

## **Information to all PolyU students**

### **Input Your Bank Account Number for Receipt of Fees Refund and Payments from the University**

Dear student,

Please be informed that from time to time you may receive fees refund, scholarship and other payments from the University. All such payments will be arranged through the bank's auto-pay service. Hence, you are required to provide your local bank account number (credit card is not accepted) to the Finance Office through the Student Account Portal at Finance Office web page as soon as possible.

<https://www.polyu.edu.hk/fo/students/student-account-portal>

The University will only be able to make prompt payment/refund to you after you have input or updated your bank account number. The guidelines for input of bank account number are given in Appendix 1.

To prevent illegal access to your personal student account data, please remember to log out from the web facility after you have completed the process.

For SPEED and HKCC graduates, please submit the bank account information to related service counters.

For SPEED graduates:

SPEED Service Counter at S1201, 12/F in PolyU West Kowloon Campus

SPEED Service Counter at Room HHB-404, 4/F in PolyU Hung Hon Bay Campus

For HKCC graduates:

Information Kiosk on UG/F in PolyU Hung Hon Bay Campus

Information Kiosk on 2/F, North Tower in PolyU West Kowloon Campus

For security reason, you are strongly advised not to disclose your password to your friends or other third parties.

Finance Office

The Hong Kong Polytechnic University

## Appendix 1 – Guidelines for Input of Local Bank Account Number

The local bank account numbers are minimum 13 and maximum 15 digits as shown below:

Bank code (3 digits)\* + Branch code (3 digits) + Bank account number (7-9 digits)

\*The list of Bank code of local banks is as follows:

<b>LOCAL BANK</b>	<b>BANK CODE</b>
Bangkok Bank Public Co., Ltd.	049
Bank of America, National Association	055
Bank of China (Hong Kong) Ltd.	012
Bank of China (Hong Kong) Ltd. (formerly China & South Sea Bank Ltd.)	026
Bank of China (Hong Kong) Ltd. (formerly China State Bank Ltd.)	033
Bank of China (Hong Kong) Ltd. (formerly Hua Chiao Commercial Bank Ltd.)	064
Bank of China (Hong Kong) Ltd. (formerly Kincheng Banking Corp.)	030
Bank of China (Hong Kong) Ltd. (formerly Kwangtung Provincial Bank)	019
Bank of China (Hong Kong) Ltd. (formerly Po Sang Bank Ltd.)	070
Bank of China (Hong Kong) Ltd. (formerly Sin Hua Trust Savings & Com. Bank)	031
Bank of China (Hong Kong) Ltd. (formerly The National Commercial Bank Ltd.)	036
Bank of China (Hong Kong) Ltd. (formerly Yien Yieh Commercial Bank Ltd.)	014
Bank of Communications (Hong Kong) Limited	382
Bank of Communications Co., Ltd. Hong Kong Branch	027
Barclays Banks PLC	074
BNP Paribas	056
China CITIC Bank International Limited	018
China Construction Bank (Asia) Corporation Ltd.	009
China Construction Bank Corporation	221
Chiyu Banking Corp. Ltd.	039
Chong Hing Bank Ltd.	041
Citibank (Hong Kong) Limited	250
Dah Sing Bank Ltd.	040
DBS Bank (Hong Kong) Ltd. (formerly Dao Heng Bank Ltd.)	016
DBS Bank (Hong Kong) Ltd. (formerly DBS Kwong On Bank Ltd.)	032
DBS Bank (Hong Kong) Ltd. (formerly Overseas Trust Bank Ltd.)	052
Fubon Bank (Hong Kong) Limited	128
Hang Seng Bank Ltd.	024
Ind. & Comm. Bank of China (Asia) Ltd	072
Ind. & Comm. Bank of China (Asia) Ltd. (formerly Fortis Bank Asia HK.)	029
JPMorgan Chase Bank, N.A., Hong Kong	007

<b>LOCAL BANK</b>	<b>BANK CODE</b>
Nanyang Commercial Bank Ltd.	043
OCBC Wing Hang Bank Ltd.	035
OCBC Wing Hang Bank Ltd. (formerly Chekiang First Bank Ltd.)	044
Oversea-Chinese Banking Corp. Ltd.	022
Public Bank (Hong Kong) Limited	028
Shanghai Commercial Bank Ltd.	025
Standard Chartered Bank (Hong Kong) Ltd.	003
Sumitomo Mitsui Banking Corp.	065
Tai Sang Bank Ltd.	061
Tai Yau Bank Ltd.	038
The Bank of East Asia Ltd.	015
The Bank of Nova Scotia	076
MUFG Bank, Ltd.	047
The HK & Shanghai Banking Corp. Ltd.	004
United Overseas Bank Ltd.	071
Wing Lung Bank Ltd.	020
Banco de Oro Unibank, Inc. HK Branch	067
UFJ Bank Ltd.	068
China Merchants Bank (Hong Kong Branch)	238

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