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

2 Select the Account to transfer from.

| Withdrawal Account | Current Account XXXXXXXXX(SGD) | FULL_NAME OF XXXXXXXXX | ⌄ |

3 Input the Transaction Amount.

| Amount | SGD⌄ | 1,000 |

4 Select Remittance from the dropdown list.

| To Account | Remittance | ⌄ |

5 Select TT from the dropdown list.

| Remittance Type | TT | ⌄ |

6 Select Registered Payee.

Deposit Account	Registered Payee	Non-registered

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 Select Currency.

To Currency	SGD ⌄

9 Enter the Contract Number (optional).

Contract Number(Optional)	0000000

10 Enter the Intermediary Bank's Name, Intermediary Bank SWIFT and Intermediary Bank Address.

Intermediary Bank	Enter intermediary bank's name
Intermediary Bank SWIFT	Text here
Intermediary Bank Address	Text here

11 Select the Details of Charges.

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

12 Select the Purpose of Remittance.

| Purpose of Remittance | Select Option ⌄ |

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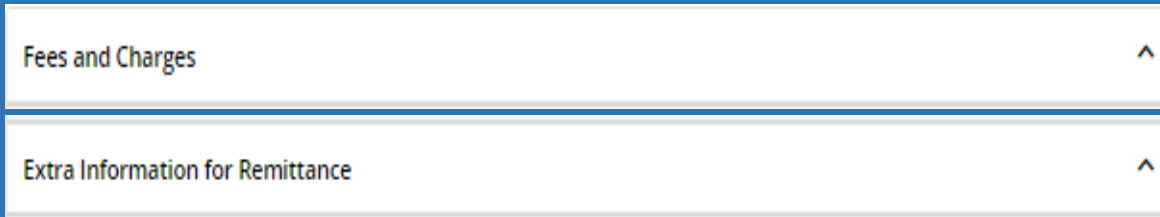
If **Recurring** is selected, choose the frequency of the transfer and the first execution date. You can also include the Last Execution Date of the transfer.

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

Fees and Charges	^

Extra Information for Remittance	^

15 Read and tick the Terms and Conditions Governing Telegraphic Transfer.

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

16 Click 'Confirm' to submit for Approval.

17 A Confirmation page will be displayed. Check and click 'Confirm' to proceed.

18 'Transaction Submitted for Approval' will be displayed.

> ✓ **Transaction Submitted for Approval** 6 Jun 2022 16:49:16
> Transaction Reference: IBK20220512-31088

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