

Quick Guide to update Student Bank Account Number in MyHKMU

1. Only **Hong Kong Local Bank Account** under the student's own name is allowed to input in "Student Bank Account Collection" service.
2. Hong Kong Local Bank Account Numbers are formatted as follows:

3-digit Bank Code + 3-digit Branch Code + 6 to 12-digit Account Number

Bank Code	Branch Code	Bank Account No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Bank Code**

A list of bank code with bank name will be displayed by pressing next to "Bank Code". You can select the bank code from the list.

- **Branch Code**

A list of corresponding branch code according to the selection of bank code will be displayed by pressing next to "Branch Code". You can select the branch code from the list.

- **Bank Account No.**

Do not include the Branch Code in this field again. Enter only the remaining digits of the account number.

- Normally, Branch Code and Account Number are shown on your ATM card or bank statement. Examples of commonly used bank ATM cards are demonstrated in Appendix I.

3. Please check carefully all the information provided before clicking "Confirm and Save". **NO CHANGE** can be made once you have clicked the button.

4. If you wish to make changes on the bank account information after clicking "Confirm and Save", please complete the **Request for Update of Bank Account Information** form and submit it using one of the following methods: -

- Email to furevcashier@hkmu.edu.hk with a copy of your student identity card by using your official e-mail account (sXXXXXXX@hkmu.edu.hk); or
- In person to LiPACE Counter on 11/F, Kwai Hing Campus with your student identity card for verification.

Appendix I

The following are examples of commonly used bank ATM cards:

常用銀行提款卡範例:



Bank: 銀行:	Bank of China (Hong Kong) 中國銀行 (香港)
Bank Code (3 digits): (example) 銀行編號 (3 位數): (例子)	012
Branch Code (3 digits): (example) 分行編號 (3 位數): (例子)	807
Account Number (6 - 12 digit): (example) 戶口號碼 (6-12 位數): (例子)	10000000



Bank: 銀行:	HSBC 滙豐銀行
Bank Code (3 digits): (example) 銀行編號 (3 位數): (例子)	004
Branch Code (3 digits): (example) 分行編號 (3 位數): (例子)	123
Account Number (6 - 12 digit): (example) 戶口號碼 (6-12 位數): (例子)	456789001



Bank: 銀行:	Hang Seng Bank 恒生銀行
Bank Code (3 digits): (example) 銀行編號 (3 位數): (例子)	024
Branch Code (3 digits): (example) 分行編號 (3 位數): (例子)	123
Account Number (6 - 12 digit): (example) 戶口號碼 (6-12 位數): (例子)	456789012



Bank: 銀行:	Dah Sing Bank 大新銀行
Bank Code (3 digits): (example) 銀行編號 (3 位數): (例子)	040
Branch Code (3 digits): (example) 分行編號 (3 位數): (例子)	716
Account Number (6 - 12 digit): (example) 戶口號碼 (6-12 位數): (例子)	88888888

The account numbers of the following banks are not displayed on the ATM card. **Do not** fill in the number shown on the ATM card.

Students must **fill in the account number including relevant bank code and branch code as shown on the bank statement.**

以下銀行的戶口號碼並沒有顯示在提款卡上, **切勿**填寫提款卡上的號碼,

學生**必須根據銀行月結單上的戶口號碼填寫, 並加上相關銀行編號及分行編號**



Bank:	Standard Chartered Bank (Hong Kong) 渣打銀行 (香港)
Bank Code (3 digits): (example) 銀行編號 (3 位數): (例子)	003
Branch Code (3 digits): (example) 分行編號 (3 位數): (例子)	Fill in the account number as shown on the bank statement 根據銀行月結單上的戶口號碼填寫
Account Number (6 - 12 digit): (example) 戶口號碼 (6-12 位數): (例子)	Fill in the account number as shown on the bank statement 根據銀行月結單上的戶口號碼填寫

Bank:	China Construction Bank (Asia) 中國建設銀行 (亞洲)
Bank Code (3 digits): (example) 銀行編號 (3 位數): (例子)	009
Branch Code (3 digits): (example) 分行編號 (3 位數): (例子)	Fill in the account number as shown on the bank statement 根據銀行月結單上的戶口號碼填寫
Account Number (6 - 12 digit): (example) 戶口號碼 (6-12 位數): (例子)	Fill in the account number as shown on the bank statement 根據銀行月結單上的戶口號碼填寫



Bank:	Citibank (Hong Kong) 花旗銀行 (香港)
Bank Code (3 digits): (example) 銀行編號 (3 位數): (例子)	250
Branch Code (3 digits): (example) 分行編號 (3 位數): (例子)	Fill in the account number as shown on the bank statement 根據銀行月結單上的戶口號碼填寫
Account Number (6 - 12 digit): (example) 戶口號碼 (6-12 位數): (例子)	Fill in the account number as shown on the bank statement 根據銀行月結單上的戶口號碼填寫

Remarks: Students are advised to check carefully to ensure that the bank account number provided is same as it shown on the bank statement or ATM card, or to verify with the Bank if in doubt. Please refer to the following website of the Hong Kong Interbank Clearing Company Limited (listed in English only) for a detailed bank codes list:

https://www.hkicl.com.hk/eng/information_centre/clearing_code_and_branch_code_list.php

註：學生須小心核對以確保填寫的銀行戶口號碼與銀行結單或提款卡上所顯示的號碼相同。如有疑問，請向有關銀行查詢。如需更詳盡銀行編號資料，請瀏覽以下香港銀行同業結算有限公司網址(只以英文列出)：

https://www.hkicl.com.hk/chi/information_centre/clearing_code_and_branch_code_list.php