必填项以红色突出显示。

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