

**HOW TO CREATE A LOCAL TRANSFER**  
**(GIRO/FAST/MEPS/LOCAL TELEGRAPHIC TRANSFER)**

Default mode of payment under **Transfer to a bank locally** will be **GIRO Payment**. To change from GIRO Payment to another mode of payment, you may refer to the following:

- i) **FAST payment** – tick on **Same day payment**
- ii) **MEPS payment** – tick on **Same day payment** and enter an amount which is more than S\$200,000. (Refer to Page 2)
- iii) **Local Telegraphic Transfers** - Select a **non-SGD currency** under transaction currency field. (Refer to Page 3)

**Notes:**

For Standard Service Package users (ie. the Maker and Authoriser is the same user), users will preview and check the transaction before clicking on **Submit**.

Once the GIRO or FAST batch is submitted for authorisation, the status will change from **Saved** to **Pending Authorisation**. Notify your **Authoriser(s)** to log in to verify and approve.

**Creating a GIRO/FAST Payment**

- **GIRO Payment (default)** – Payee/Beneficiary will receive the funds one business day after Value Date
- **FAST Payment** – Payee/Beneficiary will receive the funds almost instantly. Available 24x7, 365 days for funds transfer up to \$200,000

The screenshot shows the 'Transfer to a bank locally' form. Callout 1 points to the 'From' section (Your Account, Value Date, Amount, Same day payment). Callout 2 points to the 'Where are you transferring money to?' section (Bank Account, Mobile No., Payee Bank, Payee Account No., Payee Name). Callout 3 points to the 'Other Details (optional)' section (Your Reference No., Batch No., Notify Payee, Payment Details).

- Enter the **Payee Bank Name, Payee's Account No., Payee Name and Account.**
- For PayNow transfer, please select **Mobile No., IC or UEN**

- Click on **Notify Payee**, to notify the Beneficiary via email once Transaction Status changes to "Successful".
- Click on **Add New Item** to add another payee to the batch and create the next GIRO "item". Ensure that the last item is added by clicking on "Add New Item" hyperlink, before clicking **Save** or **Submit** button.

**Notes:**

For Standard Service Package users (ie. the Maker and Authoriser is the same user), users will preview and check the transaction before clicking on Submit.

Once the MEPS transaction is submitted for authorisation, the status will change to **Pending Authorisation**. Notify your **Authoriser(s)** to log in to verify and approve prior to the MEPS cut-off time on the **same day**.

**Creating a MEPS Payment**

- Tick on **Same Day Payment** and enter an amount which is **more** than \$200,000

## Transfer to a bank locally

MEPS [Load Template](#)

From

**Your Account**

Please select ▼

**Value Date** ⓘ

19 Mar 2020 📅

**Amount**

200,001.00

SGD ▼

Same day payment

OCBC Singapore and other banks' charges will be paid by

You (OUR)
 Recipient (BEN)
 Both (SHA)

**Beneficiary Bank Name** [Load From List](#)

Please Select ▼

**Beneficiary Account No.** ⓘ

**Beneficiary Name and Address**

Enter beneficiary's name (use the box below if needed)

Enter beneficiary's address (use a new box)

Other Details (optional) ➤

**Your Reference No.**

This will appear on your bank statement

**Payment Details**

This information will appear on the on-line statement of the beneficiary

**Notify Beneficiary**

1

- Select the **Beneficiary Bank Name** from the dropdown list.
- Enter **Beneficiary Name** and **Address** – ensure Beneficiary's name is in full. If there is insufficient space, continue to the next line.

2

Charge Type

You (OUR) - OCBC Singapore & other banks' charges to be paid by You.

Recipient (BEN) - OCBC Singapore & other banks' charges to be paid by Recipient.

Both (SHA) - OCBC Singapore charges to be paid by You, other banks' charges to be paid by Recipient.

3

- Click on **Notify Beneficiary**, to notify the Beneficiary via email once Transaction Status changes to Successful.
- Click on **Save** or **Submit** (\*refer to Notes), after ensuring all the relevant fields are entered.

**Notes:**

For Standard Service Package users (ie. the Maker and Authoriser is the same user), users will preview and check the transaction before clicking on **Submit**.

Once the transaction is submitted for authorisation, its status will change to **Pending Authorisation**. Notify your **Authoriser(s)** to log in to verify and authorise the transaction before the Local Telegraphic Transfer cut-off time on the Value Date.

## Transfer to a bank locally

[Load Template](#)

### Creating a Local Telegraphic Transfer

- Select a non-SGD currency under transaction currency field

**Important Notice:**

To facilitate processing for banks, please enter payment details indicating purpose of payment clearly, some examples are:

**No Clear examples:**

- advertising consultancy - invoice no. xxxxx
- payment for machinery invoice no. yyyy
- rental payment for May
- shipping expense payment

**Unclear examples:**

- invoice xxxxx
- on behalf of ABCDEFG Pte Ltd
- refer email for details
- reimbursement

### From

Your Account

Please select

Value Date

19 Mar 2020

Amount

200,001.00

USD

2

- Enter **SWIFT Code** and select from the dropdown list.
- The following information will be auto populated.
  - Beneficiary Bank Code
  - Beneficiary Bank Name and Address
- If Beneficiary provides a different address from the populated information, you may key in under **Information to Beneficiary Bank**

SWIFT Code

chabus

CHASUS33

CHASUS3A

Beneficiary Bank Name and Address

[Advanced Search](#)

Beneficiary Account No.

Beneficiary Name and Address

Enter beneficiary's name (use the box below if needed)

Enter beneficiary's address (use a new box)

Intermediary Bank

3

- Enter **Beneficiary Name and Address** – ensure Beneficiary's name is in full. If there is insufficient space, continue to the next line. Additional information may be input under **Information for Beneficiary Bank**.
- Enter **Intermediary Bank (Optional)** – Bank details which the Beneficiary Bank maintains account with. Check with your Beneficiary if this information is required.

**Charge Type**

OCBC Singapore and other banks' charges will be paid by

You (OUR)  Recipient (BEN)  Both (SHA)

**Memo**

Payment Details

4

Your Reference No.

This will appear on your bank statement

Notify Beneficiary

Information for Beneficiary Bank

- Click on **Notify Beneficiary**, to notify the Beneficiary via email once Transaction Status changes to Successful.
- If there are any additional details to inform the Beneficiary Bank, please input under **Information for Beneficiary Bank**.
- Click on **Save** or **Submit** (\*refer to Notes), after ensuring all the relevant fields are entered.

**Important Note:**

- The cut-off time for the approval of Telegraphic Transfer of this transaction will be the next working day.
- Please check the status of your transaction.

[Save](#)

**Submit**