

Email Remittance Guide

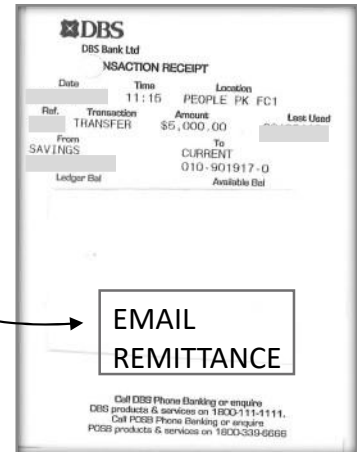
STEP 1: PAYMENT

Option 1: ATM TRANSFER

Do not transfer a whole number, e.g.: 2999.99 / 5000.11

(We do not accept CASH DEPOSIT to our account)

- State 'EMAIL REMITTANCE' on the transfer slip
- Screenshot the transfer slip and email to us



Option 2: I-BANKING TRANSFER

A/C NAME: ZHONGGUO REMITTANCE PTE LTD

DBS CURRENT A/C: 010-9019170

From

My Account XXXXXXXXXX

My Initials

For display on payee's bank statement Max 12 characters

* Note: State your IC/NAME in 'My Initials' if you are using DBS/POSB transfer.

STEP 2:

Email us your Remittance Application Form and Transfer receipt to:

sales@zhongguoremittance.com

* Download from: <https://zhongguoremittance.com/zh/service-guide/>





STEP 3:

Please enter the EPASS you previously registered at our counter to open and check the E-receipt in your Email.

STEP 4:

Verify and reply with verification code and SMS OTP if information is accurate → Initiate transaction → Notify via SMS.

Take Note:

1. Need to register at our counter to proceed with Email Remittance services.
* Please remember your EPASS set at the Application Form (PDF Password for E-Receipt)
2. Check Website/WeChat or Call 62236366 to confirm rate.
Please call and confirm as rates may vary during weekend/PH and for transaction amount over SGD\$20,000.
Please call and confirm MYR rate for transaction amount over SGD\$20,000.
* Rates will be based on the next opening rates for email sent after our operating hours 09:00am to 21:00pm
3. Our staff will verify your identity before initiating the transaction.
The transaction may be rejected if we are unable to verify your identity.
4. Rates may vary for Interbank GIRO transfer as it will result in delay of our receipt of your transfer (GIRO payment may take more than 1 working day to process)
5. Transaction will be accepted only after we have received full SGD payment amount, relevant documents and valid signature from customer.

