

# 1 From Menu Bar, select Accounts & Payments > New Transfer.

The screenshot shows the 'New Transfer' page on the BEA Singapore Corporate Cyberbanking website. The page is in the 'Input' step of a three-step process. The form is divided into several sections:

- Transfer From:** Includes a 'Withdrawal Account' dropdown menu and a 'Check Balance' link.
- Transaction Amount:** Includes an 'Amount' field with a currency dropdown set to 'SGD' and an 'Enter amount' input field, with a 'Check Limit' link.
- Method of Transfer:** Includes a 'To Account' dropdown set to 'Remittance', a 'Remittance Type' dropdown set to 'MEPS', and 'Deposit Account' buttons for 'Registered Payee' and 'Non-registered'.
- Registered Payee Section:** A search box for 'Registered Payee' with the placeholder 'Select or enter an account'. Below it are fields for 'Beneficiary Bank's Address' (three lines), 'Beneficiary's Address' (three lines), and 'Beneficiary's Country/Region' (a dropdown menu).

The top of the page features the BEA logo, 'SINGAPORE CORPORATE CYBERBANKING', a notification icon, and the user name 'USER NAME OF XXXXXXXXXX'. The navigation bar includes 'Accounts & Payments', 'Banking Services', and 'My Details'.

2

Select the Account to transfer from.

Withdrawal Account  FULL\_NAME OF XXXXXXXX ▾

3

Input the Transaction Amount.

Amount  1,000

4

Select Remittance from the dropdown list.

To Account  ▾

5

Select MEPS from the dropdown list.

Remittance Type  ▾

6

Select Registered Payee.

Deposit Account

7

## Check the Beneficiary's Account Number.

Registered Payee

Select or enter an account

Beneficiary Bank's Address

Text here

Beneficiary's Address

Text here

Beneficiary's Country/Region

Select Beneficiary's Country/Region

8

## Choose the charges will be handled for the transaction.

Details of Charges

SHA- Only BEASIN charges to be paid by applicant

BEN- All local & overseas charges to be paid by beneficiary

OUR- All local & overseas charges to be paid by applicant

		Local charges borne by	Overseas charges borne by
SHA	Shared	You	Beneficiary
BEN	Beneficiary	Beneficiary	Beneficiary
OUR	Applicant	You	You

## 9 Select the Purpose of Remittance.

Purpose of Remittance

## 10 Choose the type of Transfer Date.

Transfer Date

Date

**Immediate**  
Transfer to BEA SG cut off at 6:00pm.

**Later**  
Select a date within the next 90 days

**Recurring**  
Set weekly, monthly, quarterly, semi-annual or annual transfers within the next 90 days


If **Later** is selected, choose the Value Date of the transfer.

**Immediate**  
Transfer to BEA SG cut off at 6:00pm.

**Later**  
Select a date within the next 90 days

**Recurring**  
Set weekly, monthly, quarterly, semi-annual or annual transfers within the next 90 days

Date of Transfer

16/03/2023 

If **Recurring** is selected, choose the frequency of the transfer and the first execution date. You can also include the Last Execution Date of the transfer.

The screenshot shows a form for configuring a recurring transfer. At the top, there are three tabs: 'Immediate' (Transfer to BEA SG cut off at 6:00pm.), 'Later' (Select a date within the next 90 days), and 'Recurring' (Set weekly, monthly, quarterly, semi-annual or annual transfers within the next 90 days). The 'Recurring' tab is selected and highlighted in red. Below the tabs, there are five buttons for frequency: 'Weekly' (selected and highlighted in red), 'Monthly', 'Quarterly', 'Half-yearly', and 'Yearly'. Underneath, there is a 'First Execution Date' field with a calendar icon, containing the date '17/03/2023'. Below that is a checkbox labeled 'Add Last Execution Date', which is currently unchecked. Underneath the checkbox is a 'Last Execution Date' field with a calendar icon, containing the date '20/03/2023'.

11

Read 'Fees and Charges' and 'Extra Information for Remittance'.

Fees and Charges



Extra Information for Remittance



12 Tick the checkbox on the Terms and Conditions Governing Telegraphic Transfer.

I have read and agree to be bound by the Terms and Conditions Governing Telegraphic Transfer.

13 Click 'Confirm' to submit the Remittance Transfer.

14 'Transaction Submitted for Approval' will be displayed.



**Transaction Submitted for Approval**

Transaction Reference: IBK20220512-31088

6 Jun 2022 16:49:16

15 Notify your **Authoriser(s)** to log in to verify and approve prior to the cut-off time.