



CMS Singapore Payment Creation Guide – FAST (New Beneficiary)

Payment & Collection

1. Log in to “COMSUITE” portal and click “CMS Singapore”
 - For detailed login steps, please refer to [Guide C.1](#)
2. Click on “Cash”
3. Click on “Payment/ Collection”

The screenshot displays the COMSUITE Portal interface. On the left, a sidebar contains a 'To Do' list with items like 'Administration', 'Password Reset', and 'OTP Token Activation'. Below this is a 'Direct Links' section with 'Cash Management' options: 'GCMS Plus', 'FOREX', 'Cash Forecasting', 'CMS Singapore' (marked with a red circle 1), 'CMS Thailand', and 'MUFG DUO'. The main content area is titled 'Global Cash Balance' and shows a world map with regional balance data. A red circle 2 points to the 'Cash' tab in the top navigation bar. A red circle 3 points to the 'Payment/Collection' option in the bottom navigation bar.

Region	Closing Balance	Intraday Balance
Total	110.0	90.0
Others	50.0	30.0
EMEA	10.0	50.0
East Asia	50.0	10.0
Asia Pacific	50.0	20.0
North America	-50.0	60.0
Central & South America	50.0	-50.0

1. Select "Product Group"
 - "RM-FAST Payment" – Instant Singapore Dollar transfers within Singapore, with an industry-level cap SGD 200,000 per transaction
2. Select "Orderer Account No."
 - This is your MUFG account from which money will be debited

Note:

- Refer to [Guide Z1](#) for the cut-off time table and standard bank charges

Payment/Collection Select Transaction Template

Transaction Details

1 Please Select Product Group *
Please Select

2 Orderer Account No./Account Name/Currency/Type *
Please Select

Balance Inquiry

Payment/Collection Mode *
Please Select Product and Orderer Account first

Transaction Details

1. Enter "Customer Reference"
 - Give your beneficiary extra details, such as invoice or reference numbers via bank statement
 - Some other bank may not be able to display or process this information
2. Select "Purpose of Transfer"
 - OTHR – Other (commonly used for GIRO Payment)
 - SALA – Salary (commonly used for Salary Payment)
3. Enter "Transaction Amount"
4. Select "Value Date"

Payment - Entry Select Transaction Template

Transaction Details

Please Select Product Group *
RM-FAST Payment

Orderer Account No./Account Name/Currency/Type *
099806/TTTTTT TTTT TTT T/SGD/Current Account

Transaction Currency *
SGD - Singapore dollar

Transaction Amount *
0.00

Value Date *
29-07-2026

Payment Mode *
FAST Payment

Customer Reference *

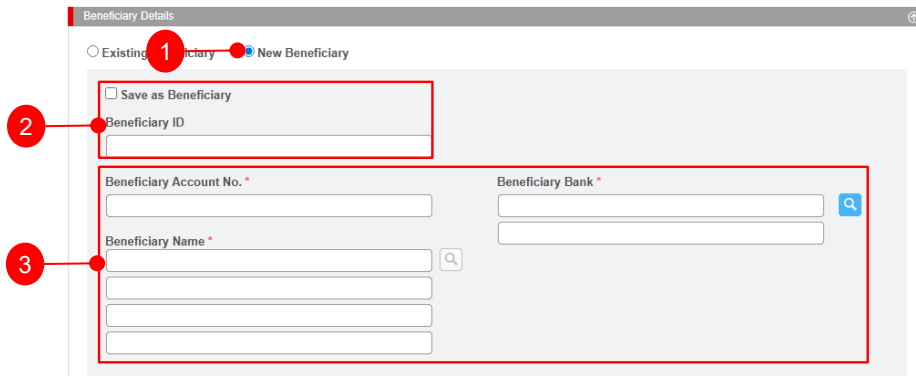
Purpose of Transfer *
Please Select

Balance Inquiry

1 2 3 4

Beneficiary Details

1. Select "New Beneficiary"
2. If you wish to save the beneficiary for future use, tick "Save as Beneficiary" and enter "Beneficiary ID" (optional)
3. Complete the following under "Beneficiary Details" section:
 - Beneficiary Account No.
 - Beneficiary Name
 - Beneficiary Bank (choose from the bank listing by clicking on )

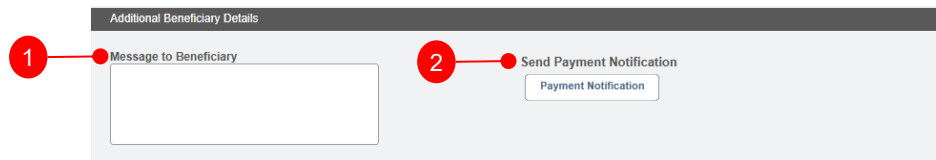


The screenshot shows the "Beneficiary Details" form. At the top, there are two radio buttons: "Existing Beneficiary" and "New Beneficiary". A red circle with the number "1" points to the "New Beneficiary" radio button. Below this, there is a checkbox labeled "Save as Beneficiary". A red circle with the number "2" points to this checkbox. Below the checkbox is a text input field labeled "Beneficiary ID". A red circle with the number "3" points to the "Beneficiary Name" input field. The form also includes input fields for "Beneficiary Account No." and "Beneficiary Bank", with a search icon next to the bank field.

1. Enter "Message to Beneficiary" (optional)
 - Give your beneficiary extra details, such as invoice or reference numbers via bank statement
 - Some other bank may not be able to display or process this information
2. Click on "Payment Notification" (optional)
 - This will enable payment advice to be sent to your beneficiary via email

Note:

- If you have clicked "Payment Notification", please refer to next page



The screenshot shows a form titled "Additional Beneficiary Details". It contains two main sections. The first section, labeled with a red circle and the number "1", is titled "Message to Beneficiary" and features a large, empty rectangular text box. The second section, labeled with a red circle and the number "2", is titled "Send Payment Notification" and contains a button labeled "Payment Notification".

Payment Notification

1. Enter "Notification Detail" (optional)
 - Give your beneficiary extra details, such as invoice or reference numbers via email
2. Enter "Email Address"
 - You may enter multiple email addresses, separated by a semi-colon ";," (e.g. michaelbryant@abc.com; abcholdings@abc.com)
3. Tick "Send Payment Notification"
4. Click "Save"

Payment Notification

Payment Details

Beneficiary
Please Select

Message to Beneficiary
-

Customer Reference
-

Value Date
31 Jul 2025

Add Payment Notification

Notification Detail

Email Address

Payment Notification Amount
0.00

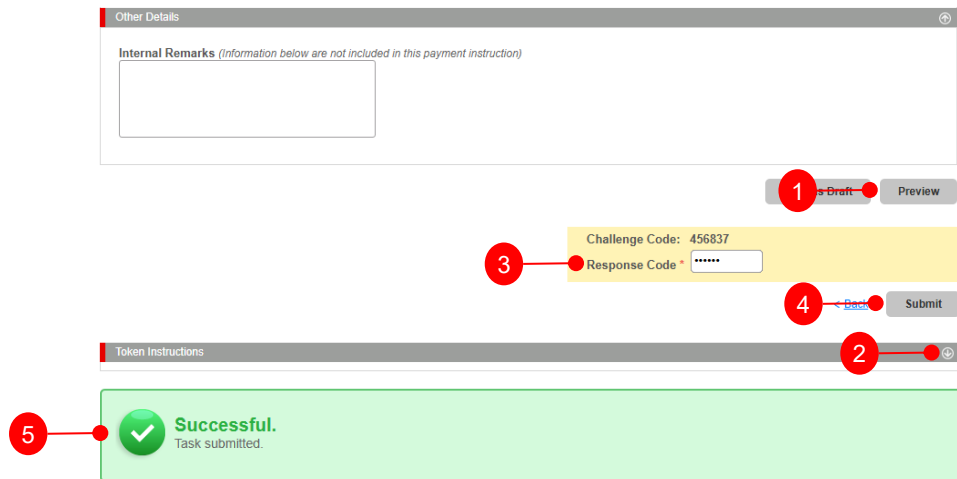
☒ Send Payment Notification

You confirm that you understand the risks involved in internet communication networks (including world wide web and electronic mails) and accept as adequate whatever security measures as may be taken or adopted by the Bank against such risks. You agree not to transmit any price-sensitive information through this site and shall be solely responsible and liable for all risks and liabilities incurred or arising from or relating to such transmission.

Save

Preview & Submission

1. Click "Preview"
2. For "Token Instructions", click 
3. Enter "Response Code"
4. Click "Submit"
5. Transaction has been submitted



The screenshot displays the 'Other Details' section of the COMSUITE CMS Singapore interface. It features a form for 'Internal Remarks' and a 'Response Code' field. The 'Response Code' field is highlighted with a yellow background. The 'Submit' button is visible. The 'Token Instructions' section is also visible, showing a 'Successful' message with a green checkmark and the text 'Task submitted.'.

1. Click "Preview"

2. For "Token Instructions", click 

3. Enter "Response Code"

4. Click "Submit"

5. Transaction has been submitted

