

Add a new payee via HSBC HK App in a few simple steps

Benefits



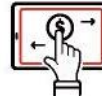
Simple & easy

With a few taps, save your payee details and get prepared for future transfers



Anytime & anywhere

Place add payee instruction around the clock



At your fingertips

Quick access for payee details and save your input when making transfers

Get started

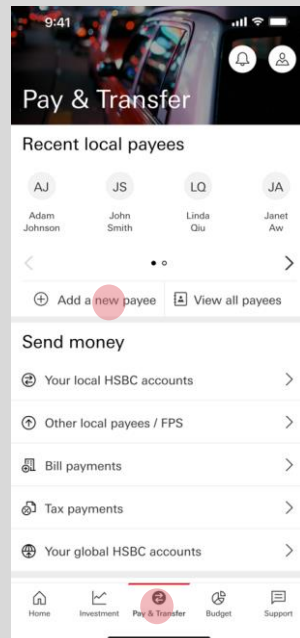
What you will need:

1. A valid mobile number and email address registered with us
2. Information about your new payee:
 - a. Local payee¹ – payee’s full name, bank details and account number or credit card number / mobile number / FPS ID / email address
 - b. Global payee² – payee’s full name, address, bank details and account number, country / region of the account

Log on to HSBC HK App

Go to “Pay & Transfer” and tab “Add a new payee”.

- Local payee, please go to Page 2.
- Global payee, please go to Page 5.



Note 1: Different payee details input options will be displayed depending on the selected payee’s type

Note 2: Different bank details input options will be displayed depending on the selected country/region

For local payee

Step 1

Input your payee's nickname.

3:13 5G

✕ Add a new payee

Nickname
This nickname is to help you identify this payee. It doesn't need to match any bank account name and it won't be shared with the payee's bank.

Enter a nickname

Continue

Step 2

Select country / region of the payee's account and payee's type:

- account number
- mobile number
- FPS ID
- email address
- credit card number

3:13 5G

< Add a new payee Cancel

Tell us about your new payee

Country / region of new payee's account
Hong Kong SAR

New payee's account type
Select new payee's account type

Continue

For local payee

Step 3

Input payee details, e.g. adding local payee with HSBC account number, then tap “Continue”.

4:53

< Add a new payee Cancel

Payee's bank
HSBC

Account number
502-833

Payee's name
CHAN

Daily transfer limit for this payee
The maximum daily transfer limit is HKD3,000,000.
HKD 100,000.00

Continue

Step 4

Review your input then tab “Confirm”.

4:53

< Review payee details Cancel

Payee's name CHAN

Nickname testing ?

Account number 502-833

Payee's bank HSBC

Country / region Hong Kong SAR

Daily transfer limit HKD100,000.00

Important information

- The new payee you've added will be effective on the next working day when submitted within business hours, i.e. before 21:00HKT from Monday to Friday or 18:00HKT on Saturday. Outside business hours (For example, on public holidays), this can take up to 2 working days.
- Until then, the non-registered payee transfer limit of up to HKD400,000 will apply.
- Risk disclosure statement: Once you've registered a new transfer account in Personal Internet Banking, no further authentication using the Security Device is required when you make a transfer to such an account. You're also reminded to check the identity of the new transfer account including its business nature before registering.
- Please note that by adding this payee, you're agreeing to the risk disclosure statement and want to continue to proceed with this instruction.

Confirm

Confirmation

- Once payee instruction is placed, you will receive SMS & email notification as confirmation³.
- You can still tap “Make a transfer” to proceed with a transfer⁴ immediately while waiting for your new payee creation.
- With payee information prefilled, just specify other transfer details then you can make a quick transfer!

4:54

Confirm payee details

To protect your account from unauthorised activities when a new payee is added, this new payee and transfer limit will be effective in 1 or 2 working days. Until then, you can still make a transfer with the non-registered payee transfer limit of up to HKD400,000.

Add payee instruction received.

CS

CHAN

Payee's name CHAN

Nickname testing

Account number 502-833

Payee's bank HSBC

Country / region Hong Kong SAR

Daily transfer limit HKD100,000.00

Make a transfer

Back to Pay & Transfer

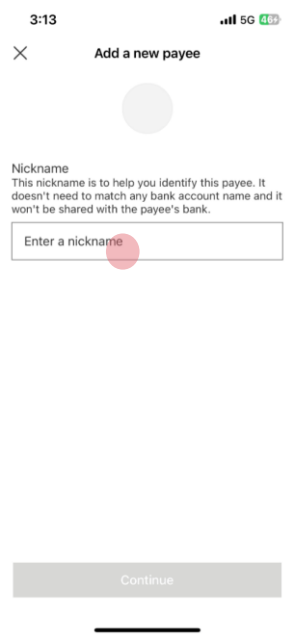
Note 3: The payee will be effective on the next working day, or up to 2 working days if added outside business hours.

Note 4: The non-registered payee transfer limit of up to HKD400,000 will apply.

For global payee

Step 1

Input your payee's nickname.



3:13 5G

✕ Add a new payee

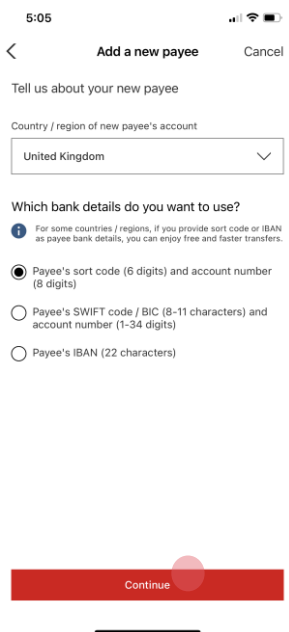
Nickname
This nickname is to help you identify this payee. It doesn't need to match any bank account name and it won't be shared with the payee's bank.

Enter a nickname

Continue

Step 2

- Select country / region for adding global payee, e.g. United Kingdom (UK).
- Then, select payee bank details as appropriate and tab “Continue”.



5:05

< Add a new payee Cancel

Tell us about your new payee

Country / region of new payee's account
United Kingdom

Which bank details do you want to use?

i For some countries / regions, if you provide sort code or IBAN as payee bank details, you can enjoy free and faster transfers.

Payee's sort code (6 digits) and account number (8 digits)

Payee's SWIFT code / BIC (8-11 characters) and account number (1-34 digits)

Payee's IBAN (22 characters)

Continue

Step 3

Select “Add a new global payee” to continue with your input of payee details without making a transfer (go to Step 3)

or

Select “Add and transfer to a new global payee” to add and transfer to your new payee⁵

5:06

< Add a new payee Cancel

i

Add a global payee and make a transfer?

You can add a new payee without making a transfer by selecting 'Add a new global payee', or while making a transfer by selecting 'Add and transfer to a new global payee'.

If you want to add a third party global HSBC account as a new payee to enjoy free and instant transfers, please select 'Add and transfer to a new global payee'.

Add a new global payee

Add and transfer to a new global payee

Step 4

Follow the pages to input payee details (e.g. UK account) and tab “Continue”.

5:06

< Payee details Cancel

UK sort code (6 digits)

401264

HSBC UK BANK PLC

Account number

60

Payee's full name

CHAN

Payee's address

United Kingdom >

i This is to help the receiving bank process your transfers more efficiently.

Daily transfer limit for this payee
The maximum daily transfer limit is HKD3,000,000.

HKD 100,000.00

Continue

Note 5: You will be directed to the existing “Other global transfers” journey to continue the transaction. Hence, Step 3 onwards would not be applicable.

Step 5

Review your input and tap “Confirm”⁶.

5:06

< Review payee details Cancel

Payee's name CHAN

Nickname testing ?

Country / region United Kingdom

Bank HSBC UK BANK PLC

Bank address 62-76 PARK ST, 2ND FLOOR
SOUTHWARK, LONDON ENG SE1
9DZ GB

UK sort code 40-12-64

Account number 60

Payee's address United Kingdom

Daily transfer limit HKD100,000.00

Important information

- The new payee you've added will be effective on the next working day when submitted within business hours, i.e. before 21:00HKT from Monday to Friday or 18:00HKT on Saturday. Outside business hours (For example, on public holidays), this can take up to 2 working days.
- Until then, the non-registered payee transfer limit of up to HKD400,000 will apply.
- Risk disclosure statement: Once you've registered a new transfer account in Personal Internet Banking, no further authentication using the Security Device is required when you make a transfer to such an account. You're also reminded to check the identity of the new

Confirm

Confirmation

Once payee instruction is placed, you will receive SMS & email notification as confirmation.

Your add payee instruction is completed in just few steps!

5:07

× Confirm payee details

To protect your account from unauthorised activities when a new payee is added, this new payee and transfer limit will be effective in 1 or 2 working days. Until then, you can still make a transfer with the non-registered payee transfer limit of up to HKD400,000.

✓ Add payee instruction received.

CHAN

Payee's name CHAN

Nickname testing ?

Country / region United Kingdom

Bank HSBC UK BANK PLC

Bank address 62-76 PARK ST, 2ND FLOOR
SOUTHWARK, LONDON ENG SE1
9DZ GB

UK sort code 40-12-64

Account number 60

Payee's address United Kingdom

Back to Pay & Transfer

Note 6: The payee will be effective on the next working day, or up to 2 working days if added outside business hours.