





eDDA setup for DBS

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  [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 any omission, interruption, delay in transmission, computer virus or other malicious, destructive or corrupting data or information, or 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](mailto:tlsche@sph.com.sg).

**Click Submit**

**Submit**

**Check that Name and NRIC are correct**

**Click & select Bank**

**Read and select checkbox**

**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 DBS's Online Banking website to login with your credentials.



Securely log in with your DBS or POSB account  
to continue this transaction

User ID

PIN

By proceeding, you consent to DBS disclosing to third parties your  
personal data required to process your requests.

Cancel

Log in

[Forgot User ID & PIN](#)

Ensure the Billing Organisation is listed as “EsteeMedia Co-operative Ltd”  
Select the bank account to pay from, input the payment limit.



#### Billing Details

Billing Organisation  
EsteeMedia Co-operative Ltd

Bill Reference Number ⓘ  
-

Billing Purpose  
OTHER

**Billing details will be auto filled.**

## Welcome to eGIRO Arrangement

### Setup Arrangement

My Account

Select an account

Select your bank account

Payment Limit ⓘ

Input a limit

**Payment Limit is COMPULSORY**  
Consider setting a higher payment limit above what is required for your monthly subscription payment

Avoid unauthorised payments by setting up a limit  
Billing End Date (optional)

Select a date



Date should be in format DD-MM-YYYY

**Expiry Date is OPTIONAL**  
Please leave it BLANK

By clicking on the “Next” button, I hereby instruct and authorise DBS Bank to process the instructions of the Billing Organisation (BO) to debit my account. I consent to DBS Bank’s collection and use of my personal data and the use and disclosure of my personal data by/to third parties for the purpose of this application. I authorise DBS to:

- inform the BO of this application.
- reject the BO’s debit instruction if my account does not have sufficient funds. DBS can impose charges if this occurs.
- proceed with the BO’s debit instruction notwithstanding that my account may be overdrawn. DBS can impose charges if this occurs.
- terminate this service upon receipt of my termination notice via iBanking, eGIRO scheme or through the BO. I agree that DBS may terminate this service without notice or liability to me.

By clicking on the “Next” button, I agree that I have read, understood and consent to the [Terms and Conditions Governing eGIRO Scheme](#).

Cancel

Next

Please review and confirm the details.

## Review

Billing Organisation

EsteeMedia Co-operative Ltd

Edit

Bill Reference Number

-

My Account

Your chosen bank account

Billing Purpose

OTHER

Payment Limit

SGD1,000.00

Expiry Date

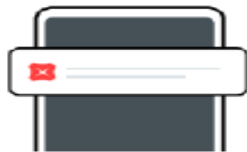
No end date

Submit

Follow the 2FA instructions to complete your eGIRO application.



### Step 1



Tap on the notification sent to your mobile phone

OR



Go to your digibank app and tap on "Digital Token" next to the Login button

You don't need to log in

### Step 2



Check your transaction before you tap on "Approve"

This is valid for 60 seconds.



Upon successful submission of your 2FA, you will see the following screens.

Please note the transaction reference number in case of enquires.

Click "LOGOUT" to log out from DBS. You will be redirected back to the EsteeMedia Co-op page after a short while.



## Your request has been Submitted

You will be redirected to the Billing Organisation page after you click on Log Out. You can log in to IB to check on the status of your GIRO set up.

Billing organisation transaction reference number  
BOSTR0024G01STR20240

**Please note the transaction reference number in case of enquiries.**

Log Out

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:**

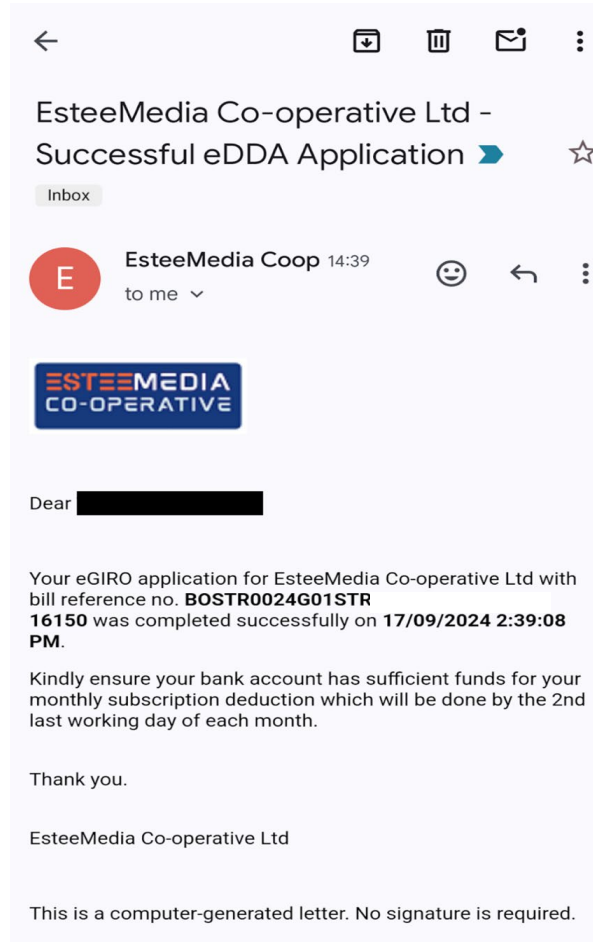
BOSTR0024G01: ██████████

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.



SMSes (**within 24 hours after your eDDA application**) will be sent to you from DBS to notify you about the successful GIRO application.

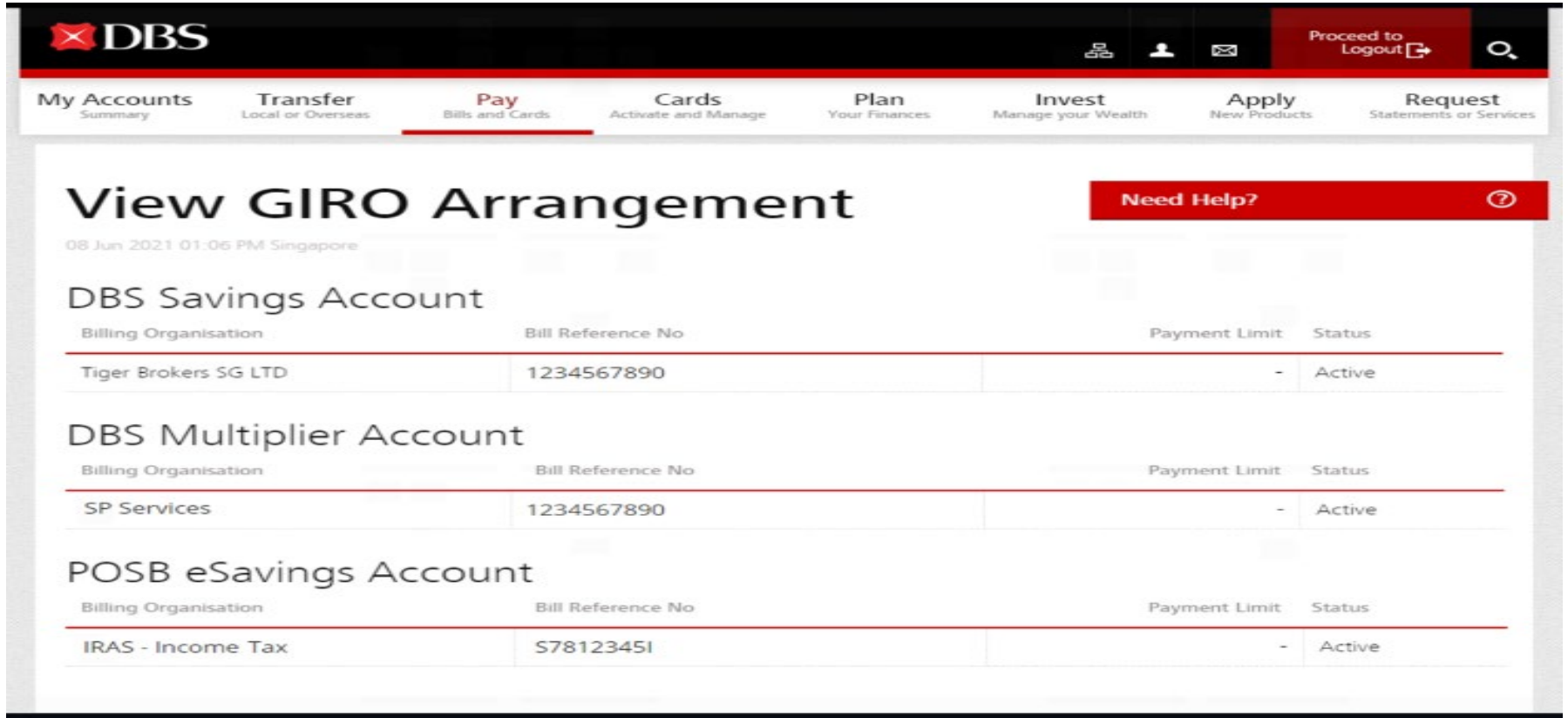
Fr DBS: You have submitted an eGIRO application for EsteeMedia Co-operative Ltd on 17/Sep/2024. You will receive an update on the status within 14 days. If unauthorised, call DBS hotline.

Fr DBS: You've set-up a GIRO / DDA arrangement for ESTEEMEDIA CO-OPERAT with bill ref no. ending with 4374 on 17 Sep 2024, 13:05. If unauthorised, call DBS hotline.

Fr DBS: Your eGIRO application for EsteeMedia Co-operative Ltd with bill ref no. ending with 4374, submitted on 17/Sep/2024 was completed successfully. Please note that the first deduction may take up to 2 or more days, depending on the billing organisation's set-up arrangements. If unauthorised, call DBS hotline.

If you wish to check on the DBS platform (web browser/mobile app) to confirm that you are able to see the GIRO Arrangement for EsteeMedia Co-operative Ltd, you may wish to refer to this guide by DBS:

<https://www.dbs.com.sg/personal/support/bank-payment-view-active-giro-arrangements.html>



**DBS**

My Accounts Summary    Transfer Local or Overseas    **Pay Bills and Cards**    Cards Activate and Manage    Plan Your Finances    Invest Manage your Wealth    Apply New Products    Request Statements or Services

**View GIRO Arrangement**    Need Help?

08 Jun 2021 01:06 PM Singapore

### DBS Savings Account

Billing Organisation	Bill Reference No	Payment Limit	Status
Tiger Brokers SG LTD	1234567890	-	Active

### DBS Multiplier Account

Billing Organisation	Bill Reference No	Payment Limit	Status
SP Services	1234567890	-	Active

### POSB eSavings Account

Billing Organisation	Bill Reference No	Payment Limit	Status
IRAS - Income Tax	S7812345I	-	Active



Thank you for setting up your eDDA!