Information Security Guide for Small Businesses **Beware of Email Scam** 

Enhance the security of email system of your company to guard against cyber attacks.











Hong Kong Computer Emergency **Response Team** 

Hong Kong Police Force

For details, please visit: www.cybersecurity.hk

Stay vigilant any of suspicious emails, and do not click on links or download files from unknown sources in emails.





Both parties of a transaction should confirm the remittance information through various means such as confirming details of the transaction account and recipient via phone.



Enhance information security awareness of your staff, and do not transfer funds to accounts yet to be verified.



Establish a multi-layered approval mechanism specifying the work procedures of staff at all levels in order to verify the identity of the recipient of funds and the genuine purpose of remittance.