1 Select **Fund Transfer**.
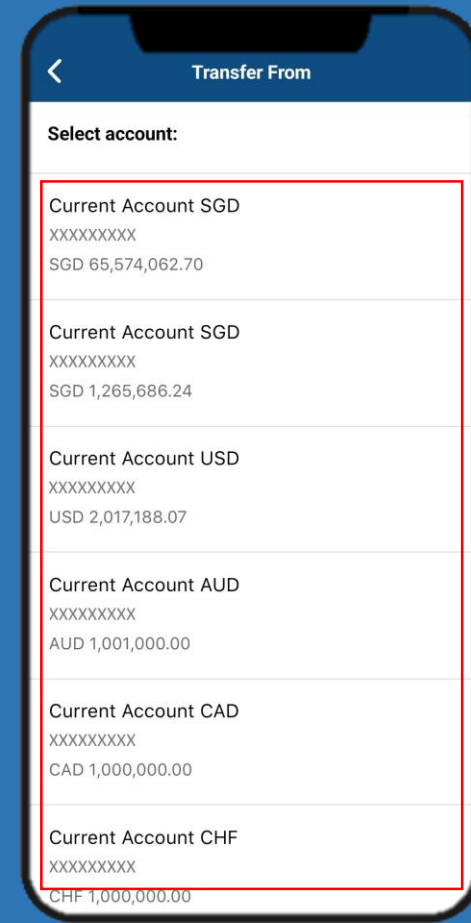
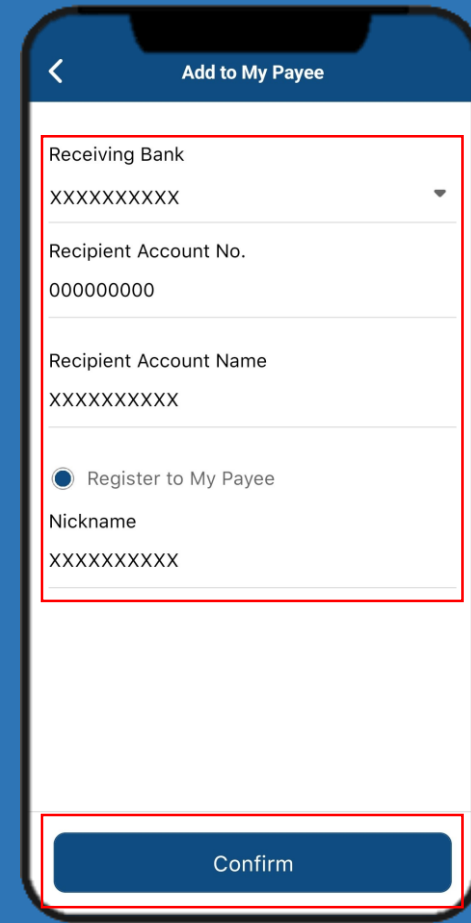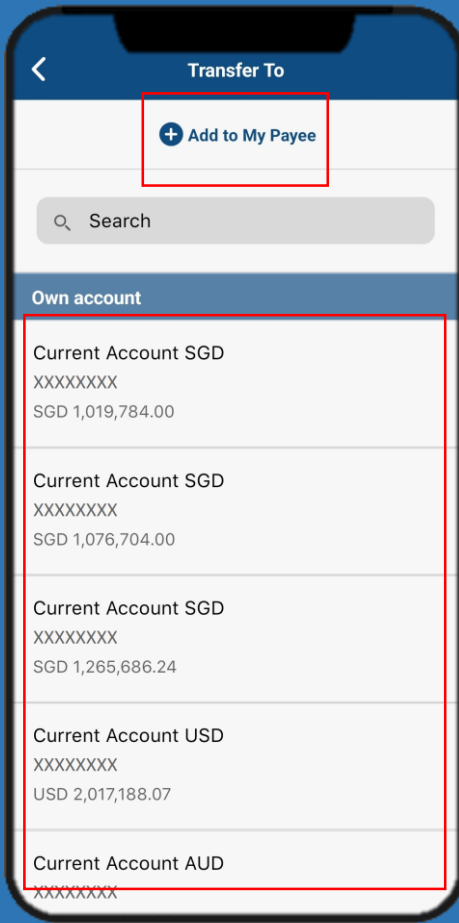**2** Select **Transfer From**, then select your account.

3 Select **Transfer To**, then select the payee's account.

4 Input payee's details, then click **Confirm**.

Transfer To

⊕ **Add to My Payee**

🔍 Search

Own account

Current Account SGD
XXXXXXXX
SGD 1,019,784.00

Current Account SGD
XXXXXXXX
SGD 1,076,704.00

Current Account SGD
XXXXXXXX
SGD 1,265,686.24

Current Account USD
XXXXXXXX
USD 2,017,188.07

Current Account AUD
XXXXXXXX

Add to My Payee

Receiving Bank
XXXXXXXXXX ▼

Recipient Account No.
000000000

Recipient Account Name
XXXXXXXXXX

⦿ Register to My Payee
Nickname
XXXXXXXXXX

Confirm

Click **Add to My Payee** if payee is not registered.

5 Select **Amount**, then select the transfer currency and input the transfer amount.
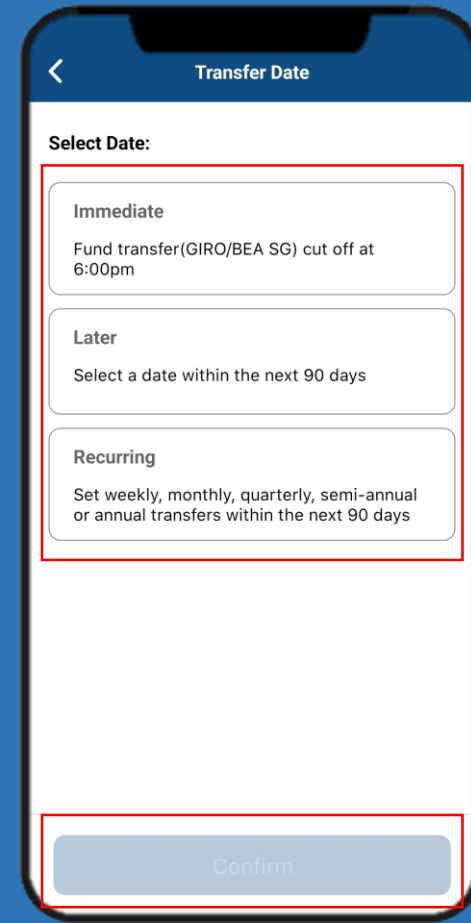
Amount

SGD ▼ 1000

Confirm

Click **Confirm**.

6 Select **Transfer Date**, then select the transfer date.

Transfer Date

Select Date:

Immediate
Fund transfer(GIRO/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

Confirm

Click **Confirm**.

7 Select **Purpose Code**, then select the purpose code.

Purpose Code

Select Purpose Code:

Allowance ◯

Business Expenses ◯

Bonus Payment ◯

Cable TV Bill ◯

Credit Card Payment ◯

Cash Disbursement ◯

Charity Payment ◯

Collection Payment ◯

Commission ◯
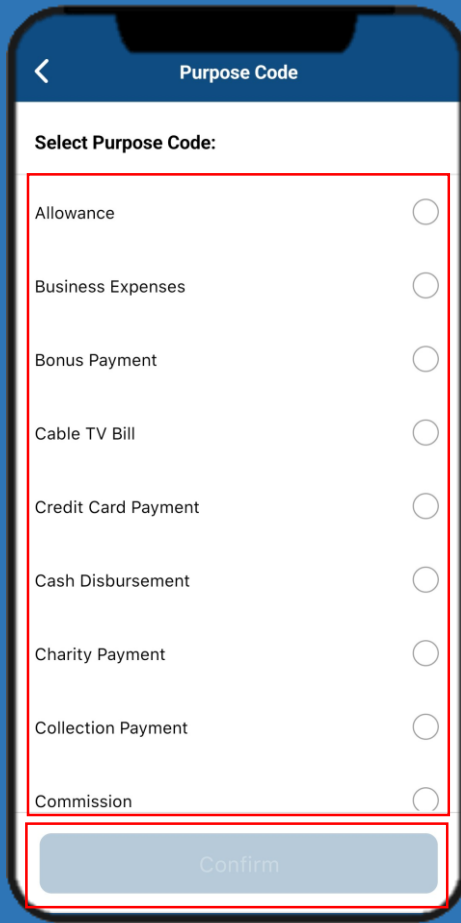
Confirm

Click **Confirm**.

8 Select **Comments(Optional)**, then input a comment.

Comments

Comments(Optional)

0001
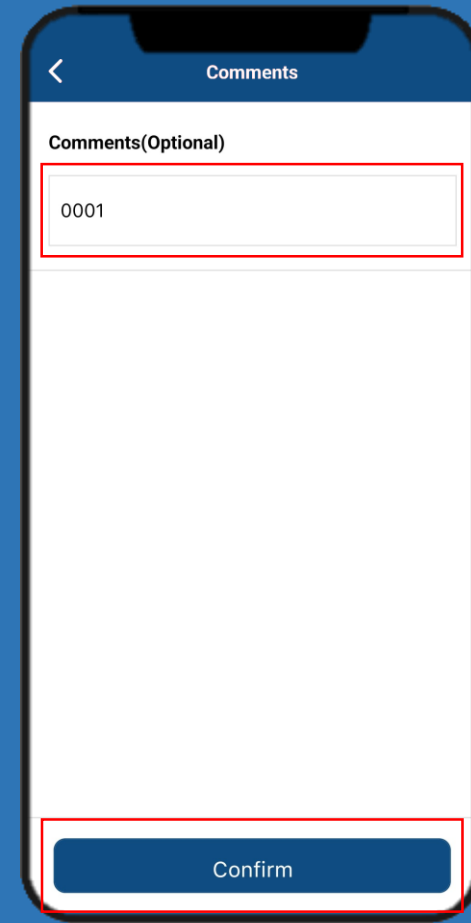
Confirm

Click **Confirm**.

9 Click **Confirm.**
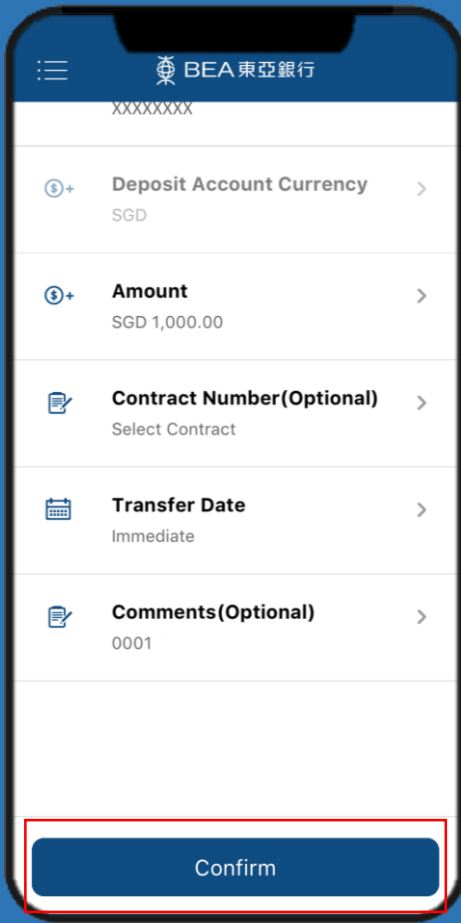
10 Click **Submit for Approval.**

BEA東亞銀行

XXXXXXXX

Deposit Account Currency >
SGD

Amount >
SGD 1,000.00

Contract Number(Optional) >
Select Contract

Transfer Date >
Immediate

Comments(Optional) >
0001

Confirm

Confirm Information

Transaction Details:

Transfer From: XXXXXXXXXX
Current Account SGD

Check Balance

Transfer To: XXXXXXXXXX
DBS BANK LTD
XXXXXXXXXX

Amount: SGD 1,000.00

Check Limit

Purpose Code: Other

Date of Transfer: 20 May 2022

Comments(Optional): --

For fund transfer to other SG Bank (GIRO), instruction received and approved after 6:00pm or on a

Submit for Approval

Cancel

11

Click **Done**.
Notify the approver to verify.

Transfer Result

✓

Transaction Submitted for Approval

Date Submitted:

Transaction Reference:

Transaction ID:

Transfer From:

Transfer To:

Amount:

Transfer Date:

Done