	<b>REPUBLIC POLYTECHNIC</b>	Rev 00 Effective Date: 13/02//2023
	<b>PROCEDURE TO TERMINATE E-GIRO</b>	

**1 PROCEDURES**

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

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

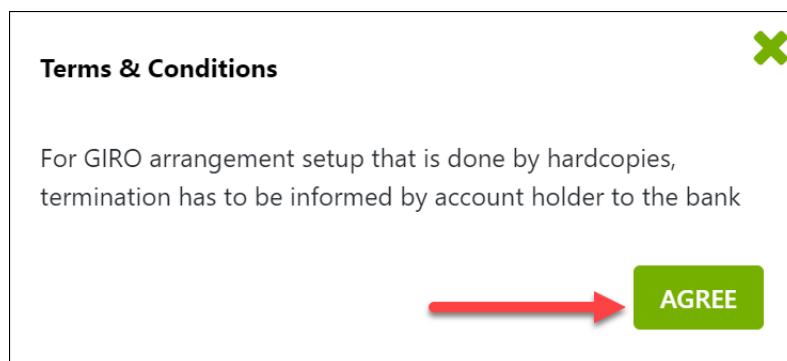
1.2 Upon successful login to Singpass. Click on VIEW STATUS / TERMINATION.



1.3 Read the terms and conditions and click AGREE.

**IMPORTANT**

- 1) The termination button is **only** applicable to GIRO application submitted via 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.**



1.4 Indicate the following:

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- (1) Student ID
- (2) Bank Account Number to be terminated
- (3) Tick the box that you have read and understood the terms and conditions
- (4) Click SUBMIT

### Verification

**Student ID \*** 1

Student Name \*

-

**Bank Account Number \*** 2

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

SUBMIT CANCEL

4

1.5 It will show the status of the bank account indicated. And if the eGIRO is under APPROVED status, click on TERMINATION to proceed to terminate the eGIRO arrangement.

REPUBLIC POLYTECHNIC		Republic Polytechnic eGIRO portal					Logout
<a href="#">Back To Home</a>							<a href="#">TERMINATION</a>
Bank Name	Bank Account Number	Account Holder's Name	Student ID	Student Name	Status	Status Date Time	
DBS Bank Ltd	****	Aston	123456	Dev_TestStudent	Approved	09/02/2023 04:35:30	
1 to 1 of 1 items							

1.6 Put in the termination Reason and click SUBMIT

**Termination Reason** ✕

SUBMIT

1.7 Click OK if you want to terminate the current eGIRO arrangement.

**lcs.rp.edu.sg says**


Are you sure you want to terminate the current eGIRO application?

OK
Cancel

Termination for DBS eGIRO

1.8 You will be prompted to sign into your bank

1.8.1 DBS Bank



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

1.8.1.1 Upon successful sign on to DBS, select the Giro arrangement to RP and click SUBMIT to delete the Giro arrangements.

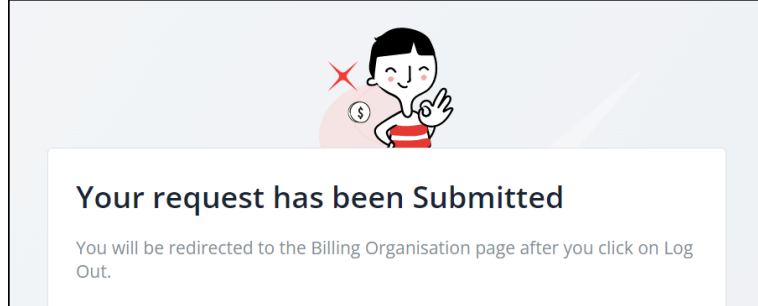

Log Out

### Delete eGIRO arrangement

Bill Reference Number	Billing Organisation	Effective Termination Date
RP2023 <input style="width: 50px;" type="text"/>	REPUBLIC POLYTECHNIC	Immediate

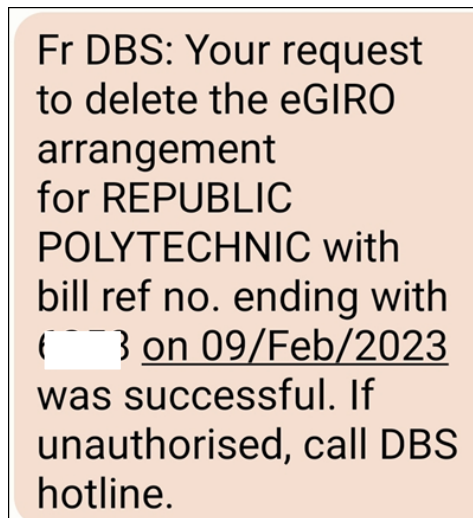
Cancel
Submit

1.8.1.2 You will be informed that your request has been submitted.



1.8.1.3 You should receive notification from DBS that your request to delete the eGIRO arrangement for Republic Polytechnic was successfully.

1.8.1.4

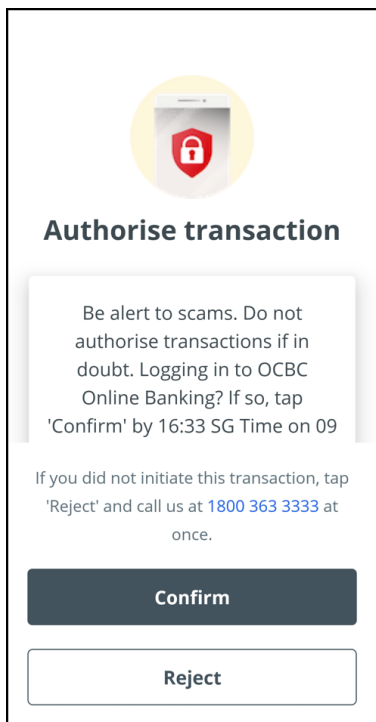
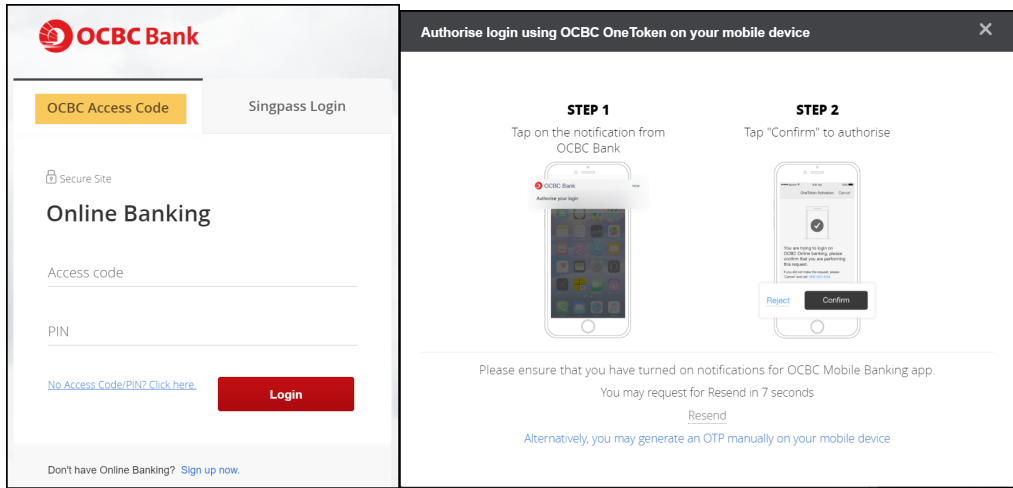


1.8.1.5 Email notification would also be sent to your email address that you have indicated when you apply for eGIRO arrangement via eGIRO portal.

### Termination for OCBC eGIRO

1.9 You will be prompted to sign into your bank

1.9.1 OCBC Bank



1.10 Upon successful sign on to OCBC, select the Giro arrangement to RP and click SUBMIT to delete the Giro arrangement.

GIRO Services
Terminate eGIRO payment
eGIRO

Terminate eGIRO payment
Complete this termination in **09:47 mins**

i This eGIRO arrangement will cease once you submit your termination request. You may use other ways to settle any outstanding or future payments. Any other GIRO arrangements that use the bill reference number shown below (eg NRIC/FIN/passport no.) will be terminated at the same time.

Terminate eGIRO payments to

**REPUBLIC POLYTECHNIC**

Bill Reference no. RP20230116270227811999

eGIRO details

Nickname

Pay from

Payment limit

Expiry date

Cancel
Terminate now

1.11 You should receive notification from OCBC that your request to delete the eGIRO arrangement for Republic Polytechnic is successful.

----- Forwarded message -----

From: <[Notifications@ocbc.com](mailto:Notifications@ocbc.com)>

Date: |

Subject: Your eGIRO arrangement has been terminated

To: <|>

Dear Valued Customer

As you requested, we have terminated the following eGIRO arrangement:

Bill Organisation: REPUBLIC POLYTECHNIC

Date of request: 27 Jan 2023

Bill reference number: RP20230127131005038619

Reference number: 2023012716852985

Nickname: j|

Pay from: \*\*\*\*\*|

Status: Successful

You can log in to OCBC Internet Banking to verify the status of this arrangement.

For assistance at any time, please call us at 1800 363 3333 (or +65 6363 3333 from overseas).

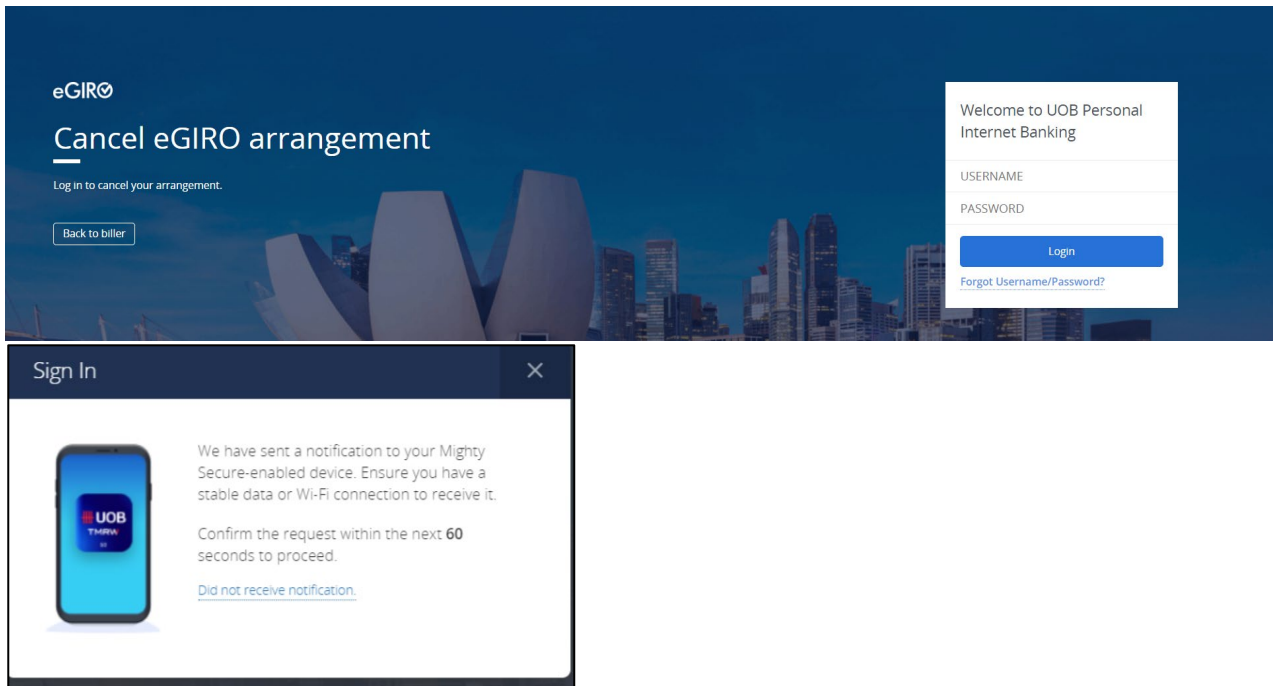
Thank you for banking with us. We look forward to serving you again.

Yours sincerely

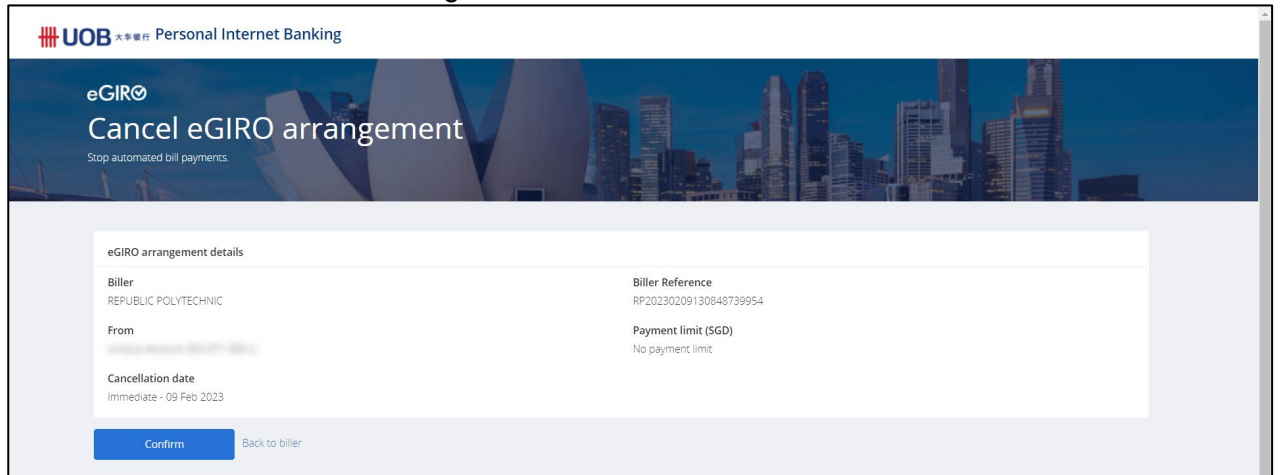
Yvonne Cheong  
Vice President  
Digital Business  
OCBC Bank

## Termination for UOB eGIRO

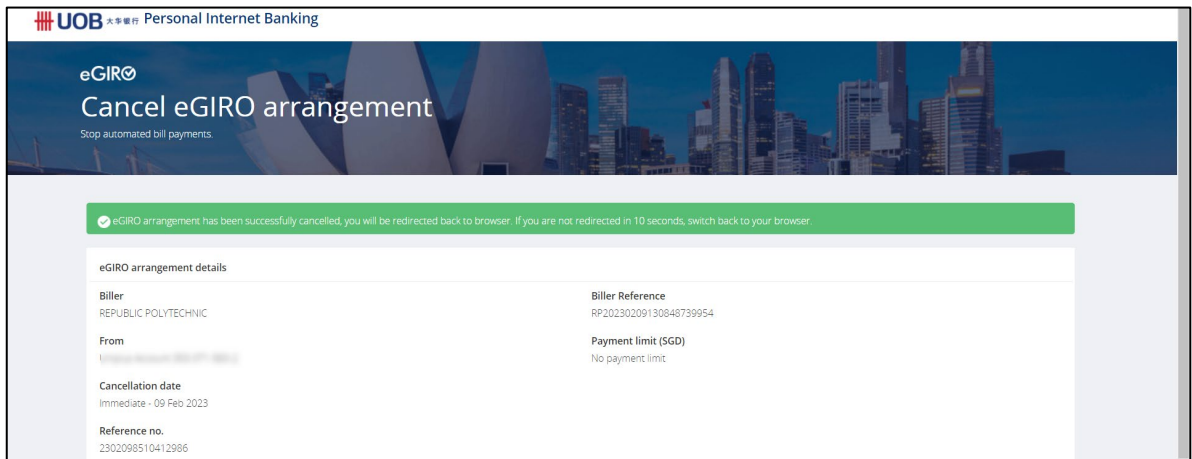
### 1.12 You will be prompted to sign into UOB Personal Internet Banking



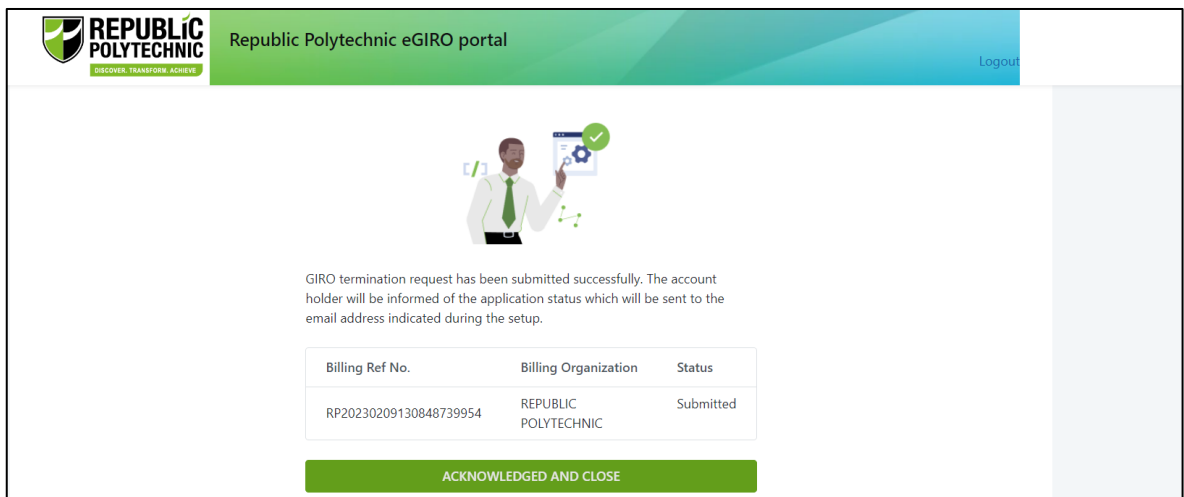
### 1.13 Upon successful sign on to UOB, click select the Giro arrangement to RP and click SUBMIT to delete the Giro arrangement.



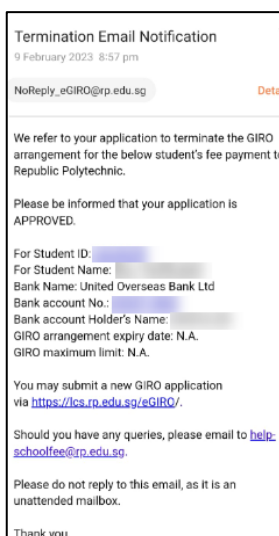
1.14 You will be prompted on your submission and be directed back to browser.



1.15 Click on acknowledge to return to main page.



1.16 Email notification would also be sent to your email address that you have indicated when you apply for eGIRO arrangement via eGIRO portal.





**2 RECORDS**

Not Applicable.

**3 APPENDIX**

Not Applicable.

**AMENDMENT HISTORY**

<b>S/No.</b>	<b>Amendment Description</b>	<b>Rev No.</b>	<b>Effective Date (dd/mm/yyyy)</b>	
1.	New release	00	13/02/2023	

Prepared By: Office of Finance

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