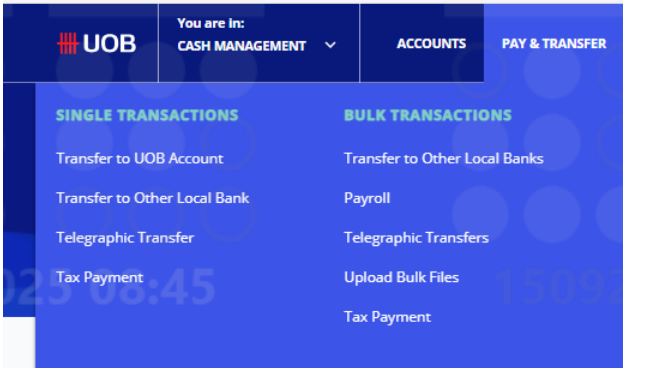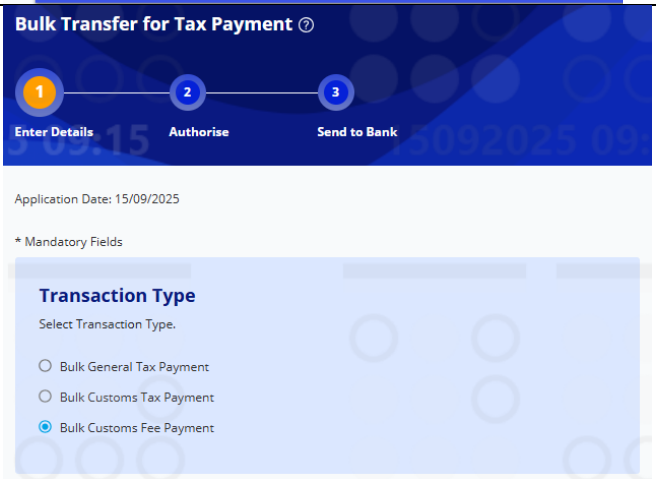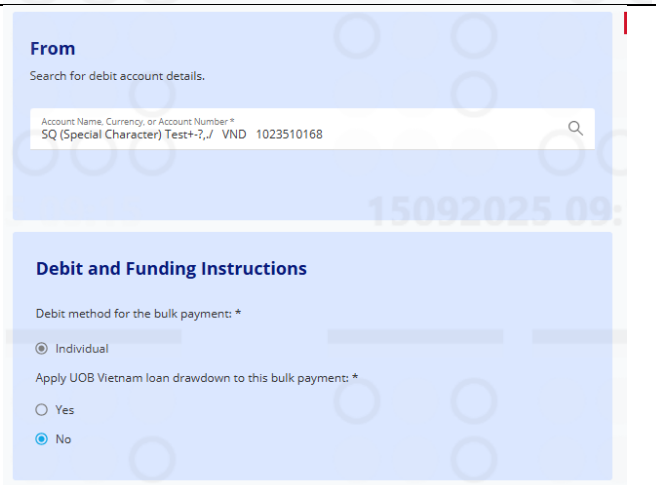# How to make Customs Fee Payment (Bulk Online) on UOB Infinity

Menu Navigation 1-Log on UOB Infinity 2-Go to PAY and TRANSFERS 3-Go to BULK TRANSACTIONS, select Tax Payment	
Payment Selection On Tax Payment input screen, select one option at Transaction Type section (it is **Bulk Customs Fee Payment** in this example).	
Select Debit Account 1-Select a debit account from dropdown list 2-Debit method: Individual is defaulted 3- Select "Yes/No" for "Apply UOB Vietnam loan drawdown to this payment" if you want to use fund from loan drawdown for the payment. Of note, UOB Vietnam reserves the right to review and approve the loan on case-by-case basis. 4-Click **Next** button.	

Payment For 1-Select to make **Own Company Payment** or **On-Behalf Payment** (*) 2-Tax code of Company will be auto-populated. 4-Input more info: Customs Declaration Number and Year of Issuance 3-Click **Inquire Tax Record** button to enquire outstanding taxes from Customs Department. *(*) To do On-Behalf Payment, customer need to submit registration form, and customer will pay on behalf of its branch(es) or representative office(s) or customer is company with tax agent license for tax obligations of its clients.*	**Transaction (1 of 1)** Clear **More About This Payment** Select tax details to make payment for: * ● Own Company Payment ○ On-Behalf Payment Tax Code * NAME1 300000047 3700689599 Customs Declaration Number Year of Issuance **Inquire Tax Record** Add New Transaction
Outstanding Tax Details 1-List of outstanding taxes will be shown in table. 2-Slection either option "**Pay Individual Outstanding Tax**" or "**Pay by Customs Group**" to proceed. **Option 1**: **Pay Individual Outstanding Tax** -Select a target item to proceed (need to payment **full amount** for individual fee item) **Important note**: please take note to select different item for different child transactions in a bulk to avoid duplication payment.	**Outstanding Tax Details** Choose how you would like to make your outstanding tax payment: ● Pay Individual Outstanding Tax ○ Pay by Customs Group ⚠ Please ensure that you are selecting a different record each time you are adding a new outstanding tax. Selecting the same record may result in overpayment. 21 Outstanding Tax(es)
Amount 1-Payment amount and Payment Details will be auto populated. 2-Select another account for Charges if required.	**Amount** Enter payment details. Currency * Amount To Pay * VND 20,000 Payment Details * HQDT+ID0+MST3700689599+C999+NNT15092025+HQ43NF-43NF-2995147+TK10281212293+NDK20190813+LHA12+NTK2+LT11+KB1813+TKNS3511-VND(TM2663+ST31+T20000) ☐ Use another account for charges ⓘ + Add Customer Reference
Option 2: **Pay by Customs Group**	

-Select a target group (including multiple fee items) to proceed.
-Click **Next** button.

Outstanding Tax Details

Choose how you would like to make your outstanding tax payment:

○ Pay Individual Outstanding Tax
● Pay by Customs Group

1 Outstanding Tax(es)

	Issue Customs Office Code	Issue Customs Office Name	Customs Authority Tax Code	Chapter	State Treasury Office Code	State Treasury Office Account Number	Total Outstanding Amount (VND)
●	43NF	Chi cuc HQ KCN Viet Nam - Singapore	2995147	999	1813	35112995147	420,000

Tax Item	Declaration Number	Registration Date	Import/Export Category Code	Import/Export Category Name	Charges Type	Amount Breakdown
1	10278805940	2019-08-01	A12	Nhap kinh doanh sai	Phi Hai Quan	20,000
2	10279201403	2019-08-02	A12	Nhap kinh doanh sai	Phi Hai Quan	20,000
3	10279551591	2019-08-05	A12	Nhap kinh doanh sai	Phi Hai Quan	20,000
4	10279595606	2019-08-05	A12	Nhap kinh doanh sai	Phi Hai Quan	20,000
5	10280100354	2019-08-07	A12	Nhap kinh doanh sai	Phi Hai Quan	20,000
6	10280355036	2019-08-08	A12	Nhap kinh doanh sai	Phi Hai Quan	20,000
7	10280405403	2019-08-08	A12	Nhap kinh doanh sai	Phi Hai Quan	20,000

1 - 1 of 1 Record(s)

[Cancel] [Next]

Amount
1-Payment amount: auto-populated. Can edit to make **partial payment** for the selected group.
2-Payment Details is auto generated.
3-Select another account for Charges if required.

Amount

Enter payment details.

Currency *
VND

Amount To Pay *
420,000

Payment Details *
HQDT+ID0+MST3700689599+C999+NNT15092025+HQ43NF-43NF-2995147+TK9999999999+NDK20190801+LHA12+NTK2+LT11+KB1813+TKNS3511-VND(TM2663+ST31+T420000)

☐ Use another account for charges ⓘ

+ Add Customer Reference

Upload Supporting Documents
1-Upload supporting documents if required for the payment (for example, supporting documents required for non-resident account, etc.)

Upload Supporting Document(s)

Drag your files (.JPG, .GIF, .TIFF, .BMP, .PDF, .PNG, .DOC, .XLS, .XML, .TXT, .CSV, .DOCX, .XLSX, .RTF) here or choose file. *
You can upload up to 5 files each time. Maximum file size is 5MB per file.

[Add New Transaction]

Add New Transaction 1-Click **Add New Transaction** button to add more child transactions into the bulk. 2-Repeat to click **Enquire Tax Record** to retrieve outstanding taxes, select **Outstanding Tax Details** as previous step.	**Upload Supporting Document(s)** Drag your files (.JPG, .GIF, .TIFF, .BMP, .PDF, .PNG, .DOC, .XLS, .XML, .TXT, .CSV, .DOCX, .XLSX, .RTF) here or choose file. * You can upload up to 5 files each time. Maximum file size is 5MB per file. **Add New Transaction**
-Click **Next** to proceed after completing of adding child transactions.	**Bulk Transaction Summary** 	No. of Transactions	Highest Amount	Total Amount
---	---	---
1	VND 20,000	VND 20,000	 **Disclaimer** • The File Upload will be checked and validated by Bank upon submission of the documents for the transactions (if required). • Sales Contract/Purchase Order, Commercial Invoice, Customer Declaration and Other supporting document required to be uploaded. Cancel Next
Review Screen 1-Review screen is shown what has been input by user. 2-At end of review screen, click **Submit** button to proceed.	**Bulk Transfer for Customs Fee Payment** ⓘ 1 Enter Details — 2 Authorise — 3 Send to Bank Bank Reference BK25090000921984 **Please Review** **From** Company Name: NAME1 300000047 Account Name: SQ (Special Character) Test+-?,./ Account Number: 1023510168 Currency: VND **Debit and Funding Instructions** Debit method for the bulk payment: Individual UOB Vietnam loan drawdown: Not Applied **Payment For** 2 Transaction(s) | Customs Name	Payment Details	Customer Reference	Total Outstanding Amount (VND)	Amount To Pay (VND)	Action
---	---	---	---	---	---
Chi cuc HQ KCN Viet Nam - Singapore	HQDT+ID0+MST3700689 599+C999+NNT15092025 +HQ43NF-43NF- 2995147+TK1027B80594 0+NDK20190801+LHA12 +NTK2+LT11+KB1813+TK NS3511- VND(TM2663+ST31+T200 00)	--	20,000	20,000	⋮
Chi cuc HQ KCN Viet Nam - Singapore	HQDT+ID0+MST3700689 599+C999+NNT15092025 +HQ43NF-43NF- 2995147+TK1028121229 3+NDK20190813+LHA12 +NTK2+LT11+KB1813+TK NS3511- VND(TM2663+ST31+T200 00)	--	20,000	20,000	⋮	 1 - **2** of **2** Record(s)

	Bulk Transaction Summary No. of Transactions / Highest Amount / Total Amount 2 / VND 20,000 / VND 40,000 **Transaction Type & Date** Select transaction type and date. Bulk Customs Fee Payment — ● Earliest Date: 15/09/2025 (Mon) Only applicable if this bulk payment is approved by 15/09/2025 (Mon) 23:59 Vietnam Time ○ Choose Another Value Date **Bulk References** + Add Bulk Customer Reference + Add Bulk Description Cancel · Edit · Submit
Confirmation Screen -The payment is sent for checker user to do approval	**Bulk Transfer for Customs Fee Payment** ⑦ ① Enter Details — ② Authorise — ③ Send to Bank **Your Bulk Customs Fee Payment** has been successfully sent for approval. **Bulk Reference** BK25090000921984
Approval Status 1-Checker user can go to **Account -> Approval Status** page, look for the pending payment, go to Action to approve the payment.	**Approval Status** · Export All · Pending · Sent to Bank · Rejected · Successful Bulk Customs Fee Payment · Bank Reference · Customer Reference · Account · Currency · Amount Value / Placement Date · Application Date: 18/07/2025 - 15/09/2025 · Payer / Payee · Status · Clear Filter(s) 55 Record(s) Note: This table is defaulted to display your transactions in the past 2 months. Use the filters to view other transactions. · Show Selected (0) · Customise View ⌄ 	☐	Transaction Type	Bank Reference(s)	Account	Currency	Amount	Application Date	Status	Action
---	---	---	---	---	---	---	---	---
☐	Bulk Customs Fee Payment	BK25070000906582	SQ (Special Character) Test+?,/ 1023510168 VND	VND	20,000	31/07/2025	Pending To Be Sent	⋮
☐	Bulk Customs Fee Payment	BK25070000904898	SQ (Special Character) Test+?,/ 1023510168 VND	VND	20,000	30/07/2025	Pending Verification	⋮
☐	Bulk Customs Fee Payment	BK25070000904622	SQ (Special Character) Test+?,/ 1023510168 VND	VND	60,000	30/07/2025		View Details / Edit
☐	Bulk Customs Fee Payment	BK25070000904619	SQ (Special Character) Test+?,/ 1023510168 VND	VND	20,000	30/07/2025		Delete / Approve / Return to Maker
☐	Bulk Customs Fee Payment	BK25070000902843	SQ (Special Character) Test+?,/ 1023510168 VND	VND	20,000	28/07/2025		Audit Trail	
Download eVoucher (Giấy NT NSNN) At **Accounts -> Approval** Status page, Infinity user can find the payment -> go to Action -> click **View Details** to see details page -> click arrow button at **Download** column to download eVoucher report in PDF.		☐	Transaction Type	Bank Reference(s)	Account	Currency	Amount	Application Date	Status	Action
---	---	---	---	---	---	---	---	---
☐	Bulk Customs Fee Payment	BK25080000916188	All 22 ++ 1023200088 VND	VND	60,000	13/08/2025	Successful	⋮
☐	Bulk Customs Fee Payment	BK25080000915806	SQ (Special Character) Test+?,/ 1023510168 VND	VND	20,000	13/08/2025		View Details / Audit Trail	

Notes: eVoucher report can be downloaded when the payment status is either in: a)"Processing": meaning payment is debited and confirmed with Tax Authority but not yet sent to beneficiary bank (mostly because the payment is submitted after CITAD clearing cutoff time 5PM) b) "Successful": meaning payment is already sent to beneficiary bank	
Account Statement At Accounts -> Account Activities page, the General Tax Transaction will have bank reference started with **"GDC"** to differentiate with other normal transaction.	