

# Standing Instructions Citi Bank



## **Standing Instructions Guide**

- 1. Login to your mobile app
- 2. Click on "Payments"

<b>Citi Stories</b> Tap in to learn about how to stay home, bank > smart!			
HKD Deposits INACTIVE ACCOUNT HKD			
Foreign Currency Deposits			
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#### 3. Select "Transfers"



4. Select "New payee"



#### 5. Select "Local Non-Citibank Account"

New currencies added: Choose from our wide selection of global currencies and transfer with transparent FX rates and amount anytime, anywhere. Learn more

Local Payees	Overseas Payees
Payee type	
Local Citibank Account	>
Local Non-Citibank Account	>
Proxy	>
Merchants	>



6. Input Payee name, account number and select the bank



Account Own Reference Name

Syfe Hong Kong		
	Continue	
_		9



### 7. Confirm the Payee information

Confirm the following payee		
Payee type	Local Non-Citibank Account	
Payee name	SYFE HONG KONG LIMITED	
Branch Code (Field 1) - Account No. (Field 2)	741-4025	
Payee Bank Name	THE HONGKONG AND SHANGHAI BKG CORP LTD	
Branch	HONG KONG OFFICE COMMERCIAL SERVICE CTR	
Account Own Reference Name	SYFE HONG KONG	
Purpose Of Transfer	Investments	
Currency	НКD	
Confirm		

8. Click on "Make Payment/Transfer"

<ul> <li>The following payee has been added successfully.</li> <li>Payee type Local Non-Citibank Account</li> <li>Payee name SYFE HONG KONG LIMITED</li> <li>Branch Code (Field 1) - Account No. (Field 2)</li> <li>Payee Bank Name THE HONGKONG AND SHANGHAI BKG CORP LTD</li> <li>Branch HONG KONG OFFICE COMMERCIAL SERVICE CTR</li> <li>Account Own Reference Name SYFE HONG KONG</li> <li>Purpose Of Transfer Investments</li> <li>Currency HKD</li> </ul>					
Payee typeLocal Non-Citibank AccountPayee nameSYFE HONG KONG LIMITEDBranch Code (Field 1) - Account No. (Field 2)741-4025Payee Bank NameTHE HONGKONG AND SHANGHAI BKG CORP LTDBranchHONG KONG OFFICE COMMERCIAL SERVICE CTRAccount Own Reference NameSYFE HONG KONGPurpose Of TransferInvestmentsCurrencyHKD	The following payee has been added successfully.				
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Purpose Of TransferInvestmentsCurrencyHKD	Account Own Reference Name	SYFE HONG KONG			
Currency HKD	Purpose Of Transfer	Investments			
	Currency	НКD			

Make Payment/Transfer

9. Select the newly added payee



#### 10. Input transfer amount



Statement Savings Available balance HKD







11. Enable the "Set Recurring" function





#### 12. Select the frequency (Set an end date if needed)



END ON	
Until cancelled	Ø
Select date	



13. Confirm the transaction details and click on "Pay" once done



