



A photograph of a workspace. In the foreground, a person's hands are typing on a laptop keyboard. To the left, there is a white mug filled with dark coffee. Behind the mug is an orange notebook and a black smartphone. A black pen with silver accents lies on the desk. In the background, there are two small potted plants in yellow pots. The overall scene is brightly lit and organized.

What is

# e-Cheque?

e-Cheque is an electronic counterpart of paper cheque. It turns the cheque writing and deposit processes totally online. Paying with e-Cheques will be an entirely paperless experience.

# KEY FEATURES



It is in PDF format. It has similar layout of a paper cheque with the display of a standardized e-Cheque logo on the face of e-Cheque



It has the same legal status as paper cheque



It is not negotiable nor transferable



It must be addressed to a payee and deposited to the payee's bank account only



It can be used to make Hong Kong Dollar, US Dollar and Renminbi payments

# BENEFITS



It can be issued anytime anywhere



It removes the need for physical delivery and deposit



It carries enhanced security features



It removes the need of physical cheque book. The e-Cheque book is kept by the paying bank



It is environmentally friendly





# How Secure is e-Cheque?

- The payer is required to pass through Two Factor Authentication (2FA) before issuing an e-Cheque
- The e-Cheque issuance record kept by the paying bank provides an additional channel for the bank to verify the e-Cheques
- Adoption of Public Key Infrastructure (PKI) technology in the digital signature of e-Cheque prevents e-Cheque tampering
- Centralized presentment checking mechanism avoids multiple deposits of e-Cheques
- The payer may consider encrypting an e-Cheque before delivery to further improve security



# How to Issue e-Cheque



## **BEFORE ISSUANCE OF E-CHEQUE**

- Sign up for the e-Cheque service through your Internet banking account and apply for a digital certificate for the purpose of e-Cheque signing\*
- Obtain the payee's agreement and the latest email address for receiving e-Cheques

\* Some paying banks may offer to apply, renew and keep custody of the digital certificate on behalf of the payers. The application and renewal can be completed online in a short period of time.

# ISSUANCE OF E-CHEQUE



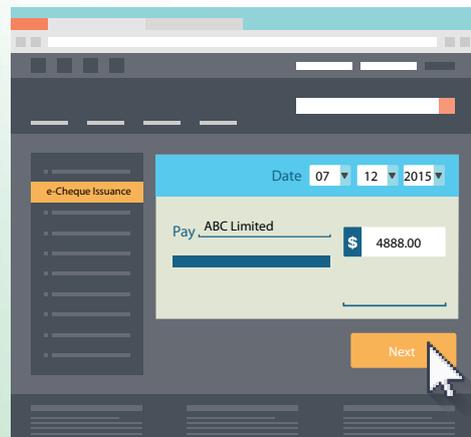
STEP  
1

Log onto your Internet banking account



STEP  
2

Select e-Cheque Issuance service



STEP  
3

Input the payee name, cheque date and cheque amount in figures



## STEP 4

The bank will generate the e-Cheque with the digital signature based on the payer's given instruction<sup>^</sup>



## STEP 5

Download and send the e-Cheque to the payee through electronic means (e.g. by email)

<sup>^</sup> Some paying banks may send a SMS notification to the registered mobile number of the payer after an e-Cheque is issued.



# How to Deposit e-Cheque



## BEFORE DEPOSIT OF E-CHEQUE

- Sign up for the **e-Cheque deposit service** through **your Internet banking** (if any)<sup>@</sup> and/or the **e-Cheque Drop Box service** provided by Hong Kong Interbank Clearing Limited (HKICL)<sup>#</sup>



香港銀行同業結算有限公司



- The e-Cheque Drop Box can be accessed through its website <http://www.echeque.hkicl.com.hk> or mobile application

<sup>@</sup> Please enquire your bank for details.

<sup>#</sup> HKICL is the clearing house for processing interbank clearing and settlement in Hong Kong. It is a company equally owned by the Hong Kong Monetary Authority and the Hong Kong Association of Banks.

# DEPOSIT

## OF E-CHEQUE THROUGH YOUR BANK+



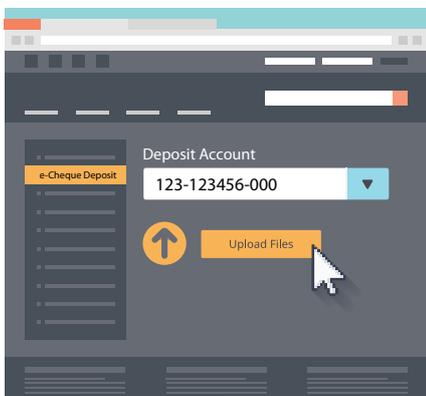
STEP  
1

Log onto your Internet banking account



STEP  
2

Select e-Cheque Deposit service



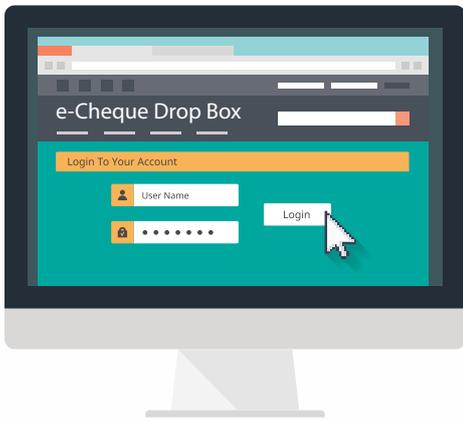
STEP  
3

Choose the deposit account and upload the e-Cheques that you have received

+ The deposit procedures of different banks may vary.

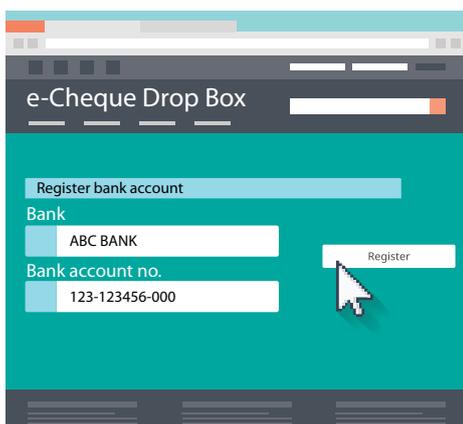


# DEPOSIT OF E-CHEQUE THROUGH THE E-CHEQUE DROP BOX SERVICE



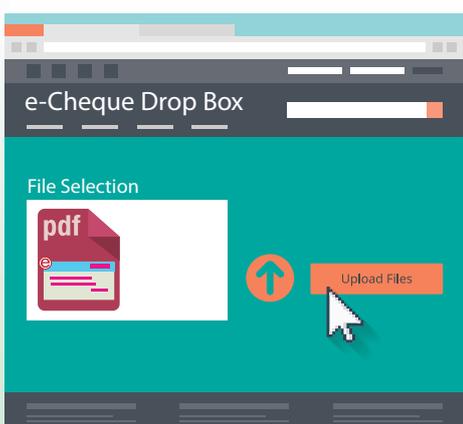
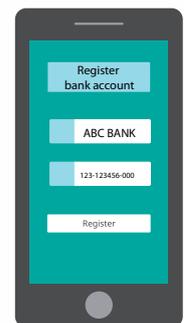
STEP  
1

Log onto the e-Cheque Drop Box service through its website <http://www.echeque.hkicl.com.hk> or mobile application\*



STEP  
2

Register the bank and bank account number for the e-Cheque deposit (in case it is not registered before)

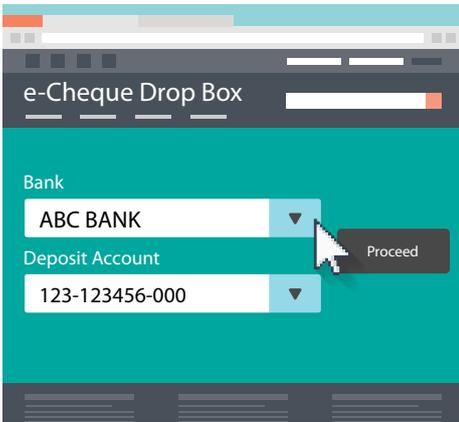


STEP  
3

Upload the e-Cheque(s)

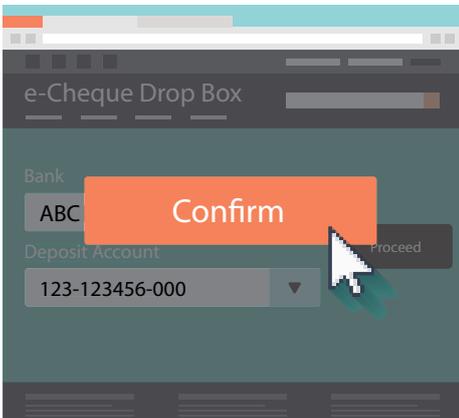
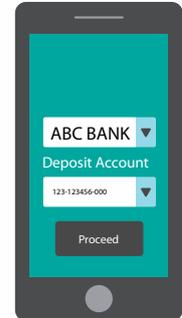


\* A one-off user account registration is necessary before the user can use the service.



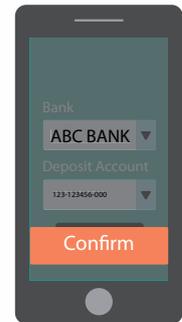
#### STEP 4

Select from the pull down list for the bank and bank account number for the e-Cheque deposit



#### STEP 5

Assuming that the bank-in information is correct, click "Proceed" button followed by "Confirm" button to complete the e-Cheque deposit



#### STEP 6

A notification email will be sent to the user's registered email address. The user can also enquire the e-Cheque status through the "Presentment Enquiry" function of the e-Cheque Drop Box service



# Smart tips

## to use e-Cheque

### DOs



Obtain the payee's agreement and the latest email address for receiving e-Cheques



Ensure that the e-Cheque information has been correctly filled in before issuance



Use a secured electronic channel for the delivery of e-Cheques or encrypt the e-Cheques before delivery if necessary



Remove the e-Cheques from the computer and/or smart phone after the issuance and/or deposit (where applicable) unless record-keeping is necessary

# DON'Ts



Don't input any personal data (e.g. HK Identity Card number, Telephone number etc) other than the payee name when issuing e-Cheques



Don't scan an image of paper cheque and treat it as an e-Cheque



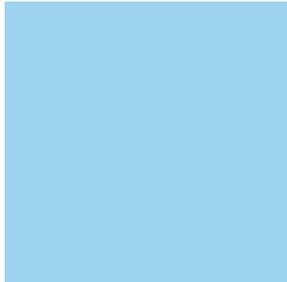
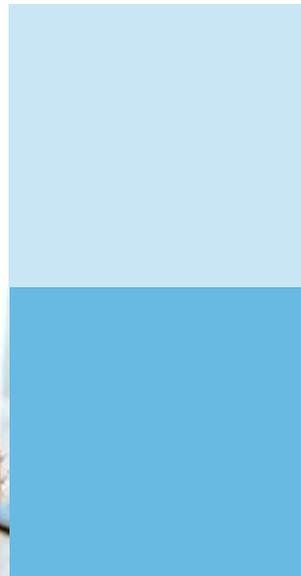
Don't print out the e-Cheques for deposit at bank branches



Don't deposit an e-Cheque more than once



Don't offer any credit facility to the payee based on an e-Cheque as collateral



# FAQs

*Q1. Can I still issue paper cheques once I have signed up for the e-Cheque service?*



A1. Yes, banks will continue to offer paper cheque as a basic banking service.

*Q2. Do I need to bear any costs in relation to the issuance and deposit of e-Cheques through the Internet banking (including the costs for the digital certificate for the purpose of e-Cheque signing)?*



A2. Whether to charge a bank customer or not is subject to the individual banks' commercial decision. Nonetheless, based on our understanding, most if not all banks are prepared to offer e-Cheque service to their retail banking customers free of charge.

*Q3. Do I need to bear any costs for the usage of the e-Cheque Drop Box service?*



A3. No, it is completely free of charge.

*Q4. Can I issue bearer cheque or cash cheque for e-Cheques?*



A4. No, an e-Cheque must be addressed to a payee and deposited to the payee's bank account. Besides, it cannot be exchanged for cash over the bank counter.

*Q5. Can I issue e-Cheques to pay the Government bills?*



A5. The public can pay the General Demand Notes and tax bills and demand notes issued by the Inland Revenue Department by e-Cheques in the initial phase. It will be gradually expanded to cover the bills issued by the other Government departments.

*Q6. What should I do if I do not know how to deposit an e-Cheque?*



A6. You can ask other trusted persons (e.g. family members) to deposit e-Cheques on your behalf through the e-Cheque Drop Box service, or refer to the information on the HKICL website, or approach your bank for assistance if necessary.

*Q7. What is the cut-off time for e-Cheque deposit?*



A7. The cut-off time for e-Cheque deposit through the e-Cheque Drop Box service is 5:30p.m. of each business day for same day clearing. For e-Cheque deposit through the Internet banking, you should refer to the cut-off time specified by individual banks.

*Q8. Can I decline to receive e-Cheques?*



A8. Yes, you can ask the payer to use other payment instruments (e.g. paper cheque) if you do not prefer to receive e-Cheques.

## FURTHER INFORMATION

Please contact your bank directly for details relating to the bank service and/or the e-Cheque Drop Box service

Please visit the HKMA website [www.hkma.gov.hk](http://www.hkma.gov.hk) for the publicity materials of e-Cheque



HONG KONG MONETARY AUTHORITY  
香港金融管理局

THE  
HONG KONG  
ASSOCIATION  
OF  
BANKS  
香港銀行公會