How to use the machine when you deposit HKD cheque(s)?

Access without card:
1. Press “Start”
2. Select language
3. Select currency
4. Enter account number
5. Enter total deposit amount of all cheques
6. Insert cheques into cheque insertion slot all at once (Up to 30 cheques can be inserted each time)
7. Check deposit information and select advice type
8. Transaction complete
Take advice for reference.

Access with card:
1. Insert card
2. Remove card
3. Select currency
4. Select account

Points to note when using the machine:

- Do not deposit cheques with coins or accessories like clips, staples, rubber bands, and do not deposit cheques that have sprocket holes. Folded or damaged cheques may also affect the transaction.

- Only the following are accepted: Hong Kong dollar cheques, gift cheques and cashier’s orders. Some machines also accept US Dollar local clearing cheque.

- Calculate the total deposit amount before using the machine if more than one cheque is being deposited into the same account.

- The service can be used for credit card bill payment; it cannot be used for any other bill payments.

- Select the ‘Reference’ option to input the message to be shown on the advice and statement.

- Deposit all cheques face up with the signature area aligned to the right of the insertion slot.

Cheque Deposit Machine
A smarter and faster way to deposit your cheques

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