



**Chatwells-Compass Group**  
成都乐盟国际学校

Dear Parents,  
亲爱的家长，

In order to improve our lunch card top up system, we would like to provide another convenient payment option -- the TT Payment, which means you can complete the lunch card top up via Bank.

为了改进我们的餐卡充值系统，我们为您提供更为便捷的选择-转账支付，您可以通过银行转账完成餐卡充值，

Kindly see the Bank Transfer Procedure below.

具体操作如下：

## **Bank Transfer Procedure**

### **银行转账流程**

1. Contact us with the following information:

. Name and class of the Student

. Exact period he/she will eat in the cafeteria and you want to pay the fee for (e.g. Jan 21st --- Jun 27th)

1. 联系我们确认下列信息：

.学生的班级，姓名

.您想支付餐费的学期（例如 1 月 21 日到 6 月 27 日）

2. We will reply to you with:

. The suggested amount to be transferred

. Our "Lunch Account Transfer Statement" with our bank details

2. 我们将回复您：

.建议转账金额

.我们银行账户的信息

3. Money should be transferred either by an individual or a company

3. 餐费可以通过您个人账户，或您公司账户转账

4. Kindly get back to us with the **BANK SLIP** as an initial proof of transfer and the "Lunch Account Transfer Statement" filled in with all information (Student name, Year, Class, Amount, Transferrer, Date of Transfer).

4.请您保留并回传我们**转账凭单**，作为您支付餐费的原始凭证，同时提供您全部的资料（学生姓名，年级，金额，转账日期）

*It is crucial to send all information in order to properly track the payment and ensure a fast loading of the lunch card. The process can take several working days depending on bank procedures.*

提供全部资料非常重要，我们可以据此尽快为您餐卡充值，根据银行的流程，可能需要若干工作日到达您的餐卡。

**Chatwells-Compass Group**  
Léman International School, Chengdu