

THE UNIVERSITY OF HONG KONG



Finance and Enterprises Office
財務及企業管理處

Payment Instructions for Payment of Late Return of Academic Dress

Please make payment via the bank machines mentioned below and **DO NOT** make the payment transaction over bank counters :

(A) Through any types of Automatic Teller Machine (ATM) below :

ATM :	JETCO ATM (with 'JET Payment Service' logo)	HSBC/Hang Seng Bank ATM (with 'Bill Payment Service' logo)
Bill Payment selection:	Select ' Bill Payment '; ' Education ' then ' The University of Hong Kong '.	
Bill Type :	06	
Bill Account Number :	Please key in ' 10 digits of your University No. ' plus ' 4030 ' (total 14 digits)	

- Ensure the right machine is selected. **Do Not** simply **TRANSFER** money into the University's Bank account. Please note that the University can only identify your payment through '**Bill Payment Service**'.
- Return the academic dress to the University together with the ATM transaction advice slip as your proof of payment.

(B) Through HSBC Cheque Deposit Machine (CQM) :

- Draw a Crossed Cheque payable to 'The University of Hong Kong' with your Name and University No.(10 digits) written at the back of the cheque. **(Post-dated cheque is not acceptable)**
- Deposit the cheque at any Cheque Deposit Machine of HSBC
 - Key in the HKU Bank A/C No. '**002-222834-002**' and cheque amount.
 - Select the 'Reference' option to enter the **Bill Account No.** (total 14 digits) : '**10 digits of your University No.**' + '**4030**', as reference no.
 - Insert the cheque into the cheque insertion slot of the machine.

[For the detailed machine operation procedures, please refer to the label stuck on the CQM.]
- Return the academic dress to the University together with the CQM transaction advice slip as your proof of payment.

Enquiry:

- If you have any questions on the payment procedures, please send email to the Finance and Enterprises Office (email address : 'student@fo.hku.hk').