

CMS Singapore

Beneficiary / Debtor Maintenance User Guide

Beneficiary / Debtor Maintenance

Notice

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Belgium

26.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)

20.Apr.2020 12:00 ■ [System maintenance schedule](#)

18.Apr.2020 12:00 ■ [We launch new service](#)

11.Apr.2020 12:00 ■ [\[Be careful!\] Spam mail reported](#)

09.Apr.2020 12:00 ■ [Confirmation NO 0123456](#)

05.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)

02.Apr.2020 12:00 ■ [\[Campaign\] Chance to upgrade your customer stage. Introduction of our updated policy for tran...](#)

28.Mar.2020 12:00 ■ [We launch new service](#)

17.Mar.2020 12:00 ■ [Confirmation NO 0123456](#)

16.Mar.2020 12:00 ■ [Confirmation NO 7890234](#)

06.Mar.2020 12:00 ■ [\[Be careful!\] Spam mail reported](#)

12.Feb.2020 12:00 ■ [System maintenance schedule](#)

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Services

Corporate Admin

Secured Inbox

Template Maintenance

Beneficiary/Debtor Maintenance

Beneficiary/Debtor File Upload

Beneficiary/Debtor Download

Report Template

Upload Profile

Listing

| ✓ | ID | Beneficiary/Debtor Name | Account No. | Payment Mode |
|---|--------------------------|--|-------------|---|
| ✓ | JANE DOE | JANE DOE JANE DOE JANE DOE JANE DOE | 6677889900 | GIRO/FAST Domestic Transfer Foreign Remittance/Demand Draft Cheque Issuance |
| ✓ | JOHN DOE | JOHN DOE JOHN DOE JOHN DOE JOHN DOE JOHN DOE | 987654 | Book Transfer Third Party GIRO/FAST Domestic Transfer Foreign Remittance/Demand Draft Cheque Issuance |

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< Back [Print](#) [x Delete](#) [Modify](#)

1 Login to COMSUITE & click on [CMS Singapore](#)

2 Click on [Services](#)

3 Click on [Beneficiary / Debtor Maintenance](#)

- To add new beneficiary, click [Add](#) [A](#) & proceed to [Page 3](#) (←click here)
- To modify a beneficiary, click on the ID (e.g. [JOHN DOE](#)) [B1](#), scroll all the way down on the next screen, click [Modify](#) [B2](#) & proceed to [Page 3](#) (←click here)
- To delete beneficiary(ies), select beneficiary(ies) [C1](#), click on [Delete](#) [C2](#) & proceed to [Page 9](#) (←click here)

Beneficiation Details

Beneficiary/Debtor Maintenance - Add

Beneficiary/ Debtor Maintenance

Beneficiary/ Debtor ID * **1** Account No. **2**

Email Address **3** Deactivate

Product Information

Provider * **4**

Products *

Products

Beneficiary/ Debtor ID

Account No.

Listing

| <input type="checkbox"/> | Product Name | Product Description |
|--------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> | Cheque Issuance (SG) | Cheque Issuance (SG) |
| <input type="checkbox"/> | GIRO Collection (SG) | GIRO Collection (SG) |
| <input type="checkbox"/> | GIRO Payment (SG) | GIRO Payment (SG) |
| <input type="checkbox"/> | GIRO Salary1 (SG) | GIRO Salary1 (SG) |
| <input type="checkbox"/> | GIRO Salary2 (SG) | GIRO Salary2 (SG) |
| <input type="checkbox"/> | RM-Book Transfer to Own (SG) | RM-Book Transfer to Own (SG) |
| <input type="checkbox"/> | RM-Book Transfer to Third Party (SG) | RM-Book Transfer to Third Party (SG) |
| <input type="checkbox"/> | RM-Demand Draft (SG) | RM-Demand Draft (SG) |
| <input type="checkbox"/> | RM-Domestic Transfer (SG) | RM-Domestic Transfer (SG) |
| <input type="checkbox"/> | RM-FAST Collection (SG) | RM-FAST Collection (SG) |
| <input type="checkbox"/> | RM-FAST Payment (SG) | RM-FAST Payment (SG) |
| <input type="checkbox"/> | RM-Foreign Remittance (SG) | RM-Foreign Remittance (SG) |
| <input type="checkbox"/> | Remittance (SG) | Remittance (SG) |


5 **6**

• – required | • – optional

1 Enter Beneficiary / Debtor ID (to identify your beneficiary and not editable on Modify mode)

2 Enter Account No. (not applicable to Cheque Issuance)

3 Enter Email Address (notify your beneficiary via email of the payment details)

4 Click  to select Product

5 Select Product(s):
(refer to respective pages if you have selected multiple Products)

- Cheque Issuance (SG)

[Page 4](#) (←click here)

- GIRO Payment / GIRO Salary 1 & 2 / GIRO Collection (SG)

[Page 5](#) (←click here)

- RM-FAST Payment / RM-FAST Collection (SG)

[Page 5](#) (←click here)

- RM-Book Transfer to Third Party (SG)

[Page 6](#) (←click here)

- RM-Domestic Transfer (SG)

[Page 7](#) (←click here)

- RM-Foreign Remittance (SG)

[Page 8](#) (←click here)

6 Click

Cheque Issuance Section

Cheque Issuance

Beneficiary Name
 1

Mailing Address
 2

Beneficiary Country
 3


Attention
 4

• – required | • – optional

- 1 Scroll to down to Cheque Issuance section & Enter Beneficiary Name
 - 2 Enter Mailing Address (MUFG will send the cheque to your beneficiary)
 - 3 Select Beneficiary Country (SG – SINGAPORE)
 - 4 Enter Attention or Addressee (if Mailing Address is filled-in)
- Proceed to **Page 10** ([←click here](#)) for submission

GIRO / FAST Section

GIRO/FAST

| | |
|---|--|
| Beneficiary Name | Beneficiary Bank |
| <input type="text" value="JOHN SMITH"/> | <input type="text" value="DBSSSGSG"/>  2 |
| <input type="text"/> | <input type="text" value="DBS BANK LTD"/> |
| <input type="text"/> 1 | DDA Ref. No. |
| <input type="text"/> | <input type="text"/> 3 |

• – required | • – optional

1 Scroll to down to GIRO / FAST section and Enter Beneficiary Name

2 Click  to select Beneficiary Bank

3 Enter DDA Ref. No. (applicable to GIRO Collection only)

• Proceed to **Page 10** ([←click here](#)) for submission

Book Transfer Third Party Section

Book Transfer Third Party

Beneficiary Name

JOHN SMITH 1

Beneficiary Address

7 Straits View 23-01 Marina One 2


East Tower Singapore 018936


• – required | • – optional

- 1 Scroll to down to Book Transfer Third Party section and Enter Beneficiary Name
 - 2 Enter Beneficiary Address
- Proceed to **Page 10** ([←click here](#)) for submission

Domestic Transfer Section

Domestic Transfer

| | |
|---|--|
| Beneficiary Name & Address | Beneficiary Bank |
| <input type="text" value="JOHN SMITH"/> | SWIFT BIC |
| <input type="text" value="7 Straits View 23-01 Marina One"/> | <input type="text" value="DBSSSGSG"/>  3 |
| <input type="text" value="East Tower Singapore 018936"/> 1 | Bank Name & Address |
| <input type="text" value="Beneficiary Name or Address"/> | <input type="text" value="DBS BANK LTD"/> |
| Beneficiary Country | <input type="text" value="Beneficiary Bank Name or Address"/> |
| <input type="text" value="SG - SINGAPORE"/> 2 | <input type="text" value="Beneficiary Bank Address"/> |
| | <input type="text" value="Beneficiary Bank Address"/> |
| | Beneficiary Bank Country |
| | <input type="text" value="SG - SINGAPORE"/> |

- 1 Scroll to down to Domestic Transfer and section Enter Beneficiary Name & Address (Address is optional)
 - 2 Select Beneficiary Country (SG – Singapore)
 - 3 Click  to select Beneficiary Bank
- Proceed to **Page 10** ([←click here](#)) for submission

Foreign Remittance Section

Foreign Remittance/ Demand Draft

Beneficiary Name & Address
City name is required

JOHN SMITH

7 Straits View 23-01 Marina One

East Tower Singapore 018936

Beneficiary Address

Beneficiary Country

SG - SINGAPORE

Beneficiary Bank
Applicable to Foreign Remittance only

SWIFT BIC

DBSSSGSG

Bank Name & Address
City name is required

DBS BANK LTD.

HEAD OFFICE (SINGAPORE)

12MARINA BLVD,DBS ASIA CTRL M.

BAY FIN CTR TWR 3,SINGAPORE 0

Beneficiary Bank Country

SG - SINGAPORE

1

2

A1

3

A2

A3

1 Scroll to down to Foreign Remittance section Enter Beneficiary Name & Address
(City name is required in Address)

2 Select Beneficiary Country

3 Click  to select Beneficiary Bank

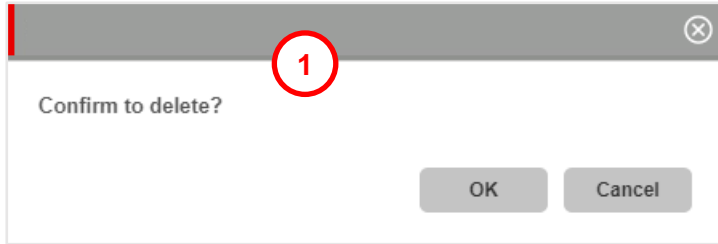
• Proceed to **Page 10** ([←click here](#)) for submission

Note:

• To enter manually the Beneficiary Bank details instead,

select Bank Name & Address **A1**, enter the Bank Name & Address **A2** &
select Beneficiary Bank Country **A3**

Beneficiary Deletion

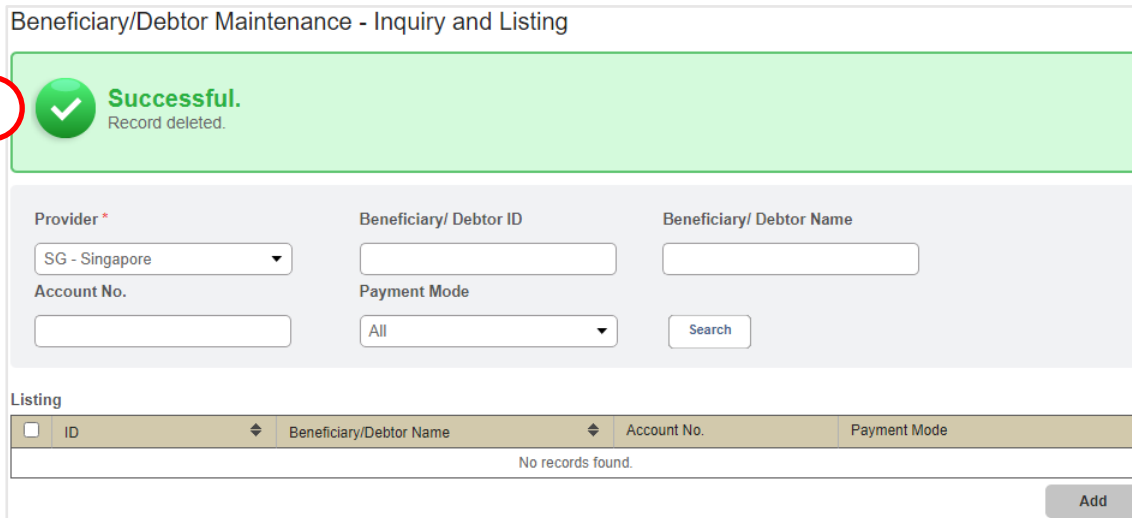


A confirmation dialog box with a grey header bar containing a close button (X). The main content area is white and contains the text "Confirm to delete?". A red circle with the number "1" is positioned over the top-left corner of the dialog. At the bottom, there are two buttons: "OK" and "Cancel".

1 Click

2 Beneficiary(ies) has / have been deleted

- Go back to [Page 2](#) (←click here)






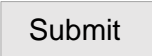

The screen title is "Beneficiary/Debtor Maintenance - Inquiry and Listing". A green banner at the top contains a checkmark icon, the word "Successful.", and the text "Record deleted." A red circle with the number "2" is positioned over the banner. Below the banner are search filters: "Provider *" (dropdown menu with "SG - Singapore" selected), "Beneficiary/ Debtor ID" (text input), "Beneficiary/ Debtor Name" (text input), "Account No." (text input), "Payment Mode" (dropdown menu with "All" selected), and a "Search" button. Below the filters is a "Listing" section with a table header: "ID", "Beneficiary/Debtor Name", "Account No.", and "Payment Mode". The table body is empty, and the text "No records found." is displayed below the table. An "Add" button is located at the bottom right of the screen.

Beneficiary Submission

The screenshot shows the 'Beneficiary Submission' process. At the top, there are buttons for '< Back', 'Save As Draft', and 'Preview' (callout 1). Below this, a yellow box contains 'Challenge Code: 655564' and a 'Response Code' field with a masked input (callout 2). To the right of the Response Code field is a dropdown arrow (callout 3) and a 'Submit' button (callout 4). Below the yellow box is a 'Token Instructions' section with a blue circle 'A' and a dropdown arrow. The main content area is titled 'Beneficiary/Debtor Maintenance - Acknowledgement' and features a green success message: 'Successful. Record added.' Below this, there are sections for 'Beneficiary/ Debtor Maintenance' and 'Product Information'. The 'Beneficiary/ Debtor Maintenance' section shows details for JOHN SMITH, including his account number (9988776655) and email address (johnsmith@johnsmith.com), with a 'Deactivate' checkbox. The 'Product Information' section shows the provider as 'SG-Singapore' and a table of products:

| Product Name | Product Description |
|----------------------------|----------------------------|
| GIRO Payment (SG) | GIRO Payment (SG) |
| RM-Foreign Remittance (SG) | RM-Foreign Remittance (SG) |

At the bottom right of the main content area, there are 'Print' and 'OK' buttons (callout 5).

- 1 Scroll all the way down and click 
- 2 Scroll all the way down and enter Response Code (for instructions how to enter the code, click on  )
- 3 Click 
- 4 Beneficiary has been added or modified. Click 

Note:

- Refer to GUIDE 13 – Payment and Approval for instructions how to create & approve payment(s)