

Hana Bank Corporate Banking User Manual

FX and Trade

Overseas Remittance > Apply for Remittance > Overseas single remittance

Overseas single remittance

Step 1. Prepare application for overseas remittance

Overseas single remittance

1. Apply for Remittance

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Remittance information

1

Frequently Used Remittance Information

Guide to Register

2 Reason for remittance	<input type="text" value="----Select----"/>	<input type="text" value="----Select----"/>
3 Remittance amount	<input type="text" value="Please select."/>	<input type="text" value=""/> . <input type="text" value="00"/>

Detailed Procedure

1. Can import Frequently Used Remittance Information to reuse it
2. Select a reason for remittance. If there is no relevant reason, please select 'Other.' Then the branch will check and change it.
3. Enter remittance currency and amount.

Overseas single remittance

Step 2. Prepare for application for overseas remittance

1 Bring in past remittance Info. By No.

Bring in past remittance Info. By remittance date

- Please enter remittance no. and click Inquire, then the remittance information under the number will be applied.

Remittance Number	<input checked="" type="radio"/> Remittance Transaction Number(OTT) : <input type="text"/> - OTT - <input type="text"/>	Inquire
	<input type="radio"/> Remittance Information Number : <input type="text"/>	

2 Remitter

Anti-Money Laundering (AML) Remitter Address (English) Input Guide

Name	<input type="text"/>	3 Guide to Register / Change English Name
Address in English	<input type="text"/>	

4 Withdrawal Account and Fee Information

Remittance fees

Type	Select Account	Amount	Password
KRW Account	<input type="text"/>	<input type="text"/> . 00	4-Digit Num <input type="text"/>
Foreign Currency Account	Select Account <input type="text"/>	<input type="text"/> . 00	4-Digit Num <input type="text"/>

5 Fee Bearer

- Sender (OUR): Remitter bears all fees including KEB Hana Bank's Remittance Fee, Cable charges, and Fees at the Overseas Bank
- Shared : Remitters assume only the charges occurred in KEB Hana Bank
- Ben: Beneficiaries assume all charges including the charges occurred in KEB Hana Bank

Detailed Procedure

1. Can prepare application by importing remittance information number and past remittance information
2. Remitter's information can be used only when it is pre-registered with a branch
3. In case of sole proprietor, remittance under the name of company is possible only when English company name is pre-registered with the Bank
4. Enter withdrawal account/amount based on remittance amount.
5. Select a remittance fee bearer

Overseas single remittance

Step 3. Prepare application for overseas remittance

1 Fee Payment Account	<input type="radio"/> KRW Remittance Account
	<input type="radio"/> Foreign Currency Remittance Account
	<input checked="" type="radio"/> Designate Separately <input type="text" value="Select Account"/> <input type="text" value="Password_4 numeric"/>
2 Scheduled Remittance	<input type="checkbox"/> Request <input type="text" value="2018-11-06"/> <input type="text" value="📅"/> * From next day ~ up to the day 1 month later (on business days only).
3 Remittance Originating Branch	<input type="text" value="Yeouido banking"/> <input type="text" value="Register Foreign Exchange Transaction Bank"/>

4 Information on Receipt of Remittance

Recipient information	Name	<input type="text" value=""/>	* If you do not have enough space to enter the recipient's name, please use the 'Address 1' field.
	Address	1. <input type="text" value=""/>	
		2. <input type="text" value=""/>	
		3. <input type="text" value=""/>	
	Phone Number	<input type="text" value=""/>	
	Email Address	<input type="text" value=""/> @ <input type="text" value="Select"/> <input type="button" value="Add"/>	
Message to Beneficiary	1. <input type="text" value=""/>		
	2. <input type="text" value=""/>		
	3. <input type="text" value=""/>		

Detailed Procedure

1. Select an account for fee withdrawal
2. If you tick a Scheduled Remittance Request, you can enter the scheduled date of remittance (For up to a month from the next day)
3. Select a Remittance Originating Branch. It is necessary to send documentary evidence
4. Enter the recipient information.

Overseas single remittance

Step 4. Prepare application for overseas remittance

Remittance Recipient Bank	1	Receiving Account No. (IBAN Code)	<input type="text"/>
	2	Recipient Bank BIC	<input type="text"/> <input type="button" value="Confirm"/>
		Country Code	<input type="text" value="US"/> <input type="button" value="Find Country Code"/>
	3	National Clearing Code (National Clearing Code)	<input type="text"/> <input type="button" value="SWIFT Codes by Country"/>
		Bank Name and Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Instructions to Bank	<input type="text"/>

4 Remittance Through Bank Information

Save Frequently Used Remittance Transaction Details

If you save the information above, you can apply it in future remittance.

5

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Detailed Procedure

1. Enter beneficiary account number or IBAN code depending on the country
2. If clicking on Confirm after entering BIC code, you can import country code, bank name and bank address.
3. If there is bank code by country, enter the code including //
4. If clicking on v, input window will appear.
5. If you save it as Frequently Used Remittance Transaction Details, you can use the information again when you prepare application going forward.
6. If clicking on Register, it is put in Remittance Application Details

Overseas single remittance

Step 5. Request to execute remittance after checking Remittance Application Details

Overseas single remittance

1 **Remittance Application Details** 2. Execution 3

Grid Guide Download Excel Print Grid

No	Transaction Serial	Creation Date	Remittance Currency	Remittance Amount	Recipient Bank	Recipient Account	Recipient	Remittance Cash
1		2018-11-06	EUR	100.00				


Agree to Fee Payment

2 I Agree

If you withdraw from deposited banknotes within 7 days of depositing USD notes in a foreign currency deposit account, you will incur 1.5% of the withdrawal amount as a cash withdrawal fee.

Enter OTP Password

OTP Pass-code



Enter the **six digits displayed on the OTP screen.**
Example)123456

- Service will be suspended if an incorrect OTP is entered 10 consecutive times, regardless of transaction date.
- Enter OTP pass-code only after completing the form.
- An OTP is assigned for use with a particular electronic financial transaction. Please use it to complete the transaction as soon as possible.

3

Process Remittance

Cancel

Detailed Procedure

1. Please check remittance application details
2. If USD cash is in foreign currency withdrawal account, a cash fee will be charged. Please check details and tick the box of "I Agree".
3. If clicking on Process Remittance after entering OTP password, input window for digital certificate will appear.

Overseas single remittance

Step 6. Complete application for remittance

Overseas single remittance

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3. Confirm



Approval to remit funds overseas by transaction was requested successfully.

(Request Time : 2018.11.06 14:17:50)

You can check the approval progress from the Approval Box.

Note: please note that the exchange rate will be applied and the remittance amount/fee will be withdrawn when the transaction is processed at the branch office.

A receipt of foreign currency remittance handled by the branch and a copy of the full text can be printed from the remittance request results.

1

View Approval Box History

2

Continue Remittance

Remittance Application Details

Grid Guide

Download Excel

Print Grid

No	Transaction Serial	Creation Date	Remittance Currency	Remittance Amount	Recipient Bank	Recipient Account	Recipient	Remittance Category
1	2	2018-11-06	USD	10.00				

Detailed Procedure

1. Please check the status of remittance. Send supporting documents to the relevant branch and check if application has been received normally.
2. Click on Continue Remittance if you wish to continue to prepare application

THANK YOU