

To : ALL Students  
From : Finance Office

### **Input of Bank Account Details**

During your study period, the University may need to make various payments to you from time to time (for example refund of scholarship, bursary, Undergraduate Hall caution money and other fees). All such payments will be made to you via bank autopay. You are therefore strongly recommended to input or update your local bank account details under “Study Record & Personal Particulars” in the [BUniPort](#).

Please note that the bank account is **only limited to savings and current account under authorised bank institutions in Hong Kong**. **Moreover, students should not fill in their credit card account number (including both Hong Kong and overseas cards) in the bank accounts information**. If the student does not have a Hong Kong savings or current bank account, student may consider filling in the Hong Kong savings or current bank account number of his/her authorised recipients, either a friend or a relative and inform that account holder accordingly.

For demonstration on inputting bank account details, please click [HERE](#). Should you have any enquiries on the above, please contact Finance Office 24-hours student enquiry hotline at 3411-2266.

致 : 各同學  
由 : 財務處

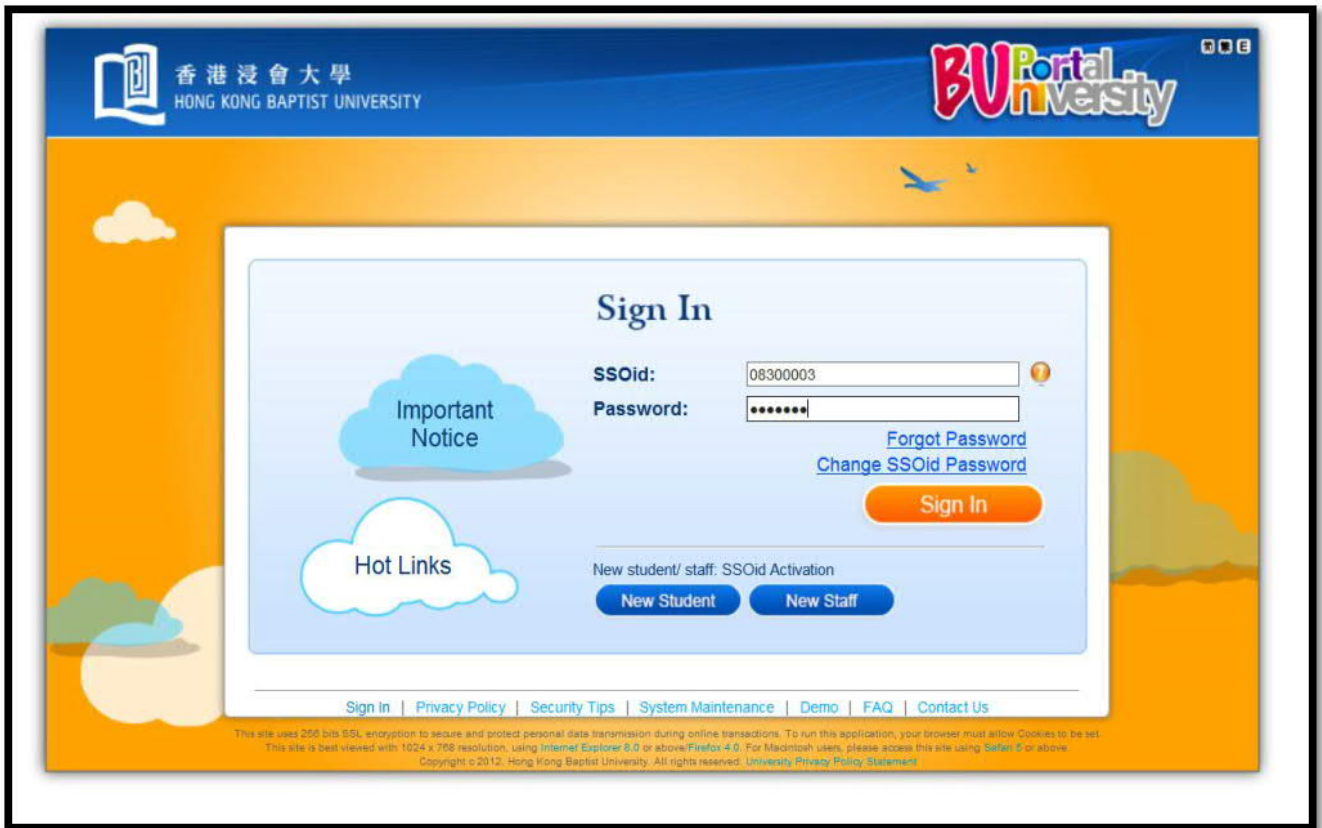
### **輸入個人銀行資料**

同學在學期間，大學可能需要發放各類款項給同學，例如；獎學金、助學金、學生舍堂保證金及其他退款。由於有關款項會以銀行自動轉帳方式發放，同學應於 [BUniPort](#) 內的“Study Record & Personal Particulars”內輸入或更新你的本地銀行資料。

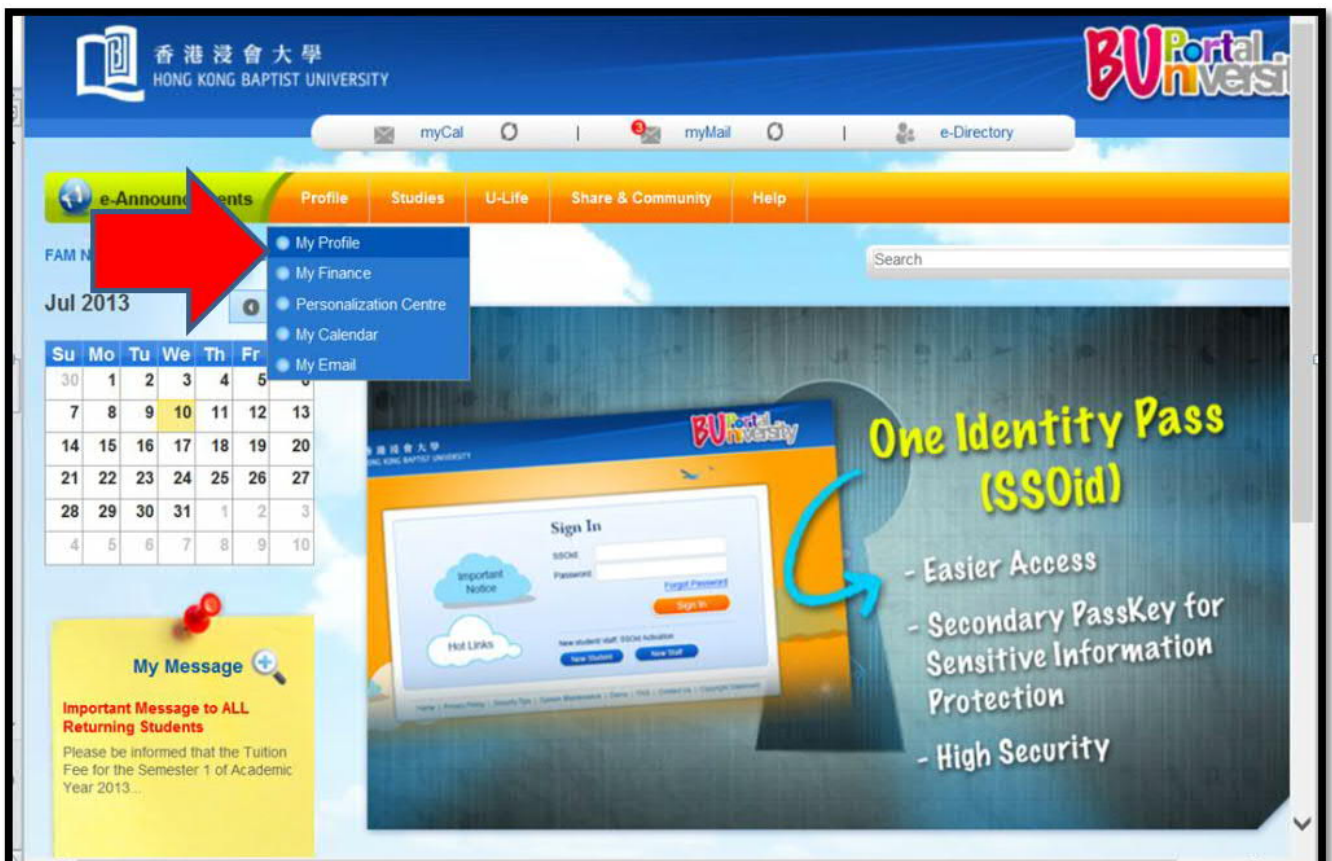
請注意銀行戶口只限於香港獲授權銀行機構的儲蓄及往來戶口。此外，學生不應在銀行戶口資料中填妥香港或海外的信用卡戶口號碼。如果學生沒有香港儲蓄或往來銀行戶口，學生可考慮填寫其獲授權收款人（包括朋友或親戚）的香港儲蓄或往來銀行戶口，並通知該戶口持有人。

如需瀏覽有關操作示範，[請按此](#)。如對以上資訊有任何疑問，請致電財務處二十四小時學生查詢熱線 3411-2266。

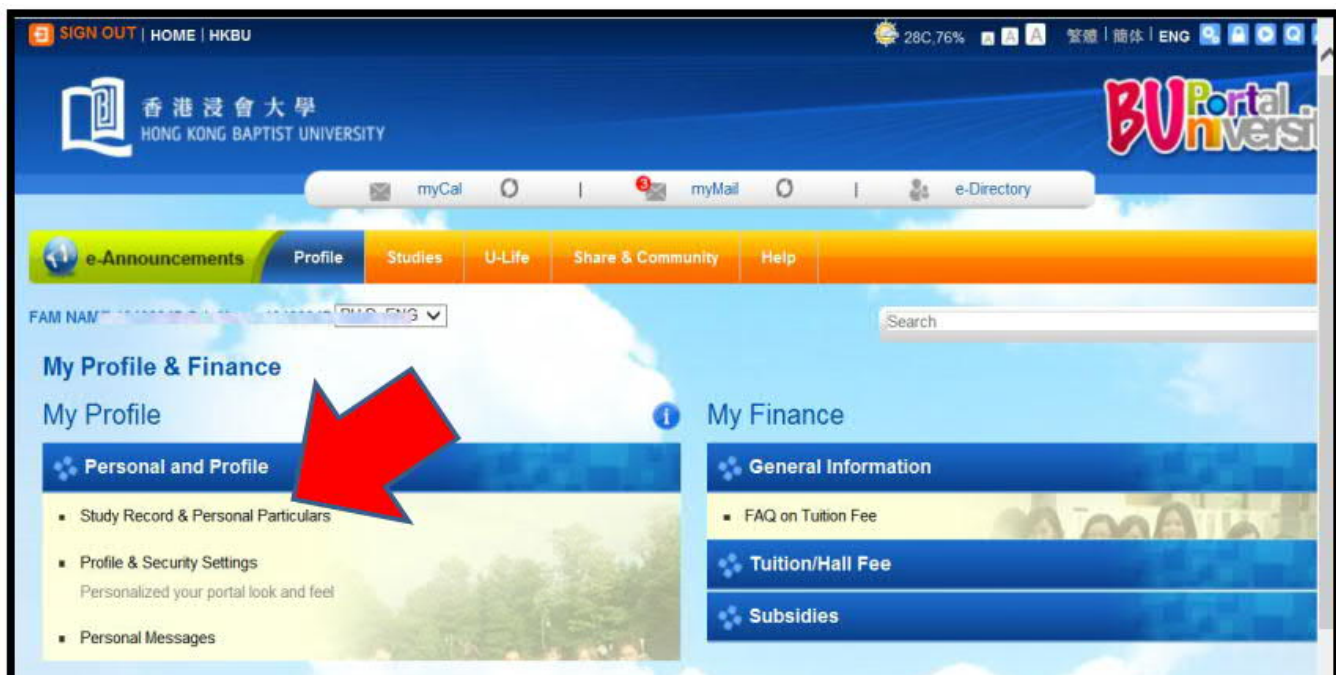
- 1) Login to [BUniPort](https://iss.hkbu.edu.hk/buam/signForm.seam) or <https://iss.hkbu.edu.hk/buam/signForm.seam> by using your student id and password (利用你的學生編號及個人密碼進入 [BUniPort](https://iss.hkbu.edu.hk/buam/signForm.seam) 或登入 <https://iss.hkbu.edu.hk/buam/signForm.seam>)



- 2) Select " My Profile" (選取 " My Profile" )



3) Select " Study Record & Personal Particulars" ( 選取 " Study Record & Personal Particulars" )



4) Starting to input or update your bank account information  
( 開始輸入或更新你的個人銀行戶口資料 )

District of your Residential Address in Hong Kong	:	SAI KUNG
Correspondence Address	:	FLAT A NO. 3, SUCCESS ROAD TSEUNG KWAN O NEW TERRITORIES
Phone No.	:	22222222 (Residential) 99888888 (Mobile) 23456789 (Office)
<b>Bank Account Information</b> (Please fill in for payment of Scholarship / Bursary, CEPAS Reimbursement, refund of gown deposit and any other refunds to you by the University.)		
Bank Code	:	015
Bank Name	:	BANK OF EAST ASIA, LIMITED (THE)
Bank Account No.	:	12345*****
Account Holder Name	:	CHAN TAI MAN
<b>Any Physical Disability</b> No		

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5) Select Bank (please ensure your bank code is correct)

選取銀行 (請確保你已輸入正確的銀行編號)

(You may refer to your bank statement / passbook for bank code or contact your bank for enquiry)

(有關銀行編號資料，你可參閱你的銀行月結單 / 存摺或聯絡你所屬的銀行查詢)

Please select one of the above addresses as the correspondence address

Hong Kong Address (in English)  
 Overseas Address (in English)

Correspondence Address

Phone No. ?

**Bank Account Information**  
(Please fill in for payment of Scholarship / Bursary, CEPAS Reimbursement, refund of gown deposit and any other refunds to you by the University.)

Bank Name : 015 - BANK OF EAST ASIA, LIMITED (THE)

Bank Account No. ? : 1234567800

Account Holder Name ? : CHAN TAI MAN

(The Account Holder must be you yourself)

You can modify your Bank Account Information here.

6) Input " Bank A/C No." and " A/C Holder Name" (輸入" 銀行帳戶號碼" 及" 戶口持有人姓名" )

[Bank A/C No. = branch code (3 digits) + account no. (7-9 digits)]

[銀行帳戶號碼 = 分行編號 (3 位數字) + 戶口編號 (7-9 位數字)]

(You may refer to your bank statement / passbook for Bank A/C No. or contact your bank for enquiry)

(有關銀行編號資料，你可參閱你的銀行月結單 / 存摺或聯絡你所屬的銀行查詢)

View

**Bank Account Information**  
(Please fill in for payment of Scholarship / Bursary, CEPAS Reimbursement, refund of gown deposit and any other refunds to you by the University.)

Bank Name : 012 - BANK OF CHINA

Bank A/C No. : 03112345678

A/C Holder Name : Chan Tai Man

(The Account Holder must be you yourself)

**\*\*\* Important Notes**

1) If you are the Account Holder of the following banks which have been grouped under Bank of China (Hong Kong) Limited, please check your bank code after clicking the 'Save' button to ensure the bank code/name is correct:

The China & South Sea Bank Ltd	The National Commercial Bank Ltd
The China State Bank Ltd	Po Sang Bank Ltd
Hua Chiao Commercial Bank Ltd	Siu Hua Bank Ltd
Kincheng Banking Corporation	Yien Yieh Commercial Bank Ltd
Kwantung Provincial Bank	

2) The University will not verify the bank information provided by you and will not be responsible for any failure of payment owing to inaccurate bank information.

**Any Physical Disability**

Yes  No (  Autism,  Blind,  Hearing Impairment,  Mental Illness,  Multiple Types of Disabilities,  Others,  Physically Handicapped,  Speech Impairment,  Visceral Disability,  Visual Impairment )

**Emergency Contact Person & Phone No.**

Surname :

Given Name :

Phone Number :

Save Cancel

7) Click " Save " for submitting your update (選取 " 儲存 " 以提交你作出的更新)

**Important Notes**

1) If you are the Account Holder of the following banks which have been grouped under Bank of China (Hong Kong) Limited, please check your bank code after clicking the 'Save' button to ensure the bank code/name is correct:

The China & South Sea Bank Ltd	The National Commercial Bank Ltd
The China State Bank Ltd	Po Sang Bank Ltd
Hua Chiao Commerical Bank Ltd	Siu Hua Bank Ltd
Kincheng Banking Corporation	Yien Yieh Commercial Bank Ltd
Kwantung Provincial Bank	

2) The University will not verify the bank information provided by you and will not be responsible for any failure of payment owing to inaccurate information.

**Any Physical Disability**

Yes  No (  Autism,  Blind,  Hearing Impairment,  Mental Illness,  Multiple Types of Disabilities,  Others, Handicapped,  Speech Impairment,  Visceral Disability,  Visual Impairment )

**Emergency Contact Person & Phone No.**

Surname :

Given Name :

Phone Number :

Click 'Save' to save the records.

