Land Bank of Taiwan _____ Branch Application Form for the Uploading Format of Corporate Entrusted Payments and System Service Setting

(Version 107.4)

Date of application: ___YYY___MM___DD

		Explanation
I.　Business service category ☐ application ☐ change		Note 1.　Please contact the business unit for the EXCEL template.
II.　Payment file format		Note 2.　If the file format is otherwise specified, please provide the Bank with a description of the file format, describing the starting position and length of each field, and the content of the file must contain the necessary fields for payment [payment date, uniform number/ID number, payee's account name, bank code (total of 7 codes, such as "Land Bank Business Department 0050418"), account number, amount of transfer].
Online transfer	☐ EXCEL template (note 1) ☐ EDI file format of the Bank ☐ EZUS file format of the Bank ☐ File format otherwise specified(note 2)	☐ Uniform number/ID number; can be null
Salary payment transfer	☐ EXCEL template (note 1) ☐ EDI file format of the Bank ☐ EZUS file format of the Bank ☐ File format otherwise specified(note 2)	☐ Uniform number/ID number; can be null
	☐ Corporate employee salary inquiry service (note 3)	☐ The file format of payroll form 1 ☐ The file format of payroll form 2 ☐ The file format of payroll form 3

※【**The III and IV items are not required if EXCEL template, the Bank's EDI, EZUSE or payroll form file format is selected**】

Note 3.　This service means that corporate employees can visit our personal online banking to inquire about personal salary-related information. To apply for this service, please contact the business unit to select the payroll form style, and then select the corresponding file format according to the selected payroll form style.

III.　Field separation method of the payment file		Note 4.　If it is not separated by symbols, please provide the file format description to the Bank; the starting position and length of each field must be described.
Online transfer	☐ Not separated by symbols (note 4) ☐ Separate by _____ symbol (note 5)	
Salary payment transfer	☐ Not separated by symbols (note 4) ☐ Separate by _____ symbol (note 5)	Note 5.　It refers to how the fields of the payment file are separated (such as by comma ",").

IV.　Delivery method

Online transfer	☐ Only send the payment master file. ☐ Send the payment master file and the invoice detail file separately. The payment master file corresponds to the invoice detail file with the _____ field. ☐ The payment master file and the invoice detail file are merged into one file and sent; the identification code of the payment master file is ___, and the identification code of the invoice detail file is ___. (note 6)
Salary payment transfer	☐ Only send the payment master file. ☐ Send the payment master file and the invoice detail file separately. The payment master file corresponds to the invoice detail file with the _____ field. ☐ The payment master file and the invoice detail file are merged into one file and sent; the identification code of the payment master file is ___, and the identification code of the invoice detail file is ___. (note 6)

Note 6.　The payment master file and the invoice detail file are merged into one file and sent. The file format must have an "identification code" field in order to distinguish each line of data as the payment master file or the invoice detail file.
For example: 1 represents the payment master file, and 0 represents the invoice detail file.

Identifier	Payment date Invoice date	Uniform number Invoice number	Name of account holder Invoice amount
1	1030901	12345678	Uncle Atu
0	1030831	AB123456	888
0	1030830	AJ123456	168

V.　Transmission path and file name (note 7)		Note 7.　If the customer needs to specify to the Bank the location of the payment file, please fill in the specified path and file name.
Online transfer	☐ Not specified ☐ Specify the path and file name as _____	
Salary payment transfer	☐ Not specified ☐ Specify the path and file name as _____	

VI. File name-checking method

Online transfer	☐ Repeated upload of the same file name is prohibited ☐ Repeated upload of the same file name is allowed
Salary payment transfer	☐ Repeated upload of the same file name is prohibited ☐ Repeated upload of the same file name is allowed

VII. The date format of payment date

Online transfer	☐ Date of the Republic of China YYYMMDD(1030102) ☐ AD YYYYMMDD(20140102) ☐ AD YYYY/MM/DD(2014/01/02) ☐ Other format_____
Salary payment transfer	☐ Date of the Republic of China YYYMMDD(1030102) ☐ AD YYYYMMDD(20140102) ☐ AD YYYY/MM/DD(2014/01/02) ☐ Other format_____

VIII. Payment method

	Payment method	Any single amount greater than NT$50 million will be automatically split (note 10).
Online transfer	☐ The system automatically pays after the payment file is uploaded and released by the customer's manager. ☐ Confirmation by bank staff (note 8) ☐ Download file (note 9) ☐ Transfer by the Bank	☐ No split ☐ Split
Salary payment transfer	☐ The system automatically pays after the payment file is uploaded and released by the customer's manager. ☐ Confirmation by bank staff (note 8) ☐ Download file (note 9) ☐ Transfer by the Bank	

Note 8. After the payment file is uploaded and released by the customer's manager, the branch staff shall confirm the transfer details before making the payment.

Note 9. After the payment file is uploaded and released by the customer's manager, the branch staff will download the file to make the payment.

Note 10. For a single amount greater than NT$50 million. No split: the system will prohibit the uploading of the payment file; split: the system will automatically split the transaction into several transactions, and the inter-bank transfer fee will be calculated for each transaction after the automatic split (for example, NT$100 million will be split into two amounts of NT$50 million each, and the handling fee is calculated for two transactions). This service is suitable for those who only send payment master files and allows the same serial number to appear repeatedly.

IX. Payment financing reservation

Online transfer	☐ No payment financing reservation is provided, and the reserved transfer is irrevocable. ☐ No payment financing reservation is provided, but the reserved transfer is revocable. ☐ Payment financing reservation is provided, and the reserved transfer is irrevocable. (note 11)

Note 11. If you need the payment financing reservation function, please check " Payment financing reservation is provided,..."; if you do not need the payment financing reservation function, and the transaction with payment financing reservation can be canceled, please check "No payment financing reservation is provided, but the reserved transfer is revocable."

X.	Method and timing of the transfer notice		Note 12.	Notice by email first; if it fails, then by fax.

	Method of notification	Timing of notification
Online transfer	☐ No notice	
	☐ Email notice	☐ After reservation
	☐ Fax notice	☐ After debit
	☐ Notice by both email and fax	☐ After reservation and after debit
	☐ Notice by email first and then fax (note 12)	
	☐ Notice by fax first and then email (note 13)	
	☐ SMS notice (note 14)	
	☐ Notice by both email and SMS	
	☐ Notice by email, fax, and SMS	
	Email subject_____	
Salary payment transfer	☐ No notice	
	☐ Email notice	☐ After reservation
	☐ Fax notice	☐ After debit
	☐ Notice by both email and fax	☐ After reservation and after debit
	☐ Notice by email first and then fax (note 12)	
	☐ Notice by fax first and then email (note 13)	
	☐ SMS notice (note 14)	
	☐ Notice by both email and SMS	
	☐ Notice by email, fax, and SMS	
	Email subject_____	

Note 12. Notice by email first; if it fails, then by fax.
Note 13. Notice by fax first; if it fails, then by email.
Note 14. The depositor shall bear the cost of the SMS notice according to the number of successful text messages sent, and NT$1 will be charged for each message.
◎The object of notice is the payee.

XI.	Payment failure handling	
	When "the transfer-in account number does not match the beneficiary account information," whether the system automatically changes to the payee account name and account number for a re-transfer transaction.	Whether the amount is credited back if the payment fails (note 15)
Online transfer	☐ No resend ☐ Resend	☐ Do not credit the amount back to the original account ☐ Credit the amount back to the original account
Salary payment transfer	☐ No resend ☐ Resend	☐ Do not credit the amount back to the original account ☐ Credit the amount back to the original account

Note 15. "Credit the amount back to the original account" means that the system will automatically deposit the amount back to the original debit account after the payment fails; "Do not credit the amount back to the original account" means that the system will not automatically deposit the amount back to the original debit account after the payment fails. Please contact the business unit for subsequent account processing.

XII.	24-hour trading (notes 16 and 17)	
Online transfer	☐ Do not enable	☐ Enable(item XIII does not need to be filled)
Salary payment transfer	☐ Do not enable	☐ Enable (item XIII does not need to be filled)

Note 16. For transactions outside business hours, if the beneficiary financial institution is an FXML participating institution, the transfer will be made on the designated payment day; if the beneficiary financial institution is a non-FXML participating institution, the transfer will be deferred to the next business day.
Note 17. Business hours refer to 7:30 to 15:30 on business days of the Bank.

XIII. Whether to enable intrabank transfer on non-business days (notes 18 and 19)	Note 18.	This service only provides intrabank transfer (Land Bank to Land Bank), and interbank transfer is still deferred to the next business day.

XIII. Whether to enable intrabank transfer on non-business days (notes 18 and 19)		Note 18. This service only provides intrabank transfer (Land Bank to Land Bank), and interbank transfer is still deferred to the next business day.
Online transfer	☐ Enable ☐ Do not enable	Note 19. If the intrabank transfer fails on a non-business day, it will be processed as a credit back to the original account.
Salary payment transfer	☐ Enable ☐ Do not enable	

XIV. Whether partial cancellation of the amount is allowed before the transaction is released.		
Online transfer	☐ Not allowed ☐ Allowed	
Salary payment transfer	☐ Not allowed ☐ Allowed	

XV. Whether the payment file is to be encrypted (note 20)		Note 20. If you check "encrypted," it is applicable only after the Bank has completed the development of a customized encryption tool and installed it on the client's computer.
Online transfer	☐ Not encrypted ☐ Encrypted	
Salary payment transfer	☐ Not encrypted ☐ Encrypted	

XVI. Displaying details of the transfer	Whether the detailed information is displayed in the "Enquire Deposit Transaction Details" of online banking	The payer's passbook shows the payee's account number after the transfer fails and the amount is credited back to the original account (note 21).	Note 21. After the transfer fails and the amount is credited back to the original account, the payer's passbook does not display the payee's account number, but will display the payment batch number instead.
Salary payment transfer	☐ Do not display ☐ Display	☐ Do not display ☐ Display	

XVII. Whether to customize the transfer notice (note 22) ☐ Do not customize ☐ Customize	Note 22. Those who apply for salary payment transfer must check it.
Other:	

Uniform number: _____

Client name: _____

Deposit account number: _____
(Please affix the original seal)

Processor (and seal verifier)   Assistant Manager   Manager or Deputy Manager

Extension number

Note: For those belonging to the "change" business service category, it will take effect from the date of completion of the establishment of the Electronic Finance Department.