Other Functions relating to Deposit Account

This step-by-step guide outlines the general process required for other functions relating to deposit account such as payment by deposit account, enquiry, report generation and transfer of deposit within the Organization Account. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
Payme	ent by deposit account	
Item Payme	Process ent by deposit account Login user account [Note: Deposit account is only applicable to Organization Accounts.] By Organization User ("OU") account holder. [Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.] For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role. [Note: Please refer to relevant step-by-step guide under the subject of "Assign default OU Account(s) and court	Relevant screenshots for reference Screen ID: AUTH-LCN-00001 LOCIN Organization Code* Login Name* Password* Desword* Register an Account Account Activation Reser Password
	under the subject of "Assign default OU Account(s) and court case(s)" for more information if necessary.]	

Item	Process	Relevant screenshots for reference					
2.	Payment	Online Payment Service Screen ID: EPV-SET-0001					
	When OU makes payment by deposit account, select "Deposit Account" and the "Pay" will be activated. Click "PAY">	Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary e-Filing Transaction Reference: E2025000226 No: 18/07/2024 Total Amount: 18/07/2024 Payment Method: Image: Cancel Payment Method: Image: Cancel					
		 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 ShopABuy(PPSB) does not support payment with 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 deposit account (applicable to Organization Accounts with deposit accounts only) or PPS bo 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 by credit card or PPSB, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative or in the case of e-Apostie Service, to the payer(applicable to off online payment by deposit account (applicable to Organization Accounts with deposit account (applicable to Organization Accounts off deposit account will only be refunded upon termination of Organization Account. Balance of deposit account will only be refunded upon termination of Organization Account. If the payment exceeds the ceiling of the payment method, such payment method will not be shown above. 					
3.	Confirmation of payment	Online Payment Service Screen ID: EPY-SET-0003					
	<u>by deposit account</u>	Payment by Deposit Account					
	Click "PAY">	e-Filing Transaction Reference No: E2025000226 Deposit Account Number: LAWFIRMA-000 Current Available Balance (as at 18/07/2024 17:17:24): HKD 30,274.00 Payment Amount: HKD 835.00					
4.	<u>Acknowledgment</u>	Acknowledgment in "Commence a new case" is used for illustration					
	Click "SAVE PAYMENT RECEIPT"> Click "DOWNLOAD" in the pop-up of "Confirm to download file?"> Click "Open file" to retrieve the Payment Receipt.	Summer are case to be the transmission of a document is a first when the Registry is not open, the receiving time of a subscience is a document is a first when the Registry is not open, the receiving time of a subscience is a document is a first when the Registry is not open, the receiving time of subscience is a document is a first when the Registry is not open, the receiving time of subscience is a document is a first when the Registry is not open, the receiving time of subscience is a document is a document is a time when the Registry is not open, the receiving time of subscience is a document is a time when the Registry is not open, the receiving time of subscience is a document is a time when the Registry is not open, the receiving time of subscience is a document is a time when the Registry is not open, the receiving time of subscience is a document is a time when the Registry is not open, the receiving time of subscience is a document is a time. Second Secon					

Item	Process	Relevant screenshots for reference					
		BATCH NO. CASE NO. CASE TYPE HEARING NATURE SCHEDULE DATE AND TIME PAYMENT ITEM(5) FEE(HKD) 1 - Commercial Action - - All Procedural Fees under the Court Proceedings (Electronic Technology) (High Court (Electronic Technology) (High - Witel Stummons (Form No. 1) -					
		The Following Document(s) Have Been Uploaded					
		BATCH NO. NO. PURPOSE DOCUMENT DOCUMENT NAME UPLOAD FILE DRN 1 1 For Filing English Witt of Summons Writtof Summons20240718170 202590000331					
		Statement of Claim Council Council Claim Statement of Claim (with Statement of Truth) if there is no indorsement of (with Statement of Truth) if there is no indorsement of (a) (with Statement of Truth) if there is no indorsement					
		Or claim on the Writ] Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary. SAVE PAYMENT RECEIPT SAVE ACKNOWLEDGEMENT					
Confirm to download file							
		CLOSE					
		R2151000350_Paympdf Open file					
Enqui	ry function of deposit account						
[Note: The enquiry function is available for Primary Administrator ("PA"), Secondary Administrator ("SA") and OU account holders.]							
1.	Login user account	Screen ID: AUTH-LCN-00001					
	account holder.	LOGIN					
	[Note: Please refer to	Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type					
	relevant step-by-step guide	Organization 🗸					
	"Account Login and	Organization Code Login Name					
	Logout" for more	Password *					
	ngormation if necessary.j						
	[Note: For SA and OU account holder, he/ she can enquire deposit account/ sub-account of the branch assigned. SA account	LOGIN Register an Account Account Activation Reset Password					
	holder can enquire deposit						

Item	Process	Relevant screenshots for reference
	account and sub-accounts of all branches provided that the user role "Deposit Account – SA (All Branches)" is assigned by the PA.]	
2.	Enquire transactiondetailsThere are two ways to enquire transaction details.1) Through "Maintain Deposit Account" functionClick "Deposit Account	1) Through "Maintain Deposit Account" function Organization Accounts Assign default OU Assign default OU Account(s) and court case(s) Maintain Deposit Account Maintain Deposit Account Maintain Deposit Account Update Your Profile Maintain Deposit Account Opdate Your Profile Maintain Deposit Account Screen ID: EPY-DEP-00100
	Maintenance"> Select "Maintain Deposit	BRANCH BRANCH BRANCH DEPOSIT DATE OF DEPOSIT CODE DESCRIPTION STATUS NUMBER CREATION STATUS
	Scroll the bar to the right and click "Transaction Details">	Image: Constant and Consta
		24 Active 3,000.00 <u>Transaction Details</u> <u>Top-up</u>
	 2) <u>Through "Enquire</u> <u>Deposit Account"</u> <u>function</u> Click "Deposit Account 	Image: Subject Image: Subject Image: Subject Image: Sub
	Maintenance"> Select "Enquire Deposit Account">	Maintain Deposit Account Enquire Deposit Account Update Your Profile

	Relevant screenshots for reference	
Select relevant deposit account/ sub-accounts(s) Select relevant deposit account/ sub-account under "Deposit Account Number and Branch Code">	Enquire Deposit Account Peposit Account Number and Branch Code UNVFIRMA-000 [H0] Peposit Account Number Charchar Char So Matematic Progenization Name Charchar Char So Matematic Peposit Account Number Charcharcharcharcharcharcharcharcharcharc	Screen ID EPV-08P-00200 Date To 11/08/2034 31 calendar days
Set the transaction period which you wish to enquire about >	Enquire Deposit Account Deposit Account Number and Branch Code LAVYIIIMA-000 (Hg) Transactions in the deposit Account for the recent 12 months are available for enquiry. The maximum search dury (Search Download Transaction Detail Report Search Download Transaction Detail Report Deposit Account Summary Organization Name Chan Chan Chan Accol NINNIERD? Branch Description (Branch Code) Headquarters (Hg) Deposit Account Number LAVYIIIMA-000 Sature O Deposit Account Active	Date To TableA0004 (0) 224 • • • • 5 • 0 · 7 10 · 10 · 10 24 · • • • 5 • 0 · 7 10 · 10 · 10 24 · • • • 5 · 0 · 7 20 · • • 20 · • •
Click "Search">	Enquire Deposit Account Deposit Account Number and Branch Code LAWFIRMAN-000 (HQ) Date From LAWFIRMAN-000 (HQ) Date Strong Date From Date From Date Strong Date Stro	Screen ID EPI-DEP-02200 Date To Tealendar days
The transaction(s) of the deposit account/ sub- account within the period specified is/are shown.	Structure Property and and an an and an and an	DEPOSIT (HKD) WITHDRAWAL (HKD) BALANCE (HKD) - 30,288.00 - 1400 30,278.00 - 85500 29,439.00
	Select relevant deposit account/ sub-accounts(s) Select relevant deposit account/ sub-account under "Deposit Account Number and Branch Code"> Set the transaction period which you wish to enquire about > Click "Search"> The transaction(s) of the deposit account/ sub- account within the period specified is/are shown.	Select relevant deposit account/ sub-account under "Deposit Account Number "Deposit Account Number and Branch Code"> Set the transaction period which you wish to enquire about > Click "Search"> The transaction(s) of the deposit account within the period sectified is/are shown.



Item	Process	Relevar	nt scree	nshot	s for	referenc	ce			
Transf	Transfer of deposit within Organization Account									
[Note: Only PA and SA (with proper user role "Deposit Account – SA (All Branches)" assigned) account holder can transfer deposit among the deposit account and sub-accounts within the Organization Account.]										
1.	Login user account									
	By PA or SA account holder.							-LGN-00001		
	[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Account 1 Organizat Organizat	Please fill in ' ype ation ion Code *	Logi	nation k	velow. Fields (marked with an a	asterisk (*) a	are mandato	ry.
For SA account holder, he/she should have been duly assigned with proper user role "Deposit Account – SA (All Branches)" by the PA to manage deposit account and sub-accounts				LOC t Accoun	LOGIN Account Activation Reset Password					
2.	Maintain deposit account	C Home C Organization A Maintenance	ccounts	Mess	age Bo	X Read Unrea	ıd			Screen ID: EXT-MSG-00001
	Click "Deposit Account Maintenance">	Assign default Account(s) and Deposit Account Maintenance Maintain De Enquire Dep	OU court case(s) v nt v posit Account	\$ SU	BJECT ation for Cre	eation of Deposit Ac	count for Making Ele 1	DATE/TIME	FROM Finance Section	FILE Ø
	Select "Maintain Deposit Account">	Update Your Profile		ccount					Screen ID: I	EPY-DEP-00100
	Scroll the bar to the right>	BRANCH CODE	BRANCH DESCRIPTIC	BI DN ST	RANCH	DEPOSIT ACCOUNT NUMBER	DATE OF CREATION	DEPOSIT ACCOUNT STATUS	CURRENT (HKD) (AS) 08/04/202	BALANCE AT 5 16:28:21)
		HQ	Headquarters	s Ac	tive	DATA1005-000	03/12/2024	Active	500.00	
		001	-	Ac	tive	DATA1005-001	11/12/2024	Active	311.00	
		002	-	Ac	tive	DATA1005-002	11/12/2024	Active	1,500.00	
		Maintain D	eposit Acc	ount	→	< < 1		Screen ID:	EPY-DEP-00100	
	Select the receiving deposit account/ sub-account and	EPOSIT COUNT JMBER	DATE OF CREATION	DEPOSIT ACCOUNT STATUS	CURRE (HKD) (08/04/2	NT BALANCE AS AT 2025 16:28:21)				1
	click "Transfer-in">	TA1005-000	03/12/2024	Active	500.00		Transaction Details	<u>Top-up</u>	Transfer-in	
		.TA1005-001	11/12/2024	Active	1,500.00		Transaction Details	Top-up	Transfer-in	
		TA1005-003	11/12/2024	Active	0.00		Transaction Details	<u>Top-up</u>	Transfer-in	
						< 1 >)				-

Item	Process	Relevant screenshots for reference
3.	<u>Transfer-in</u>	Transfer-in Screen ID: EPY-DEP-00111
	Select the deposit account/ sub-account to transfer out the deposit under "Transfer from Deposit Account (Branch Code)">	Field with * is required information Receiving Deposit Account and Branch Code DATA1005-003 (003) (Current balance: \$0.00) Transfer from Deposit Account (Branch Code) *
	Input "Amount (HKD)">	DATA1005-000 (HQ) (Current balance: \$500.00)
	Click "OK">	CANCEL
4.	Acknowledgement A message will be shown to confirm completion of the transfer.	Transfer-in Screen ID: EPY-DEP-00112 Transfer of HK\$ 500.00 from deposit sub-account (account number: DATA1005-002) to deposit sub-account (account number: DATA1005-003) is completed CLOSE
5.	Acknowledgement message sent to the message box of PA and SA Click "Home"> Access Message Box>	Message box with message header(s) appears on the landing page
	Click the message header to open and read the content.	Message Details Screen ID: EXT-MSC-00002 CBack Image: Completed Deposit Account/ Sub-account Transfer Completed Image: Completed Date/Time 08/04/2025 1636 From Finance Section To DATA1005.TAIPa001 This message serves to inform you that transfer of HK\$500.00 from deposit sub-account (sub-account number: DATA1005-002) to deposit sub-account (sub-account number: DATA1005-003) has been completed on 08/04/2025 16:36:13 (Time is expressed in 24-hour format).