

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

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 superseded by a new GIRO application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.



	Rev 01 Page 1 of 15
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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:

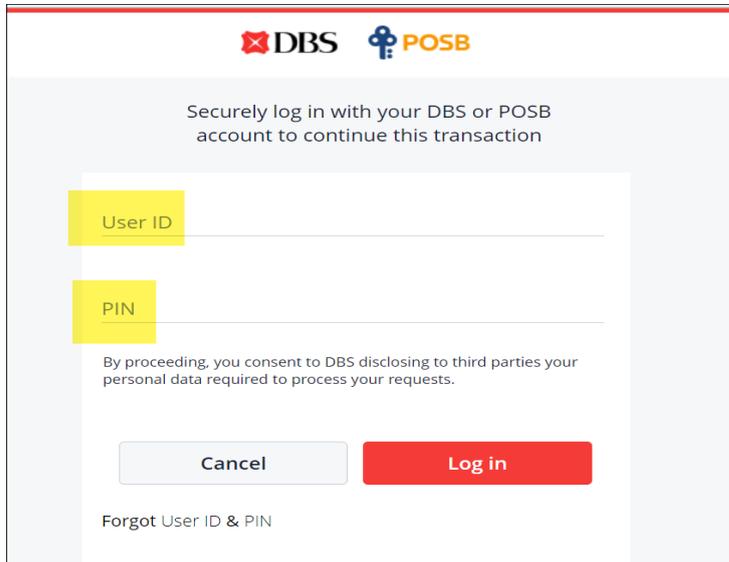
- (1) Student ID
- (2) Student Name
- (3) Choose the Bank from the drop down list
- (4) Account Holder Name
- (5) Account Holder Email
- (6) Tick the box that you have read and understood the terms and conditions
- (7) Click SUBMIT

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 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

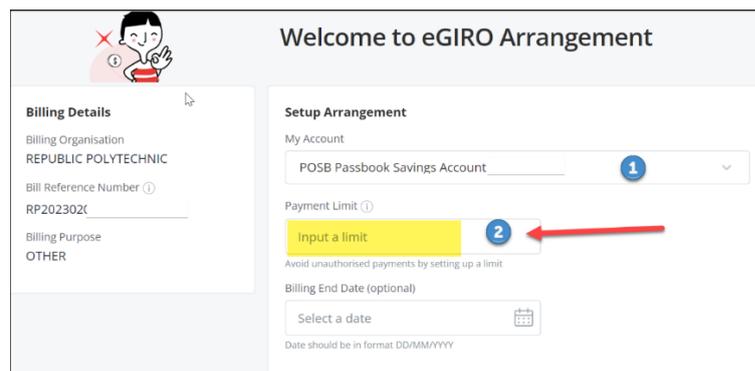
1.5.1 DBS Bank



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



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.

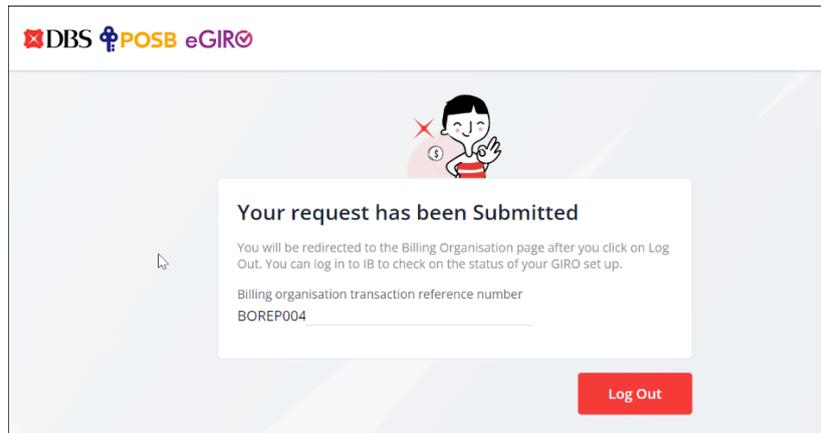
By clicking on the "Next" button, I agree that I have read, understood and consent to the [Terms and Conditions Governing eGIRO Scheme](#).

3

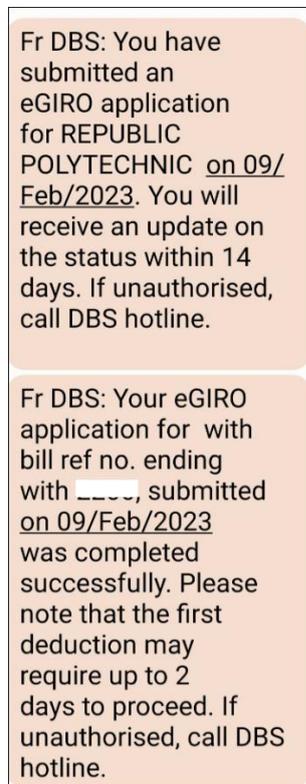
1.5.1.2 You will be prompted to review the GIRO arrangements. Click SUBMIT after review.

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.

	Rev 01
	Page 5 of 15

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.

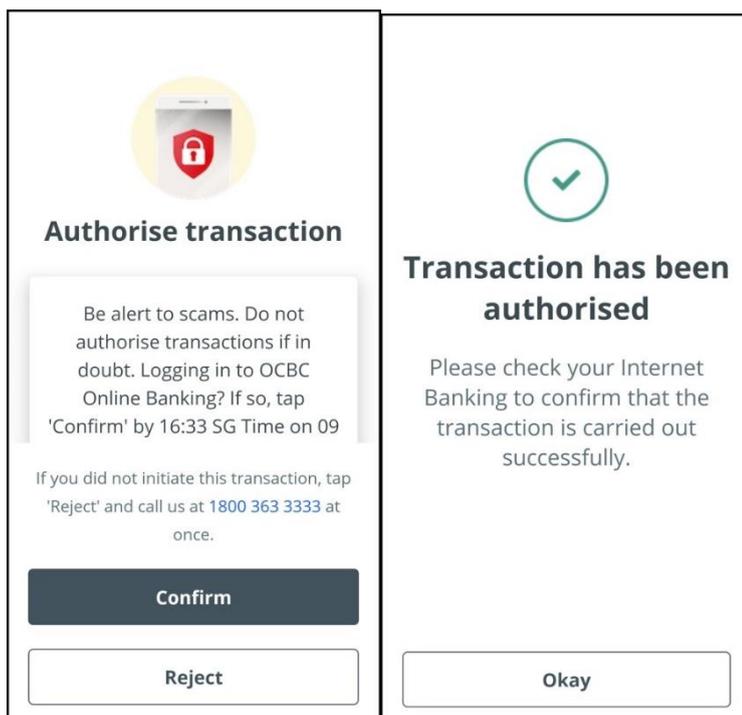
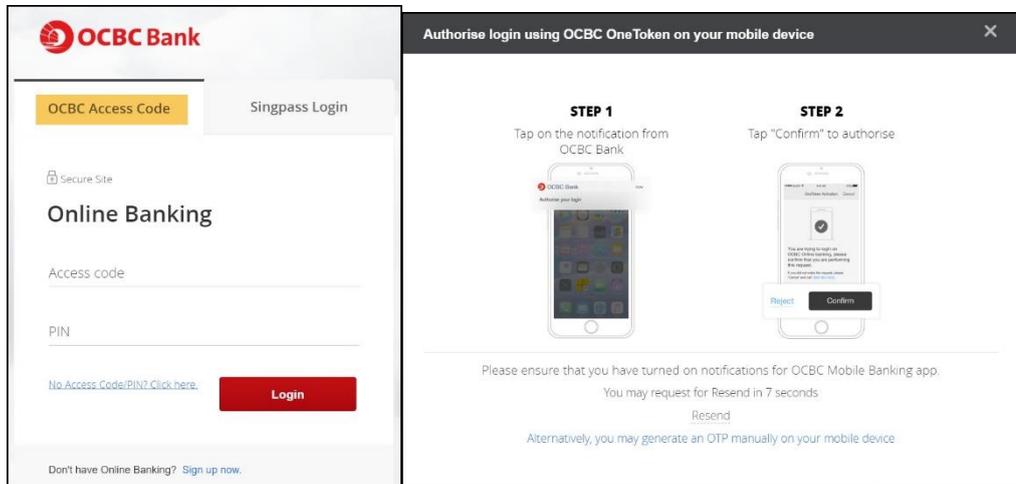
7

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

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

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

	Rev 01
	Page 7 of 15

Set up eGiro Payment

Complete this set up in 09:13 mins

GIRO Services

Set up eGiro payment ▶

eGiro details

Billing organisation	Bill reference no.
REPUBLIC POLYTECHNIC	RP20230209260424354456
Nickname for arrangement	
John mobile plan	
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	Expiry date (optional)
1,500.00 2 SGD	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

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](#).

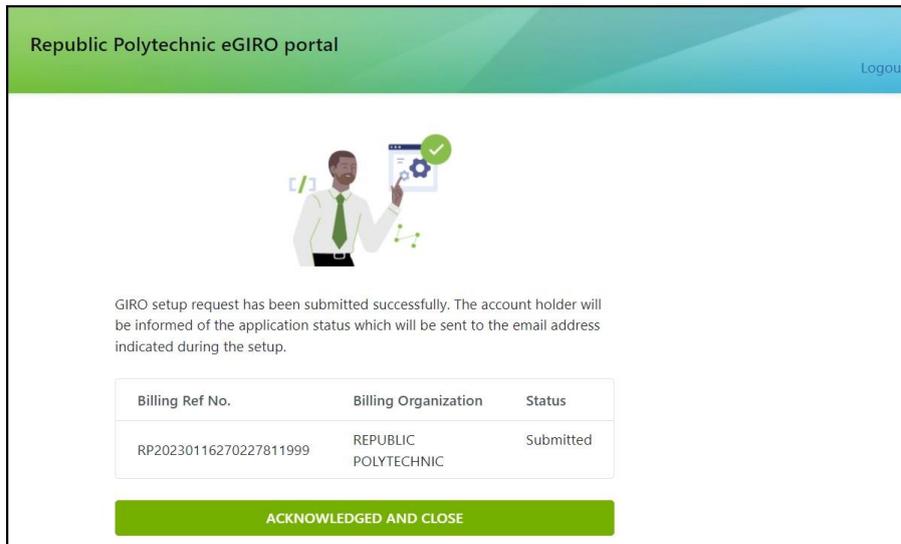
Scroll to review the following terms to proceed with your application:

I authorise OCBC Bank to:

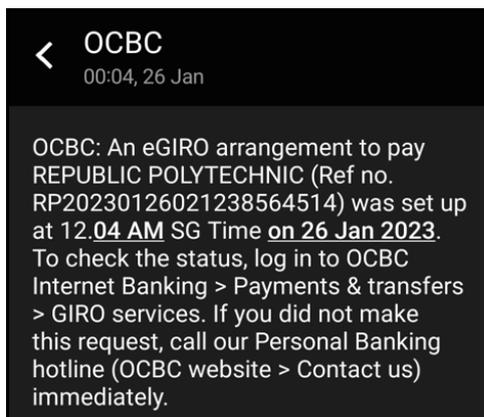
- Process the billing organisation's instructions from time to time to withdraw funds from my account.
- Collect, use and disclose any personal data (as defined in the Personal Data Protection Act 2012) and customer information (as defined in the Banking Act (Cap.19)) from time to time about me and my 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 eGIRO application. 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, the heading "Set up eGIRO arrangement", and the subtext "Always foot your bills on time with automated payments!". There is a "Back to biller" button and a login box on the right with fields for "USERNAME" and "PASSWORD", a "Login" button, and a link for "Forgot Username/Password?".

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: "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

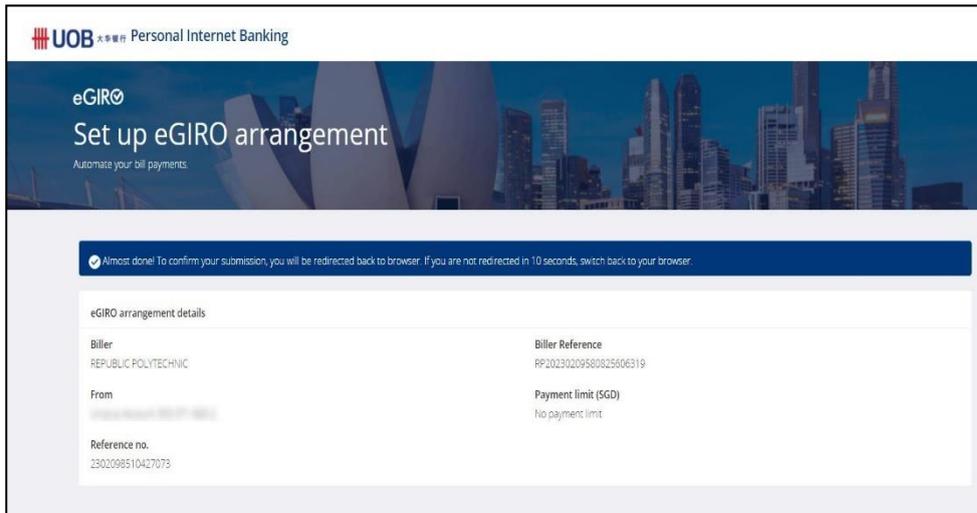
- 2.6** You will receive notification to your UOB Mighty Secure-enabled device:
- (1) Open UOB mighty or tap on the notification
 - (2) Tap Yes within the next 60 seconds and enter your Mighty Secure Code

(3) Return to browser to continue

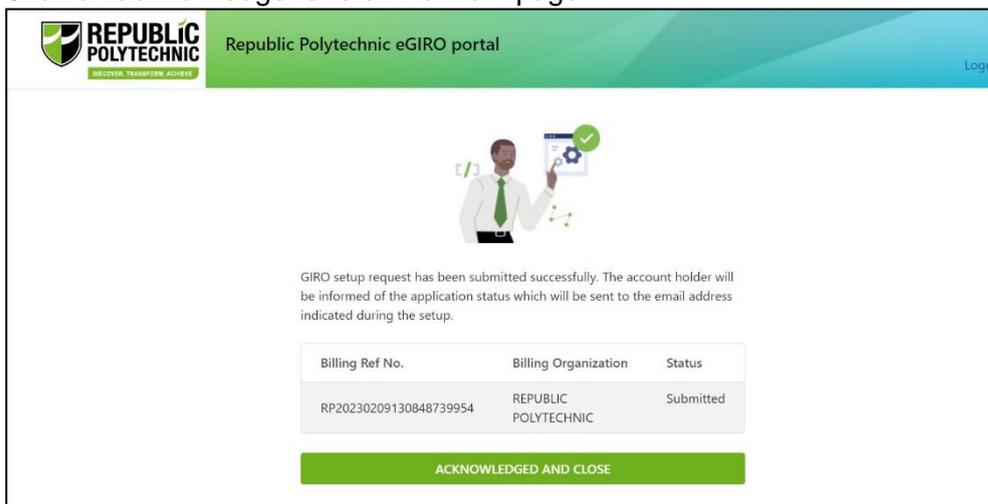
 <p>UOB TMRW 09 Feb 2023, 08:15 PM</p> <p>You've applied for a GIRO arrangement to REPUBLIC POLYTECHNIC</p> <p><input type="button" value="No"/> <input type="button" value="Yes"/></p>	 <p>Confirmed</p> <p>Continue the session on your browser.</p> <p><input type="button" value="OK"/></p>
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eGIRO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

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.

	Rev 01
	Page 13 of 15

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 *

-

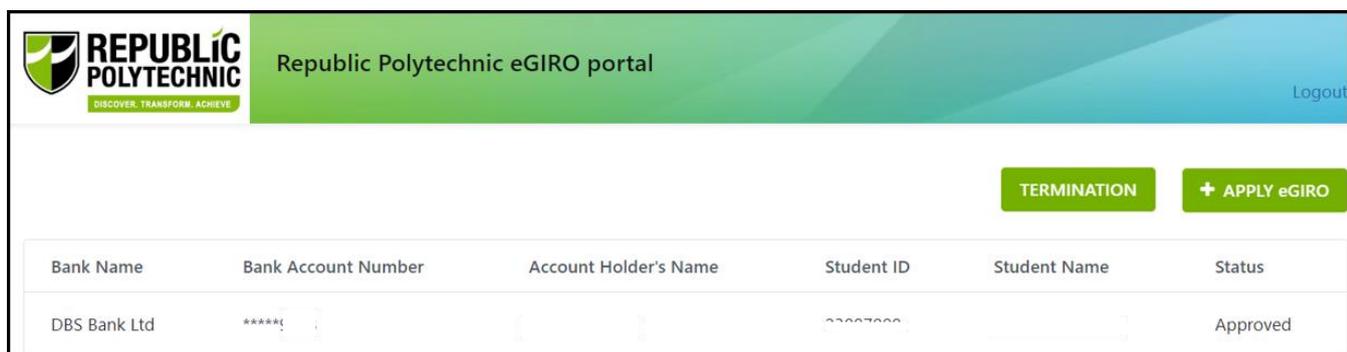
Bank Account Number *

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.



The screenshot shows the Republic Polytechnic eGIRO portal interface. At the top left is the Republic Polytechnic logo with the tagline "DISCOVER. TRANSFORM. ACHIEVE". The page title is "Republic Polytechnic eGIRO portal" and there is a "Logout" link in the top right. Below the header, there are two green buttons: "TERMINATION" and "+ APPLY eGIRO". A table below displays the following information:

Bank Name	Bank Account Number	Account Holder's Name	Student ID	Student Name	Status
DBS Bank Ltd	*****		2227222		Approved

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

	Rev 01
	Page 15 of 15