

# STANDING INSTRUCTIONS GUIDE

## For Regular SqSave Savings



Note: Not all banks allow perpetual standing instructions. Some banks may impose a maximum set of recurring bank transfers or allow a maximum duration (e.g. 1 year). Please check with your bank for further clarification.



## YOUR SQSAVE BANK ACCOUNT DETAILS

Bank Name: United Overseas Bank Limited

Recipient name: PIVOT FINTECH PTE. LTD.

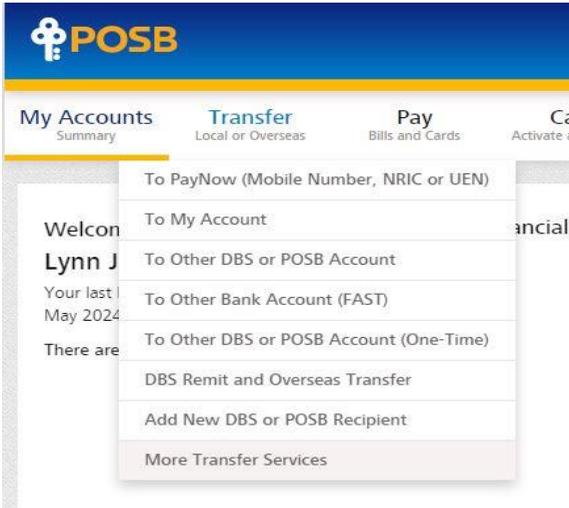
Recipient account number<sup>1</sup>: [86071XXXXXX]

Reference code<sup>1</sup>: [XXXXXXXXXX]

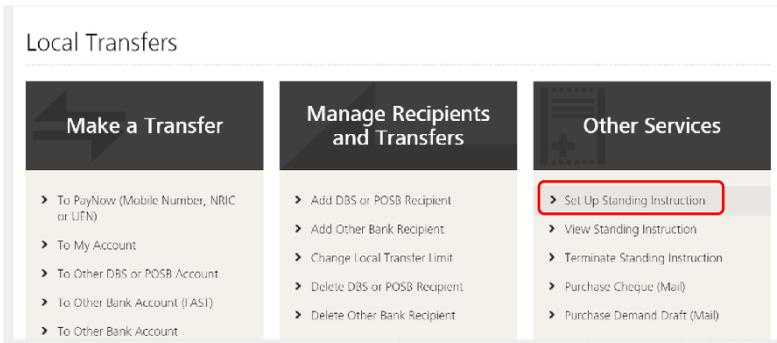
<sup>1</sup> Go to SqSave Dashboard > Select Portfolio. In expanded Portfolio view, click [+Deposit] and copy **Acct Number** and **Reference Code** (near page bottom).

## STANDING INSTRUCTIONS – DBS/POSB

1. Log in to DBS/POSB online banking portal.
2. Go to 'More Transfer Services'.



3. Click 'Set Up Standing Instruction' under 'Other Services'.



# STANDING INSTRUCTIONS – DBS/POSB

## 4. Add New Payee – PIVOT FINTECH PTE. LTD.

Bank Name: United Overseas Bank Limited

Recipient name: PIVOT FINTECH PTE. LTD.

Recipient account number (see page 1 for guidance): [86071XXXXXX]

### Set up Standing Instruction

17 May 2024 10:53 AM Singapore

Set up a standing instruction to transfer money.

#### Important Note

- A new standing instruction takes 3 working days to be in effect.

To

My Account  
 Please select ...

DBS/POSB Bank  
 Remaining Limit: S\$150,000.00  
 Please select ...  
[Add New Payee](#)

Other Bank  
 Remaining Limit: S\$149,996.00  
 Please select ...  
[Add New Payee](#)

Recipient's Name ⓘ

Recipient's/Customer's Reference (if any) ⓘ



## 5. Set the Payment Frequency.

### Standing Instructions

Payment Amount S\$

First Payment Date ⓘ    (dd/mm/yyyy)

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

Payment Frequency
   
 Monthly
   
 Quarterly
   
 Half-Yearly
   
 Yearly

Last Payment Amount ⓘ S\$

Not applicable if there is no expiry date

## STANDING INSTRUCTIONS – DBS

- Please input Portfolio **reference code** in the Recipient's Reference field. (See Page 1 for Guidance).

The screenshot shows a form for setting up a standing instruction. It has two radio button options: 'DBS/POSB Bank' and 'Other Bank'. The 'Other Bank' option is selected. Below the radio buttons are dropdown menus for selecting a bank, with 'United Overseas Bank Limited' highlighted in a red box. The 'Recipient's Name' field contains 'PIVOT FINTECH PTE. LTD.' and is also highlighted in a red box. The 'Recipient's/Customer's Reference (if any)' field contains 'XXXXXXXXXX' and is highlighted in a red box. There are 'Add New Payee' links under each bank selection.

To

Account 86071XXXXX  
Recipient's Name PIVOT FINTECH PTE. LTD.  
Recipient/Customer Reference XXXXXXXXXXXX

From

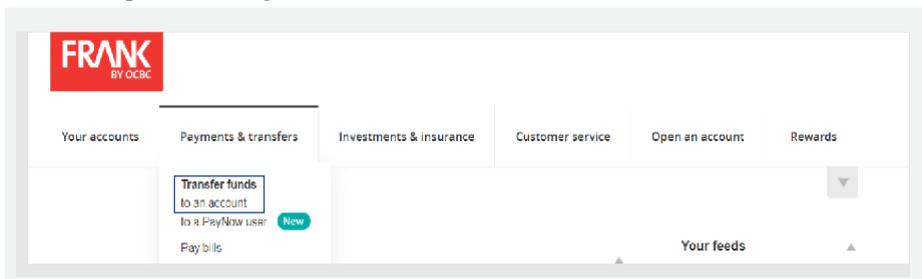
My Debiting Account XXXXXXXXXXXXX

### Standing Instruction

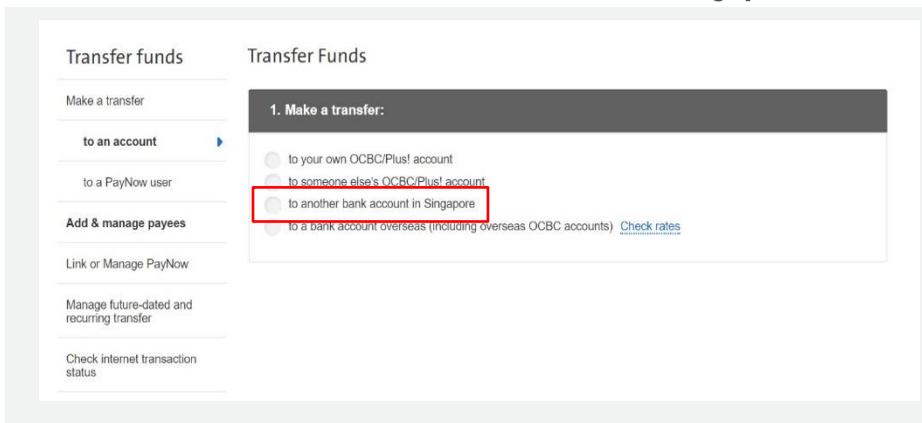
Payment Amount S\$30.00  
Service Charge Free  
First Payment Date 20 May 2024  
Last Payment Date -  
Payment Frequency Monthly, on 20th of the month  
Last Payment Amount S\$30.00  
Transaction Reference Number 104970395985

## STANDING INSTRUCTIONS – OCBC

1. Log in to your OCBC online banking portal.
2. Navigate to 'Payments & transfers' > 'Transfer funds to an account'.



3. Make a transfer > 'to another bank account in Singapore'.



# STANDING INSTRUCTIONS – OCBC

## 4. Choose your Bank A/C to 'Transfer from' and to 'Transfer to'.

### 1. Make a transfer:

- to your own OCBC/Plus! account
- to someone else's OCBC/Plus! account
- to another bank account in Singapore
- to a bank account overseas (including overseas OCBC accounts) [Check rates](#)

### 2. Transfer from

Please select

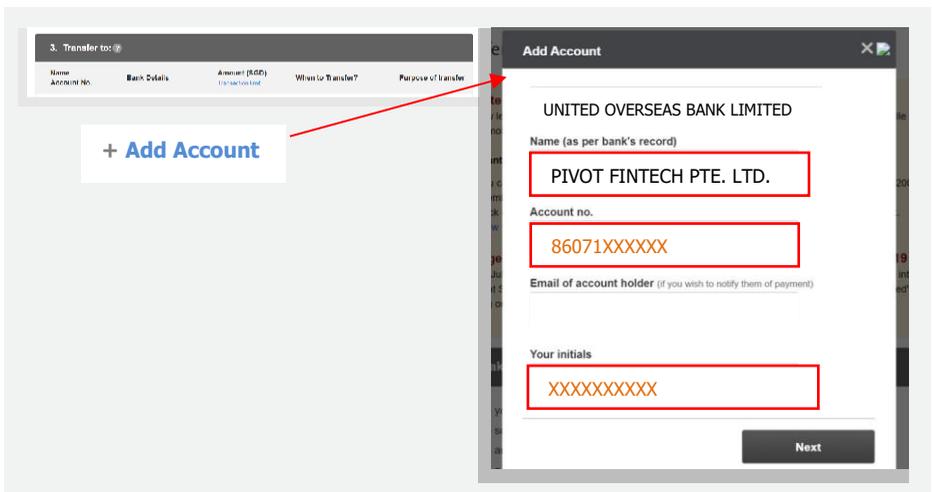
## Add New Payee – PIVOT FINTECH PTE LTD

Bank Name: United Overseas Bank Limited

Recipient name: PIVOT FINTECH PTE. LTD.

Recipient account number (see page 1 for guidance): [86071XXXXXX]

Your Initials (see page 1 for guidance): Portfolio Reference Code



# STANDING INSTRUCTIONS - OCBC

- 5. To make a transfer, select PIVOT FINTECH PTE. LTD. from your recipient list and enter the required information. Please select 'Recurring transfer' and indicate your preferred Frequency. Enter your Portfolio Reference Code (see page 1 for guidance) after clicking [+ Add Description] link below.

PIVOT FINTECH PTE. LTD.  
86071XXXXXX

UNITED OVERSEAS BANK LIMITED

100000

Recurring transfer ▼

Other ▼

+ Add Description

Frequency

Monthly ▼

No. of times

24

Transfer on

01 May 2020

Transfer via FAST  
Recurring transfer

Transfer via GIRO  
Recurring transfer

Monthly recurring transfer starts on 01 May 2020 and ends on 01 Apr 2022

Ensure that the amount is within your transaction limit and that there is sufficient balance on the date of transfer. Otherwise, the transfer will not be successful.  
G3 instant transfer message - Recurring Transfer

## STANDING INSTRUCTIONS – OCBC

### Transferring to:

Name Account No.	Bank Details	Amount (SGD)	When to transfer	Purpose code Description
PIVOT FINTECH PTE. LTD. 86071XXXXXX	UNITED OVERSEAS BANK LIMITED	100.00	20 Apr 2020 Recurring Monthly Start date: 01 May 2020 End date: 01 Apr 2022	OTHR - Other G0000001

#### Notice for Foreign Currency Transfers

Our foreign currency exchange rates displayed are subject to change at any time without notice and may differ from current exchange rates.

When carrying out an internet banking foreign currency transaction, a customer will receive the purchase currency and make a payment of an equivalent amount to OCBC Bank in the payment currency. If for any reason the amount of purchase currency received by OCBC Bank (converted to the payment currency, as determined by OCBC Bank in its sole and absolute discretion) falls short of the amount payable to OCBC Bank the customer will, to the extent permitted by applicable law be required to compensate OCBC Bank for the shortfall.

Important: Please set up the Beneficiary Account Name and Beneficiary Account no. as per the receiving bank's record. If an amendment is required to process the transaction, an amendment fee of 20.00 SGD will apply.

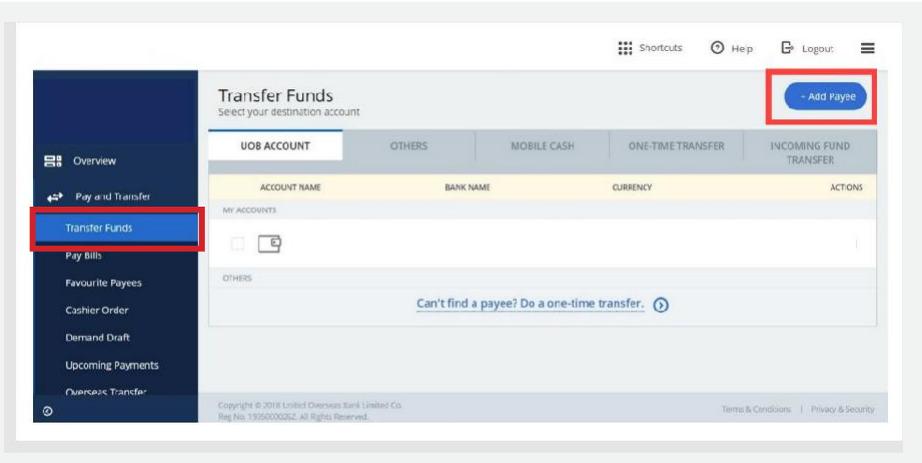
Please check the above details before clicking 'Submit'.

[Back](#)

**Submit**

## STANDING INSTRUCTIONS – UOB

1. Log in to UOB online banking portal then Go to ‘Transfer Funds’
2. In the top right corner of the page, select ‘Add Payee’



3. Enter your SqSave Account details, starting with payee account name as PIVOT FINTECH PTE. LTD.. Confirm payee details and approve the transaction through UOB Mighty secure-enabled device.
4. After successfully adding PIVOT FINTECH PTE. LTD. as a new payee, click ‘Transfer Funds’ to start your funds transfer.
5. For recurring transfers, please check the ‘Recurring’ box, then select your transfer frequency and start date. Please include your SqSave account Portfolio **Reference Code** in ‘My Initials’ field.
6. Select ‘Continue’ to confirm the details and to complete your recurring transfers standing instructions set-up.

# STANDING INSTRUCTIONS – UOB

The screenshot shows the UOB online banking interface for setting up a standing instruction. The page title is "Remaining Daily Funds Transfer Limit: Own UOB Account: NO MAXIMUM LIMIT | Other UOB Account: SGD 5,000.00 | Other Banks: SGD 5,000.00".

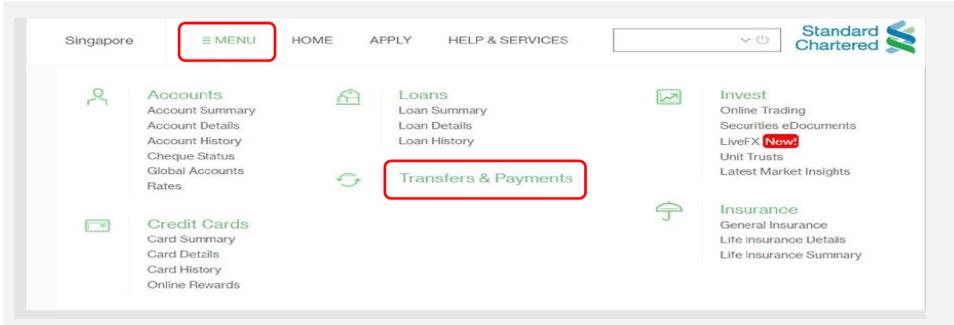
The form fields are as follows:

- TO:** PIVOT FINTECH PTE. LTD. (highlighted with a red box)
- AMOUNT:** 1000
- FROM:** One Account (dropdown menu)
- START FROM:** 21/04/2020
- RECURRING:**
- FREQUENCY:** Monthly (dropdown menu)
- REPEAT:** 6 (dropdown menu)
- FAST TRANSFER:**
- PURPOSE:** OTHER Other (dropdown menu)
- CHARGES:** WAIVED
- MP/INITIALS:** Insert your Portfolio Reference Code [XXXXXXXXXX] (highlighted with a red box)

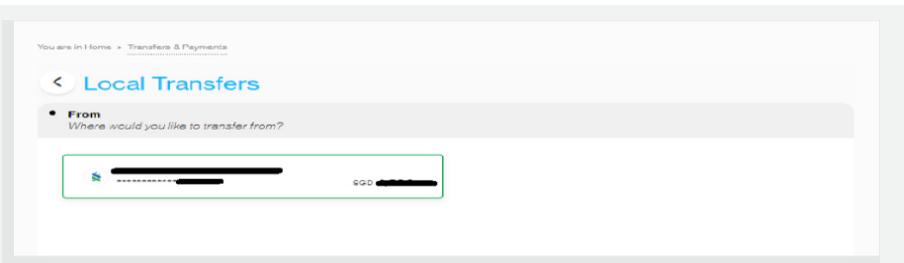
At the bottom of the form, there are "Continue" and "Cancel" buttons. The footer contains copyright information: "Copyright © 2020 United Overseas Bank Limited Co. Reg No. 193090202. All Rights Reserved." and links for "Terms & Conditions" and "Privacy & Security".

# STANDING INSTRUCTIONS – SCB

1. Log in to the SCB online banking portal.
2. Navigate to Menu > 'Transfers & Payments' > 'Standing Instruction and Scheduled Transfer'
3. Navigate to 'Local Transfers'



4. Choose A/C to transfer from



5. Click [Add Payee]



## STANDING INSTRUCTIONS – SCB

### 6. Fill in the fields to add PIVOT FINTECH PTE. LTD. as new payee

You are in Home > Transfers & Payments

#### < Add Payee

Payee Type

Local

Payee Bank

United Overseas Bank Limited (UOB SG)

Payee Name

PIVOT FINTECH PTE. LTD.

Payee Account Number

86071XXXXXX

Payee Account Currency

SGD

Save this recipient to my favourite list



Please verify your payee details and [read notes](#) before continuing.

CONTINUE



## STANDING INSTRUCTIONS – SCB

7. Set Payment Frequency of Standing Instructions (max 10 years). Please indicate Unique Portfolio Reference Code in the field section (see page 1 for guidance).

**Local Transfers**

From: [Redacted]

To: PIVOT FINTECH PTE. LTD.  
UNITED OVERSEAS BANK LIMITED

Amount: SGD 1000.00

Transfer: ONCE MONTHLY

from: Fri, 24 Apr 2020 to: Wed, 24 Apr 2030

121 Occurrences

Purpose of Transfer: OTHR Other

Insert your Portfolio Reference Code [XXXXXXXXXX]

Please review the details and [read notes](#) regarding your transfer before continuing.

TRANSFER NOW

## STANDING INSTRUCTIONS – CIMB

01. Login to your CIMB Online banking portal.
02. Navigate to 'Scheduled transaction to Other Bank A/C'.
03. Enter your SqSave Bank account number [86071XXXXXX].
04. Indicate your SqSave unique Portfolio Reference Code in 'Message to Recipient' (see page 1 for guidance).
05. Set your preferred First Process Date.
06. Indicate Frequency as every month, or other desired frequency.

PERSONAL BANKING
You are in a secured site

Home

FastSaver Travel Draw

Activate Security Device

Account Enquiry

E-Statements

Local Transfer

CIMB Malaysia Transfer

CIMB Niaga Transfer

Global Transfer

02 Bill Payment

Scheduled Transaction

- To My CIMB A/C

- To 3rd Party CIMB A/C

- From Other Bank A/C

- To Other Bank A/C

- For Singapore Bill Payment

- View/Delete Transaction

Credit Cards

Cheque Management

Clicks Activity Enquiry

Services

eApplication

Message Centre

FX Margin

Scheduled Transfer to Other Bank

\*Indicates compulsory fields

Method : Via FAST

Transfer From\* : Please Select

Amount\* : SGD

Beneficiary Bank : 03 Standard Chartered Bank Singapore

Beneficiary Account Number\* : 03 86071XXXXXX account no. to/match of some banks case when keying in the account number to avoid

Notes:

If your beneficiary bank is:

- OCBC - please enter the full 10 or 12 digits account number
- HSBC - please enter the full 12 digits account number
- SBI - please enter the full 14 digits account number

Beneficiary Full Name\* : 04 PIVOT FINTECH PTE. LTD. \*\*\*\*\*The account holder must confirm that the beneficiary has authorised process the transaction based solely on the beneficiary's account number provided and not the beneficiary's name.

Message To Recipient\* : 04 XXXXXXXXXX

Purpose Code\* : Other

Remarks :

First Process Date\* : 05 1 May 2020

Frequency\* : 06  Recur Every Month for 50 times

Important Notices

You may check the status of your transfer via [Clicks Activity Enquiry](#) after 3 business days.

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