

# BEA Corporate Online

## Cheque

This document is produced by The Bank of East Asia, Limited (“BEA”). It is intended to serve as a general guideline for use of our BEA Corporate Online services. While every effort has been made to ensure accuracy, BEA makes no representation or warranty, express, implied, or statutory, with respect to, and assumes no responsibility for, the accuracy, completeness, sufficiency, or usefulness of the information contained herein.

The Bank of East Asia, Limited

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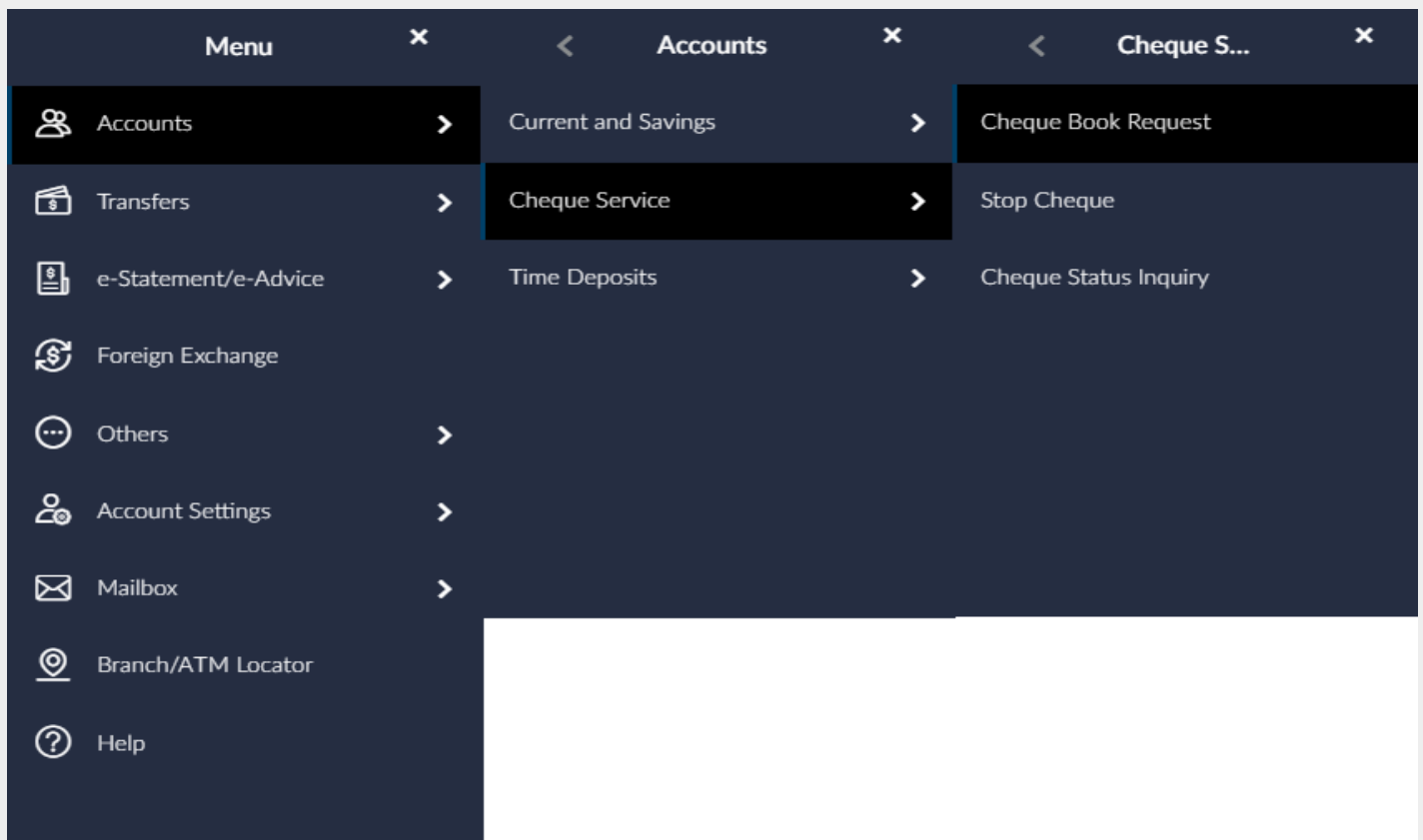
# 1. Cheque Book Request



Users can request for up to 99 cheque books to be dispatched.

## How to get there

### a. Menu > Accounts > Cheque Service > Cheque Book Request



### b. Quick Search > Cheque Book Request



Step  
01 Initiate

1. Select the Account Number and currency (HKD/ CNY/ USD).
  2. Enter the Number of Cheque Books required (max. 99 cheque books).
  3. Select the delivery method. (If choose “By Registered mail” method have charge applied)
  4. Click on Submit to continue.
- Click on Cancel to return to the dashboard.
  - Click on Back to return to the previous screen.

The screenshot shows the 'Cheque Book Request' form in the BEA Corporate Online interface. The form includes the following fields and options:

- Account Number:** A dropdown menu showing '015-1 USD CUR A/C'.
- Currency:** A dropdown menu showing 'USD'.
- View Account Balance:** A button.
- Type of Cheque Book:** A dropdown menu showing 'Large'.
- No. of Cheque Books:** A text input field containing '1', highlighted with a red box.
- No. of Leaves per Book:** A text input field containing '50'.
- Delivery Method:** Radio buttons for 'By Registered Mail' (selected) and 'By Ordinary Mail'.
- Notes:** A text area containing the note: '1. If you opted for delivery by registered mail, the related charges will be debited to the above/designated account (for SFC Client Asset Accounts).'.
- Buttons:** 'Submit', 'Cancel', and 'Back' buttons at the bottom, with 'Submit' and 'Back' highlighted by red boxes.

A 'Tips' box on the right side of the form states: 'Just a single simple step to request a cheque book, you can choose to have the cheque book delivered by ordinary mail (postage waived) or by registered mail (charge applies).'.

Step  
02 Verify

1. Verify the details of the transaction.
  2. Click on Confirm to continue.
- Click on Cancel to return to dashboard.
  - Click on Back to edit previous details.

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BEA 東亞銀行 | CORPORATE ONLINE 企業網上銀行 | Search here | Welcome, Last Login: 17 Nov 2022 10:17:04 AM HKT

### Cheque Book Request

**Review**  
You initiated a request for Cheque Book Request. Please review the details before you proceed.

Company Name

Account Number  
(CPLUS - USD CUR A/C)

Type of Cheque Book  
Large

No. of Cheque Books  
1

No. of Leaves per Book  
50

Delivery Method  
Registered Mail

Service Charge  
HKD0.00

Notes  
1. If you opted for delivery by registered mail, the related charges will be debited to the above/designated account (for SFC Client Asset Accounts).

**Confirm** Cancel Back

Step  
03

## Successful Submission

1. Transaction Reference Number will display upon successful submission of the request.
2. The Approve / Reject flow is required to complete the request. For details, please refer to the Approval Workflow guide.

The screenshot shows the 'Cheque Book Request' confirmation page in the BEA Corporate Online system. The page features a green confirmation banner at the top, followed by a list of request details. At the bottom, there is a 'Go to Dashboard' button with a computer icon and an 'Approve' button.

Cheque Book Request	
	<b>Confirmation</b> Your Cheque Book Request request has been sent for approval.
Transaction Reference Number	1711EDEC4D3C
Status	Pending Approval
Company Name	
Account Number	(CPLUS - USD CUR A/C)
Type of Cheque Book	Large
No. of Cheque Books	1
No. of Leaves per Book	50
Delivery Method	Registered Mail
Service Charge	HKD0.00
Notes	If you opted for delivery by registered mail, the related charges will be debited to the above/designated account (for SFC Client Asset Accounts).
What's Next?	Go to Dashboard
	<input type="button" value="Approve"/>

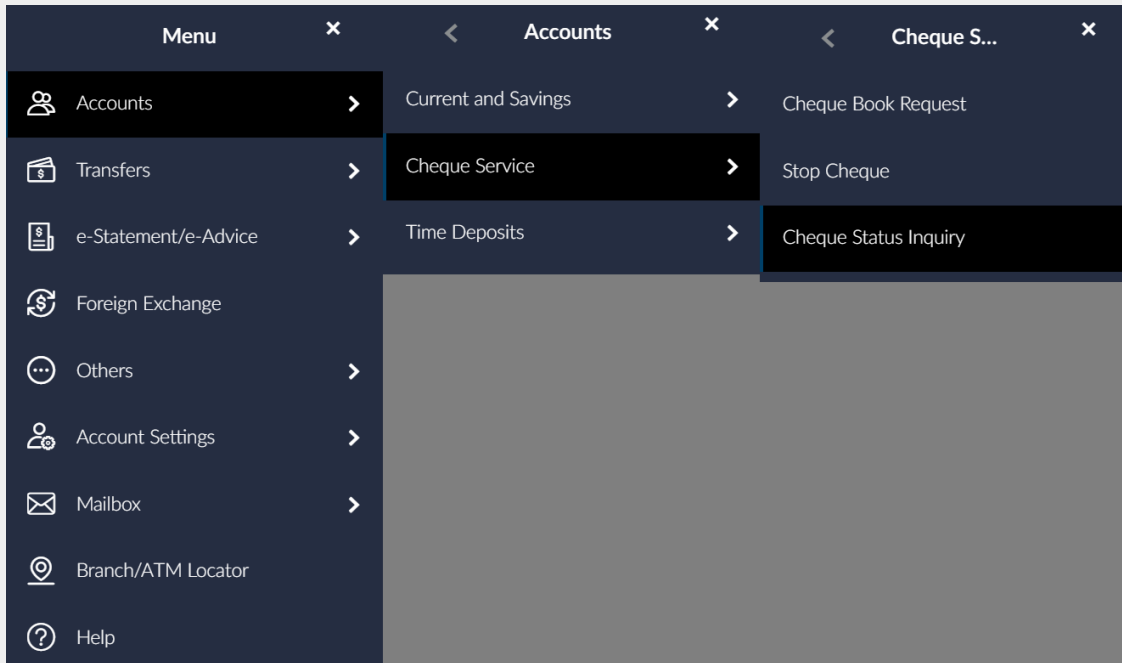
## 2. Cheque Status Inquiry



Users can inquire and view their cheque status according to selected criteria, e.g., cheque number range, period.

### How to get there

#### a. Menu > Accounts > Cheque > Cheque Status Inquiry



#### b. Quick Search > Cheque Status Inquiry



Step  
**01** Inquiry

1. Select the Account Number and currency (HKD/ CNY/ USD).
2. Enter the Cheque Number range (max. 10 cheques).
3. Tick Cheque Status and select required information below (Details for Unpaid, Paid, Stopped Cancelled status will be displayed.)
4. Select the Period. (Details for the current month and previous 12 months will be displayed.)
5. Click on Submit to continue.
  - Click on Cancel to return to the dashboard.
  - Click on Back to return to the previous screen.

**Cheque Status Inquiry**

Company Name

Account Number: 015-HKD CUR A/C | Currency: (CPLUS -) HKD

View Account Balance

Cheque Number  Cheque Status

From: 000001 To: 000009

Cheque Status: All

Period: All

Submit Cancel Back

Cheque Number	Status	Date	Amount
000001	Unpaid		
000002	Unpaid		
000003	Unpaid		
000004	Unpaid		
000005	Unpaid		
000006	Unpaid		
000007	Unpaid		
000008	Unpaid		
000009	Unpaid		

Page 1 of 1 (1-9 of 9 items) | Download

Notes:  
 1. The information above is for reference only.  
 2. Not available\* indicates that the relevant cheques do not fall within the valid range of cheques sent to you. Please contact your account opening branch for more details.  
 3. Date and amount details are available for paid cheques only.

### 3. Stop Cheque



Users can submit a stop cheque request. (Service charges are applicable.)

#### How to get there

##### a. Menu > Accounts > Cheque Service > Stop Cheque

Menu	Accounts	Cheque S...
Accounts	Current and Savings	Cheque Book Request
Transfers	Cheque Service	Stop Cheque
e-Statement/e-Advice	Time Deposits	Cheque Status Inquiry
Foreign Exchange		
Others		
Account Settings		
Mailbox		
Branch/ATM Locator		
Help		

##### b. Quick Search > Stop Cheque

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stop c

Cheque Service - Stop Cheque

Stop Cheque

Step  
01 Initiate

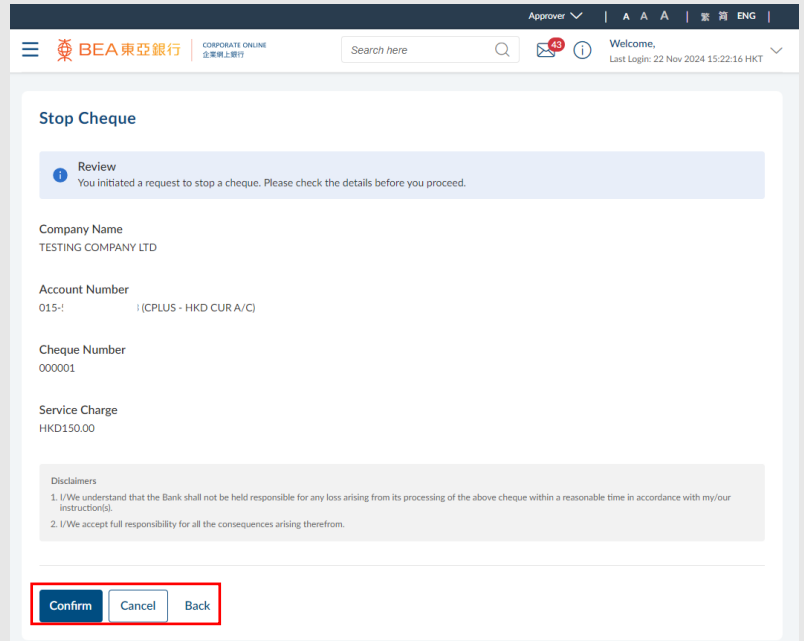
1. Select the Account Number and currency (HKD/ CNY/ USD).
  2. Enter the Cheque Number.
  3. Tick all disclaimer checkboxes.
  4. Click on Submit to continue.
- Click on Cancel to return to the dashboard.
  - Click on Back to return to the previous screen.

The screenshot shows the 'Stop Cheque' form in the BEA Corporate Online interface. The form is titled 'Stop Cheque' and includes the following elements:

- Account Number:** A text input field containing '015-HKD CUR A/C'.
- Currency:** A dropdown menu with '(CPLUS -)' and 'HKD' selected.
- Cheque Number:** An empty text input field.
- View Account Balance:** A button below the account number field.
- Disclaimer:** Two checkboxes with the following text:
  - I/We understand that the Bank shall not be held responsible for any loss arising from its processing of the above cheque within a reasonable time in accordance with my/our instruction(s).
  - I/We accept full responsibility for all the consequences arising therefrom.
- Buttons:** 'Submit', 'Cancel', and 'Back' buttons at the bottom.
- Tips:** A tip box on the right stating: 'You can stop the issued cheque through this stop cheque function.'

Step  
**02** **Verify**

1. Verify the details of the transaction.
  2. Click on Confirm to continue.
- Click on Cancel to return to dashboard.
  - Click on Back to return to edit previous details.



The screenshot shows the 'Stop Cheque' review page. At the top, there is a navigation bar with the BEA logo, 'CORPORATE ONLINE 企業網上銀行', a search bar, and user information: 'Welcome, Last Login: 22 Nov 2024 15:22:16 HKT'. The main content area is titled 'Stop Cheque' and contains a 'Review' section with a message: 'You initiated a request to stop a cheque. Please check the details before you proceed.' Below this, the following details are listed:

- Company Name:** TESTING COMPANY LTD
- Account Number:** 015- (CPLUS - HKD CUR A/C)
- Cheque Number:** 000001
- Service Charge:** HKD150.00

At the bottom, there is a 'Disclaimers' section with two points:

- I/We understand that the Bank shall not be held responsible for any loss arising from its processing of the above cheque within a reasonable time in accordance with my/our instruction(s).
- I/We accept full responsibility for all the consequences arising therefrom.

At the bottom of the page, there are three buttons: 'Confirm', 'Cancel', and 'Back'. The 'Confirm' button is highlighted with a red box.

Step  
03

## Successful Submission

1. Transaction Reference Number will display upon successful submission of the request.
2. The Approve / Reject flow is required to complete the request. For details, please refer to the Approval Workflow guide.

For the fee schedule, please refer [Bank Charges](#) for details.

The screenshot shows the 'Stop Cheque' confirmation page in the BEA Corporate Online system. The page header includes the BEA logo, 'CORPORATE ONLINE 企業網上銀行', a search bar, and user information: 'Welcome, Last Login: 21 Nov 2022 02:26:01 PM HKT'. The main content area is titled 'Stop Cheque' and features a green confirmation banner: 'Confirmation Your Stop Cheque request has been sent for approval.' Below this, the 'Transaction Reference Number' is displayed as '211126A8DB39' and is highlighted with a red box. Other details include: Status: Pending Approval; Company Name: TESTING COMPANY LTD; Account Number: 015- (PLUS - HKD CUR A/C); Cheque Number: 000001; Service Charge: HKD150. A 'Disclaimers' section contains two points: '1. I/We understand that the Bank shall not be held responsible for any loss arising from its processing of the above cheque within a reasonable time in accordance with my/our instruction(s). 2. I/We accept full responsibility for all the consequences arising therefrom.' Under 'What's Next?', there is a 'Go to Dashboard' link with a computer icon. At the bottom, there is an 'Approve' button.