

Citibank Payment Services

Cut-off Time Table

(I) FUND TRANSFER SERVICE - OUTWARD REMITTANCE

Cross-border Funds Transfer - to an overseas account from an account maintained with Citibank, N.A., Hong Kong Branch or Citibank, N.A., Macau Branch. Citibank, N.A., organized under the laws of U.S.A. with limited liability.

Description	Electronic Instruction	Adobe Form or Manual Instruction	Standard Value Day
USD Telegraphic Transfer	5:00 pm	10:00 am	Same Day
CAD/CHF/EUR/GBP Telegraphic Transfer	4:00 pm	10:00 am	
Other European currencies Telegraphic Transfer ¹	12:00 pm	10:00 am	
AUD Telegraphic Transfer	9:00 am	4:30 pm	Electronic: Same Day Adobe Form or Manual Instruction: Next Business Day
NZD Telegraphic Transfer	8:00 am	4:30 pm	
JPY Telegraphic Transfer	11:00 am	4:30 pm	
MOP ⁹	12:00 pm	4.30 pm	Next Business Day
PHP Telegraphic Transfer ¹	10:00 am	9:00 am	
IDR / VND ⁴ Telegraphic Transfer ¹	12:00 pm	10:00 am	
SGD / THB / INR Telegraphic Transfer ¹	3:00 pm	2:00 pm	Same Day
CNY Telegraphic Transfer ^{2, 6}	3:00 pm	10:00 am	
KRW ³ / MAD ⁵ Telegraphic Transfer ¹	4:00 pm	2:00 pm	After 2 Business Days
Other Exotic currencies Telegraphic Transfer ¹	5:00 pm	4:30 pm	After 2 Business Days

Domestic Funds Transfer - RTGS/CHATS Transfer to an account maintained with other banks in Hong Kong or Macau (and cross-border transfer covered by CHATS)

Description	Electronic Instruction	Adobe form or Manual Instruction	Standard Value Day
HKD / USD / EUR CHATS Transfer ^{6, 8}	5:30 pm	10:00 am	Same Day
CNY CHATS Transfer ^{6, 8}	7:00 pm		
CNY CHATS Transfer (Extended Operating Hours) ^{6, 7, 8}	11:00 pm	NA	Same Day
MOP / HKD ¹² CHATS Transfer from Macau accounts ^{6, 9}	12:00 pm	4:30 pm (1 Business Day before)	Same Day
FPS Credit Transfer in HK	24 hrs	NA	Same Day

*For Payment with Chinese Characters – cut off time is 4.30pm or earlier. Any request thereafter is processed on best effort basis.

Book Transfer - to an account maintained with Citibank, N.A., Hong Kong Branch or Citibank, N.A., Macau Branch. Citibank, N.A., organized under the laws of U.S.A. with limited liability

Description	Electronic Instruction	Adobe Form or Manual Instruction	Standard Value Day
Transfer to another account in Hong Kong Branch	5:30 pm	10:00 am	Same Day
Transfer to another account in Macau Branch			

Other Funds Transfer – funds transfer to an account maintained with other banks in Hong Kong via HK RTGS system from an account maintained with Citibank, N.A., Macau Branch. Citibank, N.A., organized under the laws of U.S.A. with limited liability

Description	Electronic Instruction	Adobe form or Manual Instruction	Standard Value Day
HKD / USD / EUR CHATS Transfer ⁶	2:30 pm	10:00 am	Same Day
CNY CHATS Transfer ^{2, 6}			

- Occasionally a currency may not be immediately available because it is less traded, thinly traded, or because the country of currency may be politically or economically unstable. Remittances of certain currencies may encounter some limitations and special requirements such as central bank reporting.
- CNY cross border funds transfer– Requires to i) quote the purpose of payment code; ii) Supporting document on request only.
- KRW, TWD – Requires to quote i) Beneficiary's telephone number in Korea; ii) Beneficiary Bank's full name and address; iii) Purpose of the Payment.
- IDR, THB, MYR – Requirements i) Quote the payment purpose; ii) Submit supporting document for amount greater than IDR 500million, THB 5million and MYR 3million respectively.
- MAD – Requires to quote the purpose of the payment.
- Pre-Advice Notice is required for large amount of transaction greater than HKD100million, USD50million and CNY 100million respectively for same day value processing. Please contact your Relationship Manager and CitiService Officer for the Pre-Advice Guideline.
- CNY CHATS Transfer is extended to 11:00pm for funds transfer to third party banks and book transfer for fully automated transactions. For transactions to third party banks, Pre-Advice Notice is required for amount of transaction greater than CNY 100million for same day value processing.
 - Transactions involving currency exchange will be processed on next business day, unless currency exchange has been pre-arranged.
 - Examples of non-automated transactions are those with insufficient funds, Invalid payment format (beneficiary bank BIC code not provided), internal review/referral required. *(For inquiry about the availability and restriction of any particular currency, please contact CitiService.)*

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Cut-off Time Table

(II) FUND TRANSFER SERVICE - INWARD REMITTANCE

Incoming Funds Transfer - in favor of an account maintained with Citibank, N.A., Hong Kong Branch or Citibank, N.A., Macau Branch. Citibank, N.A., organized under the laws of U.S.A. with limited liability

Description	Time of Receipts	Standard Value Day	
		Transfer from Citibank	Transfer from other banks
HKD ⁸ , USD, EUR, CNY CHATS/RTGS Transfer	6:00 pm	Same Day	Same Day
CNY CHATS/RTGS Transfer ¹⁰	11:00pm		
MOP ⁹ / HKD ^{9,12}	5:00 pm		
FPS Credit Transfer	24 hrs		
CNY ¹¹ Telegraphic Transfer	5:00 pm		Next Business Day
USD / CAD Telegraphic Transfer	4:00 pm		
EUR / GBP / CHF Telegraphic Transfer	3:00 pm		
JPY Telegraphic Transfer	11:30 am		
AUD / BND / SGD / THB Telegraphic Transfer	9:30 am		
NZD Telegraphic Transfer	9:15 am		

8 RTGS conducted via HK RTGS system

9 RTGS conducted via Macau RTGS system.

10 CNY CHATS/RTGS Transfer is extended from 6:00pm to 11:00pm and all incoming funds involving currency exchange will be processed and valued on next business day, unless pre-arrangement is made.

11 CNY Telegraphic Transfer is Next Business Day unless funds is received Real Time.

12 HKD RTGS conducted via Macau RTGS system observes both Hong Kong and Macau holidays. If transaction falls on either Hong Kong or Macau holiday, the transaction shall be valued on the next day when both Hong Kong and Macau return to business.

(III) OTHER PAYMENT SERVICES

Description	Electronic Instruction	Manual Instruction	Standard Value Day
PayLink Check (HKD/USD/CNY)	4:30 pm	NA	Same Day
PayLink Autopay / Payroll (HKD)	12:00pm *	NA	Same Day for beneficiary's bank account with Citi HK*
	4:30 pm		Next Clearing Day for beneficiary's bank account with other bank
PayLink Autopay / Payroll (CNY)	4:30 pm	NA	Next Clearing Day
PayLink Autopay/Payroll - HKD/CNY Express	11:00 am 2:00pm	NA	Same Day
WorldLink Factory Draft	4:30 pm	NA	Same Day
Demand draft & Manager's Check	5:00 pm	10:00 am	Same Day

* Beneficiary's Bank Account with Citibank Hong Kong Limited will receive the credit posting before 2:00 pm same day.

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Cut-off Time Table

Important Notes:

- These are cut-off times for Funds Transfer Services for Corporate Bank Accounts and Commercial Bank Accounts maintained with Citibank, N.A., Hong Kong Branch and Macau Branch. Citibank, N.A., organized under the laws of U.S.A. with limited liability
- Instructions received by Citibank before the respective cut-off times are processed within the same day on a commercially reasonable basis and are subject to conditions that: the instructions are clear, complete and correct; source of fund and/or available credit facilities are sufficient to effect the payment and charges; and the required currency exchange contracts, if applicable, are delivered for same day value.
- The ability to provide credit to the beneficiary **on standard value day** is subject to a variety of additional factors, such as applicable cut-off times of intermediary banks, transaction repair, intervening holidays and non-business days in country of currencies, etc.
- During the bank holidays in those countries of original currency, the interbank settlement becomes inactive. Please notify your Relationship Manager in advance for a large volume of remittances during the holidays of HK or the countries of original currency.
- **“Electronic Instructions”** refer to instructions transmitted to Citibank via electronic delivery channel, like CitiDirect Online Banking, or by appropriate SWIFT messages, e.g. MT103 or MT202.
- **“Adobe Form”** refers to Citibank Standard Payment Order Form. The instruction must be computer-typed by using the Adobe Software and uploaded via Citidirect. It will automatically validate the instruction and have a bar-code generated. Citibank reserves the right to consider this as Manual Instruction if the form does not go through the validation successfully.
- **Manual Instructions** are instructions prepared by hand-writing or by typing on standard paper application forms or your company letterhead, as well as any instructions not prepared in a standard or an agreed structure format.
- Citibank Payment Services are available from Mondays to Fridays.
- There may be occasional changes in external environment (such as changes in payment systems and implementation of exchange controls in some countries) whereby the above cut-off time schedules may be changed without prior notice. Where possible, Citi will inform you in appropriate ways. For currencies that you infrequently effect payment, we suggest you to contact CitiService for latest update.