



中國銀行
BANK OF CHINA



eGIRO User Guide 2023



Step A – eGIRO Submission from Billing Organisation Website

3. Bank Selection

Account Type *

Corporate Account

Bank *

Bank of China Limited

☒ By submitting this application, I declare that I have read and accepted the [declaration](#). I also understand that pending deductions (if any) under my existing Direct Debit arrangement with CPF Board may be affected should my application be successful. *

Back

Next

- 1) Select Account Type as 'Corporate Account' and Bank as 'Bank of China Limited'
- 2) Click on Next, then Confirm / Submit



Step B - Redirect to BOC Corporate Online Banking – Maker Login



环球交易银行

Bank of China Limited Singapore Branch EN

Login

User Name
User12345

Password

E-Token

Captcha Code
8ZJ2 8 Z J 2

Login

Activate and bind E-Token

By logging in you agree to our [Terms and Conditions](#)

*Username and password are case sensitive. Upon completing your online banking session, please ensure that you log off.

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eGIRO Maker to login:

- 1) Input 'User Name', 'Password', 'E-token' and 'Captcha Code'
- 2) Click on Login



Step C –Terms and Conditions



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.

Cancel

Confirm

1) Tick checkbox and Confirm



Step D – Setup New eGIRO Arrangement



中國銀行
BANK OF CHINA



Setup New eGIRO Arrangement

16 Aug 2023 14:27 PM Singapore

Setup a eGIRO arrangement to allow the BO to debit directly from the selected account on a regular basis.

To

Billing Organisation

Billing Reference BIZS36FC0753G-PTE-01

Billing Purpose COLL

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".

From

BO Txn Ref [BOCEN0007E01CEN20230816142257411921](#)

Name BANK OF CHINA LIMITED - PAYROLL

* My Account

Cancel

Next

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- 1) Setup payment limit (if any), Setup expiry date (if any) and Select your account
- 2) Click on Next



Step E - Create Singapore Local Payroll Batch File



Setup New eGIRO Arrangement

16 Aug 2023 14:30 PM Singapore

Your request has been submitted successfully.

[Please inform your authoriser to login and approve the eGIRO application request.](#)

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

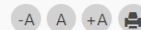
BO Txn Ref: [BIZS36FC0753G-PTE-01](#)

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



Step F – (Maker) Back to Billing Organization's website



Entity ID: S36FC0753G

Acknowledgement

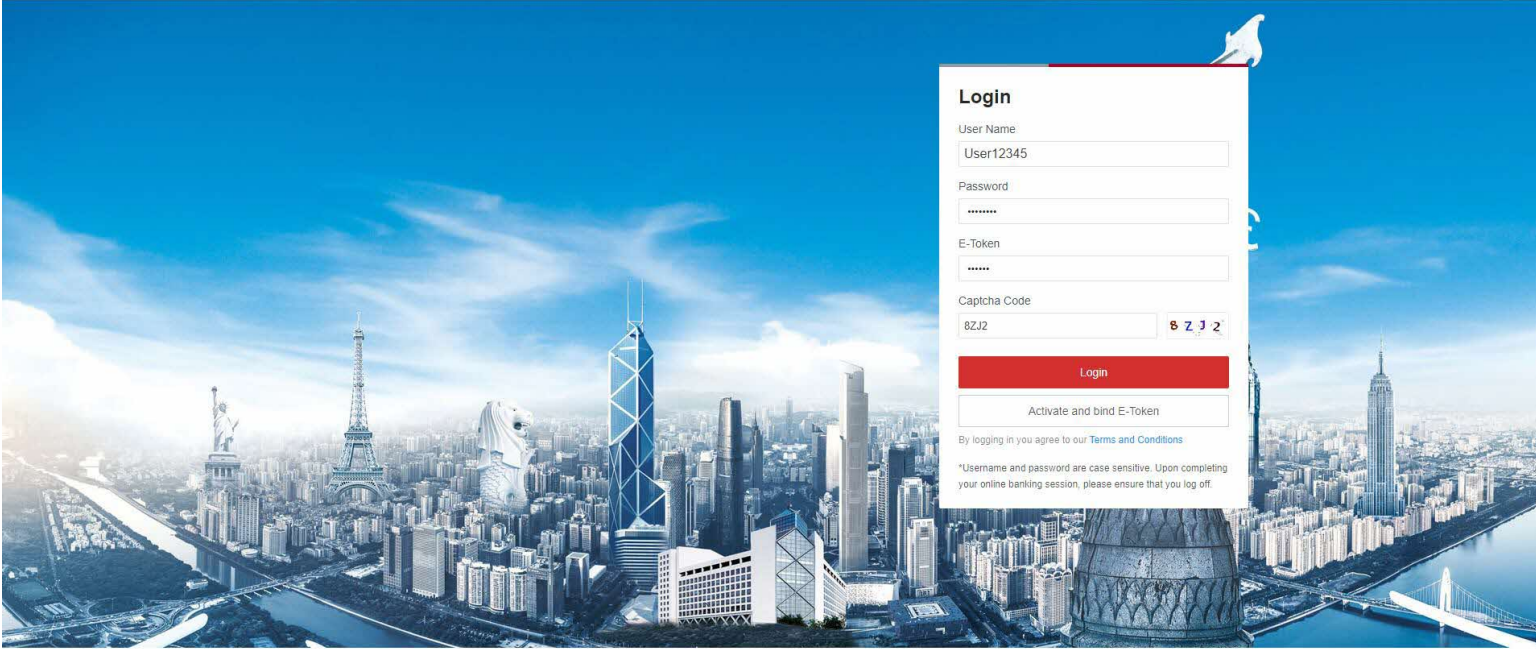
Your Direct Debit Authorisation for CSN: S36FC0753G-PTE-01 has been received.



Step G – Authoriser Login Corporate Online Banking



Bank of China Limited Singapore Branch  EN 



Login

User Name

Password

E-Token

Captcha Code
 

[Login](#)

[Activate and bind E-Token](#)

By logging in you agree to our [Terms and Conditions](#)

*Username and password are case sensitive. Upon completing your online banking session, please ensure that you log off.

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eGIRO Authoriser to login:

- 1) Input 'User Name', 'Password', 'E-token' and 'Captcha Code'
- 2) Click on Login



Step H – Authoriser to Authorise the eGIRO Arrangement

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BANK OF CHINA

 GTB

Q Intelligent Search



EN







HomepageWorkspaceAccount ServicesPayment ServiceseGIRO

eGIRO / eGIRO Arrangements

EnquiryeGIRO HistoryAuthorization

Creation Date Search

BO Txn Ref	Billing Organisation	Creation Date	Type	Status
BOCEN0007E01CEN20230816142257411921		2023-08-16 14:30:05	Creation	Pending Approval
BOCEN0007E01CEN20211220114029437699		2021-12-20 11:47:53	Creation	Processed
BOCEN0007E01CEN20211130102039976305		2021-11-30 10:25:10	Creation	Processed

- 1) Go to 'eGIRO' → 'Authorization'
- 2) Click on BO Txn Ref which is 'Pending Approval'



Step I – Authoriser to Authorise the eGIRO Arrangement

Homepage Workspace Account Services Payment Services eGIRO

eGIRO / eGIRO Arrangements

Enquiry eGIRO History Authorization

Creation Date: 2023-08-18 14:30:05

Search

Setup eGIRO Arrangement

Add New eGIRO Arrangement

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

Creation Date: 2023-08-18 14:30:05

Billing Organisation

Billing Reference Number: BIZS36FC0753G-PTE-01

Payment Limit: SGD

Billing Purpose: COLL

Expiry Date: -

Created by: NG AI LIANG

Debiting Account: 650090000033696



- 1 Press  to switch on the eToken
- 2 Press  and enter 00033696
- 3 Press  to obtain a Transaction Signing Password(TSP)
- 4 Enter the 6-digit TSP:

Important Notice:

☐ By checking this box, I:

acknowledge that I have read, understood and agree to my bound be 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.

Authorise Reject

- 1) Use the e-Token to generate TSP
- 2) Input 6-digit TSP and click 'Approve'



Step J – Authoriser to Authorise the eGIRO Arrangement



Intelligent Search



EN



Homepage

Workspace

Account Services

Payment Services

eGIRO

eGIRO / eGIRO Arrangements

Enquiry

eGIRO History

Authorization

Creation Date



-

Search

BO Txn Ref	Billing Organisation	Creation Date	Type	Status
BOCEN0007E01CEN20230816142257411921		2023-08-16 14:30:05	Creation	Rejected
BOCEN0007E01CEN20211220114029437699		2021-12-20 11:47:53	Creation	Processed
BOCEN0007E01CEN20211130102039976305		2021-11-30 10:25:10	Creation	Processed

1) eGIRO status becomes 'Processed' after approval

