

Payment Methods for Venue Hirers (in Hong Kong):

1. Cheque

(i) **Crossed cheque**

- A crossed cheque made payable to “The Hong Kong Academy for Performing Arts”:
 - mail 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
 - deposit 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 Name, HKAPA ID No. (printed on the Invoice) 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 website <http://www.ppschk.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. JETCO ATM

- (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. Internet Banking of Bank of China (Hong Kong)

- (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).

5. Bank Direct Transfer

- (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 the Venue Performance Office (vp@hkapa.edu).

6. Cash

- (i) Payment by cash will be accepted at the Academy’s Cashier Office at G/F, Administration Block.
- (ii) The opening hours of the Academy’s Cashier Office are as follows:

Monday to Friday	9:00 am – 12:30 pm and 1:30 pm – 5:00 pm
Saturday, Sunday and Public Holiday	closed

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) Name, HKAPA ID No. (printed on the Invoice) 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 Name, HKAPA ID No. (printed on the Invoice) and Invoice No. on the back of the bank draft.