



USER GUIDE

Techcombank Business - Mobile



CONTENTS		[]	Γ	
1. DEVICE REGISTRATION	3	7.2. Initiate water bill payment		15. CD BAO LOC	63
1.1. Login with username & password		8. FORGOT PASSWORD	36	15.1. What is CD Bao Loc?	
1.2. Register passcode		9. SECURITY SETTINGS	40	15.2. Buy CD Bao Loc	
2. ACCOUNT	6	9.1. Change password (proactive)		15.3. Sell CD Bao Loc	
2.1. Account Summary		9.2. Change password (notification)		15.4. Manage CD Bao Loc	
2.2. Account Information		9.3. Change password (expired)		15.5. Enquiry CD Bao Loc transaction	
2.3. View Transaction Information		9.4. Change passcode		16. APPLY FOR ONLINE CDBL	91
3. MONEY TRANSFER	10	10. NOTIFICATION SETTINGS	44	<u> 17. CDBL – AUTO EARNING</u>	97
3.1. Own account transfer		10.1. Balance notifications		18. SWITCH USER	10
3.2. Transfer to saved beneficiary		10.2. Transaction status			
3.3. Transfer to new beneficiary		10.3. Approval requests			
3.4. Multiple approval		11. QR PAYMENT	50		
4. MANAGE REQUEST	20	11.1. Initiate QR payment			
4.1. Maker		11.2. Add amount and Edit			
4.2. Checker		12. LOAN INQUIRY	53		
5. TRANSACTION SIGNING	25	13. FX CONVERTER	56		
6. TERM DEPOSIT	27	14. FX SELLING	58		
6.1. Initiate new term deposit		14.1. Initiate FX Selling – autorate			
6.2. Withdraw term deposit		14.2. Initiate FX Selling – contract rate			
7. BILL PAYMENT	31	14.3. Approve requests			

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7.1. Initiate electricity bill payment

2 |

1. DEVICE REGISTRATION

For first time log in on new device, user needs to register device to use Techcombank Business Mobile









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1. Device registration

1.1. First time log in

After completing the login and changing the password on the computer (via the web platform), the user logs in for the first time on the mobile application using the login name and new password.









1. Device registration

1.2. Register passcode

After first time log in on mobile, user need to register passcode to apply on functions which required 2nd authentication in the future



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2. ACCOUNT

This function allows user to have an overview and also detailed information of accounts.

User can manage favorite account and have some quick navigation.



2.1. Account Summary

2.2. Account Information

2.3. View Transaction Information









User can view account list of current and capital accounts based on the entitlement. User can view the account information

View account list

Click on Accounts on bottom menu. User can view below information

- Account name ٠
- Account number
- Account type ٠
- Currency ٠
- Current balance

Add favorite account

User add favorite account by select star button on account card. User can remove favorite account by tap on blue star.

Note: On mobile, there are some function are not available such as: Sort, search, filter







6 Want 31 (20)

*

VND 48,999,547,946

VND 40,113,587,928

Requests

USD 0.00

X





View account info

Detail information of account includes

- · Available balance
- · Current balance
- · Open balance
- · Locked amount
- · Overdraft amount

View transaction history

User can view incoming and outgoing transaction from all channel of the selected account

3

2

Create QR code

User can create QR code and share to counter party. When counter party scan the QR code, they will have account information to transfer money to.









2. Account

2.3. View Transaction Information

From transaction history screen user can tap on a transaction to view the transaction detail









3. MONEY TRANSFER

This function allows users to transfer money within Techcombank or to other banks



- 3.1. Own account transfer
- 3.2. Transfer to saved beneficiary
- 3.3. Transfer to new beneficiary

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3.4. Multiple approval



3. Money Transfer

- 3.1. Own account transfer
- Select Transfer То 13:51 8 222 at 181 (35) 09:41 11 2 ACB × ACR > Select recipient Ngân hàng TMCP Á Châu \cap Update • Select account you want to Beneficiaries (9) Own accounts (4 debit money Account number 2 VND-TGCD-KHACH HANG 20145798 前 19120145798341 <3 19031905123456 Tap on Select recipient Welcome. VND-TGTT-KHACH HANG 20145798 3 Account name 38057193 makerchecker 19120145798333 KHACH HANG DOANH NGHIEP1 38057193 KHACH HA. Bui Thi Ha Thu In appeared box, select VND-TGTT-KHACH HANG 20145798 19120145798351 Own account then select Amount Asset Overview Liability Overview 5 account you want to 400.000.000 VND-TGTT-KHACH HANG 20145798 VND Aggregated Balance 19120145798368 transfer money to VND 89,416,135,874 (P) Description Enter amount of money & All accounts Lorem Ipsum is simply dummy text of 5 VND 89,113,135,874 description the printing and typesetting industry. Lorem Ipsum has been the industry's Term deposits standard VND 303,000,000 Select **Review** then select Description only allows: a-z, A-Z, 0-9, space, dot, dash, * Total sum of accounts including foreign currencies Submit in appeared screen Description is more than 100 characters, payment method will be changed. if you don't want to change SAVE U 40%% OF MISA any information. Review Home Transfer: Requests More

Note: User can enter 140 characters for the description content. However, because Napas (24/7) limits the number of content characters to 100 characters, when user enters more than 100 characters, the system will display a warning "Payment method will be changed."

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3. Money Transfer

3.2. Transfer to saved beneficiary

User can transfer money to saved beneficiary as below:



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Select Transfer, then select new transfer











Techcombank Business will choose the payment gateway automatically when maker initiate the transactions. If the amount of money lower than 500.000.000 VND and beneficiary bank is in NAPAS network, payment will be prioritized on 24/7 channel. In other case, payment will be process on normal channel.



Techcombank Business system will retrieve account name from payment gateway. In case the account name is not available, user need to input account name manually.



User cannot change account name if it is populated by system.



User can do both intrabank and interbank transfer in this screen.



User can enter 140 characters for the description content. However, because Napas (24/7) limits the number of content characters to 100 characters, when user enters more than 100 characters, the system will display a warning "Payment method will be changed."









3.4. Multiple approval

1 To start approve multiple transactions on the TCBB App, users perform the following steps:

User checker logs in to TCBB and selects Requests > select Category

3 The system will also display requests according to each type of transaction, access the **Transfer**

Select Multiple approval

🛟 Business 📿	10:47 📴 00:07 🛛 🛪 🔡 ul 🖆 i 🛞	10:47 🖸 00:10 🛛 🕷 🎬 uil 🏦 🛞	10:47 🖸 00:13 🛛 🕷 🎎 🔐 🖬 l 👘 l 📼
Try to reload the page or contact customer support	Requests 2	Requests	Trace Pending Processing Close
Try again	Pending requests (9) Category	Pending requests (9) Category	
	Last 1 hour		← Transfer Pending 10:46 AM on 05/03/2024
Easy payment and revenue management solution for	← Transfer 10:46 AM	Transfer Payroll	Amount VND 5,000,000
Merchants Find out more →	VND 5,000,000	4 pending(s) 0 pending(s)	To Xi nghiep kho van Cong ty CP Sua Viet Nam
	t Transfer		Bank name Deutsche Bank
Pending request Requests that need to be authorized	VND 10,000,000	Bill, tax & fee Batch 4 pending(s) 0 pending(s)	Transfer Pending
← Transfer VND 5,000,000 Today	Before	B \ A \	Amount VND 10,000,000
today ← Transfer VND 10,000,000 Today	Overseas remittance 50 days ago USD 3,000.00	Overseas Loan repayment remittance 0 pending(s)	To KHACH HANG 10200698 KHACH HANG 10200698 Bank name Techcombank
Overseas remittance USD 3,000.00 50 days ago	Custom tax 82 days ago	(€) > (○) >	← Transfer 02:34 PM on 06/12/2023
	VND 40,000		Multiple approval
Home Accounts Transfer Requests More	Home Accounts Transfer Requests More	Home Accounts Transfer Requests More	

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3. Transfer

3.4. Multiple approval (continue)

- Users can also skip the filtering step and go directly to select each transaction they want to approve multiple requests or select all.
- Select Continue. The system will switch to the interface to execute Multiple approval
- Select Approve. The system will review and then either warn error transactions or approve transactions which are ready to be processed.

Users can only move to the next step if there is at least one approval transaction.







3.4. Multiple approval (continue)

- The system also verifies the necessary conditions to complete the request approval, and if not, there will be a warning to the user.
- ¹³ User selects "**Back to transfer**" to select new transactions in the case some transactions will not be approved after multiple unsuccessful validations.
- Select "Continue" to continue making valid transactions

16:42 ;o] 🛛	💐 🖏 .il 68% 🛢	11
Multiple approval	×	←
Number of selected transactions	4	
Total transfer amount	VND 15,500	
 ⊘ 3 transactions ready to b 	pe processed	Т
View details	>	Cre Fre
1 error transaction will n processed	ot be	
View details	>	
		То
1	2	An VN
Approve		De
III O	<	Pa





3. Transfer

- 3.4. Multiple approval (continue)
- On the TCBB Mobile App, a request to enter a passcode to confirm the transaction will be displayed.
- ¹⁰ The completion screen approves multiple transactions.



In case of unsuccessful approval, error transaction will not be processed screen appears.

← Transfer 05:25 PM	on 22/01/2024	1	
Amount		v	ND 5,099
То	HA	NAM	NINH
Bank name			HLBVN
Error De	ebit account	is restricted	d to debi
← Transfer 05:25 PM	on 22/01/2024	1	
Amount		V	ND 7,000
To KHACH	HANG 9999	8888 KHAC 9	CH HANG 9998888
Bank name		Tech	combank
Error De	ebit account	is restricted	d to debi
← Transfer 05:25 PM	on 22/01/2024	1	
Amount		V	ND 3,000





3.4. Multiple approval (continue)

Notes when browsing multiple transactions on TCBB:

- Customers need to select a minimum of 1 transactions and can select a maximum of 50 transactions in one approval.
- Multiple approval feature NOT applies to foreign currencies (In case the Customer uses the Transfer section to transfer foreign currency between business accounts on TCBB).
- Approving multiple approvals will also remove transactions which transfer from overdraft accounts to debit accounts of corporate customers.

Some error warnings when the system authenticates money transfer transactions (similar to when approving single approval)

- The debit account is insufficient to process all transactions.
- Transfer amount exceed available balance.
- Overdraft accounts cannot be transferred to accounts within the same company.
- Users don't have permission to perform this action.

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4. MANAGE REQUEST

Users can manage (approve/reject, cancel) transaction requests made on both web and mobile app with transaction status or category

4.1. Overview

4.2. Maker – Cancel request

4.3. Checker – Approve request

4.3. Checker – Reject request







4.1. Overview

Requests on TCBB Mobile are structured with following criterias:

- Pending requests
- Category (Type of transaction)

Click Pending requests

User can see all pending transactions (from latest request)

2 Select Category

3

User can see all types of transaction and can select **Set up category order** to restructure the category.









User maker select **Request** from TCBB mobile homepage Requests to follow status of all requests or cancel pending requests (if need)

- User maker select Requests from menu and click Pending requests
- 2 Select the transaction need to be canceled
- 3 Click Cancel request
- 4 Press Confirm.



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4. Manage Request

4.3. Checker – Approve request









🖕 4. Manage Request

4.3. Checker - Reject request

Select Request in bottom ...l 🕆 💼 9:41 16:25 16:41 all 🕆 🔳 all 🤊 🔳 menu then click **Pending** 2 Requests 4 **Request Details** ← **Request Details** requests Pending requests Category Transfer Pending Transfer Created by s3_maker981 on 15/11/2021 Select request need to 2 Last hour view detail From Overseas remittance 0 VND 10,878,920,486 VND 10,878,920,486 VND 400,000,000,000 VND-1001-TK 19120145798015 VND-1001-TK 19120145798015 VND-1001-TK 191201 VND-1001-TK 191201 Review all the information Payroll 19120145798015 then tap on **Reject** if VND 4,000,000,000 To То transaction has something Agribank - Ngân hàng Nông nghiệp và Agribank - Ngân hàng Nông nghiệp và wrong 33331 ← Transfer 1234567890 Input reject reason (if any) VND 3,000,000 VND 344,411 then select Confirm. 🔿 Water Reject request Bac Kan VND 40,000,000 Please provide a reason for rejecting this request Reason 0/140 Agribank - Bach Thong FX Selling FX fedsf 1 ← Transfer 4 08:40 AM on 15 Nov 2022 Approve (5) Back 3 Reject Home Accounts Transfer Requests More







5. TRANSACTION SIGNING

Checker can authorize transactions on Techcombank Business and sign the transactions on Techcombank Business Mobile





5. Transaction Signing

- 1 Select notification when user authorize transaction on Web
- 2 Select Confirm
- 3 Input passcode when user register the device

Note: In case the user does not want to signing the transaction from the web, the authentication request can be bypassed in one of two ways:

- Turn off the signing request notifications displayed on mobile phones
- After the maximum authentication time (within 2 minutes), the system will automatically turn off the signing request.

User can then approve or reject the transaction completely on the TCBB application.

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TECHCON New reques You have a t	MBANK BUSIN it ransaction to	ess o sign	now	
Mail	Clock	Maps	Weather	
Reminders	Notes	Stocks	News Ćtv	→
Books	App Store	Podcasts	TY	
Health	Home	Wallet	Settings	
Techcombank				

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<	
Review and confirm	
Type	
Batch ID ac51e829	
No of transaction 8	
Amount VND 20,000,000	
Confirm	
Cancel	









6. TERM DEPOSIT

User Maker can use Techcombank Business App to initiate new Term Deposit or withdraw ongoing TD to send to Checker.

6.1. Initiate new Term Deposit

6.2. Withdraw Term Deposit







6.1. Initiate new Term Deposit



Choose Debit account and enter Principal amount

3

Choose Term and rate

9:41		al ≎ ∎
÷	New term deposit	
Debit a	ccount	
	VND-TKTT-Le Thanh Tai 4564 2331 9999 3432 VND 10,000,000,000	>
Princip	al amount	
VND		0
Minimum Deposi	amount is 1,7 3 ND	
Selec	ct a term	
Estimate	ed Interest	
VND	_	
	Continue	
	Cancel	

- •

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	Term and rate	×
1 week		3,05%
2 weeks		3,25%
3 weeks		3,35%
1 month		3,50%
2 months		3,75%
3 months		4,05%
4 months		4,25%
5 months		4,35%
6 months	4	4,50%
0	pen with this rate	









6.1. Initiate new Term Deposit (continue)



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6.2. Withdraw Term Deposit

1 3 5 2 4 Review transaction: Select ongoing term View detail and Review and click Withdraw term deposit deposit need to be select Withdraw Destination account, Submit successfully. interest amount... and withdrawn select Continue 9:41 **ا**ل 🗧 9:41 ...| 🌫 🔳 9:41 ..l 🗢 🔳 9:41 ...l 🗢 🖿 Accrued interest ← **Ongoing Term Deposit** +VND 570,000 Withdraw Term Deposit × TECHCOMBANK **Review & Submit Business** Total amount at maturity Term deposit Ongoing term deposits 3 Accounts VND 4,004,000,000 Principle amount VND 16.000.000.000 Successfully submitted! Withdraw term deposit 5 Term 14901000018961 Please waiting for approval. 14901000018961 1 year Open New Term Deposit +VND 2,000,000,000 Principle amount Withdraw term deposit Interest rate (%/ year) 24 Oct 2022 Maturity date USD-TGTT-CONGTYTNHHGREENBIKE 0.2 14901000018961 Your list account All 👻 19003581453139 Destination account VND-TTGT-1234 16/04/2020 14901000018961 \Box VND 10,005,800,000 19003581453139 VND-TKTT-Le Thanh Tai Maturity method 4564 2331 9999 3432 > VND 2,000,000,000 Principle amount Chuyển gốc và lãi sang kỳ hạn mới VND 10.000.000.000 VND 5,800,000 VND 10.005.800.000 Maturity date 24 Oct 2022 VND 10,000,000,000 USD-TGTT-CONGTYTNHHGREENBIKE VND 5,800,000 গি 14901000018961 19003581453139 02 0.2 VND 10,000,000,000 Description VND 2,000,000,000 Principle amount VND 2.000.000 Term deposit for 1 years to invest in new Maturity date 24 Oct 2022 project 0.2 \Box 14901000018961 🗄 Tải về giấy chứng nhận 24/10/2022 2 3 Submit Principle amount VND 2,000,000,000 Maturity date 24 Oct 2022 Withdraw Continue Edit request Back to home







7. BILL PAYMENT

User Maker can use App Techcombank Business to initiate new electrictity and water bill payment transaction.



7.1. Initiate electrictity bill payment



7.3. Bill payment – Reminder





7. Bill Payment

7.1. Initiate electrictity bill payment



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7. Bill Payment

7.1. Initiate electricity bill payment (continue)







7. Bill Payment

7.2. Initiate water bill payment





7.3. Bill payment - Reminder

1

After initiating new transaction, user can save the contract number and set reminder.



After click **Save**, user can see **Edit** button and can change the information.

3



35 | Hướng dẫn sử dụng



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Enter payer's nickname,

turn on Reminder and

choose date for reminding



8. FORGOT PASSWORD

This function allows users to reset password when forgot and can only be done on mobile app with a registered device.





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8.3. Create new password


8. Forgot Password

8.1. Verify user (biometrics or user information)



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8. Forgot Password

8.2. Verify passcode



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Enter new password and select Continue. Note:

At least 8 characters with no

- At least 8 characters with no space or Vietnamese accents
- At least 1 lowercase and 1
 uppercase letter
- At least 1 number and 1 symbol except " '-
- Different from your username
- Different from 5 recent passwords

Confirm new password and select Submit.













9. SECURITY SETTINGS

This function allows users to change password (proactively or upon expiry) or passcode on mobile app with a registered device.



- 9.2. Change password (upon expiry notification)
 - 9.3. Change password (expired)

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9.4. Change passcode



9.1. Change password (proactive)









9.2. Change password (upon expiry notification)

- 1 Click into the Expiry notification on the main screen
- 2 Key in the current password*
- 3 Set up a new password that meets all security requirments, then confirm
- Key in the passcode to verify the change*

*Note:

5 consecutive failed attempts in step 2 will cause account lock.

3 consecutive failed attempts in step 4 will log the user out of the application.

	• 155 111 111 111
	1
	💭 Update
0	
Velcome,	
38057193 make	rchecker
HACH HANG DOANH NGHIEF	91 38057193 KHACH HA.
Asset Overview	Liability Overview
1	
Aggregated Balance	25.874 Ø
Aggregated Balance VND 89,416,13	35,874 Ø
Aggregated Balance VND 89,416,13 All accounts	85,874 Ø
Aggregated Balance VND 89,416,13 All accounts VND 89,113,135,874	85,874 @
Aggregated Balance VND 89,416,13 All accounts VND 89,113,135,874 Term deposits	85,874 Ø
Aggregated Balance VND 89,416,13 All accounts VND 89,113,135,874 Term deposits VND 303,000,000	85,874 Ø
Aggregated Balance VND 89,416,13 All accounts VND 89,113,135,874 Term deposits VND 303,000,000	85,874 Ø
Aggregated Balance VND 89,416,13 All accounts VND 89,113,135,874 Term deposits VND 303,000,000 * Total sum of accounts inclu	35,874 Ø
Aggregated Balance VND 89,416,13 All accounts VND 89,113,135,874 Term deposits VND 303,000,000	85,874 Ø
Aggregated Balance VND 89,416,13 All accounts VND 89,113,135,874 Term deposits VND 303,000,000 * Total sum of accounts inclu	35,874 Ø Juon uding foreign currencies
Aggregated Balance VND 89,416,13 All accounts VND 89,113,135,874 Term deposits VND 303,000,000 * Total sum of accounts inclu	25,874 Ø

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9.3. Change password (expired)

9:41 ail 🕆 🛙 9:41 ...| 🗢 🔳 case of expired In password, when logging in ← Change password × from the lock screen, users Enter new password will be requested to update Ø password 0 Please enter your passcode At least 8 characters with no space or to continue Set up a new password Login failed 2 Vietnamese accents that meets all security Your password has expired, please update At least 1 lowercase and 1 uppercase letter your password to continue using requirments, then confirm At least 1 number and 1 symbol except " ' -3 Techcombank Business Banking Different from your username (115) Update password Key in the passcode to verify 3 the change* 2 Continue Q W E RTYU O P 1 2 3 S D F G H 4 5 JKL 6 A *Note: Z X C V B N M 7 8 9 3 consecutive failed attempts in ♠ $\langle \times \rangle$ step 3 will log you out of the \otimes 0 Go 123 space Go application. \bigcirc Ŷ

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10. NOTIFICATION SETTINGS

User can user QR for quick payment or send QR image to partners.



10.1. Balance notification

10.2. Transaction status (user maker)

10.3. Approval requests (user checker)





9.4. Change passcode

- 1 From More in the navigation bar, select Settings > Security > Change passcode
- 2 Key in the current passcode*

3 Set up a new passcode that meets all security requirments, then confirm









10. Notification Settings

10.1. Balance notification









10. Notification Settings

10.1. Balance notification









10. Notification Settings

10.2. Transaction status

Steps is the same balance notification setting, to turn on/ turn off transaction status notification, user need:

More from Home > Setting > Notification Settings > Transaction status



User choose to turn on with type of transaction they want to get status notification

19:43 © & 200 and 19:43	19:43 🗇 🏘 🔐 👘	13:54 8 👷 🔐 👘 🖾	19:44 O A 19.0
All features	← Application setting	← Notification settings	Transaction status
Settings	Security	Balance notifications	Receive notifications when the status of created by you changes
more	C: Notification settings	balance for your accounts	Transfer
Services & products 💿	m Application update	Approval requests	Batch payments
Business Overdraft Business Overdraft is the optimized credit	Version 1.1.4-sit(37)	transaction requires approval	Payroll
solution that meets the urgent capital needs of Businesses	(?) Help and support >	Transaction status Receive notifications when the status of	Overseas remittance
Loans Closely monitoring the schedule of your loan	文 Language 🕀 EN	items created by you changes	Bill Payment
and easily making payment			Term Deposit
Continuity of the future with			Foreign exchange
diverse terms and competitive interest rates.			Card
Referral program Receive the cash reward for each successful referral in accordance with Techcombank's regulations.			
↔	Sign out		
Home Accounts Transfer Requests More			

10. Notification Settings

10.3. Approval requests (user checker)

Steps is the same balance notification setting, to turn on/ turn off Approval requests notification, user need:

More from Home > Setting > Notification Settings > Approval requests

3

User choose to turn on with type of transaction they want to get approval request notification

19:43 © A 200 at 1911 5	19:43	© & ‱I "III 🗊	13:54	8 %£	ៅ ដា 📧	17:14	0	226l °441 🖅
All features	← Application set	ting	~	Notification settings		<i>←</i>	Approval requests	
Settings	Security	>	A	Balance notifications	5	Receive noti approval	fications when a transa	ction requires
more	C: Notification settings	>		balance for your accounts		Transfer		
Services & products 5	- Application update		្រា	Approval requests		Batch payme	ents	
Business Overdraft Business Overdraft is the optimized credit	Version 1.1.4-sit(37)			transaction requires approval		Payroll		
solution that meets the urgent capital needs of Businesses	Help and support	>	ũ	Transaction status		Overseas re	nittance	
8 Loans	交 Language	# EN		items created by you changes		Bill Payment		
(S) Closely monitoring the schedule of your loan and easily making payment						Term Depos	it	
Term deposit						Foreign excł	ange	
diverse terms and competitive interest rates.						Card		
Referral program Receive the cash reward for each successful referral in accordance with Techcombank's regulations.								
Home Accounts Transfer Requests More	Sign out							

> >

11. QR PAYMENT

User can user QR for quick payment or send QR image to partners.

11.1. QR payment

11.2. QR payment - Add amount

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11.1. QR payment



51 Hướng dẫn sử dụng

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11. QR Payment

11.2. QR payment - Add & edit amount





12. LOAN INQUIRY

User can inquiry Loans on TCBB Mobile





12. Loan Inquiry

User can inquiry Loans on TCBB Mobile. The following steps:



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12. Loan Inquiry



If the loan is overdue, there is a notice from TCBB: "Your loan has an overdue payment. Please come to nearest counter to resolve it".

Click to see detail loan information

Click See full schedule to view repayment time, corresponding principal and interest...

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User can view List of loan repayment transactions in the last 2 years

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← Loan details 🕁	← Loan details	÷	Loan details	← Loan details 🕁
ELD1818695009 CLN2017083919 Outstanding amount VND 4,000,000,000	CLN2017083919	× 7	Full schedule	LD1818695009 CLN2017083919 Outstanding amount VND 4,000,000,000
Maturity date 16/04/2021 See detail loan informations 6	Contract number LD2008315630 Contract reference number CLN20176083919	24/8/2022 Total pay am Principal Interest Outstanding	ount VND 838,000 VND 2,000,838,000 VND 2,000,838,000 amount VND 2,000,838,000	Maturity date 16/04/2021 See detail loan informations
Upcoming payment Transaction history 24/8/2022 Principal VND 16,000,000	Original principal amount VND 2,124,837,900 Outstanding amount VND 2,124,837,900	24/9/2022 Total pay am Principal Interest Outstanding	ount VND 838,000 VND 2,000,838,000 VND 2,000,838,000 amount VND 2,000,838,000	Upcoming payn 8 Transaction history (i) List of transaction in the last 2 years
Total bay amount VND 20,000,000 The reserves expressions pergrants renew the real schedule The reserves expressions pergrants renew the real schedule The reservest expressions pergrants renew the real schedule	7.2% Start date 16/04/2020 Maturity date 16/04/2021	24/10/2022 Total pay am Principal Interest Outstanding	2 ount VND 838,000 VND 2,000,838,000 VND 2,000,838,000 amount VND 2,000,838,000	24/10/2022 Description John Legend tạo lệnh thu nơ lãi kho hàng Abcdxyzghikim mã LD1818695009 cho tháng 10 với lãi xuất 3% Amount VND 1,838,000 Outstanding VND 2,402,002,910
Your loan have been overdued. Please come to nearest counter to make repayment.	Tenor 6 months Branch CLN-TCB CHO LON	24/11/2022 Total pay am Principal Interest Outstanding	2 ount VND 838,000 VND 2,000,838,000 VND 2,000,838,000 amount VND 2,000,838,000	24/9/2022 Description Thu nợ lãi (LD-IN) Amount VND 1,838,000 Outstanding VND 2,402,002,910

13. FX CONVERTER

User can use this function for enquiry FX rate





....

13. FX Converter

- Choose More > select Foreign exchange
- TCBB display the **Currency** exchange – 6 common foreign currencies
- The exchange rate update frequency of TCBB from T24 is every 2 hours
- TCBB Mobile provide Converter function help user to calculate/ exchange currency quickly.

All features 4 Settings 3 Security, notification, sign out & more Services & products **Bill payment** Advanced bill-payment features that streamline your mundane business operation 1 Foreign exchange Currency (FX) Secure the best FX rates with p you stay on top of your business effortlessly 🔠 AUD **Business overdraft** Advanced bill-payment features that USD USD streamline your mundane business operation JPY Term deposit 0 Advanced bill-payment features that streamline your mundane business operation SGD Loan Inquiry EUR ð Keep tract of your progress and don't be miss schedule of upcoming payment ∺ GBP Referral programme Advanced bill-payment features that 1 streamline your mundane business operation Converter Home Accounts Transfer Requests More

Internal Document





Last updated 13/10/2022 This rate from TCB is for reference only. The rate will change at the time you make exchange.







User can use this function for enquiry or initiating/ approving FX Selling

14.1. Initiate FX selling – auto rate

- 14.2. . Initiate FX selling contract rate
- 14.3. Approve the transaction



VƯỢT TRỘI **>** MỗI NGÀY



14.1. Initiate FX selling - auto rate

- 1 Select New exchange
- 2 Select VND beneficiary account and rate type "Auto rate"
- 3 Select source and enter the description for the transaction.
 - Press Review and submit

9:41		.ıl 🗟 🗖
÷	Foreign exchange	
+ New ex	change	
Currency ex This rate from Tu change at the tir	xchange CB is for reference only me you make exchange	7. The rate will
Currency	(>) Offer in	(ৎ) Offer out
🎦 AUD	27,000	27,000
📒 USD	27,000	27,000
• JPY	27,000	27,000
SGD SGD	27,000	27,000
C EUR	27,000	27,000
🎇 GBP	27,000	27,000
Last updated 13	/10/2022	
Converter		>











14.1. Initiate FX selling - auto rate (continue)









14. Foreign Exchange

14.2. Initiate FX selling - contract rate

Initiate new FX Selling transaction, similar to item 13.2 but at **Rate type** select **Contract rate**

Enter Deal reference number.

TCBB will generate transaction rate and amount; equivalent amount in VND.











9:41

User checker log in TCBB mobile.

- From Requests select Pending requests
- 2 Select Selling FX transactions need to view details
- 3 View detail the transaction and click Approve
- Enter passcode to confirm transaction.



```
Pending
             Selling Fx
             Created by Anh Nguyen Hoang
             on 29/06/2022 at 12:00 PM
             From
               \frown
                                USD 10,000,000,000
               USD-TKTT-Cty TNHH Ola
...l 🗢 🔳
                                                                       Confirm transaction
                                                            ←
               1234 5678 9198 87
             То
               \frown
                                                              c
               VND-TKTT-Cty TNHH Ola
                                                            Please enter your
               1234 5678 9198 87
                                                            passcode to
                                                             confirm transaction
             Contract rate - AAA1234567911
             Transaction amount
             USD 1,000.00
             Transaction rate
             USD 1.00 = VND 23,000
             Equivalent amount
             VND 23,000,000
                                                                                2
                                                                 1
             Foreign exchange for autumn season
                                                                4
                                                                                5
             ( Waiting for approval
                                                                                8
                                                                 7
                                                                                0
                                                                \otimes
                                          3
                             Approve
                              Reject
```



Internal Document

VƯỢT TRỘI 🐤 MỖI NGÀY



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6

9

Go

15.1. What is CD Bao Loc?
15.2. Buy CD Bao Loc & Approve
15.3. Sell CD Bao Loc & Approve
15.4. Manage CD Bao Loc
15.5. Enquiry CD Bao Loc transaction



BE GREATER

15.1. What is CD Bao Loc?

User access TCBB Mobile's homepage could see CD Bao Loc's banner and could view detail about CD Bao Loc product.



VƯỢT TRÔI **>** MÕI NGÀY

15.2. Buy CD Bao Loc – Initiate on App TCBB Mobile

After on boarding new feature CD Bao Loc at the Techcombank's branch, user login TCBB Mobile and initiate new buy request as below:



VƯỢT TRỘI 为 MỖI NGÀY

15.2. Buy CD Bao Loc – Initiate on App TCBB Mobile (continue)

Enter Total par value to buy (Total par value is a multiple of 10 million VND, minimum is 50 million VND and maximum is 100 billion VND).

- 4 Select Seller with CD Bao Loc ownership is Seller Partner.
- 5 Then select **Debit account** and Account to receive interest/ principal.

TCBB Mobile show detail offer from Seller Partner: Listing detail, Total par value,...

6

- User can project the return with the tool on TCBB.
- 8 Press Continue to go to the next step.



VƯỢT TRỘI 🍃 MỖI NGÀY



15.2. Buy CD Bao Loc – Initiate on App TCBB Mobile (continue)

8 User clicks Continue to go to the **Confirm information** interface and recheck all transaction information. The system also displays the business's invoicing information and allows editing to ensure the invoice customers receive is accurate.



VƯỢT TRÔI **>** MÕI NGÀY

15.2. Buy CD Bao Loc – Initiate on App TCBB Mobile (continue)

Notes: At the cut off time (COT), user can't initiate new transaction and all pending transactions would be canceled by system automatically. Working hours of CD Bao Loc as below:

- 8h00 17h00 from Monday Friday.
- 8h00 12h00 on Saturday.
- Except for public holidays.
- 2 Warning from TCBB about total estimated payment amount & CD list may be changed.
- 3 When initiating/approving buy transaction but system have not enough available CDs, there will be a "In short supply" warning.

Criteria system selects CDs for selling:

1. Par value from largest to smallest.

2. Nearest interest date.

3. First in, first out.



VƯỢT TRÔI **🗲** MÕI NGÀY

15.2. Buy CD Bao Loc – Approve on App TCBB Mobile

- The user clicks **Request** to go to the **Request Pending Approval** interface and recheck all request information pending approval.
- The system displays a list of requests waiting for approval: CDBL trading, international money transfer, salary payment,...

Users click on the CDBL purchase notification to check the pending approval status.

3







15.2. Buy CD Bao Loc – Approve on TCBB App (continue)

All waiting approval status of CDBL

- The system notifies you when the CD is still pending approval.
- 2 The system notifies insufficient CCTG according to the customer's request after the CD has been approved.
- 3 The system notifies the CDBL purchase approval deadline in case the CD has been approved for purchase from 1 level.

9:41	 9:41	al 🗢 🔳	9:41	🗢 🔳
← Request details	← Re	quest details	← Request detai	ils
Pending	Pending		Danh sách CCTG Bảo Lộc sẽ hết hạ	n sau 10:00
Buying CD Bao Loc Created by Sam Nguyen on 14/01/2023 at 12:00 PM	1 Buying CD Ba Created by Sam Nguya on 14/01/2023 at 12:00	ao Loc 2	Pending Buying CD Bao Loc Created by Sam Nguyen on 14/01/2023 at 12:00 PM	3
The total payment price an	d list of Unfortunate	k ely, the Certificate of	List CD Bao Loc	
to the customer at final app	broval. Deposits the available. Pl	at you requested are not lease try again later	E Registration No : 11016	; Co. Ltd. 12106
Transaction details	Transaction detail	ils	Total payment VND Total par value VND	5,005,483,000 5,000,000,000
Total par value VND 5,000,000,000	Total par value VND 900,000,00	00	List details	>
Transaction date 7/4/2023	Transaction date 28/12/2022		Transaction details	
Debit account VND-TKTT-Green Bike Compan 19003581453139	Debit account VND-TKTT-Greet 19003581453139	n Bike Company	Total par value VND 5,000,000,000 Transaction date	
Account to receive interest VND-TKTT-Sky Osis	Account to receive i VND-TKTT-Sky C 1900358145314C	interest Osis	7/4/2023 Debit account VND-TKTT-Green Bike Com	pany
Seller Công ty TNHH Đầu tư Gia sản iV	Seller Wealth iWealth Investme	ents Co. Ltd.	Account to receive interest VND-TKTT-Sky Osis 19003581453140	
Sõ ĐKKD: 1101612106 Transaction ID 123456789	Transaction ID 123456789		Seller Công ty TNHH Đầu tư Gia sả Số ĐKKD: 1101612106	an iWealth
Contract for Trading certificate	of deposit Contract for Tradin	ng certificate of deposit >	Transaction ID 123456789	
			By tapping Approve you a Contract for Trading certifi	gree with our cate of deposit
Approve history Pending	Approval log Approved by S 01/01/2021 at 1	Selena Gomez (U3321131) 2:00 PM	Approval log	ez (113321131)
	Waiting for fur	ther approval(s) (1/2)	O1/01/2021 at 12:00 PM Waiting for further approv	val(s) (1/2)
Approve		Approve	Approve	
Reject		Reject	Paiaat	

VƯỢT TRỘI **🗲** MÕI NGÀY



15.2. Buy CD Bao Loc – Approve on App TCBB Mobile

All waiting approval status of CDBL (continue)

- The system notifies you when the CD is still pending payment.
- The system notifies when the CD is still 5 waiting to receive assets.



5 Chi tiết yêu cầu \times Chờ thanh toán Mua CCTG Bảo Lôc Tạo lệnh bởi Sam Nguyen vào 14/01/2023 lúc 12:00 PM Theo dõi trạng thái Thu nhò 🔨 yêu cầu 1 Khách hàng tạo yêu cầu mua Tao lênh thành công 2 Khách hàng duyệt lệnh mua Duyệt lệnh thành công 3 Ngân hàng xử lý thanh toán Chờ thanh toán 4 Ngân hàng xử lý chuyển nhượng Chờ nhân tài sản Ch 5.000 o dịch Tổng thanh toán VND 5,005,483,000 Tổng mệnh giá VND 5.000.000.000 Số lượng chứng chỉ 10 Ngày giao dịch 7/4/2023 Tài khoản thanh toán VND-TKTT-Green Bike Company 19003581453139 Tài khoản nhận tiển

71 Hướng dẫn sử dụng

VƯỢT TRÔI **D**MÕI NGÀY



15.2. Buy CD Bao Loc – Approve on App TCBB Mobile

2

- User checker login App TCBB Mobile > Request.
- TCBB will display detail transaction information:

To view detail CD list, click

View CD details

3

Select the transaction buy CD Bao Loc need to approve.

1. Total payment amount

2. Total par value...

Checker 1 Checker 2 9:41 ता 😤 🛙 4 Requests Pending Confirmation time to buy the offer below 09:58 **Buying CD Bao Loc** Listing detail × Pending requests (8) Category remains Created by Sam Nguyen on 14/01/2023 at 12:00 PM Total receiving amount VND 900,883,000 Last 1 hour Pending Buy CD Bao Loc 留一 Buy CD Bao Loc Tổng giá thanh toán và danh sách Last interest date Receiving amount chứng chỉ tiến gửi chính xác sẽ được 05:11 PM Created by you on 25/05/2023 at 05:11 PM 0 trà về cho quý khách hàng vào lần VND 201,883,000 31/12/2022 VND 200,000,000 duyêt cuối cùng. Transaction details Purchase amount Purchase date VND 201,883,000 31/10/2022 2 Company ABC Transaction details Today 123456789 Par value Interest period VND 200,000,000 3 months Today Total par value Receiving interest Receiving interest rate VND 900,000,000 Total payment amount VND 200,723,288 VND 2,000,000 VND 1,800,000 5%/ year Total par value VND 200,000,000 Transaction date 28/12/2022 The quantity of CDs 2.000 Receiving amount Last interest date Yesterday Debit account VND 201,883,000 31/12/2022 View CD details a = aVND-TKTT-Green Bike Company Yesterday 19003581453139 Purchase amount Purchase date VND 6,000,000,000 VND 201.883.000 Total par value 31/10/2022 Account to receive interest 3 VND-TKTT-Sky Osis VND 200,000,000 Par value Interest period 19003581453140 VND 200,000,000 3 months Transaction date Open term deposit 1 25/05/2023 Yesterday Seller Receiving interest Receiving interest rate iWealth Investments Co. Ltd. VND 1,800,000 5%/ year VND 1.000.000 Debit account Registration No: 1101612106 VND-TGTT-KHDN 60103038 nguyen ⇔ Transaction ID 4 nguye Receiving amount Last interest date 123456789 Accounts Requests / 19037176238013 VND 201,883,000 31/12/2022
15.2. Buy CD Bao Loc – Approve on App TCBB Mobile (continue)

When the last checker start to view detail pending transaction for approval, system will hold the list CDs and keep the current total payment amount for **10 minutes**.

After select "Approve", user need to enter the passcode to confirm transaction.

Approved successfully – user has completed 2/4 steps of transaction.

6

After the User approves the order, the transaction will be **transferred to the Payment and Transfer Processing Bank** to complete the CCTG purchase transaction.







15.2. Buy CD Bao Loc – Approve on App TCBB Mobile

Notes:

If last checker can't process the approval within 10 minutes, system will stop holding list CDs and select new list CDs, then the total payment amount would be changed.

At the cut off time (COT), all pending transactions would be canceled by system automatically and status will be **Expired**.

Note: If the user's role is maker & approver: Initiating and approving transaction still would be apart:

- After submit new transaction successfully, user need to go back Home > Request to approve the transaction.
- When user start to view detail transaction for approval, system will hold list CDs for 10 minutes, too.



VƯỢT TRÔI 🗲 MỖI NGÀY

16:39 🗑 🕱 🔐 🔐 👘 💷 **Request details** Expired Buy CD Bao Loc Created by you on 25/01/2024 at 05:33 PM Transaction details Total par value VND 200,000,000 Transaction date 25/01/2024 Debit account VND-TGTT-KHDN 38057193 19238057193015 Account to receive interest/principal VND-TGTT-KHDN 38057193 19238057193015 Seller Masterise Agents Agency Co. Ltd. Registration No: 0316127323 Transaction ID BCD20240125000024

TECHCOMBANK

74 Hướng dẫn sử dung

15.3. Sell CD Bao Loc – Initiate on App TCBB Mobile (method 1)

From TCBB Mobile Homepage > More > Select Bao Loc Certificate of Deposit.

From the List of CDs, user can select 1 transferable CD or a group transferable CDs for selling.

In other way, user can click button **Sell out** to initiate new sell request.

User need to enter Total par value to sell (the total par value to sell is from VND 50,000,000 and gradually increases by VND 10,000,000).

Click See more to view details How are CDs suggested for selling?

Click Continue.

2

TCBB display Total par value and list CDs suggested for selling. Select **Continue**.



75 | Hướng dẫn sử dụng



VƯỢT TRỘI 🖢 MỖI NGÀY



15.3. Sell CD Bao Loc – Initiate on App TCBB Mobile (method 1 - continue)

The system will display the Total transferable par value and a list of proposed CD Bao Loc



VƯỢT TRỘI 🖢 MỖI NGÀY

TECHCOMBANK

9

15.3. Sell CD Bao Loc – Initiate on App TCBB Mobile (method 1 - continue)

- At the **Confirm information** screen, user can view template Contract for Trading certificate of deposit for reference.
- 8 User can view detailed list of CDs and Return breakdown, too.
 - Click Submit to confirm initiating new transaction -> Successfully submitted screen.

Listing details ×		Confirm information	16:43 O A ^{0.02} I "iil @	TECHCOMBANK		
Total receiving amount	VND 508,660,424 Return breakdown V	Total par value VND 500,000,000 Total purchase amount VND 507,950,685 Total return VND 709,739 *including received periodic interest (if	× CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM Độc lập - Tự do - Hạnh phúc 000	Successfully submitted! Please remind checker to approve before the working hours end		
Receiving amount La VND 508,660,424 10 Purchase amount Pu VND 507,950,685 10	ast interest date 0/12/2022 urchase date 0/04/2023	any) The quantity of CDs 1 View detailed list of CDs and Return breakdown	HỢP ĐỒNG CHUYỂN NHƯỢNG KIÊM ĐỀ NGHỊ XÁC NHẬN CHUYỂN QUYỀN SỞ HỮU CHỨNG CHỈ TIỀN GỬI BẢO LỘC PHÁT HÀNH TẠI TECHCOMBANK	Request status tracking Collapse Image: Collapse in the sell request Image: Collapse in the sell request Image: Collapse in the sell request Image: Collapse in the sell request Image: Collapse in the sell request Image: Collapse in the sell request Image: Collapse in the sell request Image: Collapse in the sell request		
Par value Ho	olding time	Transaction date	Số	Waiting for approval		
VND 500,000 18 Return () Ra VND 709,739 3 1	18 day(s) Rate of return (j) 3 %/year	27/04/2023 Buyer ABC Company Registration No: 123456789	Hợp đồng chuyển nhượng kiêm Đề nghị xác nhận chuyển quyền sở hữu chứng chỉ tiên gửi này (sau đây gọi tắt là "Hợp Đồng") được lập và ký kết giữa các bên dưới đây: 1/ Bên Chuyển Nhượng (Bên A): - Tên Tổ chức: KHACH HANG DOANH	 Bank process for payment Processing payment Bank process for ownership transfer Processing asset transfer 		
		VND-TGTT-KHDN 6010303 19037176247012 7	NGHIEP 2 37176238 - Số Giấy chứng nhận ĐKDN/ĐKKD: 0534453752	Transaction details		
		By tapping Submit, You acknowledge that we have read, understood and fully agreed to %s Contract for Transfer ownership of CDs	- Địa chỉ trụ sở: 191 BA TRIEU, HA NOI Email: someone@techcombank.com.vn - Đại diện hợp pháp bởi:	Total receiving amount VND 508,660,424		
		Submit	- Tài khoản thanh toán mở tại Techcombank số: 19037176238013	Total par value VND 500,000,000		
		Edit	 2/ Ben Nhạn Chuyen Nhượng (Ben B): Tên Tổ chức: CÔNG TY TNHH ĐẦU TƯ GIA SẢN IWEALTH 	Total purchase amount VND 507,950,685		

15.3. Sell CD Bao Loc – Initiate on App TCBB Mobile (method 2)

From TCBB Mobile Homepage > More > Select Bao Loc Certificate of Deposit.





TECHCOMBANK

15.3. Sell CD Bao Loc – Initiate on App TCBB Mobile (method 2)

The system displays a list details of CD or group of CDs that can be sold.

The user clicks **Sell out** on the CDBL list screen, meaning user wants to sell all tradable CDBL, the system will display a screen informing user of the total par value user wants to sell.

Users also edit the total par value to sell.

Press Continue.

5





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15.3. Sell CD Bao Loc – Initiate on App TCBB Mobile (method 2)

- 8 The user chooses **Buyer** and the Receiving account to receive money after the sell and then presses **Continue**.
- 9

The system displays detailed purchase proposal information including Total money received; Total par value, Total investment... Detailed list of CDBL and profit analysis table...

The user clicks **Continue** to move to the next step.



VƯỢT TRỘI 🖢 MỖI NGÀY



15.3. Sell CD Bao Loc – Initiate on App TCBB Mobile (method 2)

At the **Review and submit** screen, user can view template Contract for Trading certificate of deposit for reference.

User can view detailed list of CDs and Return breakdown, too.

Click **Submit** to confirm initiating new transaction -> Successfully submitted screen.

16:43 TECHCOMBANK X Listing details Confirm information **Business** X 12 Total receiving amount VND 508,660,424 Total par value VND 500,000,000 Successfully submitted! CÔNG HÒA XÃ HÔI CHỦ NGHĨA VIỆT NAM VND 507,950,685 Total purchase amount See Return breakdown 😒 Please remind checker to approve before Độc lập - Tự do - Hạnh phúc VND 709,739 Total return the working hours end -----000------*including received periodic interest (if any) Receiving amount Last interest date Request status tracking Collapse A 5,000 The quantity of CDs HƠP ĐỒNG CHUYỂN NHƯƠNG KIÊM ĐỀ VND 508,660,424 10/12/2022 11 NGHI XÁC NHÂN Maker submit the sell request CHUYỂN OUYỀN SỞ HỮU CHỨNG CHỈ View detailed list of CDs and Return Submitted successfully 5 Purchase amount Purchase date TIỀN GỬI BẢO LỘC PHÁT HÀNH TẠI breakdown VND 507,950,685 10/04/2023 **TECHCOMBANK** 2 Checker approve the sell request Số Par value Holding time Waiting for approval Transaction date VND 500.000.000 18 day(s) Hợp đồng chuyển nhượng kiêm Đề nghị xác 27/04/2023 nhận chuyển quyền sở hữu chứng chỉ tiền gửi Bank process for payment Return ① Rate of return (i) này (sau đây gọi tắt là "Hợp Đồng") được lập Buyer Processing payment VND 709,739 và ký kết giữa các bên dưới đây: 3 %/year ABC Company Bank process for ownership transfer 1/ Bên Chuyển Nhượng (Bên A): Registration No: 123456789 Processing asset transfer - Tên Tổ chức: KHACH HANG DOANH Receiving account NGHIEP1 37176238 KHACH HANG DOANH VND-TGTT-KHDN 6010303 NGHIEP2 37176238 10 Transaction details - Số Giấy chứng nhân ĐKDN/ĐKKD: 19037176247012 0534453752 By tapping Submit, You acknowledge that we have - Địa chỉ tru sở: 191 BA TRIEU, HA NOI Total receiving amount read, understood and fully agreed to %s Email: someone@techcombank.com.vn VND 508,660,424 Contract for Transfer ownership of CDs - Đai diên hợp pháp bởi: - Tài khoản thanh toán mở tai Techcombank Total par value số: 19037176238013 Submit VND 500,000,000 2/ Bên Nhận Chuyển Nhượng (Bên B): Total purchase amount - Tên Tổ chức: CÔNG TY TNHH ĐẦU TƯ GIA Edit SÁN IWEALTH VND 507,950,685 111 0 ¢ Số Ciấy chứng nhân ĐƯĐNHĐƯƯD

15.3. Sell CD Bao Loc – Approve on TCBB App

Steps of approving are the same buy request.

2

User checker select Request > choose the pending transaction need to approve. User can view detail list CDs **Return breakdown** and template **Contract for trading certificate of deposit**, too.

Enter passcode to confirm approving the transaction.

	Requests	Pending		9:41		all S		Request details X		
	Pending requests (8) Category	Selling CD Bao Loc order Created by Sam Nguyen on 14/01/2023 at 12:00 PM	Confirm transaction ×				×	Waiting to pay		
	Last 1 hour	Transaction details						Selling CD Bao Loc order		
	Sell CD Bao Loc 1 05:11 PM VND 200,000,000 Today Today VND 2,000,000 VND 2,000,000	Total receiving amount VND 928,083,054 Total par value VND 900,000,000 Total receiving interest VND 28,083,054 The quantity of CDs 4 Transaction date 14/01/2023 Buyer	Please enter your passcode to confirm transaction			on 2		Created by Sam Nguyen on 14/01/2023 at 12:00 PM Request tracking status Collapse ∧ 1 Maker submit the buy request Submitted successfully 2 Checker approve the buy request Approved successfully 3 Bank process for payment Waiting for payment process 4 Bank process for payment		
	Yesterday	ABC Company Registration No: 123456789 VND-TKTT-Sky Osis 19003581453140						Transaction details		
	VND 6,000,000,000	Contract for Trading certificate of deposit		1	2	3		Total receiving amount VND 928,083,054 Total par value VND 900,000,000		
	Open term deposit	Approval log		4	5	6		Total receiving interest VND 28,083,054		
	VND 1.000.000	Waiting for approval		7	8	9		The quantity of CDs 4		
82	↔ 🗂 🔄 🕒 🗄	Approve		\otimes	0	Contin	iue 🔶 À	Transaction date 14/01/2023		
	Home Accounts Transfer Requests More	Reject						Briver		

15.4. Sell CD Bao Loc - Notes

Currently, some customers may hold both old and new CD versions, so the system makes sales proposals according to the following principles:
 DO NOT sell mix of old version CD and new version CD in 1 transaction.
 Priority is given to selling older versions of CDs first.
 In case the customer enters the total par value that he wants to sell

which is greater than the number of old version CDs he holds, the system will display the message **Selling limit for the first transaction.**

2. Sell orders cannot be created with CDs that are already in another transaction.

3. Cannot initiate transactions outside COT hours. At COT time, unapproved transactions will have a notice of **Expiration** and the order creator needs to re-initiate a new transaction on the next working day.

4. If the user's role is maker & approver: Initiating and approving transaction still would be aparted.









15.4. Manage CD Bao Loc

User can enquiry all CDs belong company as following:

- From the home page of TCBB mobile > click More > select Bao Loc certificate of deposit
- 2 User can view **Asset overview** All CDs of company:
 - Total purchase amount.
 - Total par value.
 - Total upcoming interest until month end.
- TCBB Mobile also explains in detail the frequently asked questions related CD Bao Loc transaction for customers' reference.



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15.4. Manage CD Bao Loc (continue)

- 4 When click tab List of CDs, user can see list of all CDs:
 - Transferable: CDs can be sold out.
 - **Processing**: CDs are hold in other processing transactions.
 - Non-transferable: CDs are frozen/released.

The system will display **Transferable** CDs in the following critera:

- 6 Next Interest Payment Date
 - Purchase date

5

- **Same properties** (Same par value, Interest period, Next interest payment date).



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15.4. Manage CD Bao Loc (continue)

The system will display Transferable CDs in 3 criteria:

- Next Interest Payment Date
- 8 Purchase date

Same properties (Same par value, Interest period, Next interest payment date)



15.4. Manage CD Bao Loc (continue)

When view the details of the Processing CDs, user can see the following statuses.

← Bao Loc Certificate of Deposit Deta		← Bao Loc Certificate of Deposit Deta		← Bao Loc Certifi	cate of Deposit Deta	← Bao Loc Certificate of Deposit Deta		
g= 15027000078230		은 15027000077870 Receiving		曾二 150270000	78109 Pending sell	PT 15026179023240 Transferring		
Par value	VND 500,000,000	Par value	VND 100,000,000	Par value	VND 50,000,000	Par value	VND 100,000,000	
Interest period	3 months	Interest period	6 months	Interest period	6 months	Interest period	6 months	
Term	48 months	Term	48 months	Term	48 months	Term	48 months	
Issuance date	01/12/2022	Issuance date	01/12/2022	Issuance date	01/12/2022	Issuance date	01/12/2022	
Maturity date	01/12/2026	Maturity date	01/12/2026	Maturity date	01/12/2026	Maturity date	01/12/2026	
Accrued interest	Interest rate (%/year)	Accrued interest	Interest rate (%/year)	Accrued interest	Interest rate (%/year)	Accrued interest	Interest rate (%/year)	
VND 7,191,780	3%	VND 2,876,712	6%	VND 1,438,356	6%	VND 2,876,712	6%	
Upcoming interest	Paid on	Upcoming interest	Paid on	Upcoming interest	Paid on	Upcoming interest	Paid on 01/06/2023	
VND 3,698,630	01/03/2023	VND 2,991,781	01/06/2023	VND 1,495,890	01/06/2023	VND 2,991,781		
Purchase amount VND 100,000,000 Holding period (daye)	Purchase date 18/04/2023	Purchase amount VND 102,252,055	Purchase date 17/04/2023	Purchase amount VND 51,134,247	Purchase date 18/04/2023	Purchase amount VND 102,268,493	Purchase date 18/04/2023	
37		Maturity method		Maturity method		Maturity method		
		Withdraw total balance		Withdraw total balance		Withdraw total balance		
Maturity method Withdraw total balance Sell out		(i) The certifical transaction transacti transaction transaction transaction transaction t	te of deposit is in hat was successfully n and is processing for ansfer.			(i) The certifica transaction t sell out and	te of deposit is in hat was approved to waiting to be paid.	

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15.4. Manage CD Bao Loc (continue)

Explain detail display status of CDs Bao Loc on App TCBB Mobile:

CDBL status groups on TCBB	Display statuses of each CDBL on TCBB				
Transferable	Transferable	CDs can be sold out.			
	Pending sell	CDs in a pending sell transaction need to approve by checker.			
	Transferring	CDs in an approved sell transaction and wait for bank process for payment.			
Processing	Receiving	CDs in an approved buy transaction and wait for bank process for payment.			
	Coupon processing	CDs will be got coupon on the next day. And at 17.00 of T-1, CDs will change status from transferable to coupon processing and will be non-transferable.			
Non transforable	Non-transferable	CDs couldn't be transferred (CDs are blockaded, liberated)			
NON-transierable	Inactive	CDs have been used as collateral. (Note: At this time, there is not this status on TCBB Mobile)			

15.5. Enquiry CD Bao Loc Transaction

Explain detail display status of CDs Bao Loc on App TCBB Mobile:

- To complete a CCTG Bao Loc transaction on the TCBB Mobile App, you need to go through 4 steps as following:
 - 1. Maker submit a buy/sell request
 - 2. Checker approve a buy/sell request
 - 3. Bank process for payment
 - 4. Bank process for transferring
- When the transaction's steps are completed, the system will mark them in green.

To track the transaction status, the user clicks to **See more/Collapse** the Request tracking status.



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15.5. Enquiry CD Bao Loc transaction (continue)

To enquiry **Pending** CD Bao Loc transactions, user can follow one in 2 way below: :

- 1. Home TCBB Mobile > Select Pending Request > Select Pending CD Bao Loc transaction need to approve.
- 2. Home TCBB Mobile > Request > Pending requests > Select Pending CD Bao Loc transaction need to approve.
- 5 To enquiry all CD Bao Loc transaction, user click **Request** > **Category** > CD Bao Loc. TCBB would display all transactions into 3 groups: **Pending**, **Processing and Closed**.





16.1. Conditions

16.2. Apply online with 3 simple steps



BE GREATER

16. Apply for online CD Bao Loc trading

16.1. Conditions





Customers are using TCBB and have 1 Approver or 2 Approvers Only users of the legal representative of the enterprise can apply for online features



Only carry out online
registration for businesses with
1 legal representative (in case
there are 2 or more legal
representatives, customers
register at the counter)

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Customers can only apply via the online stream if they have never registered for CD Bao Loc (if the business already has at least 1 user using the feature, they need to register at the counter).

Some notes when registering to CD Bao Loc online:

- When the legal representative completes signing the form and registering the feature, the CD Bao Loc feature will be decentralized to all users of the enterprise and maintain the current user role.
- When registered user information and legal representative information have not been synchronized, leading to the system not being able to identify the user as a legal representative, the Customer cannot continue the registration process and needs to send a support request > The system will provide detailed information to Techcombank to advise and support customers.

Internal Document



, 16. Apply for online CD Bao Loc trading

16.2. Apply online with 3 simple steps

When accessing the TCBB App, if the user has not registered to trade CD Bao Loc, the user will see a banner introducing Bao Loc Certificate of Deposit > Click to view details.

TCBB will introduce CD Bao Loc product, Outstanding benefits of CCTG Bao Loc > users click "Let's get started".

The system will switch to an interface with instructions for 3 registration steps and note the registration conditions: Only the "Legal Representative of the Enterprise" can register for this feature.

Click "Apply".

2



BE GREATER



16. Apply for online CD Bao Loc trading

16.2. Apply online with 3 simple steps (continued)

The system will automatically fill in the information fields in the Service Request and Contract form MB02-QT.TDC/124 from customer information and user information including Customer name, Tax code, User TCBB ...

The user checks the information on the request and ticks to agree with the content > click **Confirm**.

The system will move to the transaction confirmation request interface on the TCBB Mobile App to complete the registration process.

Note: Users cannot change the information on the Service Application and Contract.



5

Internal Document



16. Apply for online CD Bao Loc trading

16.2. Apply online with 3 simple steps (continued)

After completing the registration, TCBB will notify users specifically about the request processing process as well as the registration results:

- The registration request has been sent successfully and the system is processing the request
- 7 Registration was successful, the feature has been activated for all customer users
- An error occurred and registration failed => Recommend the customer choose Register again.



Note: Processing time for customers' feature registration requests is very fast - only about 5 minutes if the system does not encounter any unusual problems - because this is a completely automatic registration flow, without participation of TCB employees.

6



BE GREATER



• 16. Apply for online CD Bao Loc trading

16.2. Apply online with 3 simple steps (continued)

In case the Legal representative information is not up-to-date yet, TCBB would have warning and user can select **Request assistance**.

After user send request for assistance, TCBB will notify to Techcombank for supporting them updating information at the counter.





Internal Document





17.1. Register the feature

17.2. Advantages of Auto-Earning and remarks





17.1. Register the feature online via App

User login App TCBB Mobile > Select **More** > **CD Bao Loc** > Click new function named **CD Bao Loc Auto-Earning**.

Select Let's get started.

The system will switch to the registration instruction interface and note the registration conditions:

- Chief accountant submit the request.
- Account holder and Legal representative approve the request.

Select Apply.

TCBB switch to the registration information interface.

Users select account linked with Auto-Earning and enter the Standard balance (The minimum standard balance of account).

Select Continue.



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17.1. Register the feature online via App (continue)

3 TCBB will automatically fill the customers' information into the forms: Application and agreement for the registration to use the feature and Authorisation contract.

Users review information and select Confirm to agree with the Terms and Conditions.

The system switch to **Confirm transaction** and user enter passcode to complete submission.

Confirm request			X C	confirm transac	ction
Application information	Application and agreement for the registration to use the feature	Authorisation contract			
Linked current account VND-TGTT-KHDN 60103038 19261030222015 Threshold	Please carefully read and review the following contract information before confirming	Please carefully read and review the following contract information before confirming	Please e to confin	enter your rm the tra	passcode nsaction
VND 50,000,000 Estimated effective date D4/03/2024 Way be changed depending on the approval time of booth the Account holder and the Legal representative Contract information confirm to have read, understood, and agree to:	DĚ NGHJ KIĚM HOP DÔNG DĂNG KŸ SỬ DỤNG TÌNH NĂNG DĚ NGHJ XÁC NHÀN CHUYĚN NHƯƠNG CHÚNG CHÍ THÀN GUÌ THẾV KẾNH NGÀN HÀNG ĐỆN TỬ APPLICATION AND AGREEMENT POR THE REGISTRATION TO USE THE PEATURE TO REQUEST CONFIRMATION OF TRANSFER CERTIFICATE OF DEPOSIT ON E- BAYKING CHANNEL Ngày Data Kinh giữ, Ngân hàng Thương mại Câp bản Kỹ thương Việt Nam- TECHCOMBANK Tạc Vietnam Technological and Commercial Join-stock Bank - TECHCOMP AN	DĚ NGHI KIÉM HOP ĐÔNG DĂNG KÝ SỬ DỤNG TÍNH NĂNG ĐĚ NGHI XÁC MHAN CHUYEN NHƯ (NG CHUNG CHÍ TIÊN GỬI TRÊN KẾNH NGĂN HÀNG DIỆN TỬ APPLICATION NƠ A GREEMENT FOR THE REGISTRATION TO USE THE FEATURE TO REQUEST CONFIRMATION OF TRANSFER CHUNEL Ngày Data Kinh giới: Ngân hàng Thường mại Cể phín Kỳ thường Việt Nam TECHCOMBANK Tự: Vicinum Trêbandigial and Commercial Jainistich Rang - TECHCOMBANK	(115)		4
	L THÔNG TIN KHẮCH HÀNG (CESTOMER INFORMATION Tên khích hàng Castaur nam ⁴	Tên khách háng: <i>Custower name*</i> : Má số thuộ: <i>Tax ID*:</i> hoặc QĐ thành lập	1	2	3
Application and agreement for the registration to use the feature	Mi số thuế: Tax ID*hoặc QĐ thành lập số-Câip tô pháp lý trong dương lor Derixion No. Relevant brod duranent rubil durent *-	ssytney terptiep is tening deengiev Devision No./Relevant legal deenweet publichment *; IL YÉU CÁL: DÁNG KÝ TÍNH NÁNG/FEATURE INFORMATION	4	5	6
	By selecting Confirm, I agree to the Application and agreement for the registration to use the feature to	1. Tính năng để nghị xác nhận chuyển nhượng Chứng chỉ tiền gời	7	8	9
Authorisation contract	request confirmation of transfer CD and the Terms & Conditions of the Auto-Earning Mode on online banking	By selecting Confirm, I agree to the Authorisation contract	$\langle \times \rangle$	0	Tiếp tục
Submit	Confirm	Confirm			

17.1. Register the feature online via App (continue)

After CA submits the request, Account holder and Legal representative access TCBB Mobile App and approve the request normally.

TCBB displays detail **Application and agreement for the registration to use the feature** and **Authorisation contract** for reference as well.



17.1. Register the feature online via App (continue)

If customers want to deactivate feature, users can choose to Auto-Earning > Settings > Deactivate feature. Users also Activate feature again (no registration required) when needed. Requests will also require both submission and approval steps.

← Bao Loc Certificate of Deposit Ö	09:02 • 0 • • • • • • • • • • • • • • • • •	09:41	← Settings
Asset overview List of CDs	← Auto-Earning ③	← Settings	
	Overview	Deactivate feature	Activate reature
	Status Anivated	Edit feature >	Setting history >
	Linked current (VND-TGTT-KHDN account 60103038	Setting history	How it works
	Threshold ⑦ VND 60,000,000	How it works	
	Invoicing information View details		
Activated Activated			
E Trading rates of return board >			
Things you should know			
III O <	III O <	i	G

17.1. Register the feature online via App (continue)



Registration 100% online, request submitted by CA (or authorized CA) and **Approved by Account holder** (or authorized account holder) and **Legal representative**



Customers need to review detail Application and agreement for the registration to use the feature and Authorisation contract.



Registration could be processed **24/7**, however the system will automatically cancel pending requests which are submitted over 24 hours.



Each customer (each Cus. ID) registers feature for 1 current account only.





17.1. Register the feature online via App (continue)

Exceptional cases when customers could not complete the registration journeys

Account holder and/ or Legal Rep. do not have user TCBB

- > Chief accountant (CA) complete to submit the registration request
- Customers contact RM or CCC for further support
- Fechcombank would update data and create new users for Account holder and Legal representative to complete the registration process.

CA could not submit the registration request CA could not submit the request because the CA's information might be not not up-to-date yet. Customers should contact RM or CCC for maintenance at the counter and continue the online registration.

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Note: At this time, the Auto-Earning registration could be processed on App TCBB Mobile only.

103 Hướng dẫn sử dụng



17.2. Advantages of Auto-Earning and remarks







Customise profitability threshold as needed

Transact automatically everyday

Flexibly turn feature on and off

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Register feature 100% online via App TCBB Mobile.

Customer register Standard balance (The minimum standard balance of account). When the account's balance is larger than Standard balance, TCBB will buy CD Bao Loc automatically.



 \checkmark Buy and sell CDBL automatically when needed, quick liquidity

VƯỢT TRỘI 🍃 MỖI NGÀY

- ✓ Easy to customize profitability threshold
- \checkmark Flexible to turn on and off online features
- ✓ Make daily profit with attractive interest
- ✓ Optimize idle cash flow on CASA

17.2. Advantages of Auto-Earning and remarks

Some remarks related to the auto-earning transactions:



Auto-earning feature applies for CD Bao Loc buying transactions only.



CDs Bao Loc, which are bought by either Auto-earning feature or normal buying transactions, **are the same**.



TCBB can process auto-earning transactions with par value from one million VND



Notification on completed auto-earning transactions would be sent both on App & Web TCBB.









17.2. Advantages of Auto-Earning and remarks

When auto-earning transactions complete, users would get the notification on both app and web TCBB



106 Hướng dẫn sử dụng



18.1. Conditions

18.2. Add user

....

18.3. Log in another user









Conditions to log in another user on App TCBB Mobile:

- 1. All users must be registered by only one person (with the same ID) on Techcombak's system
- 2. All users are not registered on any devices except the current device.

In case customer wants to transfer login user from one device to another device, customer will need to follow these steps:

- Revoke registered device on TCBB Web
- Confirm revoked registered device with OTP send via SMS
- Register user on new device

Internal Document

108 Hướng dẫn sử dụng



VƯỢT TRỘI 📏 MỖI NGÀY




18.2. Add user

On TCBB Mobile App log in screen > Select Log in with another user

- > Insert Username/ Password of new user
- > Proceed "Registering device" for the new user
- > Add new user on TCBB App Mobile successfully and customer will be switched to the new user's screen





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18.3. Log in another user

After registered users on TCBB Mobile App, customer can choose from registered users list that display on TCBB Mobile's login screen to login to the desired user by follow these steps:

Select Log in with another user

Choose desired user to log in

The system will switch to log in screen of selected user.





18.3. Log in another (continue)

To quickly switch between accounts, customer can follow the steps below:

From user's Dashboard screen:

- Tap narrow down icon at Username/ Company name
- The system will display a list of registered users on current device.
- The system will automatically log out current user when customer selects login to another user and switch to selected user log in screen.



111 Hướng dẫn sử dụng



Internal Document

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Several important notes when add user and switch user on TCBB mobile



In case user turns on biometric function (Face ID/ Touch ID), logging in by biometric as usual even when another user is selected.



User information displays according to the syntax such as: **Company name – User full name** in order to customer to keep track and select easily.



Internal Document

TCBB system will **NOT limit the number of users** registered in one device (with TCBB App Mobile)



TCBB will save all registered users in device and always **display last log in user** when customer accesses to the App.

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