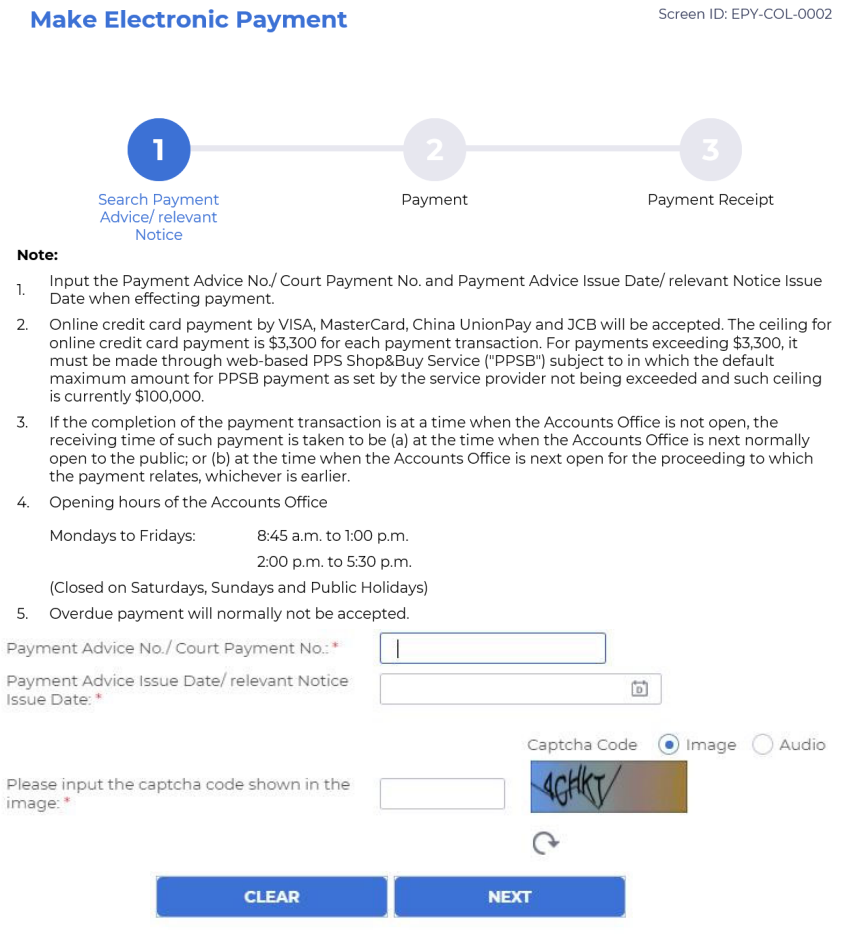
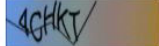
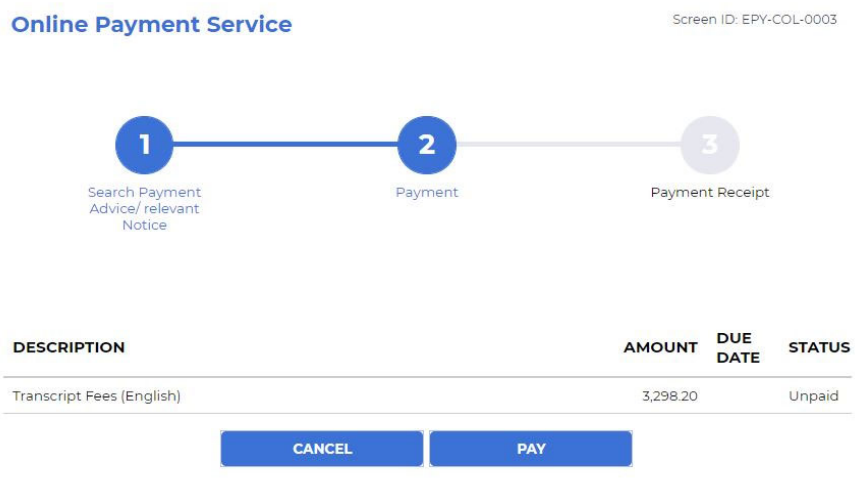
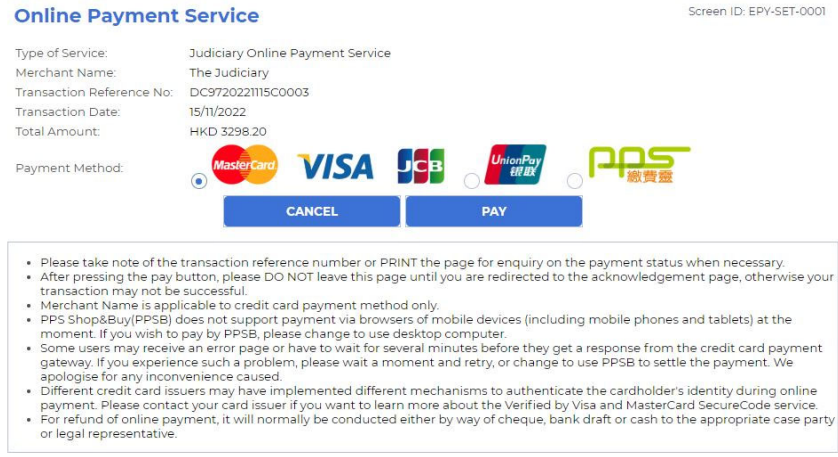
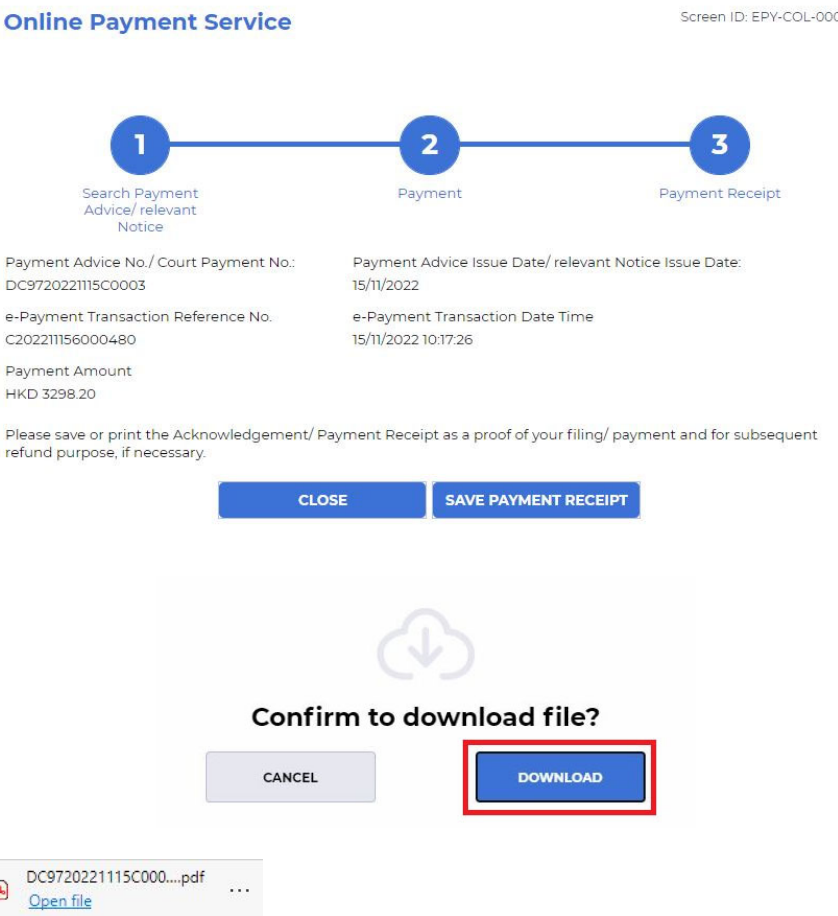


Step-by-step guide – “Make Electronic Payment”

Item	Process	Relevant screenshots for reference								
2.	<p><u>Search Payment Advice/ relevant Notice</u></p> <p>Input “Payment Advice No./ Court Payment No.*”></p> <p>Input “Payment Advice Issue Date/ relevant Notice Issue Date*”></p> <p>Input the captcha code*></p> <p>Click “NEXT”></p>	<p>Step 1: Search Payment Advice/ relevant Notice</p>  <p>Screen ID: EPY-COL-0002</p> <p>Make Electronic Payment</p> <p>1 Search Payment Advice/ relevant Notice</p> <p>2 Payment</p> <p>3 Payment Receipt</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Input the Payment Advice No./ Court Payment No. and Payment Advice Issue Date/ relevant Notice Issue Date when effecting payment. 2. Online credit card payment by VISA, MasterCard, China UnionPay and JCB will be accepted. The ceiling for online credit card payment is \$3,300 for each payment transaction. For payments exceeding \$3,300, it must be made through web-based PPS Shop&Buy Service ("PPSB") subject to in which the default maximum amount for PPSB payment as set by the service provider not being exceeded and such ceiling is currently \$100,000. 3. If the completion of the payment transaction is at a time when the Accounts Office is not open, the receiving time of such payment is taken to be (a) at the time when the Accounts Office is next normally open to the public; or (b) at the time when the Accounts Office is next open for the proceeding to which the payment relates, whichever is earlier. 4. Opening hours of the Accounts Office Mondays to Fridays: 8:45 a.m. to 1:00 p.m. 2:00 p.m. to 5:30 p.m. (Closed on Saturdays, Sundays and Public Holidays) 5. Overdue payment will normally not be accepted. <p>Payment Advice No./ Court Payment No.* <input type="text"/></p> <p>Payment Advice Issue Date/ relevant Notice Issue Date.* <input type="text"/></p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio</p> <p>Please input the captcha code shown in the image.* <input type="text"/> </p> <p><input type="button" value="CLEAR"/> <input type="button" value="NEXT"/></p>								
3.	<p><u>Payment</u></p> <p>Click “PAY”></p>	<p>Step 2: Payment</p>  <p>Screen ID: EPY-COL-0003</p> <p>Online Payment Service</p> <p>1 Search Payment Advice/ relevant Notice</p> <p>2 Payment</p> <p>3 Payment Receipt</p> <table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>AMOUNT</th> <th>DUE DATE</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>Transcript Fees (English)</td> <td>3,298.20</td> <td></td> <td>Unpaid</td> </tr> </tbody> </table> <p><input type="button" value="CANCEL"/> <input type="button" value="PAY"/></p>	DESCRIPTION	AMOUNT	DUE DATE	STATUS	Transcript Fees (English)	3,298.20		Unpaid
DESCRIPTION	AMOUNT	DUE DATE	STATUS							
Transcript Fees (English)	3,298.20		Unpaid							

Step-by-step guide – “Make Electronic Payment”

Item	Process	Relevant screenshots for reference
4.	<p>Select one “Payment Method” and the “PAY” will be activated</p> <p>Click “PAY”></p> <p><i>[Note: You will be redirected to the website of External Payment Service Provider for payment. Upon successful payment, you will be redirected back to iCMS to proceed to Step 3 at item 5.]</i></p>	 <p>Online Payment Service Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary Transaction Reference No.: DC9720221115C0003 Transaction Date: 15/11/2022 Total Amount: HKD 3298.20</p> <p>Payment Method: <input checked="" type="radio"/> MasterCard <input type="radio"/> VISA <input type="radio"/> JCB <input type="radio"/> UnionPay 銀聯 <input type="radio"/> PPS 繳費靈</p> <p><input type="button" value="CANCEL"/> <input type="button" value="PAY"/></p> <ul style="list-style-type: none"> Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary. After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful. Merchant Name is applicable to credit card payment method only. PPS Shop&Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer. Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use PPSB to settle the payment. We apologise for any inconvenience caused. Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service. For refund of online payment, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative.
5.	<p><u>Payment Receipt</u></p> <p>Click “SAVE PAYMENT RECEIPT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Payment Receipt></p>	 <p>Step 3: Payment Receipt Screen ID: EPY-COL-0009</p> <p>Online Payment Service</p> <p>1 Search Payment Advice/ relevant Notice 2 Payment 3 Payment Receipt</p> <p>Payment Advice No./ Court Payment No.: DC9720221115C0003 Payment Advice Issue Date/ relevant Notice Issue Date: 15/11/2022 e-Payment Transaction Reference No.: C202211156000480 e-Payment Transaction Date Time: 15/11/2022 10:17:26 Payment Amount: HKD 3298.20</p> <p>Please save or print the Acknowledgement/ Payment Receipt as a proof of your filing/ payment and for subsequent refund purpose, if necessary.</p> <p><input type="button" value="CLOSE"/> <input type="button" value="SAVE PAYMENT RECEIPT"/></p> <p><input type="button" value="Confirm to download file?"/> (Download icon)</p> <p>Confirm to download file?</p> <p><input type="button" value="CANCEL"/> <input checked="" type="button" value="DOWNLOAD"/></p> <p>DC9720221115C000....pdf <input type="button" value="Open file"/></p>