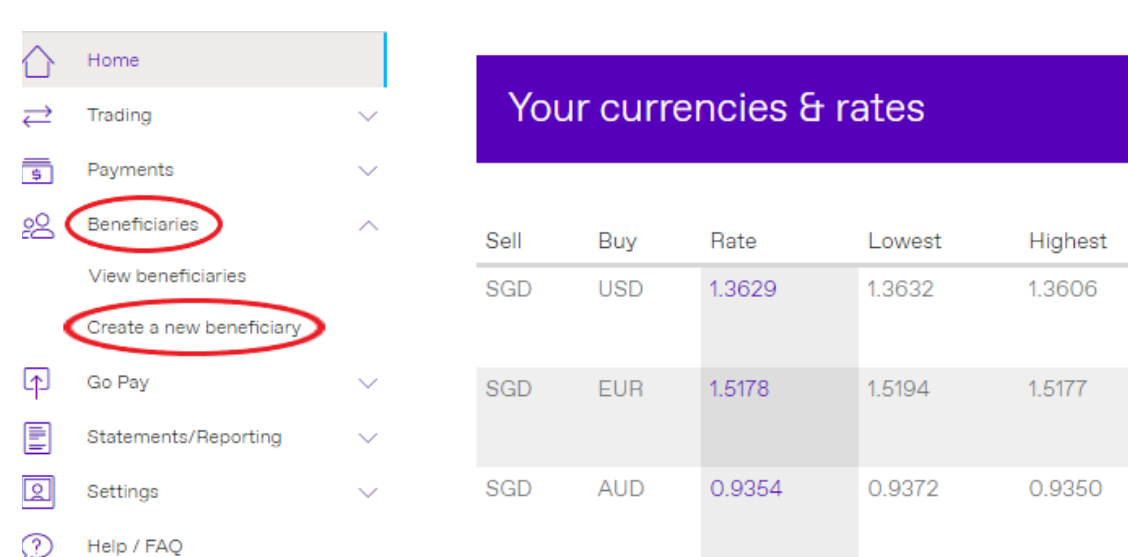


# Adding a beneficiary

A beneficiary = the recipient you are sending money to

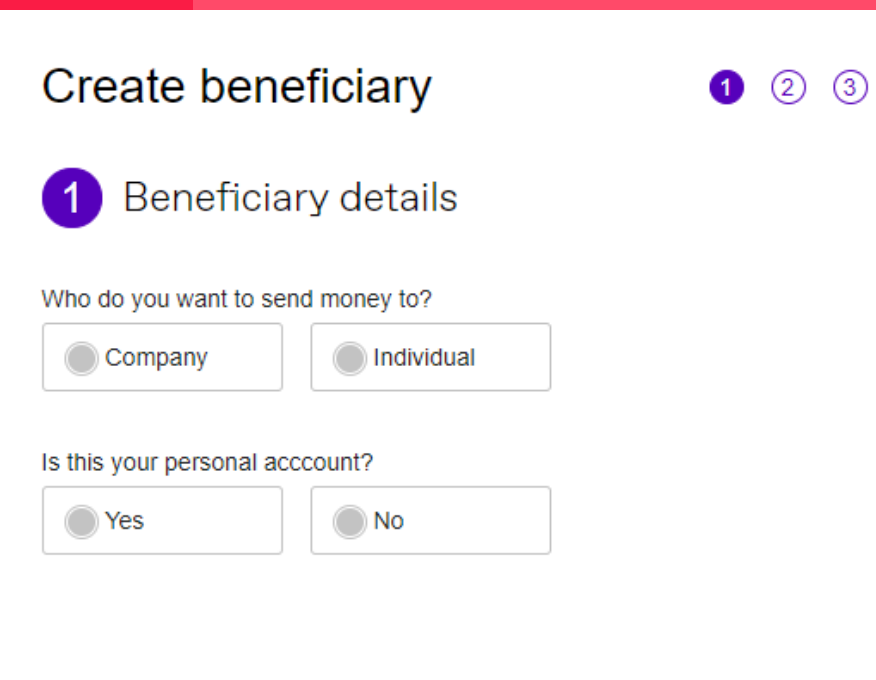
## 1 Create a new beneficiary



Sell	Buy	Rate	Lowest	Highest
SGD	USD	1.3629	1.3632	1.3606
SGD	EUR	1.5178	1.5194	1.5177
SGD	AUD	0.9354	0.9372	0.9350

Click on 'Beneficiaries', and select 'Create a new beneficiary' on the left-hand menu.

## 2 Add beneficiary details



**Create beneficiary** 1 2 3

**1 Beneficiary details**

Who do you want to send money to?

Company  Individual

Is this your personal account?

Yes  No

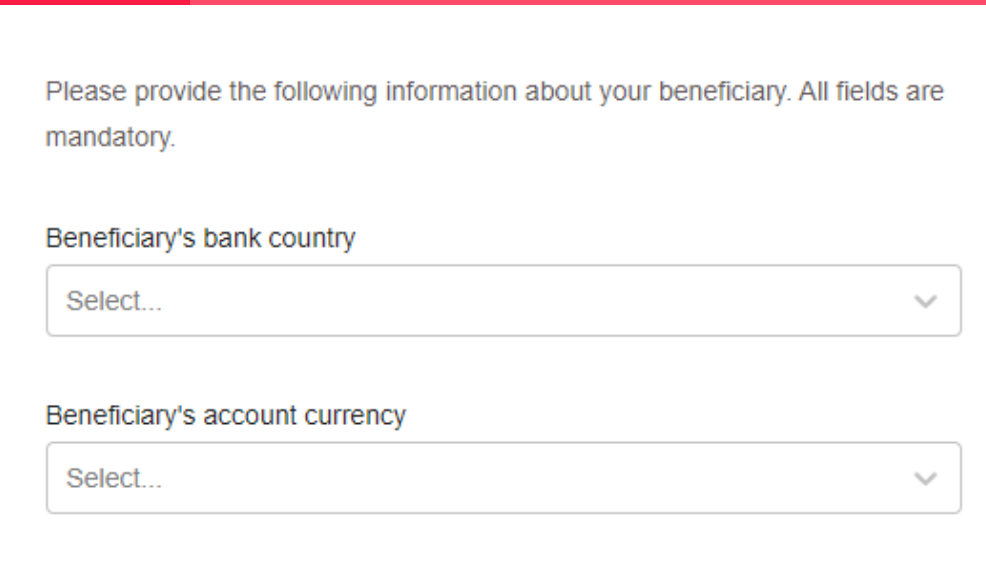
### Who do you want to send money to?

- If you are sending money to a Person, select '**Individual**'
- If you are sending money to a Company, select '**Company**'

### Is this your personal account?

- If the bank account you're sending money belongs to Yourself, or Your Own Company, select '**Yes**'
- If the bank account you're sending money belongs to a 3rd party (ie, not yourself or your company), select '**No**'

## 3 Select beneficiary's country



Please provide the following information about your beneficiary. All fields are mandatory.

Beneficiary's bank country

Select...

Beneficiary's account currency

Select...

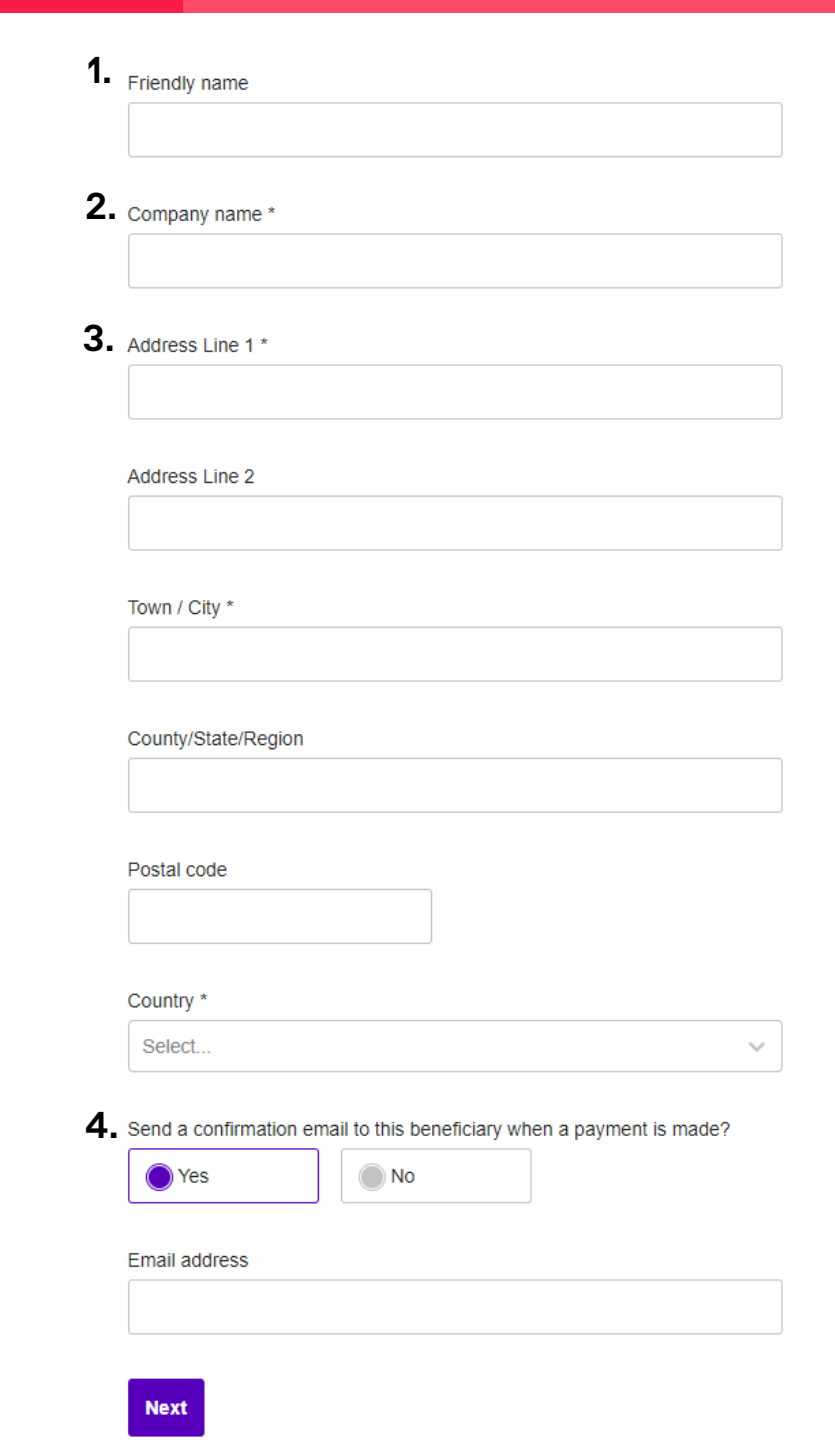
### - Beneficiary's bank country:

The country where the bank account that you're sending money to is located in

- **Beneficiary account currency:** The currency of the account that you are sending money to

**Please note: The screen will load more details to be keyed in.**

## 4 Key in your beneficiary details



**1.** Friendly name

**2.** Company name \*

**3.** Address Line 1 \*

Address Line 2

Town / City \*

County/State/Region

Postal code

Country \*

Select...

**4.** Send a confirmation email to this beneficiary when a payment is made?

Yes  No

Email address

**Next**

### 1. Friendly name:

Name for your own reference (e.g. My DBS Account)

### 2. Name/Company name:

Name that follows the bank records **exactly** (If the name exceeds the number of characters allowed, please continue in Address Line 1)

### 3. Address of beneficiary:

Address of the company/person you're sending funds to (If you don't know the address, please input 'X' for all address fields)

### 4. Confirmation email:

If you would like to notify your beneficiary when payment is made to them, please select 'Yes' and input beneficiary's email address

# 5 Beneficiary bank details

## Create beneficiary

① ② ③

### ② Beneficiary's bank details

Account number/Bank code  Account number/SWIFT/BIC

Account number

Bank code

Click on

### Account number/Bank code:

Input the beneficiary's bank Account Number and Bank Code.

Our system will auto-fill the SWIFT code based on the information you have keyed in.

Please check if you can see it in the next tab: **'Account number/SWIFT/BIC'**

**If you do not know your bank code OR the SWIFT code isn't auto-filled in for you, kindly refer to below.**

## Create beneficiary

① ② ③

### ② Beneficiary's bank details

Account number/Bank code  Account number/SWIFT/BIC

Account number

SWIFT/BIC

Click on

### Account number/SWIFT/BIC:

Input the beneficiary's bank account number and SWIFT/BIC code.

# 6 Add payment details

## Create beneficiary

① ② ③

### ③ Payment details

1. Payment reason \*

2. Payment notes/For further credit

#### 1. Payment reason:

Select **'Transfer to Own Account'** if you're sending funds back to your own account OR  
Select **'Paying Overseas Suppliers'** for supplier payment

#### 2. Payment notes/For further credit:

Input notes that you would like your beneficiary to see

For further credit - example: A specific instruction for the transfer to be made to another bank or a particular account, please key in your instructions here.



## Confirm



Review the details you have supplied before you confirm this is where you would like your money sent.

**And that's it, you've added a new beneficiary - Click Submit!**

**WORLD  
FIRST**

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