I-BANKING SETUP GUIDE

AUTOMATIC

MONTHLY PAYMENT OF FEES

TO

DARUL HUFFAZ LEARNING

CENTRE

DARUL HUFFAZ LEARNING CENTRE
218 Changi Road (PKMS Building), Singapore 419737
Web: www.darulhuffaz.sg | Tel: 9636 5353
Email: admin@darulhuffaz.sg

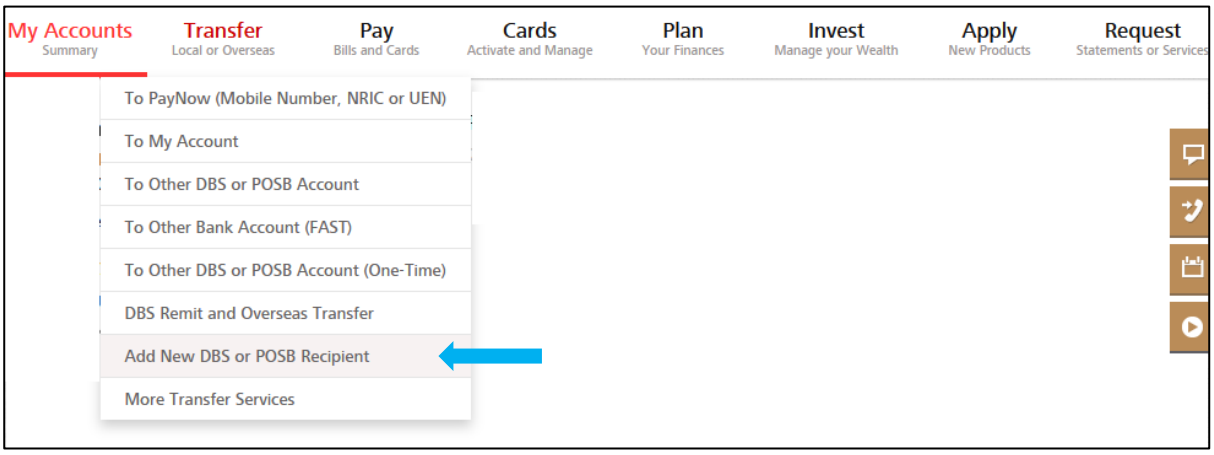
INTRODUCTION

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.

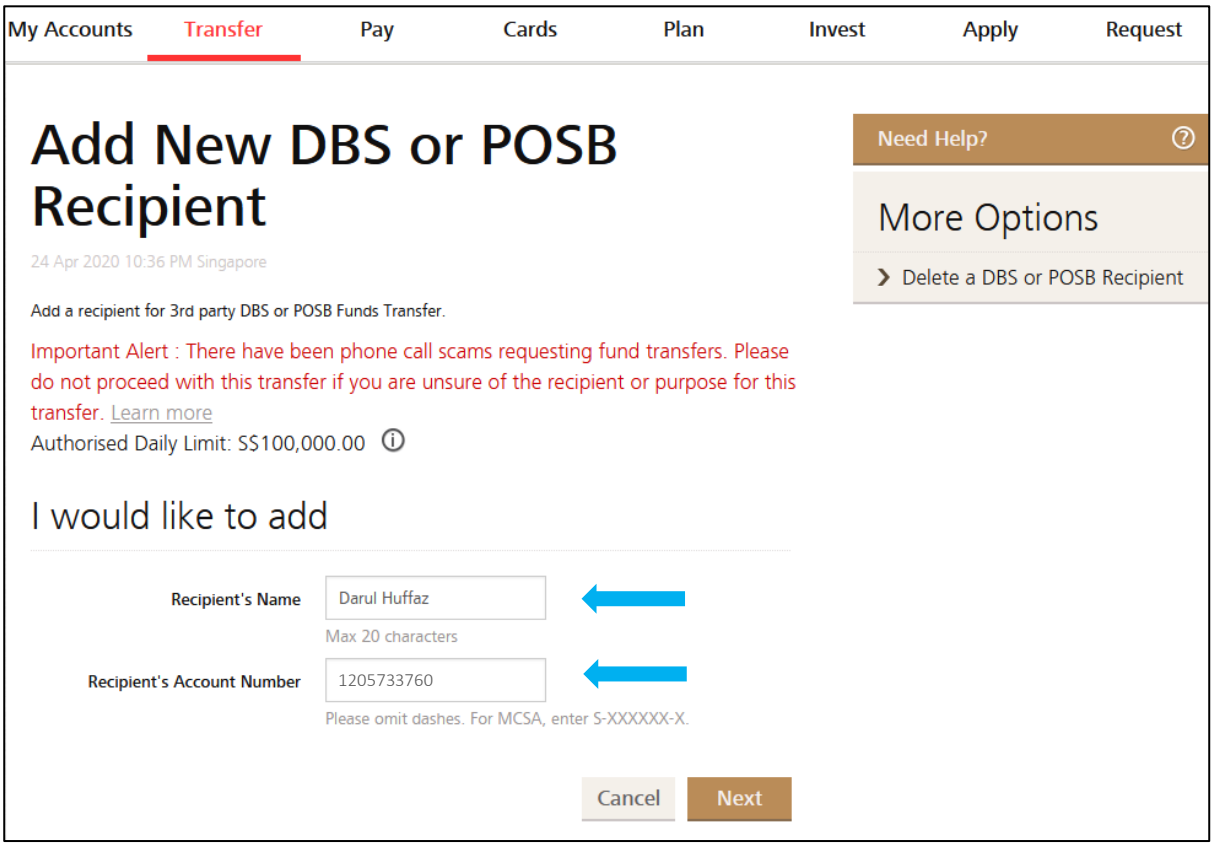
SETTING UP OF I-BANKING STANDING INSTRUCTION

STEP 1



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

STEP 2



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

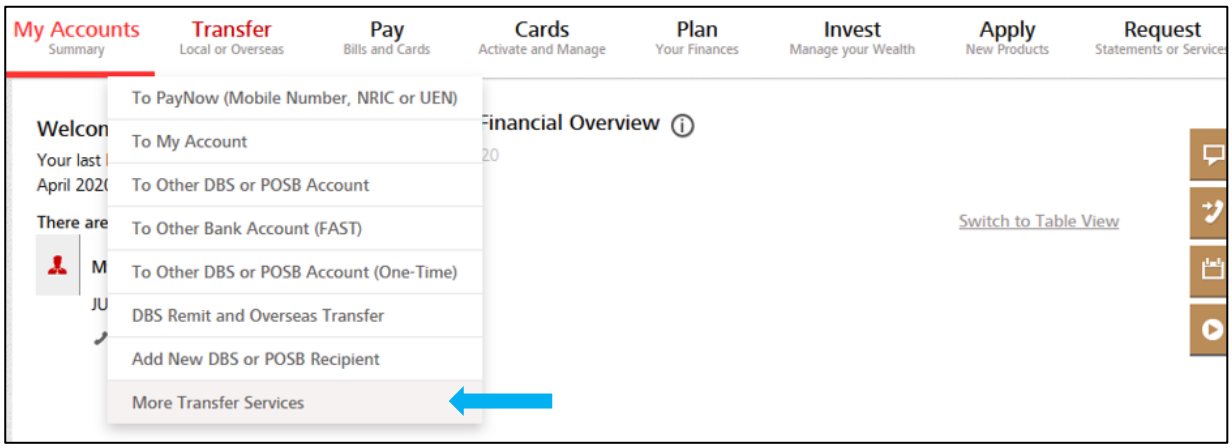
Recipient's Name: **DARUL HUFFAZ**

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**.

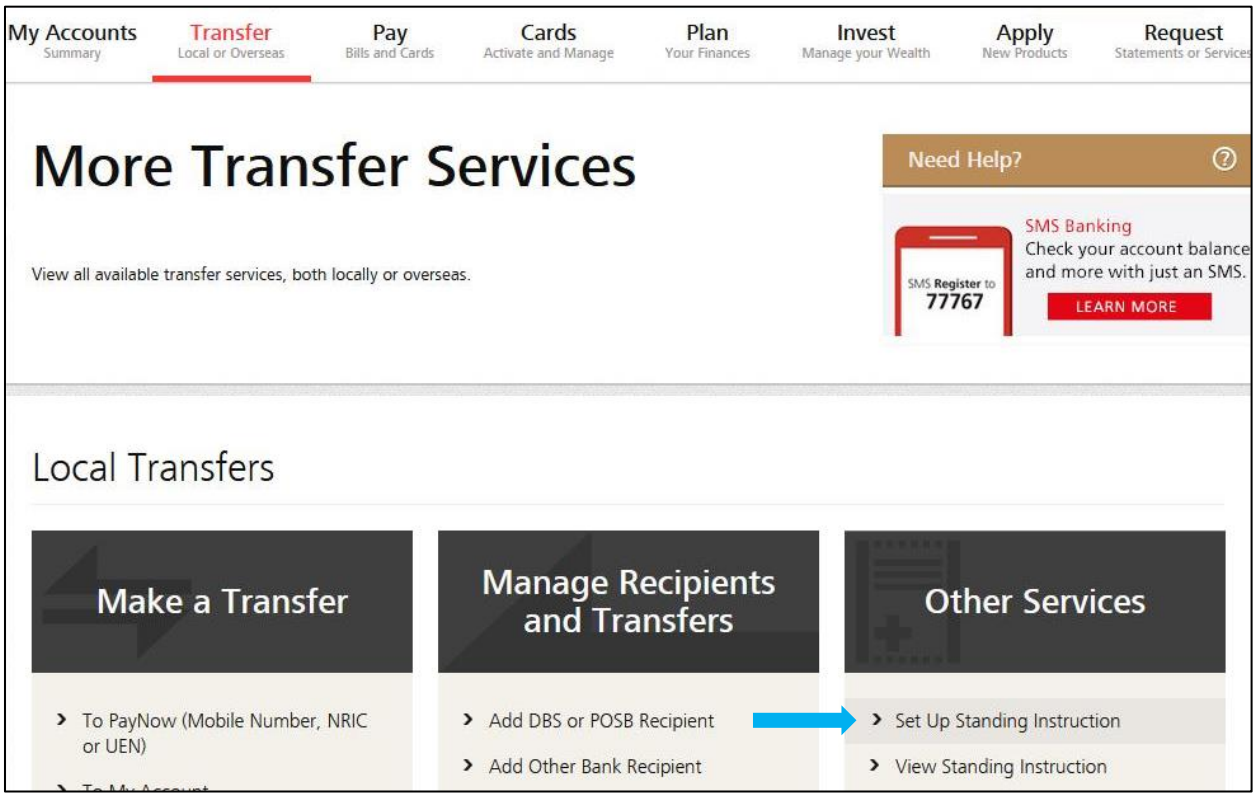
You have successfully add Darul Huffaz's account in your list of other bank accounts.

STEP 3



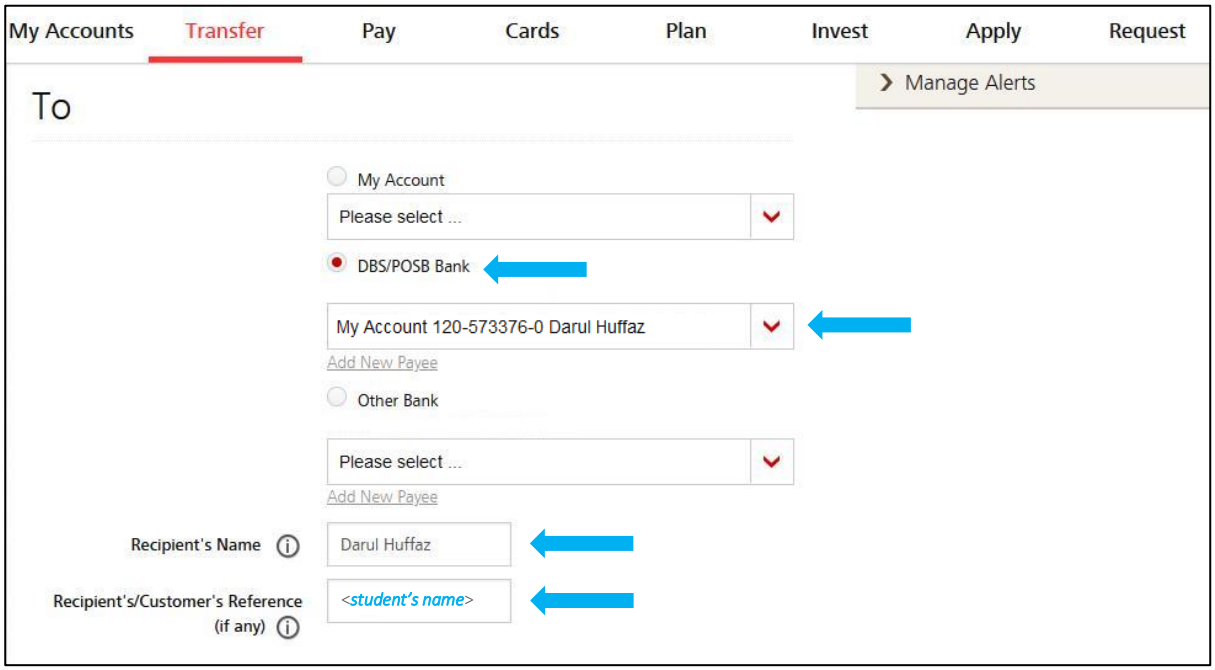
Under the menu "Transfer", click "More Transfer Services".

STEP 4



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

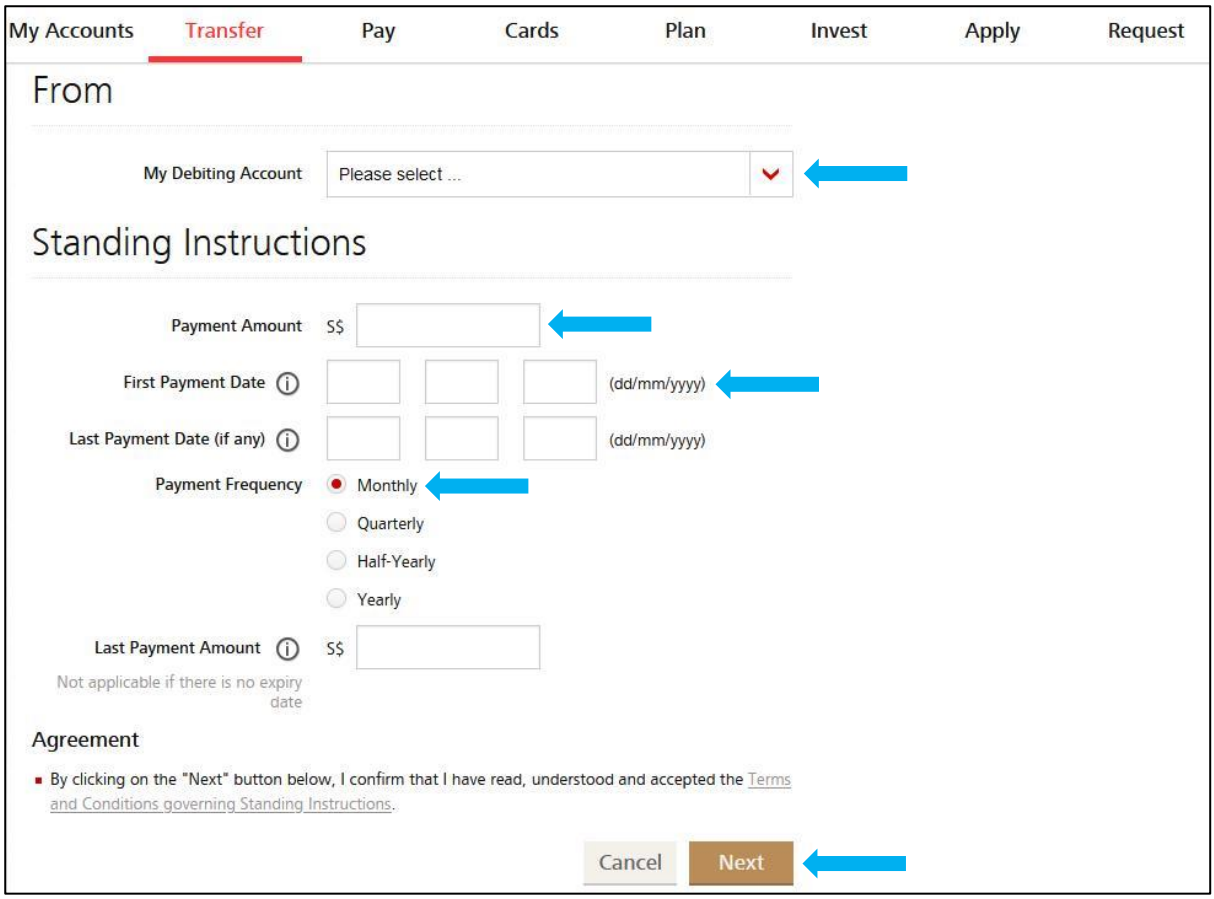
STEP 5



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**



FROM:

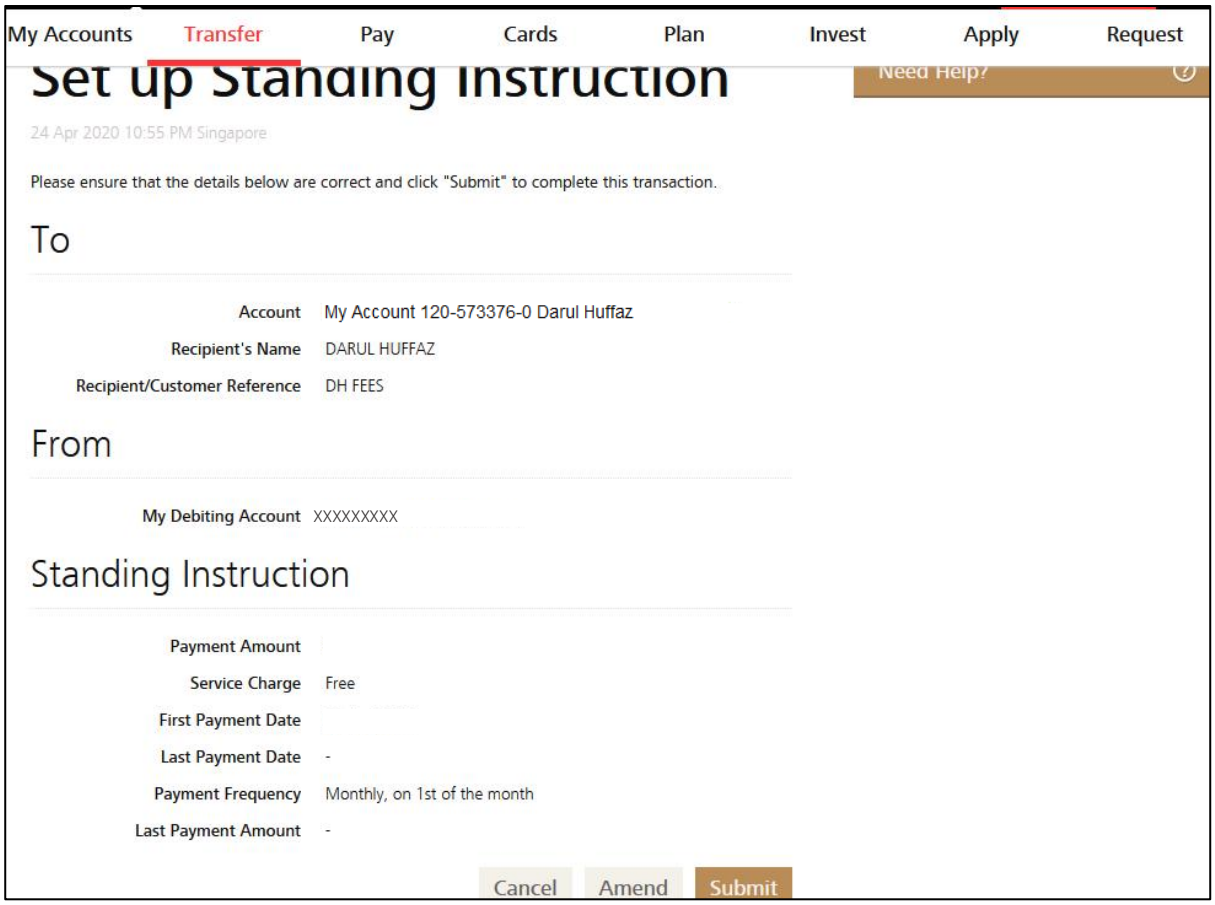
1) My Debiting Account : ***choose your account number***

STANDING INSTRUCTIONS

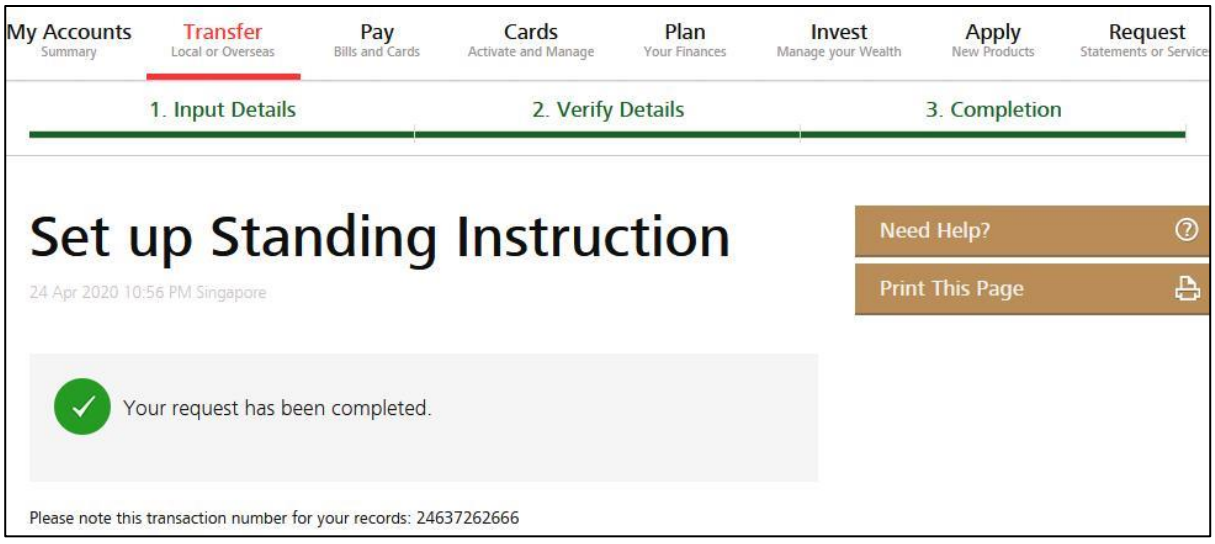
1) Payment Amount : ***insert the fees amount you wish to deduct monthly***
2) First Payment Date : ***insert 01 in the first box, the month on your choice in the second box and the year in the third box.***
3) Last Payment Date : ***leave blank***
4) Payment Frequency : ***choose Monthly***
5) Last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

Click **Next.**

STEP 6



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

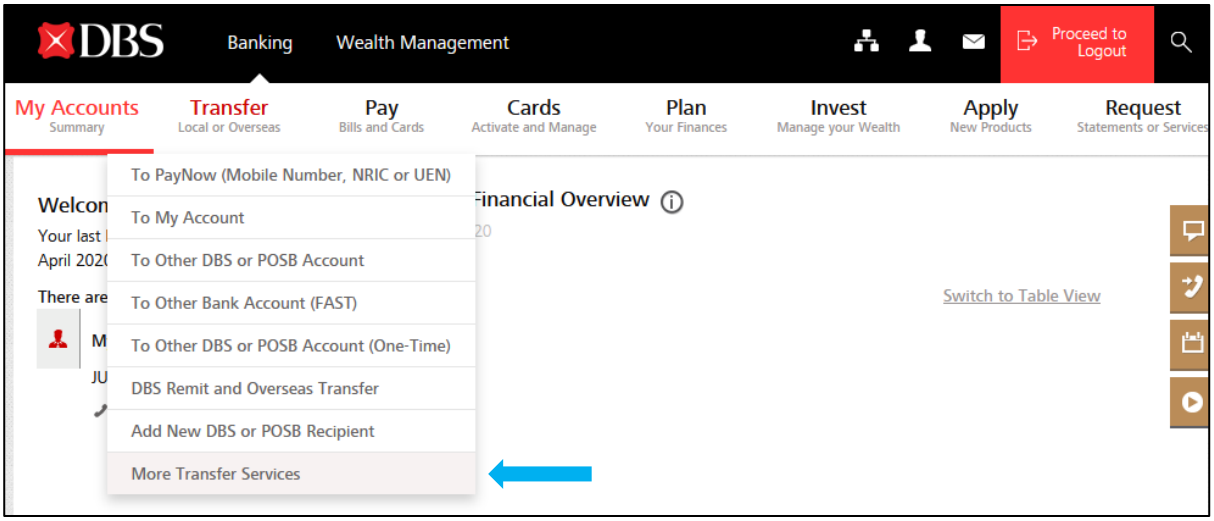


Congratulations!
You have successfully set up the automatic POSB Standing Instruction to deduct the monthly fees from your account on the 1st of every month.
Thank you!

CANCELLING THE STANDING INSTRUCTION

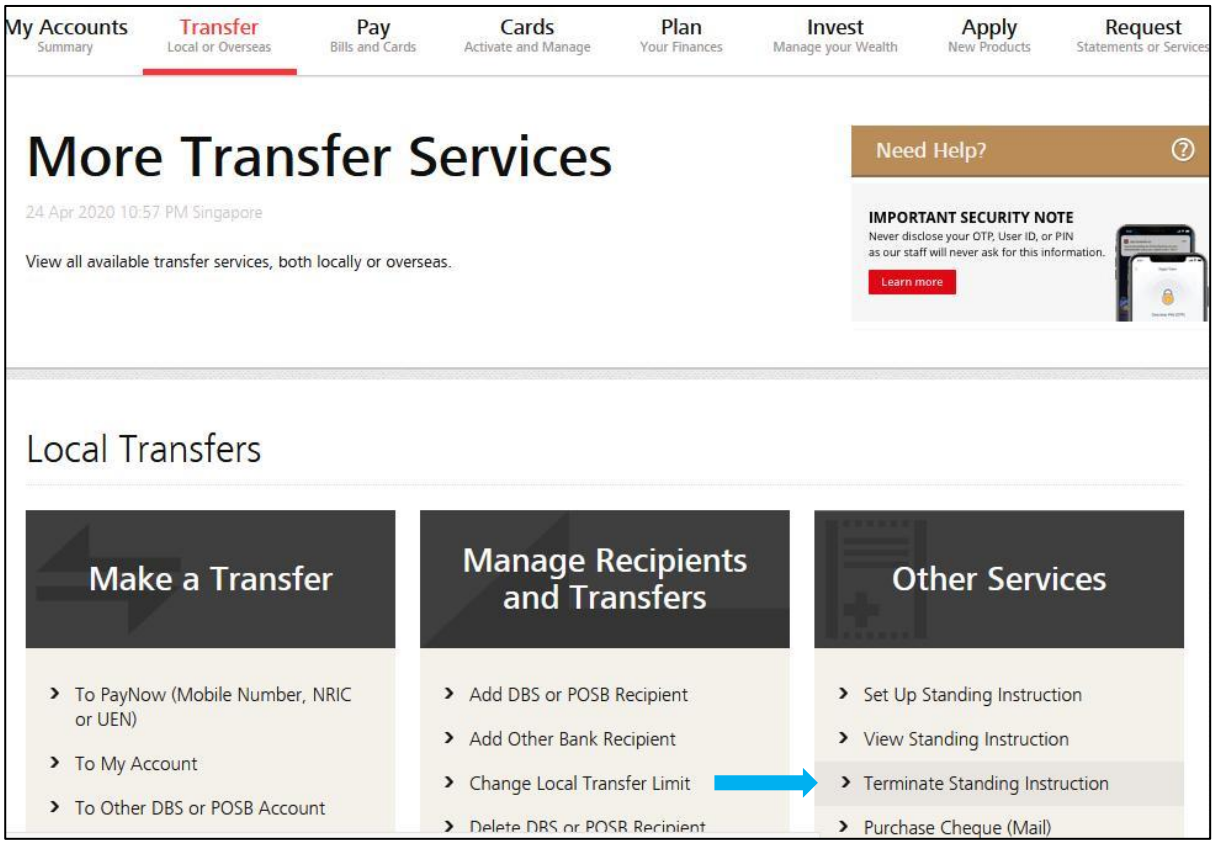
Should you wish to cancel the Standing Instruction for automatic deduction from your account for Darul Huffaz fees, you can follow the steps below.

STEP 1



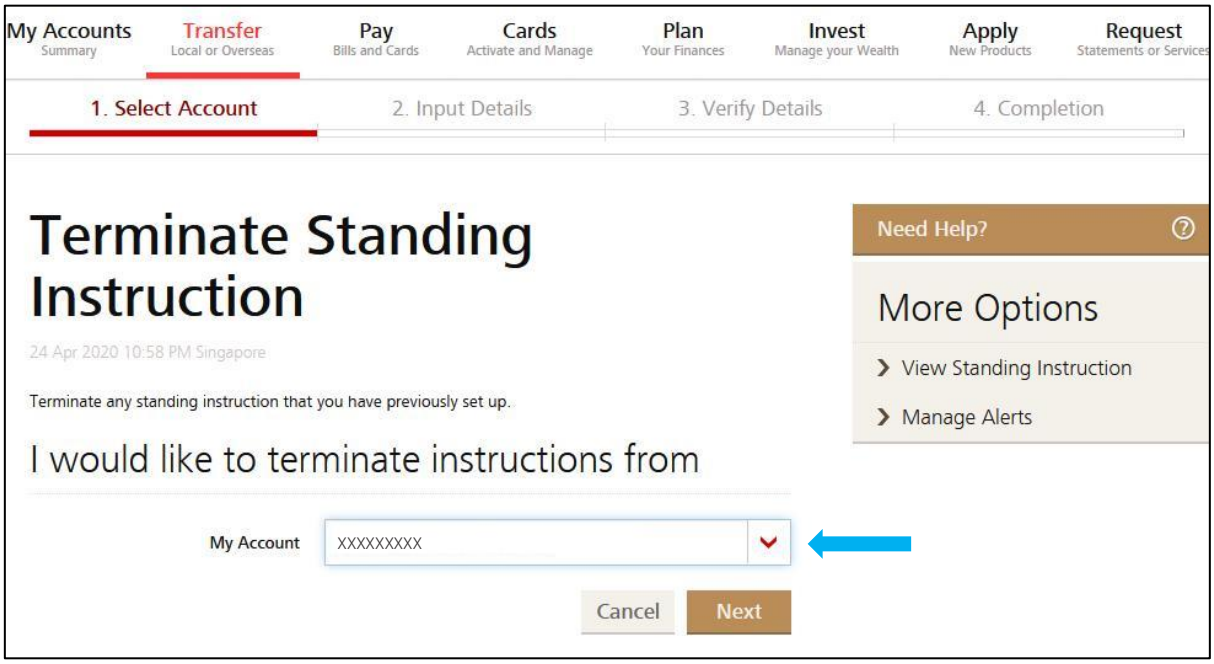
Under the menu “Transfer”, click “More Transfer Services”.

STEP 2



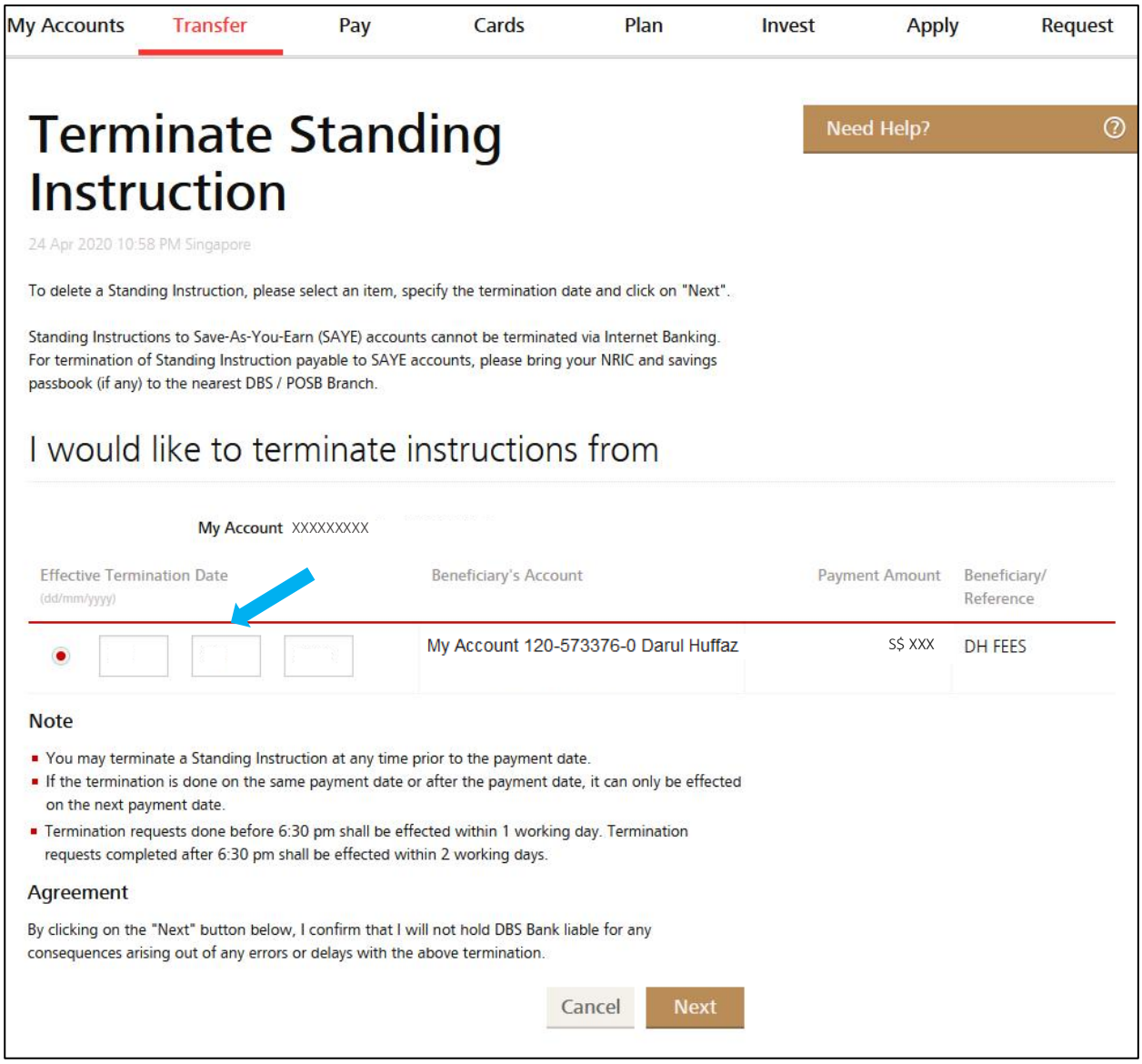
Under "More Transfer Service", go to the column "Other Services" and click "Terminate Standing Instruction".

STEP 3



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

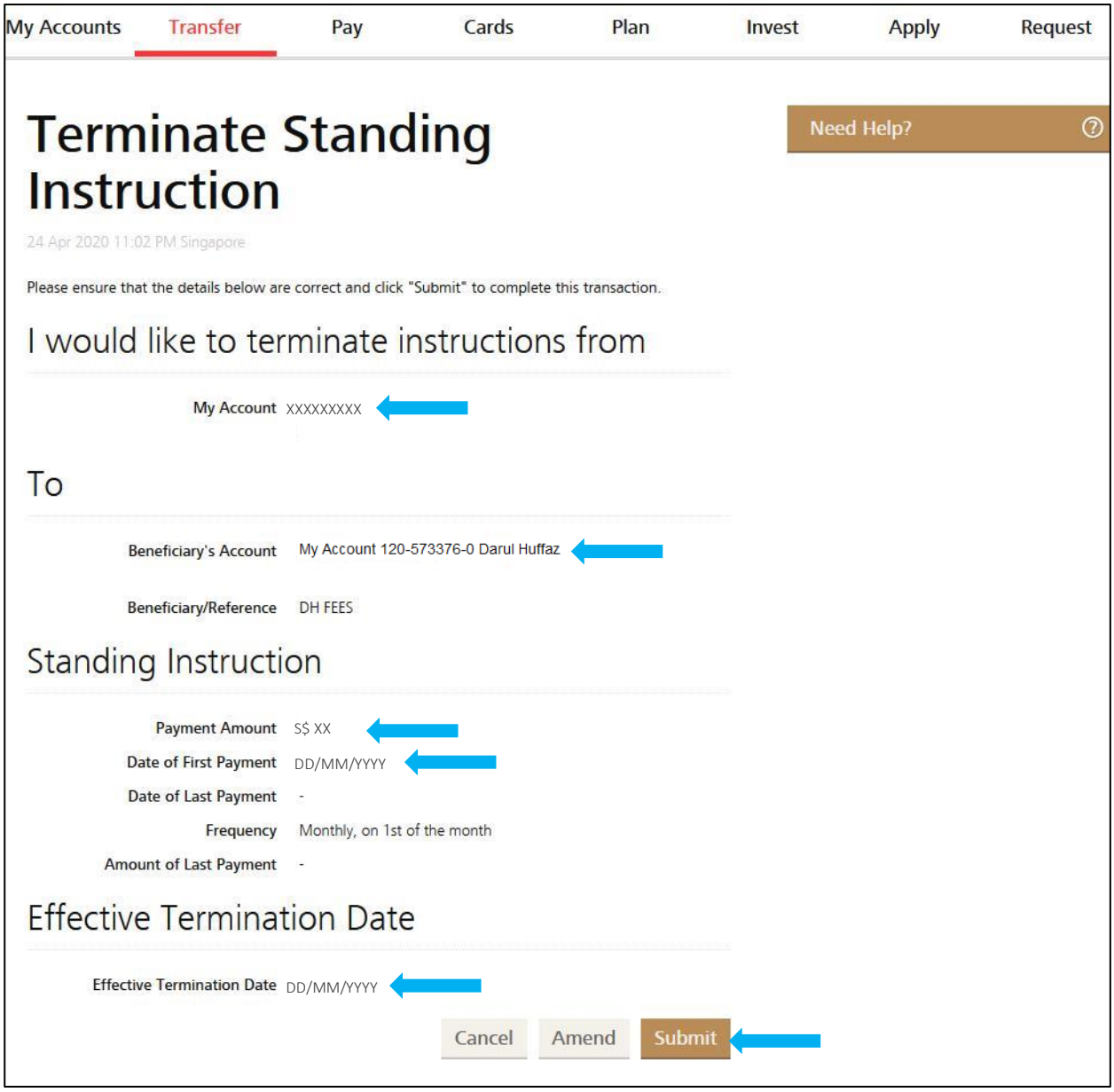
STEP 4



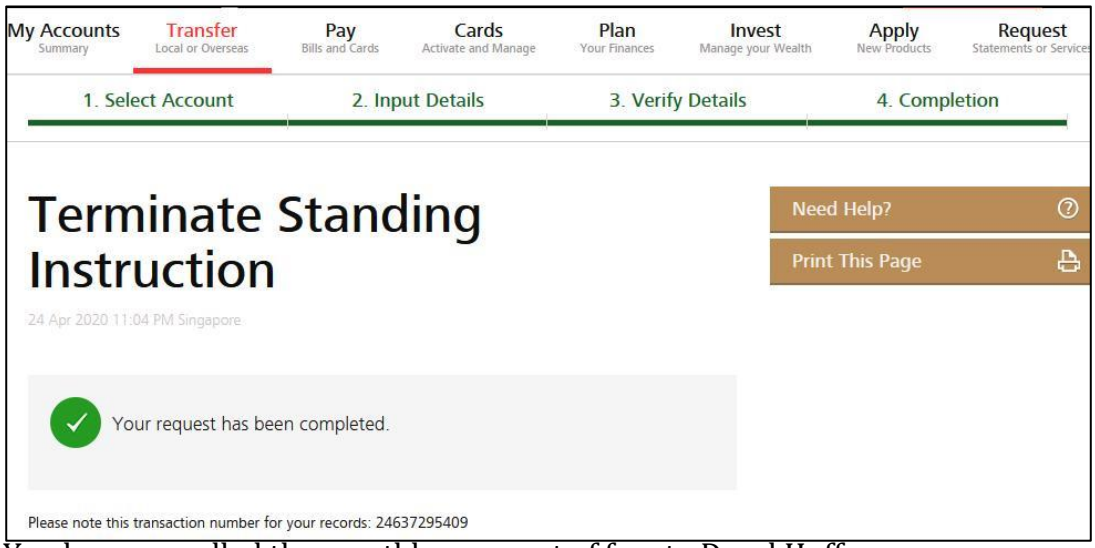
Insert the end date in the “Effective Termination Date” boxes: Day, Month and Year.

Click **Next**.

STEP 5



View and confirm the details in this page before submitting.



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