	<b>REPUBLIC POLYTECHNIC</b>	Rev 01 Effective Date: 26/02//2023
	<b>PROCEDURE TO SET UP E-GIRO</b>	

## 1 PROCEDURES

Logging in to eGIRO portal <https://lcs.rp.edu.sg/egirot/>

1.1 Scan with Singpass app or login in with Singpass ID and password

1.2 Upon successful login to Singpass. Click on “APPLY eGIRO”.



1.3 Read the terms and conditions and click “AGREE”

### Terms & Conditions

A. By submitting this application, I am instructing the Bank to process the Republic Polytechnic (RP) instructions to debit from the stated bank account for fee payment to RP.

B. The Bank is entitled to reject RP’s debit instruction if my account does not have sufficient funds and levy a fee on me. The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.

C. This authorisation will remain in force until i. the Bank’s receipt of my authorisation to terminate my GIRO arrangement ii. the expiry of my GIRO arrangement iii. the closure of my bank account iv. superseded by a new GIRO application

D. Please note that each student should only maintain ONE GIRO account with RP, for both deduction and refund purposes.

E. This application will supersede the existing bank account maintain in RP.



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**Important** : Student must ensure that their GIRO application is in **approved** status. You should receive notification from your bank if your GIRO application is approved/successful. You can refer on how to check your eGIRO status as indicated in 3 - Procedure to check on GIRO application.

### eGIRO application via DBS

1.4 Indicate the following:

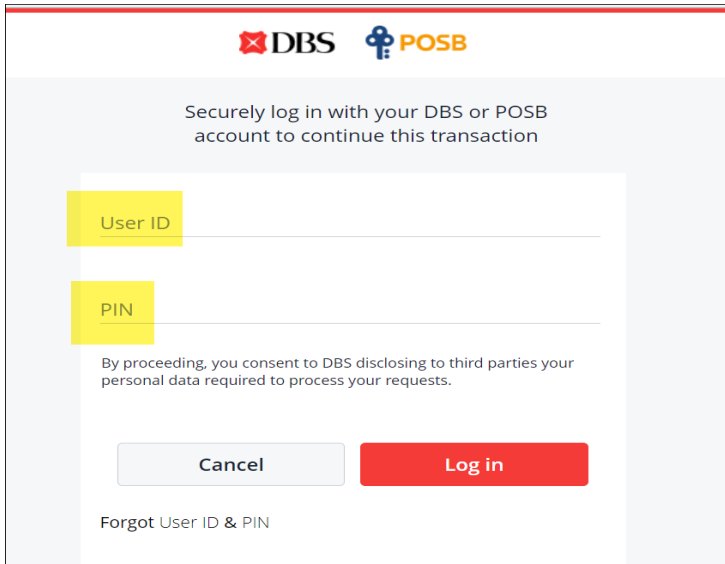
- (1) Student ID
- (2) Student Name
- (3) Choose the Bank from the drop down list
- (4) Account Holder Name
- (5) Account Holder Email
- (6) Tick the box that you have read and understood the terms and conditions
- (7) Click SUBMIT

The screenshot shows a web form for eGIRO application. It contains the following fields and elements:

- Student ID \*** (1): A text input field containing "123456".
- Student Name \*** (2): A text input field containing "Dev\_TestStudent".
- Bank \*** (3): A dropdown menu showing "DBS Bank Ltd". Below the dropdown is a note: "OCBC does not allow E-GIRO for joint accounts. Please use other banks to apply for eGIRO instead."
- Account Holder Name \*** (4): A text input field containing "Aston".
- Account Holder Email \*** (5): A text input field containing "Aston@rp.edu.sg".
- Terms and Conditions** (6): A checkbox with a green checkmark and the text "I have read and understood the terms and conditions and accept them by ticking this box".
- SUBMIT** (7): A large green button with a red arrow pointing to it.
- CANCEL**: A white button with a green border.

## 1.5 You will be prompted to sign into your bank

### 1.5.1 DBS Bank



DBS POSB

Securely log in with your DBS or POSB account to continue this transaction

User ID

PIN

By proceeding, you consent to DBS disclosing to third parties your personal data required to process your requests.

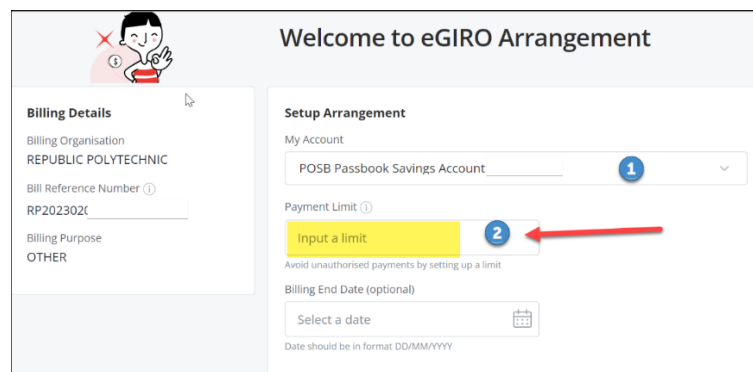
Cancel Log in

Forgot User ID & PIN

#### 1.5.1.1 Upon successful sign on to DBS

Indicate the following:

- (1) Bank account to use
- (2) Put in sufficient amount to be deducted (i.e. annual course fee. Recommended amount for Singaporean \$4,000, Singapore Permanent Resident \$7,000, International Students and Non-subsidised fee \$13,000)
- (3) Click NEXT



Welcome to eGIRO Arrangement

**Billing Details**

Billing Organisation  
REPUBLIC POLYTECHNIC

Bill Reference Number ⓘ  
RP202302

Billing Purpose  
OTHER

**Setup Arrangement**

My Account  
POSB Passbook Savings Account 1

Payment Limit ⓘ  
input a limit 2

Avoid unauthorised payments by setting up a limit

Billing End Date (optional)  
Select a date

Date should be in format DD/MM/YYYY

By clicking on the "Next" button, I hereby instruct and authorise DBS Bank to process the instructions of the Billing Organisation (BO) to debit my account. I consent to DBS Bank's collection and use of my personal data and the use and disclosure of my personal data by/to third parties for the purpose of this application. I authorise DBS to:

- inform the BO of this application.
- reject the BO's debit instruction if my account does not have sufficient funds. DBS can impose charges if this occurs.
- proceed with the BO's debit instruction notwithstanding that my account may be overdrawn. DBS can impose charges if this occurs.
- terminate this service upon receipt of my termination notice via iBanking, eGIRO scheme or through the BO. I agree that DBS may terminate this service without notice or liability to me.

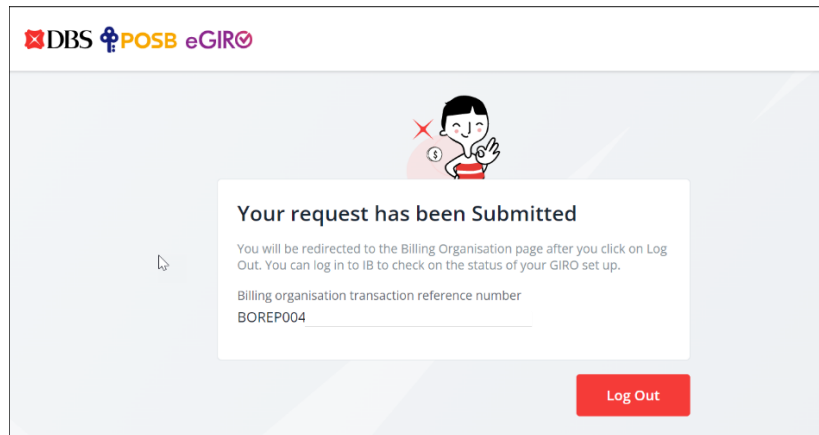
By clicking on the "Next" button, I agree that I have read, understood and consent to the [Terms and Conditions Governing eGIRO Scheme](#).

**3**

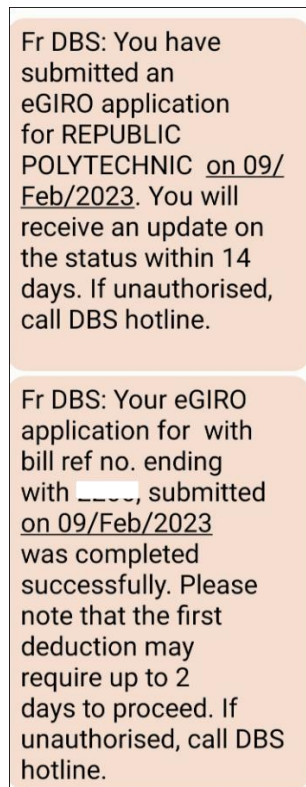
1.5.1.2 You will be prompted to review the GIRO arrangements. Click SUBMIT after review.

1.5.1.3 You will be prompted to approve.

1.5.1.4 Upon your approval. You will be informed that your request has been submitted.



- 1.5.1.5 You should receive notification from DBS that you have submitted eGIRO application for Republic Polytechnic and also if your submission is completed successfully.



- 1.5.1.6 Email notification would also be sent to your email address that you have indicated in 1.4 (5)

**Important :** Student must ensure that their GIRO application is in **approved/successful** status. You should receive notification from your bank if your GIRO application is approved/ successful. You can refer on how to check your eGIRO status as indicated in 3 - Procedure to check on GIRO application.

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## eGIRO application via OCBC

1.6 Indicate the following:

- (1) Student ID
- (2) Student Name
- (3) Choose the Bank from the drop down list
- (4) Account Holder Name
- (5) Account Holder Email
- (6) Tick the box that you have read and understood the terms and conditions
- (7) Click SUBMIT

### Apply eGIRO

All fields are mandatory.

Student ID \*  
 1

Student Name \*  
- 2

Bank \*  
OCBC does not allow E-GIRO for joint accounts. Please use other banks to apply for eGIRO instead.  
 3

Account Holder Name \*  
 4

Account Holder Email \*  
 5

6  I have read and understood the [terms and conditions](#) and accept them by ticking this box.

7

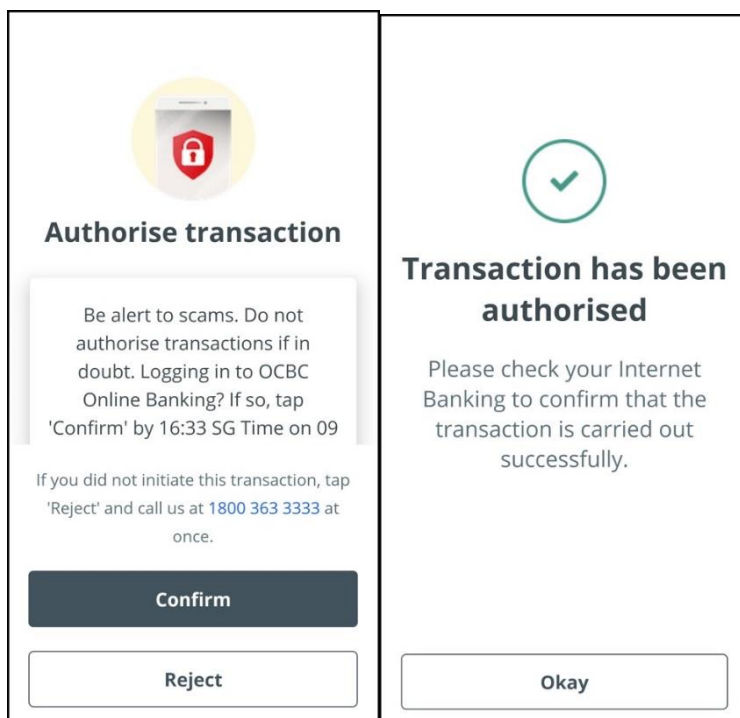
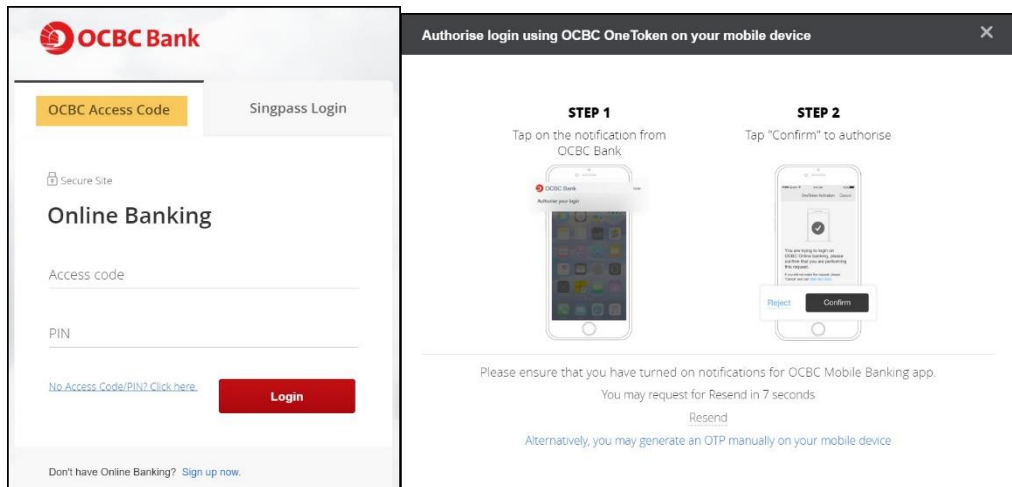
[Home](#) | [Contact](#) | [FAQ](#) | [Report Vulnerability](#)

Note: OCBC does not allow E-GIRO for joint accounts. Please use other banks to apply for eGIRO instead.

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## 1.7 You will be prompted to sign into your bank

### 1.7.1 OCBC Bank



## 1.8 Upon successful sign on to OCBC

Indicate the following:

- (1) Bank account to use
- (2) Put in sufficient amount to be deducted (i.e. annual course fee. Recommended amount for Singaporean \$4,000, Singapore Permanent Resident \$7,000, International Students and Non-subsidised fee \$13,000)
- (3) Click NEXT

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## Set up eGiro Payment

Complete this set up in **09:13 mins**

**eGiro**

**GIRO Services**

Set up eGiro payment

**eGiro details**

Billing organisation: **REPUBLIC POLYTECHNIC**      Bill reference no.: **RP20230209260424354456**

Nickname for arrangement:

Pay from: Please select **1**

[Why are some of my accounts missing?](#)

**Payment settings**

You can opt to set a payment limit and expiry date. A payment will not be processed if it exceeds the limit or if the arrangement has expired.

Payment limit: 1,500.00 **2** SGD      Expiry date (optional): DD MMM YYYY **3**

Cancel
Next **4**

1.9 You will be prompted to review the GIRO arrangements. Click SUBMIT after review. You will be informed that your request has been submitted.

## Review and confirm

Complete this set up in **08:15 mins**

**eGiro**

**GIRO Services**

Set up eGiro payment

Authorise eGiro payments to

**REPUBLIC POLYTECHNIC**

Bill reference no. RP20230116270227811999

**eGiro details**

Nickname:

Pay from:

Payment limit:

Expiry date:

Please do not proceed to submit your application if any of your pre-filled information or self-filled information is inaccurate or incomplete. By submitting your application, you confirm that you have read, understood and agreed to be bound by the following, the [Terms and Conditions for GIRO Arrangements via the OCBC eGiro Service](#), and the [Terms and Conditions governing Electronic Banking Services](#).

**Scroll to review the following terms to proceed with your application:**

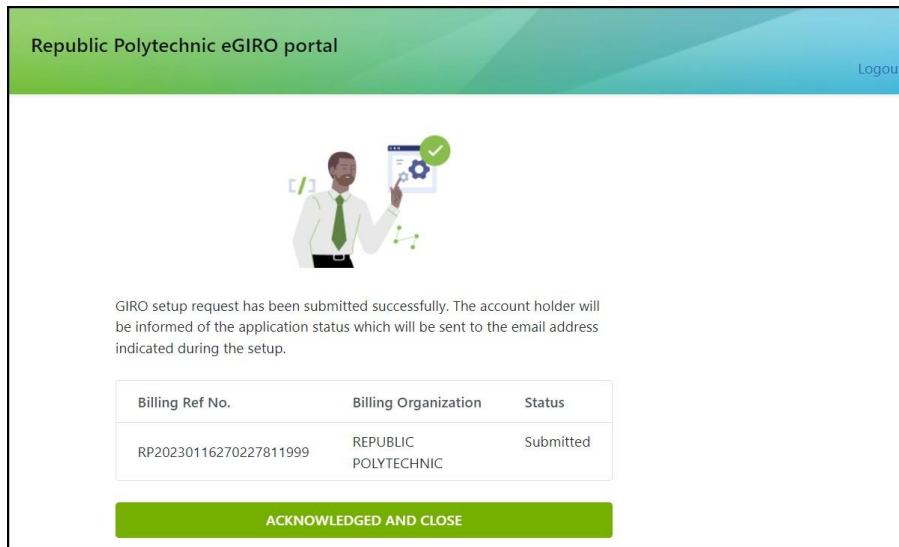
**I authorise OCBC Bank to:**

- Process the billing organisation's instructions from time to time to withdraw funds from my account.
- Collect, use and disclose any personal data (as defined in the Personal Data Protection Act 2012) and customer information (as defined in the Banking Act (Cap.19)) from time to time about me and my accounts to any person and any organisation necessary to facilitate this eGiro arrangement and for other reasonable purposes in accordance with OCBC's [Data Protection Policy](#).

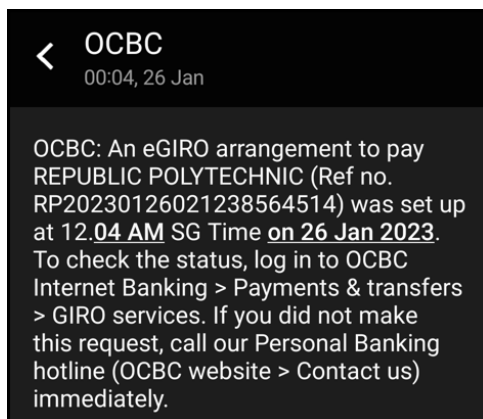
Back
Cancel
Submit



2.0 Click on acknowledge to return to main page.



2.1 You should receive notification from OCBC that you have submitted eGIRO application for Republic Polytechnic and also if your submission is completed successfully.



2.2 Email notification would also be sent to your email address that you have indicated in 1.6 (5).

**Important :** Student must ensure that their GIRO application is in **approved/ successful** status. You should receive notification from your bank if your GIRO application is approved/ successful. You can refer on how to check your eGIRO status as indicated in 3 - Procedure to check on GIRO application.

## eGIRO application via United Overseas Bank Ltd (UOB)

2.3 Indicate the following:

- (1) Student ID
- (2) Student Name
- (3) Choose the Bank from the drop down list
- (4) Account Holder Name
- (5) Account Holder Email
- (6) Tick the box that you have read and understood the terms and conditions
- (7) Click SUBMIT

The screenshot shows a web form for setting up eGIRO. It contains the following elements:

- 1** Student ID \*: A text input field with the placeholder "Enter Student ID".
- 2** Student Name \*: A text input field with the placeholder "Enter Student Name".
- 3** Bank \*: A dropdown menu currently showing "United Overseas Bank Ltd". Below it is a note: "OCBC does not allow E-GIRO for joint accounts. Please use other banks to apply for eGIRO instead."
- 4** Account Holder Name \*: A text input field with the placeholder "Enter Account Holder Name".
- 5** Account Holder Email \*: A text input field with the placeholder "Enter Account Holder Email".
- 6** A checkbox with the text "I have read and understood the [terms and conditions](#) and accept them by ticking this box".
- 7** A "SUBMIT" button.

2.4 You will be prompted to sign into UOB Personal Internet Banking

The first screenshot shows the "Set up eGIRO arrangement" page. It features the eGIRO logo, a "Back to biller" button, and a login box with fields for "USERNAME" and "PASSWORD", a "Login" button, and a "Forgot Username/Password?" link.

The second screenshot is a "Sign In" modal window. It displays a smartphone icon with the UOB logo and the text: "We have sent a notification to your Mighty Secure-enabled device. Ensure you have a stable data or Wi-Fi connection to receive it. Confirm the request within the next 60 seconds to proceed." Below this is a link that says "Did not receive notification."

- 2.5** Upon successful sign on to UOB, indicate the following:
- (1) Bank account to use
  - (2) Put in sufficient amount to be deducted (i.e. annual course fee. Recommended amount for Singaporean \$4,000, Singapore Permanent Resident \$7,000, International Students and Non-subsidised fee \$13,000)
  - (3) Click CONTINUE

UOB Personal Internet Banking

eGIRO  
Set up eGIRO arrangement  
Automate your bill payments.

eGIRO arrangement details

Biller	Biller Reference
REPUBLIC POLYTECHNIC	RP20230209130848739954

Select Account

1 From



2 Payment limit SGD (optional)  
Set how much this biller can deduct per transaction



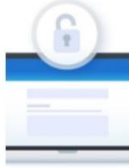
By clicking continue, you are agreeing to the [Terms and conditions](#)

3 Continue Cancel

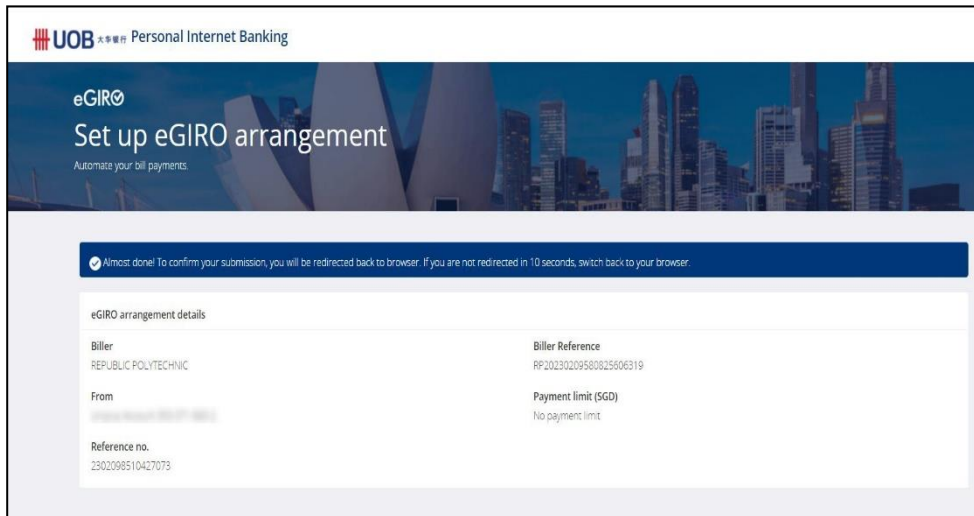
- 2.6** You will receive notification to your UOB Mighty Secure-enabled device:
- (1) Open UOB mighty or tap on the notification
  - (2) Tap Yes within the next 60 seconds and enter your Mighty Secure Code

### (3) Return to browser to continue

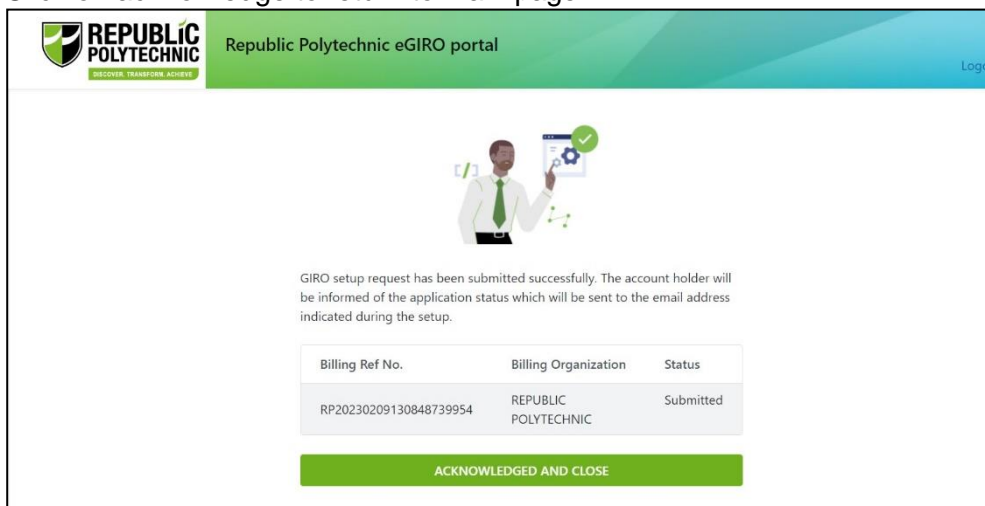
 <p><b>UOB TMRW</b> 09 Feb 2023, 08:15 PM</p> <p>You've applied for a GIRO arrangement to REPUBLIC POLYTECHNIC</p> <p><input type="button" value="No"/> <input type="button" value="Yes"/></p>	 <p><b>Confirmed</b></p> <p>Continue the session on your browser.</p> <p><input type="button" value="OK"/></p>
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<b>eGIRO arrangement details</b>		
<b>Billier</b> REPUBLIC POLYTECHNIC	<b>Billier Reference</b> RP20230209130848739954	
<b>From</b> [Redacted]	<b>Payment limit (SGD)</b> No payment limit	
<b>Confirm access</b> We have sent a notification to your UOB Mighty Secure-enabled device.		
 <p><b>STEP 1</b> Open UOB Mighty or tap on the notification that we sent.</p>	 <p><b>STEP 2</b> Tap 'Yes' within the next 60 seconds and enter your Mighty Secure code.</p>	 <p><b>STEP 3</b> Return to Personal Internet Banking to continue your session.</p>

2.7 You will be prompted on your submission and be directed back to browser.



2.8 Click on acknowledge to return to main page



2.9 You should receive notification from UOB that you have submitted eGIRO application for Republic Polytechnic and also if your submission is completed successfully.



2.10 Email notification would also be sent to your email address that you have indicated in 2.3 (5).

**Important :** Student must ensure that their GIRO application is in **approved/ successful** status. You should receive notification from your bank if your GIRO application is approved/successful. You can refer on how to check your eGIRO status as indicated in 3 - Procedure to check on GIRO application.

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### 3 Procedure to check on GIRO application

3.1 Log in to eGIRO portal <https://lcs.rp.edu.sg/egirol/>. Select “View Status/ Termination”.

## Republic Polytechnic eGIRO portal

**APPLY eGIRO** **VIEW STATUS / TERMINATION**

Please note for Terminating an GIRO arrangement:

- 1) The termination button is only available for GIRO application submitted by this eGIRO portal only.
- 2) For GIRO arrangement setup that is submitted by hardcopies, the termination cannot be done in this platform. It has to be informed by account holder to the bank directly.

3.2 Key in the Student ID and Bank Account Number

### Verification

Student ID \*

Student Name \*

-

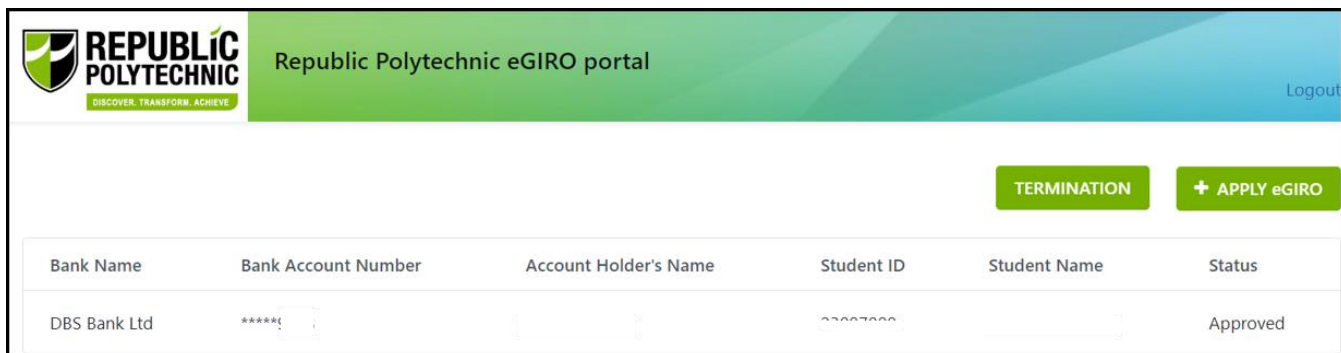
Bank Account Number \*

I have read and understood the **terms and conditions** and accept them by ticking this box

**SUBMIT**

**CANCEL**

3.3 The approved bank account will be indicated.



3.4 The bank account information will be updated into Student's Portal (under Financial Matters => Accounts maintained with RP).

For more information on eGIRO, please visit <https://www.rp.edu.sg/financial-matters/faqs>.

#### 4 RECORDS

Not Applicable.

#### 5 APPENDIX

Not Applicable.

#### AMENDMENT HISTORY

S/No.	Amendment Description	Rev No.	Effective Date (dd/mm/yyyy)	
1.	New release	00	13/02/2023	
2.	Add an update under Section 1 and 3	01	26/02/2023	

Prepared By: Office of Finance

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