

Dear Students,

### **Paperless Electronic Payments to Students**

1. The University is committed to go green and reduce paper consumption. Hence, we strive to go paperless and will use electronic payment as the **ONLY** payment method for making payments to students with effect from **1 February 2023**.
2. During your study period at the University, the University may need to make payments to you from time to time, e.g. scholarships, bursaries, refund of Student Residence Hall caution money and other fees. These payments, if any, will be paid directly to a student's bank account electronically (mainly via bank autopay) with effect from **1 February 2023**.
3. There are many benefits in using electronic payment, including reduced carbon footprint, timeliness of receipt by students, higher processing efficiency and security. Moreover, students do not need to bank in the cheque manually, saving their time and reducing the risks of losing or forgetting to bank-in the cheque.
4. This email appeals to all students to input/update their up-to-date Hong Kong bank account details as soon as possible through the "**Profile -> My Profile -> Study Record & Personal Particulars**" under the **BUniPort**.
5. Please note that **only HKD savings or HKD current account with authorised bank institutions in Hong Kong** are acceptable for payment to students. **Credit card accounts are not acceptable.**
6. As a general reminder, some banks **do not** check to ensure the beneficiary's name matches with the bank account number. Therefore, **students must carefully input/update and check the bank account information to avoid financial losses due to erroneous bank-in to other people's bank account.**
7. Please click **HERE** for **Frequently Asked Questions** about bank account opening and electronic payment method.
8. To facilitate your completion of the bank account details at **BUniPort**, please refer to below step-by-step instruction or click **HERE** for a short demo. Should you have any enquiries on the above, please contact Finance Office via email at **fostudent@hkbu.edu.hk**.
9. Thank you in advance for your prompt support in updating your bank account details!

Finance Office  
Student Team  
9 December 2022

各位同學：

## 實行無紙化電子支付

1. 大學致力於綠色環保和減少用紙。因此，我們努力實現無紙化，並將電子支付作為唯一的付款方式，而該措施將由 **2023年2月1日**起生效。
2. 在學期間，大學可能需要發放各類款項給同學，其中包括但不限於獎學金、助學金、退回學生舍堂保證金及其他款項。由 **2023年2月1日**起，該款項將主要通過銀行自動轉賬直接存入學生的銀行賬戶內。
3. 使用電子支付方式有很多好處，包括減少碳足跡、及時收款、提高效率 and 安全性。此外，學生亦無需親自存入支票，而減低遺失或忘記存入支票的風險。
4. 此電郵呼籲各位同學盡快登入 **BUniPort**，並透過“[個人資料 -> 我的個人資料 -> 研習紀錄及個人資料](#)”輸入/更新個人本地銀行的賬戶資料。
5. 請注意銀行戶口只限於香港獲授權銀行機構的港幣儲蓄或港幣往來戶口。**任何信用卡戶口都不被接納**。
6. 大學希望提醒同學們，有些銀行是**不會**核實收款人姓名是否與銀行賬號相符。因此，同學必須仔細輸入/更新及核對自己輸入的銀行資料，以免款項誤入他人的銀行戶口，而招致財務損失。
7. 有關銀行開戶和電子支付方式的常見問題，請[按此](#)。
8. 為方便同學們在 **BUniPort** 內填寫銀行賬戶資料，請參閱以下操作說明或[按此](#)瀏覽有關示範。如對以上資訊有任何疑問，請電郵至 [fostudent@hkbu.edu.hk](mailto:fostudent@hkbu.edu.hk) 與財務處聯絡。
9. 多謝各位同學對是次輸入/更新銀行賬戶資料的支持！

財務處

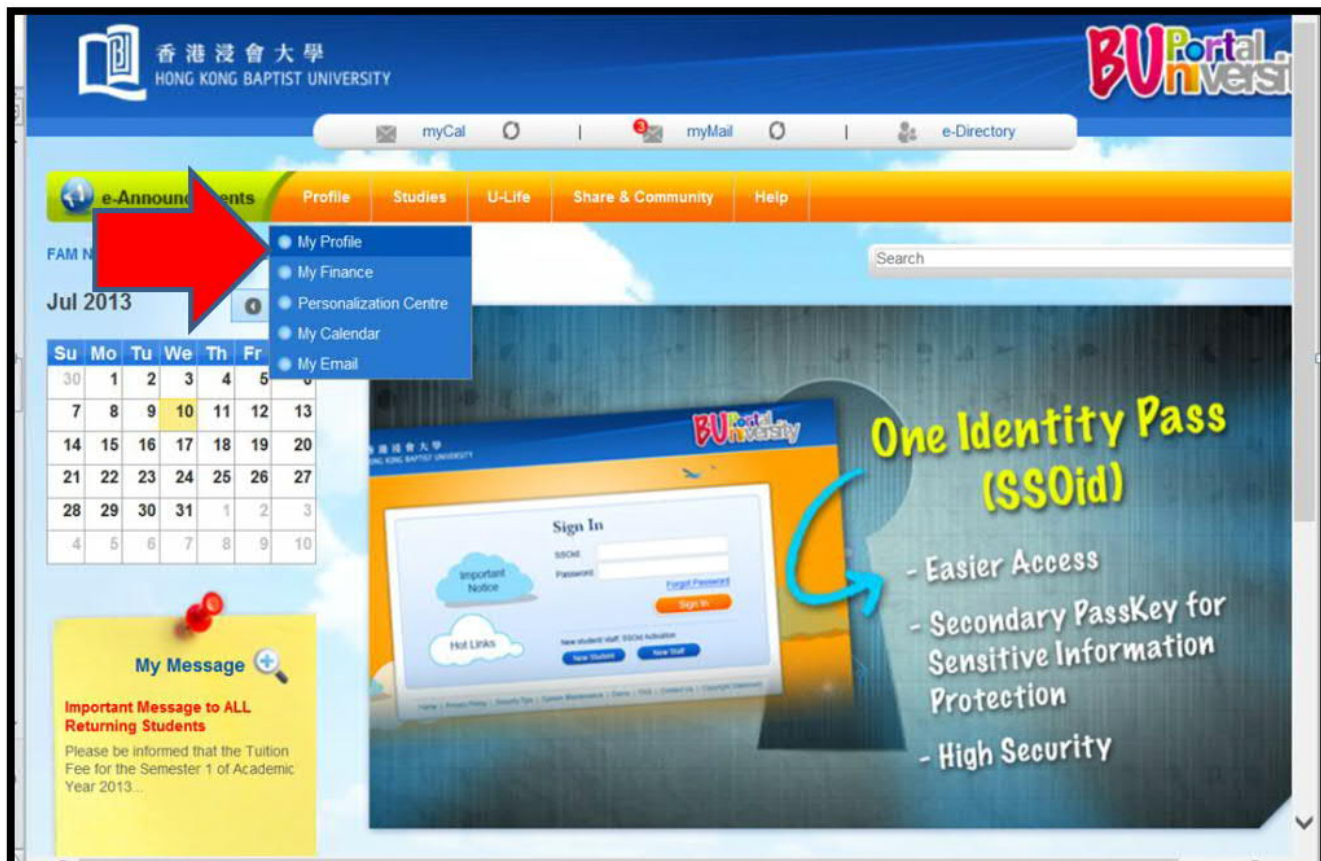
學生組

二零二二年十二月九日

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

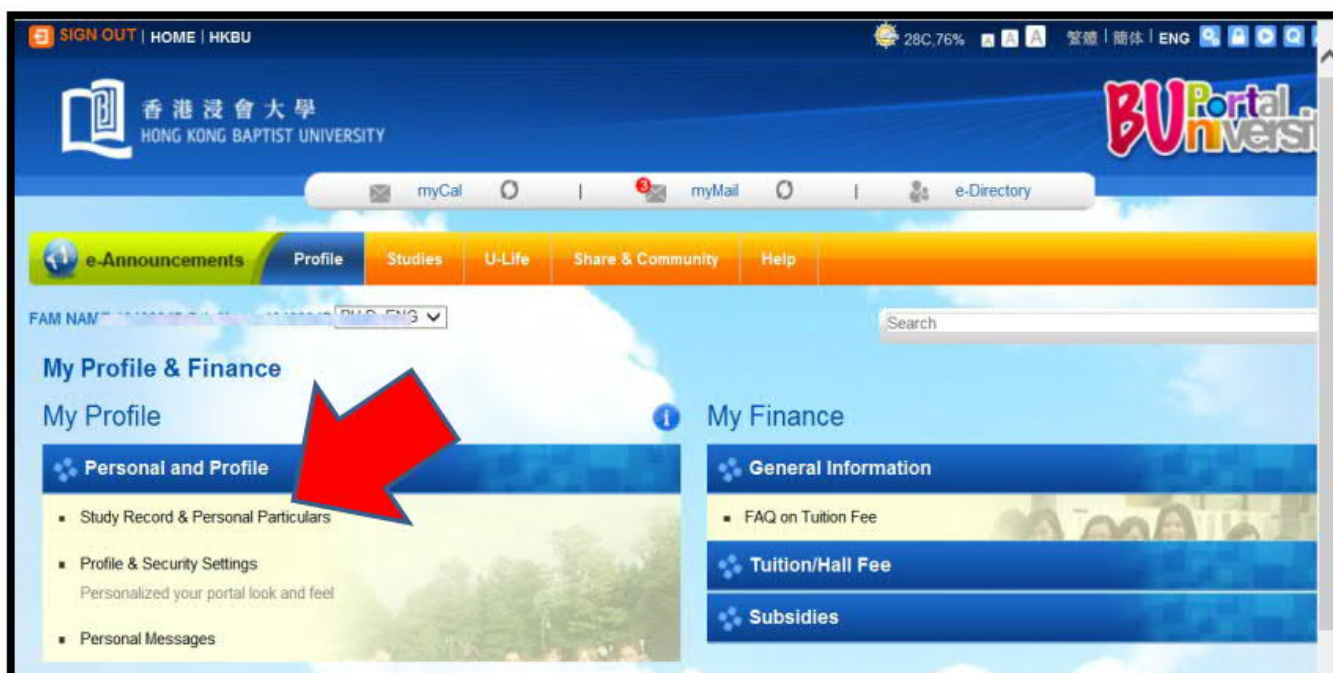


Step 2) Select " My Profile" (選取 " 我的個人資料" )



Step 3) Select " Study Record & Personal Particulars "

( 選取 " 研習紀錄及個人資料 " )



Step 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 )

District of your Residential Address in Hong Kong	:	SAI KUNG
Correspondence Address	:	FLAT A NO. 3, SUCCESS ROAD TSEUNG KWAN O NEW TERRITORIES
Phone No.	:	22222222 (Residential) 99888888 (Mobile) 23456789 (Office)
<b>Bank Account Information</b> (Please fill in for payment of Scholarship / Bursary, CEPAS Reimbursement, refund of gown deposit and any other refunds to you by the University.)		
Bank Code	:	015
Bank Name	:	BANK OF EAST ASIA, LIMITED (THE)
Bank Account No.	:	12345*****
Account Holder Name	:	CHAN TAI MAN
<b>Any Physical Disability</b> No		

Please note that the bank account is **only limited to savings and current account under authorised bank institutions in Hong Kong**. Students should not fill in their credit card account number (including both Hong Kong and overseas credit cards) in the bank accounts information.

請注意銀行戶口 **只限於香港獲授權銀行機構的儲蓄及往來戶口**。此外，學生不應在銀行戶口資料中填妥香港或海外的信用卡戶口號碼。



Step 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)

Please select one of the above addresses as the correspondence address :  Hong Kong Address (in English)  Overseas Address (in English)

Correspondence Address

Phone No. ?

**Bank Account Information**  
(Please fill in for payment of Scholarship / Bursary, CEPAS Reimbursement, refund of gown deposit and any other refunds to you by the University.)

Bank Name : 015 - BANK OF EAST ASIA, LIMITED (THE)

Bank Account No. ? : 1234567800

Account Holder Name ? : CHAN TAI MAN

(The Account Holder must be you yourself)

You can modify your Bank Account Information here.

Step 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)

Bank Name : 012 - BANK OF CHINA

Bank A/C No. : 03112345678

A/C Holder Name : Chan Tai Man

(The Account Holder must be you yourself)

**\*\*\* Important Notes**

1) If you are the Account Holder of the following banks which have been grouped under Bank of China (Hong Kong) Limited, please check your bank code after clicking the 'Save' button to ensure the bank code/name is correct:

The China & South Sea Bank Ltd	The National Commercial Bank Ltd
The China State Bank Ltd	Po Sang Bank Ltd
Hua Chiao Commercial Bank Ltd	Siu Hua Bank Ltd
Kincheng Banking Corporation	Yien Yieh Commercial Bank Ltd
Kwantung Provincial Bank	

2) The University will not verify the bank information provided by you and will not be responsible for any failure of payment owing to inaccurate bank information.

**Any Physical Disability**

Yes  No (  Autism,  Blind,  Hearing Impairment,  Mental Illness,  Multiple Types of Disabilities,  Others,  Physically Handicapped,  Speech Impairment,  Visceral Disability,  Visual Impairment )

**Emergency Contact Person & Phone No.**

Surname :

Given Name :

Phone Number :

Save Cancel

Step 7) Click “Save” for submitting your update  
(選取“儲存”以提交你作出的更新)

**Important Notes**

1) If you are the Account Holder of the following banks which have been grouped under Bank of China (Hong Kong) Limited, please check your bank code after clicking the 'Save' button to ensure the bank code/name is correct

The China & South Sea Bank Ltd	The National Commercial Bank Ltd
The China State Bank Ltd	Po Sang Bank Ltd
Hua Chiao Commerical Bank Ltd	Siu Hua Bank Ltd
Kincheng Banking Corporation	Yien Yieh Commercial Bank Ltd
Kwantung Provincial Bank	

2) The University will not verify the bank information provided by you and will not be responsible for any failure of payment owing to inaccurate information.

**Any Physical Disability**

Yes  No (  Autism,  Blind,  Hearing Impairment,  Mental Illness,  Multiple Types of Disabilities,  Others, Handicapped,  Speech Impairment,  Visceral Disability,  Visual Impairment )

**Emergency Contact Person & Phone No.**

Surname :

Given Name :

Phone Number :

Click 'Save' to save the records.