




eDDA setup for Bank of China




Have your Token ready, you will need it.

On your desktop/laptop, login to [Members' Portal](https://stcoop.sg/tls/User/Login) (<https://stcoop.sg/tls/User/Login>) using your Staff No., Password and click on the "I'm not a robot" or alternatively you can login using your Singpass credentials. After login, you will be automatically brought to the set-up page.

ESTEEMEDIA CO-OPERATIVE LTDHome

***STAFF NO.**

***PASSWORD**

I'm not a robot 
reCAPTCHA
Privacy - Terms

Log In

or

Log in with singpass

» New User (Newly Joined) click here.
» Forgot your Password (Existing Member) reset here.

IMPORTANT :

Dear Members, from 1 September 2019, you will no longer use your NRIC to login and access the e-services. Instead, please use your **Staff Pass ID number** as your Username to login. Please [contact us](#) if you encounter any problems with your login.

For security reasons, do not share your password and you are encouraged to change your password of 8 to 16 alphanumeric combinations regularly or at least once every 90 days. Thank you.

Review the Announcement and Terms & Conditions and click Agree to continue.

The screenshot shows the website interface for EsteemMedia Co-operative Ltd. At the top left is the logo, and at the top right is the company name. A navigation menu includes links for Home, My Info, Financial, Loan, Withdraw, Terminate, Deduction Change, Particular Change, CGF, and Edit Password. A Logout link is positioned below the menu. The main heading is 'Deduction - Direct Debit Authorization Setup'. A white modal window is centered on the screen, containing the following text:

Announcement

EsteemMedia Co-operative requires all members to setup Electronic Direct Debit Authorisation (eDDA) for your monthly contribution to the Co-operative. Kindly proceed with the setup.

Terms & Conditions

A. By submitting this application, I am instructing the Bank to process the Co-operative's instructions to debit from the stated bank account for my monthly subscription payment to the Co-operative.

B. The Bank is entitled to reject the Co-operative's debit instruction if my account does not have sufficient funds and levy a fee on me. The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges on me accordingly.


C. This authorisation will remain in force until (i) the Bank's receipt of my authorisation to terminate my GIRO arrangement; (ii) the expiry of my GIRO arrangement; (iii) the closure of my bank account; (iv) superseded by a new GIRO application.

D. Each member should only maintain ONE eGIRO account with the Co-operative, for monthly subscription deduction purposes.

Below the modal window, there is a blue 'Agree' button. Further down the page, there is a paragraph of legal disclaimer text and a blue 'Submit' button.

Ensure your name is as per NRIC and your NRIC is correct
Click and select your preferred "Bank" from dropdown list.
Tick the checkbox and click "submit".

You may want to note down the DDA Reference No. which is required for queries with Bank or our vendors.



ESTEEMEDIA CO-OPERATIVE LTD

Home My Info Financial Loan Withdraw Terminate Deduction Change Particular Change CGF Edit Password Logout

Deduction - Direct Debit Authorization Setup

Name:

NRIC:

DDA Reference: BOSTR0024G01STR20240917021846433326

Bank Name:

Read and select checkbox

By providing and submitting the information as set out on this portal, you consent to the Co-operative processing of the information in Singapore and overseas, as well as the disclosure to and subsequent use with:

- the provision of electronic banking services and for any other purposes connected with your access to the Co-operative's services;
- Electronic Direct Debit Authorisation (eDDA), accessing and using the DDA services, and enabling processing of the information;
- the monitoring and enforcement of compliance with applicable terms and conditions; and
- to comply with applicable laws, including anti-money laundering and anti-terrorism laws.

Please ensure that you are duly authorised to submit the information, and such information is accurate and complete.

The Co-operative and its service provider(s) shall not, in any event, be liable for any loss, expense, damage or injury arising from or in connection with (i) any inaccuracy or incompleteness of the information entered by you or the omission, interruption, delay in transmission, computer virus or other malicious, destructive or corrupting of the services pursuant to which you are providing and submitting the information on this portal.

If you encounter any issues and/or require assistance, please click [here](#) to refer to our User Guide or alternatively you can contact us at 63191123 or email at tlsche@sph.com.sg.

Click Submit

Submit

Check that Name and NRIC are correct

Click & select Bank

Bank of China Limited
Bank of China Limited
Citibank Singapore Limited
DBS Bank Ltd
HSBC Bank (Singapore) Ltd
Industrial & Commercial Bank Of China
MariBank Singapore Private Limited
Maybank Singapore Limited
Oversea-Chinese Banking Corporation Ltd
Standard Chartered Bank, (Singapore) Limited
United Overseas Bank Ltd

You will be brought to BOC's Online Banking website to login with your credentials.



Login with eToken

Login with SMS

User Name:

Password:

SMS OTP:

Captcha Code: Not Case Sensitive



[Refresh Captcha Code](#)

[Login](#)

[Activate and bind E-Token](#)

*User Name and Password are case sensitive.

*For first time login, please press 'Activate and Bind E-Token' button to proceed. User Name and Password is provided in our password mailer to you.

*To end your online banking session, please always choose Exit on the top right-hand corner of the system

Required Field ;
Please input
alphabets,
figures or half-
width characters
no less than 6
and no more
than 20 without
any blank space

on code

- ▶ [Security Policy](#)
- ▶ [Terms and Conditions Governing Online Banking Services](#)
- ▶ [Online Banking Services FAQ](#)
- ▶ [Online Banking Notice](#)



Personal Banking



Corporate Banking



Bank Card



Promotions

After login you will be brought to BOC's eGIRO Terms & Conditions please tick on checkbox and click confirm to continue.



Data you'll be sharing

You're going to share your account information with the Billing Organisation/billing bank where your electronic GIRO was initiated.

Terms and Conditions

*By proceeding and using the eGIRO services and our electronic banking services (collectively, the "Services"), including but not limited to access to any of the web pages hereof, you acknowledge that you have read, understood and agree to be bound by the (a) **Terms and Conditions Governing eGIRO**; and (b) the **Terms and Conditions Governing Electronic Banking Services**, (collectively, the "Terms").*

If you do not agree to the Terms, please immediately discontinue use of the Services and access of the web pages hereof.

As the Services are provided on Bank of China Limited's global platform (www.boc.cn) which is shared by and among its affiliates and/or branches in various countries, certain information and online features displayed on the platform may not be applicable to you

*If you require any assistance in relation to the Services, you may contact our 24-hour customer service hotline: **1800 669 5566** (for local calls) or **+(65) 6779 5566** (if you are calling from overseas). For more information, you may also want to visit our web pages entitled **"Self Services"** and **"Frequently Asked Questions"**.*

By checking this box, I:

acknowledge that I have read, understood and agree to be bound by the (a) the Terms and Conditions Governing eGIRO; and (b) the Terms and Conditions Governing Electronic Banking Services; and

agree to share my account information with the Billing Organisation for the purposes of this eGIRO application.

Read and select checkbox

Click Confirm

Cancel

Confirm

Ensure the Billing Organisation is listed as “EsteeMedia Co-operative Ltd”.

Select the bank account to pay from, leave payment limit and expiry day selections as “NO” and click “CONTINUE”.

The screenshot shows the 'Setup New eGIRO Arrangement' page. At the top left are the logos for Bank of China (中國銀行) and eGIRO. The title is 'Setup New eGIRO Arrangement' in red. Below it, the date and time are '17 Sep 2024 10:21 PM Singapore'. The instruction reads: 'Set up your eGIRO payments conveniently, anytime, anywhere.' The form is divided into 'To' and 'From' sections. The 'To' section includes: 'Billing Organisation' (EsteeMedia Co-operative Ltd), 'Billing Reference' (empty), 'Enable payment limit(SGD)' (radio buttons for No and Yes, with 'No' selected), and 'Enable expiry date' (radio buttons for No and Yes, with 'No' selected). The 'From' section includes: 'Name' (input field), '* My Account' (dropdown menu), and a 'Next' button. Annotations with orange arrows point to the 'EsteeMedia Co-operative Ltd' text, the 'No' radio buttons, the 'Name' input field, the 'My Account' dropdown, and the 'Next' button. A note states: '* Note: The payment limit will be set as unlimited if you select "No".' Another note states: '* Note: No expiry date will be set if you select "No".'

Setup New eGIRO Arrangement
17 Sep 2024 10:21 PM Singapore
Set up your eGIRO payments conveniently, anytime, anywhere.

To

Billing Organisation: EsteeMedia Co-operative Ltd
Billing Reference:
Enable payment limit(SGD): No Yes
* Note: The payment limit will be set as unlimited if you select "No".
Enable expiry date: No Yes
* Note: No expiry date will be set if you select "No".
Billing Purpose:
From

Name:
* My Account:
Cancel Next

Confirm Billing Organisation is EsteeMedia Co-operative Ltd
Leave these 2 selections as "No"
Confirm Name
Select Account No.
Click Next

Please review and follow steps 1 to 4 for the bank's 2FA requirements. Click confirm to continue.



Setup New eGIRO Arrangement

17 Sep 2024 10:22 PM Singapore

Please ensure that the details below are correct and click "Confirm" to complete this transaction.

To

Billing Organisation **EsteeMedia Co-operative Ltd**

Billing Reference

Payment Limit(SGD) -

Expiry Date -

Billing Purpose

From

Name

My Account

Check that Name and Account No. are correct



Follow Steps 1 to 3 to generate a 6-digit code

- 1 Press  to switch on the eToken
- 2 Press  and enter
- 3 Press  to obtain a Transaction Signing Password(TSP)
- 4 Enter the 6-digit TSP:

Enter code here

Click Confirm

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You should see the screen below. Click on “Click Here” and you will be auto redirected back to the EsteeMedia Co-op page after a short while.



Setup New eGIRO Arrangement

17 Sep 2024 10:23 PM Singapore

Your request has been processed successfully.

[Click Here](#) to go back to Billing Organization's site.

Bank Reference Number:

Ensure that the message on the EsteeMedia Co-op page indicates that your online GIRO application has been received by the bank.



ESTEEMEDIA CO-OPERATIVE LTD

- Home
- My Info
- Financial
- Loan
- Withdraw
- Terminate
- Deduction Change
- Particular Change
- CGF
- Edit Password

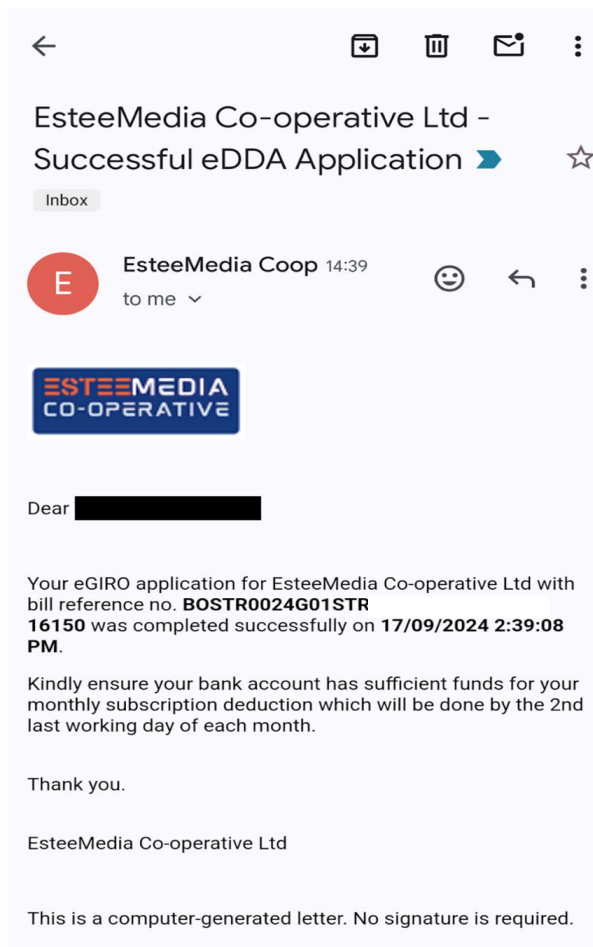
- Logout

Deduction - Direct Debit Authorization Setup

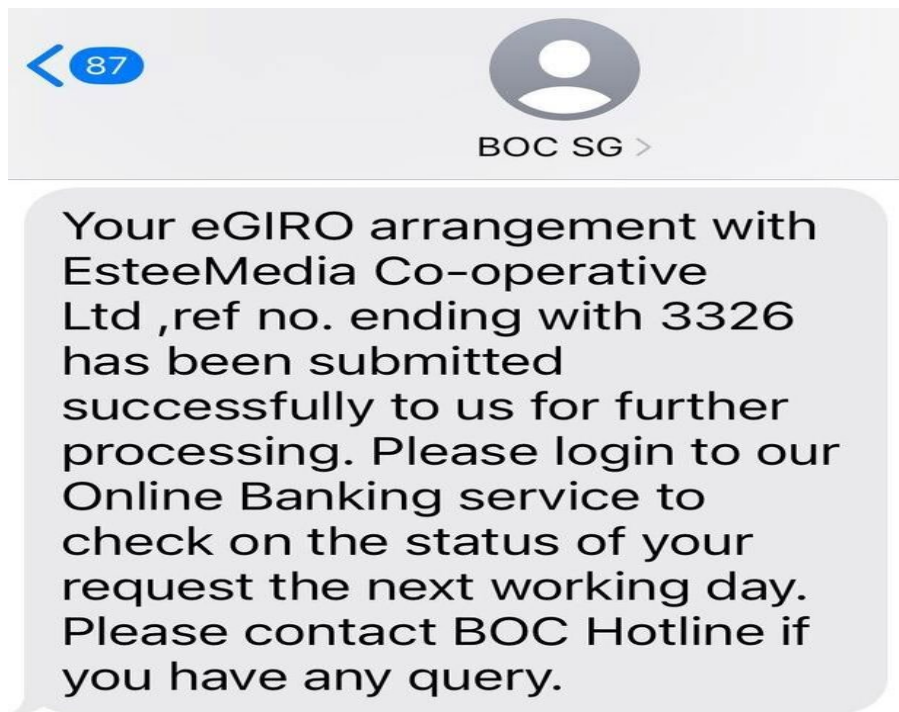
Your online GIRO application has been received by the bank. The Co-operative will inform you of your application status through email.

Name:	██████████	NRIC:	██████████
Transaction Reference:	BOSTR0024G01	6150	Date: 17-09-2024 10:30 PM

An email will be sent from EsteeMedia Co-op to notify you of the successful eDDA application.



If successful, an SMS will be sent to you from BOC to notify you about the successful GIRO application.





Thank you for setting up your eDDA!