

BEA Corporate Online

e-Direct Debit Authorisation

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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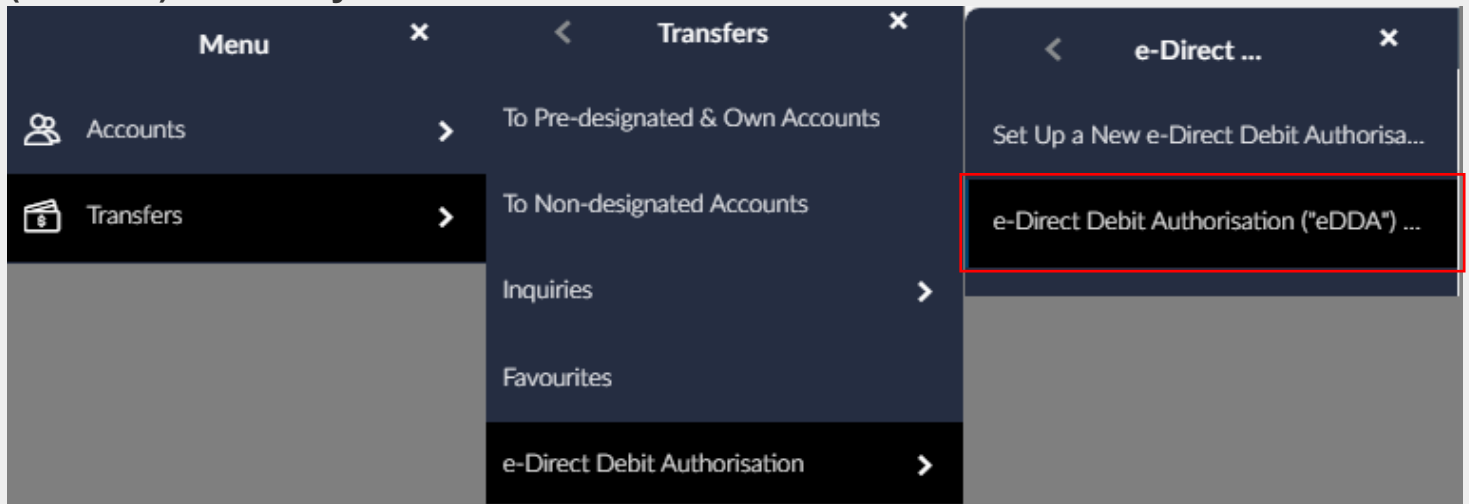
1. e-Direct Debit Authorisation (eDDA) Summary



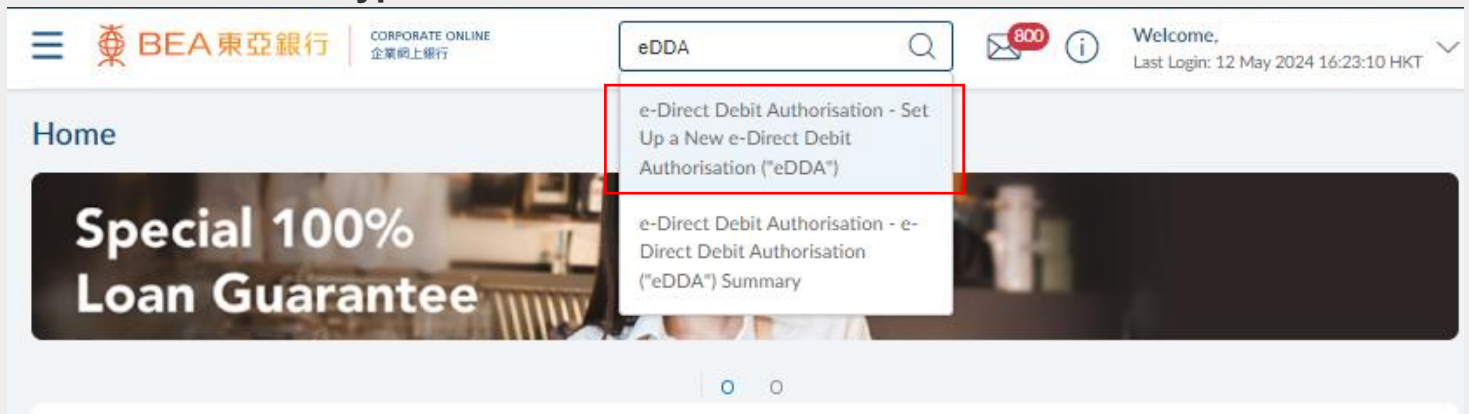
Users can inquire and download their eDDA records.

How to get there:

a. Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary



b. Quick Search > Type “eDDA”



Step
01 Inquiry

1. Select / enter the search criteria and click “Search” to review the eDDA record.
2. Click “Download” button to download the eDDA record as CSV format.
3. Click “Action” button to raise different requests, including edit, suspend and resume, and terminate.

e-Direct Debit Authorisation ("eDDA") Summary

Company Name: ALL

Withdrawal Account: ALL

Status: ALL

From Date: [Calendar icon]

To Date: [Calendar icon]

Until Further Notice

Select: Please Select

Input Search Filters: [Text input]

The following summary lists the eDDA records that have already been sent by the authorised signers and/or confirmed by the merchant/organisation. Kindly note that you can view cancelled and rejected eDDA records dating back to the past 1 year. To view the eDDA records that have not been signed and/or sent by the authorised signers, please click the Activity Log widget in the Dashboard.

Search Cancel Reset

| Merchant/Organisation/R... | Payment Limit / Frequency | Start Date | Expiry Date | Withdrawal account | Status | Action |
|---|---------------------------|-------------|----------------------|--------------------|---|--------|
| 016 MCBN EDDA/ eDDA testing/ 015/MND100025130 | 10000.00 HKD / Monthly | 31 Jan 2024 | Until Further Notice | 015 | Rejected | ⋮ |
| DDMU TEST/ 672/SIM2023021010261 4477/ 672/SIM2023021010261 4477 | 50000.00 HKD / Monthly | 10 Feb 2023 | Until Further Notice | 015 | Active | ⋮ |
| !@#UAT/ Merchant DDMC/ 015/MND100023970 | 1000.00 HKD / Monthly | 10 Feb 2023 | Until Further Notice | 015 | Active | ⋮ |
| Guangxing Real Estate Co., Ltd/ DDMC EMAIL/ 015/MND100023969 | 40000.00 HKD / Monthly | 10 Feb 2023 | Until Further Notice | 015 | Active | ⋮ |
| DDMC TEST/ DDMC ANGUS/ 015/MND100023968 | 20000.00 HKD / Monthly | 10 Feb 2023 | Until Further Notice | 015 | Active | ⋮ |
| eDDA Two/ eDDA Two/ 015/MND100023923 | 60000.00 HKD / Monthly | 01 Feb 2023 | Until Further Notice | 015 | Active | ⋮ |
| TESTING eDDA/ TESTING eDDA/ 015/MND100023922 | 50000.00 HKD / Monthly | 01 Feb 2023 | Until Further Notice | 015 | Active | ⋮ |
| Lin Sin/ TESTING/ 015/MND100023875 | 43000.00 HKD / Monthly | 20 Jan 2023 | Until Further Notice | 015 | Active | ⋮ |
| eDDA ANGUS Creditor/ eDDA ANGUS Creditor/ 672/SIM2023011714161 5155 | 70000.00 HKD / Monthly | 17 Jan 2023 | Until Further Notice | 015 | Suspended Suspended by you Waiting for confirmation | ⋮ |
| Lin Sin/ eDDA Angus Two/ 015/MND100023848 | 23000.00 HKD / Monthly | 17 Jan 2023 | Until Further Notice | 015 | Active | ⋮ |
| 11 Digits Testing (EDDA)/ Testing eDDA/ 015/MND100023811 | 55000.00 HKD / Monthly | 13 Jan 2023 | Until Further Notice | 015 | Rejected | ⋮ |
| BOCHK TEST/ 672/SIM2023011014111 9288/ 672/SIM2023011014111 9288 | 50000.00 HKD / Monthly | 10 Jan 2023 | 10 Jan 2024 | 015 | Suspended Suspended by you Waiting for confirmation | ⋮ |
| 016 EMAL RTOP EDDA/ eDDA Testing One/ 015/MND100023753 | 100000.00 HKD / Monthly | 10 Jan 2023 | Until Further Notice | 015 | Rejected | ⋮ |
| 1000658945/ eDDA Test One/ 015/MND100023751 | 50000.00 HKD / Monthly | 10 Jan 2023 | Until Further Notice | 015 | Rejected | ⋮ |

Download

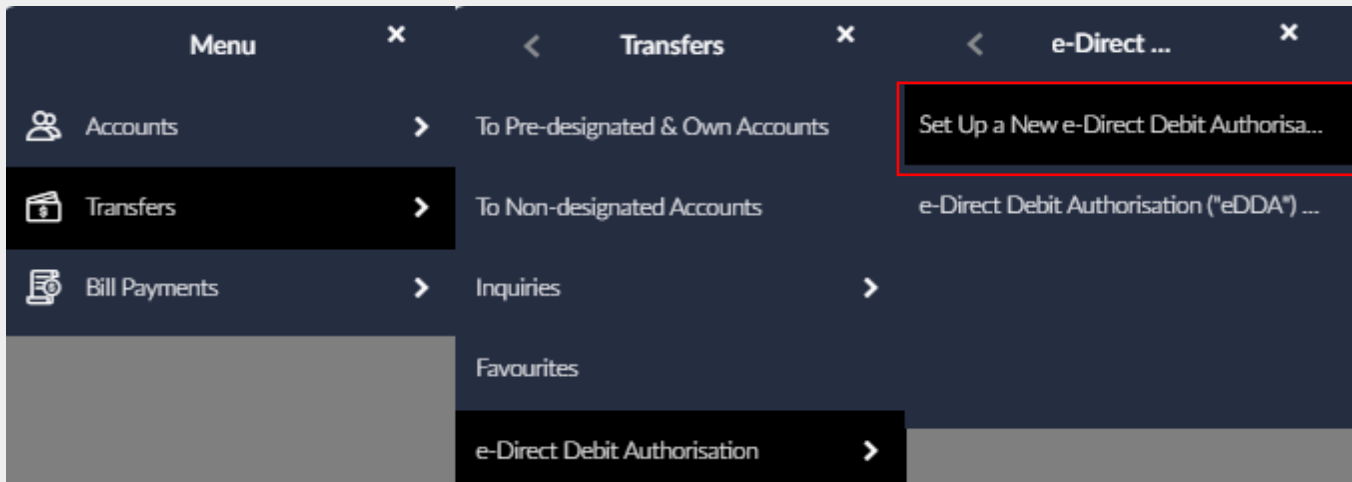
2. Set Up a New eDDA



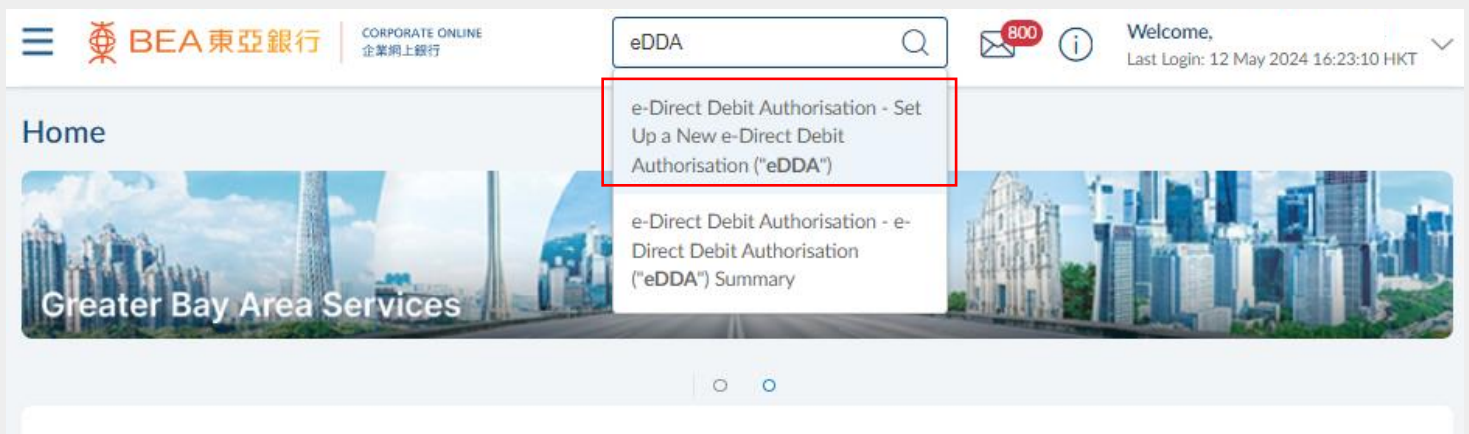
Users can set up eDDA instructions to make automatic payments to merchants / organisations. Once the merchant / organisation accepts the request, the eDDA setup is effective immediately.

How to get there:

a. Menu > Transfers > e-Direct Debit Authorisation > Set Up a New e-Direct Debit Authorisation (“eDDA”)



b. Quick Search > Type “eDDA”



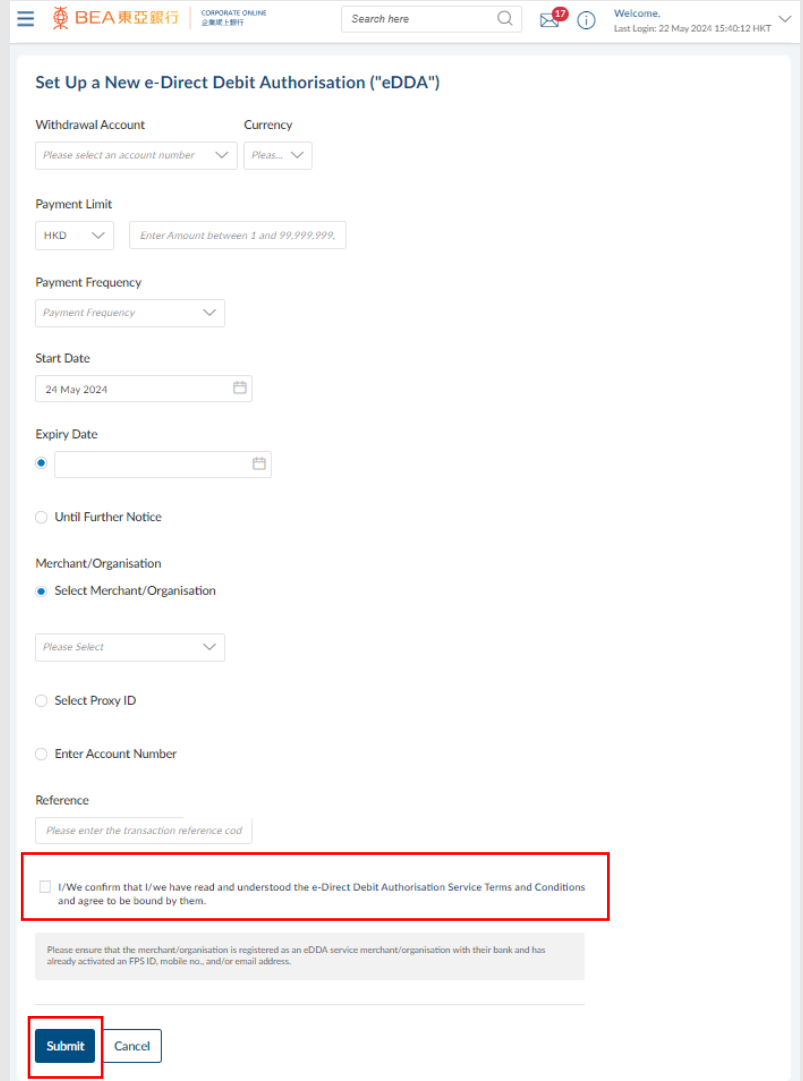
Step
01 Initiate

1. Select / enter the eDDA set up instruction details, including

- Withdrawal Account
- Currency
- Payment Limit
- Payment Frequency
- Start Date
- Expiry Date
- Merchant/Organisation details
- Reference

2. Agree on the Terms and Conditions.

3. Click “Submit” to continue.

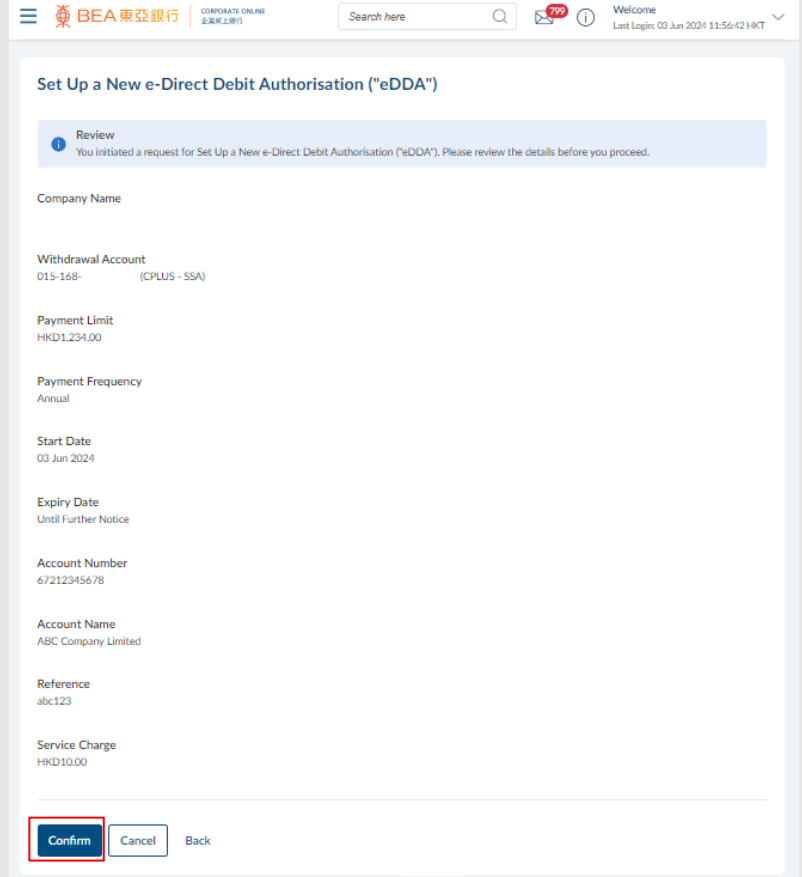


The screenshot shows the 'Set Up a New e-Direct Debit Authorisation ("eDDA")' form in the BEA Corporate Online interface. The form contains the following fields and options:

- Withdrawal Account:** A dropdown menu with the placeholder text 'Please select an account number'.
- Currency:** A dropdown menu with the placeholder text 'Please select a currency'.
- Payment Limit:** A dropdown menu set to 'HKD' and a text input field with the placeholder 'Enter Amount between 1 and 99,999,999'.
- Payment Frequency:** A dropdown menu with the placeholder 'Payment Frequency'.
- Start Date:** A date picker showing '24 May 2024'.
- Expiry Date:** A date picker with a radio button selected, and an option for 'Until Further Notice'.
- Merchant/Organisation:** A radio button selected for 'Select Merchant/Organisation', with a dropdown menu showing 'Please Select'. Other options are 'Select Proxy ID' and 'Enter Account Number'.
- Reference:** A text input field with the placeholder 'Please enter the transaction reference cod'.
- Confirmation:** A checkbox with the text 'I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.' This checkbox is highlighted with a red box.
- Disclaimer:** A small text box stating 'Please ensure that the merchant/organisation is registered as an eDDA service merchant/organisation with their bank and has already activated an FPS ID, mobile no., and/or email address.'
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom. The 'Submit' button is highlighted with a red box.

**Step
02** **Verify**

1. Review and verify the eDDA set up instruction details.
2. Click “Confirm” to continue and send the request to Approver (if applicable).
3. Click “Cancel” to return to the dashboard.
4. Click “Back” to edit the eDDA set up instruction details.



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企業網上銀行

Search here

Welcome
Last Login: 03 Jun 2024 11:56:42 HKT

Set Up a New e-Direct Debit Authorisation ("eDDA")

1 Review
You initiated a request for Set Up a New e-Direct Debit Authorisation ("eDDA"). Please review the details before you proceed.

Company Name

Withdrawal Account
015-168- (CPLUS - SSA)

Payment Limit
HKD1,234.00

Payment Frequency
Annual

Start Date
03 Jun 2024

Expiry Date
Until Further Notice

Account Number
67212345678

Account Name
ABC Company Limited

Reference
abc123

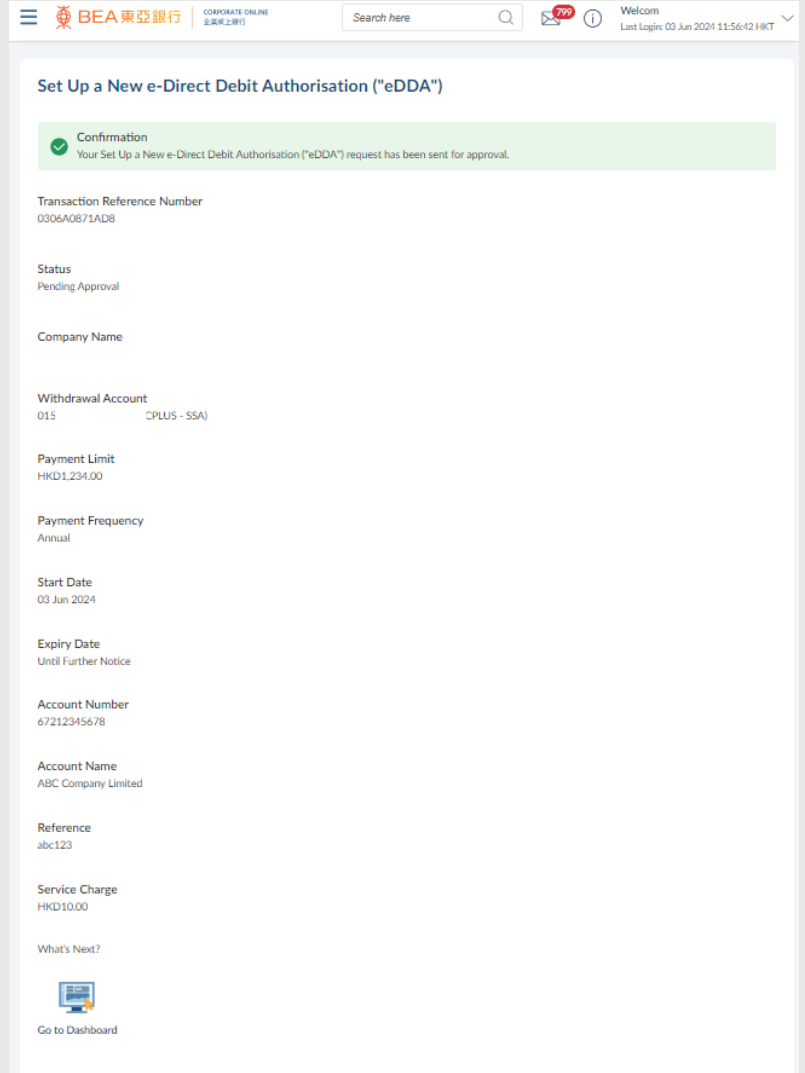
Service Charge
HKD10.00

Confirm Cancel Back

Step
03

Successful Submission

1. The request has been submitted successfully.
2. To complete the request, Approval / Rejection flow is required. For details of the flow, please refer to the [Approval Workflow](#) guide.



The screenshot displays the BEA Corporate Online interface for setting up a new e-Direct Debit Authorisation (eDDA). The page title is "Set Up a New e-Direct Debit Authorisation ('eDDA')". A green confirmation banner states: "Confirmation: Your Set Up a New e-Direct Debit Authorisation ('eDDA') request has been sent for approval." Below this, the following details are listed:

- Transaction Reference Number:** 0306A0871AD8
- Status:** Pending Approval
- Company Name:**
- Withdrawal Account:** 015 (PLUS - SSA)
- Payment Limit:** HKD1,234.00
- Payment Frequency:** Annual
- Start Date:** 03 Jun 2024
- Expiry Date:** Until Further Notice
- Account Number:** 67212345678
- Account Name:** ABC Company Limited
- Reference:** abc123
- Service Charge:** HKD10.00
- What's Next?:** Go to Dashboard

3. Confirm eDDA



Users can reject the eDDA instruction requests raised by merchants / organisations.

How to get there:

Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary > Click “Confirm” (for eDDA with “Pending for your Confirmation” status)

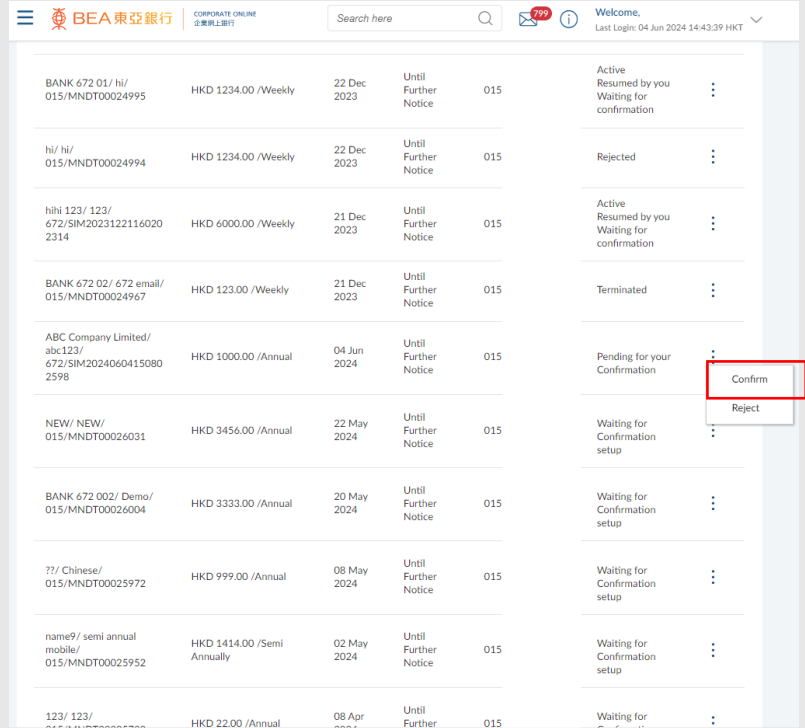
The screenshot shows the navigation path: Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary. The table below lists the eDDA requests.

| Merchant/Organisation/R... | Payment Limit /Frequency | Start Date | Expiry Date | Withdrawal Account | Status | Action |
|---|--------------------------|----------------|-------------------------|--------------------|----------------------------------|---|
| ABC Company Limited/ abc1230000000000000000 00000000000001/ 672/SIM2024060416490 5702 | HKD 500.00 /Annual | 04 Jun 2024 | Until Further Notice | 0151686i | Pending for your Confirmation | <ul style="list-style-type: none"> Confirm Reject |

Download

Step
01 Initiate

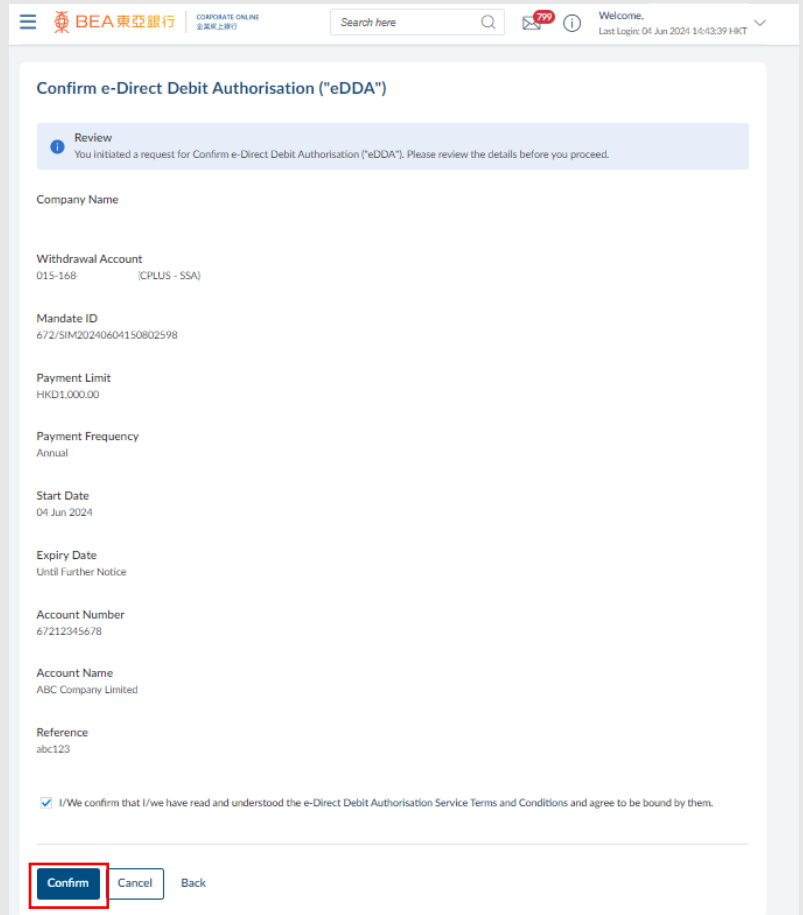
1. In the Action column of the correspondent eDDA instruction, click “Confirm” to review the details of the request raised by merchant / organisation.



| Reference | Amount / Frequency | Effective Date | Notice | Balance | Status / Action |
|--|----------------------------|----------------|----------------------|---------|---|
| BANK 672 01/ hi/ 015/MNDT00024995 | HKD 1234.00 /Weekly | 22 Dec 2023 | Until Further Notice | 015 | Active Resumed by you Waiting for confirmation |
| hi/ hi/ 015/MNDT00024994 | HKD 1234.00 /Weekly | 22 Dec 2023 | Until Further Notice | 015 | Rejected |
| hihi 123/ 123/ 672/SIM2023122116020 2314 | HKD 6000.00 /Weekly | 21 Dec 2023 | Until Further Notice | 015 | Active Resumed by you Waiting for confirmation |
| BANK 672 02/ 672 email/ 015/MNDT00024967 | HKD 123.00 /Weekly | 21 Dec 2023 | Until Further Notice | 015 | Terminated |
| ABC Company Limited/ abc123/ 672/SIM2024060415080 2598 | HKD 1000.00 /Annual | 04 Jun 2024 | Until Further Notice | 015 | Pending for your Confirmation |
| NEW/ NEW/ 015/MNDT00026031 | HKD 3456.00 /Annual | 22 May 2024 | Until Further Notice | 015 | Waiting for Confirmation setup |
| BANK 672 002/ Demo/ 015/MNDT00026004 | HKD 3333.00 /Annual | 20 May 2024 | Until Further Notice | 015 | Waiting for Confirmation setup |
| ??/ Chinese/ 015/MNDT00025972 | HKD 999.00 /Annual | 08 May 2024 | Until Further Notice | 015 | Waiting for Confirmation setup |
| name9/ semi annual mobile/ 015/MNDT00025952 | HKD 1414.00 /Semi Annually | 02 May 2024 | Until Further Notice | 015 | Waiting for Confirmation setup |
| 123/ 123/ 015/MNDT00025952 | HKD 22.00 /Annual | 08 Apr 2024 | Until Further Notice | 015 | Waiting for Confirmation setup |

Step
02 **Verify**

1. Verify the eDDA set up details.
2. Agree on the Terms and Conditions.
3. Click “Confirm” to accept the request.
4. Click “Cancel” to return to the dashboard.
5. Click “Back” to the eDDA Summary page.



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Search here

Welcome,
Last Login: 01 Jun 2024 14:43:39 HKT

Confirm e-Direct Debit Authorisation ("eDDA")

Review
You initiated a request for Confirm e-Direct Debit Authorisation ("eDDA"). Please review the details before you proceed.

Company Name

Withdrawal Account
015-168 (CPLUS - SSA)

Mandate ID
672/SIM20240604150802598

Payment Limit
HKD1,000.00

Payment Frequency
Annual

Start Date
04 Jun 2024

Expiry Date
Until Further Notice

Account Number
67212345678

Account Name
ABC Company Limited

Reference
abc123

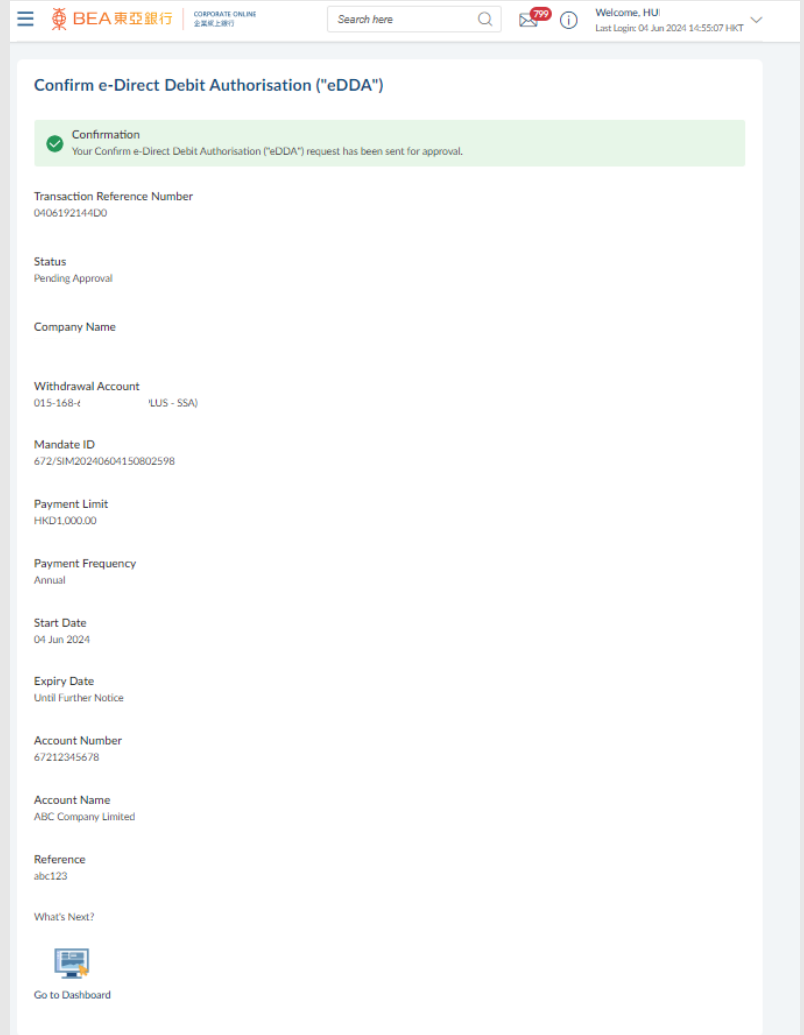
I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.

Confirm Cancel Back

Step
03

Successful Submission

1. The request has been submitted successfully.
2. To complete the request, Approval / Rejection flow is required. For details of the flow, please refer to the [Approval Workflow](#) guide.



The screenshot shows the 'Confirm e-Direct Debit Authorisation ("eDDA")' page in the BEA Corporate Online system. The page features a confirmation message at the top, followed by a list of transaction details. At the bottom, there is a 'What's Next?' section with a 'Go to Dashboard' button.

| Field | Value |
|------------------------------|--------------------------|
| Transaction Reference Number | 0406192144DO |
| Status | Pending Approval |
| Company Name | |
| Withdrawal Account | 015-168-4 (LUS - SSA) |
| Mandate ID | 672/SIM20240604150802598 |
| Payment Limit | HKD1,000.00 |
| Payment Frequency | Annual |
| Start Date | 04 Jun 2024 |
| Expiry Date | Until Further Notice |
| Account Number | 67212345678 |
| Account Name | ABC Company Limited |
| Reference | abc123 |

What's Next?
Go to Dashboard

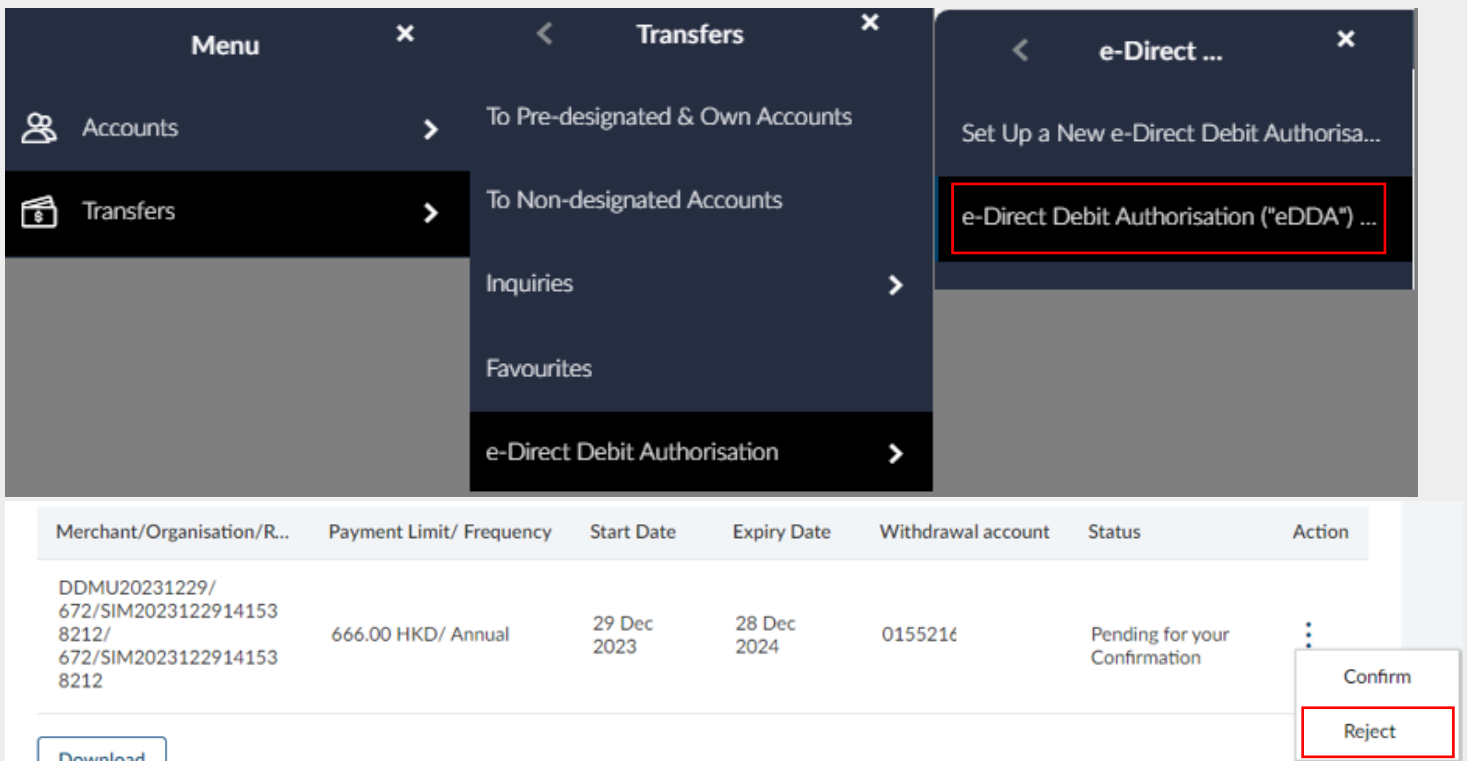
4. Reject eDDA



Users can reject the eDDA instruction requests raised by merchants / organisations.

How to get there:

Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary > Click “Reject” (for eDDA with “Pending for your Confirmation” status)



The screenshot shows the navigation path: Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary. A table lists eDDA requests with columns for Merchant/Organisation/R..., Payment Limit/ Frequency, Start Date, Expiry Date, Withdrawal account, Status, and Action. The status 'Pending for your Confirmation' is highlighted, and the 'Reject' button in the action column is also highlighted.

| Merchant/Organisation/R... | Payment Limit/ Frequency | Start Date | Expiry Date | Withdrawal account | Status | Action |
|--|--------------------------|----------------|----------------|--------------------|----------------------------------|---|
| DDMU20231229/ 672/SIM2023122914153 8212/ 672/SIM2023122914153 8212 | 666.00 HKD/ Annual | 29 Dec 2023 | 28 Dec 2024 | 0155216 | Pending for your Confirmation | <ul style="list-style-type: none"> Confirm Reject |

Step
01 Initiate

1. In the Action column of the correspondent eDDA instruction, click “Reject” to review the details of the request raised by merchant / organisation.

The screenshot shows the BEA Corporate Online interface. At the top, there is a navigation bar with the BEA logo, 'CORPORATE ONLINE 企業網上銀行', a search bar, and a user profile section showing 'Welcome, Last Login: 04 Jun 2024 14:45:23 HKT'. Below the navigation bar, a message states: 'The following summary lists the eDDA records that have already been sent by the authorised signers and/or confirmed by the merchant/organisation. Kindly note that you can view cancelled and rejected eDDA records dating back to the past 1 year. To view the eDDA records that have not been signed and/or sent by the authorised signers, please click the Activity Log widget in the Dashboard.'

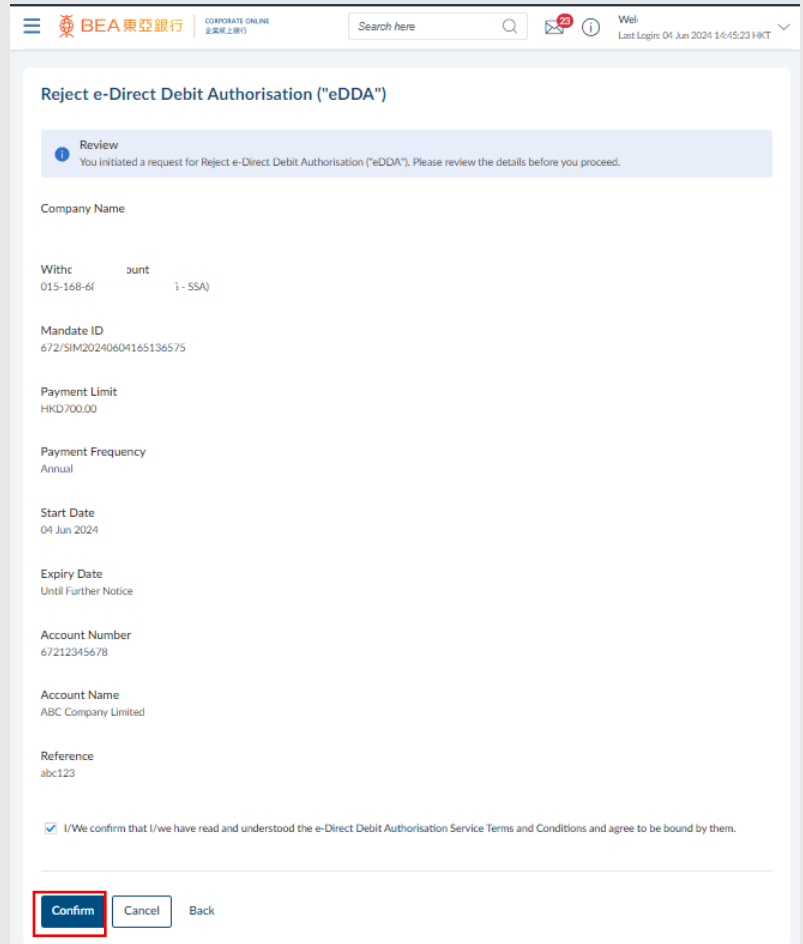
Below the message is a table with the following columns: Merchant/Organisation/R.L., Payment Limit /Frequency, Start Date, Expiry Date, Withdrawal Account, Status, and Action. The table contains 10 rows of data. The second-to-last row has a status of 'Waiting for Confirmation setup' and a 'Reject' button highlighted in a red box in the Action column. A 'Confirm' button is also visible in the Action column of the same row.

| Merchant/Organisation/R.L. | Payment Limit /Frequency | Start Date | Expiry Date | Withdrawal Account | Status | Action |
|---|--------------------------|----------------|-------------------------|--------------------|--|------------------------|
| ABC Company Limited/ abc123/ 672/SIM2024060416443 1924 | HKD 2000.00 /Annual | 04 Jun 2024 | Until Further Notice | 01516868006539 | Rejected | ⋮ |
| 22/ 22/ 672/SIM2024041216332 5273 | HKD 22.00 /Annual | 12 Apr 2024 | Until Further Notice | 01516868006539 | Terminated | ⋮ |
| BANK 672 02/ 662/ 015/MNDT00025801 | HKD 662.00 /Fortnightly | 11 Apr 2024 | Until Further Notice | 01516868006539 | Suspended Suspended by you Waiting for confirmation | ⋮ |
| FullNm/ 515/ 015/MNDT00024936 | HKD 115.00 /Annual | 20 Dec 2023 | Until Further Notice | 01516868006539 | Rejected | ⋮ |
| MOBILE EDDA/ new mobile EDDA/ 015/MNDT00024888 | HKD 112.00 /Annual | 18 Dec 2023 | Until Further Notice | 01516868006539 | Rejected | ⋮ |
| MOBILE EDDA/ Annual mobile/ 015/MNDT00024886 | HKD 111.00 /Annual | 18 Dec 2023 | Until Further Notice | 01516868006539 | Rejected | ⋮ |
| ABC Company Limited/ abc123/ 672/SIM2024060416513 6575 | HKD 700.00 /Annual | 04 Jun 2024 | Until Further Notice | 01516868006539 | Pending for your Confirmation | ⋮ |
| 22/ 22/ 015/MNDT00025938 | HKD 22.00 /Annual | 12 Apr 2024 | Until Further Notice | 01516868006539 | Waiting for Confirmation setup | ⋮ Confirm Reject |
| BANK 672 09/ 672 Annual mobile/ 015/MNDT00024890 | HKD 113.00 /Annual | 18 Dec 2023 | Until Further Notice | 01516868006539 | Waiting for Confirmation setup | ⋮ |

At the bottom of the table, there is a 'Download' button.

Step
02 **Verify**

1. Verify the eDDA set up details.
2. Agree on the Terms and Conditions.
3. Click “Confirm” to reject the request.
4. Click “Cancel” to return to the dashboard.
5. Click “Back” to the eDDA Summary page.



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Search here

Wei Last Login: 04 Jun 2024 14:45:23 HKT

Reject e-Direct Debit Authorisation ("eDDA")

Review
You initiated a request for Reject e-Direct Debit Authorisation ("eDDA"). Please review the details before you proceed.

Company Name

With account (SSA)

Mandate ID
672/SIM20240604165136575

Payment Limit
HKD700.00

Payment Frequency
Annual

Start Date
04 Jun 2024

Expiry Date
Until Further Notice

Account Number
67212345678

Account Name
ABC Company Limited

Reference
abc123

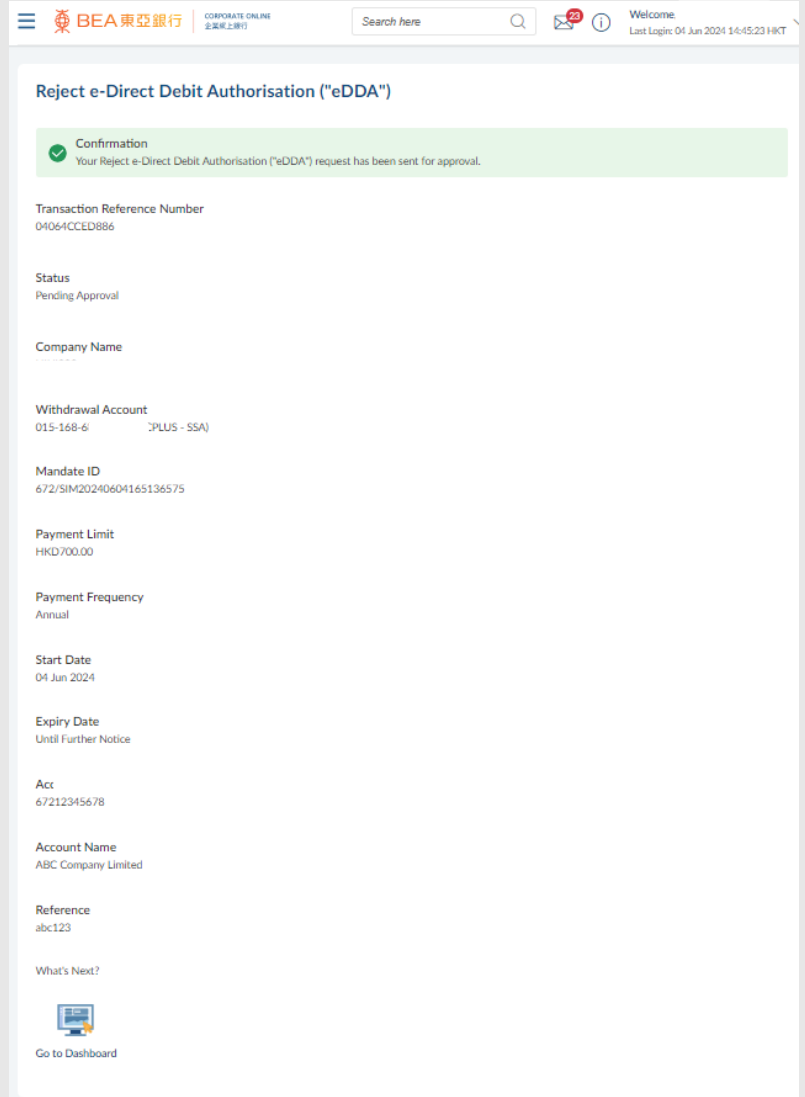
I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.

Confirm Cancel Back

Step
03

Successful Submission

1. The request has been submitted successfully.
2. To complete the request, Approval / Rejection flow is required. For details of the flow, please refer to the [Approval Workflow](#) guide.



The screenshot displays the BEA Corporate Online interface for a 'Reject e-Direct Debit Authorisation ("eDDA")' request. The page features a confirmation message, transaction details, and a 'Go to Dashboard' button.

| Field | Value |
|------------------------------|--------------------------|
| Transaction Reference Number | 04064CCED886 |
| Status | Pending Approval |
| Company Name | ----- |
| Withdrawal Account | 015-168-6i :PLUS - SSA) |
| Mandate ID | 672/SIM20240604165136575 |
| Payment Limit | HKD 700.00 |
| Payment Frequency | Annual |
| Start Date | 04 Jun 2024 |
| Expiry Date | Until Further Notice |
| Acc | 67212345678 |
| Account Name | ABC Company Limited |
| Reference | abc123 |

What's Next?

[Go to Dashboard](#)

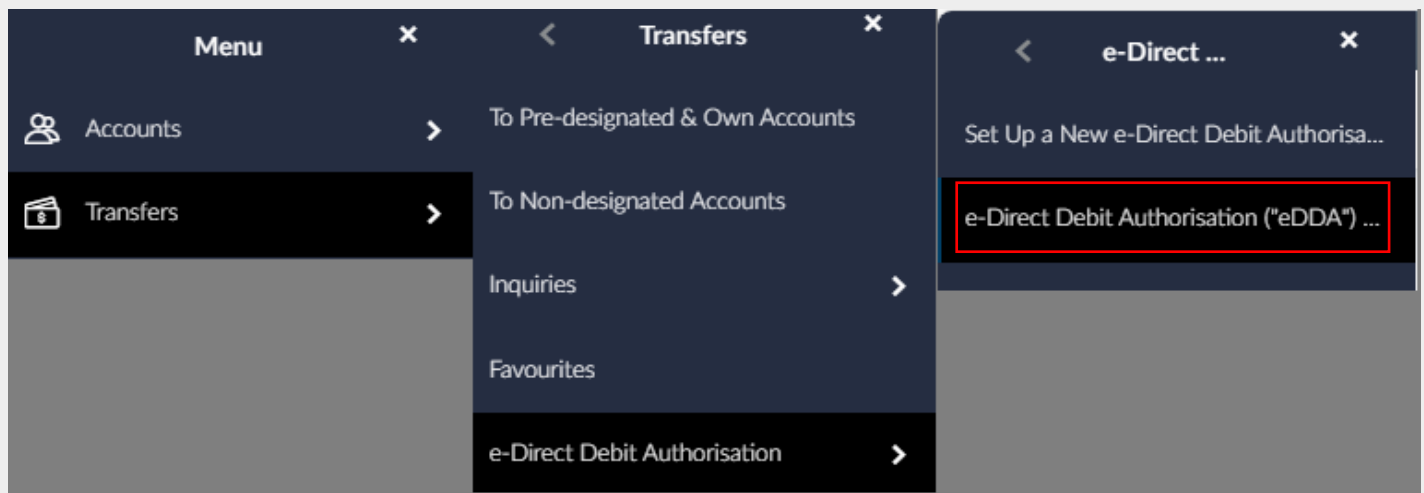
5. Suspend eDDA



Users can suspend the active eDDA instructions.

How to get there:

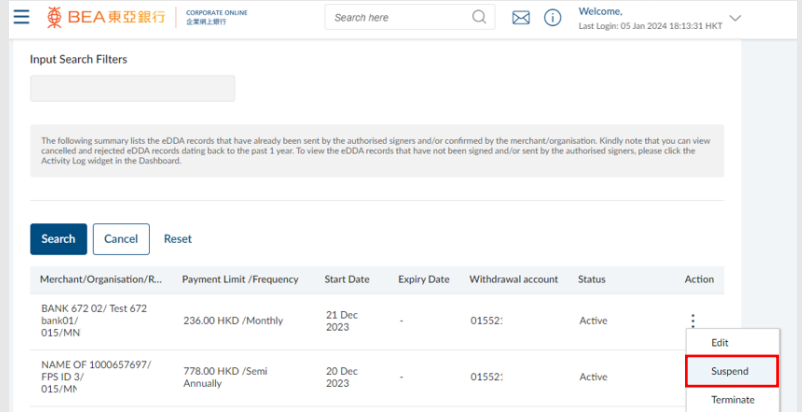
Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary > Click “Suspend” (for eDDA with “Active” status)



| Merchant/Organisation/R... | Payment Limit /Frequency | Start Date | Expiry Date | Withdrawal Account | Status | Action |
|---|--------------------------|----------------|----------------------------|--------------------|--------|---------------------------|
| ABC Company Limited/ abc123/ 672/SIM2024060415080 2598 | HKD 1000.00 /Annual | 04 Jun 2024 | Until Further Notice | 01516868006660 | Active | ⋮ Edit |
| 22222/ 22222/ 672/SIM2024052909454 4133 | HKD 22222.00 /Annual | 29 May 2024 | Until Further Notice | 0151686 | Active | ⋮ Suspend Terminate |

Step
01 Initiate

1. In the Action column of the correspondent eDDA instruction, click “Suspend” to continue.

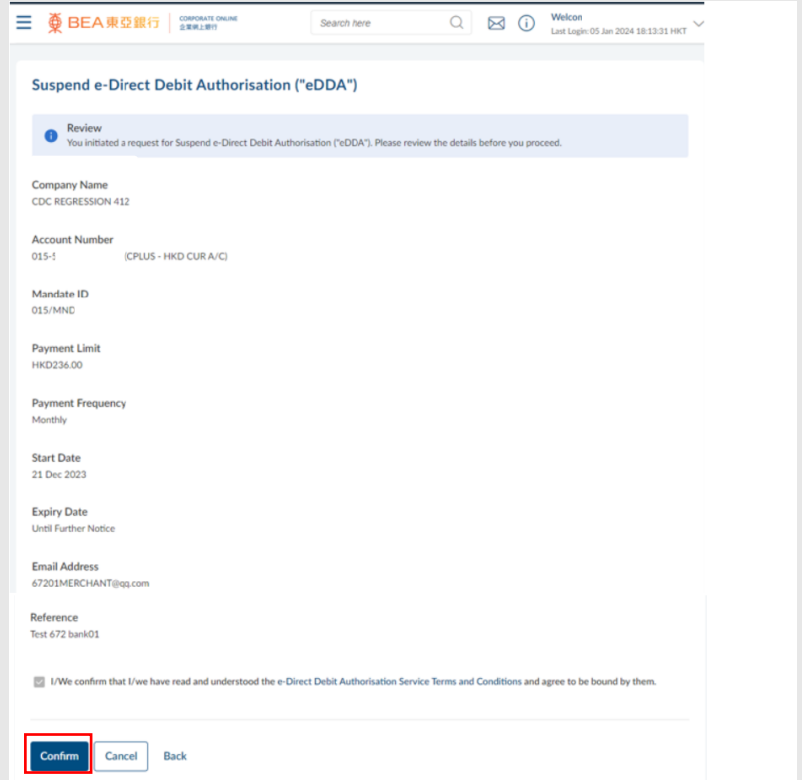


The screenshot shows the BEA Corporate Online interface. At the top, there is a search bar and a welcome message. Below this is a section for 'Input Search Filters' with a search input field. A summary note states: 'The following summary lists the eDDA records that have already been sent by the authorised signers and/or confirmed by the merchant/organisation. Kindly note that you can view cancelled and rejected eDDA records dating back to the past 1 year. To view the eDDA records that have not been signed and/or sent by the authorised signers, please click the Activity Log widget in the Dashboard.' Below the note are 'Search', 'Cancel', and 'Reset' buttons. A table displays the following data:

| Merchant/Organisation/R... | Payment Limit /Frequency | Start Date | Expiry Date | Withdrawal account | Status | Action |
|--------------------------------------|---------------------------|-------------|-------------|--------------------|--------|----------------------|
| BANK 672 02/ Test 672 bank01/ 015/MN | 236.00 HKD /Monthly | 21 Dec 2023 | - | 01552: | Active | ⋮ Edit |
| NAME OF 1000657697/ FPS ID 3/ 015/Mh | 778.00 HKD /Semi Annually | 20 Dec 2023 | - | 01552: | Active | Suspend Terminate |

Step
02 **Verify**

1. Agree on the Terms and Conditions.
2. Click “Confirm” to continue.
3. Click “Cancel” to return to the dashboard.
4. Click “Back” to the eDDA Summary page.



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Search here

Welcome
Last Login: 05 Jan 2024 18:13:31 HKT

Suspend e-Direct Debit Authorisation ("eDDA")

1 Review
You initiated a request for Suspend e-Direct Debit Authorisation ("eDDA"). Please review the details before you proceed.

Company Name
CDC REGRESSION 412

Account Number
015-5 (CPLUS - HKD CUR A/C)

Mandate ID
015/MND

Payment Limit
HKD236.00

Payment Frequency
Monthly

Start Date
21 Dec 2023

Expiry Date
Until Further Notice

Email Address
67201MERCHANT@qq.com

Reference
Test 672 bank01

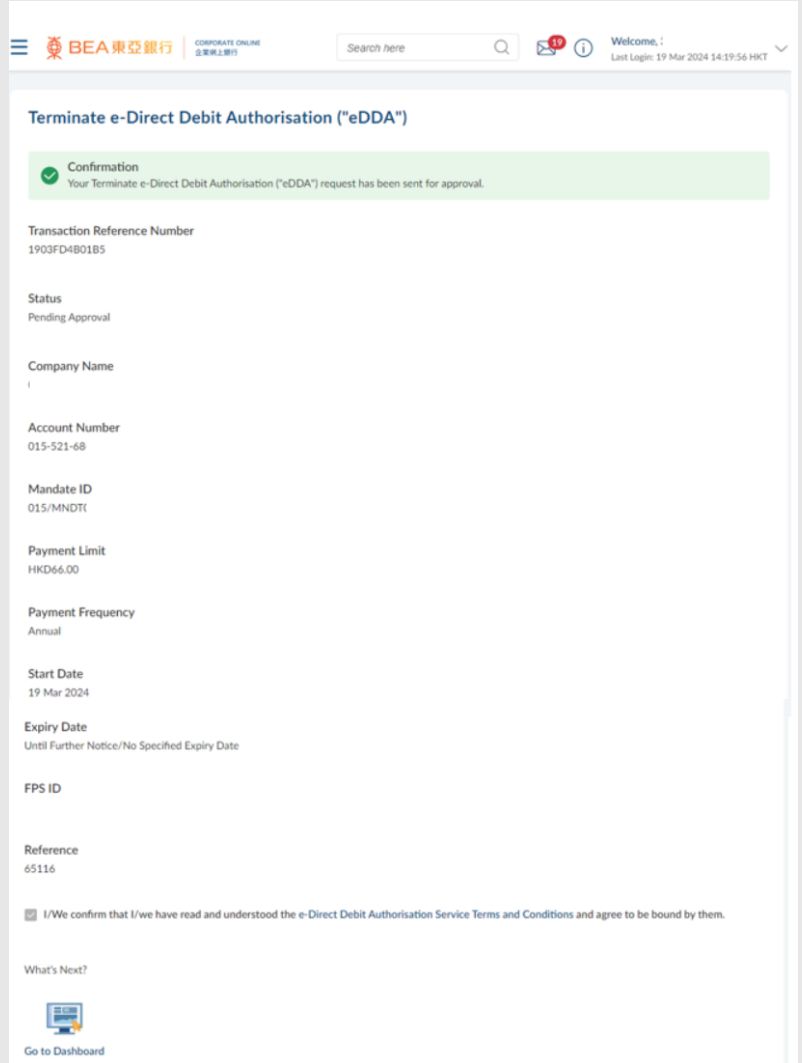
I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.

Confirm **Cancel** **Back**

Step
03

Successful Submission

1. The request has been submitted successfully.
2. To complete the request, Approval / Rejection flow is required. For details of the flow, please refer to the [Approval Workflow](#) guide.



The screenshot displays the BEA Corporate Online interface for terminating an e-Direct Debit Authorisation (eDDA). The page title is "Terminate e-Direct Debit Authorisation (\"eDDA\")". A green confirmation banner states: "Confirmation: Your Terminate e-Direct Debit Authorisation (\"eDDA\") request has been sent for approval." Below this, the following details are listed:

- Transaction Reference Number:** 1903FD4801B5
- Status:** Pending Approval
- Company Name:** ()
- Account Number:** 015-521-68
- Mandate ID:** 015/MNDT(
- Payment Limit:** HKD66.00
- Payment Frequency:** Annual
- Start Date:** 19 Mar 2024
- Expiry Date:** Until Further Notice/No Specified Expiry Date
- FPS ID:**
- Reference:** 65116

At the bottom, there is a checkbox with the text: "I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them." Below this, a "What's Next?" section contains a "Go to Dashboard" button with a computer icon.

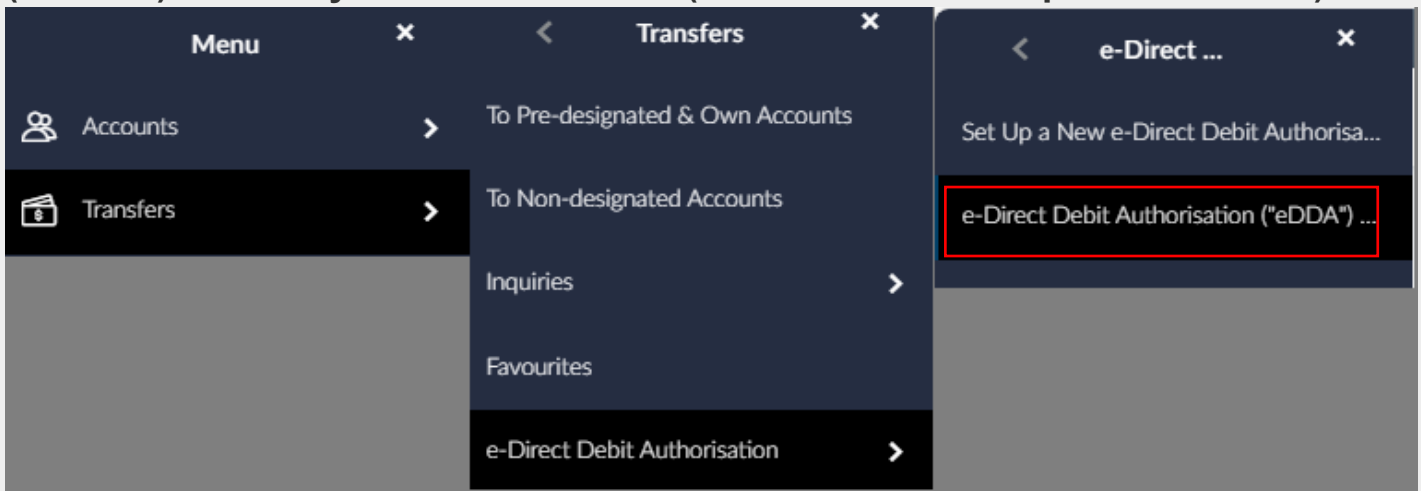
6. Resume eDDA



Users can resume suspended eDDA instructions.

How to get there:

Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary > Click “Resume” (for eDDA with “Suspended” status)

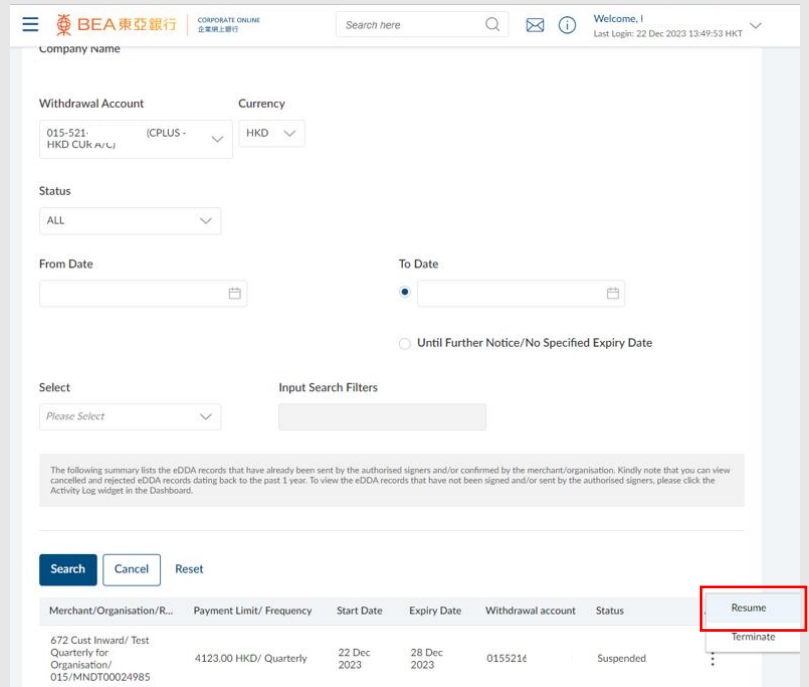


| Merchant/Organisation/R... | Payment Limit/ Frequency | Start Date | Expiry Date | Withdrawal account | Status | |
|--|--------------------------|-------------|-------------|--------------------|--------|------------|
| 672 Cust Inward/ Test Quarterly for Organisation/ 015/MNDT00024985 | 4123.00 HKD/ Quarterly | 22 Dec 2023 | 28 Dec 2023 | 0155 | 1 | Suspended. |

Resume
Terminate

Step
01 Initiate

1. In the Action column of the correspondent eDDA instruction, click “Resume” to continue.

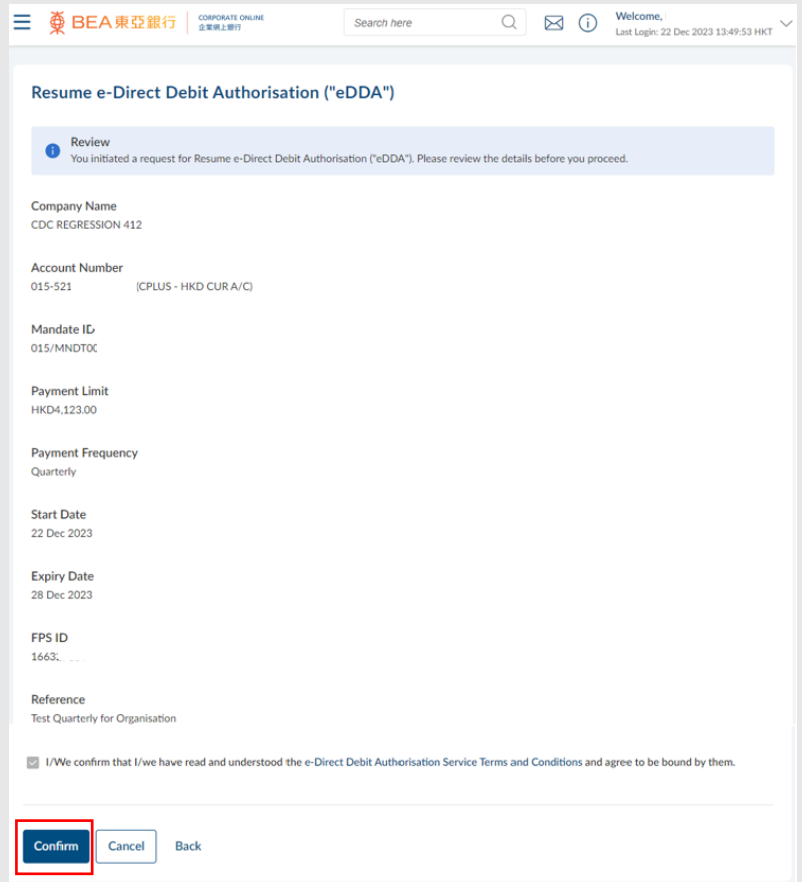


The screenshot shows the BEA Corporate Online interface. At the top, there is a search bar and user information. Below, there are search filters for Withdrawal Account, Currency, Status, From Date, and To Date. A table of eDDA records is displayed below the filters. The table has columns for Merchant/Organisation/R..., Payment Limit/ Frequency, Start Date, Expiry Date, Withdrawal account, Status, and an Action column. The 'Resume' button in the Action column of the first record is highlighted with a red box.

| Merchant/Organisation/R... | Payment Limit/ Frequency | Start Date | Expiry Date | Withdrawal account | Status | Action |
|---|--------------------------|----------------|----------------|--------------------|-----------|---------------------|
| 672 Cust Inward/ Test Quarterly for Organisation/ 015/MNDT00024985 | 4123.00 HKD/ Quarterly | 22 Dec 2023 | 28 Dec 2023 | 0155216 | Suspended | Resume Terminate |

Step
02 Verify

1. Agree on the Terms and Conditions.
2. Click “Confirm” to continue.
3. Click “Cancel” to return to the dashboard.
4. Click “Back” to the eDDA Summary page.



BEA 東亞銀行 | CORPORATE ONLINE
企業網上銀行

Search here

Welcome,
Last Login: 22 Dec 2023 13:49:53 HKT

Resume e-Direct Debit Authorisation ("eDDA")

Review
You initiated a request for Resume e-Direct Debit Authorisation ("eDDA"). Please review the details before you proceed.

Company Name
CDC REGRESSION 412

Account Number
015-521 (CPLUS - HKD CURA/C)

Mandate ID
015/MNDTOC

Payment Limit
HKD4,123.00

Payment Frequency
Quarterly

Start Date
22 Dec 2023

Expiry Date
28 Dec 2023

FPS ID
1663: ...

Reference
Test Quarterly for Organisation

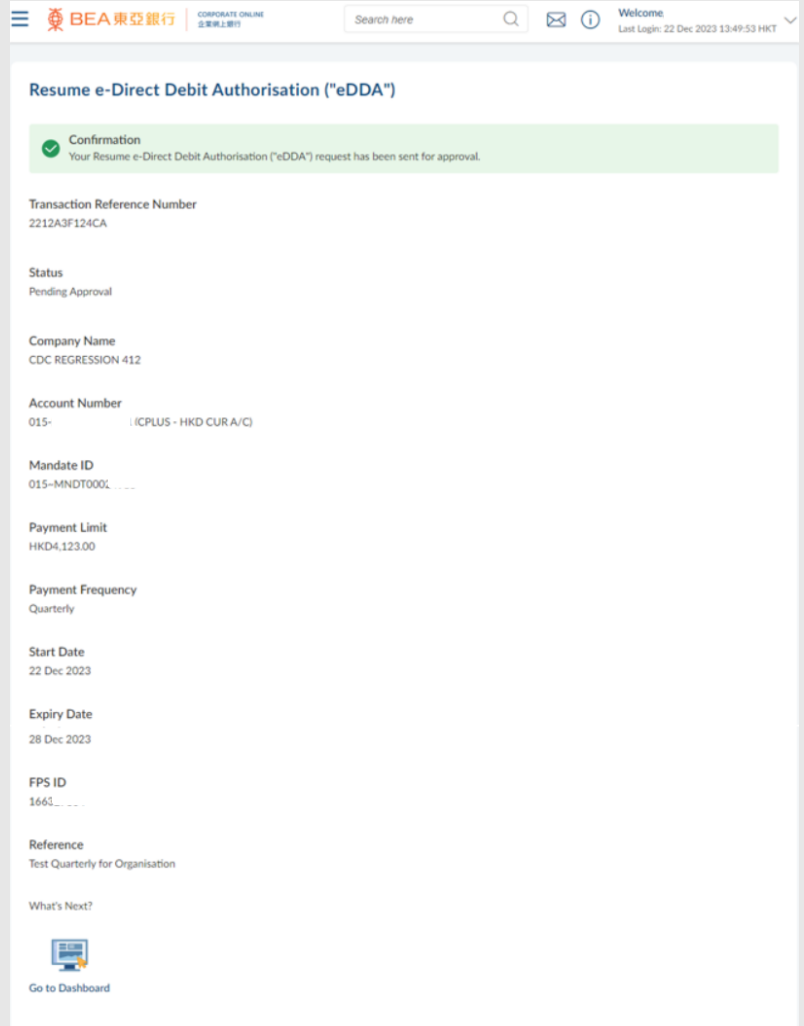
I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.

Confirm Cancel Back

Step
03

Successful Submission

1. The request has been submitted successfully.
2. To complete the request, Approval / Rejection flow is required. For details of the flow, please refer to the [Approval Workflow](#) guide.



The screenshot displays the BEA Corporate Online interface for 'Resume e-Direct Debit Authorisation ("eDDA")'. 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 including 'Welcome' and 'Last Login: 22 Dec 2023 13:49:53 HKT'. The main content area features a green confirmation banner with a checkmark icon and the text: 'Confirmation: Your Resume e-Direct Debit Authorisation ("eDDA") request has been sent for approval.' Below this, a list of transaction details is provided:

- Transaction Reference Number:** 2212A3F124CA
- Status:** Pending Approval
- Company Name:** CDC REGRESSION 412
- Account Number:** 015- (ICPLUS - HKD CURA/G)
- Mandate ID:** 015-MNDT000L ...
- Payment Limit:** HKD4,123.00
- Payment Frequency:** Quarterly
- Start Date:** 22 Dec 2023
- Expiry Date:** 28 Dec 2023
- FPS ID:** 1665 ...
- Reference:** Test Quarterly for Organisation

At the bottom of the page, there is a 'What's Next?' section with a 'Go to Dashboard' button and a small icon of a computer monitor.

7. Terminate eDDA



Users can terminate the active and suspended eDDA instructions.

How to get there:

Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary > Click “Terminate” (for eDDA with “Active” and “Suspended” statuses)

The screenshot shows the navigation path: Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary. The 'e-Direct Debit Authorisation (“eDDA”) Summary' screen displays a table of eDDA instructions. The 'Terminate' button in the 'Action' column is highlighted with a red box.

| Merchant/Organisation/R... | Payment Limit /Frequency | Start Date | Expiry Date | Withdrawal Account | Status | Action |
|---|--------------------------|----------------|----------------------------|--------------------|--------|--|
| ABC Company Limited/ abc123/ 672/SIM2024060415080 2598 | HKD 1000.00 /Annual | 04 Jun 2024 | Until Further Notice | 015168680***** | Active | <ul style="list-style-type: none"> Edit Suspend Terminate |
| 22222/ 22222/ 672/SIM2024052909454 4133 | HKD 22222.00 /Annual | 29 May 2024 | Until Further Notice | 015168680 | Active | <ul style="list-style-type: none"> Edit Suspend Terminate |

Step
01 Initiate

1. In the Action column of the correspondent eDDA instruction, click “Terminate” to continue.

e-Direct Debit Authorisation (“eDDA”) Summary

Company Name
ALL

Withdrawal Account
015- (CPLUS - SSA)

Status
ALL

From Date

To Date

Until Further Notice

Select
Please Select

Input Search Filters

The following summary lists the eDDA records that have already been sent by the authorised signers and/or confirmed by the merchant/organisation. Kindly note that you can view cancelled and rejected eDDA records dating back to the past 1 year. To view the eDDA records that have not been signed and/or sent by the authorised signers, please click the Activity Log widget in the Dashboard.

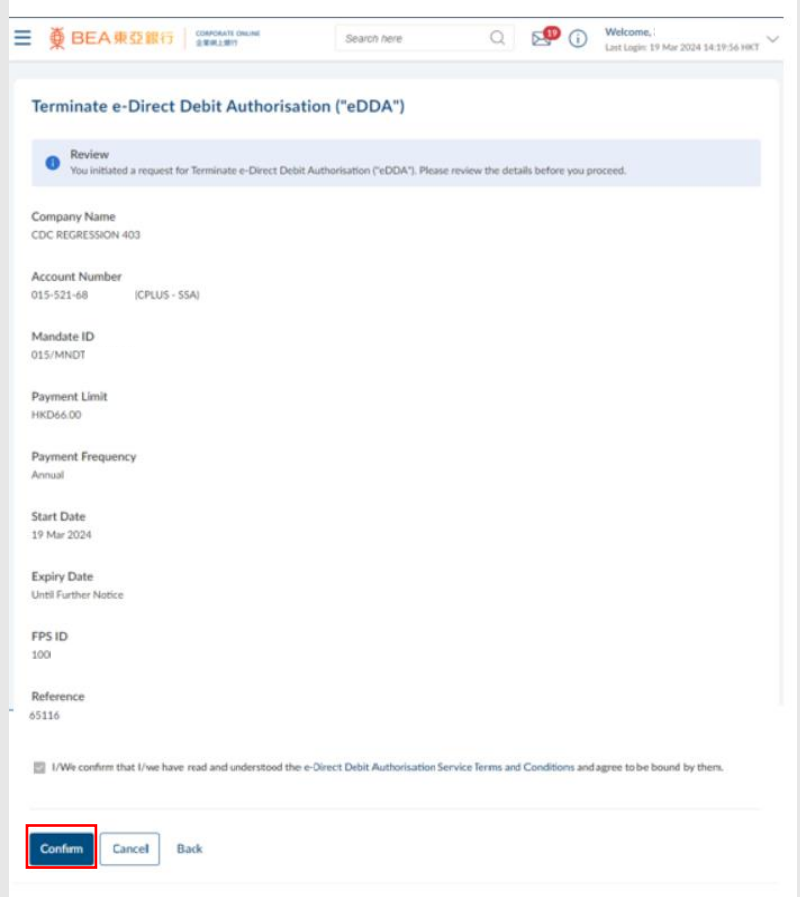
Search Cancel Reset

| Merchant/Organisation/R... | Payment Limit /Frequency | Start Date | Expiry Date | Withdrawal account | Status | Action |
|--|-------------------------------|----------------|-------------------------|--------------------|---|--------|
| NII/ NII/ 015/MNDT00025982 | 1600.00 HKD /Monthly | 14 May 2024 | Until Further Notice | 015: | Rejected | ⋮ |
| NII/ NII/ 015/MNDT00025983 | 5100.00 HKD /Annual | 13 May 2024 | Until Further Notice | 015: | Rejected | ⋮ |
| name2/ reg017/ 015/MNDT00025951 | 2300.00 HKD /Weekly | 04 May 2024 | Until Further Notice | 0155 | Terminated | ⋮ |
| name2/ reg033/ 015/MNDT00025949 | 2219.00 HKD /Fortnightly | 04 May 2024 | Until Further Notice | 0155: | Active Resumed by you Waiting for confirmation | ⋮ |
| name2/ regsc008/ 015/MNDT00025948 | 3000.00 HKD /Fortnightly | 04 May 2024 | Until Further Notice | 0155 | Suspended | ⋮ |
| 672 Customer Name FPS ID MRCH/ regtc011/ 015/MNDT00025947 | 2225.00 HKD /Semi Annually | 04 May 2024 | Until Further Notice | 015: | Active | ⋮ |
| Merchant 672/ reg01/ 015/MNDT00025946 | 1038.00 HKD /Annual | 04 May 2024 | Until Further Notice | 015: | Active | ⋮ |
| TEST/ 672/SIM2024041210302 6913/ 672/SIM2024041210302 6913 | 5600.00 HKD /Monthly | 12 Apr 2024 | Until Further Notice | 015: | Rejected | ⋮ |

Edit
Suspend
Terminate

Step
02 **Verify**

1. Agree on the Terms and Conditions.
2. Click “Confirm” to continue.
3. Click “Cancel” to return to the dashboard.
4. Click “Back” to the eDDA Summary page.



BEA 東亞銀行 CORPORATE ONLINE 企業網上銀行

Search here

Welcome, Last Login: 19 Mar 2024 14:19:54 HKT

Terminate e-Direct Debit Authorisation ("eDDA")

Review
You initiated a request for Terminate e-Direct Debit Authorisation ("eDDA"). Please review the details before you proceed.

Company Name
CDC REGRESSION 403

Account Number
015-521-68 (CPUS - SSA)

Mandate ID
015/MNDT

Payment Limit
HKD66.00

Payment Frequency
Annual

Start Date
19 Mar 2024

Expiry Date
Until Further Notice

FPS ID
100

Reference
65116

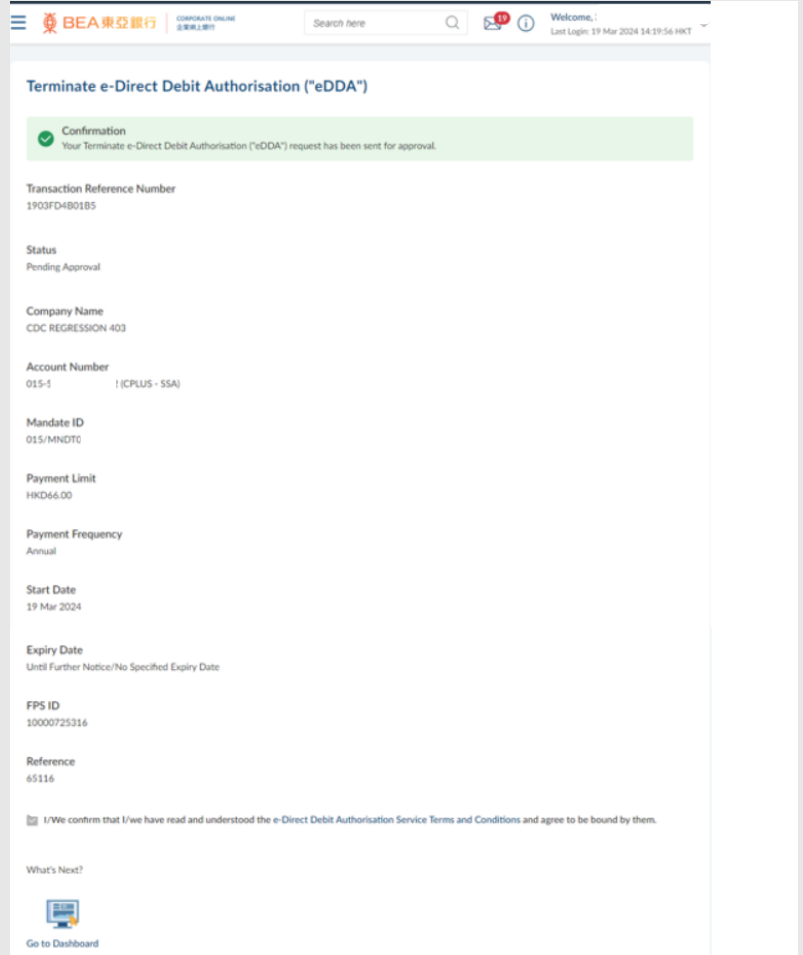
I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.

Confirm Cancel Back

Step
03

Successful Submission


1. The request has been submitted successfully.
2. To complete the request, Approval / Rejection flow is required. For details of the flow, please refer to the [Approval Workflow](#) guide.



The screenshot displays the 'Terminate e-Direct Debit Authorisation ("eDDA")' confirmation page in the BEA Corporate Online system. The page features a green confirmation banner at the top, followed by a list of transaction details. At the bottom, there is a confirmation checkbox and a 'Go to Dashboard' button.

| Field | Value |
|------------------------------|---|
| Transaction Reference Number | 1903FD4B01B5 |
| Status | Pending Approval |
| Company Name | CDC REGRESSION 403 |
| Account Number | 015-5 (ICPLUS - SSAI) |
| Mandate ID | 015/MNDT0 |
| Payment Limit | HKD66.00 |
| Payment Frequency | Annual |
| Start Date | 19 Mar 2024 |
| Expiry Date | Until Further Notice/No Specified Expiry Date |
| FPS ID | 10000725316 |
| Reference | 65116 |

I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.

What's Next?

 Go to Dashboard

8. Edit eDDA



Users can edit the active eDDA instructions.

How to get there:

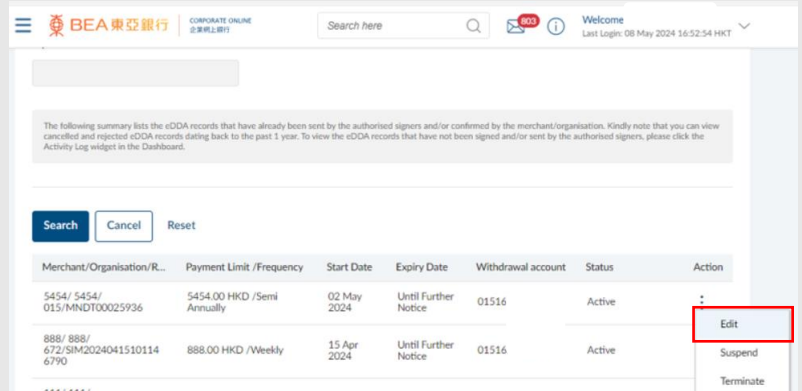
Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary > Click “Edit” (for eDDA with “Active” status)

The screenshot shows the navigation path: Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary. The “e-Direct Debit Authorisation (“eDDA”) Summary” screen displays a table of active eDDA instructions. The “Edit” button for the first instruction is highlighted with a red box.

| Merchant/Organisation/R... | Payment Limit /Frequency | Start Date | Expiry Date | Withdrawal Account | Status | Action |
|---|--------------------------|----------------|----------------------------|--------------------|--------|--|
| ABC Company Limited/ abc123/ 672/SIM2024060415080 2598 | HKD 1000.00 /Annual | 04 Jun 2024 | Until Further Notice | 0151686800 | Active | <ul style="list-style-type: none"> Edit Suspend Terminate |
| 22222/ 22222/ 672/SIM2024052909454 4133 | HKD 22222.00 /Annual | 29 May 2024 | Until Further Notice | 0151686800 | Active | <ul style="list-style-type: none"> Suspend Terminate |

Step
01 **Initiate**

1. In the Action column of the correspondent eDDA instruction, click “Edit” to continue.



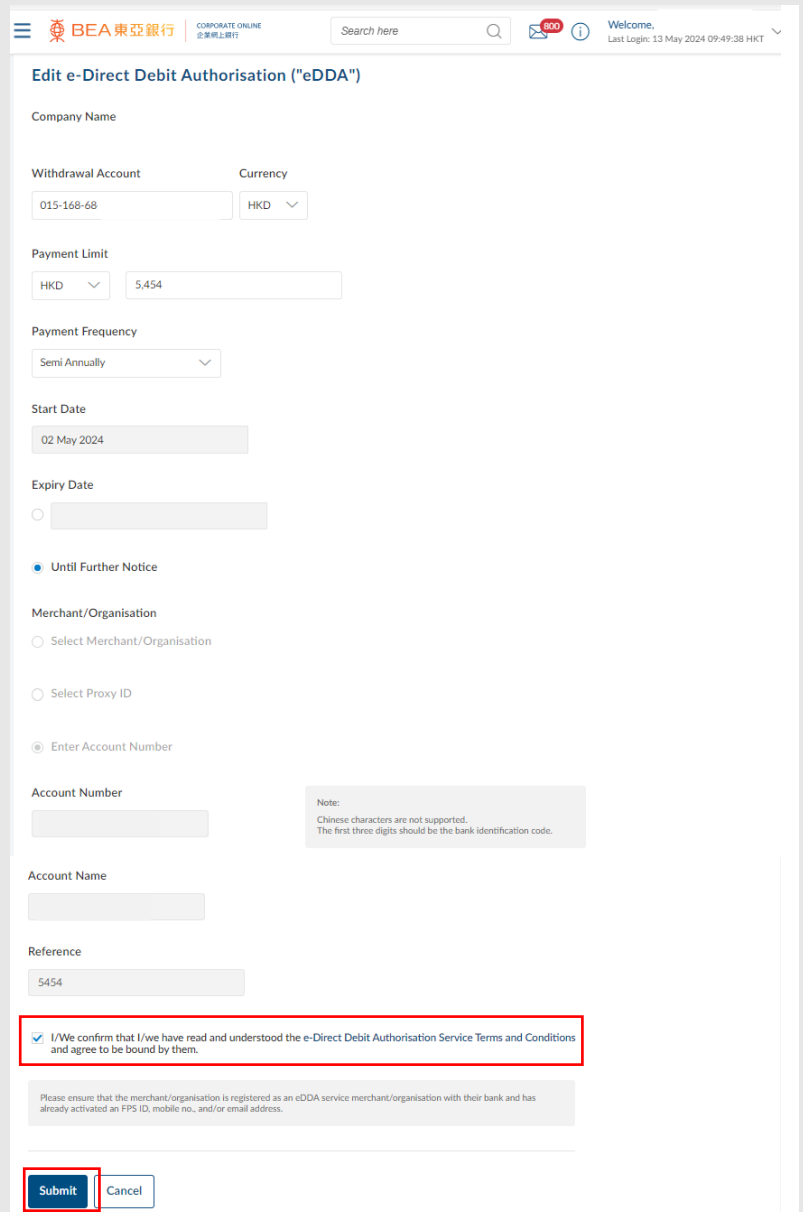
The screenshot shows the BEA Corporate Online interface. At the top, there is a search bar and a welcome message: "Welcome Last Login: 08 May 2024 16:52:54 HKT". Below this, a message states: "The following summary lists the eDDA records that have already been sent by the authorised signers and/or confirmed by the merchant/organisation. Kindly note that you can view cancelled and rejected eDDA records dating back to the past 1 year. To view the eDDA records that have not been signed and/or sent by the authorised signers, please click the Activity Log widget in the Dashboard." Below the message are "Search", "Cancel", and "Reset" buttons. A table displays eDDA records with columns: Merchant/Organisation/R..., Payment Limit /Frequency, Start Date, Expiry Date, Withdrawal account, Status, and Action. The "Action" column for the second record has a dropdown menu with "Edit", "Suspend", and "Terminate" options. The "Edit" option is highlighted with a red box.

| Merchant/Organisation/R... | Payment Limit /Frequency | Start Date | Expiry Date | Withdrawal account | Status | Action |
|---------------------------------------|----------------------------|-------------|----------------------|--------------------|--------|---------------------------|
| 5454 / 5454 / 015/MNDT00025936 | 5454.00 HKD /Semi Annually | 02 May 2024 | Until Further Notice | 01516 | Active | ⋮ Edit |
| 888 / 888 / 672/SIM2024041510114 6790 | 888.00 HKD /Weekly | 15 Apr 2024 | Until Further Notice | 01516 | Active | ⋮ Suspend Terminate |

Step
02

Edit Instruction

1. Edit the eDDA set up with below fields
 - Withdrawal Account (applicable to sub-accounts within a CorporatePlus Account only)
 - Payment Limit
 - Payment Frequency
 - Expiry Date
2. Agree on the Terms and Conditions.
3. Click “Submit” to continue.
4. Click “Cancel” to return to the dashboard.



BEA 東亞銀行 CORPORATE ONLINE 企業網上銀行

Search here

Welcome, Last Login: 13 May 2024 09:49:38 HKT

Edit e-Direct Debit Authorisation ("eDDA")

Company Name

Withdrawal Account: 015-168-68 Currency: HKD

Payment Limit: HKD 5454

Payment Frequency: Semi Annually

Start Date: 02 May 2024

Expiry Date:

Until Further Notice

Merchant/Organisation: Select Merchant/Organisation Select Proxy ID Enter Account Number

Account Number: Note: Chinese characters are not supported. The first three digits should be the bank identification code.

Account Name:

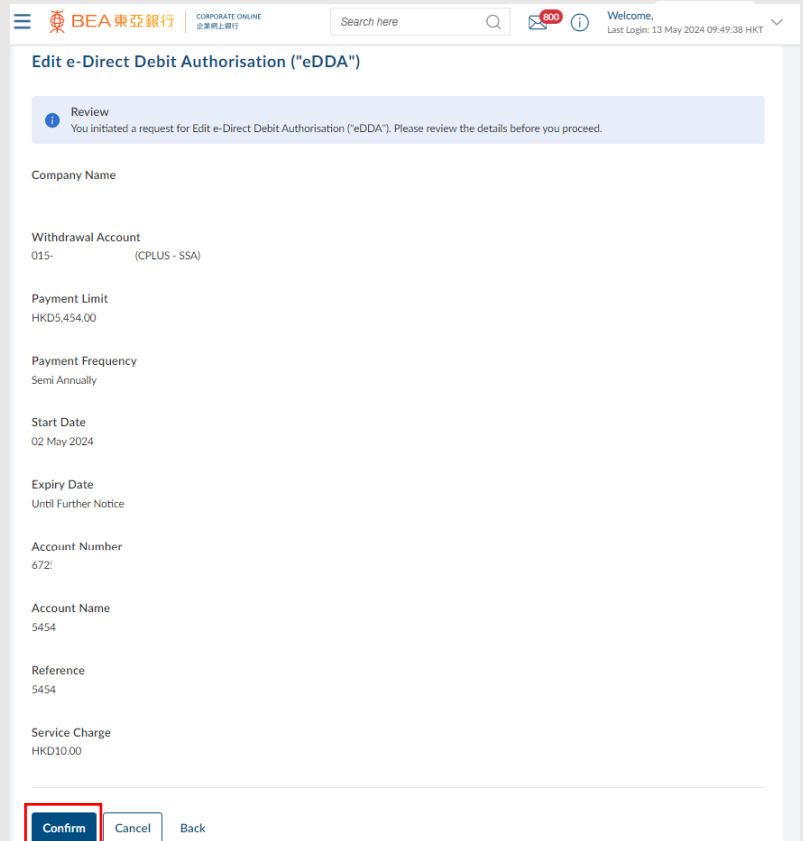
Reference: 5454

I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.

Please ensure that the merchant/organisation is registered as an eDDA service merchant/organisation with their bank and has already activated an FPS ID, mobile no., and/or email address.

Step
03 Verify

1. Review the eDDA set up details.
2. Click “Confirm” to continue.
3. Click “Cancel” to return to the dashboard.
4. Click “Back” to the previous page to edit the details.



BEA 東亞銀行 CORPORATE ONLINE 企業網上銀行

Search here

Welcome,
Last Login: 13 May 2024 09:49:38 HKT

Edit e-Direct Debit Authorisation ("eDDA")

Review
You initiated a request for Edit e-Direct Debit Authorisation ("eDDA"). Please review the details before you proceed.

Company Name

Withdrawal Account
015- (PLUS - SSA)

Payment Limit
HKD5,454.00

Payment Frequency
Semi Annually

Start Date
02 May 2024

Expiry Date
Until Further Notice

Account Number
672

Account Name
5454

Reference
5454

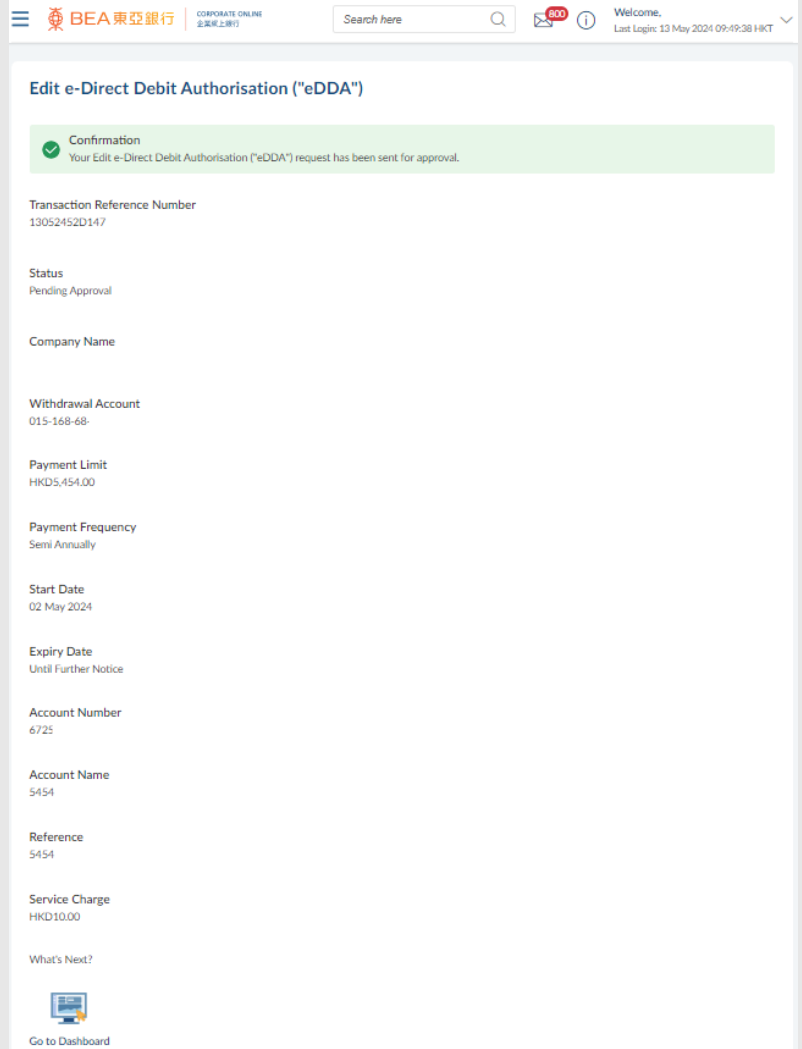
Service Charge
HKD10.00

Confirm Cancel Back

Step
04

Successful Submission

1. The request has been submitted successfully.
2. To complete the request, Approval / Rejection flow is required. For details of the flow, please refer to the [Approval Workflow](#) guide.



The screenshot displays the BEA Corporate Online interface for editing an e-Direct Debit Authorisation (eDDA). The page title is "Edit e-Direct Debit Authorisation ('eDDA')". A green confirmation banner at the top states: "Confirmation: Your Edit e-Direct Debit Authorisation ('eDDA') request has been sent for approval." Below this, the following details are listed:

- Transaction Reference Number:** 13052452D147
- Status:** Pending Approval
- Company Name:**
- Withdrawal Account:** 015-168-68-
- Payment Limit:** HKD5,454.00
- Payment Frequency:** Semi Annually
- Start Date:** 02 May 2024
- Expiry Date:** Until Further Notice
- Account Number:** 6725
- Account Name:** 5454
- Reference:** 5454
- Service Charge:** HKD10.00

At the bottom, there is a "What's Next?" section with a "Go to Dashboard" button and a small icon of a computer monitor.