

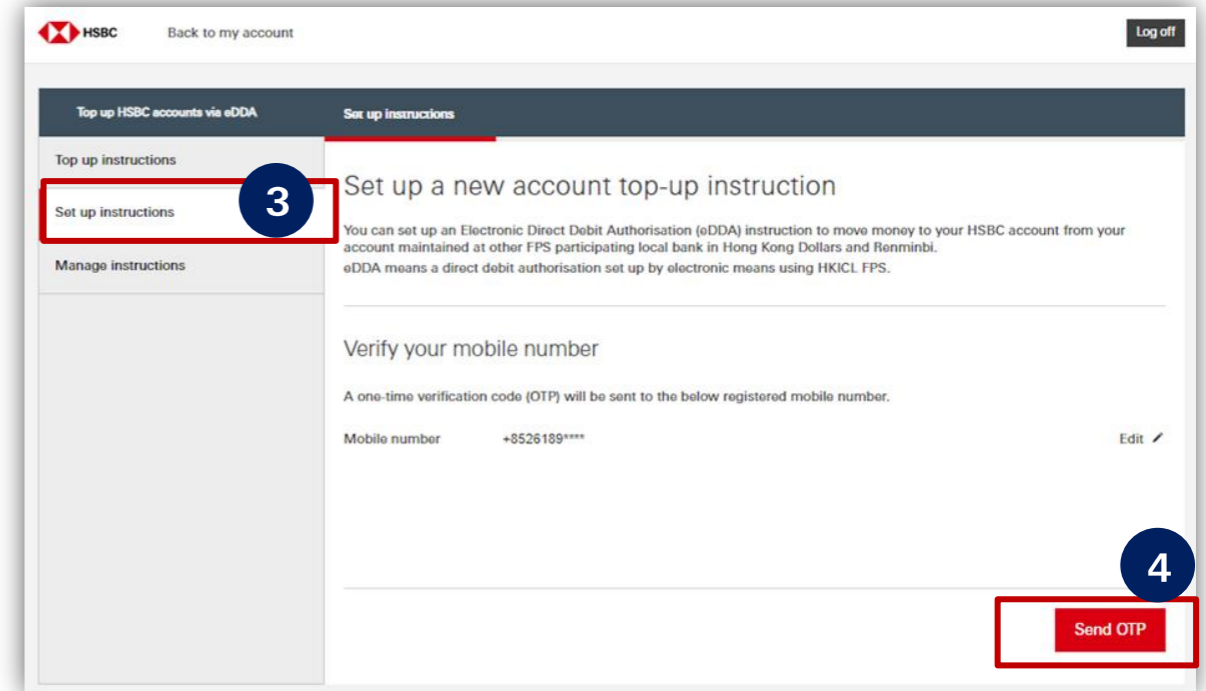
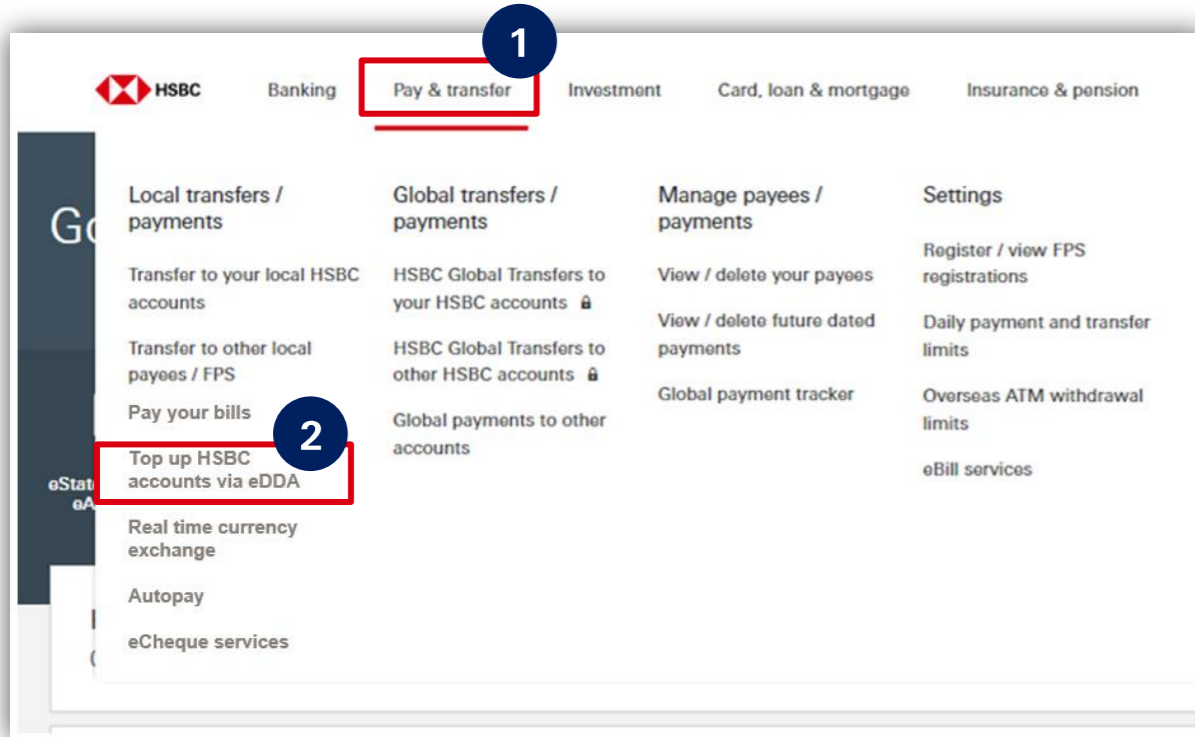
## **Step-by-Step Guide:**

# **How to set up an instruction of 'Top up HSBC accounts via eDDA' through HSBC Online Banking**



# START THE JOURNEY – SET UP

Follow a few easy steps to set up an instruction for 'Top up HSBC accounts via eDDA'



1. Log on to the HSBC Online Banking and select 'Pay & transfer'

2. Select 'Top up HSBC accounts via eDDA'

3. Select 'Set up instructions' to set up a new instruction

4. Select 'Send OTP' to generate a one-time verification code which will be sent to your mobile number registered with HSBC via SMS

# START THE JOURNEY – SET UP

HSBC Banking Pay & transfer Investment Card, loan & mortgage Insurance & pension Hong Kong SAR Log off

Top up HSBC accounts via eDDA Set up instructions

Top up instructions

Set up instructions

Manage instructions

Enter a one-time verification code

We've sent a one-time verification code (OTP) to your following registered mobile phone number for verification. Please enter that code to proceed.

Mobile number +861340508\*\*\*\*

One-time verification code 094762  
This code will expire in 89 seconds.

Cancel Confirm

From SMS received:

5. Enter the 6-digit one-time verification code sent to your mobile number registered with HSBC and select 'Confirm'



HSBC Banking Pay & transfer Investment Card, loan & mortgage Insurance & pension Hong Kong SAR Log off

Top up HSBC accounts via eDDA Set up instructions

Top up instructions

Set up instructions

Manage instructions

Set up a new account top-up instruction

Provide the following details to complete the set-up instruction.

Transfer from

Bank name Select a bank to transfer from  
Select a local bank

Account number

Transfer to

HSBC account Select an account to send money to  
Select from your HSBC accounts

Transfer limit

Daily transfer limit HKD

Important information

\* Please note that the account holder's name and identification document number must be the same as those in HSBC's record. Both 'Transfer from' and 'Transfer to' accounts you've selected for each setup must be of the same currency.

Cancel Continue

6. Select a preferred local bank from the selected bank list that you maintain a same-name account with

7. Enter bank account number that you'd like to transfer the funds from

8. Select your HSBC account that you'd like to receive funds

9. Enter your desired daily transfer limit up to the maximum daily transfer limit as shown on the screen and select 'Continue' to proceed

\* Please note the important information and ensure both 'From' and 'To' accounts selected for set-up instruction must be of the same currency (i.e. HKD account to HKD account; RMB account to RMB account)

# START THE JOURNEY – SET UP

HSBC Hong Kong SAR Log off

Top up HSBC accounts via eDDA Set up instructions

Deposit Top-up

Set easy deposit

Manage easy deposit

## Review

Please check all the details carefully before you confirm the instruction. Once confirmed, your top-up instruction request cannot be recalled for amendment. You need to cancel it and set up a new instruction again.

Transfer from

Bank name and account **ABC Bank**  
11111111

Transfer to

HSBC account **HKD Current**  
000-123457-001

Transfer details

Maximum daily transfer limit HKD 10,000.00

Important information

Please note that the set-up and use of this transfer funds service via eDDA is subject to the FPS terms and conditions set out in the relevant account terms and conditions applicable to you. Your request is subject to final approval by the selected local bank.

Back **Confirm**



HSBC Hong Kong SAR Log off

Top up HSBC accounts via eDDA Set up instructions

Deposit Top-up

Set easy deposit

Manage easy deposit

✔ We've received your eDDA set-up instruction request at 17:32 on 7 Nov 2022.

Transfer from

Bank name and account **ABC Bank**  
11111111

Transfer to

HSBC account **HKD Current**  
000-123457-001

Transfer details

Maximum daily transfer limit HKD 10,000.00

What's next?

1. It'll take a while for the selected local bank to confirm your account set-up.
2. Once a link between your HSBC account and the selected local bank is completed, you'll receive a notification.

**\***

Set up new instructions **Top up HSBC account via eDDA**

**REMINDER:**  
Besides this confirmation page, you will receive our SMS and email for acknowledgement of your instruction request and notification of your set-up instruction result in due course.

**10. Review and validate the details carefully and read through the important information. Select 'Confirm' to submit**

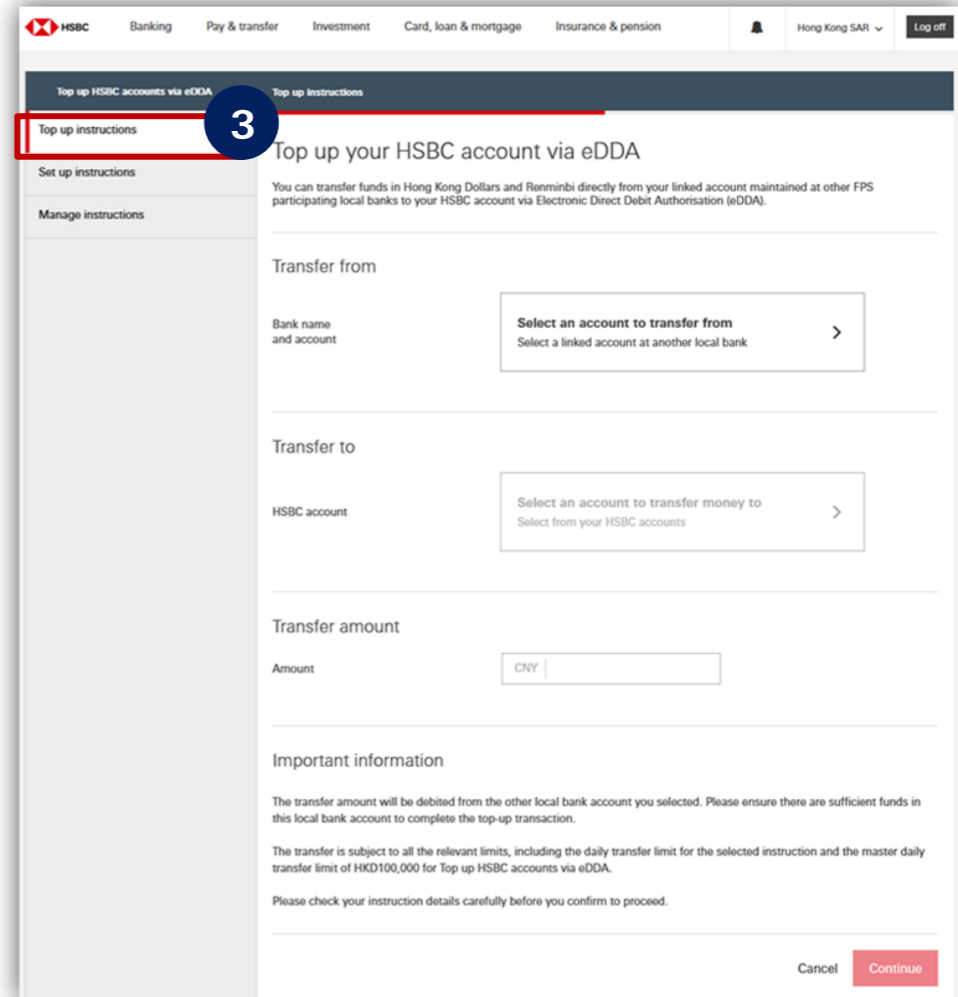
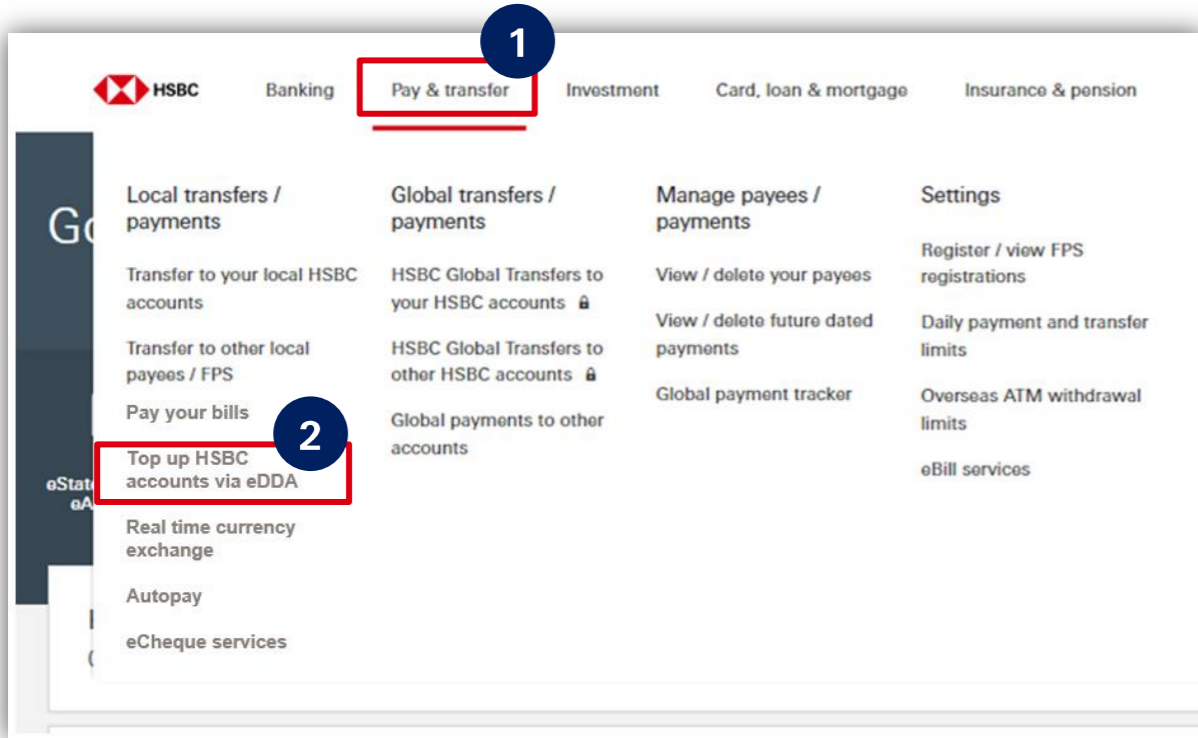
- \***
- a) Select 'Set up new instruction' for setting additional instruction to link another account to top up your HSBC account(s).
  - b) If you've already received our SMS and email notifying the confirmation of set-up instruction, you can select 'Top up HSBC account via eDDA' to proceed to top-up instruction request.

## **Step-by-Step Guide:**

# **How to top up your HSBC accounts via eDDA through HSBC Online Banking**



# ENTER THE JOURNEY – TOP UP



1. Log on to the HSBC Online Banking and select 'Pay & transfer'

2. Select 'Top up HSBC accounts via eDDA'

3. Select 'Top up instructions' if you are not already on this page

# INPUT INSTRUCTION – TOP UP

HSBC Banking Pay & transfer Investment Card, loan & mortgage Insurance & pension Hong Kong SAR Log off

Top up HSBC accounts via eDDA Top up instructions

Top up instructions

Set up instructions

Manage instructions

### Top up your HSBC account via eDDA

You can transfer funds in Hong Kong Dollars and Renminbi directly from your linked account maintained at other FPS participating local banks to your HSBC account via Electronic Direct Debit Authorisation (eDDA).

Transfer from

Bank name and account

Transfer to

HSBC account

Transfer amount

Amount

Important information

The transfer amount will be debited from the other local bank account you selected. Please ensure there are sufficient funds in this local bank account to complete the top-up transaction.

The transfer is subject to all the relevant limits, including the daily transfer limit for the selected instruction and the master daily transfer limit of HKD100,000 for Top up HSBC accounts via eDDA.

Please check your instruction details carefully before you confirm to proceed.

Cancel Continue

4. Select the bank account from the list to draw the funds from

5. Select your linked HSBC bank account receiving the funds

6. Enter amount and select 'Continue' to proceed

**REMINDER:**

*This transaction is subject to the daily transfer limit for the selected set-up instruction and the master daily transfer limit for the 'Top up HSBC accounts via eDDA' service. Please refer to our website and the participating bank list for details.*

# INPUT INSTRUCTION – TOP UP

Top up HSBC accounts via eDDA

Top up instructions

Review

Please check all the details carefully before you continue.

Transfer from

Bank name and account **ABC Bank**  
11111111

Transfer to

HSBC account **HSBC One RMB Savings**  
000-123456-833

Transfer amount

Amount CNY 112.00

Important information

The transfer amount will be debited from the other local bank account you selected. Please ensure there are sufficient funds in this local bank account to complete the top-up transaction.

The transfer is subject to all the relevant limits, including the daily transfer limit for the selected instruction and the master daily transfer limit of HKD100,000 for Top up HSBC accounts via eDDA.

Please check your instruction details carefully before you confirm to proceed.

Back **Confirm**



Top up HSBC accounts via eDDA

Top up instructions

Confirmation

✔ We've received your account top-up request at 16:12 on 7 Nov 2022.

Transfer from

Bank name and account **ABC Bank**  
11111111

Transfer to

HSBC account **HSBC One RMB Savings**  
000-123456-833

Transfer details

Amount CNY 112.00

Reference number NB0773337930

What's next?

1. It will take a while for the other local bank to proceed your account top-up request.  
2. Once the top-up transaction is complete, you'll receive a notification and can find the credit transaction record in your HSBC account.

Back to your accounts **Make another top-up request**

**7. Review and validate the details carefully and read through the important information. Select 'Confirm' to submit**

**\* Select 'Make another top up request' for submitting another instruction to top up your HSBC account(s)**

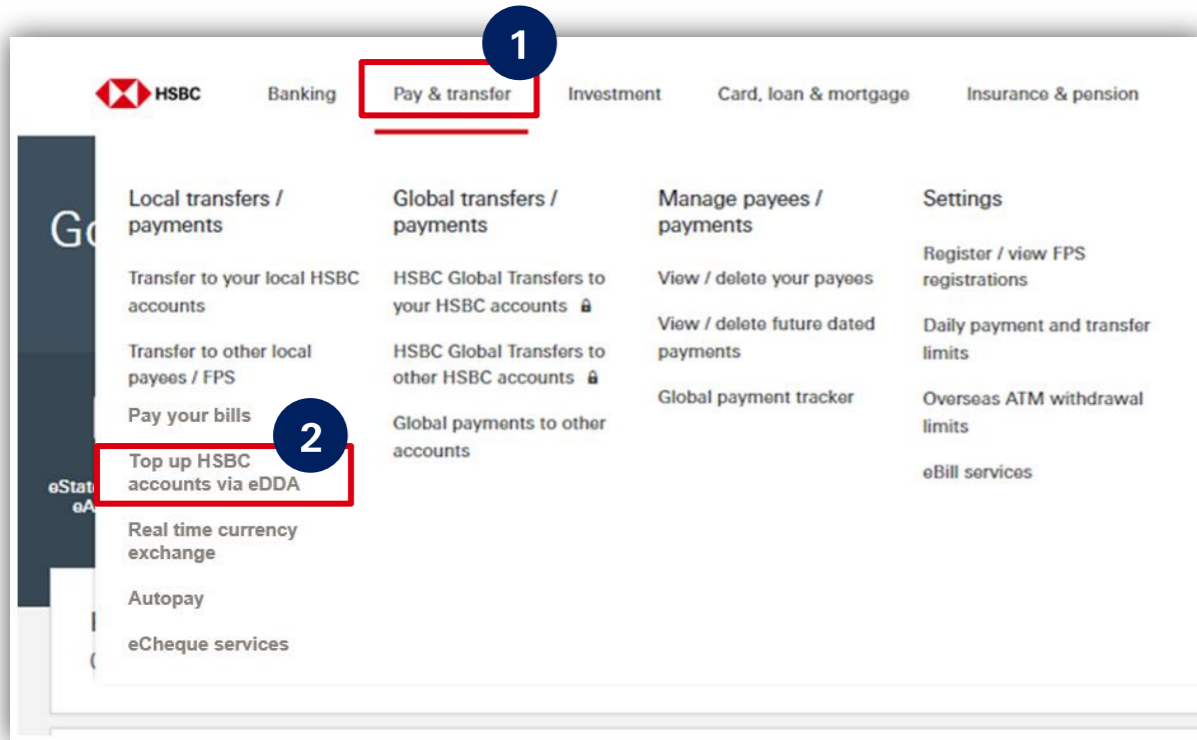
**REMINDER:**  
Besides this confirmation page for acknowledgement of your instruction request, you will receive our SMS and email notifying you the result of your top-up instruction in due course.



## **Step-by-Step Guide:**

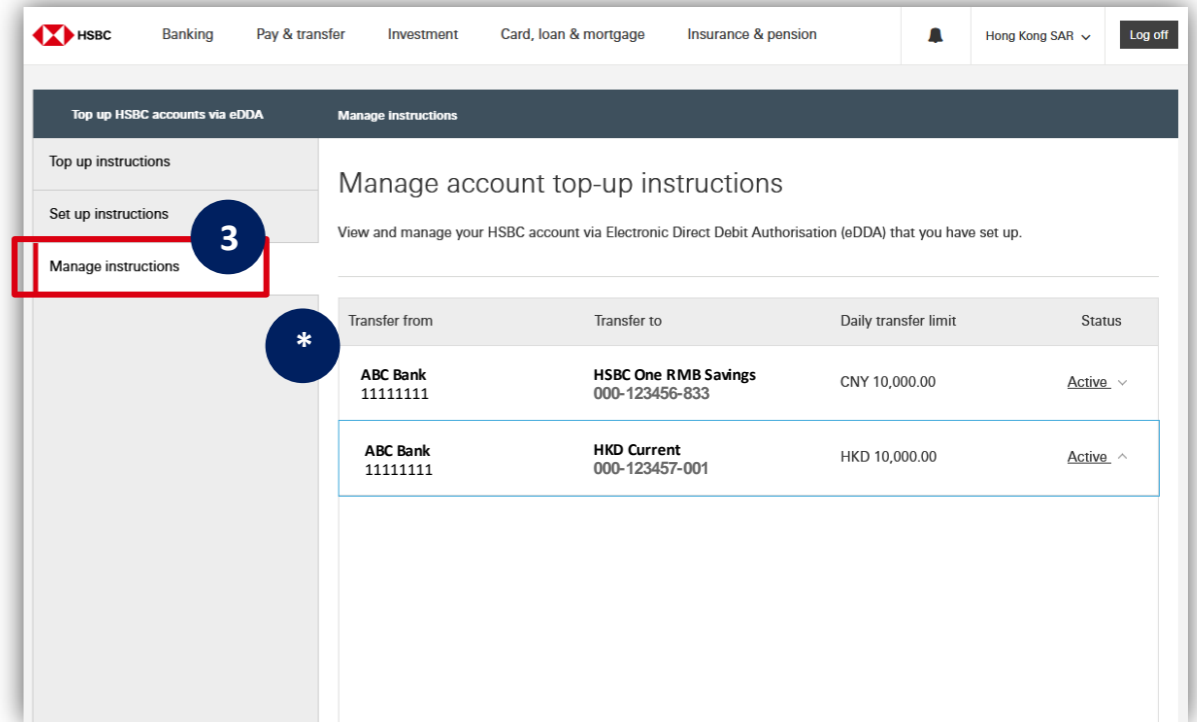
**How to enquire or delete a set-up instruction of  
'Top up HSBC accounts via eDDA' through  
HSBC Online Banking**

# ENQUIRE ACCOUNT TOP-UP INSTRUCTIONS



1. Log on to the HSBC Online Banking and select 'Pay & transfer'

2. Select 'Top up HSBC accounts via eDDA'



3. Select 'Manage Instructions'

*\* Existing set-up instructions are shown (if any)*

# INSTRUCTION DETAILS

Top up HSBC accounts via eDDA

Manage Instructions

Manage account top-up instructions

View and manage your HSBC account via Electronic Direct Debit Authorisation (eDDA) that you have set up.

Transfer from	Transfer to	Daily transfer limit	Status
ABC Bank 11111111	HSBC One RMB Savings 000-123456-833	CNY 10,000.00	Active
ABC Bank 11111111	HKD Current 000-123457-001	HKD 10,000.00	Active

Top-up account instruction details

Created on	07/11/2022
Start date	07/11/2022
End date	Until further notice
Transfer type	Recurrent
Frequency	Daily
Number of account top-up instructions per day	Unlimited

Important information  
Please reach out the other local bank if you would like to update the above details.

Delete instruction

4. Select the arrow next to the desired instruction from the list to expand and view the instruction details

<b>Transfer from</b>	Your linked same-name account number at another local bank
<b>Transfer to</b>	Your linked HSBC account number
<b>Daily transfer limit</b>	Maximum daily transfer amount and currency <ul style="list-style-type: none"> <li>• HKD = Hong Kong Dollar</li> <li>• CNY = Renminbi</li> </ul>
<b>Instruction status</b>	<b>Active:</b> this instruction has been successfully set up <b>Pending:</b> this instruction is awaiting verification/approval by the debiting bank <b>Suspended:</b> this instruction is suspended as requested by the debiting bank
<b>Created on</b>	Instruction creation date
<b>Start date</b>	Instruction effective date
<b>End date</b>	<b>Until further notice:</b> no expiry date
<b>Transfer type</b>	<b>Recurrent:</b> You can repeatedly top up your HSBC account(s) as per the account top-up instruction details
<b>Frequency</b>	<b>Daily:</b> transfer limit is on daily basis
<b>Number of account top-up instructions per day</b>	<b>Unlimited</b>

# DELETE ACCOUNT TOP-UP INSTRUCTIONS

Top up HSBC accounts via eDDA

Manage Instructions

Manage account top-up instructions

View and manage your HSBC account via Electronic Direct Debit Authorisation (eDDA) that you have set up.

Transfer from	Transfer to	Daily transfer limit	Status
ABC Bank 11111111	HSBC One RMB Savings 000-123456-833	CNY 10,000.00	Active
ABC Bank 11111111	HKD Current 000-123457-001	HKD 10,000.00	Active

Top-up account instruction details

Created on: 07/11/2022  
Start date: 07/11/2022  
End date: Until further notice  
Transfer type: Recurrent  
Frequency: Daily  
Number of account top-up instructions per day: Unlimited

Important information  
Please reach out the other local bank if you would like to update the above details.

Delete instruction

Are you sure you want to delete this instruction?

You'll need to set up the instruction again if needed.

Don't delete Delete

1. Select the arrow next to the desired instruction from the list to expand and view the instruction details

2. Select 'Delete instruction' to delete the desired instruction

3. Select 'Delete' to confirm the deletion of the desired instruction

# DELETE ACCOUNT TOP-UP INSTRUCTIONS

HSBC Banking Pay & transfer Investment Card, loan & mortgage Insurance & pension Hong Kong SAR Log off

Top up HSBC accounts via eDDA Manage instructions

Top up instructions

Set up instructions

Manage instructions

## Manage account top-up instructions

View and manage your HSBC account via Electronic Direct Debit Authorisation (eDDA) that you have set up.

✔ Your account top-up instruction is deleted and you'll receive a notification for the same.

Transfer from	Transfer to	Daily transfer limit	Status
ABC Bank 11111111	HSBC One RMB Savings 000-123456-833	CNY 10,000.00	Active ▾

**REMINDER:**  
*Once you confirmed the delete instruction, it's irreversible.*

*The selected instruction will be removed from the list and you will receive our SMS and email notifying the deletion.*

**Your instruction is now deleted**

