

CTBC CODEFAX
e-Form User Guide



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一 Adobe Reader install

PDF file need read by Adobe Reader (free for download). If you don't have this software, please click the link to download and install <http://get.adobe.com/tw/reader/>

二 Architecture description

- 1 **Language** : You can select Traditional Chinese/Simplified Chinese/ English/Vietnamese as default language.
- 2 **Remitter Area** : Select Taiwan/Hong Kong/Vietnam/USA/Singapore/India area of remitter and Transaction Type.
- 3 **Note** : Describe important notes and customer service information.

1. * means the required fields.
2. Click on Print Blank Form and print blank form out for backup use.
3. If the value date of transaction is a holiday, the transaction will be postponed to next business day.
4. We will provide the wording for reminding customer not to type the "tone symbol" if they use vietnamese.
5. If you have any question, please contact our customer service.

- Taiwan : +886-2-5559-9888#2700 or 0800-017-888(Local)
- Hong Kong : +852-29161816
- Singapore: +65-63514888
- USA : +1-212-4578903
- Vietnam : +84-28-39101888 Ext: 6301~6304
- India : New Delhi Br. +91-11-43688888 or Sriperumbudur Br. +91-44-66227700

6. Transaction instruction by email to CTBC:
 - HK email address : hk.faxbanking@ctbcbank.com
 - IN email address: in.faxbanking@ctbcbank.com
 - SG email address: sg.faxbanking@ctbcbank.com
 - VN email address: vn.faxbanking@ctbcbank.com

- 4 **Process Steps** : Steps include Operate Setup 、Remitter Information 、Beneficiary Information 、Beneficiary Bank Information. Step Button will be green when selected. Page will show fields related to the remitter area and transaction type and put * before the must-fill fields.

1.Operation Desc.

2.Payer Data

3.Beneficiary Data

4.Beneficiary Bank Details

Print Blank Form

- 5 : According to remitter area and transaction type, print out the related blank form. You can also print out the blank form for backup use.

Previous Page

- 6 : Go to Previous Step.

Next Page

- 7 : Go to Next Step.

Preview

- 8 : Preview E-Form.(include 2D barcode)

- 8.1 Confirm all data on E-form. You can press **BACK**, to edit / modify data.

- 8.2 Press on **Print** to print out E-form.



BACK Print

中國信託商業銀行
傳真交易指示申請書

123456789-12-041

交易日期	2008/12/03		貨幣種類	國際匯款	加款帳號地址	IW
密碼 (內文第一)	1. TOKEN SM PASSWORD		Token 日期 (yyyy/mm/dd)			
	2. 密碼		Token 時間 (時:分:秒)			
	ID	123456789	Form Code	120		
申請人 資料	中文姓名					
	英文姓名	DAVID DORFF				
	加款帳號	901340209088	幣別	EUR	金額	9,999,999.99
受款人 資料	戶名	SIMON LEMON				
	受款帳號	32321-31 2312-3123123	幣別	EUR	金額	9,999,999.99
	地址	ADDRESS ADDRESS ADDRESS ADDRESS .				
受款 銀行	代碼	CIBECNE7030	幣別	PEOPLE REP. OF CHINA		
	名稱	CITIC INDUSTRIAL BANK, SHUJIAZHUANG				
	地址	SHUJIAZHUANG BR.				
中間 銀行	代碼	ECIU633XXV	幣別	UNITED STATES		
	名稱	INTSABCS P.A., NEW YORKER				
	地址	1 WILLIAM STREET NEW YORK, NY10004 U.S.A.				
匯款說明	112	普通匯票或支票				
國外銀行開戶	SEA	加款MT103	是 ☒	否 ☐	請於附件中填寫	
附註	ASAP					
電話人	MR. LEMON					
電話號碼	24-21421414					

1. [本表資料有效期間：自填表日起15天，申請書有效期5天] 本行傳真號碼：02-27603758
2. [本行傳真及各地匯款代碼均應與本行公告中最新代碼一致，請於附件中填寫]

以下資料說明				聯合文件			
代碼	項目	說明	代碼	項目	說明	代碼	項目
1.	聯合文件	聯合文件	2.	聯合文件	聯合文件	3.	聯合文件
4.	聯合文件	聯合文件	5.	聯合文件	聯合文件	6.	聯合文件
7.	聯合文件	聯合文件	8.	聯合文件	聯合文件	9.	聯合文件
10.	聯合文件	聯合文件	11.	聯合文件	聯合文件	12.	聯合文件

9 Reset : Clean up all data fields.

10 SAVE : Save by Date or Beneficiary.

11 Preview & Print : Preview & Print E-form.

12 Select value date by calendar

交易日期

2008/12/04

(YYYY/MM/DD)

◀
2008年12月
▶

星期日	星期一	星期二	星期三	星期四	星期五	星期六
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

今天
2008/12/2



- 13 Use list to select debit currency

扣款幣別

VND
VND
AUD
CAD
CNY
IDR
INR
KRW
MOP
MYR
NZD

- 14 * means must-fill field

* 扣款金額 99,932,313.00 (不含手續費)

- 15 Cut time will show on up-left side of the preview page of E-form.

傳真交易 FAX-BANKING 截止時間Cut Time: 18:00 (Monday-Friday) 依此方向 ↑ 傳真	中國信託商業銀行 傳真交易指示申請書	BACK Print
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- 16 Print out E-form and sign in Authorized signature/chop. Email E-form to CTBC.

三 Internal Transfer

- 1 **Description** : Bank accounts of remitter and beneficiary are all CTBC accounts
- 2 **Operation Desc.**
 - 2.1 Remitter Area : Click on your Debit Account Area
 - 2.2 Transaction Type : Click Internal Transfer

1.Operation Desc.

2.Payer Data

3.Beneficiary Data

Language

☐ 繁體中文 ☐ 简体中文 ☒ English ☐ Việt Ngữ

Form Setup

- * Debit Account Area ☒ TW (Taiwan) ☐ HK (Hong Kong) ☐ VN (Vietnam) ☐ US (United States)
☐ SG (Singapore) ☐ IN (India)
- * Trans. Type ☒ Internal Transfer ☐ LCY Remittance ☐ FCY Remittance
☐ Time Deposit

- 3 **Payer Data** Enter remitter information. Press on **Beneficiary Data** or **Next Page** to enter Beneficiary data.



Debit Data

Trans. Date	2019/12/18	(YYYY/MM/DD)
Chinese Name		
English Name	ABC CORPORATE	
* Applicant ID	123456	
* Debit Account No.	123456789012	
* Debit Currency	USD	
* Debit Amount	10,000.00	

Code Info

Please at least select one code ☐ TOKEN ☒ Pin Code

Pin Code

[Previous Page](#)

[Next Page](#)

- 4 **Beneficiary Data** Enter beneficiary information. Press on [Previous Page](#) or [Preview](#) to preview E-form.

Beneficiary Data

Chinese Name	
Beneficiary Name	XYZ CORPORATE
* Credit Account No.	123456789012
* Credit Currency	USD
* Credit Amount	10,000.00

Other Info

Memo

Contact Info

Contact

TEL

[Previous Page](#)

[Preview](#)

- 5 **Codefax instruction application form** : please confirm all information. Press on

[Preview](#)

to print out the page.



傳真交易
Fax Banking

截止時間Cut Time: 15:00
(週一至週五)
(Monday-Friday)

依此方向填寫



中國信託銀行
CTBC BANK

BACK

Print

傳真交易指示申請書 Fax Banking Application Form

2019121811541877-123456-01-0-01

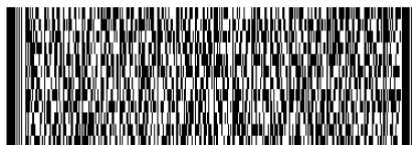
交易日期 Trans. Date	2019/12/18		交易種類 Trans. Type	行內轉帳 Internal Transfer		扣款國別 Country	TW
密碼 Code Info	1. 辨識碼 PIN Code	1234	Form Code	19B	Token Date (yyyymmdd)		
	2. TOKEN SN	(後四位數 SN-last four digits)	Password				
付款人資料 Payer Info.	ID	123456					
	轉出戶名 Debit Name	ABC CORPORATE					
	轉出帳號 Debit A/C	123123123123	轉出幣別金額 Debit Cur./ Amount	USD 10,000.00			
	報價編號 Deal No.		報價匯率 Exchange Rate				
受款人資料 Beneficiary Info.	戶名 Name	XYZ CORPORATE					
	轉入帳號 Credit A/C	123456789012	轉入幣別金額 Credit Cur./ Amount	USD 10,000.00			
備註 Memo	TEST						
聯絡人 Contact	MICHAEL						
電話 Tel	XXX-XXXXXXX						

本行傳真機號碼 Fax No: +886-2-27921988

銀行專用欄 For Bank Use Only

結匯金額 Amount	折合金額 Exchange Amount	匯率 Exchange Rate	匯差 Exchange Rate different
費用合計 Total Charges	單筆匯差 Single Discount	匯差備註 Discount Memo	報價編號 Deal Number
總計 Total Amount	聯往編號 Inter Br. Reference No.		

Signature Maker	
Prepared	
Checked	
Approved	



四 LCY Remittance

- 1 **Description** : Account of remitter is in CTBC and account of beneficiary is in other banks
- 2 **Operation Desc.**
 - 2.1 Remitter Area : Click your Debit Account Area
 - 2.2 Transaction type : Click on Telegraphic Transfer Domestic (LCY)

1.Operation Desc.

2.Payer Data

3.Beneficiary Data

4.Beneficiary Bank Details

Language

☐ 繁體中文
 ☐ 简体中文
 ☒ English
 ☐ Việt Ngữ

Form Setup

- * Debit Account Area
- ☐ TW (Taiwan)
 ☐ HK (Hong Kong)
 ☐ VN (Vietnam)
 ☐ US (United States)
 ☐ SG (Singapore)
 ☒ IN (India)
- * Trans. Type
- ☐ Internal Transfer
 ☒ LCY Remittance
 ☐ FCY Remittance
 ☐ Time Deposit



- 3 **Payer Data** Enter remitter information. Press on **Beneficiary Data** or [Next Page](#) to enter Beneficiary data.

Debit Data	
Trans. Date	2019/12/18 (YYYY/MM/DD)
* Chinese Name	ABC CORP
* Applicant ID	12345678
* Debit Account No.	123123123123
* Debit Currency	TWD
* Debit Amount	20,000.00
Code Info	
Please at least select one code ☐ TOKEN ☒ Pin Code	
Pin Code	1234

[Previous Page](#) [Next Page](#)

- 4 **Beneficiary Data** Enter beneficiary information. Press on [Previous Page](#) or [Preview](#) to preview E-form.

Beneficiary Data	
* Beneficiary Name	XYZ CORPORATE
Remit. Data	
* Beneficiary Account No.	123456789012
* Remit. Currency	TWD
* Remit. Amount	20000 (Does not Includes Fee)
Contact Info	
Contact	
TEL	

[Previous Page](#) [Next Page](#)

- 5 **Enter Beneficiary Bank Information** : Beneficiary Bank Code & Bank Name.



CTBC BANK
中國信託銀行

1. Click it to search bank info

Beneficiary Bank

* Bank Code

* Bank Name

Others Info.

Tariff Number ☐

Payment details

[Previous Page](#)

[Preview](#)

Bank Code Search

How to Search

☒ Bank Code

☐ Bank Name

Bank Code(3)

822

Bank List : (Select one ,then press 「OK」)

8220015 中國信託商業銀行敦北分行 中信銀敦北
8220026 中國信託商業銀行台中分行 中信銀台中
8220037 中國信託商業銀行高雄分行 中信銀高雄
8220059 中國信託商業銀行台南分行 中信銀台南
8220060 中國信託商業銀行三重分行 中信銀三重
8220071 中國信託商業銀行城東分行 中信銀城東

2. Input Bank Code & Click "Search"

3. Click "OK"

Beneficiary Bank

* Bank Code

* Bank Name

Others Info.

Tariff Number ☐

Payment details

TEST

[Previous Page](#)

[Preview](#)

6 **Codefax instruction application form** : please confirm all information. Press on

to print out the page.



傳真交易
Fax Banking

截止時間CutTime: 15:30
(週一至週五)
(Monday-Friday)

依此方向傳真

中國信託銀行
CTBC BANK

BACK Print

傳真交易指示申請書 Fax Banking Application Form

2019121816111534-12345678-11-8-01

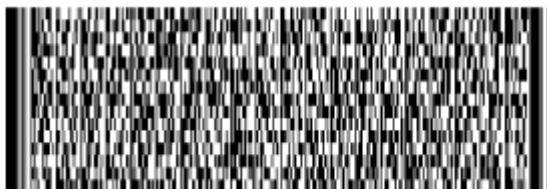
交易日期 Trans. Date	2019/12/18		交易種類 Trans. Type	國內匯款 LCY Remittance		扣款國別 Country	TW
密碼 Code Info	1. 附錄碼 PIN Code	1234		Form Code	19B		Token Date (yyymmdd)
	2. TOKEN SN	(後四位 SN-last four digits)		Password			Token Time (hh:mm:ss)
付款人 資料 Payer Info.	ID	12345678					
	戶名 Debit Name	ABC CORP					
	扣款帳號 Debit A/C	123123123123		扣款幣別/金額 Debit Cur./Amount	TWD 20,000.00		
收款人 資料 Beneficiary Info.	戶名 Name	XYZ CORPORATE					
	受款帳號 A/C No.	123456789012		匯款幣別/金額 Credit Cur./Amount	TWD 20,000.00 (不含手續費)		
受款銀行 Beneficiary Bank Info.	代碼 Bank Code	8220015					
	名稱 Bank Name	中國信託商業銀行敦北分行					
附言 Payment Details	TEST			申請人(附錄戶持有人)簽名/蓋章: Signature of Remitter/Account Holder			
聯絡人 Contact							
電話 Tel							

本行傳真機號碼 Fax No.: +886-2-27921988

銀行專用欄 For Bank Use Only

結匯金額 Amount	折合金額 Exchange Amount	匯率 Exchange Rate	匯差 Exchange Rate different
費用合計 Total Charges	單筆優惠 Single Discount	優惠备注 Discount Memo	款項編號 Deal Number
總計 Total Amount		聯注編號 Order Sr. Reference No.	

啟印區 Signature Maker	
經辦 Prepared	
主管 Checked	
核決主管 Approved	



五 FCY Remittance

- 1 **Description** : Remitter's account is CTBC account and beneficiary's account is other bank account / account oversea.
- 2 **Operation Desc**
 - 2.1 Remitter Area : Click your Debit Account Area
 - 2.2 Transaction type : Click on Telegraphic Transfer Oversea (FCY)



1.Operation Desc.

2.Payer Data

3.Beneficiary Data

4.Beneficiary Bank Details

Language

☐ 繁體中文 ☐ 简体中文 ☒ English ☐ Việt Ngữ

Form Setup

- * Debit Account Area ☒ TW (Taiwan) ☐ HK (Hong Kong) ☐ VN (Vietnam) ☐ US (United States)
☐ SG (Singapore) ☐ IN (India)
- * Trans. Type ☐ Internal Transfer ☐ LCY Remittance ☒ FCY Remittance
☐ Time Deposit

Please kindly be informed that :

Next Page

- 3 **Payer Data** Enter remitter information. Press on **Beneficiary Data** or **Next Page** to enter Beneficiary data.

Debit Data

Trans. Date (YYYY/MM/DD)

Chinese Name

* English Name

* Applicant ID

* Debit Account NO

* Debit Currency

* Debit Amount

Code Info

Please at least select one code ☐ TOKEN ☒ Pin Code

Pin Code

Previous Page

Next Page



- 4 **Beneficiary Data** Enter beneficiary information. Press on **Beneficiary Bank Data** 或

Next Page

to enter Beneficiary Bank Data.

Beneficiary Data

*	Beneficiary Name	XYZ CORP
	Beneficiary Country	
	Beneficiary Address	

Remit. Data

*	Beneficiary Account NO	123456789012
*	Remit Currency	SGD
*	Remit Amount	100.
If the debit currency and remittance currency are the different, please obtain the serial number and exchange rate from CTCB		
Rate		
	Deal No	9808423039
	Exchange Rate	1.22

Contact Info

Contact	
TEL	

Previous Page

Next Page

- 5 **Beneficiary Data** Enter. Press on **Preview & Print** or **Next Page** to preview E-form.

- 5.1 Press on **Search** to lookup beneficiary bank name.

Beneficiary Bank Details

*	Beneficiary Bank Code	CTCBTWIPXXX	Search
*	Beneficiary Bank Country	TAIWAN, R.O.C.	
*	Beneficiary Bank Name	CTBC BANK CO., LTD.,	
*	Beneficiary Bank Address	NO 17, SEC.1 CHENGDE ROAD FLOOR 6 TAIPEI	
	Clearing Code		

1.Choose either "Bank Code" or "Bank Name". Customer who chooses Bank Name, City and Country are needed in order to accelerate the process.

2.Please don't transfer fund to those financial institutes on the list below and their branches oversea to avoid the fund to be frozen.

List: Yemen · Cuba · Iran · Iraq · Lebanon · Syria · North Korea · Afghanistan · Sudan · Zimbabwe · Burma/Myanmar · Ivory Coast · Albania · Macedonia · Montenegro · Croatia · Serbia · Kosovo · Bosnia and Herzegovina · Belarus · Congo

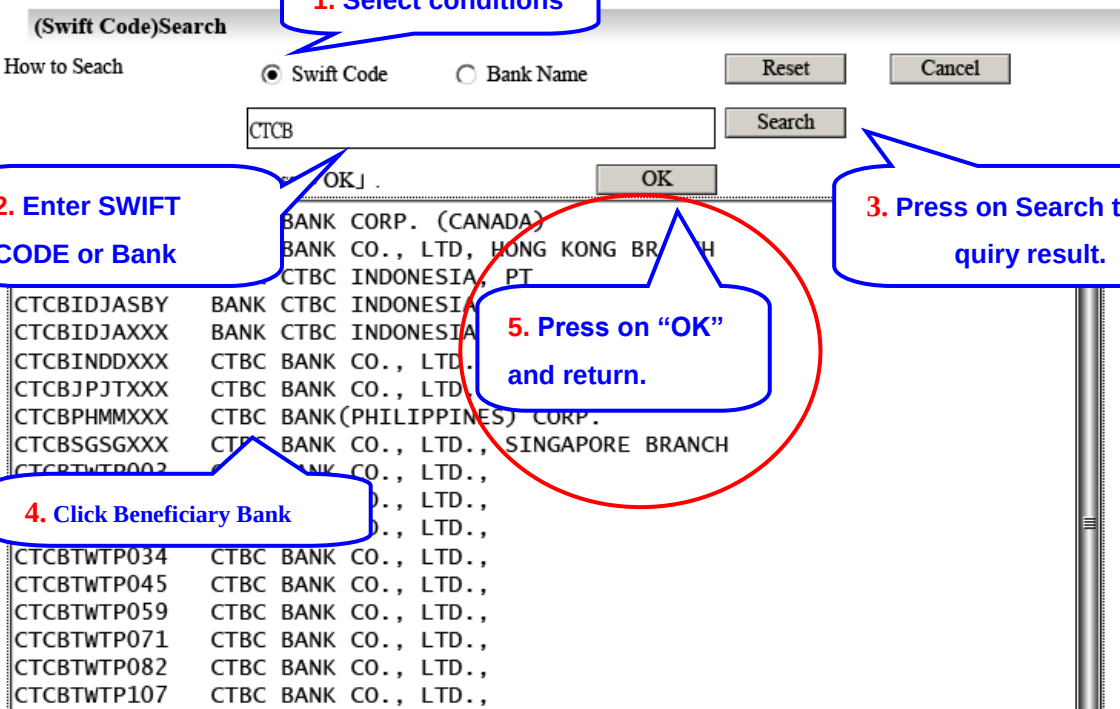
- 5.2 Choose either "Bank Code" or "Bank Name". Customer who chooses Bank Name, City and Country are needed in order to accelerate the process.



5.3 Please don't transfer fund to those financial institutes on the list below and their branches oversea to avoid the fund to be frozen.

- List : Liberia 、Cuba 、Iran 、Iraq 、Syria 、North Korea 、Sudan 、Zimbabwe 、Burma/Myanmar) 、Ivory Coast 、Albania 、Macedonia 、Montenegro 、Croatia 、Serbia 、Kosovo 、Bosnia and Herzegovina 、Belarus 、Democratic Republic of the Congo 、Congo 、Lebanon 、Afghanistan

5.4 Press on  to query bank code.



(Swift Code)Search

How to Search: ☒ Swift Code ☐ Bank Name Reset Cancel

Search Input: Search

1. Select conditions (points to radio buttons)

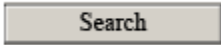
2. Enter SWIFT CODE or Bank (points to search input)

3. Press on Search to query result. (points to Search button)

4. Click Beneficiary Bank (points to the first row of results)

5. Press on "OK" and return. (points to OK button)

Swift Code	Bank Name
CTCBIDJASBY	BANK CTBC INDONESIA
CTCBIDJAXXX	BANK CTBC INDONESIA
CTCBINDDXXX	CTBC BANK CO., LTD.
CTCBJPJTXXX	CTBC BANK CO., LTD.
CTCBPHMMXXX	CTBC BANK (PHILIPPINES) CORP.
CTCBSGSGXXX	CTBC BANK CO., LTD., SINGAPORE BRANCH
CTCBTWT0002	CTBC BANK CO., LTD.
CTCBTWT0034	CTBC BANK CO., LTD.
CTCBTWT0045	CTBC BANK CO., LTD.
CTCBTWT0059	CTBC BANK CO., LTD.
CTCBTWT0071	CTBC BANK CO., LTD.
CTCBTWT0082	CTBC BANK CO., LTD.
CTCBTWT0107	CTBC BANK CO., LTD.

5.5 Press on  to get Swift Code and Bank Name and other information of intermediary bank.

Intermediary Bank Details

Intermediary Bank Code		Search
Intermediary Bank Country		
Intermediary Bank Name		
Intermediary Bank Address		



Remit. Desc.

*	Purpose of Remittance	S0805	News agency services
*	Overseas Bank Charge	☐ BEN ☒ SHA ☐ OUR	
	Payment details		

Previous Page

Preview

SHA: Originator's bank charges borne by applicant; Paying bank charges borne by beneficiary.

OUR: ALL local and overseas charges borne by applicant.

BEN: ALL local and overseas charges borne by beneficiary.

Supporting documents will be required as applicable

- | | |
|----------------------------|-----------------|
| 1. Form A2 | 4. Declarations |
| 2. Invoice/ P.O. Copy | 5. Others |
| 3. Original License + Copy | |

6 Codefax instruction application form :

please confirm all information. Press on

Preview

to print out the page.