

Any questions, please feel free to contact Ms. Esther CHEN or Ms. Cherry XIE.

**Esther** - Tel: 3620084, email:estherchen@uic.edu.hk

**Cherry** - Tel: 3620969, email:xintongxie@uic.edu.hk

## **Instruction to Receive the Reimbursement and Cash Advance**

The Finance Office process reimbursement and cash advance via China Merchants Bank (招商银行) system.

For relevant business to process, please provide the China Merchants bank account number and account name to our cashier by E-mail (adalao@uic.edu.hk) at your earliest convenience so as to avoid any delay in your reimbursement/cash advance progress.

### **To open a new account, you may**

#### **1. Visit the sub-branch at Xiangzhou District.**

Location: 1st Floor, AN GUANG SHI JI Building, No.2097 FengHuang North Road, XiangZhou Zone, Zhuhai.

Traffic Guidance (from Tangjiawan Railway Station):  
Take Bus No.3/No.10/ No.10A/ No.K3 and get off at Fenghuang Bei Bus Stop (凤凰北站) .

Office Hour: 9:00 am -5:00 pm, Monday to Friday  
Tel: 0756-2195555

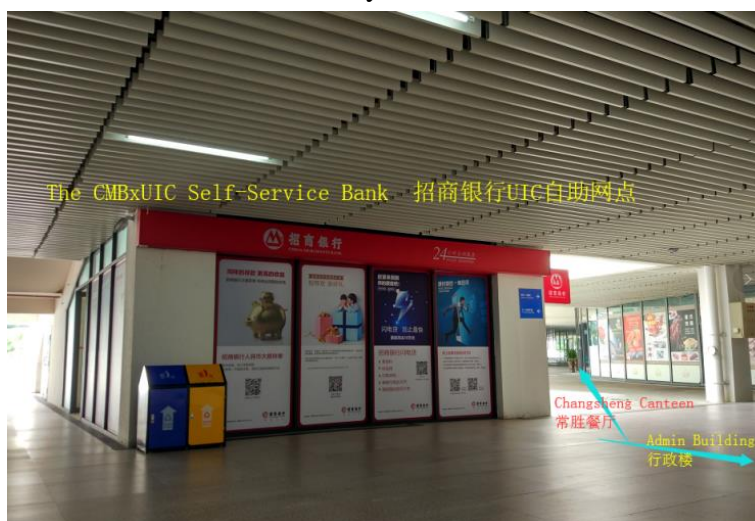
For the sake of time saving, please contact Ms. Lin (Tel: 15915721928) of the CMB Bank (XiangZhou sub-branch) in advance for the special arrangement.



#### **2. Make an appointment for door-to-door service on campus.**

The China Merchant Bank provides UIC clients the door-to-door service weekly. For reservation Please :

- 1) Send an E-mail to China Merchants Bank's public mailbox ([cmbzh@sina.cn](mailto:cmbzh@sina.cn)).
- 2) Contact Ms. Lin (Tel: 15915721928) of the CMB Bank (XiangZhou sub-branch) to confirm the appointment.
- 3) Follow their replied instruction and visit the CMB Self-service Bank on due time accordingly. Location: TH121, 1<sup>st</sup> Floor, UIC Administration building (next to the Chang sheng Restaurant).



### **Items Required:**

**Please kindly bring along with your valid identification, passport (for foreigners) / ID card & Home Return Permit (for HK/Macau/Taiwan residents), staff card and your mobile phone with a Mainland SIM.**

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## 新员工招商银行办卡指引

UIC 财务处通过招商银行系统处理报销和借支相关。

如果您有相关业务需要办理, 请向财务处提供招商银行借记卡的账户名和账号并通过邮件方式告知财务处出纳同事 ([adalao@uic.edu.hk](mailto:adalao@uic.edu.hk))。

### 如需新开账户, 您可以:

1、请自行前往招商银行香洲支行新开账户  
地址: 珠海市香洲区凤凰北路 2097 号安广世纪大厦一、二层。

交通指南 (从唐家湾轻轨站出发):  
乘坐 3/10/10A/K3 路公交车在凤凰北站下车

工作时间:  
周一至周五 上午 9:00-下午 5:00



2、上门服务预约开卡

招商银行为 UIC 的老师提供上门开卡服务, 具体预约方式:

1) 发邮件到招商银行公共邮箱 (cmbzh@sina.cn)

2) 提前致电招商银行香洲支行工作人员林小姐 (Tel: 15915721928) 确认预约事宜

3) 根据邮件回复内容, 按照约定时间前往校内招商银行自助网点进行办理。

位置: UIC 行政楼一楼 TH121 (常胜餐厅旁)



**所需资料: 请携带您的身份证明材料, 护照 (外国人士) / 身份证、回乡证 (港澳台人士), 员工卡以及在大陆使用的手机**