

Payment Methods for Venue Hirers (in Hong Kong):

1. By Cheque

(i) **Crossed cheque**

- A crossed cheque made payable to “The Hong Kong Academy for Performing Arts” can be:
 - mailed it with the Remittance Advice (Yellow Copy) to the Accounts Office of the Hong Kong Academy for Performing Arts at 1 Gloucester Road, Wanchai, Hong Kong; or
 - deposited through Cheque Deposit Machine of Bank of China (Hong Kong), please enter “Bill Payment Services”, select “The Hong Kong Academy for Performing Arts”, enter Bill Type “02” and Payment Number (printed on the Invoice).
- Please write down the HKAPA ID No. (printed on the Invoice), Name and Invoice No. on the back of the cheque.

(ii) **e-Cheque**

- Draw an e-Cheque through payer’s online banking and make payable to “The Hong Kong Academy for Performing Arts”.
- Email the e-Cheque file with the invoice to Venue Performance Office (vp@hkapa.edu).

2. PPS

- (i) Dial telephone number 18011 (English) / 18013 (Cantonese) for bill registration and 18031 (English) / 18033 (Cantonese) for payment.
- (ii) Payment can also be made via PPS web site <http://www.ppskh.com> or download “PPS on Mobile” App.
- (iii) Enter the Academy’s PPS Merchant Code “9775”, Bill Type “02” and Payment Number (printed on the Invoice).

3. ATM Transfer

- (i) Cardholders of JETCO member banks can make payment through JETCO ATM.
- (ii) Select “Bill Payment”, enter the Academy’s Merchant Code “9154”, Bill Type “02” and Payment Number (printed on the Invoice).

4. Bank Direct Transfer

Account or Credit Card Holders of Bank of China (HK):

- (i) Account or credit card holders of Bank of China (Hong Kong) can make payment through Bank of China website <http://www.bochk.com>.
- (ii) Enter “Bill Payment Services”, select “The Hong Kong Academy for Performing Arts”, enter Bill Type “02” and Payment Number (printed on the Invoice).

Others:

- (i) Make payment by bank direct transfer with the following information:

Name of bank:	Bank of China (Hong Kong) Limited
Bank account number:	012-806-1-011298-9
Bank account name:	The Hong Kong Academy for Performing Arts

- (ii) Email a copy of the confirmation of bank transfer with the invoice to Venue Performance Office (vp@hkapa.edu).

5. Faster Payment System (FPS)

- (i) Scan the FPS QR code on the right with the mobile apps of FPS participating banks and stored value facilities (SVF) operations to make payment.
- (ii) Email a copy of the confirmation of FPS transaction with the invoice to Venue Performance Office (vp@hkapa.edu).



Payment Methods for Venue Hirers (Outside Hong Kong):

1. By Telegraphic Transfer

- (i) Make payment by bank remittance or wire transfer with the following information:

Name of bank:	Bank of China (Hong Kong) Limited
Bank account number:	012-806-1-011298-9
Bank account name:	The Hong Kong Academy for Performing Arts
Bank address:	Shop 1021, United Centre, 95 Queensway, Hong Kong
SWIFT code:	BKCHHKHH

- (ii) HKAPA ID No. (printed on the Invoice), Name and Invoice No. **MUST** be quoted in the remittance advice for identification.
- (iii) Please pay **EXTRA HK\$250.00** for bank remittance and administration charges. In case bank charges incurred are in excess of HK\$250, the shortfall should be recovered from the hirer.

2. By HKD Bank draft

- (i) A **HKD** Bank Draft made payable to “The Hong Kong Academy for Performing Arts”, mailed by registered post to the Accounts Office of the Hong Kong Academy for Performing Arts at 1 Gloucester Road, Wanchai, Hong Kong.
- (ii) Please write down the HKAPA ID No. (printed on the Invoice), Name and Invoice No. on the back of the bank draft.