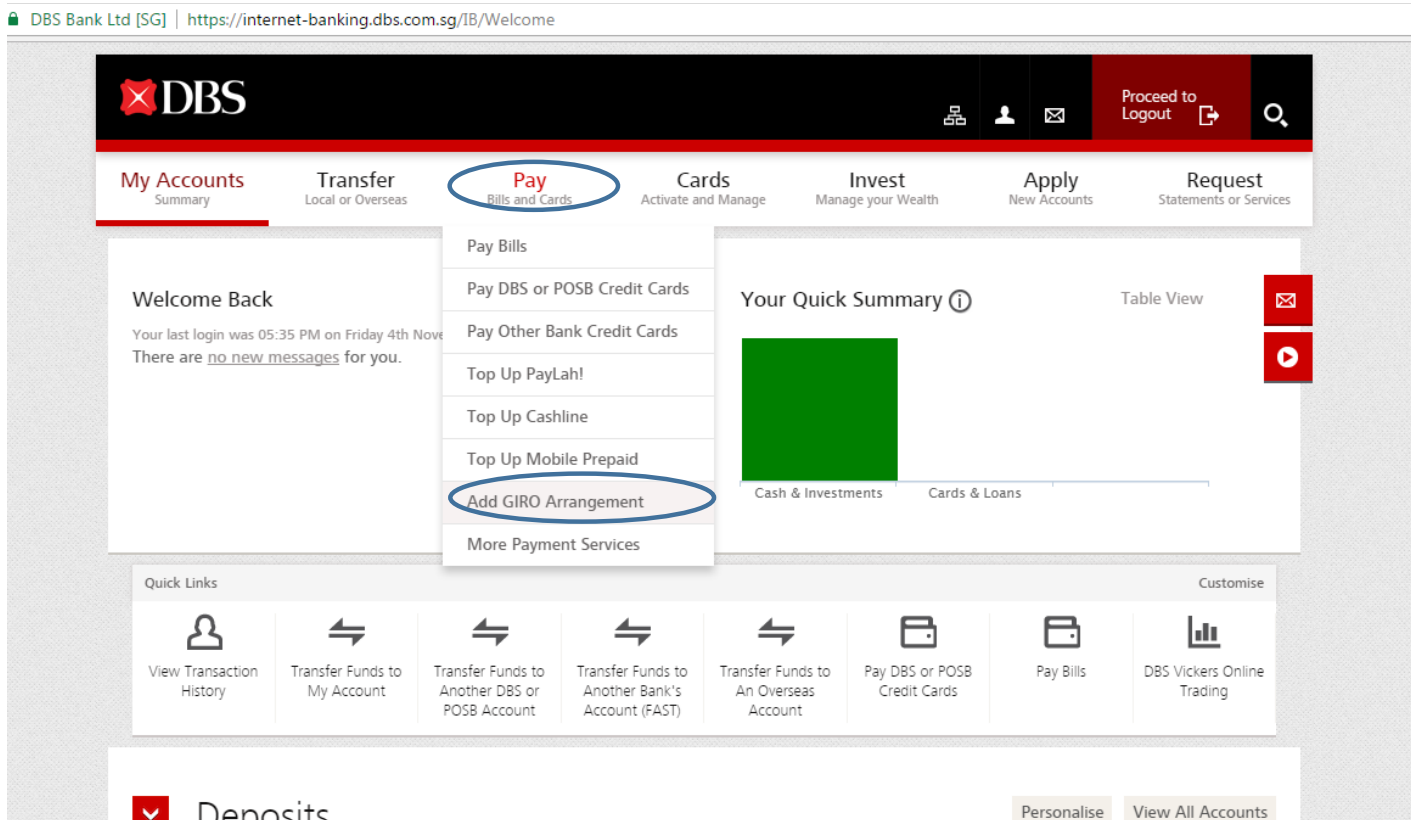
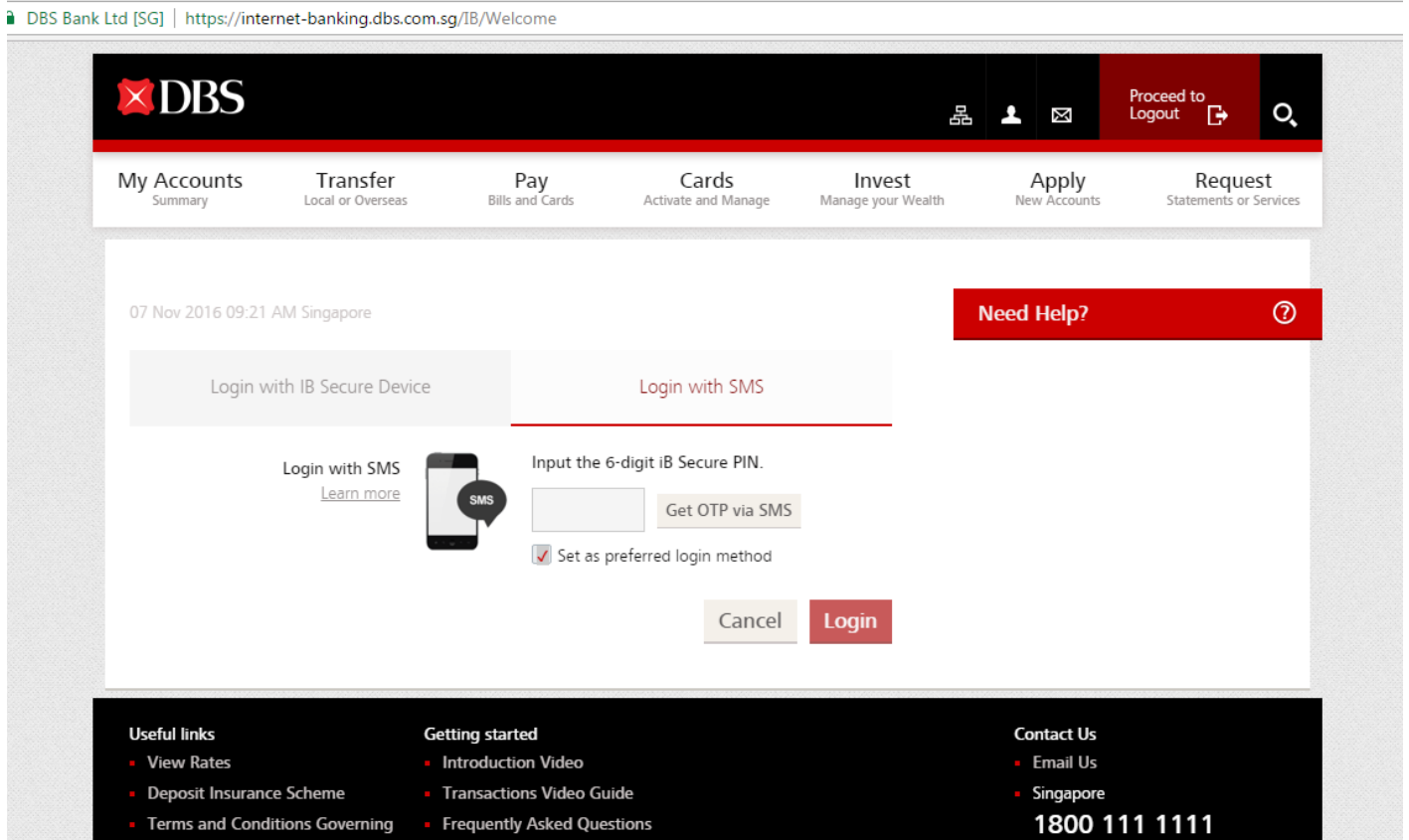


**Step 1.** Log in to <http://www.dbs.com.sg/personal/payments/bill-payments/online-giro/default.page>

Once logged into DBS iBanking, click on Pay followed by - Add GIRO Arrangement



**Step 2.** You will be prompted to login with the IB Secure Device and to enter the 6-digit IB Secure PIN as shown below:



**Step 3.** Click on “To Billing Organization” to reveal organizations on iBanking.

Billing Organisation: MyRepublic Pte Ltd

Bill Reference: C1xxxxxx ( Customer ID/Account Number)

**My Accounts** Summary    **Transfer** Local or Overseas    **Pay** Bills and Cards    **Cards** Activate and Manage    **Invest** Manage your Wealth    **Apply** New Accounts

1. Input Details    2. Verify Details    3. Completion

## Add GIRO Arrangement

07 Nov 2016 09:21 AM Singapore

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

To

Billing Organisation: MY REPUBLIC PTE LTD

Bill Reference:

Payment Limit: S\$

(Please enter "0" for no payment limit)

From

[Need Help?](#)

[More Options](#)

[Delete GIRO Arrangement](#)

**Step 4.** There is a “View More Info” option that provides a sample for your customers on how to set the DDA reference. (Customer ID)

This is a sample of what users will see when they click on the “View More Info” button

Billing Organisation	Bill Reference Number	Field Length	Example
Telecommunications and Utilities			
M1 Limited	9 numeric digit "Account No" shown on the M1 Limited invoice	9 Numeric Digits	
MyRepublic Pte Ltd	Customer Identification No. or NRIC No.	8 Characters (1 alphabet & 7 digits) or 9 characters (2 alphabets & 7 digits)	C1000000 / SXXXXXXXXZ
Singapore Telecommunications Ltd	Account No. with billing organisation as shown on statement	8 Digits	
SP Services	Utilities Contract Account No. as shown at the top right section of the utilities invoice	10 Characters (9 Digits 1 Alphanumeric)	1234567890 / 123456789-

**Note:** If you don't have a Customer ID yet you can key in your NRIC

**Step 5.** *Once done you be directed to the confirmation page that you need to print or screenshot and send to either email / mail*