

I-BANKING SETUP GUIDE

AUTOMATIC MONTHLY PAYMENT OF FEES TO DARUL HUFFAZ LEARNING CENTRE



DARUL HUFFAZ LEARNING CENTRE

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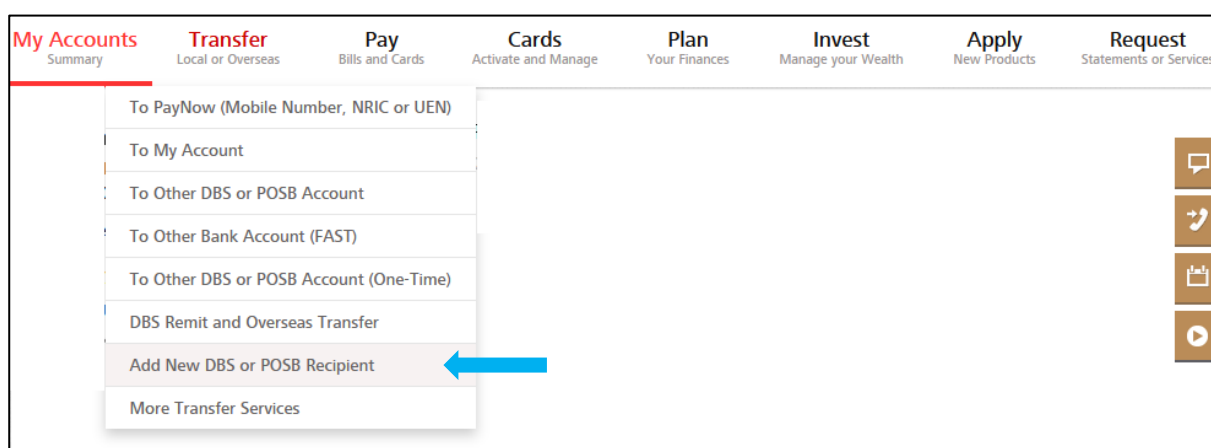
INTRODUCTION

Thank you for choosing the option to initiate an automatic monthly payment of fees to Darul Huffaz through the easy method of bank transfer. This setup guide will assist you in the setting up of i-banking instruction for your POSB/DBS Bank account. For other banks, please refer to the bank concern.

If you want to cancel the automatic monthly payment of fees, please refer to page 8.

SETTING UP OF I-BANKING STANDING INSTRUCTION

STEP 1



In your i-Banking page, under the menu “Transfer”, click “Add New DBS or POSB Recipient”.

STEP 2

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

Add New DBS or POSB Recipient

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Add a recipient for 3rd party DBS or POSB Funds Transfer.

Important Alert : There have been phone call scams requesting fund transfers. Please do not proceed with this transfer if you are unsure of the recipient or purpose for this transfer. [Learn more](#)

Authorised Daily Limit: S\$100,000.00 ⓘ

Need Help? ⓘ

More Options

› Delete a DBS or POSB Recipient

I would like to add

Recipient's Name ⓘ
Max 20 characters

Recipient's Account Number ⓘ
Please omit dashes. For MCSA, enter S-XXXXXX-X.

Cancel Next

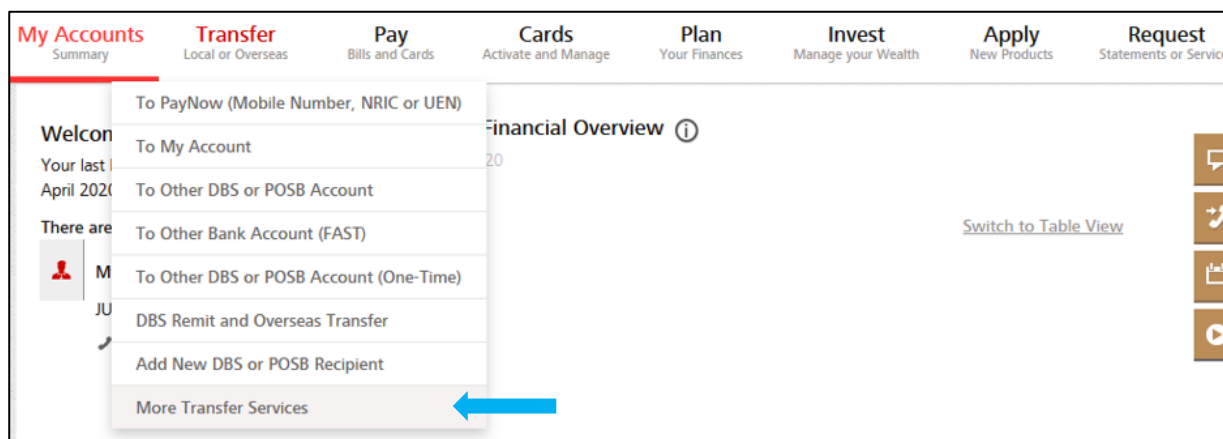
In the “Add New DBS or POSB Recipient”, insert the following:

Recipient’s Name: **DARUL HUFFAZ**

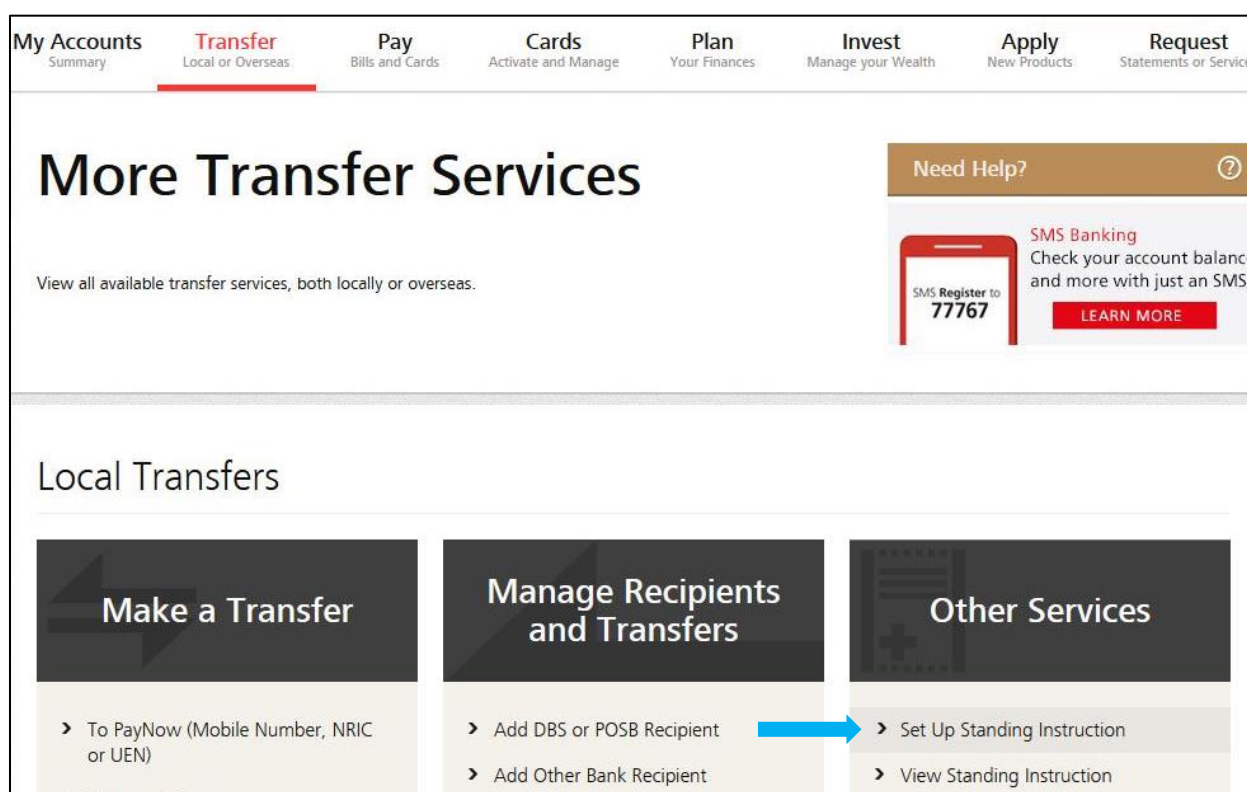
Recipient’s Account: **1205733760**

Press the **Next** button. A code number will be sent to your phone. Key in the number in your iB Security PIN device. After entering the 6-digit from your iB Secure PIN, press **Submit**.

You have successfully add Darul Huffaz’s account in your list of other bank accounts.

STEP 3

Under the menu “Transfer”, click “More Transfer Services”.

STEP 4

Under “More Transfer Service”, go to the column “Other Services” and click “Set Up Standing Instruction”.

STEP 5

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

To > Manage Alerts

My Account
 Please select ...

DBS/POSB Bank

Other Bank
 Please select ...

My Account 120-573376-0 Darul Huffaz

[Add New Payee](#)

Other Bank
 Please select ...

[Add New Payee](#)

Recipient's Name ⓘ Darul Huffaz

Recipient's/Customer's Reference (if any) ⓘ <student's name>



Under “Set Up Standing Instruction”, do the following:

TO:


- 1) Click **“DBS/POSB Bank”**
- 2) In the dropdown menu, select: **My Account 120-573376-0 Darul Huffaz**
- 3) Recipient's Name : **Darul Huffaz**
- 4) Recipient's/Customer's Reference : **Student's name. Eg: Zaid bin Zainal**


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

From


My Debiting Account  

Standing Instructions

Payment Amount \$ 

First Payment Date ⓘ (dd/mm/yyyy) 


Last Payment Date (if any) ⓘ (dd/mm/yyyy)

Payment Frequency Monthly 
 Quarterly
 Half-Yearly
 Yearly

Last Payment Amount ⓘ \$
Not applicable if there is no expiry date

Agreement

By clicking on the "Next" button below, I confirm that I have read, understood and accepted the [Terms and Conditions governing Standing Instructions](#).



FROM:

- 1) My Debiting Account : ***choose your account number***

STANDING INSTRUCTIONS

- 1) Payment Amount : ***insert the fees amount you wish to deduct monthly***
- 2) First Payment Date : ***insert 01 in the first box, the month on your choice in the second box and the year in the third box.***
- 3) Last Payment Date : ***leave blank***
- 4) Payment Frequency : ***choose Monthly***
- 5) Last Payment Amount : ***leave blank***

Click **Next**.

STEP 6

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

Set up Standing Instruction

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

To

Account My Account 120-573376-0 Darul Huffaz

Recipient's Name DARUL HUFFAZ

Recipient/Customer Reference DH FEES

From

My Debiting Account XXXXXXXXX

Standing Instruction

Payment Amount

Service Charge Free

First Payment Date

Last Payment Date -

Payment Frequency Monthly, on 1st of the month

Last Payment Amount -

Cancel Amend **Submit**

Confirm all the details. Click **Submit**.


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 Service


1. Input Details 2. Verify Details 3. Completion

Set up Standing Instruction

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Need Help? 

Print This Page 

 Your request has been completed.

Please note this transaction number for your records: 24637262666

Congratulations!

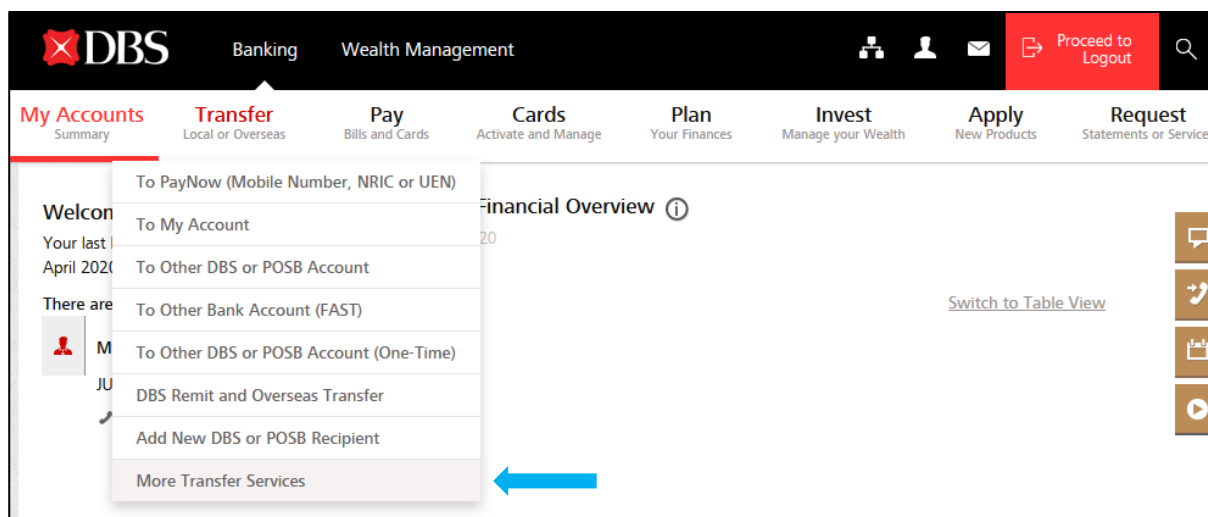
You have successfully set up the automatic POSB Standing Instruction to deduct the monthly fees from your account on the 1st of every month.

Thank you!

CANCELLING THE STANDING INSTRUCTION

Should you wish to cancel the Standing Instruction for automatic deduction from your account for Darul Huffaz fees, you can follow the steps below.

STEP 1



Under the menu “Transfer”, click “More Transfer Services”.

STEP 2

My Accounts Summary **Transfer** Local or Overseas Pay Bills and Cards Cards Activate and Manage Plan Your Finances Invest Manage your Wealth Apply New Products Request Statements or Services

More Transfer Services

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View all available transfer services, both locally or overseas.

Need Help? ⓘ

IMPORTANT SECURITY NOTE
Never disclose your OTP, User ID, or PIN as our staff will never ask for this information.
[Learn more](#)

Local Transfers

Make a Transfer

- > To PayNow (Mobile Number, NRIC or UEN)
- > To My Account
- > To Other DBS or POSB Account

Manage Recipients and Transfers

- > Add DBS or POSB Recipient
- > Add Other Bank Recipient
- > Change Local Transfer Limit
- > Delete DBS or POSB Recipient

Other Services

- > Set Up Standing Instruction
- > View Standing Instruction
- > **Terminate Standing Instruction**
- > Purchase Cheque (Mail)

Under “More Transfer Service”, go to the column “Other Services” and click “Terminate Standing Instruction”.

STEP 3

My Accounts Summary **Transfer** Local or Overseas Pay Bills and Cards Cards Activate and Manage Plan Your Finances Invest Manage your Wealth Apply New Products Request Statements or Services

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

Terminate Standing Instruction

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Terminate any standing instruction that you have previously set up.

I would like to terminate instructions from

My Account XXXXXXXX ▼

[Cancel](#) [Next](#)

Need Help? ⓘ

More Options


- > View Standing Instruction
- > Manage Alerts

In the “Terminate Standing Instruction”, choose the account that you used for the payment of fees to Darul Huffaz.

STEP 4

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

Terminate Standing Instruction


Need Help? 

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To delete a Standing Instruction, please select an item, specify the termination date and click on "Next".

Standing Instructions to Save-As-You-Earn (SAYE) accounts cannot be terminated via Internet Banking. For termination of Standing Instruction payable to SAYE accounts, please bring your NRIC and savings passbook (if any) to the nearest DBS / POSB Branch.

I would like to terminate instructions from

My Account XXXXXXXXX 

Effective Termination Date (dd/mm/yyyy)	Beneficiary's Account	Payment Amount	Beneficiary/ Reference
<input type="text"/> <input type="text"/> <input type="text"/>	My Account 120-573376-0 Darul Huffaz	S\$ XXX	DH FEES

Note

- You may terminate a Standing Instruction at any time prior to the payment date.
- If the termination is done on the same payment date or after the payment date, it can only be effected on the next payment date.
- Termination requests done before 6:30 pm shall be effected within 1 working day. Termination requests completed after 6:30 pm shall be effected within 2 working days.

Agreement

By clicking on the "Next" button below, I confirm that I will not hold DBS Bank liable for any consequences arising out of any errors or delays with the above termination.

Cancel Next


Insert the end date in the "Effective Termination Date" boxes: Day, Month and Year.

Click **Next**.

STEP 5

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


Terminate Standing Instruction

Need Help? 


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

I would like to terminate instructions from


My Account XXXXXXXX 


To

Beneficiary's Account My Account 120-573376-0 Darul Huffaz 

Beneficiary/Reference DH FEES

Standing Instruction

Payment Amount S\$ XX 


Date of First Payment DD/MM/YYYY 


Date of Last Payment -

Frequency Monthly, on 1st of the month

Amount of Last Payment -

Effective Termination Date

Effective Termination Date DD/MM/YYYY 

Cancel Amend **Submit** 


View and confirm the details in this page before submitting.


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

Terminate Standing Instruction

Need Help? 

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 Your request has been completed.

Please note this transaction number for your records: 24637295409

You have cancelled the monthly payment of fees to Darul Huffaz.