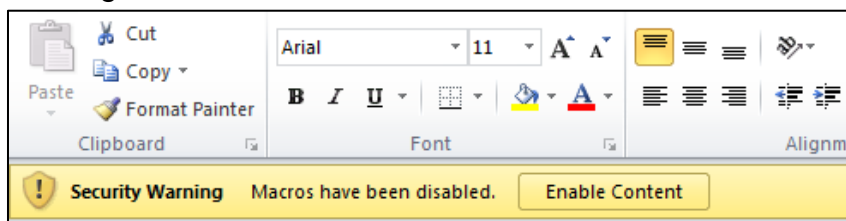


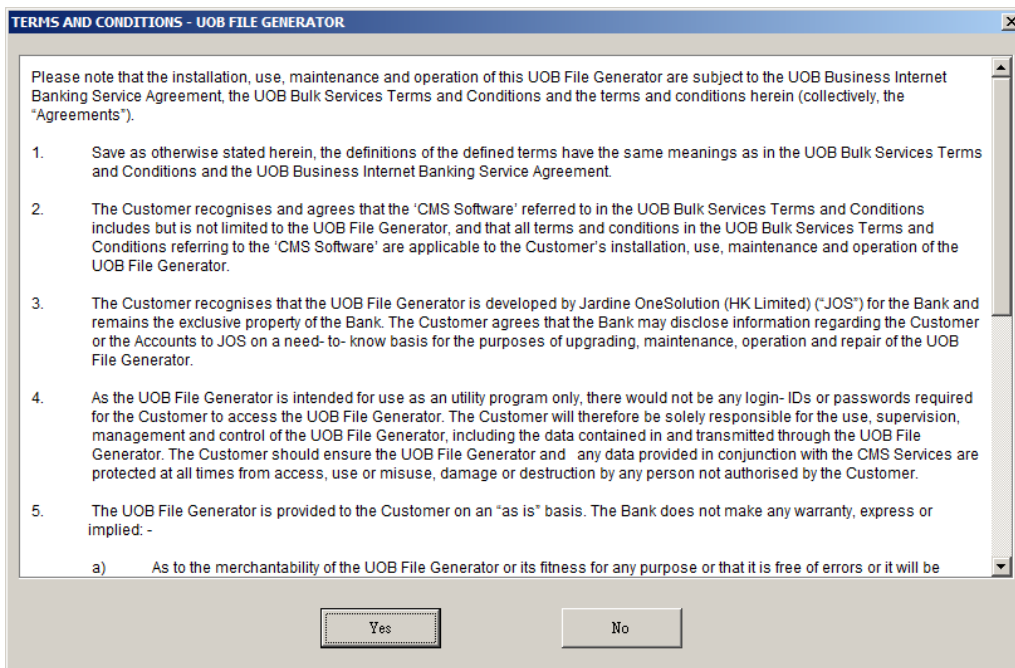
UOB File Converter - Quick Guide

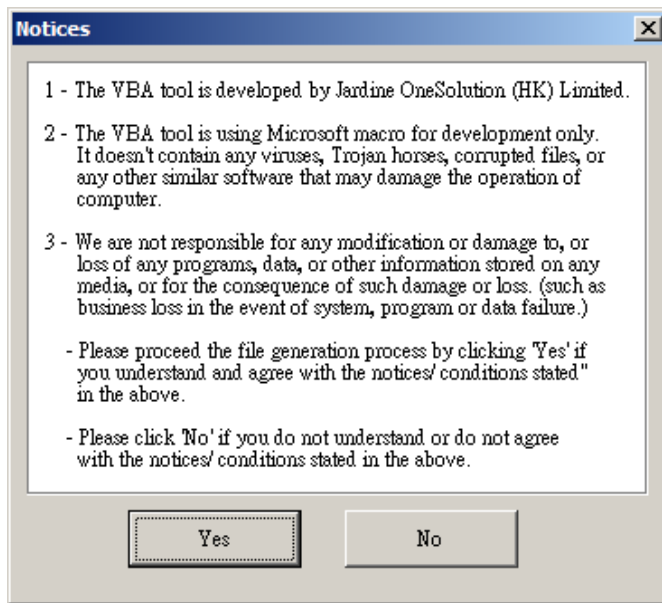
CO_CHQ_v2.2.xlsm

1. Extract the UOB_File_Converter.zip.
2. Open CO_CHEQUE folder.
3. To create a bulk Cashier's Order (CO) or Cheque file, please open CO_CHQ_v2.2.xlsm
4. For first time usage, please click "Enable Content" on the Security Warning message.



5. Please read and click 'YES' on the Terms and Conditions below:

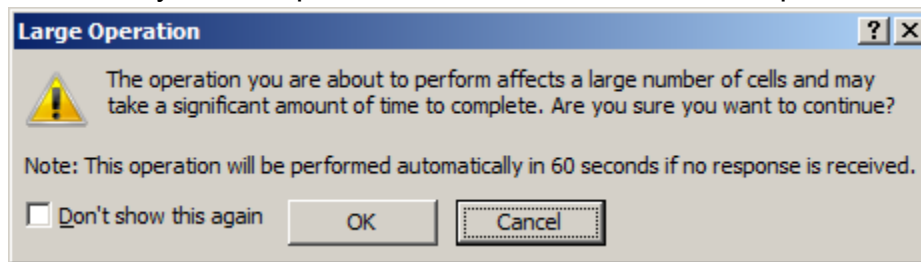




6. **Blue** column headers are non-mandatory fields, **pink** column headers are mandatory fields.
7. In Row 3:
 - a. If you require a payment advice to be sent to your beneficiary / other party, please fill in the Payment Advice Header Line 1 and Payment Advice Header Line 2. You may consult with our implementation advisors if you need further information on our Payment Advice.
8. In Row 11, Column B:
 - a. If you are creating a bulk Cashier's Order file, please type 'CO' as an indicator to add your first payment instruction/transaction details into this bulk file. The Record Number in Row 11, Column A will automatically be updated when a new transaction record (CO) is created.
 - b. If you are creating a bulk Cheque file, please type 'CHQ' as an indicator to add your first payment instruction/transaction details into this bulk file. The Record Number in Row 11, Column A will automatically be updated when a new transaction record (CHQ) is created.
 - c. You are not allowed to combine Cashier's Order (CO) and Cheque (CHQ) instruction in a single file.

9. In Row 11: Please fill in the Payment Currency, Payment Amount, Value Date, Settlement Currency, Settlement Account Number, Beneficiary Name Line 1, Handling Option indicator and Mail to Party indicator
- a. For CO instruction, the Payment Currency must be “SGD”. For CHQ instruction, the Payment Currency must be “SGD” or “USD”.
 - b. For CO instruction, the Settlement Currency must be “SGD”. For CHQ instruction, the Settlement Currency must be the same as Payment Currency.
 - c. In the Handling Option indicator, please type “M” if you would like to mail the instruction via normal mail or “C” if you would like to place the instruction for self-collection at the branch processing center.
 - d. You are required to key in the Mail to Party indicator only if the Handling Option indicator is “M”. Please type “BEN” if the instruction is to be mailed to the beneficiary or type “OTH” if the instruction is to be mailed to other party.
 - e. You are required to key in the Beneficiary Address Line 1 only if the Mail to Party indicator is “BEN”. Beneficiary Address Line 2 and Line 3 are optional.
 - f. You are required to key in the Mailing Name and Address Line 1 only if the Mail to Party indicator is “OTH”. Mailing Name and Address Line 2, Line 3 and Line 4 are optional.
 - g. For local address and printing of Singapore Postal Code, please type “SG” in the Beneficiary Country Code/Mailing Country Code field.
10. If you require a payment advice to be sent to your beneficiary/other party, please fill in the advice details on the next row(s).
For example, you are at Row 11 and have completed all the required fields under payment instruction (CO or CHQ):
- a. Your advice details will be on Row 12.
 - b. Please type ‘BA’ and fill in the Spacing Lines and Advice Details on Row 12.
 - c. If you need to add more than one advice details, please add it to the next row, in this case it will be Row 13, 14, 15...etc.

11. If you need to delete a row of transaction details, the following warning message will be shown up. The deletion processing time will depend on the total number of items and your PC specifications. Please click “OK” to proceed.



12. In order to update the record number, please click “Generate Record No”. If you make any modification (e.g. delete transaction record), your record number will not be auto-updated, therefore you are required to click the button each time you add/delete a transaction record.
13. Once you finish creating your bulk file, please click “Export CO/CHQ File”, select the file location that you will use to store the bulk file and select the file’s sequence number (the last two digits on your filename).
- If there is any invalid value detected on any of the rows, a popup message will notify you on the error details.
14. If you need to update your existing CO/CHQ file, please click “Import CO/CHQ File”. The file’s content will be populated into the cells. You will not be able to import the file if there is any invalid value detected on your existing CO/CHQ file.