



# Banking with ease.

Powered by Citi.

CitiBusiness Online  
User Guide

Access online  
banking with ease.

Commercial Bank

 **citibank**<sup>®</sup>



# Getting Started



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# Overview



Welcome to CitiBusiness Online!

Now you can enjoy the convenience of internet banking with easy access to your business banking accounts.

This comprehensive user guide will help you get started with CitiBusiness Online.

## **You will need the following items to access CitiBusiness Online:**

1. Authorised User CIN or Citicard CIN.
2. Authorised User PIN or ATM PIN.
3. Online Security Device (OSD).

# Register Your Online Security Device (OSD)

At Citibank, we are committed to making CitiBusiness Online a secured banking environment for you. As such, a second level authentication for online transactions is in place.

- Level 1 Citicard CIN and ATM PIN or Authorised User CIN and Authorised User Pin to login to CitiBusiness Online.
- Level 2 OTP randomly generated by your OSD to access CitiBusiness Online

Please ensure you register your enclosed OSD at [www.citibank.com.sg/commercial](http://www.citibank.com.sg/commercial)

By registering, you will link your OSD to your CitiBusiness Online access so that the OSD becomes uniquely yours.

## 3-Step Registration At [www.citibank.com.sg/commercial](http://www.citibank.com.sg/commercial)

### Step 1

- Login to CitiBusiness Online with your Citicard CIN and ATM PIN or Authorised User CIN and Authorised User PIN.

The screenshot shows the CitiBusiness login interface. At the top, it says 'login to CitiBusiness with your card number and PIN'. Below this are two input fields: 'Card number' with the value '000940100001204' and 'PIN' with a masked value '\*\*\*\*\*'. A checkbox labeled 'Remember my Card Number' is present. Below the inputs, a message states: 'Click above to launch PIN pad. Enter your PIN and click on the log in button below.' There is a 'Register Token' link and a green 'login' button at the bottom.

### Step 2

- Click on the link to register your token.

The screenshot shows a 'Log Off Complete' message box. It contains the text: 'I'm sorry. Your hardware token device is not registered with our system. Please click [here](#) to register your token before you can proceed to login. You may call our 24-Hour Corporate Cifphone Banking at (65) 6238 8833 for further assistance.' There is a green 'OK' button at the bottom right.

### Step 3

- Enter the required information and click "Continue" to complete your registration.

The screenshot shows the 'Register Token' form. It includes a header with a disclaimer: 'As Citibank, we are continuously looking for ways to ensure maximum security online so that you enjoy our internet banking services with peace of mind. We are pleased to present you our online Security Device (OSD) which serves as an additional level of protection against possible fraudulent internet transactions. Before you proceed, please ensure you have your OSD ready.' Below this, it says 'Please enter the following details as requested:'. The form has four input fields: 'Enter your CIN:', 'Enter your PIN:', 'OSD Serial Number (at the back of your OSD):', and 'Enter an OTP generated by your OSD:'. There are 'Cancel' and 'Continue' buttons at the bottom.

# Login to CitiBusiness Online

Follow the steps below to login to CitiBusiness Online.

## Step 1:

Commercial Bank Website

- Launch your Internet browser.
- Type **"www.citibank.com.sg/commercial"** into the address bar. The following page will be displayed.



- Click **"Select an account"** on the left navigation bar.
- Select **"Citibusiness Online"** from the dropdown list.



## Step 2:

### Card Number Field

- Enter your Authorised User CIN or Citicard CIN in the **“Card Number”** field.

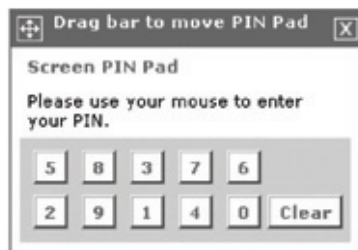


The image shows the CitiBusiness login interface. At the top, it says "login to CitiBusiness with your card number and PIN". Below this are two input fields: "Card Number" and "PIN". Under the PIN field, there is a text instruction: "Click above to launch PIN pad. Enter your PIN and click on the log in button below." Below this instruction is a checkbox labeled "Remember my Card Number". Further down is a paragraph of terms and conditions: "By clicking the login button, I agree unconditionally to be bound by the terms and conditions of the CitiBusiness Online User Agreement prevailing from time to time." Below the terms is a link "Register Now?". At the bottom is a green "Login" button.

## Step 3:

### PIN Field via Screen PIN Pad

- Click the **“PIN”** field and the Screen PIN Pad will appear.
- Enter your Authorised User PIN or ATM PIN via the Screen PIN Pad.  
(\*Use your mouse to enter your PIN into the PIN Pad.)



The image shows a "Screen PIN Pad" dialog box. It has a title bar that says "Drag bar to move PIN Pad" with a close button (X). The main text inside says "Please use your mouse to enter your PIN." Below the text is a numeric keypad with buttons for digits 5, 8, 3, 7, 6 in the top row and 2, 9, 1, 4, 0 in the bottom row. There is also a "Clear" button to the right of the bottom row of numbers.

\* Helpful notes: Wait for the asterisk to appear for each digit before clicking on the next. (Please note that the numbers are randomly displayed for increased security. This means that each time you login to CitiBusiness Online, the digits will be displayed in a different order.)



## Step 4:

### One-Time PIN Authentication

- Click **“Login”** and the One-Time PIN Authentication screen will be displayed.
- Press the grey button on the left of your Online Security Device.
- Enter the 6-Digit PIN that is displayed on the Online Security Device.
- Click **“Continue”** and the CitiBusiness Online Account Summary page will be displayed.



One-Time PIN Authentication

In order to proceed, please enter the one-time PIN displayed on your Online Security Device.

Online Security Device PIN



[Need Help?](#)

#### \* Helpful notes:

- You will need to register your Online Security Device the first time you use it. For detailed instructions, refer to the Online Security Device (OSD) Instruction Manual that you will have received in your CitiBusiness Online Welcome Kit.*
- If this is your first time login to CitiBusiness Online, the CitiBusiness Online User Agreement (Terms and Conditions) will be displayed. You will then be prompted to agree to the CitiBusiness Online User Agreement (Terms and Conditions) in order to proceed. CitiBusiness Online User Agreement (Terms and Conditions) are accessible from the left navigation bar after The first-time login.*
- Select the **“Remember my Card Number”** checkbox and key in a preferred Card Nickname. In future, you need only select your nickname from the drop-down list whenever you login.*



login to CitiBusiness  
with your card number and PIN

Card Number

PIN

Card Nickname

Click above to launch PIN pad. Enter your PIN and click on the log in button below.

☒ Remember my Card Number

By clicking the login button, I agree unconditionally to be bound by the terms and conditions of the CitiBusiness Online User Agreement prevailing from time to time.  
[Register Now!](#)



login to CitiBusiness  
with your card number and PIN

Card Nickname

PIN

Click above to launch PIN pad. Enter your PIN and click on the log in button below.

If you have not registered your token, you will need to [Register Now](#) before you can proceed to log on.

# Home Page Navigation

Our top and left navigation bars makes it easy to select transactions functions.

## Top Navigation Bar

Here are the following features:

- My Home
- Account Info
- Payments & Transfers
- FX Rates
- Services

The screenshot shows the Citibank Singapore Citibusiness Online interface. The top navigation bar includes links for MY HOME, ACCOUNT INFO, PAYMENTS & TRANSFERS, FX RATES, and SERVICES. The left navigation bar lists various account management options. The main content area displays the 'Account Summary' for a Citibusiness account, showing a list of accounts with their balances and details.

Product	Amount	Details
<a href="#">Checking XXXXXX9054</a>	SGD 6,672.28	on deposit
	SGD 11,672.28	available now
<a href="#">Checking XXXXXX9038</a>	SGD 1,240.80	on deposit
	SGD 1,240.80	available now
<a href="#">Checking XXXXXX9011</a>	SGD 5,000.00	amount you owe
	SGD 0.00	available now
<a href="#">Checking XXXXXX9003</a>	SGD 5,457.43	on deposit
	SGD 5,457.43	available now

## Left Navigation Bar

Get fast access to frequently used features like:

- Account Summary
- Account Details
- Payments and Transfers
- Change ATM PIN
- Account Alerts and more

# Account Summary



The Account Summary page helps you keep track of your business account(s) online. You can choose to view your **Account Summary**, **Account Details and Activities** or **Download your Account Activities**.

[View Account Summary](#)

## Step 1:

Account Summary

- Select **"Account Info"** from the top menu bar.
- Select **"Account Summary"**.

<b>Account Summary</b>		
Here is a summary on your CitiBusiness accounts and their individual balances.		
Please select an account for more information.		
<b>CHECKING</b>		
<a href="#">Checking XXXXXX9054</a>	SGD 6,672.28	on deposit
	SGD 11,672.28	available now
<a href="#">Checking XXXXXX9038</a>	SGD 1,240.80	on deposit
	SGD 1,240.80	available now
<a href="#">Checking XXXXXX9011</a>	SGD 5,000.00	amount you owe
	SGD 0.00	available now
<a href="#">Checking XXXXXX9003</a>	SGD 5,457.43	on deposit
	SGD 5,457.43	available now
<b>Total:</b>	<b>SGD 8,370.51</b>	<b>on deposit</b>

## View Account Details and Activities

### Step 1:

Account Details and Activities Account selection.

- Select **"Account Details and Activities"**.
- Click on the drop-down list and select the account to view more detailed information.

The screenshot shows a web interface with a top navigation bar containing links: MY HOME, ACCOUNT INFO, PAYMENTS & TRANSFERS, FX RATES, and SERVICES. Below this is a sub-navigation bar with links: Account Summary, Account Details & Activities (highlighted), View Statement, and Download Account Activity. The main heading is "Account Details & Activity Account Selection". A message states: "Here are your account details. Please select an account to view its details." Under the heading "Account:", there are two overlapping dropdown menus. The top menu is titled "Select an account..." and lists: "Checking: XXXXXX9054 SGD 6,672.28 on deposit", "Checking: XXXXXX9038 SGD 1,240.80 on deposit", "Checking: XXXXXX9011 SGD 5,000.00 amount you owe", and "Checking: XXXXXX9003 SGD 5,457.43 on deposit". The bottom menu is also titled "Select an account..." and lists the same four options.

▼ Date	► Description	► Debits	► Credits
11/01	TRANSFER CHARGES	SGD 20.00	
11/01	INTERNAL TRANSFER DR	SGD 67.00	
11/01	FT OUTGOING BALA	SGD 3,000.00	
11/01	INTERNAL TRANSFER		SGD 100.00
11/01	INBOUND FT CREDIT VALUE		SGD 34.00
11/01	INTERNAL TRANSFER CR		SGD 10.00
10/31	TRANSFER CHARGES	SGD 20.00	
10/31	INTERNAL TRANSFER DR	SGD 67.00	

## View Statement

### Step 1:

View Statement<sup>#</sup>

- Select **“View Statement”**
- Click on the drop-down list, select the period you would like to view and select **“Go”**.

The screenshot shows the 'ACCOUNT INFO' tab selected. Under 'Account Summary', the 'View Statement' link is highlighted in red. Below this, a message says 'Select the statement and the period that you would like to view.' There are two labels: 'Statement:' and 'Period:'. Under 'Statement:', the text 'Base Level : 103609 CITIBIZ ONLINE CORP 06' is displayed. Under 'Period:', there is a dropdown menu with 'Select period:' and a 'GO' button. At the bottom, there are two links: 'Edit Notification Details' and 'Cancel eStatement'.

The screenshot shows an electronic statement document. A large overlay with a black border contains a floppy disk icon and the text 'Save a Copy', and a printer icon and the text 'Print'. The document content includes the date 'Apr 30 2007', the company name 'CITICORP ONLINE CORP', and the address 'ATTENTION: CREDIT CARD, 170 TANGS ROAD, #02-01, SINGAPORE 437016 (4370166)'. Below this, it says 'STATEMENT OF YOUR CITICORP ACCOUNT' and 'As shown on the Statement Ending on 30 Apr 2007, please review the statement.' At the bottom, there is a table with columns for 'Checking', 'Savings', and 'Balance'. The table shows a balance of 0.00 for both Checking and Savings accounts.

\* Helpful notes: You can save a copy of your electronic statement simply by clicking on the **“Save a Copy”** icon.

# This is applicable to Citicard holders only.

## Download Account Activity

### Step 1:

Download Account Activity

- Select the **"Activity Period"** by selecting the appropriate radio button of either
  - Since last download
  - Start and End Date using the pop-up date picker
  - Single Date using the pop-up date picker

### Step 2:


Select the accounts you would like to download activity for:

- All available accounts
- Selected accounts with the appropriate radio button

Download Account Activity

Please provide the following information.

**Activity Period:** ☒ Since last download

☐ Starting or Single Date:   Ending Date:  

(Available dates are from 12/18/2007 to 03/16/2008)

**Download Activity For:** ☒ All Available Accounts

☐ Selected accounts as follows:

☒ Checking: XXXXXX2001 USD 505.02 on deposit

☒ Checking: XXXXXX2028 SGD 250.69 on deposit

**Download Format:**

How to download account activity [Download Help](#)

### Step 3:

- Select the **"Download Format"** required and click **"Download Activity"**.

#### Download Account Activity Download in Progress

Downloading Checking XXXXXX2001 activity to your PC.

Please follow your PC's instructions to save the file. Be sure to note the location of the file, including the file name, folder and disk drive as appropriate. You will need this information to find the file when you open it or import it into a financial register of a personal financial management software package.

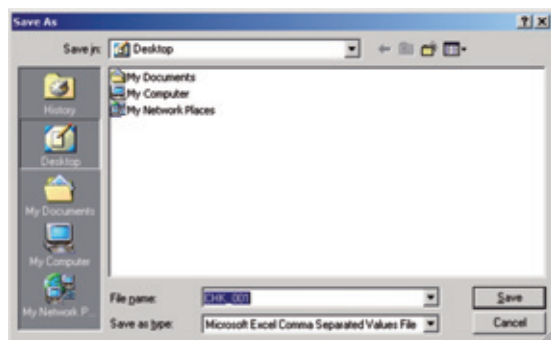
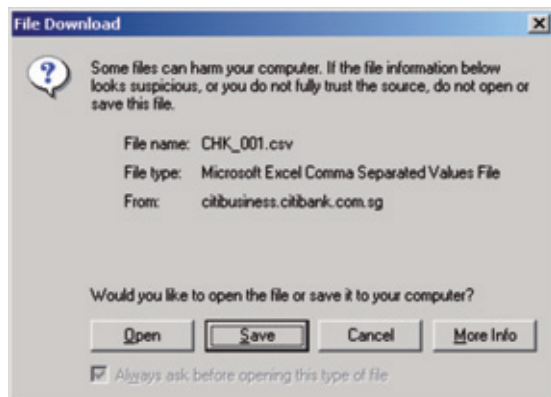
After the download for this account has been completed, click Continue Download With Next Account to download the next account.

Stop Download

Continue Download With Next Account >

#### Step 4:

You can choose to either **"Open"** or **"Save"** the Account Activity Download file to your desktop for easy reference.



\* Helpful notes: CSV file format can be viewed with Microsoft Excel.



# Payee List



In order to take advantage of CitiBusiness Online Payments and Transfers capabilities, you will need to perform a one-time set up of the payees you would like to make payments to.

## Add a Payee

### Step 1:

- Click **"Payments & Transfers"** on the top menu bar.
- Select **"Add Payee"**.

### Step 2:

- Select **"Other Citibank Account"** to make an instant transfer to another Citibank account in Singapore.
- Select **"Payment by Check"** to send an electronic check to someone.
- Select **"Payment by Electronic Transfer"** to make an electronic transfer to an individual or organisation in Singapore.
- Select **"Bill Payment"** to make an electronic transfer or electronic check to a merchant from the merchant directory.
- Select **"Citibank Account Abroad"** to make an instant transfer to a Citibank account in another country.
- Select **"Telegraphic Transfer"** to transfer funds to a non-Citibank account in another country or to transfer funds in foreign currency to an account in Singapore.

MY HOME ACCOUNT INFO **PAYMENTS & TRANSFERS** FX RATES ACCOUNT SERVICES [privacy](#) [citi.com](#)

Payments & Transfers Bulk Payments Future Payments Future Transfers Payee List **Add Payee** Transaction summary Other Bank Setup

Add a Payee - Input

Please enter the information about your new payee.

**Payee Type:**

Select a payee type...

Select a payee type...

**Local Payees**

- Other Citibank Account
- Payment by Check
- Payment by Electronic Transfer
- Payment in Foreign Currency
- Bill Payment

.....

**Overseas Payees**

- Citibank Account Abroad
- Telegraphic Transfers

### Step 3:

#### Payee Fields

Enter the required details in the relevant fields to set up the payee.

#### Local Payees Required Fields

- **"Other Citibank Account"**
  - Payee Name, Account Number, Payee Nickname.
- **"Payment by Check"**
  - Payee Name, Address, Postal Code, Payee Nickname.  
+ *Note - Only local Singapore addresses are applicable.*
- **"Payment by Electronic Transfer"**
  - Payee Name, Bank Route Code, Account Number, Payee Nickname.
- **"Bill Payment"**
  - Click **"Merchant Search"** and key in the first 3 characters of your desired merchant's name.
  - Click **"Find"** and select the desired merchant.
  - Account Number, Payee Nickname.

The image shows two screenshots of the Citibank online interface. The left screenshot is titled 'Add a Payee' and prompts the user to 'Please enter the information about your new payee.' It features a 'Payee Type' dropdown menu with 'Bill Payment' selected, a 'Payee Name' text field, and a 'Merchant Search' link. The right screenshot is titled 'View Merchant Directory' and prompts the user to 'Please enter the first few letters for the range of merchant names you want to see.' It includes input fields for 'First Merchant In Range' and 'Last Merchant In Range (Optional)', a 'Find' button, and a 'Search Results' section displaying a list of Singapore-based clubs and organizations, each with a blue link.

#### Overseas Payees Required Fields

- **"Citibank Account Abroad"**

Destination, Payee Name, Payee Account Number, Payee Nickname  
+ *Note - For an updated list of countries supporting Citibank Global Transfer (CGT) please visit [www.citibank.com.sg/commercial](http://www.citibank.com.sg/commercial) Smart FAQs.*
- **"Telegraphic Transfer"**
  - Payee Name, Payee Address Line 1, Postal Code, Bank Name, Destination, Global Bank Code, Account Number, Payee Nickname
  - Click **"Find"** and search by Destination and Bank Name or search by Routing Method and Routing Code.

- To search by Destination, select the Destination Country and key in the first 3 characters of your desired bank name.
- To search by Routing Method and Routing Code, select the Routing Method and key in the routing code provided by your payee.
- Select the desired bank.
- If the payee name is too long, you can continue in Payee Address Line 1.

**Add a Payee**

Please enter the information about your new payee.

**Payee Type:**

**Payee Name:**

**Payee Address Line 1:**

**Payee Address Line 2:**

**Postal Code:**

**Bank Name:**  [find](#)

**Destination:**

**Global Bank Code:**  **Routing Method:**

Enter the Account Number in IBAN format.

**Account Number:**

**Payee Nickname:**

This payee will appear on your payee list using the list name you enter above.

**Bank Locator**

You can locate your payee bank using the following search options:

a) Search by Institution and Bank Name:  
☐ **Destination:**   
**Bank Name:**   
(at least the first 3 letters)

b) Search by Routing Method and Routing Code:  
☒ **Routing Method:**   
**Routing Code:**   
(at least the first 3 letters)

[Search](#)

**Search Results**

Please click on the preferred routing method of your payee bank.

Bank Name:	SWIFT	SORT CODE	CHIPS	FEDWIRE	BN
BARCLAYS BK LONDON BARCLAYS BK PLC LONDON LONDON	<a href="#">BARC0822</a>	N.A.	N.A.	N.A.	N.A.

Now you are ready to conduct transactions using CitiBusiness Online!

\* Helpful notes: It is recommended that you key in the exact Payee Name in the Payee Nickname field. This will help you in transaction tracking.

## Manage Payee list

### Step 1:

Manage Payee List

- Click **"Payments & Transfers"** on the top menu bar.
- Select **"Payee List"**.

### Step 2:

- Click **"Payee Nickname"** to view more details.
- Click **"Make Payments/Transfer"** to create a new transaction.

MY HOME	ACCOUNT INFO	PAYMENTS & TRANSFERS	FX RATES	SERVICES
Payments & Transfers	Bulk Payments	Future Payments	Future Transfers	Payee List
Manage Payee List				Printer Friendly
Here are your payees. Please click to see details.				
Payee Nickname	Account Number	Payee Type	Status	
EUNICE		Payment by Check	ACTIVE	Make Payment/Transfer
EUNICE ONG	12345678910	Payment by Electronic Transfer	ACTIVE	Make Payment/Transfer
MOBILE ONE LIMITED	MOBILE BALA 001	Bill Payment	ACTIVE	Make Payment/Transfer
ORCHID COUNTRY CLUB	76453245	Bill Payment	ACTIVE	Make Payment/Transfer

\* Helpful notes: If you would like to delete a payee, simply click **"Payee Nickname"**, followed by **"Delete Payee"** and you will be prompted to proceed with the deletion.

# Payment and Transfers



CitiBusiness Online's comprehensive payment center allows you to perform different types of fund transfers.

You can choose to perform **Payment and Transfers**, set up **Bulk Payments**, view **Future Payments** and **Future Transfers**, access **Transaction Summary** and **Other Bank Setups**.

- **Payment and Transfers** enables you to:
  - i) Transfer Funds between your Company Citibank Account(s)
  - ii) Transfer Funds to Another Citibank Customer in Singapore
  - iii) Transfer Funds to Any Account in Singapore
  - iv) Transfer Funds or Pay to Another Individual/Organisation in Singapore
  - v) Transfer Funds to Another Citibank Account Abroad
  - vi) Transfer funds to a non-Citibank account in another country or to make a transfer in foreign currency to an account in Singapore
  - vii) Transfer Funds from other bank accounts into your Commercial Bank Account
- **Bulk Payments** enables you to select up to 15 payees to make payment with just one click.
- **Future Payments** enables you to view all Future Payments (GIRO, E-Checks, and Bill Payments) that have been set up.
- **Future Transfers** enables you to view all Future Transfers (Internal Funds Transfer and Other Citibank Account) that have been set up.
- **Transaction Summary** enables you to view pending transactions, approve/reject transactions and repair-rejected transactions that have been executed on your company accounts.
- **Other Bank Setups** enables you to download the Inbound Funds Transfer (Direct Debit Authorisation) Form. You can also view the Inbound Funds Transfer drawee that have been set up.

## Transfer Funds between your Company Citibank Account(s)

### Step 1:

**Pay/Transfer funds to:** Select **"My Citibank Account"** and the account you would like to transfer to:

Step 1 of 3

Pay/Transfer funds to:

Select a destination

Select a destination

My Citibank Account

- Checking: XXXXXX9054 SGD 11,605.28 available now
- Checking: XXXXXX9038 SGD 1,308.28 available now
- Checking: XXXXXX9003 SGD 5,448.58 available now
- Commercial Loan: XXXXXX060003275 SGD 136,182.00 amount you owe
- Commercial Loan: XXXXXX060003275 SGD 46,438.87 amount you owe
- Business Loan: XXXXXX060003275 SGD 46,438.87 amount you owe
- Business Loan: XXXXXX060003275 SGD 46,438.87 amount you owe

My Citibank Account

- Checking: XXXXXX9054 SGD 11,605.28 available now
- Checking: XXXXXX9038 SGD 1,308.28 available now
- Checking: XXXXXX9003 SGD 5,448.58 available now

## Step 2:

**From Account:** Select **"My Own Citibank Accounts"** and the account you would like to debit the amount from:

**Step 2 of 3**

**From Account:**

Select an account...

Select an account...

My Own Citibank Accounts

Checking: XXXXXXXX9038 SGD 1,308.28 available now

Checking: XXXXXXXX9003 SGD 5,448.58 available now

Other Bank Accounts

### Step 3:

Fill up the Transaction Details:

- Enter the amount to transfer.
- Select **"Today"** under **"Date"** to transfer funds.
- Enter in a message.
- Click **"Next"**.

The screenshot shows a web form titled "Step 3 of 3". It contains the following fields and options:

- Amount:** SGD [text input]
- Date:** ☒ Today, ☐ Future Date [text input]
- Message:** [text input]
- Below the date options, it says "Make this a recurring transfer?" followed by a link "Set schedule".

To set up a future dated transfer:

- Select **"Future Date"** and enter the date of transfer using the pop-up calendar.
- Click **"Next"**.

To set this up as a recurring transfer or standing order:

- Click **"Set Schedule"**.
- Select the **"First Transfer Date"**, **"Transfer Frequency"** and **"Repeat"** till desired date.
- Click **"Next"**.

The screenshot shows a web form titled "Step 3 of 3" with the following fields and options:

- Amount:** SGD [140]
- First Transfer Date:** [03/27/2008] mm/dd/yyyy [calendar icon]
- Transfer Frequency:** [Weekly] [dropdown menu]
- Repeat:** ☒ Until [03/28/2008] mm/dd/yyyy [calendar icon], ☐ Until cancelled
- Below the repeat options, it says "Make this a one-time transfer?" followed by a link "Set date".
- Message:** [text input]
- At the bottom, there are two buttons: "Cancel" and "Next >".

#### Step 4:

##### Make a Transfer - Recap/Approval

- Check the transfer details.
- To confirm the transfer, click **"Make This Transfer"**.

*\* Important Note: For transactions involving foreign exchange, Citibank standard foreign exchange rates will apply.*

Make a Transfer - Pre-confirmation

**Please check the details of your payment/transfer before confirming this transaction:**

**From Account:** Checking: XXXXXX2028  
**Payee:** AFINE-DINE-SG (Paid electronically)  
**To Account:** 0604631017  
**Amount:** SGD 10.00  
**Transfer Date:** April 10, 2008

By clicking the "Make This Transfer button", I/we consent to the transfer and disclosure of information relating to me/us by the Bank to any third party for use in connection with the provision of payment/funds transfer services.

[< Back](#)[Cancel](#)[Make This Transfer >](#)





## Step 5:

Make a Transfer - Confirmation

A confirmation page will be displayed.

- Click **“View Record”** to print the transaction details.
- Click **“Make Another Transfer”** to transfer funds to another account.

Make A Transfer -Confirmation

**The following transfer has been made:**

**From Account:** Checking: XXXXXX9003  
**New Balances:** SGD 5,348.58 on deposit  
SGD 5,348.58 available now

**To Account:** Checking: XXXXXX9054  
**New Balances:** SGD 6,705.28 on deposit  
SGD 11,705.28 available now

**Amount:** SGD 100.00

**Confirmation Number:** 804682056928

[Make Another Transfer](#)[View Record](#)

# Transfer Funds to Another Citibank Customer in Singapore

## Step 1:

**Pay/Transfer funds to:** Select **"Local Payees: Other Citibank Account"** and the account you would like to transfer to:



**Step 1 of 3**  
**Pay/Transfer funds to:**

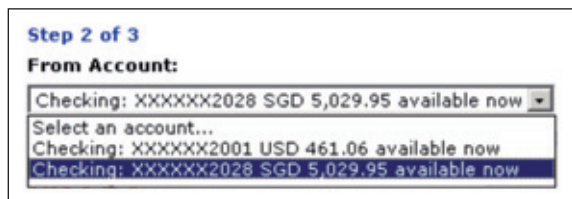
- AFINE-DINE-SG: 0604631017

Select a destination  
My Citibank Account  
- Checking: XXXXXX2001 USD 461.06 available now  
- Checking: XXXXXX2028 SGD 5,029.95 available now

-----  
Local Payees: Other Citibank Account  
- AFINE-DINE-SG: 0604631017  
- YAP SIN GEK: 123456789  
-----  
Local Payees: -Payment by Check

## Step 2:

**From Account:** Select **"My Own Citibank Accounts"** and the account you would like to debit the amount from:



**Step 2 of 3**  
**From Account:**

Checking: XXXXXX2028 SGD 5,029.95 available now

Select an account...  
Checking: XXXXXX2001 USD 461.06 available now  
Checking: XXXXXX2028 SGD 5,029.95 available now

### Step 3:

Fill up the Transaction Details:

- Enter the amount to transfer.
- Select **"Today"** under **"Date"** to transfer funds.
- Enter in a message.
- Click **"Next"**.

The screenshot shows a web form titled "Step 3 of 3". It contains the following fields and options:

- Amount:** SGD [text input field]
- Date:** ☐ Today, ☐ Future Date [text input field]
- Future Date:** [text input field] mm/dd/yyyy [calendar icon]
- Make this a recurring transfer?** [Set schedule](#)
- Message:** [text input field]

To set up a future dated transfer:

- Select **"Future Date"** and enter the date of transfer using the pop-up calendar.

To set this up as a recurring transfer or standing order:

- Click **"Set Schedule"**.
- Select the **"First Transfer Date"**, **"Transfer Frequency"** and **"Repeat"** till desired date.
- Click **"Next"**.

The screenshot shows a web form titled "Step 3 of 3" with the following fields and options:

- Amount:** SGD [140]
- First Transfer Date:** 03/27/2008 mm/dd/yyyy [calendar icon]
- Transfer Frequency:** [Weekly dropdown menu]
- Repeat:** ☒ Until 03/28/2008 mm/dd/yyyy [calendar icon], ☐ Until cancelled
- Make this a one-time transfer?** [Set date](#)
- Message:** [text input field]
- Buttons:** Cancel, Next >

#### Step 4:

Make a Transfer - Recap/Approval

- Check the transfer details.
- To confirm the transfer, click **"Make This Transfer"**.

*\* Important Note: For transactions involving foreign exchange, Citibank standard foreign exchange rates will apply.*

Make a Transfer - Pre-confirmation

**Please check the details of your payment/transfer before confirming this transaction:**

**From Account:** Checking: XXXXXX2028  
**Payee:** AFINE-DINE-SG (Paid electronically)  
**To Account:** 0604631017  
**Amount:** SGD 10.00  
**Transfer Date:** April 10, 2008

By clicking the "Make This Transfer button", I/we consent to the transfer and disclosure of information relating to me/us by the Bank to any third party for use in connection with the provision of payment/funds transfer services.

[< Back](#)[Cancel](#)[Make This Transfer >](#)



## Step 5:

Make a Transfer - Confirmation

A confirmation page will be displayed.

- Click **“View Record”** to print the transaction details.
- Click **“Make Another Transfer”** to transfer funds to another account.

Make a Transfer -Confirmation

**The following transfer has been made:**

**From Account:** Checking: XXXXXX2028

**New Balances:** SGD 5,019.95 on deposit  
SGD 5,019.95 available now

**To:** AFINE-DINE-SG

**Amount:** SGD 10.00

**Transfer Date:** April 10, 2008

**Confirmation Number:** 810084772993

[Make Another Transfer](#)[View Record](#)

# Transfer Funds to Any Account in Singapore

## Step 1:

**Pay/Transfer funds to:** Select **“Local Payees: Payment by Electronic Transfer”** and the account you would like to transfer to.

Step 1 of 3

Pay/Transfer funds to:

- YAPSINGEK-POSB: 123456789

Local Payees: -Payment by Electronic Transfer

- YAPSINGEK-POSB: 123456789

- NOEL LIU - POSB: 123456789

- EUNICE ONG - UOB: 123456789

- EUNICE ONG - UOB: 123456789

- RUOH YUNN: 123456789

Local Payees: Bill Payment

- AIA: 123456789

## Step 2:

**From Account:** Select **“My Own Citibank Accounts”** and the account you would like to debit the amount from.

Step 2 of 3

From Account:

Select an account...

Select an account...

Checking: XXXXXX2001 USD 461.06 available now

Checking: XXXXXX2028 SGD 5,019.95 available now

### Step 3:

Fill up the Transaction Details:

- Enter the amount to transfer.
- Select **"Today - Next Day Valuation - GIRO"** under **"Transfer Date"** to transfer funds.
- Enter in a message.
- Click **"Next"**.

To set up a MEPS transfer:

- Select **"Today - Same Day Valuation"** to transfer funds on the same day<sup>#</sup>.

**Step 3 of 3**

**Payee Data:** Payment Method: Electronic  
Bank Route Code: 7171-130  
Bank: DBS  
To Account: 12345678910  
Last Transfer:

Amount: SGD

Transfer Date: ☐ Today - Same-Day Valuation (may incur an additional charge)  
☐ Company pays additional charge - MEPS  
☐ Payee pays additional charge - MEPS  
☐ Today - Next-Day Valuation - GIRO  
☐ Future Date: dd/mm/yyyy

Message:

**Step 3 of 3**

**Payee Data:** Payment Method: Electronic  
Bank Route Code: 7144-017  
Bank: STANDARD CHARTERED BANK  
To Account: 12234567  
Global Bank Code: 7144017

Amount: SGD

Transfer Date: ☐ Today - Same-Day Valuation (may incur an additional charge)  
☐ Company pays additional charge - MEPS  
☐ Payee pays additional charge - MEPS  
☐ Today - Next-Day Valuation - GIRO  
☐ Future Date: dd/mm/yyyy

Make this a recurring payment? [Set schedule](#)

Message:

\* Important Note: MEPS transaction are executed at a cost of SGD\$20, therefore transaction should exceed this amount. You can select which party bears the MEPS charge by selecting the appropriate radio button.

<sup>#</sup> Same day transfer will be effected only at the transaction is submitted before the cut-off time stipulated by the Bank failing which the transfer will be effected on the next working day.

**Step 3 of 3**

**Payee Data:** Payment Method: Electronic  
Bank Route Code: 7171-130  
Bank: DBS  
To Account: 12345678910  
Last Transfer:

Amount: SGD 20.00

Transfer Date: ☒ Today - Same-Day Valuation (may incur an additional charge)  
☐ Company pays additional charge - MEPS SGD\$20  
☒ Payee pays additional charge - MEPS SGD\$20  
☐ Today - Next-Day Valuation - GIRO

**Microsoft Internet Explorer**

**Warning**

If the payee is bearing the S\$20 MEPS charge, the amount transferred must exceed S\$20

Please try again.

OK

#### Step 4:

Make a Transfer - Recap/Approval.

- Check the transfer details.
- To confirm the transfer, click **"Make This Transfer"**.

Make a Transfer - Pre-confirmation

**Please check the details of your payment/transfer before confirming this transaction:**

**From Account:** Checking: XXXXXX2028  
**Payee:** YAPSINGEK-POSB (Paid electronically)  
**Bank Route Code:** 7171-081  
**Bank:** POST OFFICE SAVINGS BANK  
**To Account:** 123456789  
**Amount:** SGD 10.00  
**Transfer Date:** April 10, 2008 (Next-Day Valuation)

By clicking the "Make This Transfer button", I/we consent to the transfer and disclosure of information relating to me/us by the Bank to any third party for use in connection with the provision of payment/funds transfer services.

[< Back](#)[Cancel](#)[Make This Transfer >](#)



## Step 5:

Make a Transfer - Confirmation

A confirmation page will be displayed.

- Click **“View Record”** to print the transfer details.
- Click **“Make Another Transfer”** to transfer funds to another account.

Make a Transfer -Confirmation

**The following transfer has been made:**

**From Account:** Checking: XXXXXX2028

**New Balances:** SGD 5,009.95 on deposit  
SGD 5,009.95 available now

**To:** YAPSINGEK-POSB

**Amount:** SGD 10.00

**Transfer Date:** April 10, 2008 (Next-Day Valuation)

**Confirmation Number:** 810084772995

[Make Another Transfer](#)[View Record](#)

# Transfer Funds or Pay to Another Individual/Organisation in Singapore

**Step 1:**

**Pay/Transfer funds to:** Select **"Local Payees: Payment by Check"** and the Payee you would like to transfer to:

Step 1 of 3

Pay/Transfer funds to:

Select a destination

Local Payees: -Payment by Check

- YAPSINGEK - CHECK

- EUNICE ONG

- YAP SIN GEK - CHECK

Local Payees: -Payment by Electronic Transfer

- YAPSINGEK-POSB: 123456789

- NOEL LIU - POSB: 123456789

**Step 2:**

**From Account:** Select **"My Own Citibank Accounts"** and the account you would like to debit the amount from:

Step 2 of 3

From Account:

Select an account...

Select an account...

Checking: XXXXXX2001 USD 461.06 available now

Checking: XXXXXX2028 SGD 5,009.95 available now



### Step 3:

Fill up the Transaction Details:

- Enter the amount to transfer.
- Select **"Today"** under **"Transfer Date"** to transfer funds.
- Enter in a message.
- Click **"Next"**.

To set up a future dated transfer:

- Select **"Future Date"** and enter the date of transfer using the pop-up calendar.

To set this up as a recurring payment or standing order:

- Click **"Set Schedule"**.
- Select the **"First Payment Date"**, **"Transfer Frequency"** and **"Repeat"** till desired date.
- Click **"Next"**.

**Step 3 of 3**

**Payee Data:** Payment Method: Check  
Last Transfer:

**Amount:** SGD

**Next Payment Date:**  mm/dd/yyyy

**Payment Frequency:**  Select a frequency...

**Repeat:** ☐ Until  mm/dd/yyyy   
☐ Until cancelled

Make this a one-time payment? [Set Date](#)

**Message:**

#### Step 4:

Make a Transfer - Recap/Approval

- Check the transfer details.
- To confirm the transfer, click **"Make This Transfer"**.

Make a Transfer - Pre-confirmation

**Please check the details of your payment/transfer before confirming this transaction:**

**From Account:** Checking: XXXXXX2028  
**Payee:** YAPSINGEK - CHECK (Paid by check)  
**Amount:** SGD 10.00  
**Transfer Date:** April 10, 2008

By clicking the "Make This Transfer button", I/we consent to the transfer and disclosure of information relating to me/us by the Bank to any third party for use in connection with the provision of payment/funds transfer services.

[< Back](#)[Cancel](#)[Make This Transfer >](#)

#### Step 5:

Make a transfer - Confirmation

- Click **"View Record"** to print the transfer details.
- Click **"Make Another Transfer"** to transfer funds to another account.

Make a Transfer -Confirmation

**The following transfer has been made:**

**From Account:** Checking: XXXXXX2028  
**New Balances:** SGD 4,999.95 on deposit  
SGD 4,999.95 available now  
**To:** YAPSINGEK - CHECK  
**Amount:** SGD 10.00  
**Transfer Date:** April 10, 2008

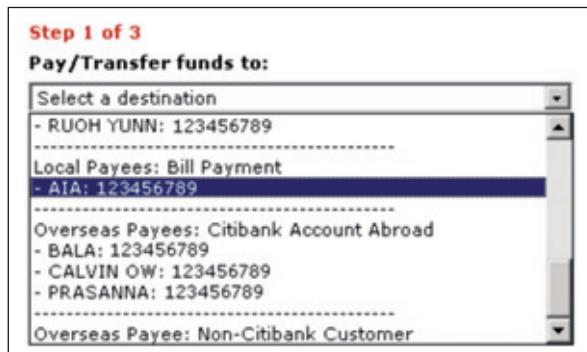
**Confirmation Number:** 810084286284

[Make Another Transfer](#)[View Record](#)

# Transfer Funds to Another Organisation

## Step 1:

**Pay/Transfer funds to:** Select **"Local Payees: Bill Payment"** and the organisation you would like to transfer to:



**Step 1 of 3**

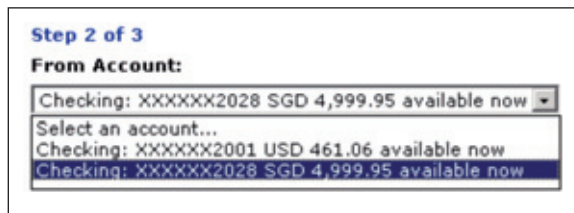
**Pay/Transfer funds to:**

Select a destination

- RUOH YUNN: 123456789
- 
- Local Payees: Bill Payment
  - AIA: 123456789
  -
- Overseas Payees: Citibank Account Abroad
  - BALA: 123456789
  - CALVIN OW: 123456789
  - PRASANNA: 123456789
  -
- Overseas Payee: Non-Citibank Customer

## Step 2:

**From Account:** Select **"My Own Citibank Accounts"** and the account you would like to debit the amount from:



**Step 2 of 3**

**From Account:**

Checking: XXXXXX2028 SGD 4,999.95 available now

Select an account...

Checking: XXXXXX2001 USD 461.06 available now

Checking: XXXXXX2028 SGD 4,999.95 available now

### Step 3:

Fill up the Transaction Details:

- Enter the amount to transfer.
- Select **"Today"** under **"Date"** to transfer funds.
- Enter in a message.
- Click **"Next"**.

To set up a future dated transfer:

- Select **"Future Date"** and enter the date of transfer using the pop-up calendar.

To set this up as a recurring transfer or standing order:

- Click **"Set Schedule"**.
- Select the **"First Transfer Date"**, **"Transfer Frequency"** and **"Repeat"** till desired date.
- Click **"Next"**.

The screenshot shows a web form titled "Step 3 of 3" for setting up a transaction. The form includes the following fields and options:

- Amount:** SGD 140
- First Transfer Date:** 03/27/2008 (mm/dd/yyyy format with a calendar icon)
- Transfer Frequency:** Weekly (dropdown menu)
- Repeat:** ☒ Until 03/28/2008 (mm/dd/yyyy format with a calendar icon) and ☐ Until cancelled
- Make this a one-time transfer?** [Set date](#)
- Message:** (empty text box)
- Buttons:** "Cancel" (blue) and "Next >" (green)

#### Step 4:

Make a Transfer - Recap/Approval

- Check the transfer details.
- To confirm the transfer, click **"Make This Transfer"**.

Make a Transfer - Pre-confirmation

**Please check the details of your payment/transfer before confirming this transaction:**

**From Account:** Checking: XXXXXX2028  
**Payee:** YAPSINGEK - CHECK (Paid by check)  
**Amount:** SGD 10.00  
**Transfer Date:** April 10, 2008

By clicking the "Make This Transfer button", I/we consent to the transfer and disclosure of information relating to me/us by the Bank to any third party for use in connection with the provision of payment/funds transfer services.

[< Back](#) [Cancel](#) [Make This Transfer >](#)

#### Step 5:

Make a Transfer - Confirmation

A confirmation page will be displayed.

- Click **"View Record"** to print the transfer details.
- Click **"Make Another Transfer"** to transfer funds to another account.

Make a Transfer - Confirmation

**The following transfer has been made:**

**From Account:** Checking: XXXXXX2028  
**New Balances:** SGD 4,999.95 on deposit  
SGD 4,999.95 available now  
**To:** YAPSINGEK - CHECK  
**Amount:** SGD 10.00  
**Transfer Date:** April 10, 2008

**Confirmation Number:** 810084286284

[Make Another Transfer](#) [View Record](#)

# Transfer Funds to Another Citibank Account Abroad

## Step 1:

**Pay/Transfer funds to:** Select **"Overseas Payees: Citibank Account Abroad"** and the Payee you would like to transfer to.

Step 1 of 3  
Pay/Transfer funds to:

Payee

ORCHES COUNTRY CLUB: 75453248  
NANYANG TECHNOLOGICAL: 113454543  
MOBILE ONE LIMITED: MOBILE BALA 885  
ML: 11345457

Overseas Payees: Citibank Account Abroad

POLAND 015: 0814664015  
POLAND 4015011990: 4015011990

## Step 2:

**From Account:** Select **"My Own Citibank Accounts"** and the account you would like to debit the amount from:

Step 2 of 3  
From Account:

Select an account...

Select an account...

My Own Citibank Accounts

Checking: XXXXXX9011 SGD 0.00 available now  
Checking: XXXXXX9038 SGD 1,306.28 available now  
Checking: XXXXXX9003 SGD 5,448.58 available now



### Step 3:

Fill up the Transaction Details:

- Enter the amount to transfer.
- Sender's Name, Message and Purpose of Transfer.
- Click **"Next"**


*\* Important Note: CGT transactions are executed at a cost of SGD\$10. All CGT transactions should exceed SGD\$110.*

**Step 3 of 3**

**Payee Data:** **Destination:** Poland, Citibank, S.A.  
**To Account:** 0814664015

**Amount:** ☒ Amount To Be Taken From: Checking(SGD)   
☐ Amount To Be Paid To The Payee (PLN)

**Microsoft Internet Explorer** [X]

 The minimum amount you can transfer is SGD 110.00. Please re-enter the amount.  
Please try again.

#### Step 4:

Make a Transfer - Recap/Approval

- Check the transfer details and currency exchange rate that will be applied for the transaction.
- To confirm the transfer, click **“Make This Transfer”**.

*\* Important Note: For transactions involving foreign exchange, Citibank standard foreign exchange rates will apply.*

Citibank Global Transfer - Pre-confirmation

The following transfer will be made:

From Account: Checking: XXXXXX9054

Payee: POLAND 015

Destination: Poland, Citibank, S.A.

To Account: 0814644015

Amount: SGD 200.00

Sender Name: Eunice

Purpose of Transfer: Gift (0091)

Please review the following additional information about your transfer:

Deduct From: Checking

Amount: SGD 200.00

Less Fee: SGD 10.00

Remaining Amount: SGD 190.00

Exchange Rate: PLN 1 to SGD 0.5236109

Pay To: POLAND 015

Amount: PLN 362.87

By clicking the "Make This Transfer" button, you are confirming the information relating to me/us by the provision of payments/funds transfer.

Back

Cancel

Please review the following additional information about your transfer:

Deduct From: Checking

Amount: SGD 200.00

Less Fee: SGD 10.00

Remaining Amount: SGD 190.00

Exchange Rate: PLN 1 to SGD 0.5236109

Pay To: POLAND 015

Amount: PLN 362.87

#### Step 5:

Make a Transfer - Confirmation

A confirmation page will be displayed.

- Click **“View Record”** to print the transfer details.
- Click **“Make Another Transfer”** to transfer funds to another account.

# Transfer funds to a non-Citibank account in another country or transfer funds in foreign currency to an account in Singapore

## Step 1:

**Pay/Transfer funds to:** Select “**Overseas Payees: Telegraphic Transfers**” and the Payee you would like to transfer to:

**Step 1 of 3**  
**Pay/Transfer funds to:**

- MOS: 1001000001
- TRESSY: 2222222
- YSG - FCY: 1234567890

.....

Overseas Payees: Citibank Account Abroad

- CGT AUST: 0470185570
- CGT-VIETNAM: 1000001437
- CGTINS: 0500201029
- CGTVIET: 1000001071
- HK CGT PAYEE: 19300565
- IDN USD: 0010896993
- INDIA CHENNAI: 5083738447
- MAXAUS-N: 470219825

.....

Overseas Payees: Telegraphic Transfers

- MOS: 1001000001
- ASDFASDF: 1234567890
- CVXVDZ: 1111111111

## Step 2:

**From Account:** Select the account you would like to debit the amount from:

**Step 2 of 3**  
**From Account:**

Select an account...

Select an account...

- Checking: xxxxxx9163 JPY 23,027,757 available now
- Checking: xxxxxx5818 JPY 0 available now
- Checking: xxxxxx5796 JPY 0 available now
- Checking: xxxxxx3788 JPY 9,900 available now
- Checking: xxxxxx3169 SGD 10,496,303.54 available now
- Cash Trading: xxxxxx5826 USD 10,984.96 available for trading
- Checking: xxxxxx3193 USD 20,610,108.93 available now
- Checking: xxxxxx0744 SGD 2,840.12 available now
- Checking: xxxxxx6652 SGD 10,989,377.01 available now
- Checking: xxxxxx3177 SGD 31,757,306.64 available now

### Step 3:

Fill up the Transaction Details:

- **Payment Details:** (optional)
- Select the **"Currency"** and **"Amount"** to be sent, and **"Debit Charges To"**
- Enter the **FX Contract Reference #** (if applicable)
- Click **"Next"**

**Step 1 of 3**  
**Pay/Transfer funds to:**  

- SWIFT TEST: 948767693

[Add a Payee](#)

**Step 2 of 3**  
**From Account:**  

Checking: xxxxxx7382 USD 446.40 available now

Help text. [Help](#)

**Step 3 of 3**  

**Payee Type:** Telegraphic Transfer  
**Payee Nickname:** SWIFT TEST  
**Payee Name:** SWIFT TEST  
**Destination:** UNITED KINGDOM  
**To Account:** 948767693  
**Bank Name:** BARCLAYS BK LONDON  
**Global Bank Code:** BARCGB22  
**Routing Method:** SWIFT

**Payment Details:** (limited to 70 chars)  

SWIFT TEST

**Currency:** Danish Krone  
**Amount:** 10.05

**FX Contract Reference #:**

**Debit Charges To:** Your Account



**Step 4:**

Make a Transfer- Recap/Approval

- Check the transfer details, charges and foreign exchange rate that will be applied for the transaction.
- To confirm the transfer, click **“Make This Transfer”**

*\*Important Note: For the transactions involving foreign exchange, Citibank standard foreign exchange rates will apply.*

Payee Type: Telegraphic Transfer

Payee Nickname: SWIFT TEST

Payee Name: SWIFT TEST

From Account: Checking: xxxxxx7382

Destination: UNITED KINGDOM

To Account: 948767693

Bank Name: BARCLAYS BK LONDON

Global Bank Code: BARCGB22

Routing Method: SWIFT

Correspondent Bank: PRIVATGOP

Currency: Danish Krone

Amount: 10.05

Payment Details: SWIFT TEST  
(limited to 70 chars)

Debit Charges To: Your Account

Please review the following additional information about your transfer:

Pay To: SWIFT TEST

Amount: DKK 10.05

Exchange Rate: USD 1 to DKK 5.88088

Plus Fee Total: SGD 40.00

Deduct From: Checking: xxxxxx7382

Amount: USD 30.33

**Step 5:**

Make a Transfer- Confirmation

A confirmation page will be displayed.

- Click **“View Record”** to print the transfer details.
- Click **“Make Another Transfer”** to transfer funds to another account.

Telegraphic Transfer - Confirmation

Your request will be processed in 3 business days.

Please note in some instances we will call to confirm your instructions prior to processing the request. In case of a query, please call our 24-hour Corporate ClientPhone Banking at (855) 8238 8833 and give the number: H9KPD052140000340

Make Another Transfer

View Record

# Transfer Funds from your other bank accounts into your Commercial Bank Account

## Step 1:

**Pay/Transfer funds to:** Select **"My Citibank Account"** and the SGD account you would like to transfer to:



**Step 1 of 3**

**Pay/Transfer funds to:**

Select a destination

Select a destination

My Citibank Account

- Checking: XXXXXX2001 USD 461.06 available now
- Checking: XXXXXX2028 SGD 4,989.95 available now

Local Payees: Other Citibank Account

- AFINE-DINE-SG: 123456789
- YAP SIN GEK: 123456789

Local Payees: -Payment by Check

## Step 2:

**From Account:** Select **"Other Bank Accounts"** and the account you would like to debit the amount from:



**Step 2 of 3**

**From Account:**

Select an account...

My Own Citibank Accounts

Checking: XXXXXX2001 USD 461.06 available now

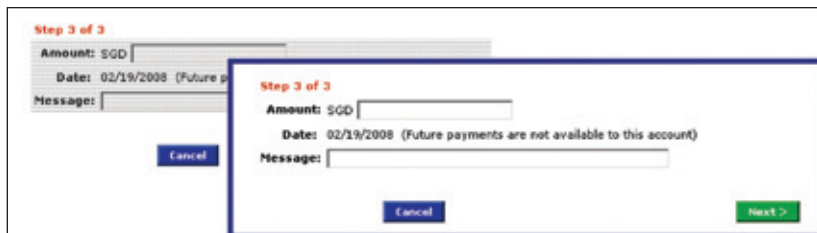
Other Bank Account

YAP SIN GEK 123456789 POST OFFICE SAVINGS BANK

### Step 3:

Fill up the Transaction Details:

- Enter the amount to transfer.
- Enter in a message.
- Click **"Next"**.

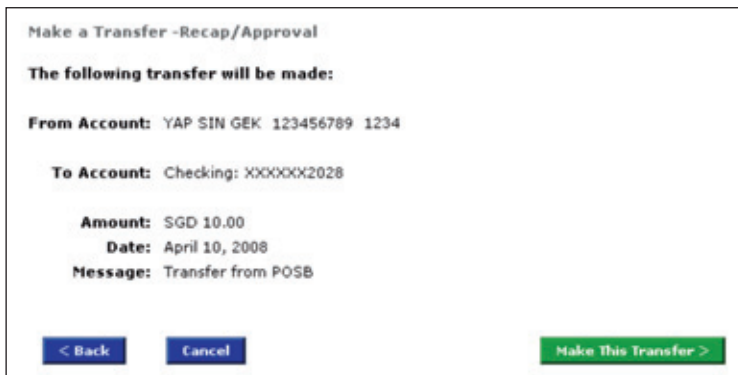


The screenshot shows a web form titled "Step 3 of 3". It contains three input fields: "Amount: SGD" with a text box, "Date: 02/19/2008 (Future payments are not available to this account)" with a text box, and "Message:" with a text box. Below these fields are two buttons: a blue "Cancel" button and a green "Next >" button.

### Step 4:

Make a Transfer - Recap/Approval

- Check the transfer details.
- To confirm the transfer, Click **"Make This Transfer"**.



The screenshot shows a web form titled "Make a Transfer -Recap/Approval". It displays the following information:

- The following transfer will be made:**
- From Account:** YAP SIN GEK 123456789 1234
- To Account:** Checking: XXXXXX2028
- Amount:** SGD 10.00
- Date:** April 10, 2008
- Message:** Transfer from POSB

At the bottom, there are three buttons: a blue "< Back" button, a blue "Cancel" button, and a green "Make This Transfer >" button.

### Step 5:

Make a Transfer - Confirmation

A confirmation page will be displayed.

- Click **"View Record"** to print the transfer details.
- Click **"Make Another Transfer"** to transfer funds to another account.

Make a Transfer -Confirmation

**The following transfer has been made:**

**From Account:** YAP SIN GEK 123456789 1234

**To Account:** Checking: XXXXXX2028

**Amount:** SGD 10.00

**Confirmation Number:** 810084782992

[Make Another Transfer](#)[View Record](#)



# Bulk Payments



Bulk Payments give you the ability to designate up to 15 payees to perform transactions.

## Payee Selection

### Step 1:

Express payments - Payee Selection

- Select **"Payment and Transfers"** from the top menu bar.
- Select **"Bulk Payments"** and **"Express Payments"**.

### Step 2:

Express Payments - Payee Selection

- Check the designated payees.
- Click **"Next"**.

The screenshot shows the Citi Express Payments - Payee Selection page. At the top, there is a navigation bar with links: MY HOME, ACCOUNT INFO, PAYMENTS & TRANSFERS (highlighted), FX RATES, and SERVICES. Below this is a sub-navigation bar with links: Payments & Transfers, Bulk Payments (highlighted), Future Payments, Future Transfers, Payee List, Add Payee, Transaction summary, and Other Bank Setup. The main heading is "Express Payments - Payee Selection". Below the heading, it says "Please select up to 15 payees." and lists four payees with checkboxes:

- ☒ YAPSINGEK-POSB: 123456789
- ☒ NOEL LIU - POSB: 123456789
- ☐ YAPSINGEK - CHECK
- ☐ EUNICE ONG
- ☐ YAP SIN GEK - CHECK

Step 3:

Express Payments - Input

- Select the Account to debit from the drop-down list.
- Enter the amount to transfer and **"Date"** of transfer.
- Click **"Next"**.

Express Payments - Input

Please enter the payment information below. To skip a payment, leave the Amount blank.

As a reminder, it is best to schedule your electronic payments 2 business days before their due dates, and other payments 5 to 7 days before their due dates.

MEPS and Standing Instruction cannot be effected in Express Payments.

**From Account:**  
Checking: XXXXXX2028 SGD 350.69 available now ▾

Payment Method	Amount	Date (mm/dd/yyyy)
YAPSINGEK-POSB: 123456789		
Paid electronically SGD	<input type="text" value="10"/>	<input type="text" value="03/18/2008"/> ▾
NOEL LIU - POSB: 123456789		
Paid electronically SGD	<input type="text" value="10"/>	<input type="text" value="03/25/2008"/> ▾
Total = SGD		<input type="text" value="20.00"/>

< Back

Cancel

Next >

Step 4:

Express Payments - Recap/Approval

- Check the transfer details.
- To confirm the transaction, click **"Set Up These Payments"**.

Express Payments - Recap/Approval

The following payments from Checking: XXXXXX9054 SGD 11,585.28 available now:

Payment Method	Amount	Date
BALA: 1234567		
Paid electronically	SGD 10.00	02/21/2008
EUNICE ONG: 12345678910		
Paid electronically	SGD 20.00	02/21/2008

Total immediate payments: SGD 0.00  
Total future payments: SGD 30.00  
Total all payments: SGD 30.00

< Back

Cancel

Set Up These Payments



### Step 5:

Express Payments -Confirmation

A confirmation page will be displayed.

- Click **"View Record"** to print the transfer details.
- Click **"Make More Express Payments"** to set up more payments.

# Future Payments


**Future Payments** enables you to view all Future Payments (GIRO, E-Checks, and Bill Payments) that have been set up.

**Step 1:**

Future Payments - Payment List

- Select **“Future Payments”**.

Future Payments - Payment List



Here are your future payments. Please click to see details.

↗ Date	↗ Payee Nickname	↗ Transfer Method	↗ Amount	↗ Frequency
04/15/2008	<a href="#">PAN ASIA LOGISTICS</a>	Check	SGD 45.00	Weekly
04/15/2008	<a href="#">SINGAPORE POLY</a>	Check	SGD 35.00	Weekly

**Step 2:**

Future Payments - See Details

- Select the payee nickname to view the payment details.

Future Payments - See Details



Here are the payment details.

From Account: Checking: XXXXXX2009

Payee: PAN ASIA LOGISTICS (Paid by check)

Amount: SGD 45.00

Next Payment Date: 04/15/2008

Payment Frequency: Weekly until cancelled

Message:

Confirmation Number: 4

[← Back](#)

[Change This Future Payment](#)

[Delete This Future Payment](#)

### Step 3:

#### Change a Future Payment

- To amend the future payment, click **"Change This Future Payment"**.
- After amending the details, click **"Next"**.
- Click **"Change This Transfer"** to confirm the transaction.

Change a Future Payment

Please make the changes you want.

**From Account:** Checking: XXXXXX2009  
**Payee:** PAN ASIA LOGISTICS (Paid by check)  
**Amount:** SGD 45.00  
**Next Payment Date:** 10/18/2007 mm/dd/yyyy  
**Payment Frequency:** Weekly  
**Repeat:** ☐ Until mm/dd/yyyy ☒ Until cancelled  
**Message:**

[< Back](#) [Other Future Payments](#) [Next >](#)

Change a Future Payment - Pre-confirmation

**This following payment will be changed:**


**From Account:** Checking: XXXXXX2009  
**Payee:** PAN ASIA LOGISTICS (Paid by check)  
**Amount:** SGD 45.00  
**Next Payment Date:** October 18, 2007  
**Payment Frequency:** Weekly until cancelled  
**Message:**

[< Back](#) [Other Future Payments](#) [Change This Transfer >](#)

To delete a Future Payment,

- Select **"Delete This Future Payment"**.
- Click **"Delete"**.

Future Payments - See Details

 [Printer friendly](#)

Here are the payment details.

**From Account:** Checking: XXXXXX2009  
**Payee:** PAN ASIA LOGISTICS (Paid by check)  
**Amount:** SGD 45.00  
**Next Payment Date:** 04/15/2008  
**Payment Frequency:** Weekly until cancelled  
**Message:**  
**Confirmation Number:** 4

[< Back](#)[Change This Future Payment](#)[Delete This Future Payment](#)

Delete Future Payment - Pre-confirmation

**The following payment will be deleted:**

**From Account:** Checking: XXXXXX2009  
**Payee:** PAN ASIA LOGISTICS (Paid by check)  
**Amount:** SGD 45.00  
**Next Payment Date:** 04/15/2008  
**Payment Frequency:** Weekly until cancelled  
**Message:**  
**Confirmation Number:** 4

[< Back](#)[Other Future Payments](#)

# Future Transfers



**Future Transfers** enables you to view all Future Transfers (Internal Funds Transfer and Other Citibank Accounts) that have been set up.

## Step 1:

Future Transfers - Transfer List

- Select **"Future Transfers"** - The transfer lists will be displayed.

Future Transfers -Transfer List				
Here are your future transfers. Please click to see details.				
^Date	>To Account	>From Account	>Amount	>Frequency
10/03/2008	<a href="#">Checking: XXXXXX9038</a>	Checking: XXXXXX9011	SGD 100.00	Weekly
10/03/2008	<a href="#">Checking: XXXXXX9038</a>	Checking: XXXXXX9054	SGD 67.00	Weekly
10/03/2008	<a href="#">Checking: XXXXXX9054</a>	Checking: XXXXXX9011	SGD 100.00	Weekly
10/03/2008	<a href="#">Checking: XXXXXX9054</a>	Checking: XXXXXX9011	SGD 10.00	Weekly
10/07/2008	<a href="#">Checking: XXXXXX9038</a>	Checking: XXXXXX9003	SGD 12.00	Every other week

## Step 2:

Future Transfers - See Details

- Select the checking account number to view the payment details.

Future Transfers -See Details	
Here are the transfer details.	
<b>From Account:</b>	Checking: XXXXXX9011
<b>To Account:</b>	Checking: XXXXXX9038
<b>Amount:</b>	SGD 100.00
<b>Next Transfer Date:</b>	10/03/2008
<b>Transfer Frequency:</b>	Weekly until cancelled
<div><div>&lt; Back</div><div>Edit Recurring Transfer</div><div>Delete Recurring Transfer</div></div>	

### Step 3:

#### Change a Future Transfer - Change Information

- To amend the future transfer, click **"Edit Recurring Transfer"**.
- After amending the details, click **"Next"**.
- Click **"Change This Transfer"** to confirm the transaction.

**Change Future Transfer -Change Information**  
Please make the changes you want.  
**From Account:** Checking: XXXXXX9011  
**To Account:** Checking: XXXXXX9038  
**Amount:** SGD   
**Next Transfer Date:**  mm/dd/yyyy   
**Transfer Frequency:**   
**Repeat:** ☐ Until  mm/dd/yyyy   
☒ Until cancelled  
**Message:**

**Change Future Transfer -Recap/Approval**  
**The following transfer will be changed:**  
**From Account:** Checking: XXXXXX9011  
**To Account:** Checking: XXXXXX9038  
**Amount:** SGD 100.00  
**Next Transfer Date:** October 3, 2008  
**Transfer Frequency:** Every other week until cancelled



Delete a Future Transfer,

- Select **"Delete Recurring Transfer"** .
- Click **"Delete"**.

Future Transfers -See Details

Here are the transfer details.

**From Account:** Checking: XXXXXX9054

**To Account:** Checking: XXXXXX9038

**Amount:** SGD 67.00

**Next Transfer Date:** 10/03/2008

**Transfer Frequency:** Weekly until cancelled

[< Back](#)

[Edit Recurring Transfer](#)

[Delete Recurring Transfer](#)

# Transaction Summary

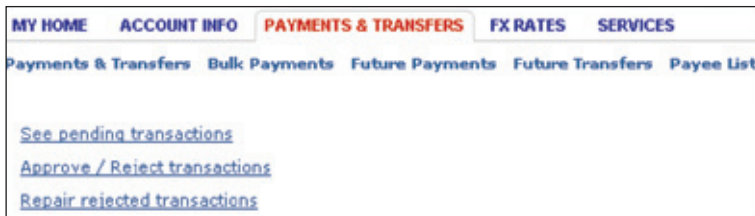
**Transaction Summary** enables you to see pending transactions, approve/reject transactions and repair-rejected transactions that have been executed on your company accounts.

## See Pending Transactions

### Step 1:

See Transaction in Process - See Details

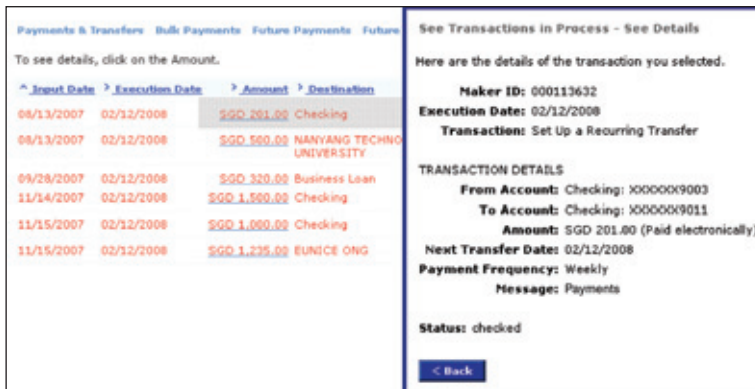
- To view transaction summary, select **"Payments & Transfers"** on top menu bar.
- Click **"Transaction Summary"** and **"See Pending Transactions"**.



### Step 2:

See Transaction in Process - See Details

- All pending transactions will be displayed.
- For details on a transaction, click on the transaction amount and the details of the transaction will be displayed.





## Approve/Reject Pending Transactions

### Step 1:

#### Approve Pending Transactions

- To view transaction summary, select **"Payments & Transfers"**.
- Click **"Transaction Summary"** and **"Approve/Reject Transactions"**.
- Transactions that are to be approved/rejected will be displayed.

*\* Important Note: Transactions that appear on this screen are dependent on the access rights and profiles of the user, as defined in the CitiBusiness Online Authorisation Form – Authorised User form.*

Approve Pending Transactions

Select those transactions you would like to Authorize or Reject. Transactions that are not selected are ignored.  
To see details, click on the Amount. To deselect the Authorize or Reject button, click on it.

Transactions involving foreign exchange can only be authorized from the transaction details screen.

Authorize/Reject	Input Date	Execution Date	Amount	Destination	Destination Acct.	Status
<input type="radio"/> R	11/20/2007	11/20/2007	<a href="#">SGD 30.00</a>	YAP SIN GEK	038386387	pending
<input type="radio"/> A <input type="radio"/> R	11/22/2007	11/22/2007	<a href="#">SGD 30.00</a>	YAP SIN GEK	038386387	checked
<input type="radio"/> A <input type="radio"/> R	11/22/2007	11/22/2007	<a href="#">SGD 21.00</a>	YAP SIN GEK	038386387	pending

Refresh Transaction List

Process Selected Transactions>

*\* Important Notes:*

*"Status" definition:*

*Pending: Transactions that require your authorisation.*

*Checked: Transactions that require a second checker authorisation.*

## Step 2:

### Approve Pending Transactions

- Select those transactions you would like to **"Authorise"** or **"Reject"** using the appropriate radio button (**"A"** - Authorise, **"R"** - Reject) and Click on **"Process Selected Transactions"**.
- To view more details regarding a particular transaction, click on the amount that is underlined to access the **"Transaction Details"** screen.

\* Important Notes:

- a) Transactions that are not selected are ignored.
- b) To deselect the Authorise or Reject button, click on it.
- c) Transactions involving FX can only be authorised from the **"Transaction Details"** screen.
- d) Transactions involving FX will only have the **"Reject"** button displayed. In order to effect a transaction, click on the amount that is underlined to access the **"Transaction Details"** screen.

## Step 3:

### Approve Pending Transactions - Transaction Details

- To Authorise a transaction, click **"Authorise it"** and **"Next"**.
- To Reject a transaction, Click **"Reject it"**, Enter **"Reason for Rejection"**.
- Click **"Next"**.
- A confirmation page will be displayed

Approve Pending Transactions

Maker ID: 015005575

Checker ID: 014942804

Execution Date: 01/08/2008

Transaction: Make a Transfer

TRANSACTION DETAILS

From Account: Checking: XXXXXX2001

To Account: Checking: XXXXXX2028

Amount: SGD 40.00

Transfer Date: 01/08/2008

To: Checking

Amount: SGD 40.00

Exchange Rate: USD 1 to SGD 1.422

Equivalent Amount: SGD 40.00

From: Checking

Amount: USD 28.12

What would you like to do with this transaction? To ignore it, click on Back.

☐ Authorize it

☐ Reject it - Reason for Rejection:

## Repair Rejected Transactions

### Step 1:

Repair Rejected Transactions - List Of Rejected Transactions

- Select **"Payments & Transfers"**.
- Click **"Transaction Summary"** and **"Repair Rejected Transaction"**.

### Step 2:

- Click the amount that is underlined to access the **"Transactions Details"** screen.

Repair Rejected Transactions - List of Rejected Transactions						<a href="#">Printer Friendly</a>
To repair a rejected transaction, click on the Amount.						
Input Date	Execution Date	Amount	Destination	Destination Acct.	Reason for Rejection	
08/28/2007	02/29/2008	<u>USD 62.00</u>	Checking	0103602025	Rejection03 28/08	
08/28/2007	02/29/2008	<u>USD 74.00</u>	Current Account USD	0103602033	Rejection05 28/08	
08/28/2007	02/29/2008	<u>USD 83.00</u>	Checking	0103602025	Rejection06 28/08	
<a href="#">Refresh Transaction List</a>						

### Step 3:

- Edit the amount of the transaction by entering the **"Amount"** field.
- Click **"Repair This Transaction"** and **"Process This Transaction"**.

To repair this transaction, please enter the corrected information below and click on Repair This Transaction. Additional authorization may be required to execute this transaction. To delete this transaction, click on Delete This Transaction.

Amount: SGD

Next Payment Date:  mm/dd/yyyy

The following transaction will be repaired.

REPAIRED FIELDS

Amount: SGD 180.00

Next Payment Date: 03/13/2008

# Other Bank Setups

**Other Bank Setups** lets you download the Inbound Funds Transfer (Direct Debit Authorisation) Form. You can also view the Inbound Funds Transfer drawees that have been set up.

## Step 1:

### Other Bank Setups

- Select **"Payments & Transfers"**.
- Click **"Other Bank Setups"**.
- Download the Inbound Funds Transfer form.

**Other Bank Setups**  
  
Below is the list of your other bank accounts that have been set up for Inbound Funds Transfer (IFT).  
  
Please note that your IFT transfer will take up to 3 business days to be effected. To avoid unsuccessful transfers, please ensure that you have sufficient funds in your other bank accounts and your transfer amount is within your other bank's online withdrawal limits.  
  
To setup more bank accounts for IFT:  
- [Click here](#) to download the form. Please complete and mail the form back to us.  
- Your application will take 4 to 6 weeks to be approved, as it is sent to your other bank for processing.  
  
To delete a bank setup:  
- You may delete a bank set up at anytime by clicking on "Delete". If you wish to set it up again, you will need to re-submit the IFT form.

^ Bank Name	> Branch/Branch Code	> Account Name	> Account Number	
ABN	7010-055	ABN AMRO	57656767567	<a href="#">Delete</a>
ALLIED IRISH BANKS PLC	8262-001	Randall Lee	123456	<a href="#">Delete</a>
AMERICAN EXPRESS BANK LTD	7454-001	Randall Lee	002312	<a href="#">Delete</a>


# FX Rates

CitiBusiness Online allows you to view Foreign Exchange rates.  
The rates displayed are indicative only and are subject to change.

## Step 1:

### Foreign Currency Rates

- Select **"FX Rates"** on top menu bar and the rates will be displayed.

MY HOME ACCOUNT INFO PAYMENTS & TRANSFERS <b>FX RATES</b> SERVICES								
Foreign Currency Rates								
Foreign Exchange Rate Inquiry - Rate Display								 <a href="#">Printer Friendly</a>
Singapore Dollar FX Rates (Indicative)								
^ Currency	> Code	Multiple	Telegraphic Transfer		Cash		On Demand	
			Bank Sell	Bank Buy	Bank Sell	Bank Buy	Bank Sell	Bank Buy
Australian Dollar	AUD	1	1.025	0.998	1.046	0.876	1.025	0.973
British Pound	GBP	1	2.686	2.639	2.706	2.526	2.686	2.624
Canadian Dollar	CAD	1	1.172	1.149	0.00	0.00	1.172	1.134
Euro	EUR	1	1.727	1.69	0.00	0.00	1.727	1.678
Japanese Yen	JPY	1	0.01454	0.01426	0.01464	0.01395	0.01454	0.01421
Malaysian Ringgit	MYR	1	0.00	0.00	0.00	0.00	0.00	0.00
New Zealand Dollar	NZD	1	0.885	0.858	0.00	0.00	0.885	0.828
United States Dollar	USD	1	1.80	1.774	1.815	1.715	1.80	1.766

# Services

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CitiBusiness Online Services allow you to conduct various banking activities such as:

- Set up Account Alerts
- Order Checks
- Purchase Bank Drafts
- Change ATM PIN
- Order Paper Statements
- Access Forms
- View Your Access Profiles



# Account Alerts




Account Alerts allows your company to receive SMS or email alerts on your transactions.

## Step 1:

### Account Alerts

- To set up Account Alerts, select **“Services”** on the top menu bar.
- Click **“Account Services”** and **“Account Alerts”**



**Citi Alerts**  
Get your bank and card account information whenever you want it.

**My Personal Contact Details**  
Preferred Email Address: [SEN-SEN-VAP@CITI.COM](mailto:SEN-SEN-VAP@CITI.COM)  
Mobile Number:  
  
To update your contact details for Citi Alerts enrollment, please contact your Corporate Relationship Managers.  
[Edit Alerts](#)

**My Citi Alerts Profile**  
Click on "Edit Alerts" below to edit your Citi Alerts profile.

Account Specific Alerts	Type	Frequency
Any Amount Cash	Email	Always
Please input the amount to replace the alert : 400	Email	Always
Any Amount Credit	Email	Always
Please input the amount to replace the alert : \$50.00	Email	Always
Account(s) went Overdraft	Email	Always

[Edit Alerts](#)

## Step 2:

### My Personal Contact Details Profile:

- To update your company's email address or mobile number, please download the **“Change of Contact Details”** form under **“Services”** and **“Application Centre”**

### Step 3:

#### Account Alerts

- Click **"Edit Alerts"**
- Select the alerts you would like to subscribe to, type and define the frequency in the drop-down list.
- Click **"Confirm"**.

My Account Alerts Profile

Select from our suite of alerts and choose your preferred notification method and frequency. Click 'Confirm' when you are done to view your confirmed Account Alerts Profile.  
If you wish to learn more about each type of Alert, click [here](#)

Account Specific Alerts	Type	Frequency
<input checked="" type="checkbox"/> Any Amount Debit Please input the amount to receive the alert : <input type="text" value="All"/>	<input checked="" type="checkbox"/> Email <input type="checkbox"/> SMS	<input type="text" value="Always"/> <input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/> Any Amount Credit Please input the amount to receive the alert : <input type="text" value="500.00"/>	<input checked="" type="checkbox"/> Email <input type="checkbox"/> SMS	<input type="text" value="Always"/> <input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/> Account(s) is/are Overdrawn	<input checked="" type="checkbox"/> Email <input type="checkbox"/> SMS	<input type="text" value="Always"/> <input checked="" type="checkbox"/> No

Back

Confirm

# Order Checks

## Step 1:

### Order Checks

- Select **"Services"** on top menu bar.
- Click **"Account Services"** and **"Order Checks"**.

Order Checks

Please select an account for ordering checks.

**Account:**

Microsoft Internet Explorer

?

The following order for new checks will be placed. Click "OK" to proceed.

OK Cancel

Next >

Order Checks Confirmation

**Your order for new checks has been placed.**

View Record

# Purchase Bank Draft

## Step 1:

Purchase a Bank Draft

- Select **“Services”** on the top menu bar.
- Click **“Account Services”** and **“Purchase a Bank Draft”**.

## Step 2:

Purchase a Bank Draft - Draft details

Fill in the draft details.

- Select the account you would like to debit from.
- **“Payee Name”**, **“Currency”** and **“Amount”** of Bank Draft.
- Designate the mailing address and it will be sent to the specified address. Alternatively, you can choose to collect the draft the next day from a Citibank branch of your choice.

Purchase A Bank Draft

Draft details

Please provide the details of your account

From Account: 

Checking: 1000009054 SGD 7,764.28 available now

Payee Name: 

Andre Uber

Currency: 

AUD

Amount: 

310

Collection Details

Draft to be registered mailed to / collected from

Mail Draft To:

Collect Draft From:

Bishan

Contact Details

Please provide contact details in case there is a query and we need to speak with you:

Name: 

Kieran Heng

Telephone Number: 

0303

 (Specify country code/area code)

Time Available: 

14:30

 (HH:MM)

Please Note :  
If you are designating a 3rd party to collect the draft on your behalf, please provide him/her with an original letter of authorization stating the details of the bank draft including (i) your company name, (ii) company account no., (iii) payee name, (iv) currency and (v) amount and the letter must be duly signed (as per Citibank's record).

Cancel

Next >



### Step 3:

Purchase a Bank Draft

- Key in your contact details so that we can contact you if necessary.
- Click **"Next"** to view the details of your transaction.
- Click **"Confirm"** and the bank draft will be prepared.

Purchase A Bank Draft - Preconfirmation:

**Please check the details of this draft and confirm the transaction.**

**From Account:** Checking: XXXXXX2028 SGD 4,989.95 available now

**Payee Name:** Andre Uber

**Currency:** AUD

**Amount:** 310

**Collect Draft From:** Bishan

**Contact details in case of a query:**

**Name:\*** Kieran Heng

**Telephone Number:\*** 0303

**Time Available:\*** 14:40

[< Back](#)[Cancel](#)[Confirm](#)

# Change ATM PIN

## Step 1:

Change PIN - Input

- Select **"Services"** on the top menu bar.
- Select **"Change ATM PIN"**.

Change PIN - Input

Please enter the PIN fields below, then use your mouse to enter your PIN into the dynamic PIN Pad that pops up.

Old PIN:

New PIN:

Re-enter New PIN:

Drag bar to move PIN Pad

Screen PIN Pad

Please use your mouse to enter your PIN.

3 8 4 7 5

9 1 0 6 2 Clear

Cancel

Change PIN>

## Step 2:

Change PIN- Input

- Key in your Old PIN followed by New PIN.
- Click **"Change PIN"**.
- Your PIN is now successfully changed.

# Order Paper Statement



## Step 1:

- Select **"Services"** on the top menu bar.
- Select **"Order Paper Statement"**.
- A confirmation page will be displayed.  
Click **"View Record"** to view and print a record for your reference.

Order Paper Statement - Confirmation

**The order for your statement has been placed.**

Please note that for your banking accounts, your paper statement will reflect transactions from your last cycle to date. You will receive your statement by mail within a few days.

[View Record](#)

**For more information, please call our 24-Hour Commercial Bank Hotline at (65) 6238 8833.**

## **Locations**

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### **AMK Hub Branch**

53 Ang Mo Kio Avenue 3  
Ang Mo Kio Hub #03-02/03

### **Bishan Branch**

200 Bishan Road #01-03

### **Capital Square Branch**

23 Church Street #01-01

### **Cuscaden Road Branch**

50 Cuscaden Road #02-02  
HPL House

### **Esplanade Branch**

1 Raffles Link #01-01

### **Great World City Branch**

1 Kim Seng Promenade #01-51

### **Holland Village Branch**

259 Holland Avenue

### **Jurong East Branch**

21 Jurong East St 13 #01-02  
CPF Jurong Building

### **Orchard Road Branch**

40A Orchard Road #01-00

### **Paragon CitiGold Centre**

290 Orchard Road #14-07/09  
Concierge Counter #01-25B

### **Parkway Parade Branch**

80 Marine Parade Road  
#01-11B/C & #01-02

### **Serangoon Gardens Branch**

53 Serangoon Garden Way

### **Tampines Plaza Branch**

Tampines Central 1 #01-01  
(Opposite CPF Tampines Building)

### **VivoCity Branch**

1 HarbourFront Walk  
#01-143 VivoCity

## **INSTANT BANKING CENTRES (Cheque drop only)**

### **Citibank Instant Banking Centre (Bedok)**

Bedok SMRT Station #01-01

### **Citibank Instant Banking Centre (Boon Lay)**

Boon Lay SMRT Station  
#01-15

### **Citibank Instant Banking Centre (Bugis)**

Bugis SMRT Station #B1-02

### **Citibank Instant Banking Centre (City Hall)**

City Hall SMRT Station  
#B1-01

### **Citibank Instant Banking Centre (Changi Business Park)**

No. 3 Changi Business Park  
Crescent #01-00

### **Citibank Instant Banking Centre (Shaw House)**

350 Orchard Road #01-02

### **Citibank Instant Banking Centre (Tampines)**

Tampines SMRT Station  
#01-14

### **Citibank Instant Banking Centre (Tiong Bahru)**

Tiong Bahru SMRT Station  
#B1-01



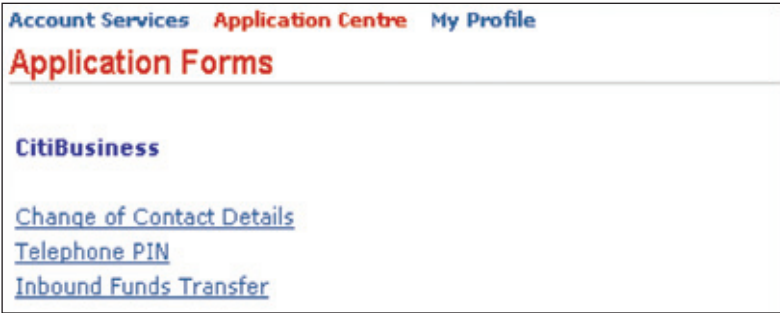
# Application Centre

The Application Centre allows you to access useful forms.

**Step 1:**

To access Application Forms

- Select **“Services”** on the top menu bar.
- Select **“Application Centre”** on the top menu bar.
- Select the forms that you require.




# View User Profile



## Step 1:

- Select **“Services”** on the top menu bar.
- Click **“My Profile”**.
- The user profile of the current user logged in will be displayed.

See User Profile

 [Printer Friendly](#)

Here are your user profile details.

**User Name:** NOEL LIU

**User Card Number:** XXXXXXXXXXXX0038

**User Role:** Maker and Joint Checker

**Transaction Entitlement:** Inquiry (INQ)

- Internal Transfer (INT)
- External Transfer - Local Currency (EXL)
- External Transfer - Foreign Currency (EXF)
- Miscellaneous (MSC)

# Contact Us

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Should you have further queries or feedback on CitiBusiness Online, you can contact our 24-hour Commercial Bank Hotline at (65) 6238 8833, or our website [www.citibank.com.sg/commercial](http://www.citibank.com.sg/commercial)

