

## Application for Co-curricular Achievement Transcript (CAT)

### Payment Methods

#### ATM Payment Service

You may settle the fee via the Automatic Teller Machine (ATM) terminals with bill payment services of the Hong Kong and Shanghai Banking Corporation Ltd. (HSBC), Hang Seng Bank or JETCO by completing the steps below:

1. Insert card
2. Key in Pin Number (password)
3. Select "Bill Payment" → "Education Institutions" → "The Hong Kong Polytechnic University"
4. Key in "01" as the Bill Type and press "Enter"
5. Key in the Bill Payee Account No., i.e. the 8-digit Debit Note Number
6. Key in the payment amount
7. Print and keep the customer advice for verification/proof of the payment

#### PPS Bill Payment Service

You may settle the fee via the Payment by Phone Service (PPS) by completing the steps below:

1. Open a PPS account through any PPS Registration Terminal, if you do not have one:  
*Demo: <http://www.pppshk.com/hkt/revamp2/English/HowtoOpenAcc.html>*
2. Register your debit note by dialing 18011 (English) / 18013 (Cantonese). The merchant code of PolyU is "77" and the bill account number is the 8-digit Debit Note Number  
*Demo: <http://www.pppshk.com/hkt/revamp2/English/HowToUsePPSp.html>*
3. Settle the payment by dialing 18031 (English) / 18033 (Cantonese) and keep the reference number after the transaction for verification/proof of the payment.  
*Demo: [http://www.pppshk.com/hkt/revamp2/English/use\\_phone\\_pps\\_07.html](http://www.pppshk.com/hkt/revamp2/English/use_phone_pps_07.html)*

To settle the fee via PPS on Internet, please refer to

<http://www.pppshk.com/hkt/revamp2/English/NewToPPSi.html> for details.

#### Internet Banking Bill Payment Service

You may settle the fee via the Internet Banking Bill Payment Service, if you have already registered an internet banking account with one of the banks listed in the table below. Steps are as follows:

1. Login to the internet banking and select "Bill Payment Service"
2. Select "Education Institutions" as category
3. Select "The Hong Kong Polytechnic University" as payee
4. Select "01" as bill type
5. Key in the Bill Payee Account No., i.e. the 8-digit Debit Note Number
6. Select your payment account, then key in the payment amount
7. Print/save the confirmation page with a reference number for verification/proof of the payment

Bank Name	Bank Website	Bank Hotline No.
AEON Credit Service (Asia) Co Ltd	<a href="http://www.aeon.com.hk">www.aeon.com.hk</a>	2895 6262
Bank of China	<a href="http://www.bochk.com">www.bochk.com</a>	3988 2388
Bank of Communications	<a href="http://www.bankcomm.com.hk">www.bankcomm.com.hk</a>	2269 9699
Bank of East Asia	<a href="http://www.hkbea.com">www.hkbea.com</a>	2211 1333
Citibank	<a href="http://www.citibank.com.hk">www.citibank.com.hk</a>	2860 0333
China CITIC Bank International	<a href="http://www.cnccbinternational.com">www.cnccbinternational.com</a>	2287 6767
Dah Sing Bank	<a href="http://www.dahsing.com">www.dahsing.com</a>	2828 8000
DBS Bank (Hong Kong)	<a href="http://www.dbs.com.hk">www.dbs.com.hk</a>	2290 8888
Fubon Bank	<a href="http://www.fubonbank.com.hk">www.fubonbank.com.hk</a>	2566 8181
Hang Seng Bank	<a href="http://www.hangseng.com">www.hangseng.com</a>	2822 0228
HSBC	<a href="http://www.hsbc.com.hk">www.hsbc.com.hk</a>	2233 3000
Shanghai Commercial Bank	<a href="http://www.shacombank.com.hk">www.shacombank.com.hk</a>	2818 0282
Standard Chartered Bank (Hong Kong)	<a href="http://www.standardchartered.com.hk">www.standardchartered.com.hk</a>	2886 8868
OCBC Wing Hang Bank	<a href="http://www.ocbcwhhk.com">www.ocbcwhhk.com</a>	2815 1123
Wing Lung Bank	<a href="http://www.winglungbank.com">www.winglungbank.com</a>	2309 5555