





eDDA setup for OCBC

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: *Check that Name and NRIC are correct*

NRIC:

DDA Reference: BOSTR0024G01STR20240917021846433326

Bank Name:

- 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

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 in Singapore and overseas, as well as the disclosure to and subsequent use with;
- 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 Co-operative; (ii) any omission, interruption, delay in transmission, computer virus or other malicious, destructive or corrupting data or information; or (iii) any 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

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

• **Security advisory:** Scammers may pretend to be OCBC/police/telco/tech support staff, or your friend. Their goal is to trick you into revealing your banking credentials or transferring funds to them. Do not comply. [Learn more.](#)



Secure Site

Online Banking

Access code

PIN

Login

[No Access Code/PIN? Click here.](#)

Login with **singpass**

Don't have Online Banking? [Sign up now.](#)



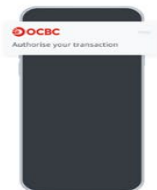
Follow the instructions on the screen to authorise the login to your OCBC account via OCBC OneToken for the eGIRO setup.

Security advisory: Scammers may pretend to be OCBC/police/teleco/tech support staff, or your friend. Their goal is to trick you into revealing your banking credentials or transferring funds to them. Do not comply. [Learn more.](#)

Authorise login using OCBC OneToken on your mobile device

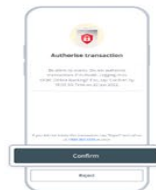
STEP 1

Tap on the notification from OCBC Bank



STEP 2

Tap "Confirm" to authorise



Please ensure that you have enabled notifications for the OCBC Digital app.

You may request for Resend in 11 seconds

[Have us send a new notification?](#)

[Alternatively, you may generate an OTP manually on your mobile device](#)

Don't have Online Banking? [Sign up now.](#)

Follow the instructions on your mobile phone to authorise the transaction.



Authorise login

Be alert to scams. Do not authorise transactions if in doubt. Logging in to OCBC Online Banking? If so, tap 'Confirm' by 14:30 SG Time on 17 Sep 2024.

If you did not initiate this transaction, tap 'Reject' and call us at [1800 363 3333](tel:18003633333) at once.

Confirm

Reject

Once successfully authorised via OCBC OneToken, a message will show that transaction has been authorised.



**Transaction has been
authorised**

Please check your Internet Banking to
confirm that the transaction is carried
out successfully.

Okay

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

You can set a nickname for the eGIRO arrangement, select the bank account to pay from, and input the payment limit.



View accounts

Transfers & payments

Investments & insurance

Customer service

Apply

Rewards

Set up eGiro Payment



Complete this set up in 09:03 mins

GIRO Services

Set up eGIRO payment

eGIRO details

Billing organisation

EsteeMedia Co-operative Ltd

Bill reference no.

Nickname for arrangement

EsteeMedia eGIRO

Pay from

Please select

[Why are some of my accounts missing?](#)

Payment settings

Set a payment limit and, if you wish, an expiry date for this arrangement. No payment will be made if the amount exceeds the limit set or if the arrangement expires.

Payment limit

1,000.00

SGD

Expiry date (optional)

DD MMM YYYY



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

Expiry Date is OPTIONAL
Please leave it BLANK

Cancel

Next

Please review and confirm the details.



[View accounts](#)

[Transfers & payments](#)

[Investments & insurance](#)

[Customer service](#)

[Apply](#)

[Rewards](#)

Review and confirm



Complete this set up in **08:45 mins**

GIRO Services

[Set up eGIRO payment](#) ▶

Authorise eGIRO payments to

EsteeMedia Co-operative Ltd

Bill reference no.

eGIRO details

Nickname

EsteeMedia eGIRO

Pay from



Payment limit

1,000.00

Scroll down to see the terms and conditions. Read and scroll to the bottom to enable the “Submit” button. Press “Submit” to continue.

eGIRO details

Nickname
EsteeMedia eGIRO

Pay from
[REDACTED]

Payment limit
1,000.00

Please do not proceed to submit your application if any of your pre-filled information or self-filled information is inaccurate or incomplete.
By submitting your application, you confirm that you have read, understood and agreed to be bound by the following, the [Terms and Conditions for GIRO Arrangements via the OCBC eGIRO Service](#), and the [Terms and Conditions governing Electronic Banking Services](#).

Scroll to review the following terms to proceed with your application:

I authorise OCBC Bank to:

- Process the billing organisation’s instructions from time to time to withdraw funds from my account.
- Collect, use and disclose any personal data (as defined in the Personal Data Protection Act 2012) and customer information (as defined in the Banking Act (Cap.19)) from time to time about me and my accounts to any person and any organisation necessary to facilitate this eGIRO arrangement and for other reasonable purposes in accordance with OCBC’s [Data Protection Policy](#).

[Back](#)

Cancel


Submit

Read and scroll to the bottom to enable the ‘Submit’ button


Follow the instructions on the screen to authorise the transaction via OCBC OneToken.

Authorise transaction using OCBC OneToken on your mobile device ✕

STEP 1
Tap on the notification from OCBC Bank



STEP 2
Tap "Confirm" to authorise



Please ensure that you have enabled notifications for the OCBC Digital app.
You may request for Resend in 12 seconds
[Have us send a new notification?](#)
[Alternatively, you may generate an OTP manually on your mobile device](#)

Back

Cancel

Submit

© OCBC. All Rights Reserved.

Conditions of Access | Security & Privacy

Follow the instructions on your mobile phone to authorise the transaction.



Authorise this transaction

You have requested to set up an eGIRO arrangement to pay EsteeMedia Co-operative Ltd. To confirm, tap on this notification before 14:32 SG Time on 17 Sep 2024.

If you did not initiate this transaction, tap 'Reject' and call us at [1800 363 3333](tel:18003633333) at once.

Confirm

Reject

Once successfully authorised via OCBC OneToken, a message will show that transaction has been authorised.



**Transaction has been
authorised**

Please check your Internet Banking to
confirm that the transaction is carried
out successfully.

Okay

Ensure that the confirmation page on your browser indicates that the authorisation request has been submitted successfully. You will be auto redirected back to the EsteeMedia Co-op page after a short while.

[View accounts](#)

[Transfers & payments](#)

[Investments & insurance](#)

[Customer service](#)

[Apply](#)

[Rewards](#)

GIRO Services

[Set up eGIRO payment](#) ▶



Your authorisation request has been submitted successfully.

EsteeMedia Co-operative Ltd

Bill reference no.

Transaction reference no. 202401

17 Sep 2024 2:30 PM

eGIRO details

Nickname

EsteeMedia eGIRO

Pay from



Payment limit

1,000.00

You will be automatically logged out of OCBC Internet Banking and re-directed to EsteeMedia Co-operative Ltd where you may check the status of your application. If you are not automatically re-directed, you may return to [link](#).

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

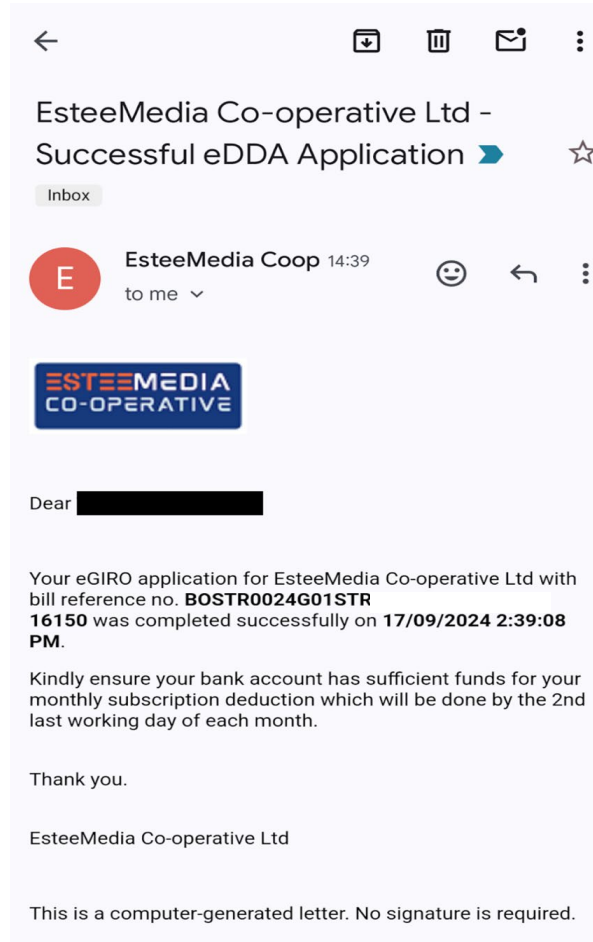
- Logout

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.



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

OCBC: We have approved a request for you to make payments to EsteeMedia Co-operat via GIRO. The billing organisation will inform you when the first deduction will be made. Questions? Call our Personal Banking hotline: OCBC website > Contact us.

08:10

If you wish to check on the OCBC 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 OCBC:

<https://www.ocbc.com/personal-banking/digital-banking/step-by-step-guides/payment-transfer/manage-giro-arrangements>

GIRO Arrangement

Billing Organisation

Billing Reference No.

Status

[EsteeMedia Co-operative Ltd](#)

BOSTR0024G01STR

16150 Active

[Terminate](#)



Thank you for setting up your eDDA!