

# 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

# Contents



<b>1. e-Direct Debit Authorisation (eDDA) Summary</b>	<b>3</b>
<b>2. Set Up a New eDDA</b>	<b>5</b>
<b>3. Confirm eDDA</b>	<b>9</b>
<b>4. Reject eDDA</b>	<b>13</b>
<b>5. Suspend eDDA</b>	<b>17</b>
<b>6. Resume eDDA</b>	<b>21</b>
<b>7. Terminate eDDA</b>	<b>25</b>
<b>8. Edit eDDA</b>	<b>29</b>

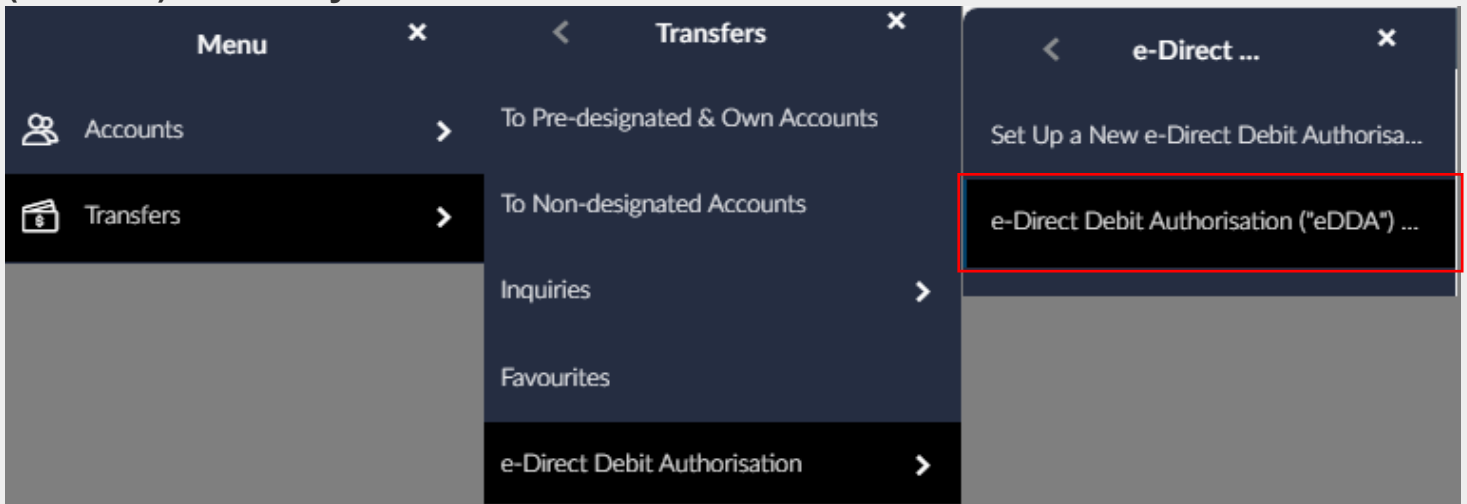
# 1. e-Direct Debit Authorisation (eDDA) Summary



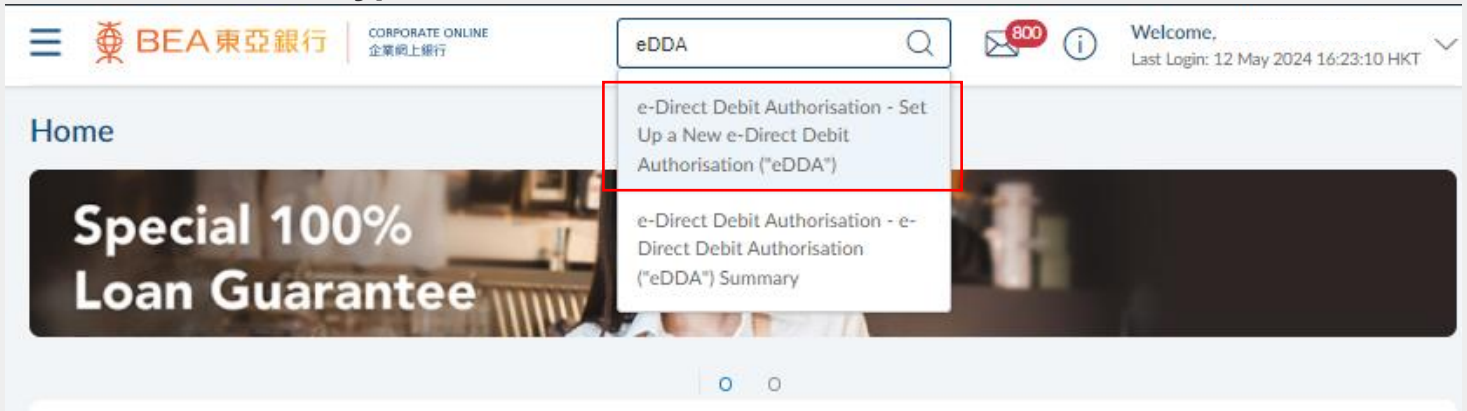
Users can inquire and download their eDDA records.

## 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 MObN EDDA/ eDDA testing/ 015/MNDT00025130	10000.00 HKD / Monthly	31 Jan 2024	Until Further Notice	015	Rejected	⋮
DDMU TEST/ 672/SIM20230210102614477/ 672/SIM20230210102614477	50000.00 HKD / Monthly	10 Feb 2023	Until Further Notice	015	Active	⋮ Edit Suspend Terminate
!@#UAT/ Merchant DDMC/ 015/MNDT00023970	1000.00 HKD / Monthly	10 Feb 2023	Until Further Notice	015	Active	⋮
Guangxing Real Estate Co., Ltd/ DDMC EMAIL/ 015/MNDT00023969	40000.00 HKD / Monthly	10 Feb 2023	Until Further Notice	015	Active	⋮
DDMC TEST/ DDMC ANGUS/ 015/MNDT00023968	20000.00 HKD / Monthly	10 Feb 2023	Until Further Notice	015	Active	⋮
eDDA Two/ eDDA Two/ 015/MNDT00023923	60000.00 HKD / Monthly	01 Feb 2023	Until Further Notice	015	Active	⋮
TESTING eDDA/ TESTING eDDA/ 015/MNDT00023922	50000.00 HKD / Monthly	01 Feb 2023	Until Further Notice	015	Active	⋮
Lin Sin/ TESTING/ 015/MNDT00023875	43000.00 HKD / Monthly	20 Jan 2023	Until Further Notice	015	Active	⋮
eDDA ANGUS Creditor/ eDDA ANGUS Creditor/ 672/SIM20230117141615155	70000.00 HKD / Monthly	17 Jan 2023	Until Further Notice	015	Suspended Suspended by you Waiting for confirmation	⋮
Lin Sin/ eDDA Angus Two/ 015/MNDT00023848	23000.00 HKD / Monthly	17 Jan 2023	Until Further Notice	015	Active	⋮
11 Digits Testing (EDDA)/ Testing eDDA/ 015/MNDT00023811	55000.00 HKD / Monthly	13 Jan 2023	Until Further Notice	015	Rejected	⋮
BOCHK TEST/ 672/SIM20230110141119288/ 672/SIM20230110141119288	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/MNDT00023753	100000.00 HKD / Monthly	10 Jan 2023	Until Further Notice	015	Rejected	⋮
1000658945/ eDDA Test One/ 015/MNDT00023751	50000.00 HKD / Monthly	10 Jan 2023	Until Further Notice	015	Rejected	⋮

Download

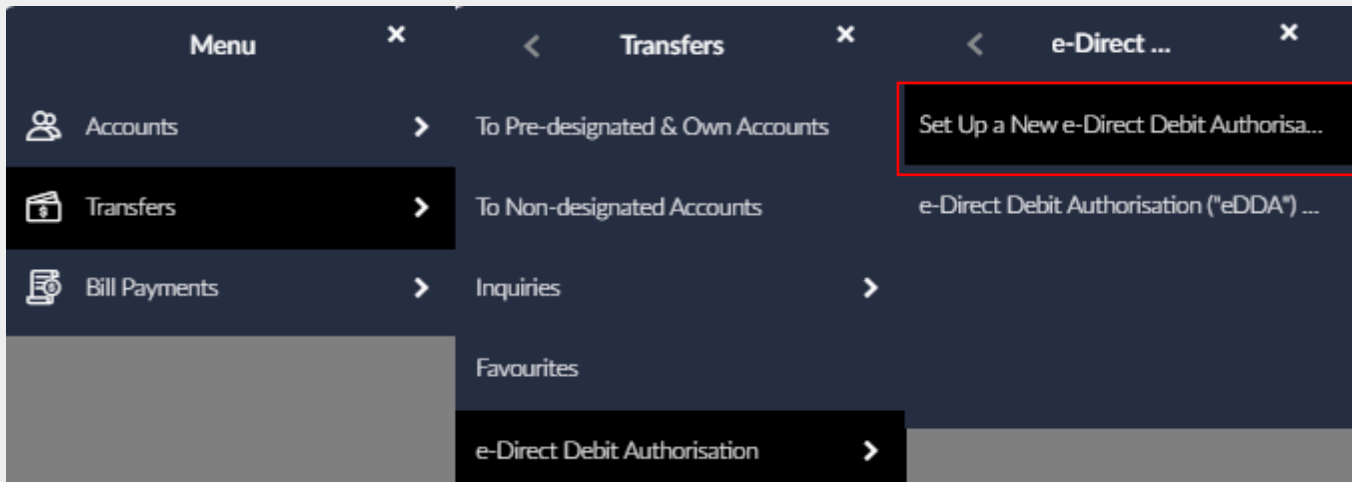
## 2. Set Up a New eDDA



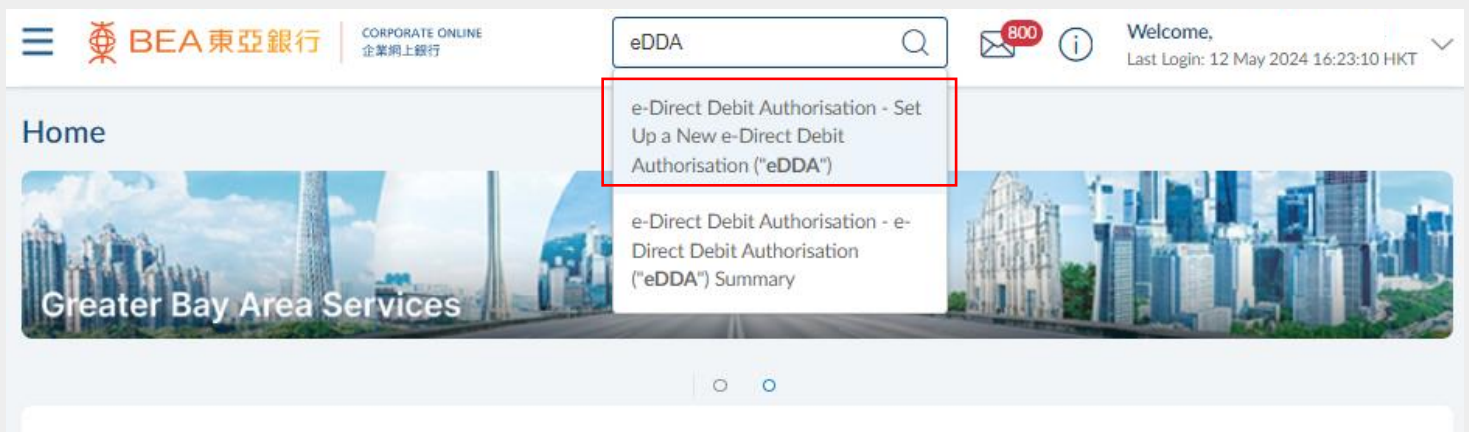
Users can set up eDDA instructions to make automatic payments to merchants / organisations. Once the merchant / organisation accepts the request, the eDDA setup is effective immediately.

### 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”



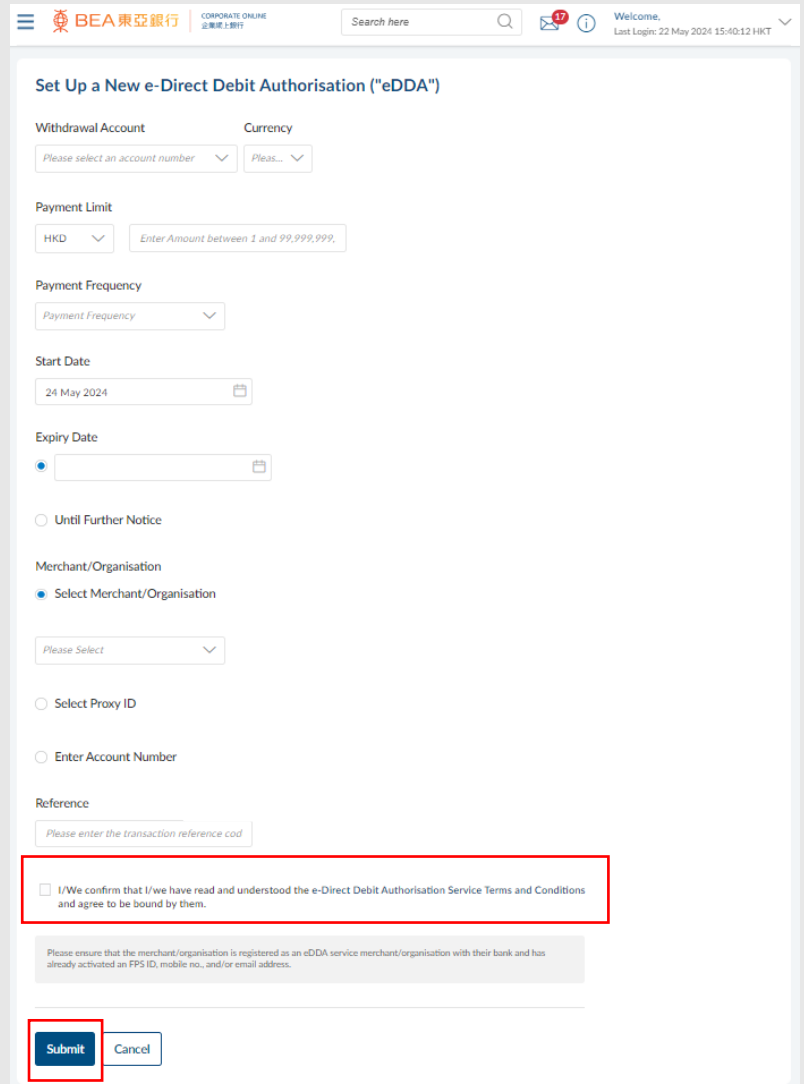
Step  
**01** Initiate

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.

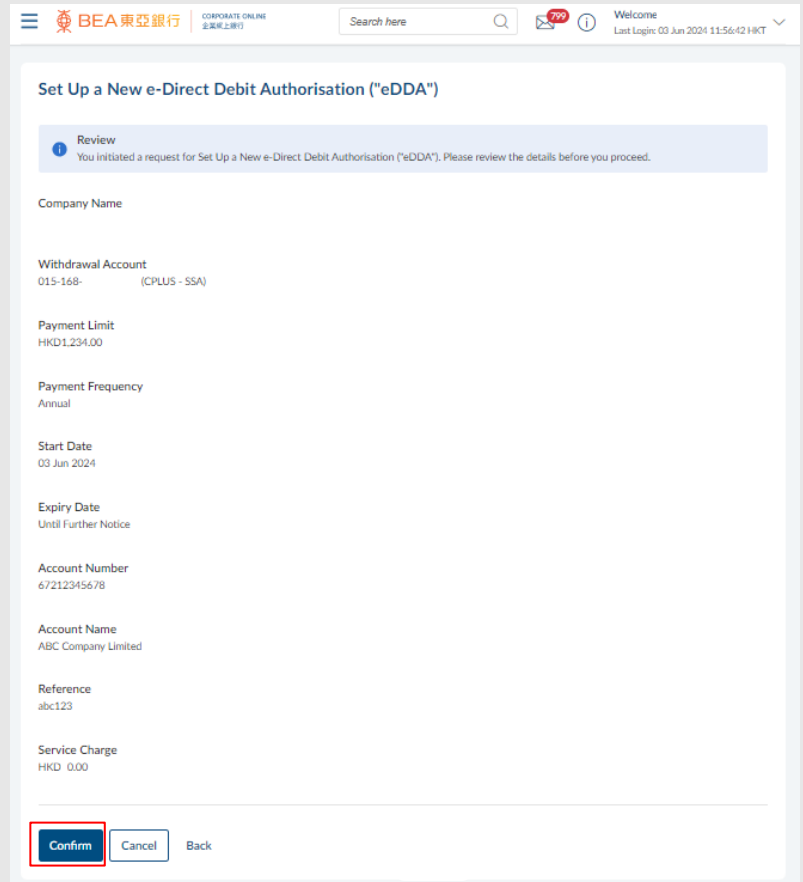


The screenshot shows the 'Set Up a New e-Direct Debit Authorisation ("eDDA")' form in the BEA Corporate Online interface. The form contains the following fields and options:

- 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 an 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.
- Merchant/Organisation:** Radio buttons for 'Until Further Notice', 'Select Merchant/Organisation' (selected), and 'Select Proxy ID'.
- Reference:** A dropdown menu with the placeholder 'Please Select'.
- Reference:** An input field with the placeholder 'Please enter the transaction reference code'.
- 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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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

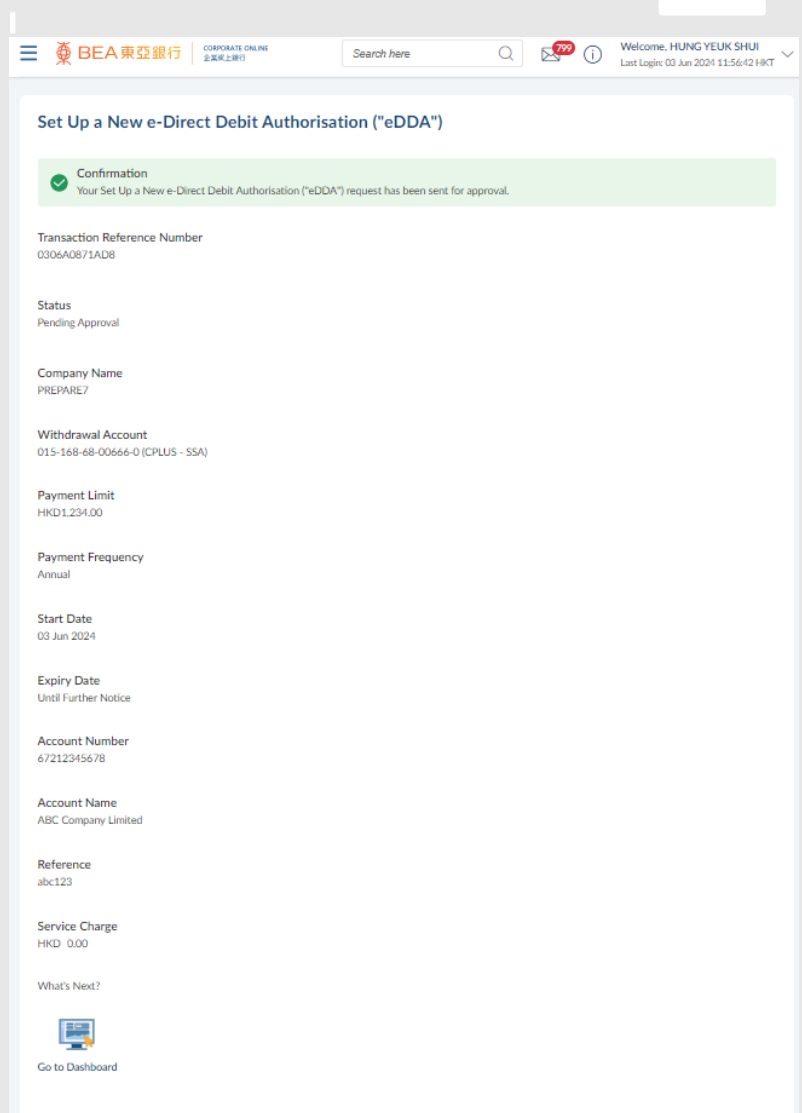
Service Charge  
HKD 0.00

**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. At the top, there is a navigation bar with the BEA logo, the text 'CORPORATE ONLINE 企業網上銀行', a search bar, and a user profile section for 'HUNG YEUK SHUI' with a last login time of '03 Jun 2024 11:56:42 HKT'. The main content area is titled '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:** PREPARE7
- Withdrawal Account:** 015-168-68-00666-0 (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:** HKD 0.00

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

### 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)

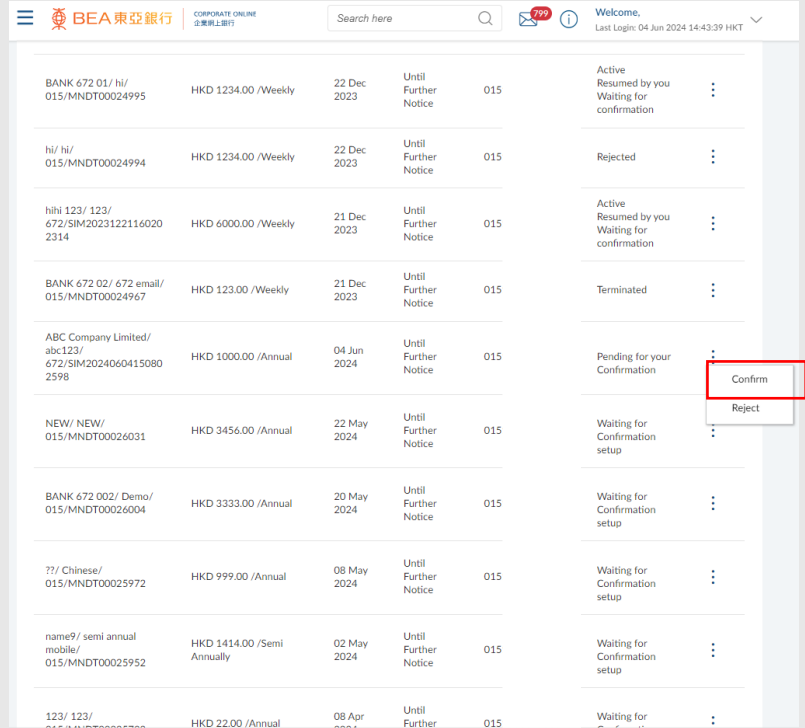
The screenshot shows the navigation path: Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary. The table below lists the eDDA requests.

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	015	Pending for your Confirmation	<ul style="list-style-type: none"> <li>Confirm</li> <li>Reject</li> </ul>

Download

Step  
**01** Initiate

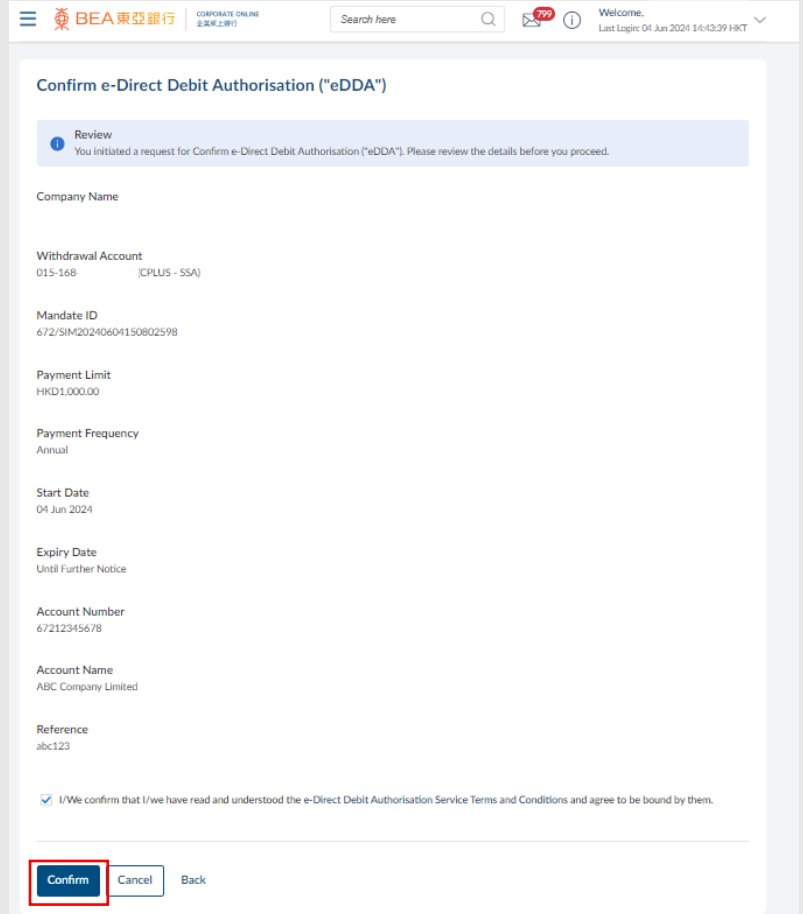
1. In the Action column of the correspondent eDDA instruction, click “Confirm” to review the details of the request raised by merchant / organisation.



Reference	Amount / Frequency	Effective Date	Notice	Term	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: 04 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

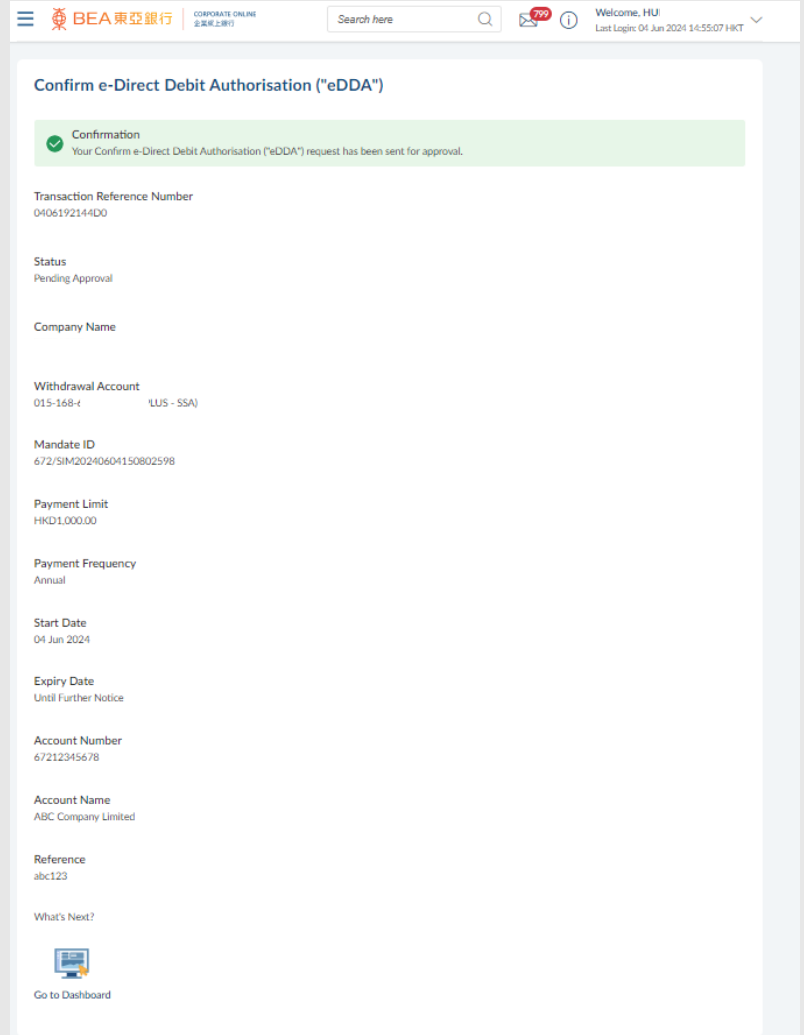
I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.

**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

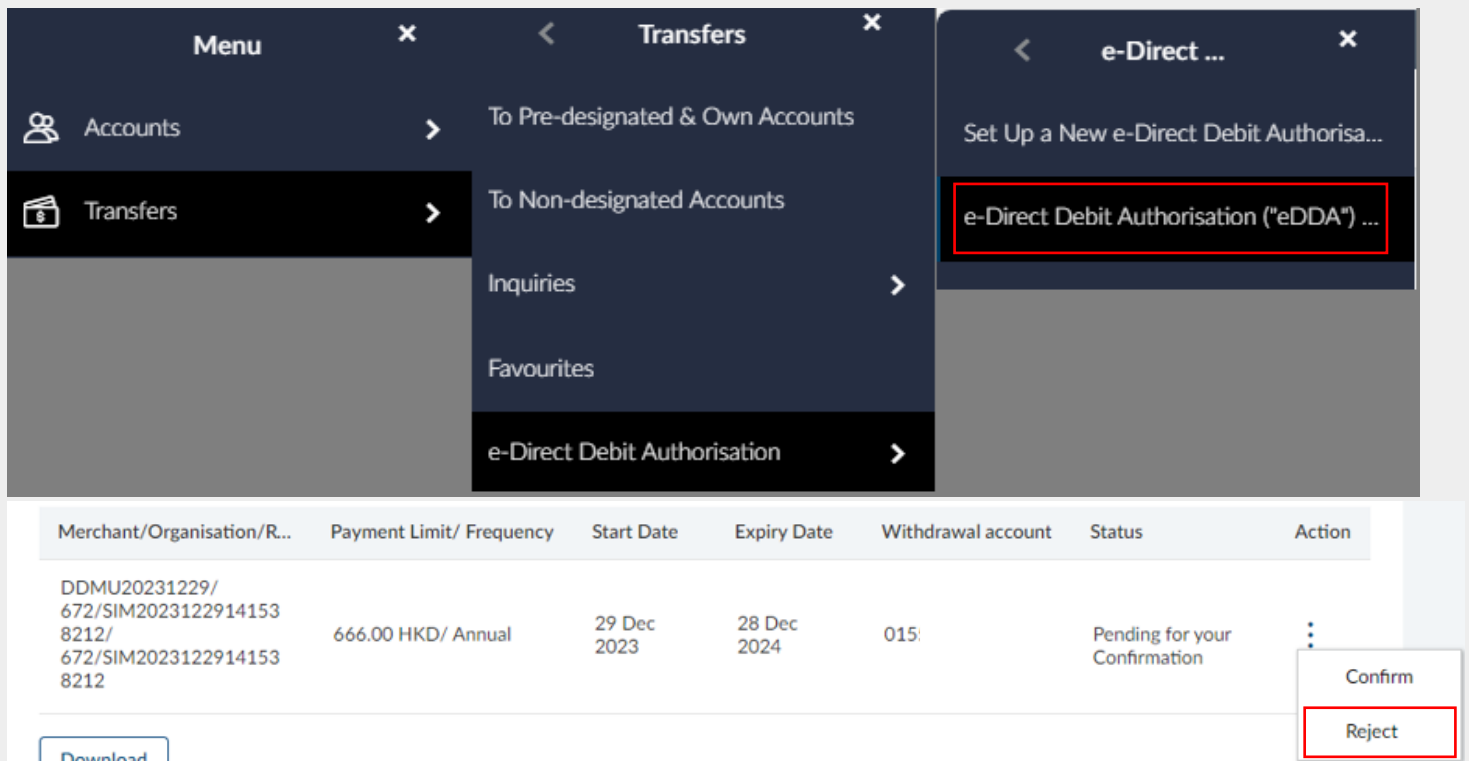
## 4. Reject eDDA



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. The table below lists eDDA requests with a status of 'Pending for your Confirmation'. The 'Reject' 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
DDMU20231229/ 672/SIM2023122914153 8212/ 672/SIM2023122914153 8212	666.00 HKD/ Annual	29 Dec 2023	28 Dec 2024	015:	Pending for your Confirmation	<ul style="list-style-type: none"> <li>Confirm</li> <li>Reject</li> </ul>

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.'

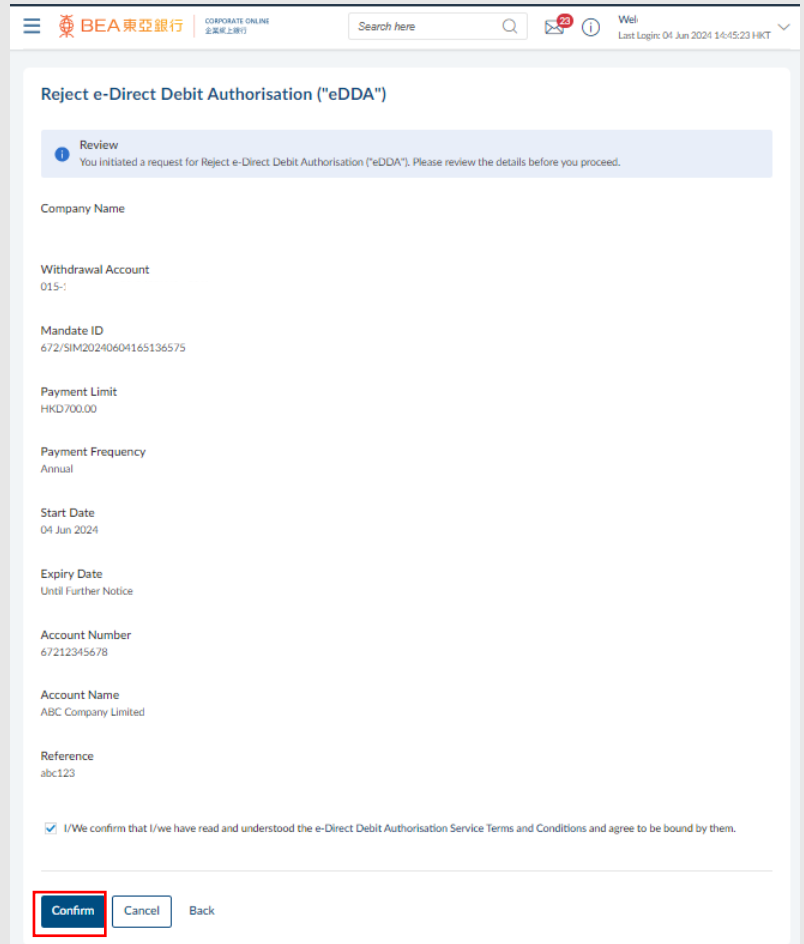
Below the message is a table with columns: Merchant/Organisation/R.L., Payment Limit /Frequency, Start Date, Expiry Date, Withdrawal Account, Status, and Action. The table contains several rows of eDDA records. The 'Action' column for the second row from the bottom has a dropdown menu open, with 'Confirm' and 'Reject' options visible. The 'Reject' option is highlighted with a red box.

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	⋮
BANK 672 09/ 672 Annual mobile/ 015/MNDT00024890	HKD 113.00 /Annual	18 Dec 2023	Until Further Notice	01516868006539	Waiting for Confirmation setup	⋮

Buttons: Search, Cancel, Reset, Download

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

Withdrawal Account  
015-

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

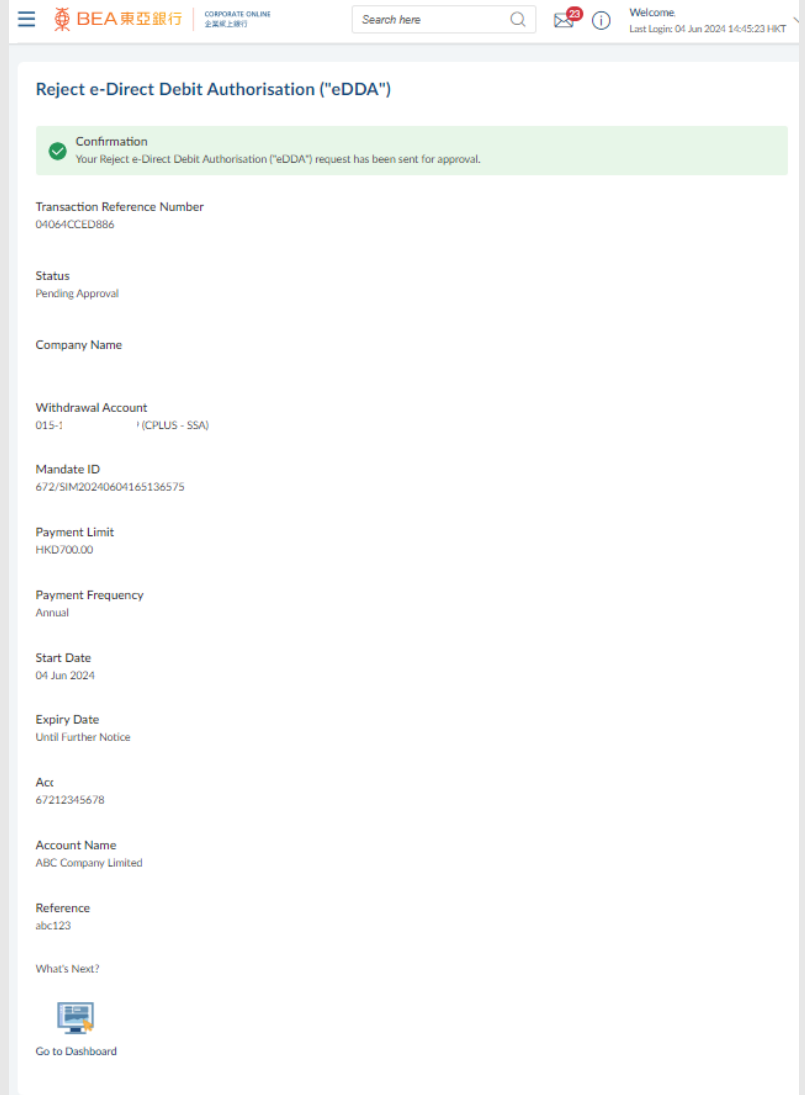
I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.

**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 successful submission of 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	015-1 (CPLUS - 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

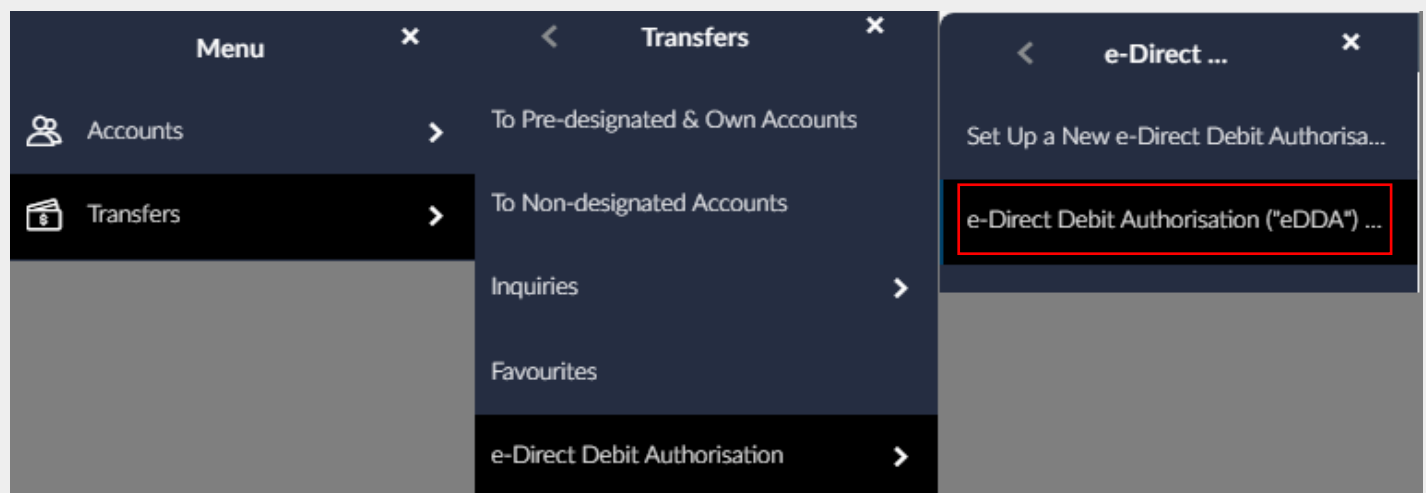
## 5. Suspend eDDA



Users can suspend the active eDDA instructions.

### How to get there:

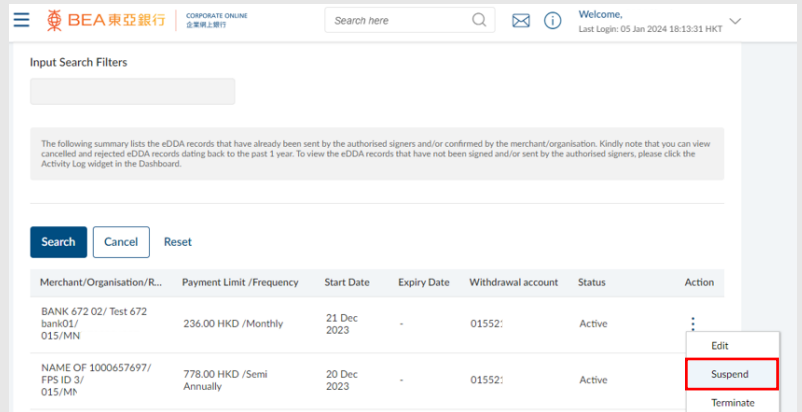
Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary > Click “Suspend” (for eDDA with “Active” status)



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	015:	Active	⋮ Edit
22222/ 22222/ 672/SIM2024052909454 4133	HKD 22222.00 /Annual	29 May 2024	Until Further Notice	015:	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.'

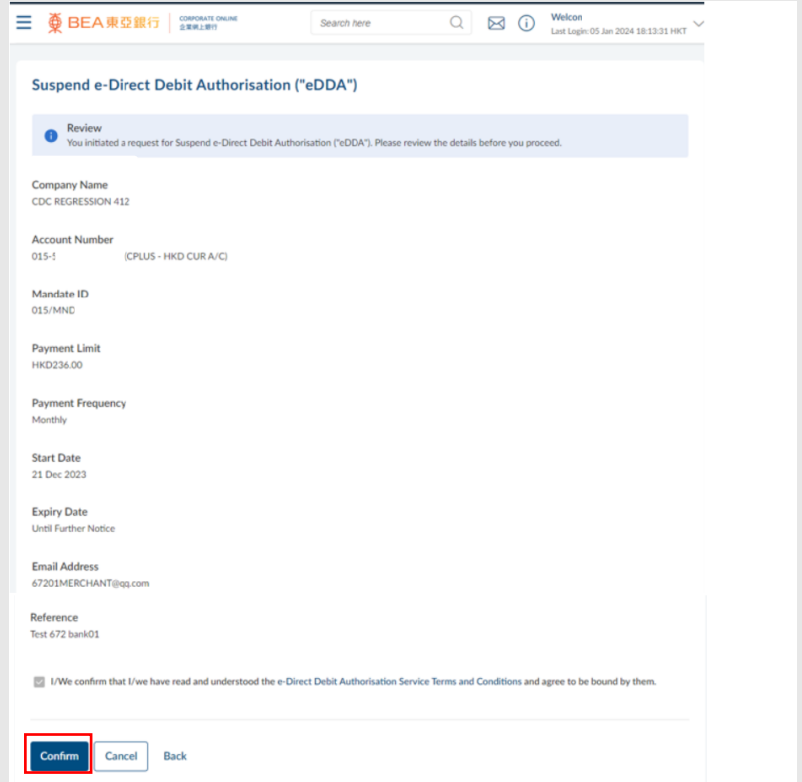
Below the summary are three buttons: 'Search', 'Cancel', and 'Reset'. A table follows with the following columns: Merchant/Organisation/R..., Payment Limit /Frequency, Start Date, Expiry Date, Withdrawal account, Status, and Action. The table contains two rows of data:

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

The 'Suspend' button in the Action column of the second row is highlighted with a red box.

**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 Welcom 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

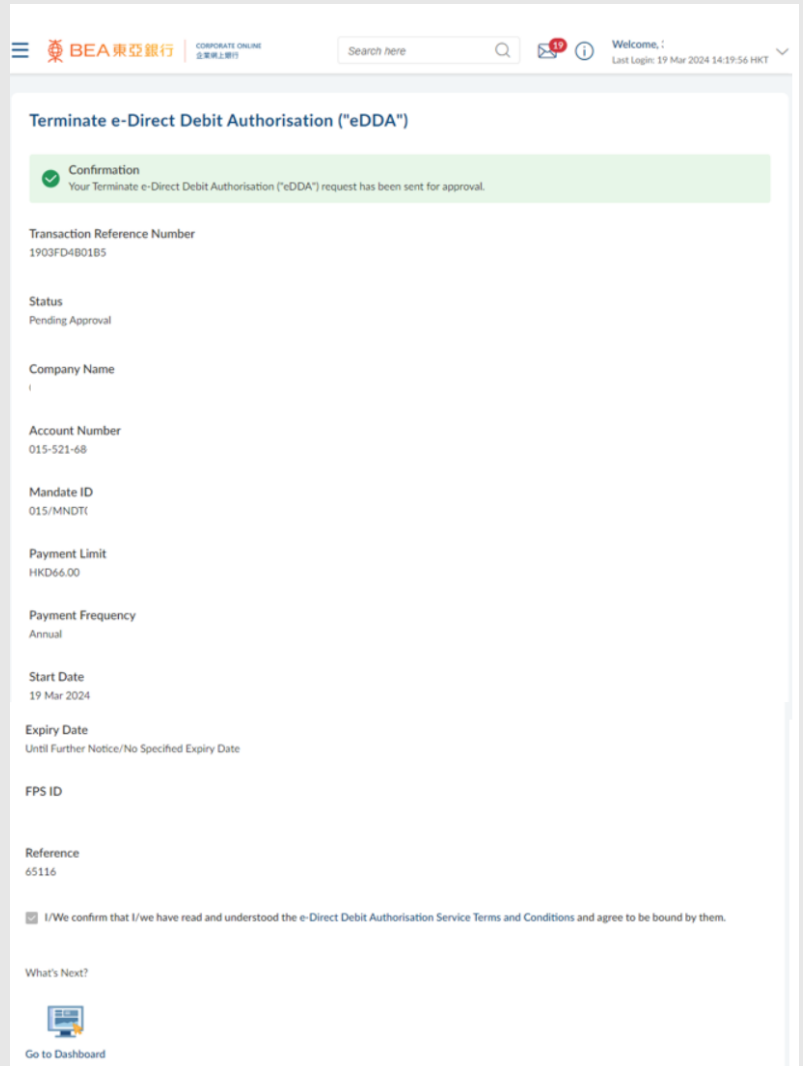
I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.

**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.

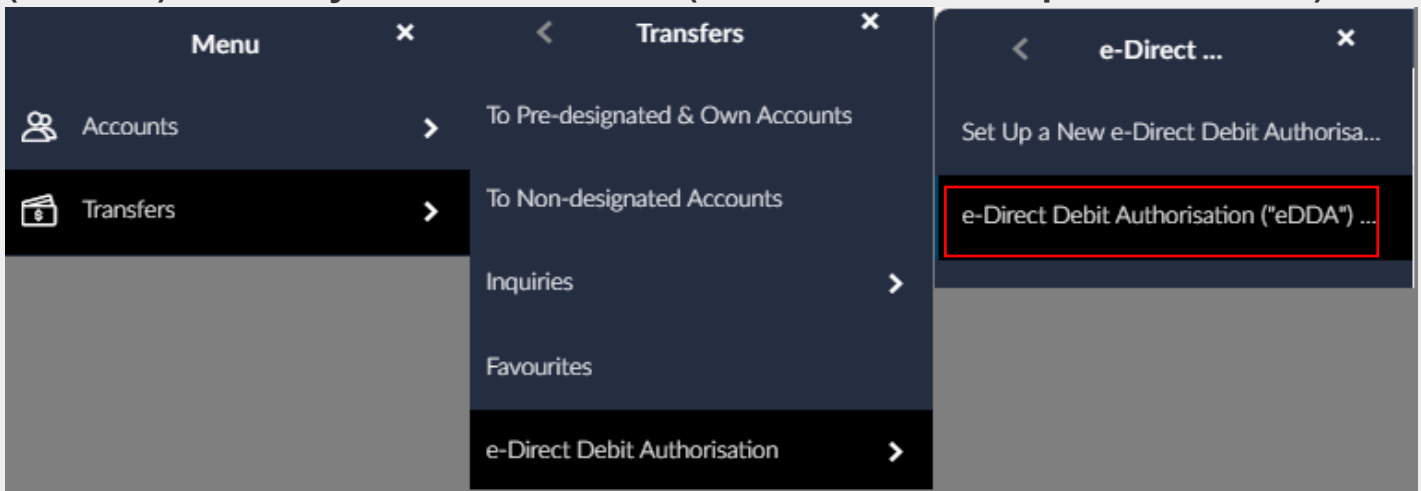
## 6. Resume eDDA



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)



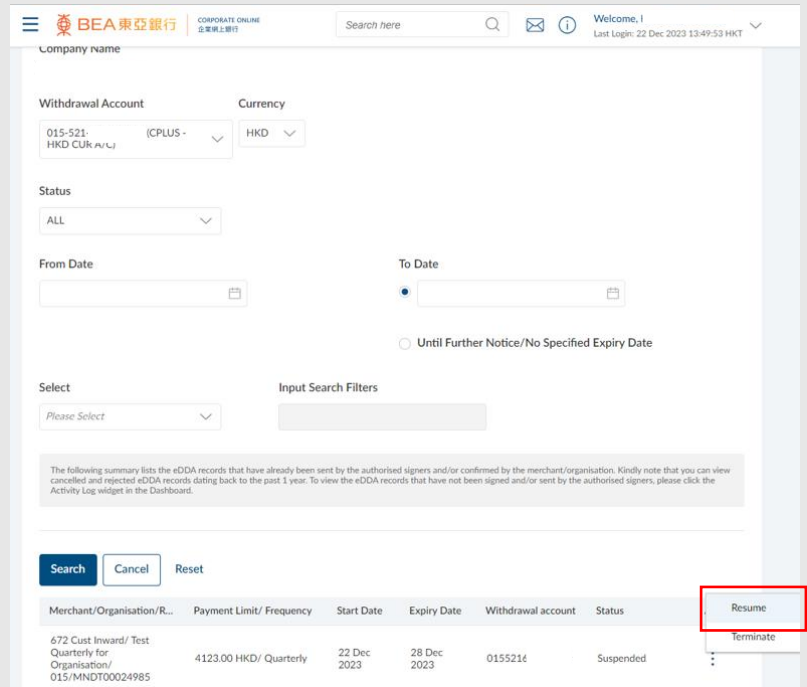
Merchant/Organisation/R...	Payment Limit/ Frequency	Start Date	Expiry Date	Withdrawal account	Status	
672 Cust Inward/ Test Quarterly for Organisation/ 015/MNDT00024985	4123.00 HKD/ Quarterly	22 Dec 2023	28 Dec 2023	0155	1	Suspended.

Resume

Terminate

Step  
**01** Initiate

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

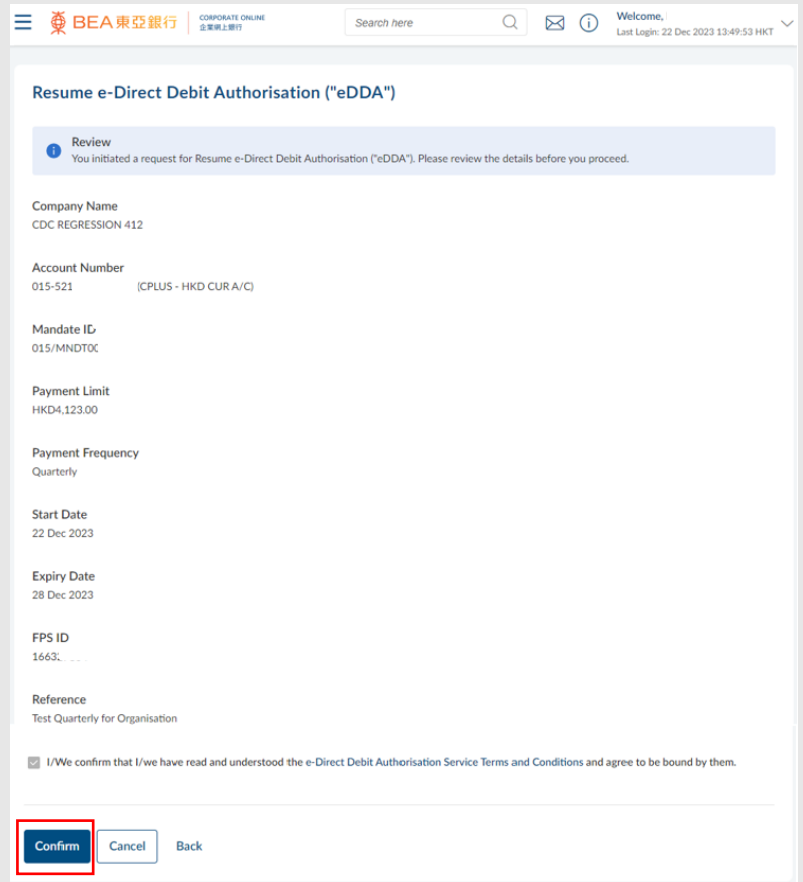


The screenshot shows the BEA Corporate Online interface. At the top, there is a search bar and user information. Below that, there are search filters for Withdrawal Account, Currency, Status, From Date, and To Date. A table of eDDA records is displayed below the filters. The table has columns for Merchant/Organisation/R..., 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	<a href="#">Resume</a> <a href="#">Terminate</a>

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: 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/MNDT0C

**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

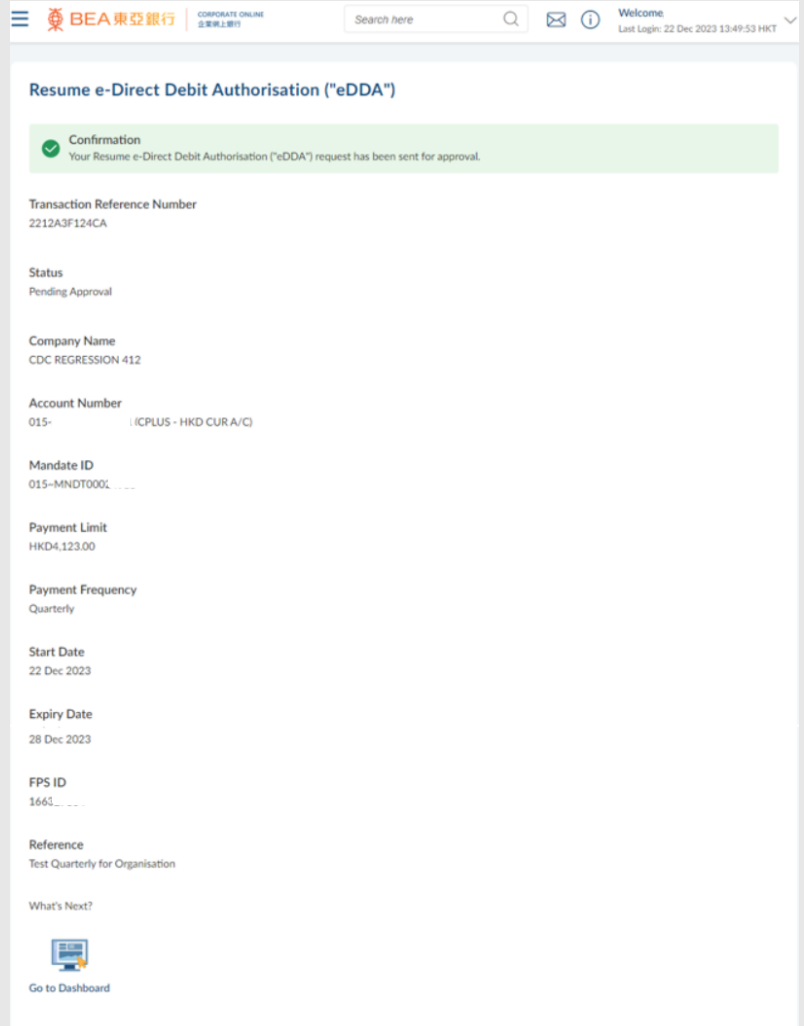
I/We confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.

**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, 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 menu for the second 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	015168680*****	Active	⋮ Edit Suspend Terminate
22222/ 22222/ 672/SIM2024052909454 4133	HKD 22222.00 /Annual	29 May 2024	Until Further Notice	015168680	Active	⋮ 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  
[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.

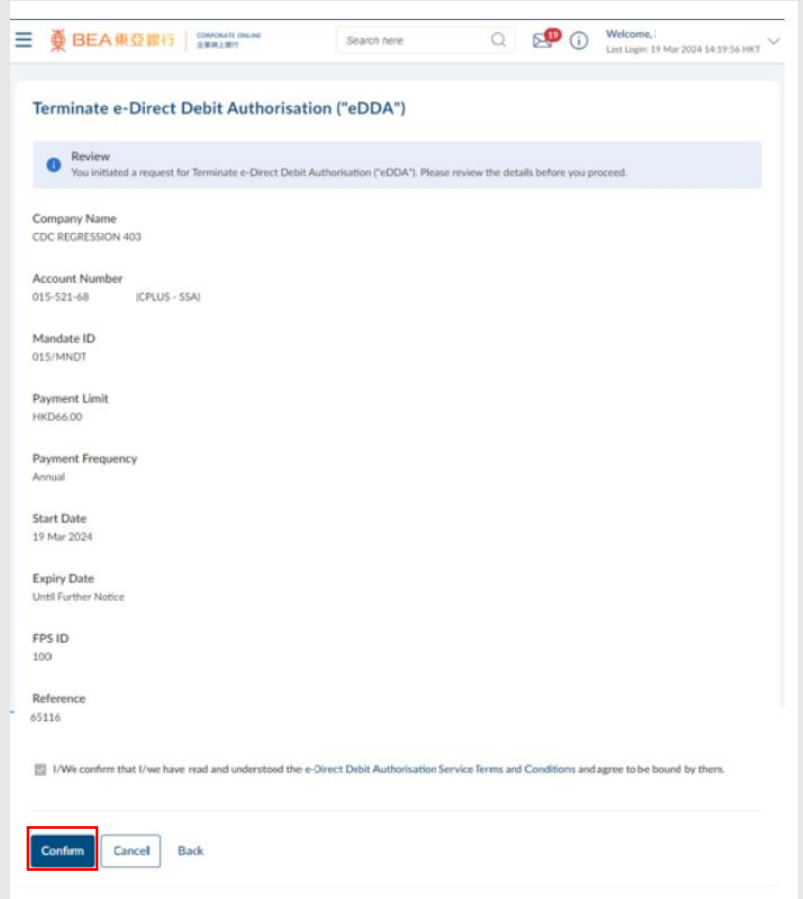
Search Cancel Reset

Merchant/Organisation/R...	Payment Limit /Frequency	Start Date	Expiry Date	Withdrawal account	Status	Action
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.



**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

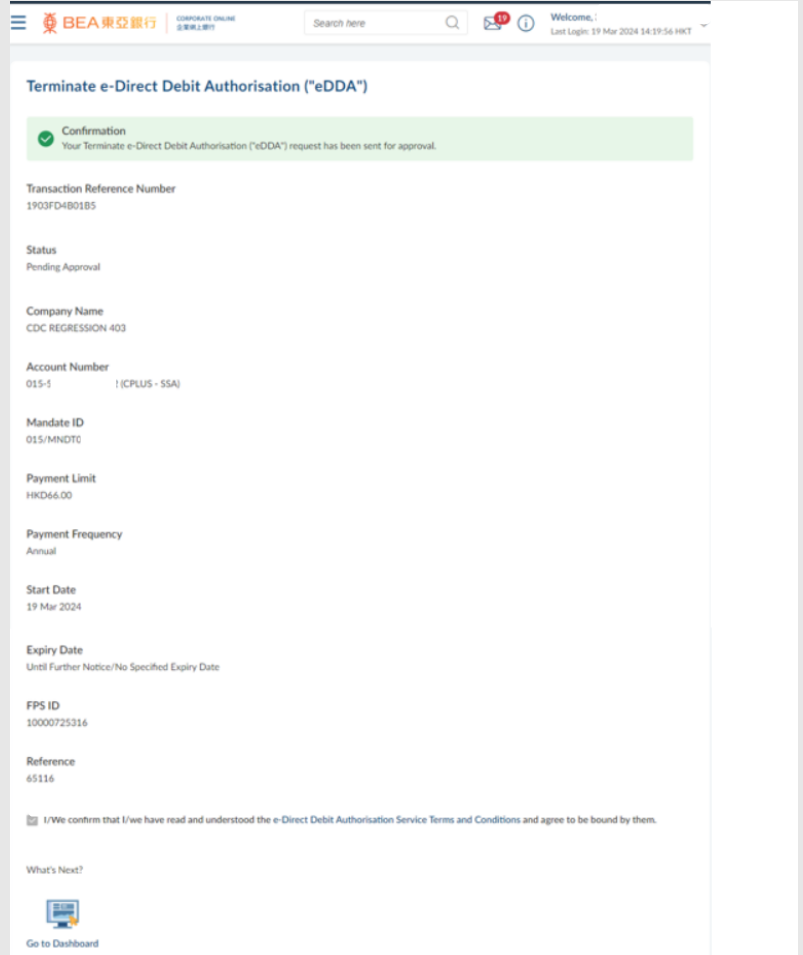
I/we confirm that I/we have read and understood the e-Direct Debit Authorisation Service Terms and Conditions and agree to be bound by them.

**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 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:** 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

At the bottom, there is a confirmation statement: "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 includes a "Go to Dashboard" button with a computer icon.

## 8. Edit eDDA



Users can edit the active eDDA instructions.

### How to get there:

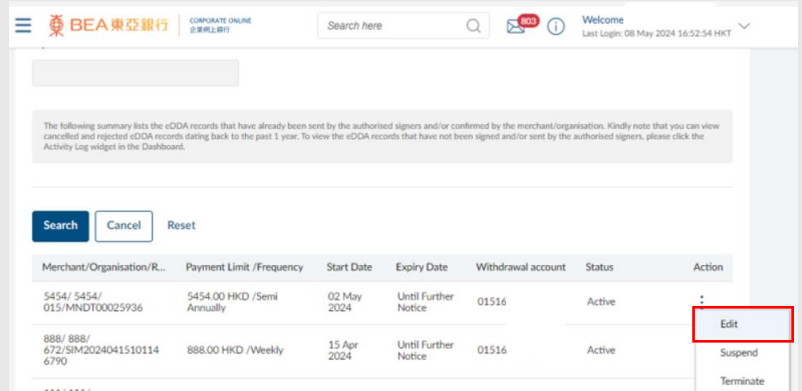
Menu > Transfers > e-Direct Debit Authorisation > e-Direct Debit Authorisation (“eDDA”) Summary > Click “Edit” (for eDDA with “Active” status)

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"> <li>Edit</li> <li>Suspend</li> <li>Terminate</li> </ul>
22222/ 22222/ 672/SIM2024052909454 4133	HKD 22222.00 /Annual	29 May 2024	Until Further Notice	0151686800	Active	<ul style="list-style-type: none"> <li>Suspend</li> <li>Terminate</li> </ul>

Step  
**01** Initiate

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



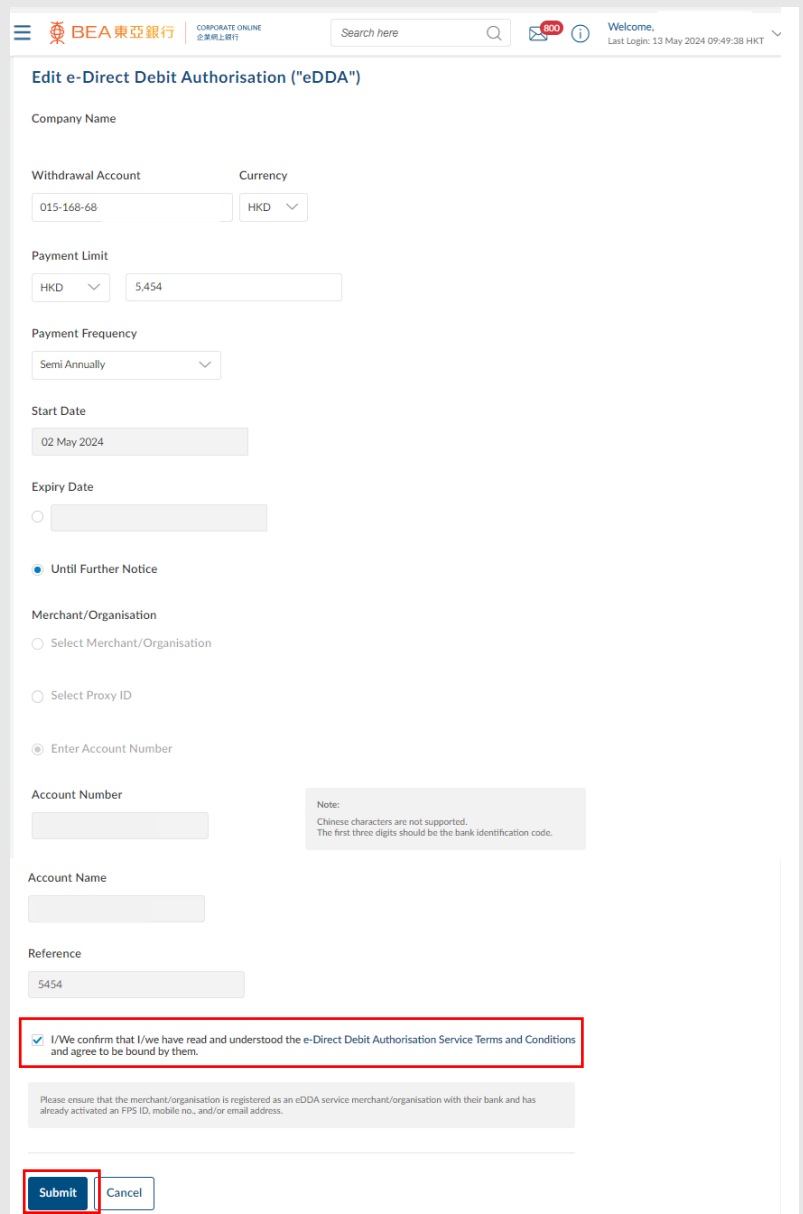
The screenshot shows the BEA Corporate Online interface. At the top, there is a search bar and a welcome message: "Welcome Last Login: 08 May 2024 16:52:54 HKT". Below this, a message states: "The following summary lists the eDDA records that have already been sent by the authorised signers and/or confirmed 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 first row has Merchant/Organisation/R...: 5454/ 5454/ 015/MNDT00025936, Payment Limit /Frequency: 5454.00 HKD /Semi Annually, Start Date: 02 May 2024, Expiry Date: Until Further Notice, Withdrawal account: 01516, Status: Active, and Action: a dropdown menu with "Edit" highlighted in red. The second row has Merchant/Organisation/R...: 888/ 888/ 672/SIM2024041510114 6790, Payment Limit /Frequency: 888.00 HKD /Weekly, Start Date: 15 Apr 2024, Expiry Date: Until Further Notice, Withdrawal account: 01516, Status: Active, and Action: a dropdown menu with "Suspend" and "Terminate" options.

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:

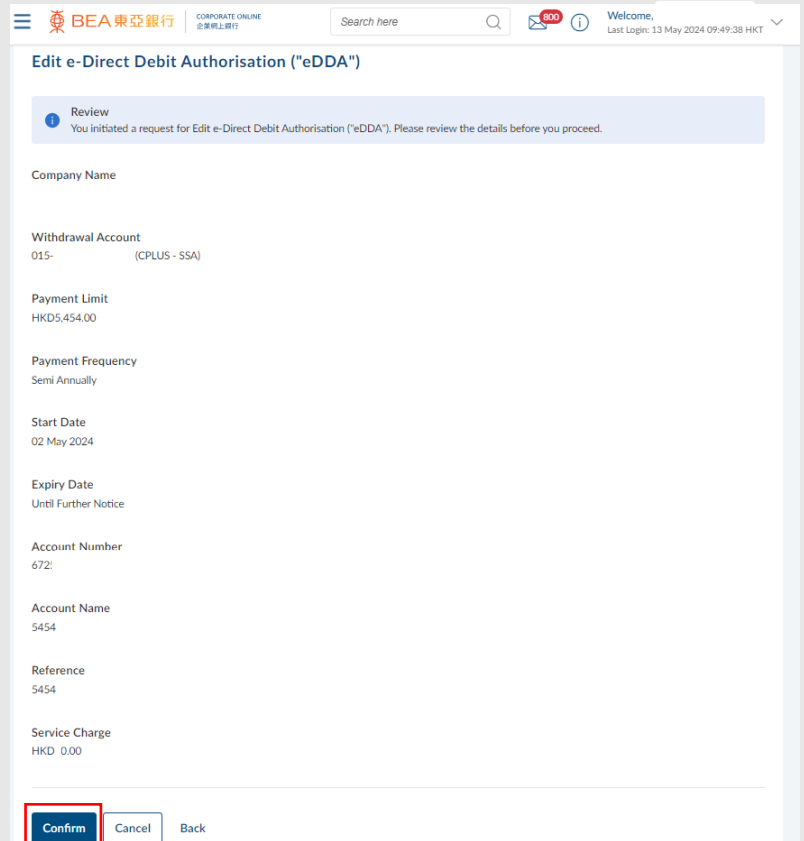
Reference: 5454

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

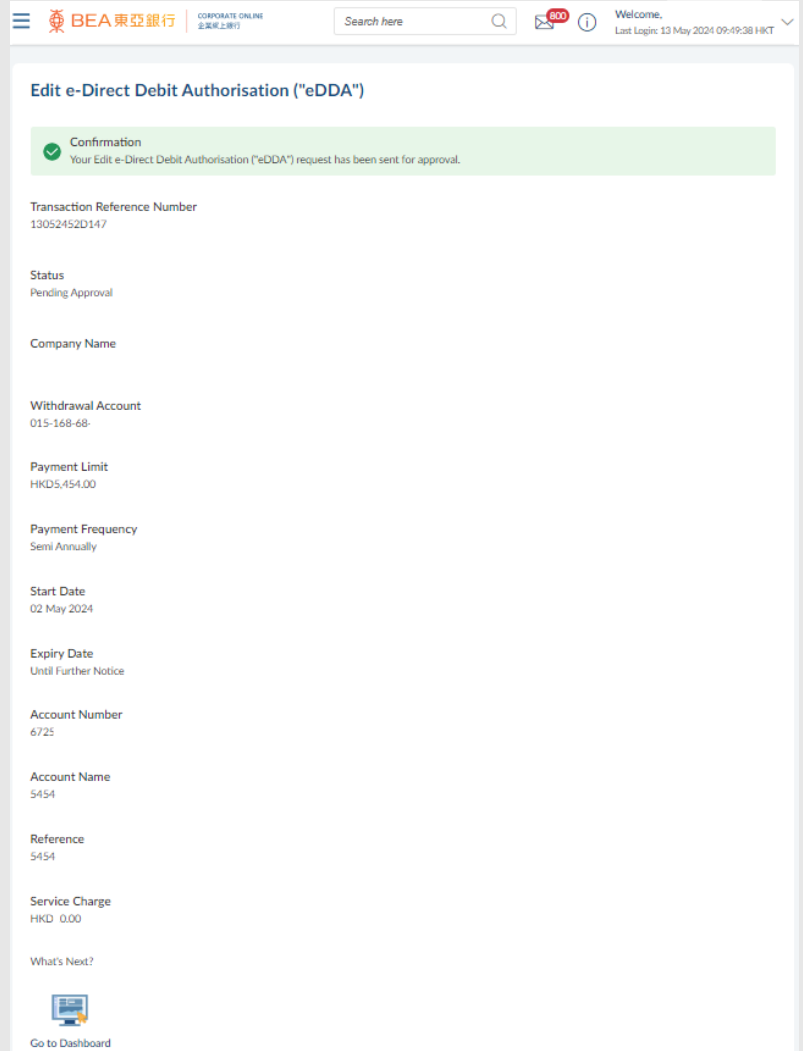
Service Charge  
HKD 0.00

**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:** (Field is empty)
- 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:** HKD 0.00

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