BusinessFX: A fully digitalized solution for cross-currency payments across the globe

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BusinessFX

User Guide March 2019

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BusinessFX Functionality:

Miscellaneous

1 Getting Started:

System prerequisite: Recommended browser is Chrome, IE 11 (or above).

Key Features:

- Online Foreign Exchange (FX) Quotes
- Real-time Payments and Transfers
- Transaction History for tracking payments
- One-Time Beneficiary Registration
- One Time Password (OTP) for added application security
- Single/ multiple signatory workflows as per customer requirement

1.1 How can a user navigate to Business FX platform?

Business FX is hosted on Corporate Internet Banking (CIB) website
https://www.icicibank.co.uk/#

Under login section, click on **Corporate or Business** to navigate to CIB login page.
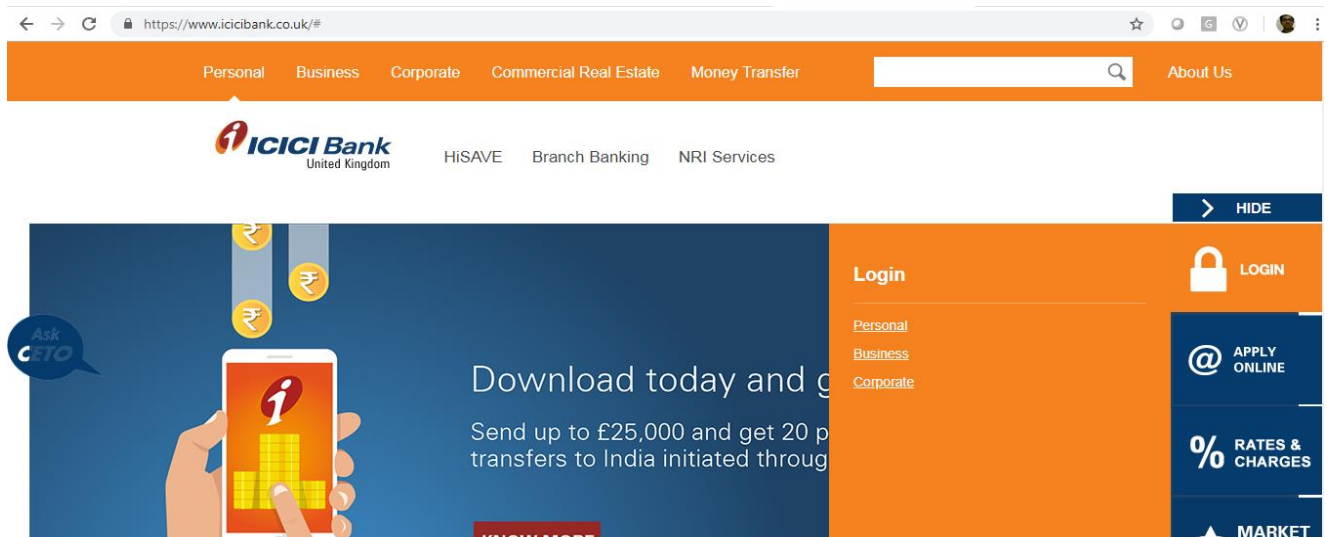
Functionality:

2.1: Customer login

Customer has to enter Corporate ID.User ID & Password in login section to proceed further. (as shown below)

ICICI Bank

Login to

Corporate Internet Banking

CorporateID.UserID

Example: abc.rakesh

Password

> Forgot your sign on password. Click to Generate Password.

PROCEED

IMPORTANT MESSAGES

04 August 2016
We have changed our menus and navigation to serve you better. Please contact nearest branch or customer care for queries/support.

Spoof Email Alert

If you receive an e-mail claiming to be from ICICI Bank asking for account information and/or password, please let us know immediately by forwarding the mail to ukcorporate@icicibank.com or by visiting any of our branches and together we can try to reduce fraud. If you receive any link in the e-mail content, please do not go to the link. Please log in through www.icicibank.co.uk website only.

Landing Page of BusinessFX→(as shown below)

ICICI Bank

| | | PENDING ON ME | 65 | PENDING ON OTHERS | 64 | REJECTED WORKFLOWS | 3 |

HOME

ACCOUNTS

TRANSFERS

BUSINESSFX

PROFILE

MIGRATION
MIGRATION

BusinessFX ⚙

Initiate Payments

Single Payment
Multiple Payment

Payments List

Pending on Me
Pending on Others
View All Payments
Complete Payments

Initiate Payment

Indicative Foreign Exchange Rate

Manage Payee

Manage Payees
Bulk Beneficiary Upload
View All Uploaded Files

2.2: Beneficiary addition

Customer needs to click on Single payment option under Initiate payment section and fill all the mandatory fields to register beneficiary on platform.
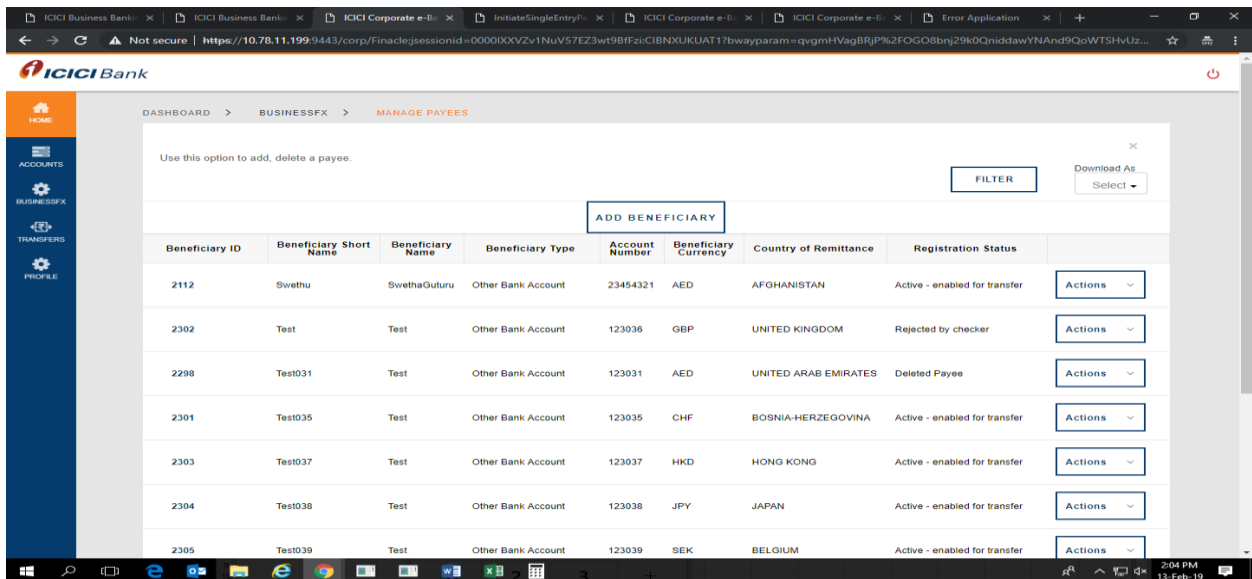
We have separate customized beneficiary addition module for adding beneficiary details for one time registration. Following are the various modules:

1. Module for adding beneficiary having account with ICICI Bank UK
2. Module for adding beneficiary having account with ICICI Bank in India
3. Module for adding beneficiary having account with Non-ICICI Bank in India
4. Module for adding beneficiary having account with any bank across the globe

Click on **Manage Payee** tab to add beneficiary: (as shown below)
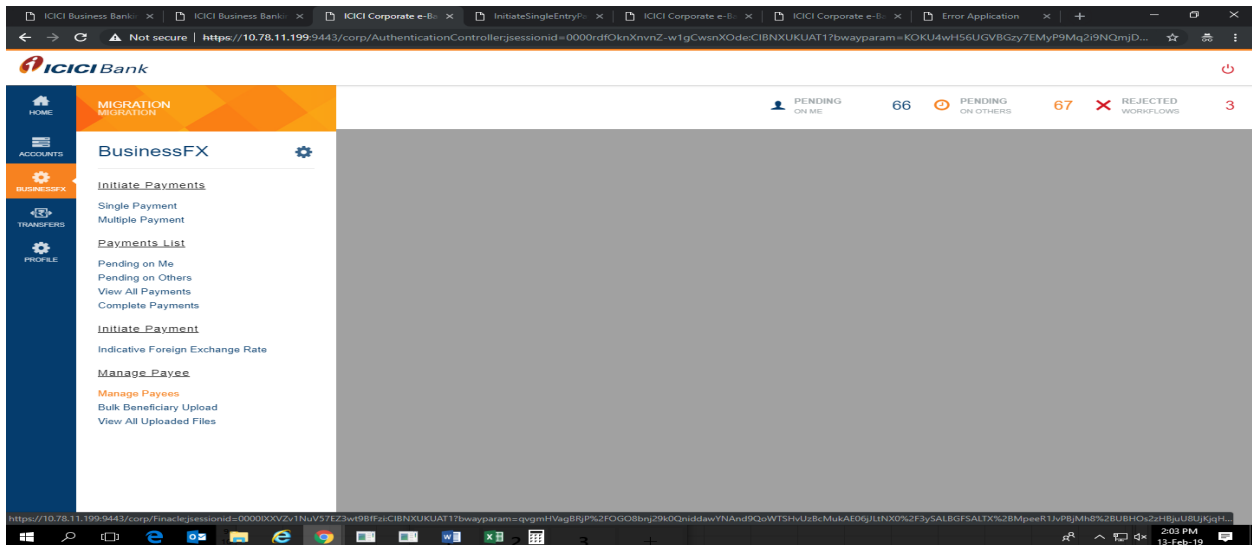
Further click on Add beneficiary tab to register beneficiary :(as shown below)

Now Under beneficiary type dropdown, customer has the customized beneficiary addition module for adding beneficiary details for one-time registration. Following are the various modules:
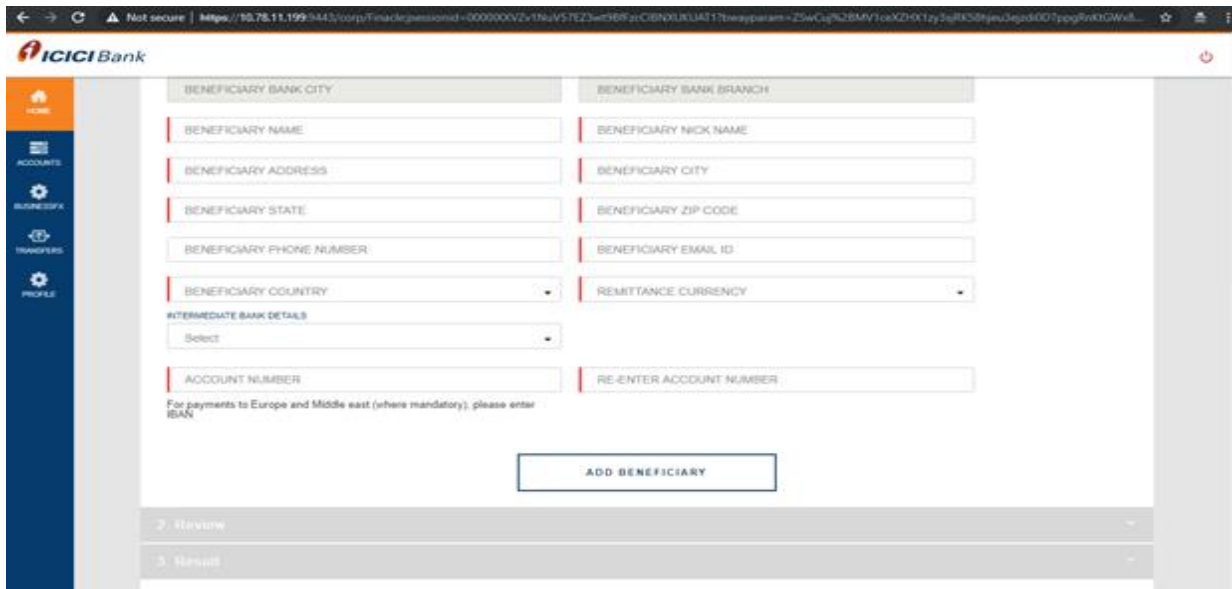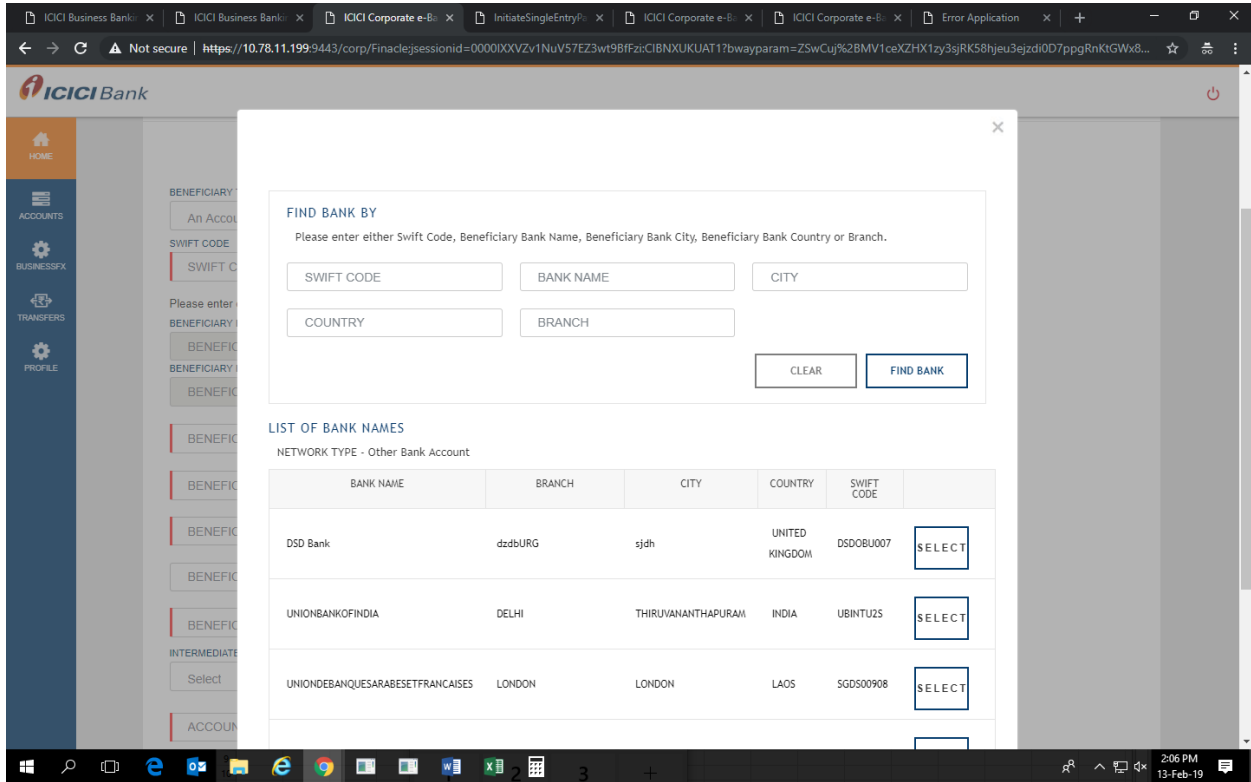
1. Module for adding beneficiary having account with ICICI Bank UK
2. Module for adding beneficiary having account with ICICI Bank in India
3. Module for adding beneficiary having account with non-ICICI Bank in India
4. Module for adding beneficiary having account with any other bank across the globe

Taking through the beneficiary registration process for adding beneficiary having account with any other bank across the globe below:

Customer needs to select "An account with any other bank" in beneficiary type dropdown and fill all mandatory details (fields highlighted (**starting with vertical red bar**) are **mandatory.**) to register beneficiary(as shown below)
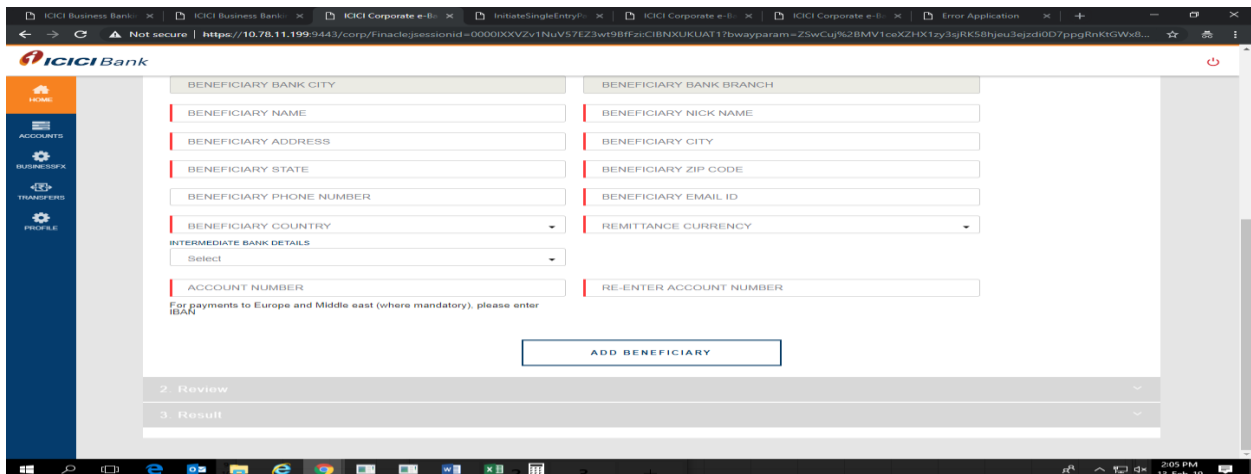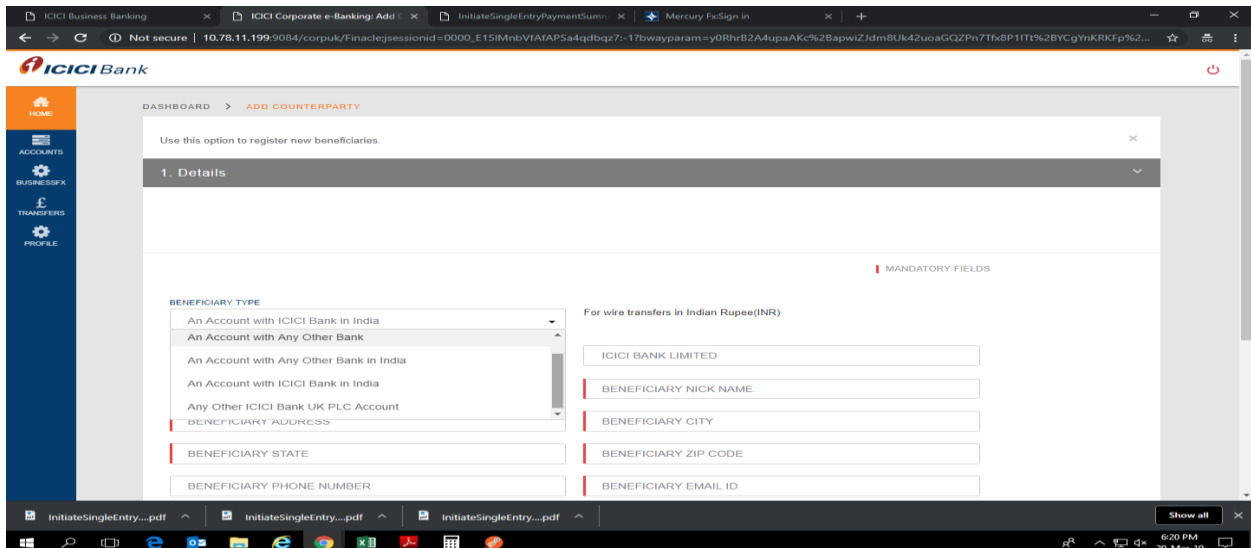
For capturing SWIFT details of Bank, customer has option to choose SWIFT and select records. There is search lookup option available as well to get SWIFT details. So for example, customer has SWIFT search option available based on either of SWIFT code, Bank Name, city, country, branch (as shown below)

Once customer will submit all the beneficiary details, it will direct to approval page for registration of beneficiary where customer need to input **OTP**and register beneficiary. Customer will get appropriate confirmation message on screen accordingly.

In case of single user workflow i.e (single user company), customer will get confirmation message "Counterparty is approved successfully" (As shown below)
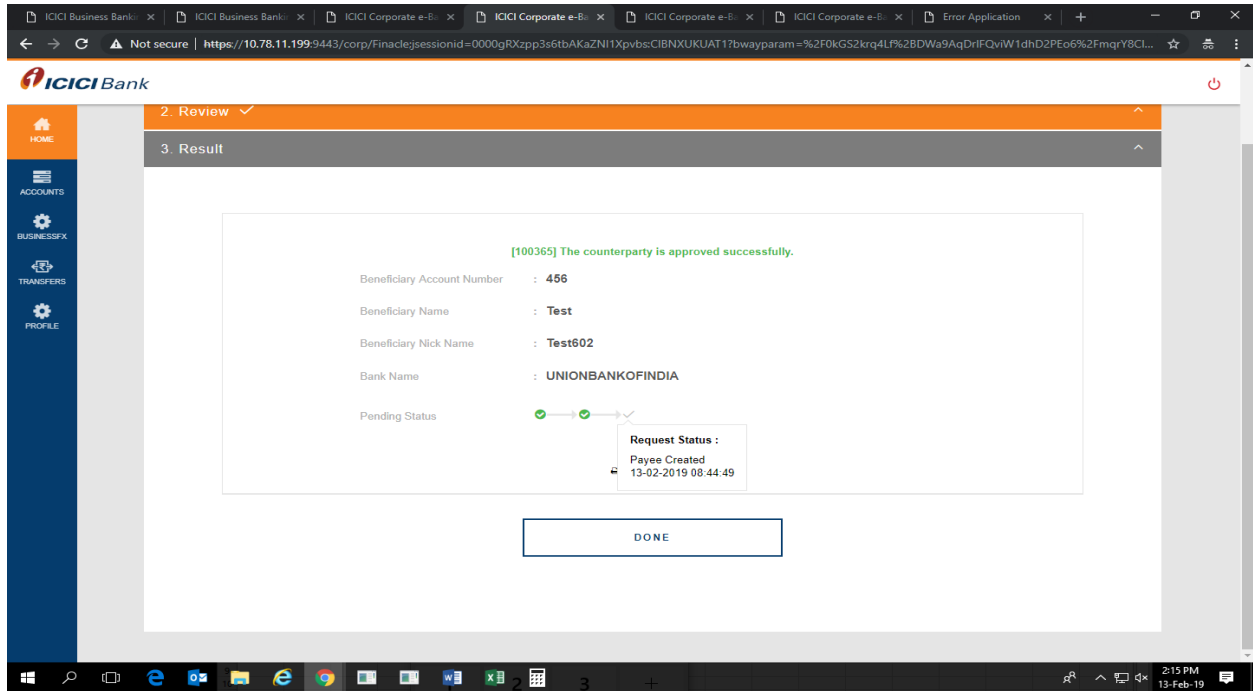

Customer have option to delete existing beneficiary at any point of time. Under Add beneficiary section, customer can select "Delete Payee" under Action tab dropdown to delete beneficiary.
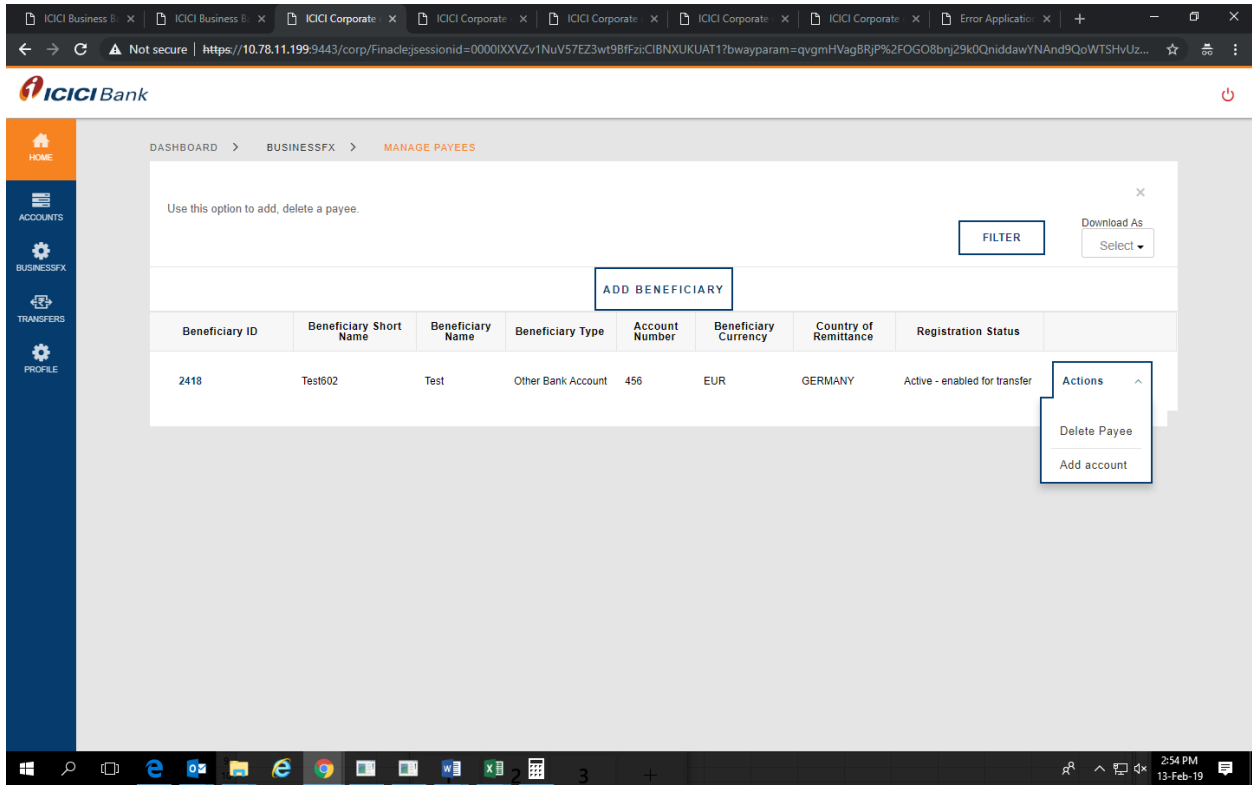
In case of maker-checker workflow i.e (multiple user company), customer will get confirmation message "Counterparty addition waiting for corporate user approval" along with list of approvers who can approve this record of registration of beneficiary. (As shown below)
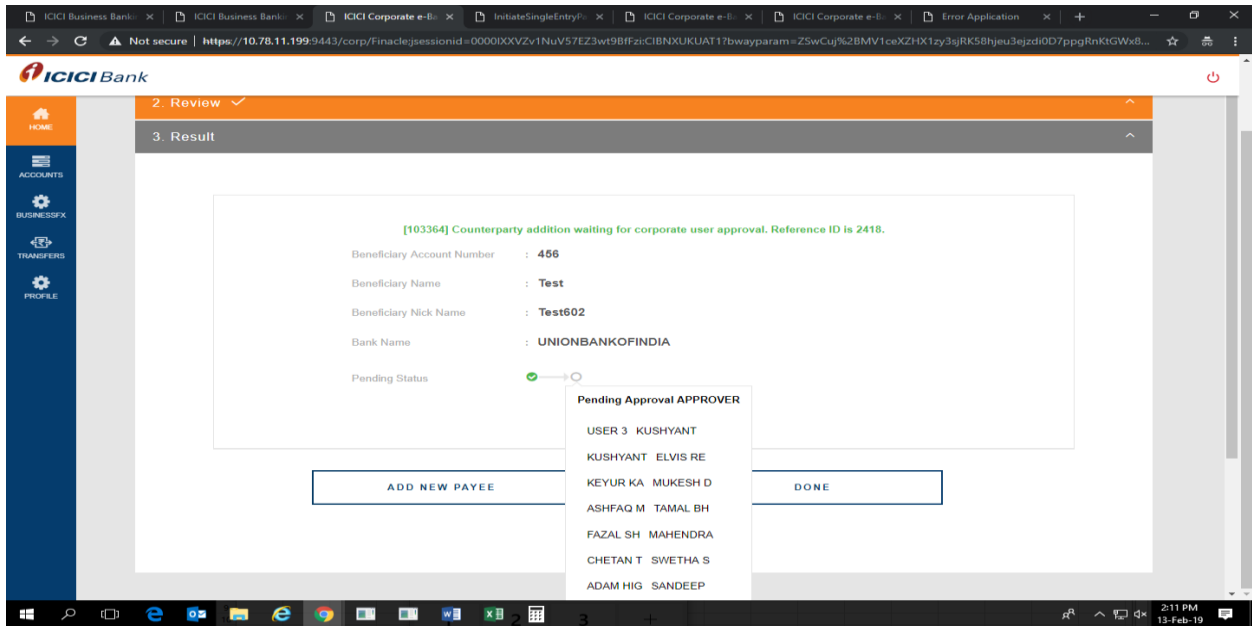
For registering this beneficiary, approver has to login to CIB and navigate to Home section and approve pending on me records using dropdown mentioned in Action. Customer can select multiple records for approval just by checking tick box against it. Once approved, customer will get confirmation message "Counterparty is approved successfully" (As shown below)
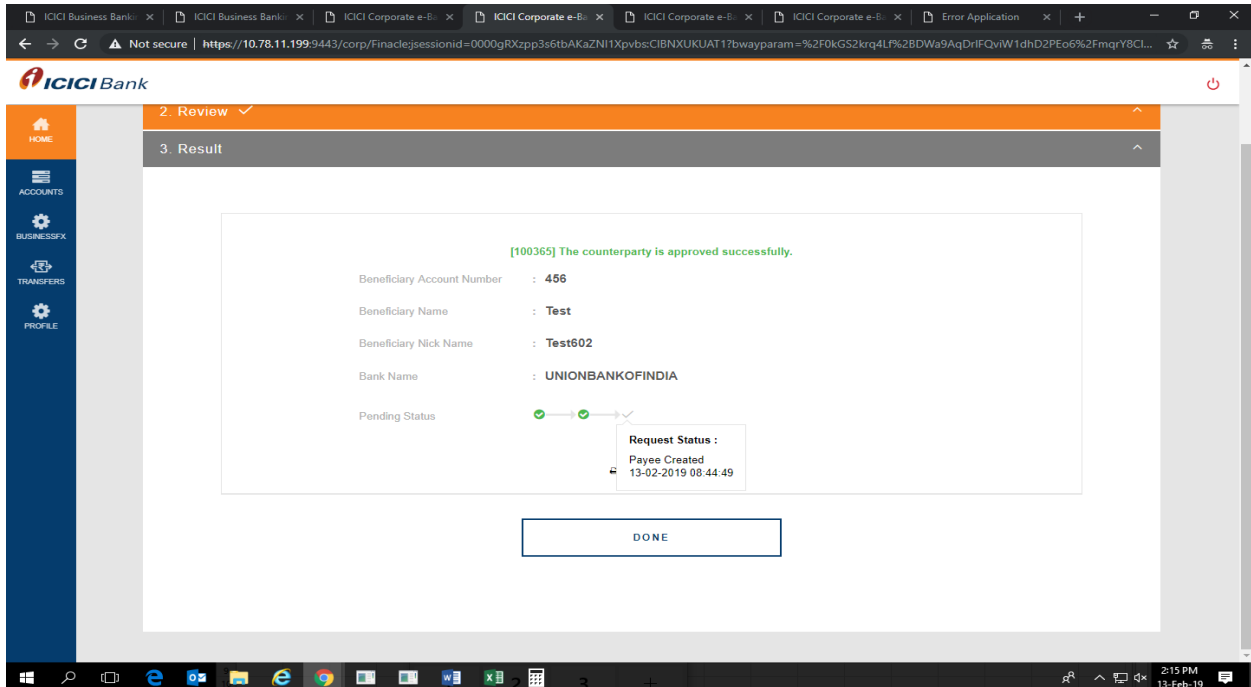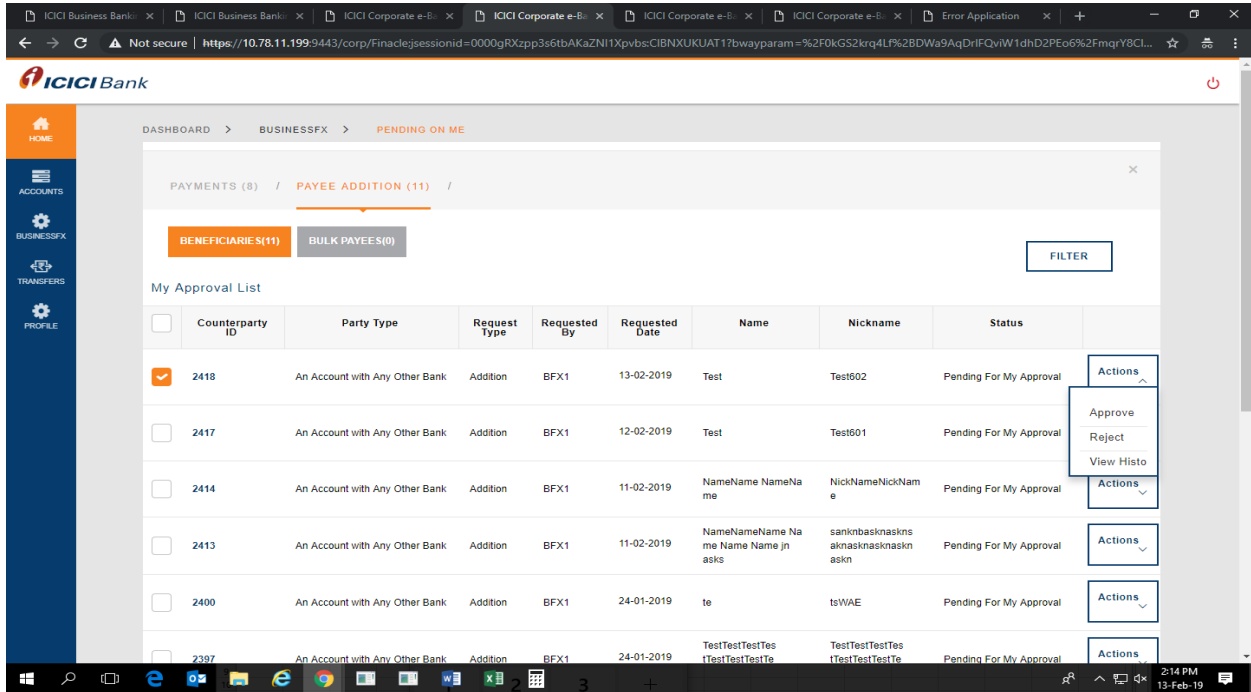
2.3: Initiating transfer

Customer needs to click on Single payment option under Initiate payment section and fill all the mandatory fields to initiate transaction on Business FX platform.

We have separate customized payment module for doing transaction. Following are the various modules:

1. Transfer to my own account with ICICI Bank UK
2. Transfer to any beneficiary having account with ICICI Bank UK
3. Transfer to any beneficiary having account with ICICI Bank India(Payments in INR only)
4. Transfer to any beneficiary having account with Non-ICICI Bank India(Payments in INR only)
5. Transfer to any beneficiary having account with any bank across the globe (For swift/ wire transfers to India and other countries)
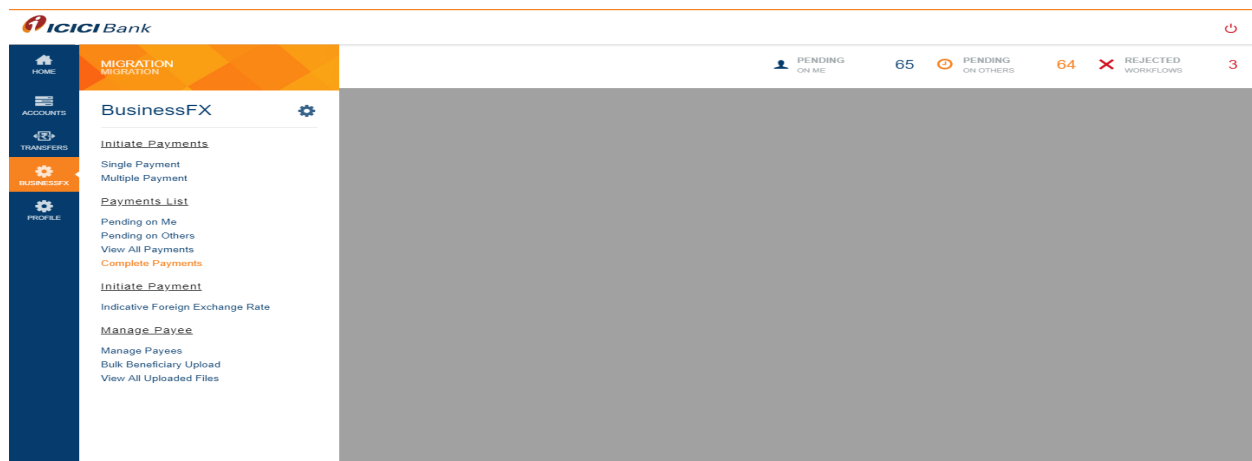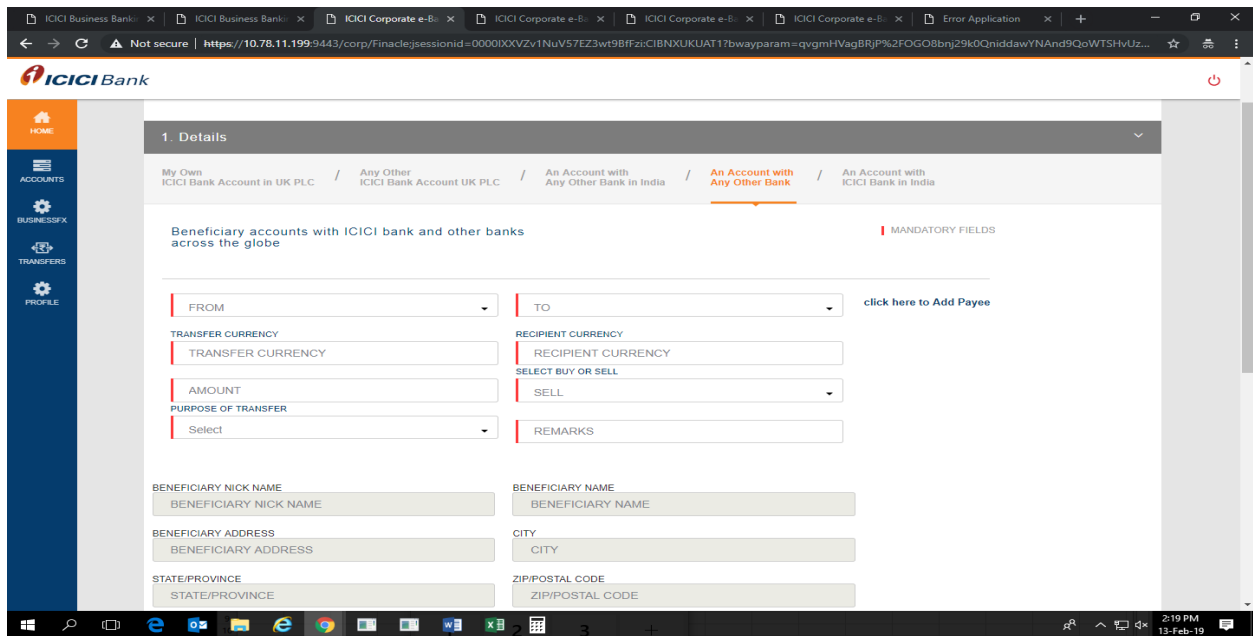
Taking through the payment process for transfer to any beneficiary having account with any bank across the globe below:

Customer needs to click "An account with any other bank" and fill all mandatory details (fields highlighted (**starting with vertical red bar**) are **mandatory.**) to register beneficiary. (as shown below)

Select From & To account from dropdown. As soon as customer selects From account it will fetch and reflect balance.

Customer first needs to select either "SELL" or "BUY" currency and then fill Amount accordingly. Also, Purpose of transfer is dropdown to be selected.
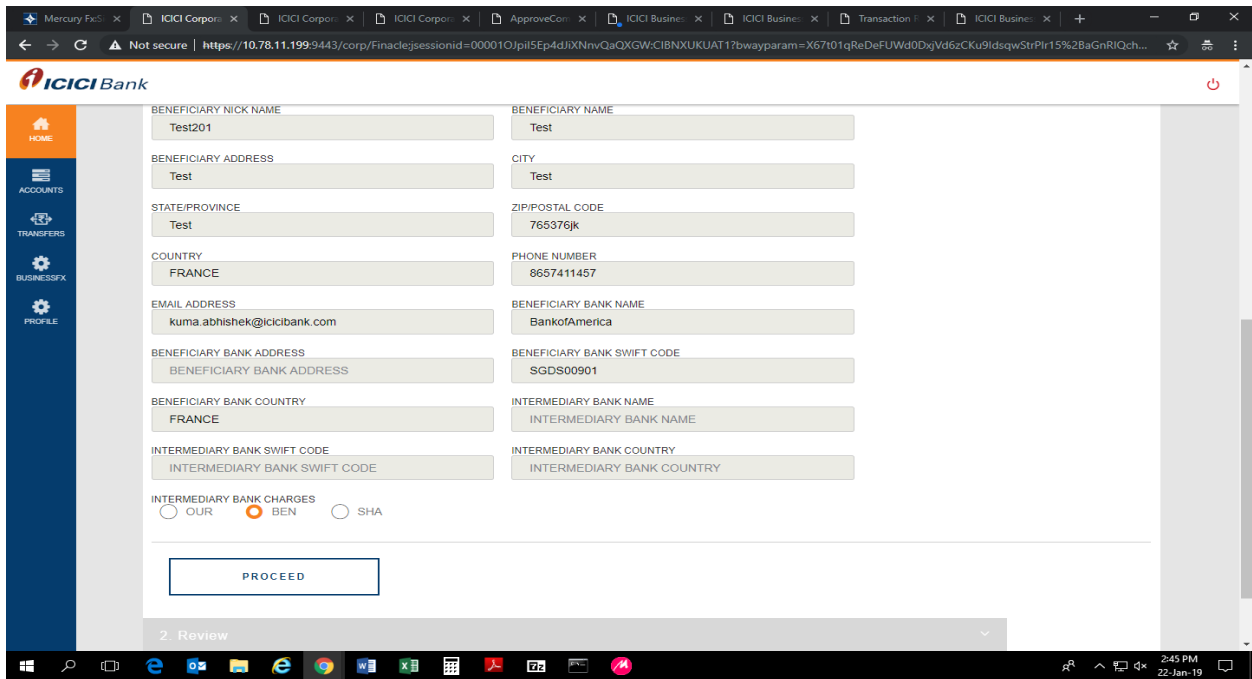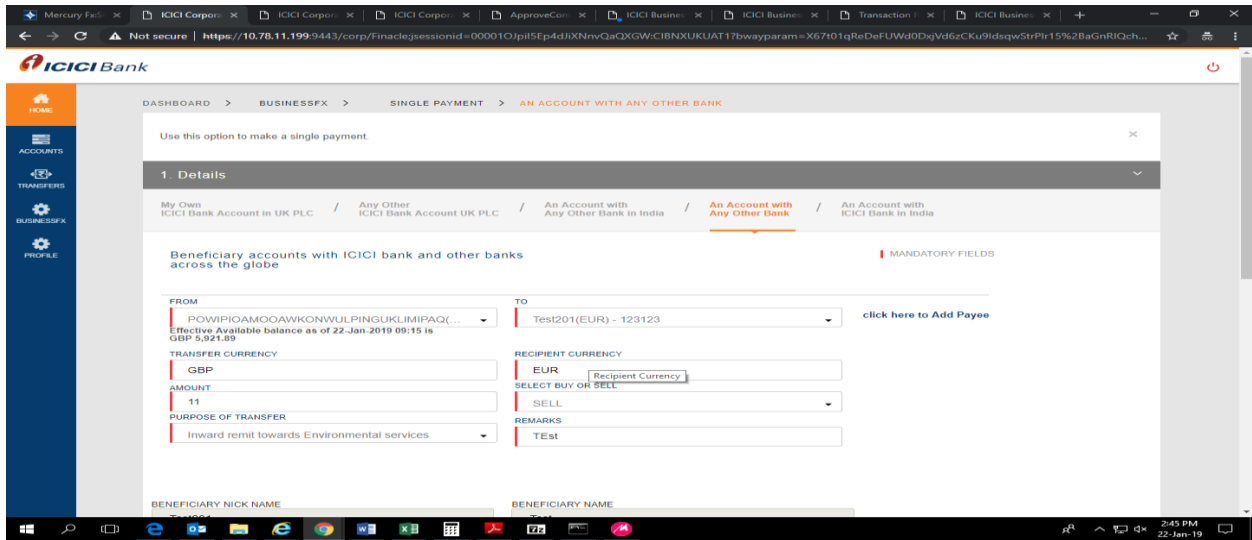
Once customer will submit all the details, it will direct to approval page for transfer where customer need to input **OTP** and move to final quote page to submit transaction.
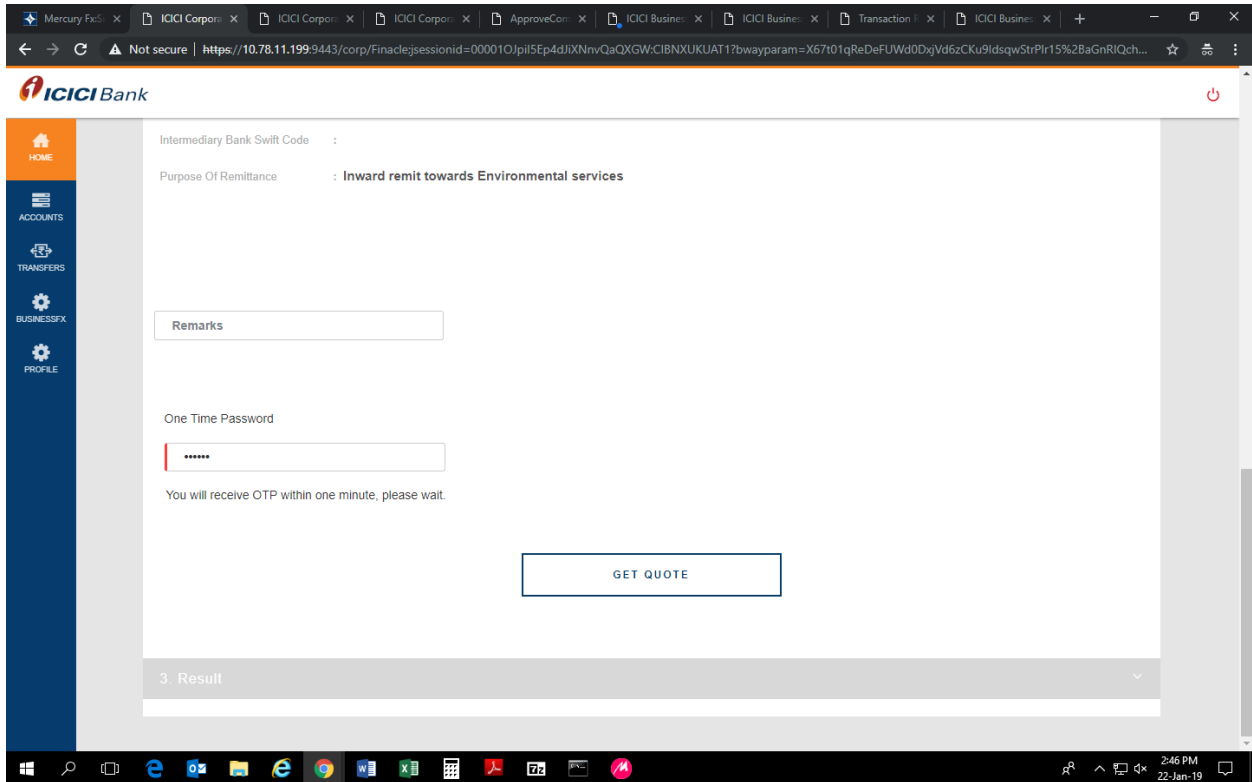
Customer will see live rate on final confirmation page along with timer. Customer can click on "RE-QUOTE" button to fetch live rate again once the time is over as per the timer.. Customer will get appropriate confirmation message on screen once he clicks on Confirm payment.
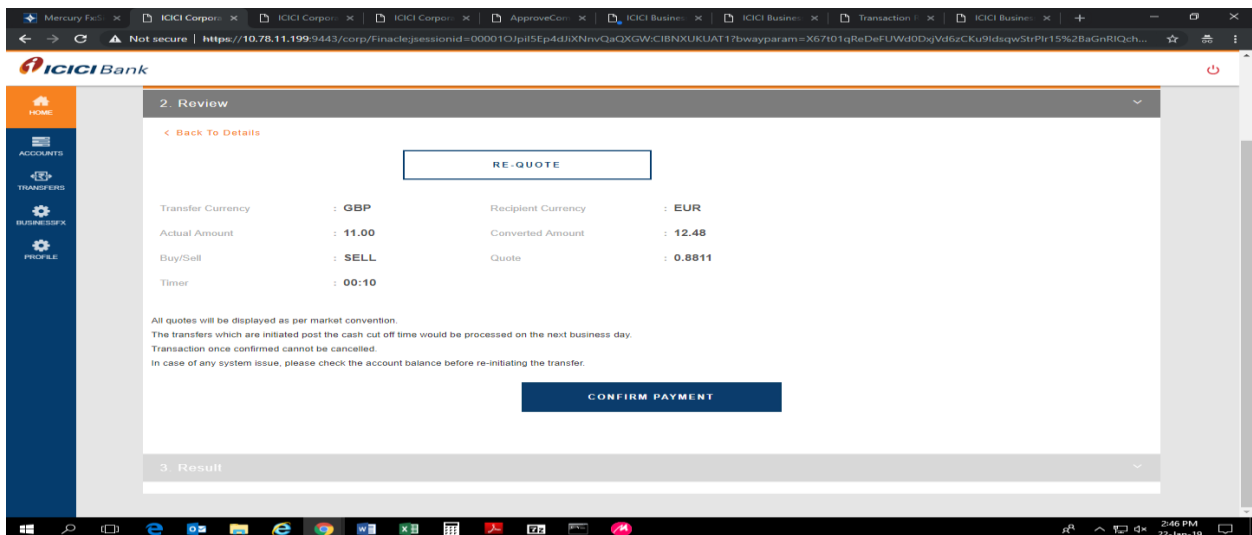
Payment confirmation:

2. Review ✓

3. Result

[100750] Transaction with reference id 121614 processed successfully.

Payment Of GBP 11.00
to Test201

Reference ID	:	121614
Transaction Time stamp	:	22-01-2019 09:17:00
From Account Name	:	POWIPIOAMOOAWKONWULPINGUKLIMIPAQ
From Account Number	:	75819711
To Account Name	:	Test201
To Account Number	:	123123
Value Date	:	22-01-2019
Remarks	:	TEst
Pending Status		●——○

Reference ID	:	121614
Transaction Time stamp	:	22-01-2019 09:17:00
From Account Name	:	POWIPIOAMOOAWKONWULPINGUKLIMIPAQ
From Account Number	:	75819711
To Account Name	:	Test201
To Account Number	:	123123
Value Date	:	22-01-2019
Remarks	:	TEst
Pending Status		●——○

Request Status :
All Approvals Completed
22-01-2019 09:16:56   Print

NEW PAYMENT   DONE

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Transaction slip: Customer can navigate to transaction page and under Action dropdown, he can further who has initiated transaction along with time stamping .Also, on clicking Transaction reference number client can view transaction details and download transaction slip.

ICICI Bank

Payment Summary

Payment of GBP 11.00 to Test201

Reference ID:	**121614**
Transaction Time stamp:	**22-01-2019 10:17:20**
To Account:	**Test201**
From Account:	**POWIPIOAMOOAWKONW ULPINGUKLIMIPAQ**
Amount:	**GBP 11.00**
Remarks:	**TEst**
Network:	**Other Bank Account**
Transaction Status:	**Success**
Deal Id:	**220119239777**
Transaction Number:	**4546098**
Sell Currency:	**GBP**

|	
Beneficiary Bank Address:	**-NIL-**
Beneficiary Bank's SWIFT Code:	**SGDS00901**
Intermediary Bank Name:	**-NIL-**
Intermediary Bank SWIFT Code:	**-NIL-**
Intermediary Bank Country:	**-NIL-**
Intermediary Bank Charges:	**BEN**

Important Information : Please note that you are responsible for funding your account before the currency cut off whilst booking a TOM or SPOT Deal. If you do not fund the account on time and as a result of which we incur any loss, you will be responsible for such loss and it will be debited from your account.This service cannot be used for hedging or speculative purposes. Any gains from cancellation of the deal or

I/we understand and acknowledge that this service is as per the applicable terms and conditions.I request the Bank to effect this transaction as detailed above.I/We agree to pay the charges for the transaction as applicable .I/We further understand that the remittance service offered to me/us by ICICI Bank UK Plc is on the basis of the information provided by me/us in this form,which I/we confirm is correct and up-to-date.

_____   _____   _____
Customer Signature/   Customer Signature/   Customer Signature/

Date and Time: 22-01-2019 10:17:20   Page 1 of 1
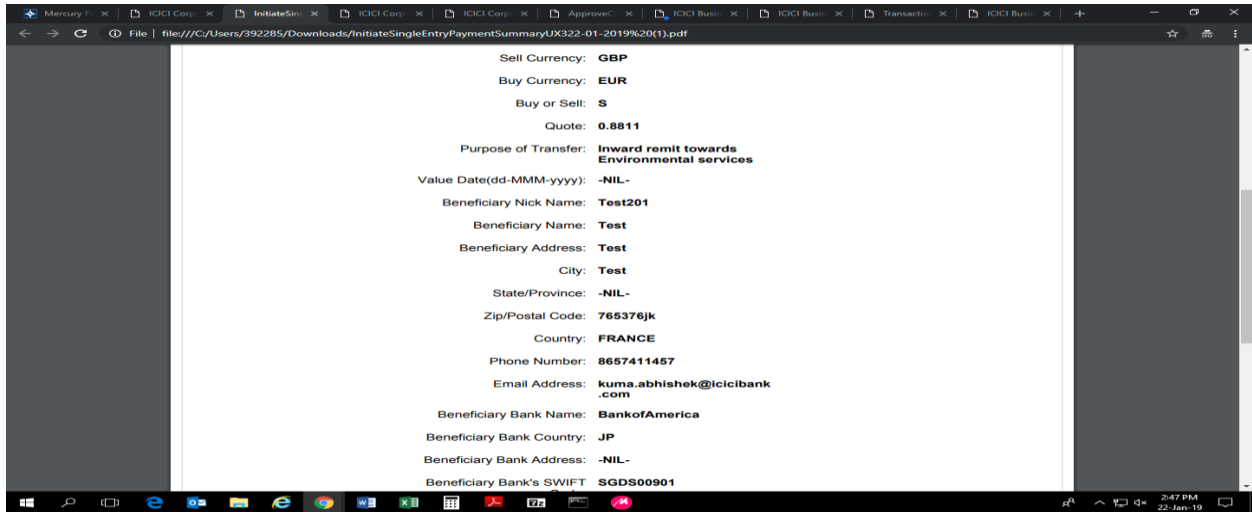
2.6 Online Terms & Conditions acknowledgement

Customer will get online pop-up on screen regarding terms and condition for using Business FX (forex conversion service). This is one time activity before initiating 1st transaction. Once customer agrees by selecting "I agree" option, the same will get captured and customer can now access complete Business FX functionality.
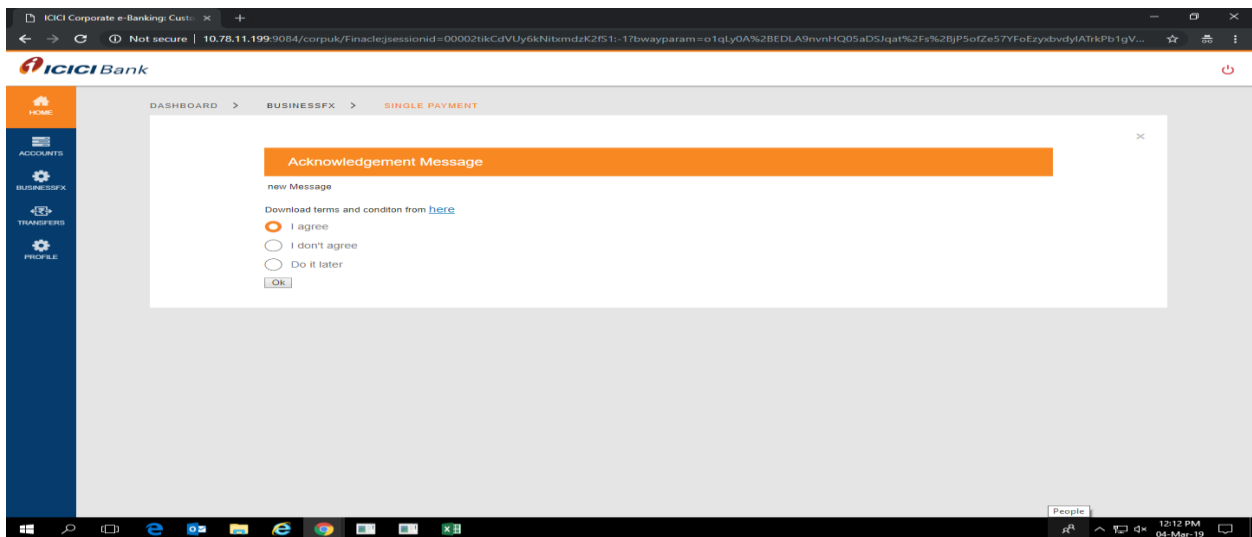
2.7 Indicative quote check

Customer has this add-on feature to check current market rate for various currency pairs. Customer needs to click on the "Indicative foreign exchange rate" tab (as shown below).
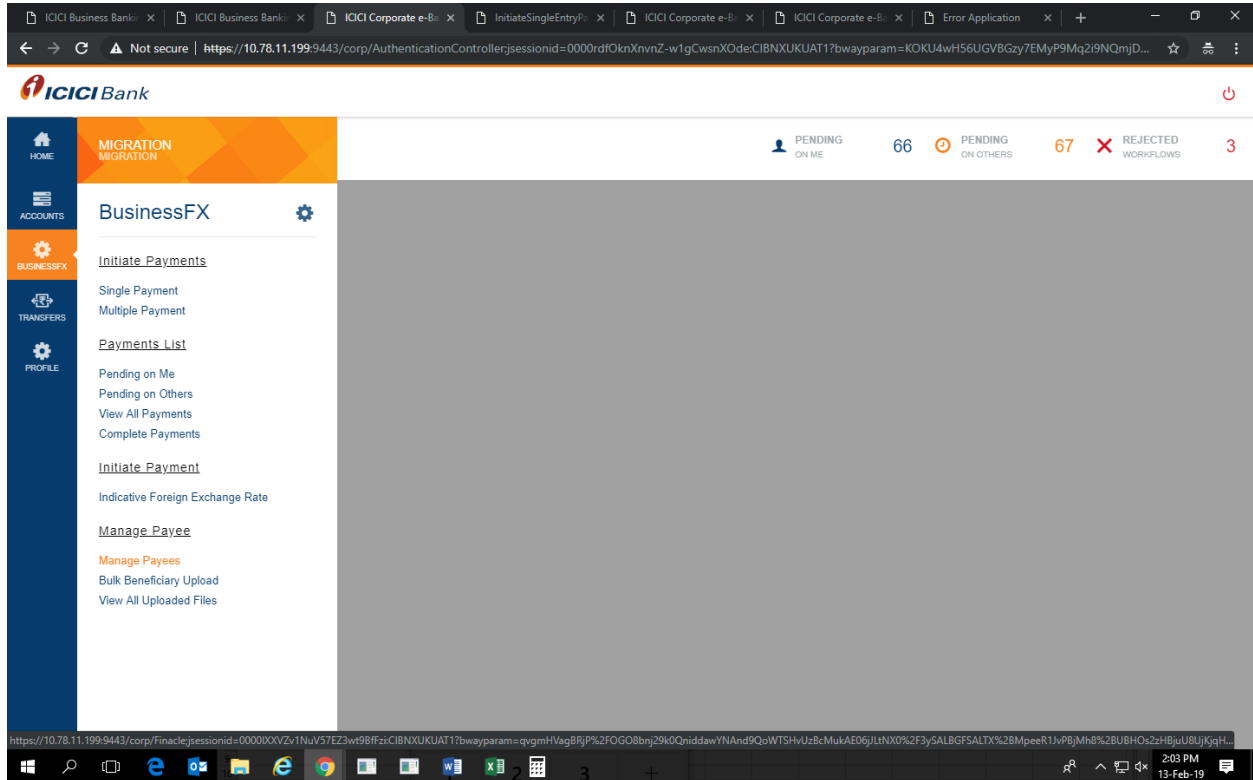
Customer just needs to fill transfer amount after selecting the currencies from dropdown and click on "GET INDICATIVE QUOTE" button for live market rate of respective currencies. Please note this is live market rate, the term indicative is used as this rate might vary by the time customer actually goes to transfer page to lock rate and initiate transaction.

3.1 FAQs

What is Business FX transfers Service?

FX transfer Service provides a consolidated platform for the straight-through processing of FX transfer and SWIFT payments. Users can add beneficiaries online, perform FX conversions and route payments on a real time basis. Users can also view transaction history for all successful transactions.

What all currencies are allowed for FX transfer service?

Users can convert funds from their current account in USD, EUR, GBP, CHF,AUD,SGD (as source currencies) to USD, EUR, GBP, HKD, INR, AUD, SGD, CAD, JPY,AED,SEK,CHF (as destination currencies). Users can simultaneously remit funds in the destination currencies to beneficiaries across the globe through the SWIFT network.

What is the transaction limit and daily transaction limit for each Client?

Our standard transaction limit & daily transaction limit for cross currency transfers are USD 100,000 USD 250,000 respectively for each client. However, these limits are subjected to change as decided by ICICI Bank from time to time.

What is the advantage of FX transfers service?

- You have Multi-currency online remittance platform for FX transfers.
- You can access live FX rates to perform FX conversions and payments through Swift network will be routed to the beneficiary bank on a real time basis.
- You can have easy access to transaction history with the facilities of saving and printing the Advice slip.

How can I enroll for FX transfers service?

For enrolment, please contact your Relationship Manager

Can I enter the buy/sell amount in the destination currency?

Yes, User has an option to enter the buy/sell amount in either source or destination currencies while doing transaction

Where can I check indicative FX rates without going to transfer page?

Yes, Users can check indicative FX rates via "Indicative Foreign Exchange Rate" feature.

What will be the value date of the forex transaction that I would be initiating?

The value date would be the same day for the transactions initiated before cash cut-off of currency and would be the next business day in case transaction is initiated after cash-cut off of currency. Cut-off timings for currencies will be decided solely by ICICI Bank. For further details, you can speak to your Relationship Manager

3.2 Basic system troubleshooting

Please make sure the Recommended browser is Chrome, IE 11 (or above) for accessing the CIB UK login instance.

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Under login section, click on **Corporate** or Business to navigate to CIB login page.
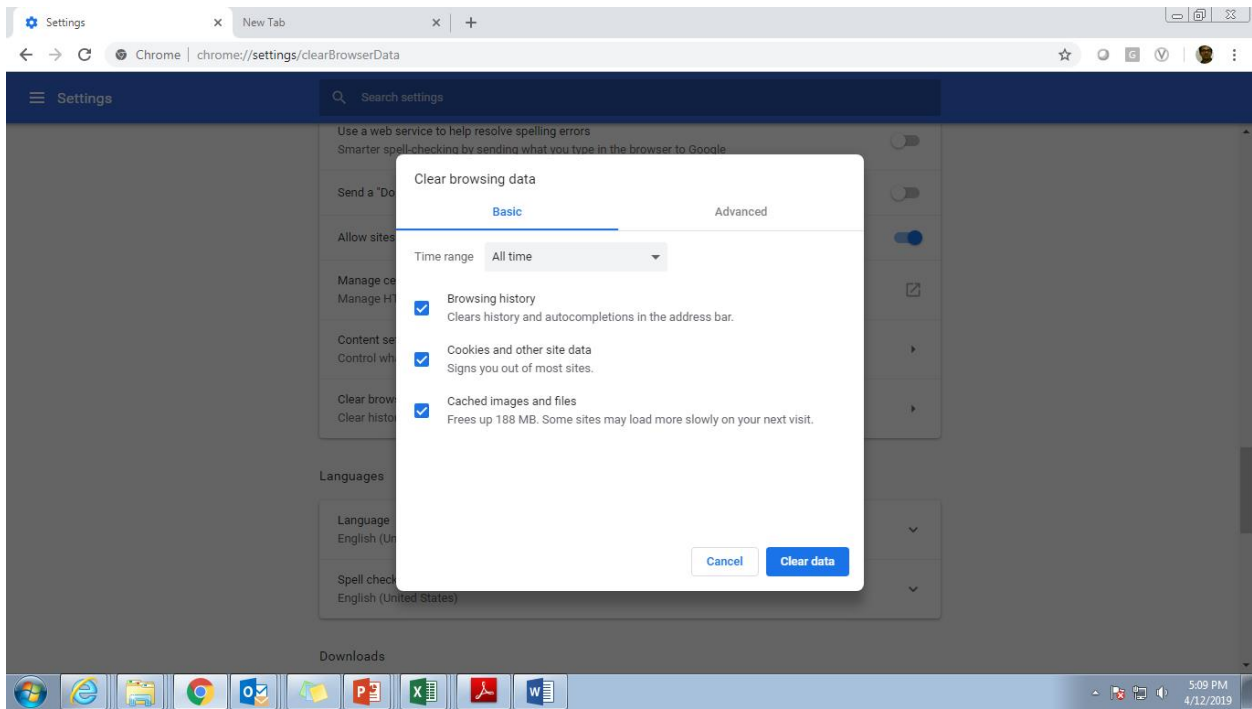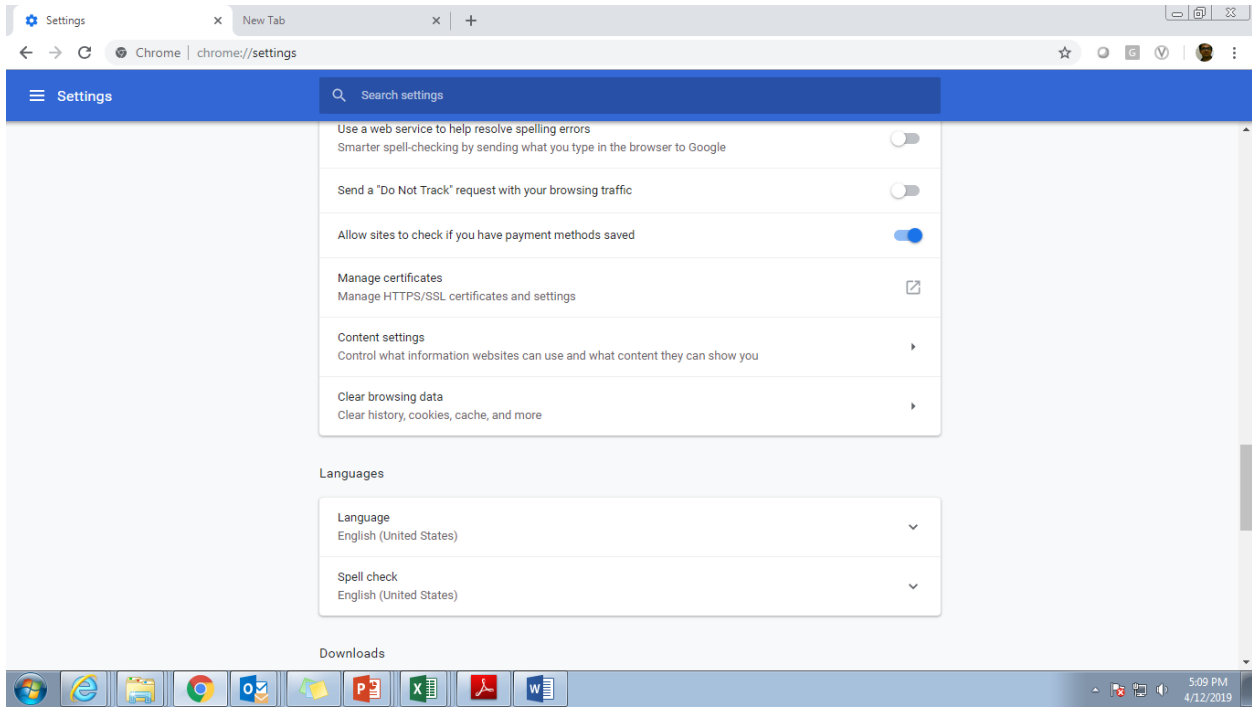

How to troubleshoot application slowness issue?

It is recommended to clear cache and browsing history in case customer is facing application slowness issue in navigating different tab.

Navigate to settings of browser----->click on Advance
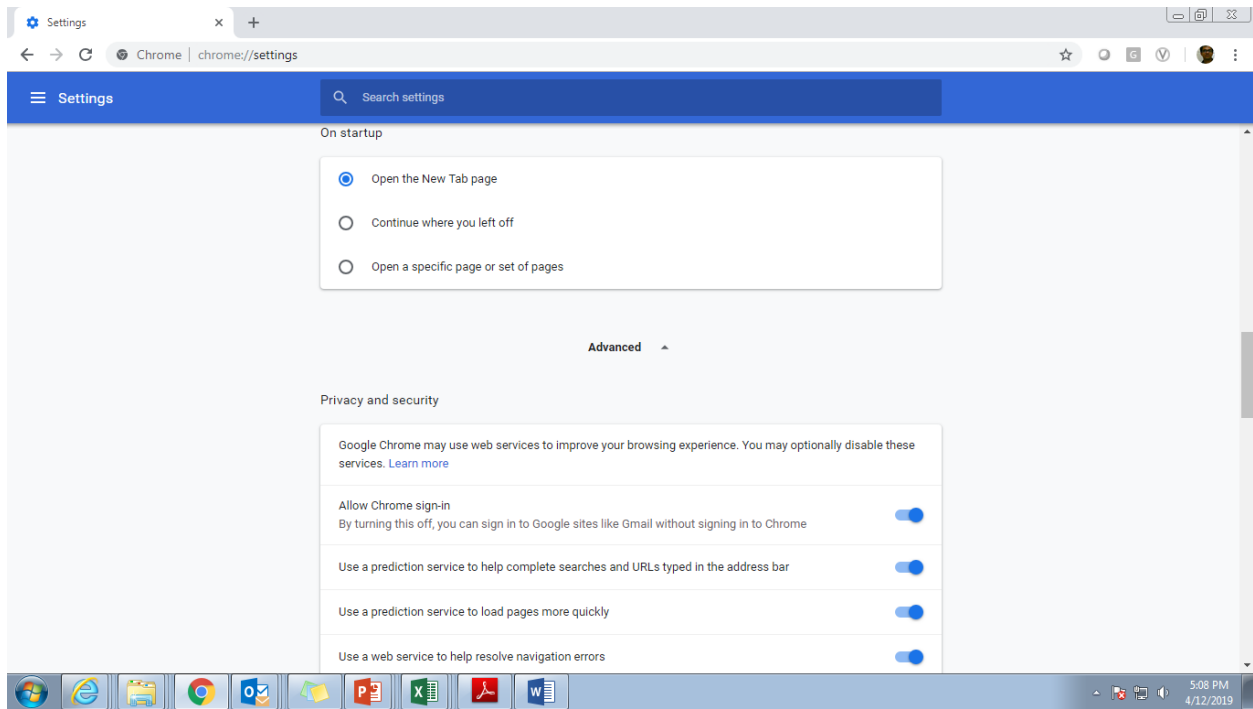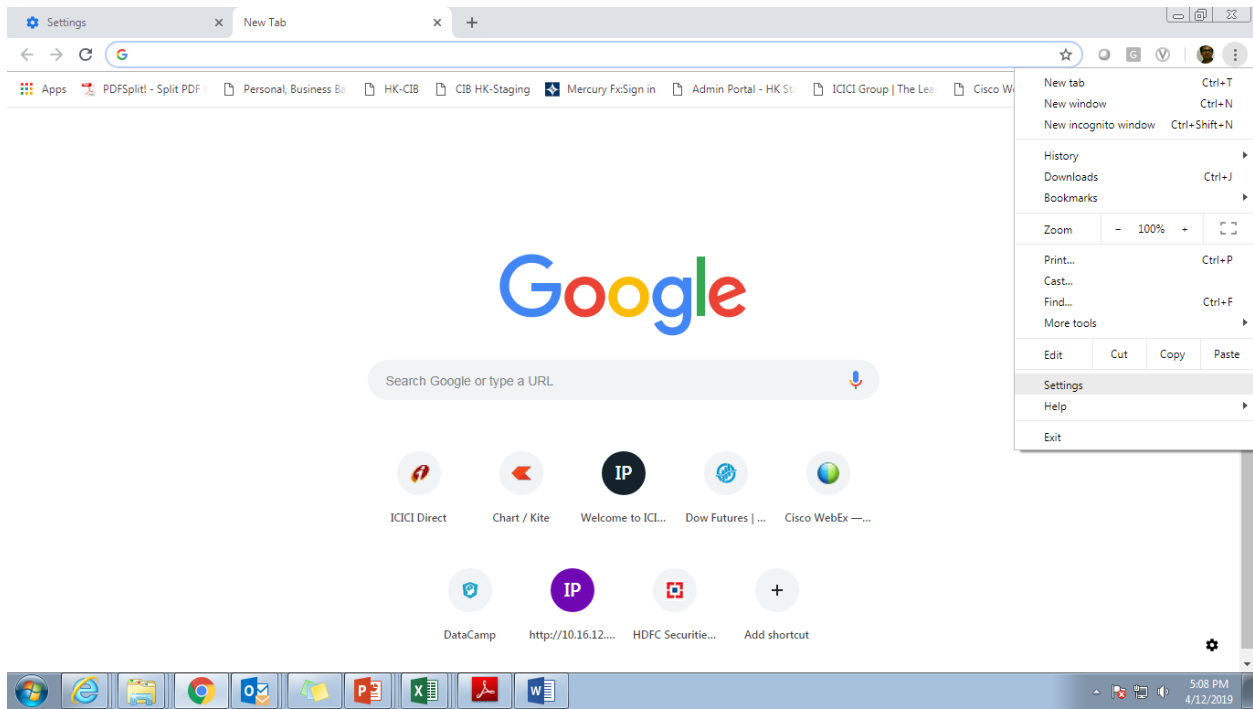
Further select clear browsing data------→click on clear data from beginning (Browsing history, cache &cookies) to troubleshoot.

Kindly re login to CIB application once this is completed.