KEB Hana Bank

KEB Hanabank corporate Banking
User Manual

Banking Mamt.

Approval Service> Manage Approval Line

Manage Approval Line(Approver Limit Reduction)

Step 1. Click on Add in the column of Manage Approval Line

Manage Approval Line

‧ Click the name of the approval line to view detailed information.

| Grid Guide | Download Excel | Print Grid |

No	Select	Approval Line Name	Registrant ▾	Task Subject to Approval ▾
1	○			Account Transfer, Salary Transfer, Fund Collection to Bank, Bulk Transfer, Gl
2	○			Account Transfer, Salary Transfer, Fund Collection to Bank, Bulk Transfer, Gl

| Add | Edit | Delete |

Manage Approval Line(Approver Limit Reduction)

Step 2. Enter the name of approval line and click on Next

Manage Approval Line

1.Enter Approval Line Name   2   3   4

Register Approval Line

01 Please enter the approval line name.

Approval Group	HNBMASTER [Approver Limit Reduction]	
Approval Line Name	test 1	Check Duplication

Next   Cancel

Manage Approval Line(Approver Limit Reduction)

Step 3. Select task(s) for approval and click on Next

Manage Approval Line

(1) **2. Select Task Subject to Approval** (3) (4)

Register Approval Line

02 Please select a task for approval.

Task Subject to Approval		
☑ **Transfers, foreign exchange/import and export**	☐ **Other financial transactions**	☐ **B2B electronic payments**
☑ Account transfer, salary transfer, KEB Hana Bank sweeping, VAT-exclusive transactions (individual payments)	☐ New/Terminate, Trust, Fund	☐ Procurement Loan
☑ Bulk Transfer, VAT-exclusive Transaction (Bulk Payment)	☐ Retirement Pension	☐ Electronic Account Receivable Secured Loan
☑ Global Transfer	☐ Loan Application (Extension)	☐ Electronic Bill
☑ Foreign Exchange	☐ Loan Repayment/Interest Payment	☐ e-Purchase Loan
☑ Import and Export	☐ Utility Bill	☐ Electronic Bond
☑ Overseas Affiliated Company	☐ Escrow Specified Money Intrust	☐ Future Receivable Secured Loan
		☐ B2B

[Next] [Previous]

Manage Approval Line(Approver Limit Reduction)

Step 4. Select approval stage and click on Confirm before clicking on Add in the automatically-generated approval stage

Manage Approval Line

| 1 | 2 | **3. Register Approver** | 4 |

Register Approval Line

03 Please register an approval authority.

| Required | Required Approver | Absence | Absent |

| Approval Stage | Step 1 ▼ | Confirm |

[1Step]   Add

∧

Registrant   Add

Next   Previous

Manage Approval Line(Approver Limit Reduction)

Step 5. Select a registrant and click on Confirm
 (In case of Approver Deduction Method, it is possible to select two or more registrants)

Manage Approval Line

(1) (2) (3. Register Approver) (4)

Register Approval Line

03 Please register an approval authority.

Required Required Approver   Absence Absent

Approval Stage	
[1Step]	
Registrant	

Select Registrant

Search Criteria	All ▼		Search
Ordering	○ Ascending order	○ Descending order	

☐	User ID	User Name
☑	▓▓▓▓▓	▓▓▓▓▓

Confirm

Next   Previous

Manage Approval Line(Approver Limit Reduction)

Step 6. Select an approver by approval stage and click on Confirm

Manage Approval Line

| 1 | 2 | 3. Register Approver | 4 |

Register Approval Line

03 Please register an approval authority.

Absent

Approval Stage		
[1Step]	Ac	
Registrant	Ac	
	S	

Select Approver ✕

Search Criteria	All ▾		Search
Ordering	○ Ascending order	○ Descending order	

Select	User ID	User Name	Single-Transfer Limit	Daily Transfer Limit	Required Approver
☐			20,000,000,000	50,000,000,000	Settings ▾
☐			1,000,000,000	3,000,000,000	Settings ▾

Confirm

Next   Previous

Detailed Procedure

1. Required Approver is a user who must make approval, regardless of transfer limit, under the Approver Deduction Method

Manage Approval Line(Approver Limit Reduction)

Step 7. Complete the registration of approver and click on Next

Manage Approval Line

1 2 **3. Register Approver** 4

Register Approval Line

03 Please register an approval authority.

Required Required Approver   Absence Absent

Approval Stage	Step 1 ▼	Confirm

[1Step] Add **Delete All**

Required ✕	Required ✕
1 Day 50,000,000,000	1 Day 3,000,000,000
1 Transaction 20,000,000,000	1 Transaction 1,000,000,000

˄

Registrant Add **Delete All**

✕

Next   **Previous**

Manage Approval Line(Approver Limit Reduction)

Step 8. Check the newly-created approval line

Manage Approval Line

1 2 3 **4.Registration Completed**

Register Approval Line

04 Item was registered successfully.

Approval Group Name	외국환	Approval Line Name	
Approval Method	Approver Limit Reduction Method		
Registrant			
Task Subject to Approval	Account Transfer, Salary Transfer, 당행집금, Bulk Transfer, Global Transfer, Foreign Exchange, Import and Export		

Required Required Approver   **Absence** Absent

[1Step] 2Person(s)

Required

1 Day	3,000,000,000 KRW
1 Transaction	1,000,000,000 KRW

1 Day	50,000,000,000 KRW
1 Transaction	20,000,000,000 KRW

Manage Approval Line(Registrant Limit Reduction)

Step 9. Click on Add in the column of Manage Approval Line

Manage Approval Line

▪ Click the name of the approval line to view detailed information.

Grid Guide | Download Excel | Print Grid

No	Select	Approval Line Name	Registrant ▾	Task Subject to Approval ▾
1	○			Account Transfer, Salary Transfer, Fund Collection to Bank, Bulk Transfer, Gl

Add | Edit | Delete

Manage Approval Line(Registrant Limit Reduction)

Step 10. Enter the name of approval line and click on Next

Manage Approval Line

1.Enter Approval Line Name 2 3 4

Register Approval Line

01 Please enter the approval line name.

Approval Group	특정금전 [Registrant Limit Reduction]
Approval Line Name	테스트1 [Check Duplication] * The approval line is available.

[Next] [Cancel]

Manage Approval Line(Registrant Limit Reduction)

Step 11. Select task(s) subject to approval and click on Next

Manage Approval Line

① **2. Select Task Subject to Approval** ③ ④

Register Approval Line

02 Please select a task for approval.

☐ Task Subject to Approval		
☐ Transfers, foreign exchange/import and export	☐ Other financial transactions	☐ B2B electronic payments
☑ Account transfer, salary transfer, KEB Hana Bank sweeping, VAT-exclusive transactions (individual payments)	☑ New/Terminate, Trust, Fund	☑ Procurement Loan
☑ Bulk Transfer, VAT-exclusive Transaction (Bulk Payment)	☑ Retirement Pension	☑ Electronic Account Receivable Secured Loan
☑ Global Transfer	☑ Loan Application (Extension)	☑ Electronic Bill
☑ Foreign Exchange	☑ Loan Repayment/Interest Payment	☑ e-Purchase Loan
☑ Import and Export	☑ Utility Bill	☑ Electronic Bond
☑ Overseas Affiliated Company	☑ Escrow Specified Money Intrust	☑ Future Receivable Secured Loan
		☑ B2B

Next   Previous

Manage Approval Line(Registrant Limit Reduction)

Step 12. Select an approval stage and click on Confirm. Then, approval stage in which registrant is entered will be automatically generated.

Manage Approval Line

(1) (2) (3. Register Approver) (4)

Register Approval Line

03 Please register an approval authority.

`Default` Primary Approver `Joint` Co-Approver `Agent` Proxy Approver `Absence` Absent

Approval Stage	Step 1 ▾	Confirm

[Next] [Previous]

Manage Approval Line(Registrant Limit Reduction)

Step 13. Click on Add

(Under the Registrant Deduction Method, it is necessary to move to the previous step in order to change the approval stage.)
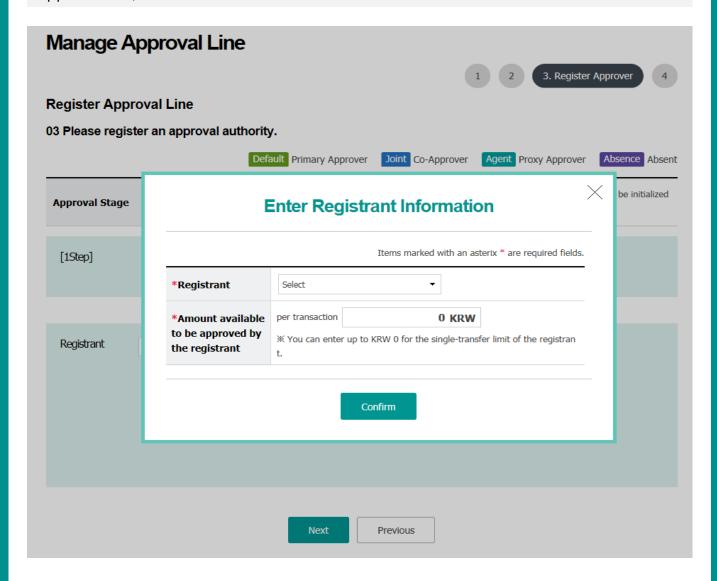
Manage Approval Line

1 2 **3. Register Approver** 4

Register Approval Line

03 Please register an approval authority.

Default Primary Approver   **Joint** Co-Approver   **Agent** Proxy Approver   **Absence** Absent

Approval Stage	Step 1 ▼ (You can edit the approval stage from the previous page. The approval line will be initialized if you edit the approval stage.)

[1Step]

∧

Registrant   [Add]

[Next] [Previous]

Manage Approval Line(Registrant Limit Reduction)

Step 14. Enter registrant and approval amount and click on
(Under the Registrant Deduction Method, only one registrant can be selected per approval line)

Manage Approval Line

| 1 | 2 | **3. Register Approver** | 4 |

Register Approval Line

03 Please register an approval authority.

| **Default** Primary Approver | **Joint** Co-Approver | **Agent** Proxy Approver | **Absence** Absent |

Approval Stage	be initialized
[1Step]	
Registrant	

Enter Registrant Information

Items marked with an asterix * are required fields.

*Registrant	Select ▼
*Amount available to be approved by the registrant	per transaction **0 KRW** ※ You can enter up to KRW 0 for the single-transfer limit of the registrant.

Confirm

Next   Previous

Manage Approval Line(Registrant Limit Reduction)
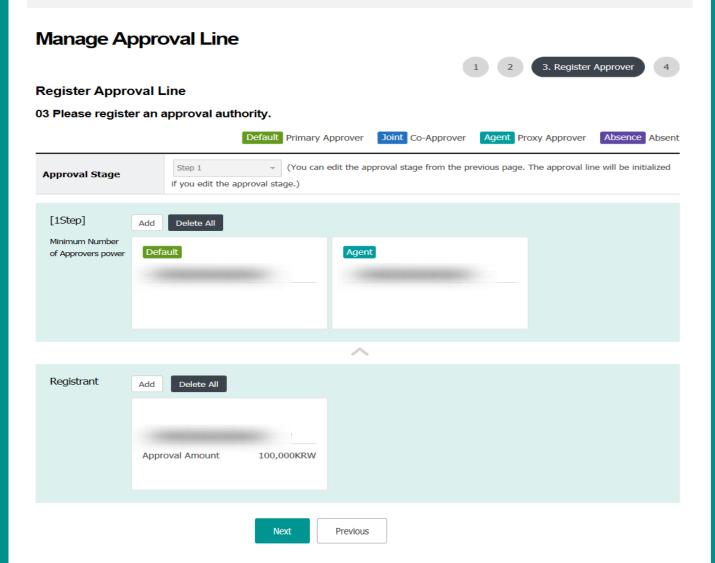
Step 15. Enter the primary approver and approval amount(approval amount doesn't need to be entered at the final stage) and click on Confirm

Manage Approval Line

(1) (2) **3. Register Approver** (4)

Register Approval Line

03 Please regist

bsence Absent

ll be initialized

Approval Stage	
[1Step]	
Registrant	

1 Enter Step-by-Step Information

×

Items marked with an asterix * are required fields.

1 *Primary Approver	[_____] ▼
1 Approval Amount for the Step	※ The final approver is granted approval regardless of the approval amount.
Approval Type	☑ Co-Approver **2** ☐ Proxy Approver (Please enter if you have any corresponding items.)
3 Co-Approver	[_____] [Select] [Delete]
Number of Approvers	⦿ ALL ○ Designated [____] (Basic Approver + Co-Approver)
Primary Approver Required/Optional Item Status	⦿ YES ○ NO

[Confirm]

Detailed Procedure

1. Make sure to designate only one primary approver at the relevant approval stage
2. Proxy approver makes approval when the primary approver is absent and is registered only when it is necessary.
3. Co-approver is registered when two or more approvers are necessary at the relevant approval stage.

Manage Approval Line(Registrant Limit Reduction)

Step 16. Complete the registration of approver and click on Next

Manage Approval Line

1 2 **3. Register Approver** 4

Register Approval Line

03 Please register an approval authority.

Default Primary Approver **Joint** Co-Approver **Agent** Proxy Approver **Absence** Absent

Approval Stage	Step 1 ▼ (You can edit the approval stage from the previous page. The approval line will be initialized if you edit the approval stage.)

[1Step] Add Delete All

Minimum Number of Approvers power

Default

Agent

Registrant Add Delete All

Approval Amount   100,000KRW

Next   Previous

Manage Approval Line(Registrant Limit Reduction)

Step 17. Check the newly-generated approval line

Manage Approval Line

① ② ③ **4.Registration Completed**

Register Approval Line

04 Item was registered successfully.

Approval Group Name	특정금전	Approval Line Name	
Approval Method	Registrant Limit Reduction Method		
Registrant			
Task Subject to Approval	Account Transfer, Salary Transfer, 당행집금, Bulk Transfer, Global Transfer, Foreign Exchange, Import and Export, Open/Terminate, Trust/Fund, Retirement Pension, Loan Application (Renewal), Repay/Receive Interest, Utility Bills, Sales Company, Purchasing Company, Electronic Bill, , , , , Escrow Special Money in Trust		

Default Primary Approver   **Joint** Co-Approver   **Agent** Proxy Approver   **Absence** Absent

[1Step] 1Person(s)Minimum Number of Approvers : power (Default approver required)
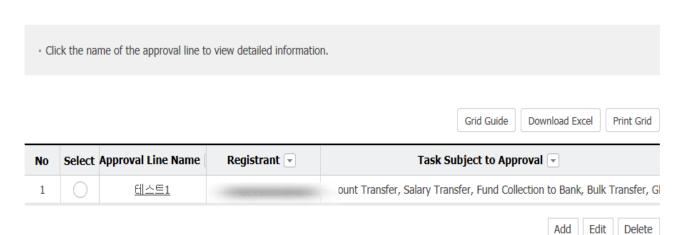
Default

[Registrant] 1 person

Approval Amount   100,000 KRW

Confirm   **View Approval Line**

Manage Approval Line(Change Approval Line)

Step 18. Select an approval line and click on Edit. The following procedures are the same as those of approval line addition.

Manage Approval Line

▪ Click the name of the approval line to view detailed information.

Grid Guide   Download Excel   Print Grid

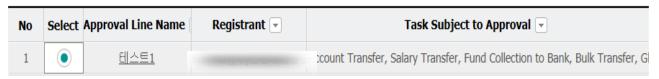| No	Select	Approval Line Name	Registrant ▾	Task Subject to Approval ▾
1	○	테스트1		ount Transfer, Salary Transfer, Fund Collection to Bank, Bulk Transfer, Gl

Add   Edit   Delete

Manage Approval Line(Chang Approval Line)

Step 19. Select an approval line and click on Delete

Manage Approval Line

▪ Click the name of the approval line to view detailed information.

Grid Guide | Download Excel | Print Grid

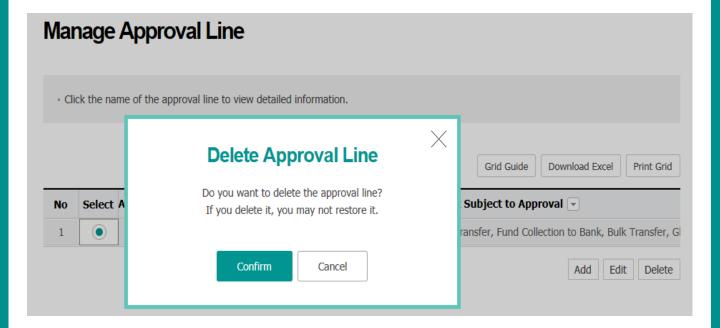| No	Select	Approval Line Name	Registrant ▾	Task Subject to Approval ▾
1	⦿	테스트1		:count Transfer, Salary Transfer, Fund Collection to Bank, Bulk Transfer, Gl

Add | Edit | Delete

Manage Approval Line(Chang Approval Line)

Step 20. Click on Confirm in the pop-up window

Manage Approval Line

· Click the name of the approval line to view detailed information.

| | | Grid Guide | Download Excel | Print Grid |

No	Select A		Subject to Approval ▾
1	⦿		ransfer, Fund Collection to Bank, Bulk Transfer, Gl

Add | Edit | Delete

Delete Approval Line

✕

Do you want to delete the approval line?
If you delete it, you may not restore it.

Confirm   Cancel

THANK YOU