

# Online Direct Debit Authorisation (iDDA)

## Donors' guide

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# Online Direct Debit Authorisation

**A**

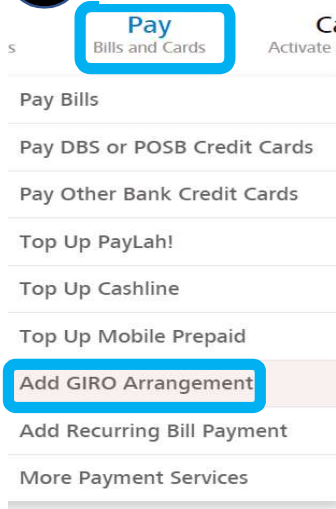
## How to apply?

**1**

Go to DBS ibanking: <https://internet-banking.dbs.com.sg/IB/Welcome> or POSB ibanking : <https://www.posb.com.sg>

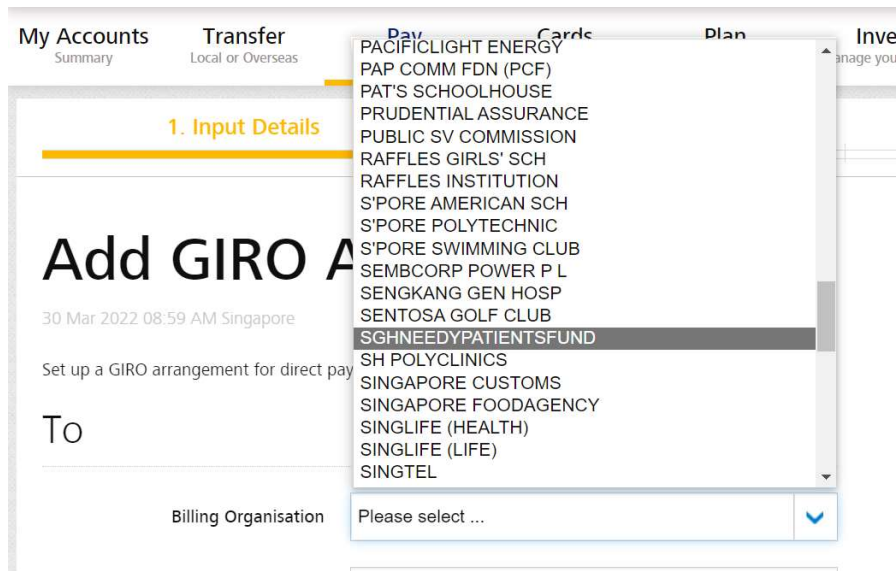
**2**

Click “Pay” and choose “Add GIRO Arrangement”



**3**

Choose **SGHNEDYPATIENTSFUND** from the **Billing Organisation’s** drop-down list



4

At **Bill reference** -> key in your full NRIC/FIN for prevailing tax benefits

At **Payment Limit** -> key in the monthly donation amount

My Accounts   Transfer   **Pay**   Cards   Plan   Invest

Set up a GIRO arrangement for direct payment to billing organisations on regular basis.

To

Billing Organisation: SGHNEEDYPATIENTSFUND

Bill Reference: S8888888E

Payment Limit: S\$ 10

(Please enter "0" for no payment limit)

5

Scroll down the page and 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 or through the BO. I agree that DBS may terminate this service without notice or liability to me.

Cancel   **Next**

6

Click "submit"

## Add GIRO Arrangement

30 Mar 2022 09:08 AM Singapore

Please ensure that the details below are correct and click "Submit" to complete this transaction.

To

Billing Organisation: SGHNEEDYPATIENTSFUND

Bill Reference: S8888888E

Payment Limit: S\$10.00

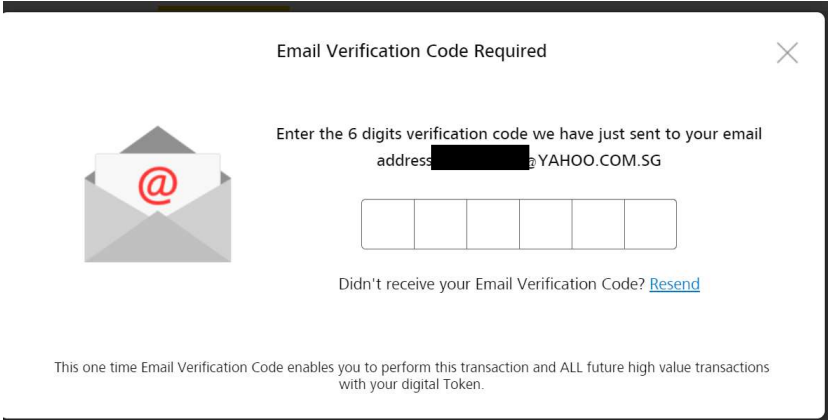
From

Name: [Redacted]

My Account: [Redacted]


Cancel   **Submit**

- 7 Key in the 6 digits verification code send to your registered email address with the DBS/POSB




- 8 Perform authentication as shown in your ibanking application

### Step 1




Tap on the notification sent to your mobile phone

OR



Go to your POSB digibank app and tap on "Digital Token" next to the Login button  
You don't need to log in

### Step 2



Check your transaction before you tap on "Approve"  
This is valid for 42 seconds.

- 9 You will also receive an SMS notification when setup is successful.



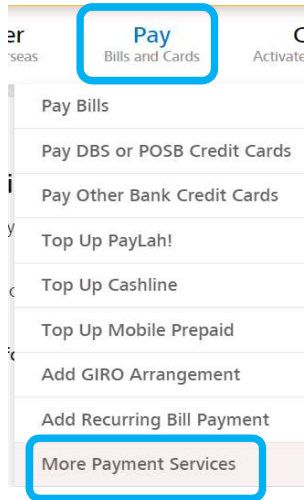
# Add GIRO Arrangement

30 Mar 2022 09:15 AM Singapore

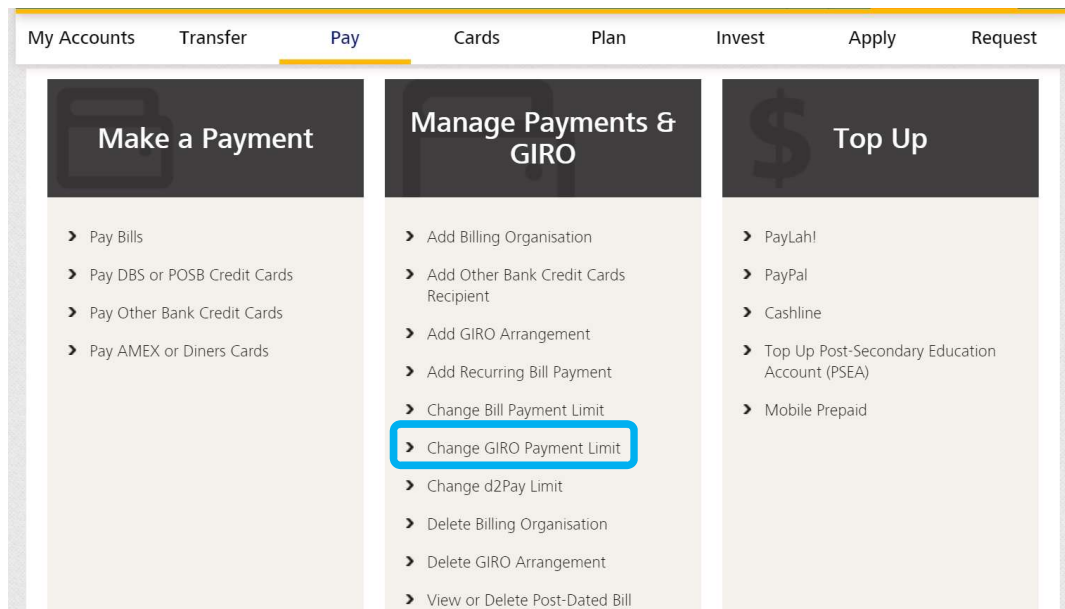
 Your request has been completed.

## B How to change monthly donation amount?

- 1 At Home page, click on **“Pay”** and select **“More Payment Services”** from the drop down list



- 2 Choose **“Change GIRO Payment Limit”**



3

Click "Next"

My Accounts   Transfer   **Pay**   Cards   Plan   Inves

## Change GIRO Payment Limit

06 Apr 2022 11:35 AM Singapore

Set or change the payment limit for any GIRO arrangement.

Please select an option to update your GIRO payment limit for your GIRO arrangements you have with the bank.

I would like to update GIRO payment limit for

All my Accounts  
 The selected Account Number

Please select ...

Cancel   Next

4

- a) Select **SGHNEEDYPATIENTSFUND**
- b) Key in the revised monthly donation amount in **New Payment Limit**
- c) Click on "Next"

## Change GIRO Payment Limit

06 Apr 2022 12:27 PM (Noon) Singapore

Set or change the payment limit for any GIRO arrangements on your account(s).

**IMPORTANT:**

- If you do not wish to set a maximum GIRO payment limit, please enter "0" as your new payment limit.

I would like to update GIRO payment limit for

To Billing Organisation/Reference No.	From My Account	Existing Payment Limit	New Payment Limit
<input checked="" type="checkbox"/> SGHNEEDYPATIENTSFUND [REDACTED]	POSB eSavings Account [REDACTED]	\$10.00	\$15

Cancel   Next

5

Click "Submit"

My Accounts   Transfer   **Pay**   Cards   Plan   Invest   Apply   Request

## Change GIRO Payment Limit

06 Apr 2022 11:37 AM Singapore

Please ensure that the details below are correct and click "Submit" to complete this application.

I would like to update GIRO payment limit for

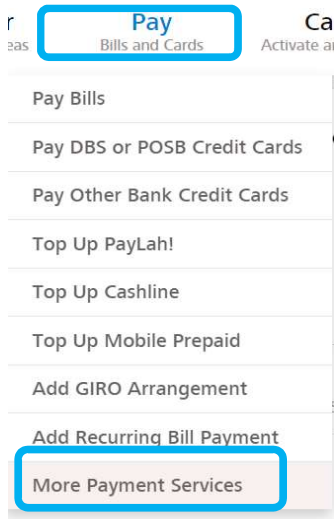
To Billing Organisation/Reference No.	From My Account	Existing Payment Limit	New Payment Limit
SGHNEEDYPATIENTSFUND [REDACTED]	POSB eSavings Account [REDACTED]	S\$10.00	S\$12.00

C

## How to delete GIRO arrangement?

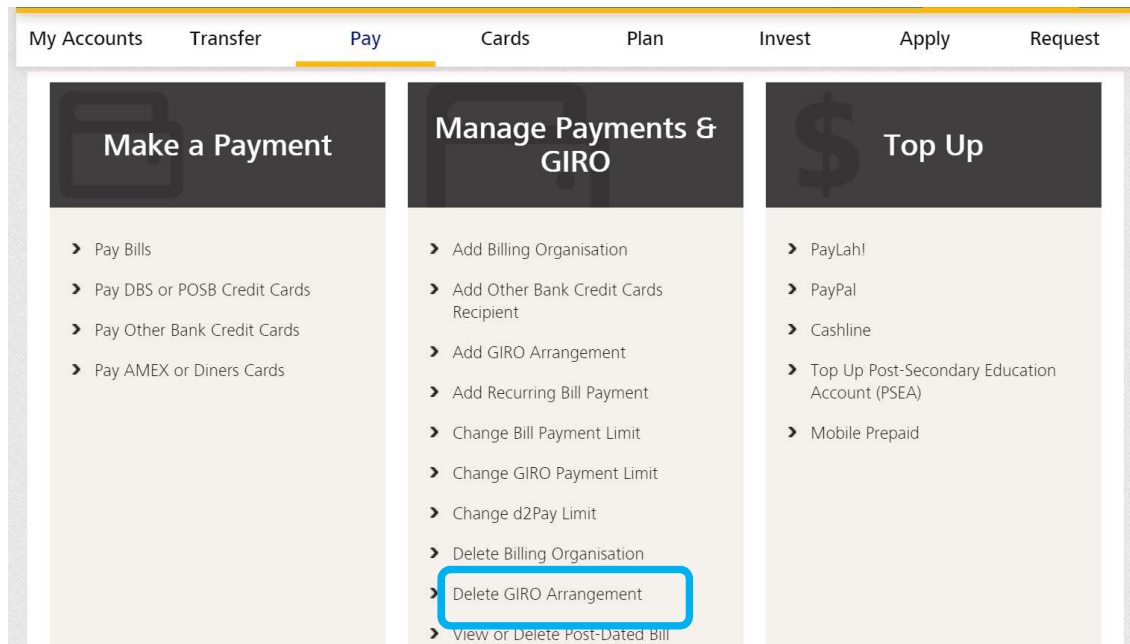
1

At Home page, click on “Pay” and select “More Payment Services” from the drop down list



2

Choose “Delete GIRO Arrangement”





3

Click "Next"

My Accounts   Transfer   **Pay**   Cards   Plan   Invest

## Delete GIRO Arrangement

06 Apr 2022 11:38 AM Singapore

Remove GIRO arrangement that you have previously set up for.

I would like to delete

For all my Accounts  
 For the selected Account Number ⓘ

Please select ...

Cancel   **Next**

4

Select **SGHNEEDYPATIENTS FUND** and click "Next"

My Accounts   Transfer   **Pay**   Cards   Plan   Invest   Apply   Request

Summary   Local or Overseas   Bills and Cards   Activate and Manage   Your Finances   Manage your Wealth   New Products   Statements or Services

1. Select Account   **2. Input Details**   3. Verify Details   4. Completion

## Delete GIRO Arrangement

Need Help? ⓘ

06 Apr 2022 12:30 PM (Noon) Singapore

I would like to delete

Billing Organisation Bill Reference	From My Account	Payment Limit	Effective Termination Date
<input checked="" type="radio"/> SGHNEEDYPATIENTSFUND [REDACTED]	<input type="checkbox"/> POSB eSavings Account [REDACTED]	S\$10.00	<input type="text" value="07"/> <input type="text" value="04"/> <input type="text" value="2022"/> (dd/mm/yyyy)

**Agreement**

By clicking on the "Next" button, I hereby consent and authorise DBS Bank to inform the above selected Billing Organisation of my GIRO termination.

Cancel   **Next**

5

Click on "Submit"

My Accounts   Transfer   **Pay**   Cards   Plan   Invest   Appl

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## Delete GIRO Arrangement

06 Apr 2022 11:40 AM Singapore

Please ensure that the details below are correct and click "Submit" to complete this transaction.

I would like to delete

Billing Organisation	SGHNEEDYPATIENTSFUND
Bill Reference	[REDACTED]
Existing Payment Limit	S\$10.00
Effective Termination Date	07 Apr 2022

From

My Account	[REDACTED]
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