

**Circular 10: Caution on Arranging Payment and Emails and Phone Calls of Questionable/ Unclear Origins**

The Hong Kong Trade Development Council (HKTDC) would like to remind all applicants to be cautious when arranging payments for their participation in the HKTDC Fairs. HKTDC would like to clarify that all payments should be made payable to "Hong Kong Trade Development Council" as specified on relevant application form and invoice. To protect your own interests, you are reminded to always exercise due diligence and keep proper records when making relevant payments.

In view of the recent incidents of fraudulent emails in the market, HKTDC would like to remind our exhibitors to stay vigilant and take extra precautions. We hope that the following tips may help to raise your awareness.

- 1) Ensure that the email is genuinely from HKTDC
  - Always identify the sender of the email from its domain.
- 2) Check the HKTDC disclaimer
  - All emails sent from HKTDC will carry the Council's disclaimer at the bottom of the email.
- 3) Reconfirm bank account number and beneficiary name (Hong Kong Trade Development Council) when making payments.
- 4) Always use trusted Wi-Fi network
  - There is always security risk when using untrusted public Wi-Fi network to access emails. It is possible that hackers can capture your emails or send fraudulent emails to you on untrusted Wi-fi network.

The above is for reference only. Should you require relevant bank account information for telegraphic transfer, please contact our fair representatives directly.

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**通告 10: 請小心處理有關繳付參展費用之安排 及 來歷不明的電子郵件或電話**

香港貿易發展局(貿發局)在此提醒所有參展商應加倍小心處理有關繳付參展費用之安排。凡參加由本局主辦的展覽會，參展商應把參展費用支付予“香港貿易發展局”，有關繳款資料已詳列於申請表格和發票上。為保障貴公司利益，在支付相關款項時，請務必謹慎處理及保存清晰繳款記錄。

另外，有鑑於近日市面出現欺詐電郵騙案，香港貿發局特意提醒各參展商注意以下事項，並時刻提高警覺。

- 1) 確保電郵由香港貿發局發出
  - 經常檢查電郵發件人之域名
- 2) 檢查電郵是否附有香港貿發局之免責聲明
  - 所有由香港貿發局發出之電郵底部均附上免責聲明
- 3) 付款前小心核對銀行戶口號碼及匯款賬戶名稱(香港貿易發展局 或 Hong Kong Trade Development Council)
- 4) 避免使用公眾無線網絡
  - 參展商如使用公眾無線網絡開啟電郵，隨時有機會被黑客截取郵件，以他人名義發放虛假電郵予貴公司。

以上各項提示僅作參考。參展商如需安排電匯，請直接與本局職員聯絡以索取銀行帳戶資料。