



PENA LIMITED

PAYMENT METHODS

Bank charge, exchange difference and handling fee

- ✓ Net amount received in our bank account is the one recognised as payment;
- ✓ Bank charges before the fund arrives our bank should be client's expenses;
- ✓ Our invoice is in HK\$. Therefore, exchange difference should be client's expense when client pays in non-HK\$ currency;
- ✓ Payment to bank account outside of Hong Kong in certain currency (such as RMB) will incur extra handling fee - to bring the money to Hong Kong - and these will be client's expenses.

I) Payment by remittance / wire bank transfer

Account Name: **PENA LIMITED**

Beneficiary Bank: **HSBC HONG KONG**

Beneficiary Bank Address: **1 QUEEN'S ROAD CENTRAL, HONG KONG**

Beneficiary Bank Code: **004 (for local payment).**

Account number: **809643281838.**

Bank Identifier Code (SWIFT Code): **HSBCHKHCHKH.**

Account Name: **PENA LIMITED**

Beneficiary Bank: **STANDARD CHARTERED BANK (HONG KONG) LIMITED**

Beneficiary Bank Address: **15/E, PAYMENT CENTRE, STANDARD CHARTERED TOWER, 388 KWUN TONG ROAD, KOWLOON, HONG KONG**

Beneficiary Bank Code: **003 (for local payment)**

Account number: **566716300047.**

Bank Identifier Code (SWIFT Code): **SCBLHKHHXXX**

II) Payment by Transferwise

<https://www.transferwise.com/> **HKD payment ONLY.**

What should I do after payment?

After payment, please provide us the following information by Email office@pena.hk or fax (+852) 28.15.59.68: your company's name; + invoice number, amount; + payment reference number.

In the absence of such information, we reserved the right to invoice your company for extra bank charges incurred for checking the payment details.

PENA LIMITED 8/F Kongling Building, 100, Jervois Street, Sheung Wan, Central District, HONG KONG
Tel.: (+852) 28.15.68.26 - Fax: (+852) 28.15.59.68 - E-mail: office@pena.hk - <http://www.pena.hk/>