

# BEA Corporate Online

## Foreign Exchange

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. Foreign Exchange



Explore our comprehensive foreign exchange services created for your needs including FX Watchlist, FX Rate Alert and FX Calculator.

## How to get there

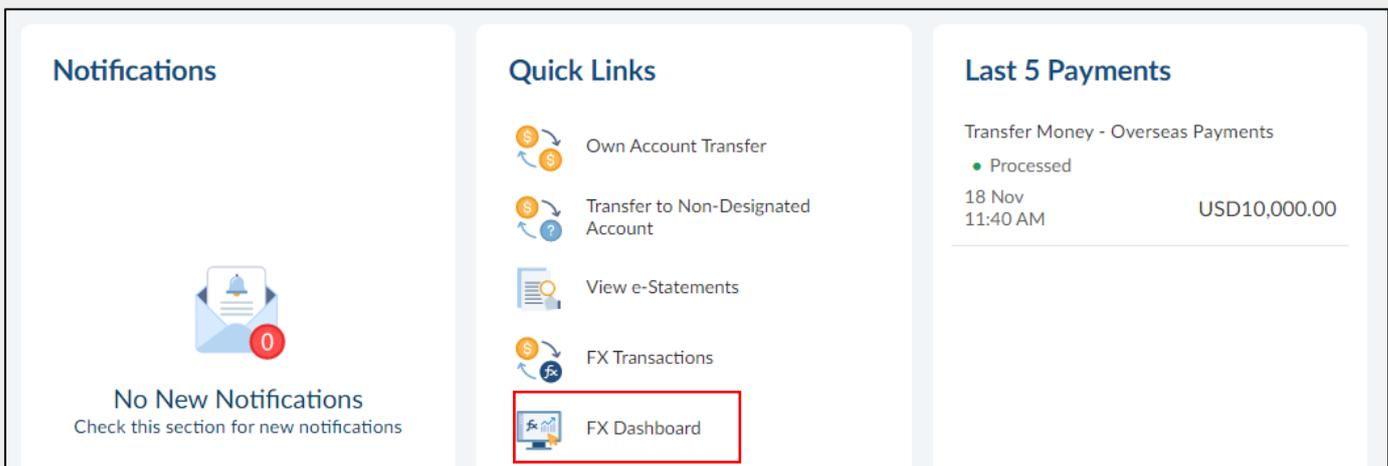
### a. Menu > Foreign Exchange

The screenshot shows the BEA Corporate Online interface. On the left, a dark sidebar menu is open, listing various services. The 'Foreign Exchange' item, which includes a dollar sign icon, is highlighted with a red rectangular box. The main content area shows the 'Home' page with a 'Special 100% Loan Guarantee' banner and a 'Pending Approvals' section. The 'Pending Approvals' section has three sub-sections: 'Financial - Accounts' with a count of 0, 'Financial - Transfer' with a count of 1, and 'Non Financial - Accounts' with a count of 0. Below these is a table with columns for Date, Transaction Name, Account No., Amount, Initiated By, Reference No, and Status.

### b. Quick Search> Type 'Foreign Exchange'



### c. Quick Link> FX Dashboard



## 2. FX Watchlist



Users can personalise the list of currency pairs they monitor via the FX Watchlist. It can be done either on the Foreign Exchange page or the Main Dashboard.

### Step 01 Initiate

1. Navigate to Foreign Exchange.
2. Upon clicking the currency pair, the selected currency trend graph will appear on the right side of the screen. Users can view trends from the last 12 months.



Step  
02

Add New Currency

1. Click “Add” to add a new currency pair to the Watch List.
2. Select the currency to add to the Watch List.
3. Click “Add to Watchlist” to proceed (maximum 8 pairs).
4. The selected currency pair will be shown on the Watch List.

The screenshot displays the 'FX Watchlist' interface. At the top, it shows 'Last Update: 18/11/2022, 16:15:00' and the current pair 'USD/HKD'. Below this is a table with columns for 'Currency', 'Bank Buy', and 'Bank Sell'. The table lists several currency pairs: AUD, CAD, CHF, CNY, EUR, GBP, and USD. A 'New Currency Pair' dialog box is overlaid on the table, showing 'HKD' as the base currency and a dropdown menu for the quote currency. The dropdown menu is open, showing options: AUD, CAD, CHF, CNY, and EUR. A red box highlights the dropdown menu. At the bottom of the dialog, there is an 'Add to Watchlist' button. At the bottom of the watchlist table, there are 'Add' and 'Delete' buttons.

Currency	Bank Buy	Bank Sell
AUD	8.17300	8.19100
CAD	7.84300	7.86100
CHF	8.39200	8.41200
CNY	1.61000	1.69000
EUR	10.13200	10.17000
GBP	12.16400	12.21400
USD	7.75200	7.76800

### 3. FX Rate Alert



The FX Rate Alert proactively notifies users when their target exchange rate is reached within a pre-defined time period.

#### FX Rate Alerts

Last Update: 18/11/2022, 16:45:02

Currency Pair	Target Rate	Expiry Date	Delivery Mode
Buy EUR Sell HKD	EUR 1 = HKD 9.17000	30-11-2022	Email,SMS
Buy AUD Sell HKD	AUD 1 = HKD 8.01000	23-11-2022	Email,SMS
Buy HKD Sell CNY	CNY 1 = HKD 1.71000	23-11-2022	SMS

[Create](#)[Delete](#)

FX Rate Alert Service Terms and Conditions through BEA Corporate Online

1. By accessing and using the FX Rate Alert Service, you have to agree to be legally bound to these terms and conditions... [View more](#)

Step  
01

## Create Rate Alert

1. Navigate to Foreign Exchange.
2. Click “Create” to set up a rate alert (maximum 5 rate alerts).

### FX Rate Alerts

No rate alert has been created.  
Create an FX rate alert to receive notifications once the price is reached.

Create

FX Rate Alert Service Terms and Conditions through BEA Corporate Online

1. By accessing and using the FX Rate Alert Service, you have to agree to be legally bound to these terms and conditions... [View more](#)

Step  
02

Input Information

1. Select the Buy and Sell currencies.
2. Enter the Target Rate.
3. Select the Expiry Date\*.
4. Select the delivery method. (Options: Email, SMS)
5. Click “Set Target Rate Alert”

The Expiry Date cannot be set for 30 days after the Target Rate set up day.

### New Target Rate Alert

Buy Currency

Please Select
▼

Sell Currency

Please Select
▼

Target Rate

Select a buy or sell currency

Expiry Date

📅

Target Rate Notification Via:

Email
  SMS

The rates above are for reference only and do not imply/guarantee that orders can be execu...[View more](#)

Set Target Rate Alert

Cancel

Step  
03

## Trigger Alert

1. Record(s) of the new alert(s) will be shown on the alert list.
2. The record will be removed from the alert list when either:
  - The alert is triggered upon reaching the target exchange rate.
  - The transaction has expired.

### FX Rate Alerts

Last Update: 18/11/2022, 16:45:02 

Currency Pair	Target Rate	Expiry Date	Delivery Mode
Buy EUR Sell HKD	EUR 1 = HKD 9.17000	30-11-2022	Email,SMS
Buy AUD Sell HKD	AUD 1 = HKD 8.01000	23-11-2022	Email,SMS
Buy HKD Sell CNY	CNY 1 = HKD 1.71000	23-11-2022	SMS

FX Rate Alert Service Terms and Conditions through BEA Corporate Online  
1. By accessing and using the FX Rate Alert Service, you have to agree to be legally bound to these terms and conditions... [View more](#)

## 4. FX Calculator



The FX Calculator displays the converted amount based on user input and the exchange rate from the Bank's system. It can be found in either the Main Dashboard or the Foreign Exchange page.

### Step 01 Initiate

1. Navigate to Foreign Exchange.

### FX Calculator

**From Currency**

*Please Select*
▼

**Amount**

**To Currency**

*Please Select*
▼

---

**Calculate**

**Converted Amount**

=

The rates above are for reference only and do not imply/guarantee that orders can be executed a... [View more](#)

Step  
02

Input Information

1. Select the From Currency.
2. Enter the amount.
3. Select the To Currency.
4. Click "Calculate".

### FX Calculator

**From Currency**

USD
▼

**Amount**

1,000

**To Currency**

AUD
▼

**Calculate**

Exchange Rate : 1 USD = 0.94643 AUD  
Last Update : 15/11/2022, 14:54:44

**Converted Amount**

=

The rates above are for reference only and do not imply/guarantee that orders can be executed a... [View more](#)

Step  
03

## Exchange Rate

1. The exchange rate between the 2 selected currencies will be shown as the Converted Amount.

## FX Calculator

From Currency

USD



Amount

1,000

To Currency

AUD



Calculate

Exchange Rate : 1 USD = 0.94643 AUD

Last Update : 15/11/2022, 14:54:44

Converted Amount

= AUD946.43

The rates above are for reference only and do not imply/guarantee that orders can be executed a... [View more](#)

## 5. FX Transaction

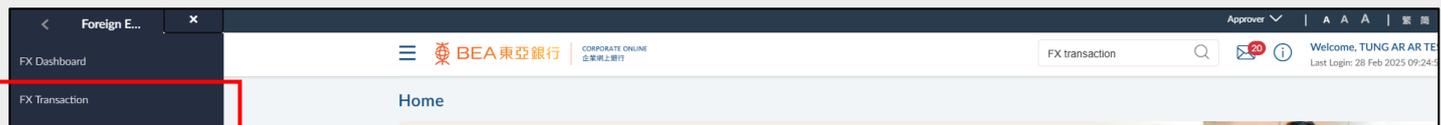
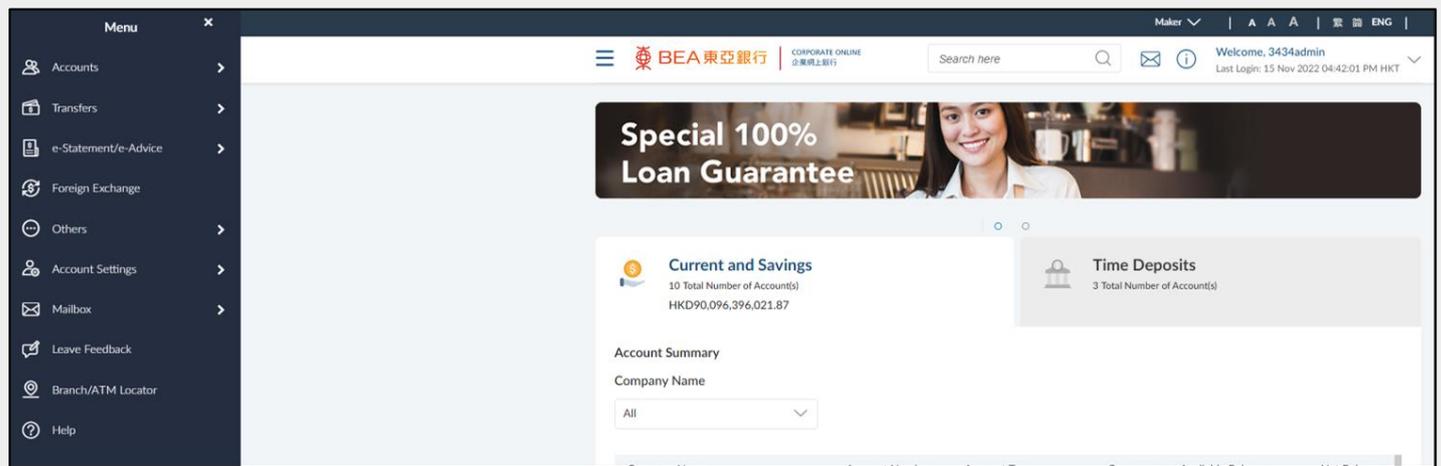


User can make foreign currency exchange between their own accounts.

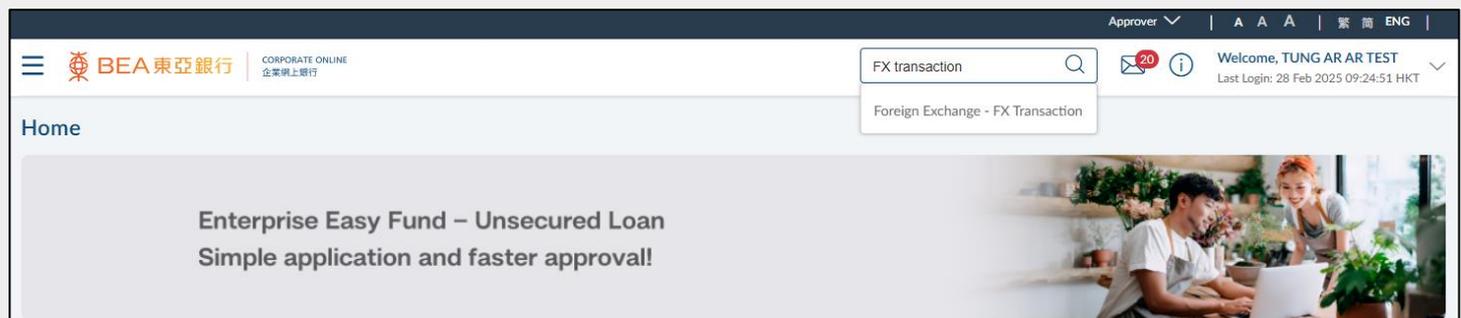
For agreed rate FX transaction, please refer to [Agreed Rate User Guide](#).

### How to get there

#### a. Menu > Foreign Exchange > FX Transaction; or



#### b. Quick Search > Type “FX Transaction”; or



### c. Main dashbard> Quick Links – FX Transaction

#### Notifications



**No New Notifications**  
Check this section for new notifications

#### Quick Links

-  Transfer to Pre-designated & Own Accounts
-  Transfer to Non-Designated Account
-  View e-Statements
-  FX Transactions
-  FX Dashboard
-  Time Deposit Inquiry

#### FX Calculator

From Currency

Amount

To Currency

## Step 01 Initiate

1. Select / Enter transaction information e.g. Transaction Account, Transaction Amount , currency pair\*.
2. Click “Pay” to continue.
3. Click “Back” to return to the Home screen.

\*Foreign Exchange Transaction does not support “Later” payments.

\*\* Treasury Reference is used for Agreed Rate Customer only.

#### FX Transaction

Transfer To

Currency

Transfer From

Currency

Currency

Amount

Treasury Reference

Time of Transfer  
Now

Remarks

1. The transaction execution date will be the date on which the approval process is completed.
2. This is an internal Bank transaction. It does not involve external clients or third parties.
3. Authorisation from the trustee or relevant authorised person is required before proceeding.
4. The Bank will record This transaction as per accounting standards and internal policies. (not applicable for Customer with an agreed FX rate with the Bank)
5. Foreign exchange rates are subject to fluctuations. The final amount received in the target currency may vary due to market movements.
6. Fees, charges, and/or mark-ups may apply based on selected services and bank operating costs.

**Step 02** **Verify**

1. Verify the details of the transaction.
2. Click “Confirm” to continue.
3. Click “Back” to edit previous details.
4. Click “Cancel” to return to the dashboard.

**FX Transaction**

**Review**  
You initiated a request for FX Transaction. Please review the details before you proceed.

Transfer To - Company Name

Transfer To

Transfer To - Currency  
HKD

Transfer From - Company Name

Transfer From

Transfer From - Currency  
USD

Transaction Currency and Amount  
HKD1,000.00

Exchange Rate  
Bank Buying Rate for HKD agt. USD: 7.74900000

Preferential Exchange Rate  
Bank Buying Rate for HKD agt. USD: 7.74920000  
(The exchange rate is for reference only. The actual rate will be confirmed when the transfer is executed.)

Execution Date(HKT)  
Pay Now

Remarks

1. The transaction execution date will be the date on which the approval process is completed.  
2. This is an internal Bank transaction. It does not involve external clients or third parties.  
3. Authorisation from the trustee or relevant authorised person is required before proceeding.  
4. The Bank will record this transaction as per accounting standards and internal policies. (not applicable for Customer with an agreed FX rate with the Bank)  
5. Foreign exchange rates are subject to fluctuations. The final amount received in the target currency may vary due to market movements.  
6. Fees, charges, and/or mark-ups may apply based on selected services and bank operating costs.

**Confirm** **Cancel** **Back**

**Step 03** **Successful Submission**

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

**FX Transaction**

**Confirmation**  
Your FX Transaction request has been sent for approval.

Transaction Reference Number  
28629926375D

Status  
Pending Approval

Transfer To - Company Name

Transfer To

Transfer To - Currency  
HKD

Transfer From - Company Name

Transfer From

Transfer From - Currency  
USD

Transaction Currency and Amount  
HKD1,000.00

Exchange Rate  
The actual rate will be confirmed when the transfer is executed.

Execution Date(HKT)  
Pay Now

Remarks

1. The transaction execution date will be the date on which the approval process is completed.  
2. This is an internal Bank transaction. It does not involve external clients or third parties.  
3. Authorisation from the trustee or relevant authorised person is required before proceeding.  
4. The Bank will record this transaction as per accounting standards and internal policies. (not applicable for Customer with an agreed FX rate with the Bank)  
5. Foreign exchange rates are subject to fluctuations. The final amount received in the target currency may vary due to market movements.  
6. Fees, charges, and/or mark-ups may apply based on selected services and bank operating costs.