

BEA Corporate Online

e-Statements / e-Advices

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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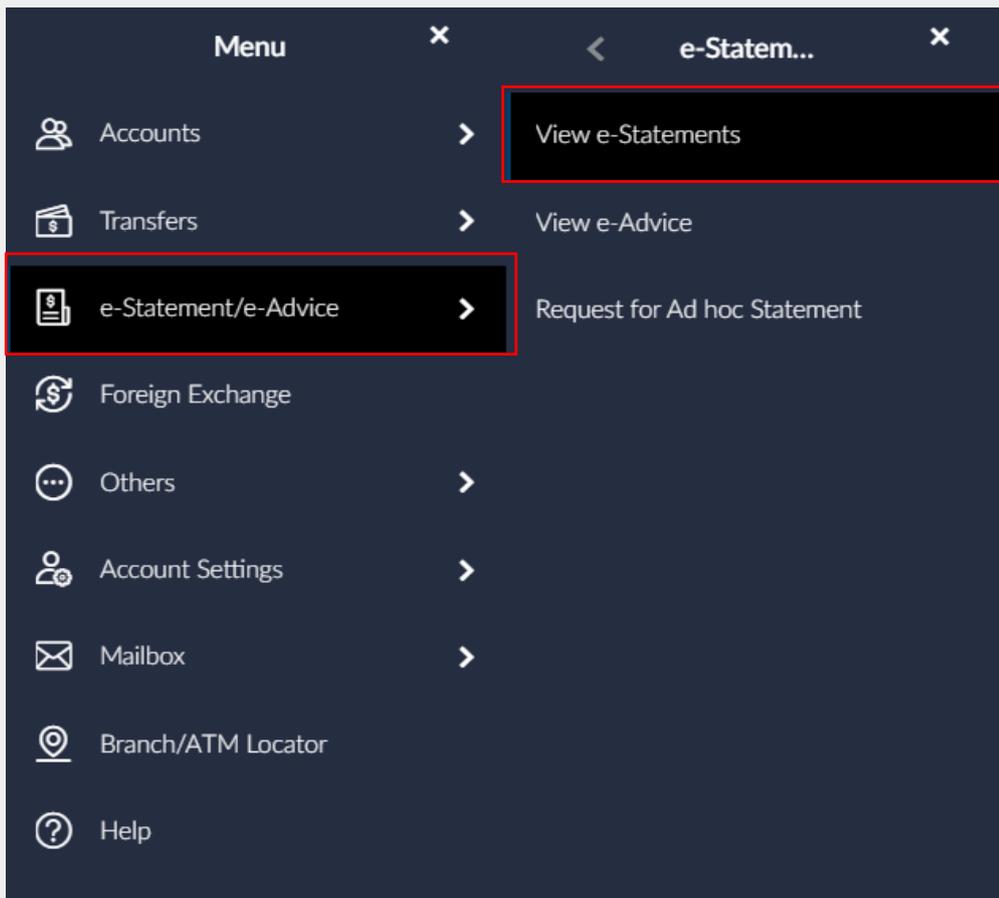
1. View or Download e-Statement



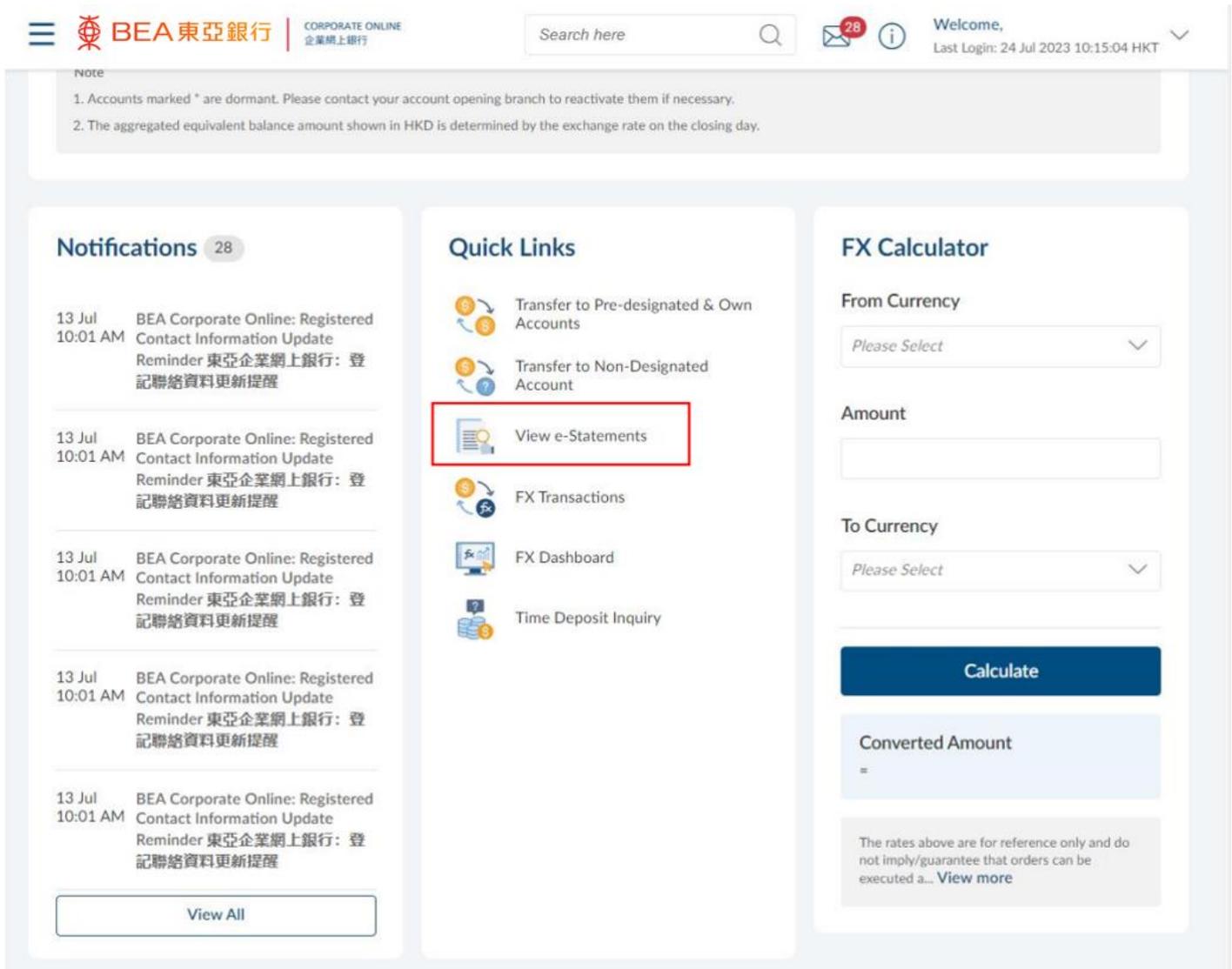
Authorised and registered users can search, view, and download available eStatements from the last 7 years (PDF statement downloads are restricted to 20 pages at a time).

How to get there

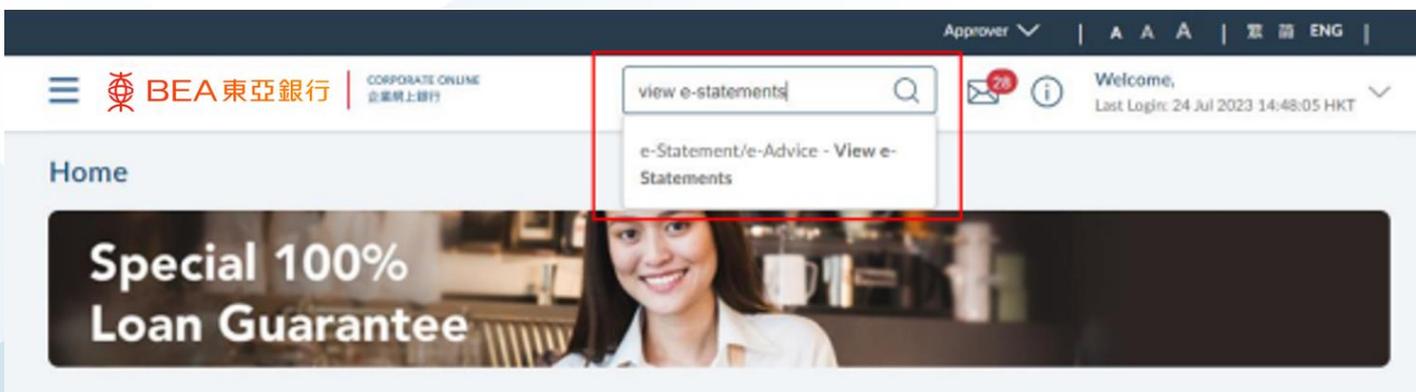
a. Menu > e-Statement/e-Advice > View e-Statements



b. Dashboard > Quick Links Widget > View e-Statements Quick Link Icon



c. Dashboard > Quick Search > Type “e-Statement/e-Advice – View e-Statements”

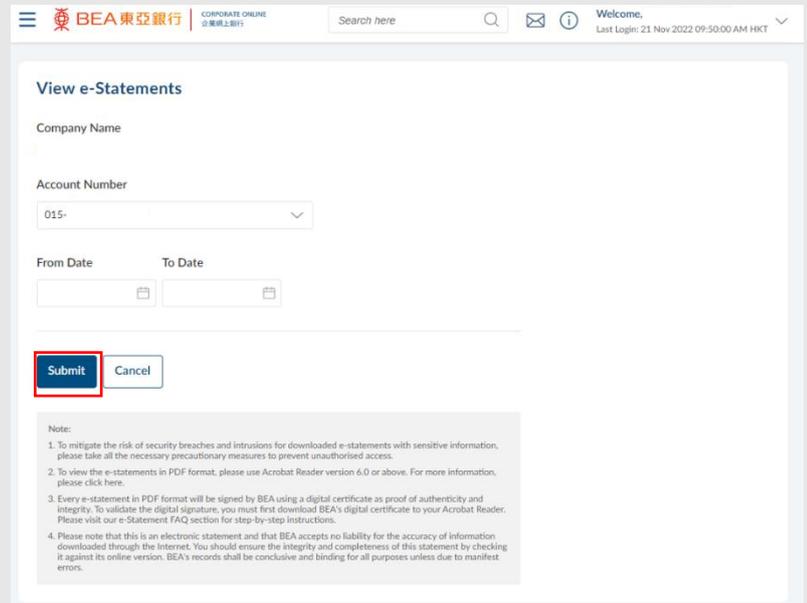


Step
01

Select Account

1. Select the account* from the dropdown list.
2. Select the From Date and To Date.
3. Click on Submit to view the list of statements available for the selected account and specified date range.

*If the query account cannot be selected, please contact your system administrator to check the account status and access rights via <e-Statement/e-Advice Services ->User Registration Overview>.



The screenshot shows the 'View e-Statements' 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: 21 Nov 2022 09:50:00 AM HKT'. The main form area is titled 'View e-Statements' and contains the following fields:

- Company Name:** A text input field.
- Account Number:** A dropdown menu with '015-' selected.
- From Date:** A date picker field.
- To Date:** A date picker field.

Below the form fields are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'. At the bottom of the form, there is a 'Note' section with four points:

1. To mitigate the risk of security breaches and intrusions for downloaded e-statements with sensitive information, please take all the necessary precautionary measures to prevent unauthorised access.
2. To view the e-statements in PDF format, please use Acrobat Reader version 6.0 or above. For more information, please click here.
3. Every e-statement in PDF format will be signed by BEA using a digital certificate as proof of authenticity and integrity. To validate the digital signature, you must first download BEA's digital certificate to your Acrobat Reader. Please visit our e-Statement FAQ section for step-by-step instructions.
4. Please note that this is an electronic statement and that BEA accepts no liability for the accuracy of information downloaded through the Internet. You should ensure the integrity and completeness of this statement by checking it against its online version. BEA's records shall be conclusive and binding for all purposes unless due to manifest errors.

Step
02

View e-Statement

1. Click on View to see the selected e-Statement in a separate window.
2. Click on Download to save the e-Statement to your local drive in PDF format.

Remarks: To ensure viewing/download performance, User may select the inquiring statement in 20 pages lot from the Page Range dropdown list.

BEA 東亞銀行 | CORPORATE ONLINE

Search here

Welcome,
Last Login: 20 Nov 2022 03:11:03 PM HKT

View e-Statements

Company Name

Account Number
015-

From Date To Date
01 Jun 2037 31 Jul 2037

Submit Cancel

Statement Issue Date	Page Range	View Statements	Download Statements
30 Jun 2037	Page 1-20	View Statements	Download Statements
31 Jul 2037	Page 1-20	View Statements	Download Statements

Page 1 of 1 (1-2 of 2 items)

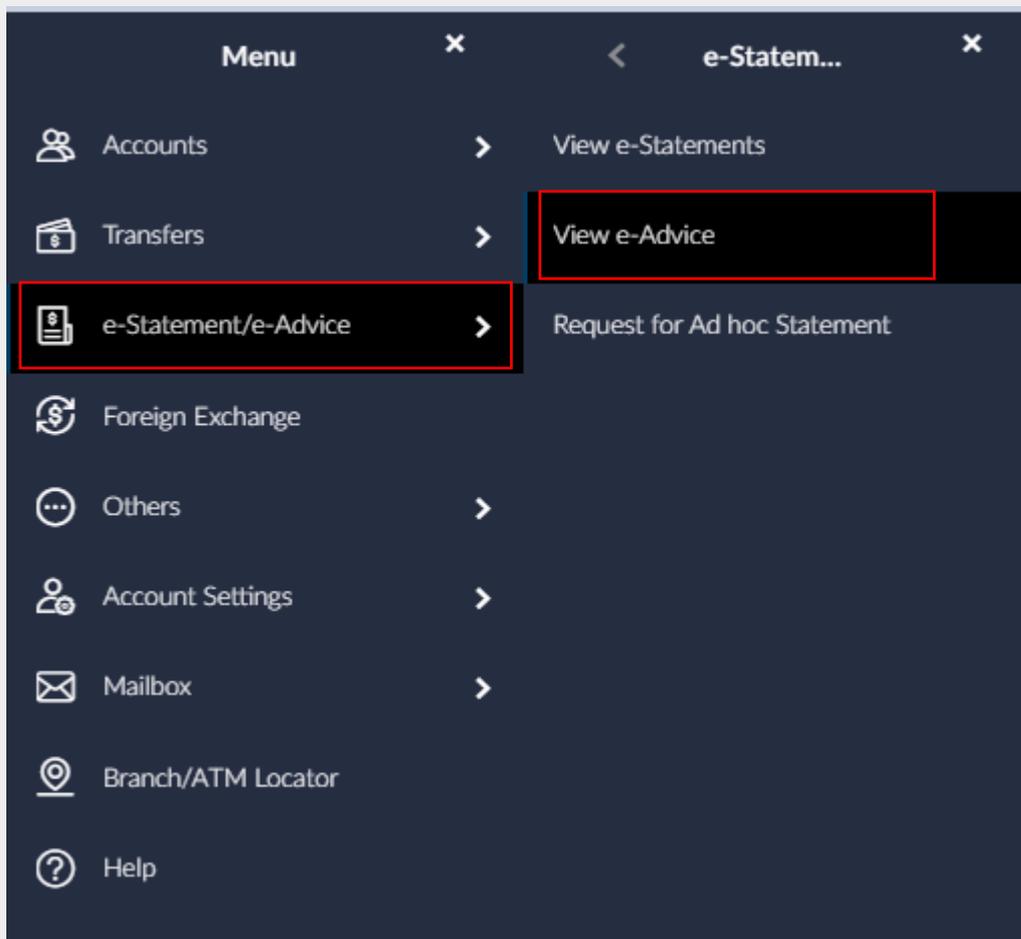
2. View or Download e-Advice



Authorised and registered users can search, view, and download available e-Advices from the last 2 years.

How to get there

a. Menu > e-Statement/e-Advice > View e-Advice



b. Dashboard > Quick Search > Type “e-Statement/e-Advice – View e-Advice”

Approver | A A A | 繁體 ENG |

BEA 東亞銀行 | CORPORATE ONLINE 企業網上銀行

view e-advice

e-Statement/e-Advice - View e-Advice

View e-Advice

Select Account

Please select an account number

Advice Type

ALL Transaction

From Date To Date

Submit Cancel

Note:

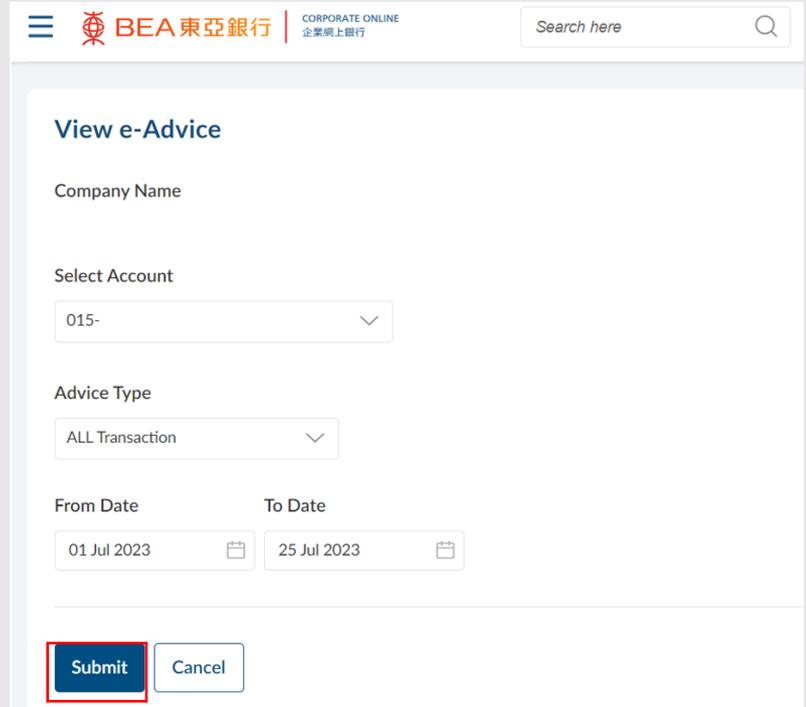
1. To mitigate the risk of security breaches and intrusions for downloaded e-statements with sensitive information, please take all the necessary precautionary measures to prevent unauthorised access.
2. To view the e-statements in PDF format, please use Acrobat Reader version 6.0 or above. For more information, please click [here](#).
3. Every e-statement in PDF format will be signed by BEA using a digital certificate as proof of authenticity and integrity. To validate the digital signature, you must first download BEA's digital certificate to your Acrobat Reader. Please visit our e-Statement [FAQ](#) section for step-by-step instructions.
4. Please note that this is an electronic statement and that BEA accepts no liability for the accuracy of information downloaded through the Internet. You should ensure the integrity and completeness of this statement by checking it against its online version. BEA's records shall be conclusive and binding for all purposes unless due to manifest errors.

Step
01

Select Account

1. Select the account* and advice type from the dropdown lists.
2. Select the From Date and To Date.
3. Click on Submit to view the list of advices available for the selected account and specified date range.

*If the query account cannot be selected, please contact your system administrator to check the account status and access rights via <e-Statement/e-Advice Services ->User Registration Overview>.



The screenshot shows the 'View e-Advice' interface. At the top, there is a navigation bar with the BEA logo and 'CORPORATE ONLINE 企業網上銀行'. A search bar is on the right. The main form area contains the following elements:

- Company Name:** A text input field.
- Select Account:** A dropdown menu with '015-' selected.
- Advice Type:** A dropdown menu with 'ALL Transaction' selected.
- From Date:** A date picker showing '01 Jul 2023'.
- To Date:** A date picker showing '25 Jul 2023'.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom. The 'Submit' button is highlighted with a red border.

Step
02

View e-Advice

1. Click on View to see the selected e-Advice in a separate window.
2. Click on Download to save the file to your local drive in PDF format.

The screenshot displays the 'View e-Advice' page in the BEA Corporate Online system. At the top, there is a navigation bar with the BEA logo and 'CORPORATE ONLINE 企業網上銀行'. A search bar and user information (Welcome, Last Login: 25 Jul 2023 10:39:02 HKT) are also present.

The main content area is titled 'View e-Advice' and contains the following filters:

- Company Name: (empty)
- Select Account: 015
- Advice Type: ALL Transaction
- From Date: 01 Jul 2023
- To Date: 25 Jul 2023

Below the filters are 'Submit' and 'Cancel' buttons. A table displays the search results:

Issue Date	Account Number	Advice Type	Reference Number	View Advice	Download Advice	Status
03 Jul 2023	521	CHATS	CHA645419	View Advice	Download Advice	Read
03 Jul 2023	521	Telegraphic Transfer	QTT653184	View Advice	Download Advice	Unread
03 Jul 2023	521	Telegraphic Transfer	QTT654328	View Advice	Download Advice	Read

At the bottom right, there is a pagination control showing 'Page 1 of 1 (1-3 of 3 items)' and navigation arrows.

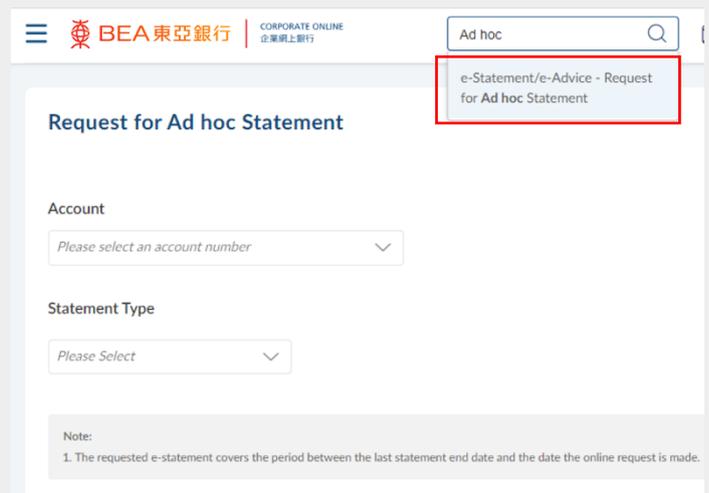
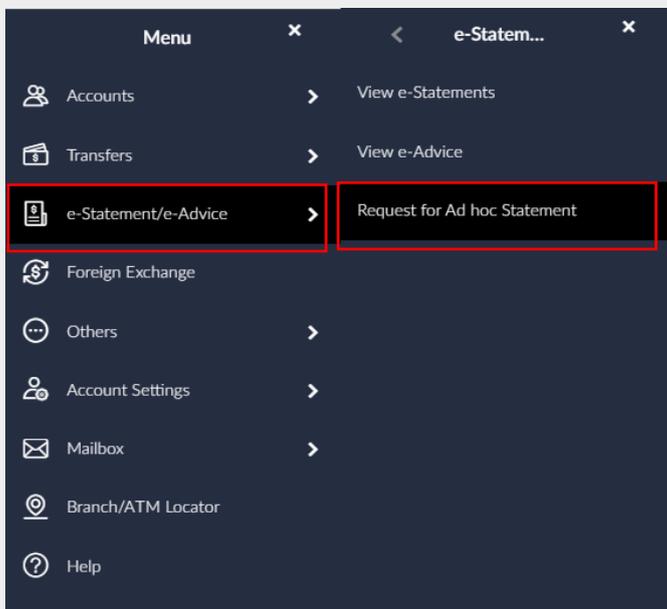
3. Request for Adhoc Statement



Authorised and registered users can request for paper or e-statements outside their regular statement cycle.

How to get there

- a. Menu > e-Statement/e-Advice > Request for Adhoc Statement; or
- b. Dashboard > Quick Search > Type “e-Statement/e-Advice – Request for Adhoc Statement”



**Step
01 Initiate**

1. Select the account* from the dropdown list.
2. Select e-Statement or Paper Statement from the dropdown list. (Service fees applicable.)
3. Click on Submit to continue.

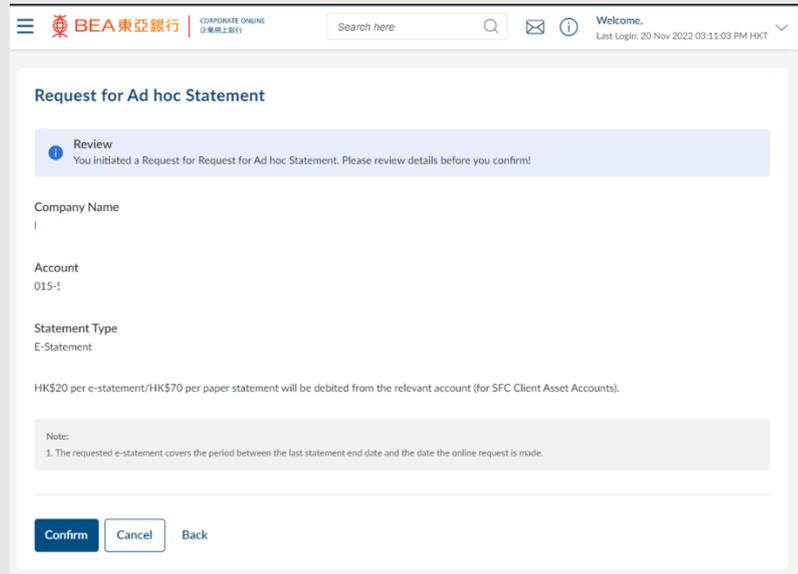
*If the query account cannot be selected, please contact your system administrator to check the account status and access rights via <e-Statement/e-Advice Services ->User Registration Overview>.

The screenshot shows the 'Request for Ad hoc Statement' form in the BEA Corporate Online interface. The form includes the following fields and elements:

- Company Name:** A text input field.
- Account:** A dropdown menu with '015-' selected.
- Statement Type:** A dropdown menu with 'E-Statement' selected.
- Note:** A grey box containing the text: '1. The requested e-statement covers the period between the last statement end date and the date the online request is made.'
- Buttons:** 'Submit' (highlighted with a red box) and 'Cancel'.
- Header:** 'Request for Ad hoc Statement' and a link for 'Ad hoc Statements Overview'.
- Page Header:** BEA 東亞銀行 | CORPORATE ONLINE | 企業網上銀行, Search here, Welcome., Last Login: 13 Jul 2023 11:07:01 HKT.

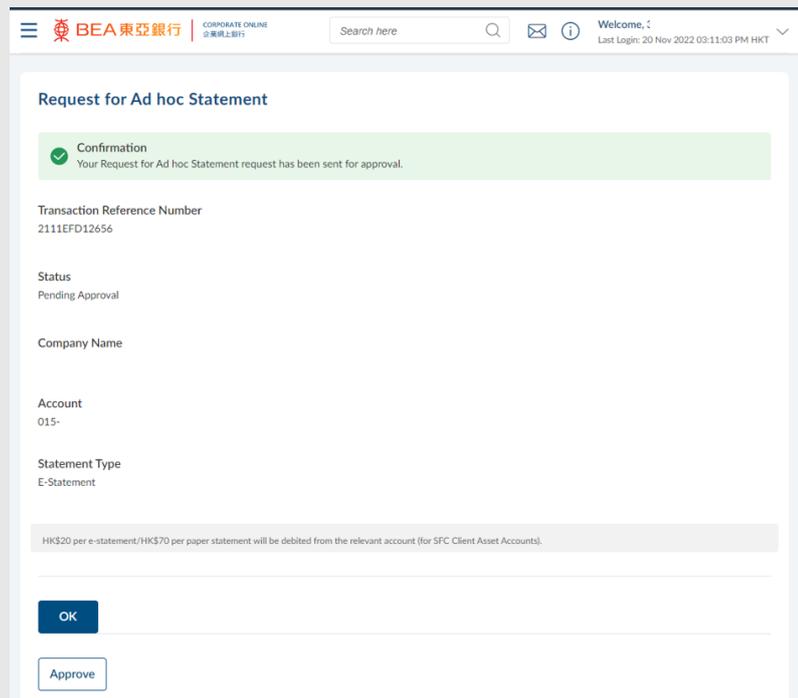
Step 02 **Verify**

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



Step 03 **Successful Submission**

1. Transaction Reference Number will display upon successful submission of the request
2. Request is then sent to Approver for approval (if applicable). For details, please refer to the Approval Workflow guide.



4. Request Adhoc Statement Inquiry / Delete Request



Authorised and registered users can inquire or delete about their adhoc statement requests.

How to get there

- Menu > e-Statement/e-Advice > Request for Adhoc Statement > Adhoc Statements Overview Button
- Dashboard > Quick Search > Type “e-Statement/e-Advice – Request for Adhoc Statement” > Request Adhoc Statement > Adhoc Statements Overview Button

BEA 東亞銀行 | CORPORATE ONLINE 企業網上銀行

Search here

Welcome, Last Login: 20 Nov 2022 03:11:03 PM HKT

Request for Ad hoc Statement

[Ad hoc Statements Overview](#)

Company Name

Account
015-

Statement Type
Please Select

Note:
1. The requested e-statement covers the period between the last statement end date and the date the online request is made.

[Submit](#) [Cancel](#)

Step
01 Initiate

1. Enter the transaction reference number.
2. Click on Submit to search for a specific adhoc statement request.
3. Click on the Initiated/To Delete hyperlink to view status details or delete request.

Ad hoc Statements Overview

Reference Number

Submit Cancel Back

Reference Number	Request Date and Time	Statement Type	Company Name	Account Number	Status
2111E9CD8D32	21 Nov 2022 11:19:09 AM	E-Statement		015-	Initiated/To Delete
21115A9E9ECA	21 Nov 2022 11:19:29 AM	Paper Statement		015-	Initiated/To Delete
2111EFD12656	21 Nov 2022 11:00:26 AM	E-Statement		015-	APPROVED

Page 1 of 1 (1-3 of 3 items) < >

Step
02

Verify

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

Ad hoc Statements Overview

Reference Number: 21115A9E9ECA

Buttons: Submit, Cancel, Back

Reference Number	Request Date and Time	Statement Type	Company Name	Account Number	Status
21115A9E9ECA	21 Nov 2022 11:19:29 AM	Paper Statement		015-	Initiated/To Delete

Page 1 of 1 (1 of 1 items)

Delete Ad hoc Statement Request - Review

Review
You initiated a request for Delete Ad hoc Statement Request. Please review the details before you proceed.

Reference Number: 21115A9E9ECA

Request Date and Time: 2022-11-21T11:19:29

Status: Initiated/To Delete

Company Name: |

Account: 015-

Statement Type: Paper Statement

HK\$20 per e-statement/HK\$70 per paper statement will be debited from the relevant account (for SFC Client Asset Accounts).

Buttons: Delete, Cancel, Back

Step
03

Successful Submission

1. Transaction Reference Number will display upon successful submission of the request

The screenshot displays 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: 20 Nov 2022 03:11:03 PM HKT'. The main content area is titled 'Delete Ad hoc Statement Request' and features a green confirmation banner with a checkmark icon and the text: 'Confirmation Your Delete Ad hoc Statement Request has been fully approved and the instruction has been received by BEA.' Below this, the following details are listed:

- Status: Completed
- Reference Number: 21115A9E9ECA
- Request Date and Time: 2022-11-21T11:19:29
- Status: Initiated/To Delete
- Company Name: (blank)
- Account: 015
- Statement Type: Paper Statement

A footer note states: 'HK\$20 per e-statement/HK\$70 per paper statement will be debited from the relevant account (for SFC Client Asset Accounts).'