



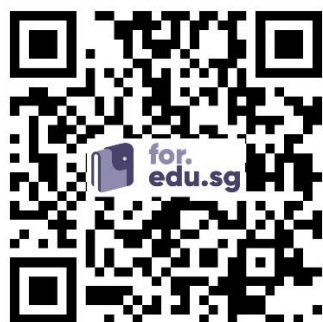
E-GIRO APPLICATION USER GUIDE

Only applicants whose details are in pre-approved list will be eligible to apply for E-GIRO.

Step 1 Access E-GIRO Application Form

Methods to access the E-GIRO application form.

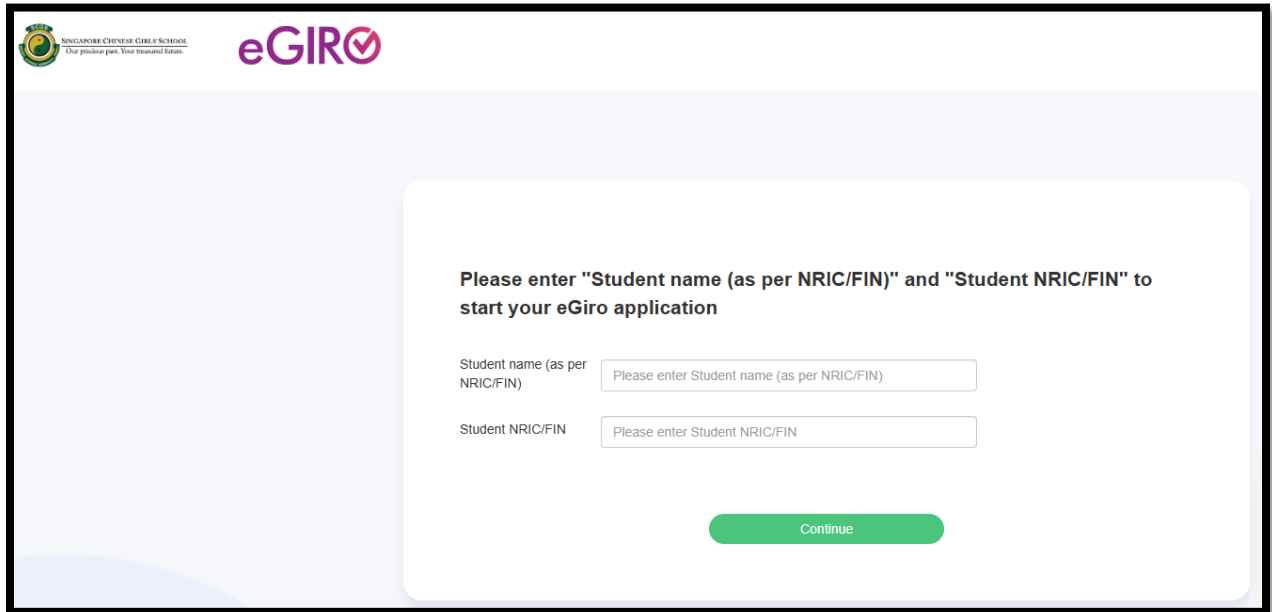
- E-GIRO application link: <https://for.edu.sg/scgssegiro>
- Scan QR Code to visit the E-GIRO application link.



<https://for.edu.sg/scgssegiro>

- Visit the school website to start the E-GIRO application.

Step 2 Enter Student Details

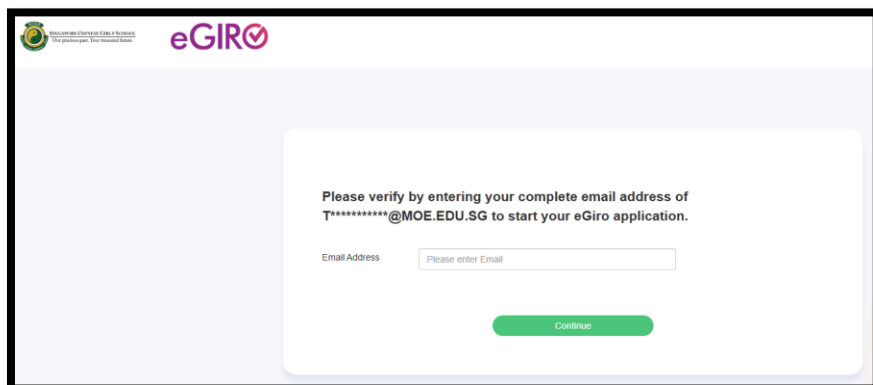


The screenshot shows the eGiro application interface. At the top left is the school logo and the text "SINGAPORE CHINESE GIRLS' SCHOOL Our position past, Your tomorrow future." Next to it is the "eGiro" logo. The main content area has a light blue background. In the center, there is a white rounded rectangle containing the following text: "Please enter 'Student name (as per NRIC/FIN)' and 'Student NRIC/FIN' to start your eGiro application". Below this text are two input fields. The first field is labeled "Student name (as per NRIC/FIN)" and contains the placeholder text "Please enter Student name (as per NRIC/FIN)". The second field is labeled "Student NRIC/FIN" and contains the placeholder text "Please enter Student NRIC/FIN". At the bottom right of the white rectangle is a green rounded button labeled "Continue".

Please enter your child's details as follows:

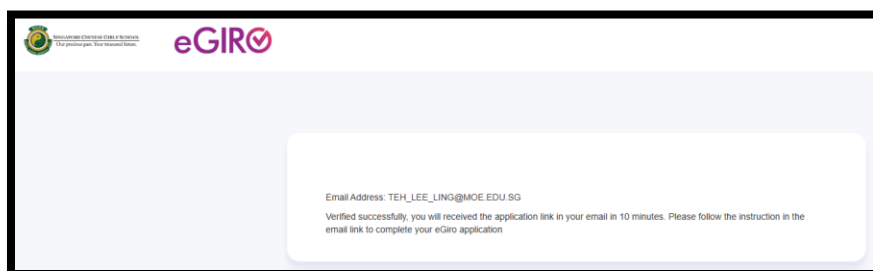
- Full name exactly as it appears on their NRIC/FIN
- NRIC/FIN number

Step 3 Email Verification



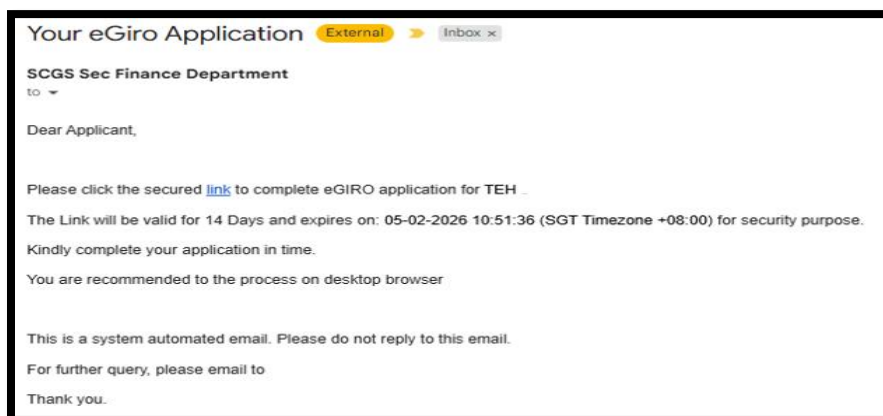
The screenshot shows the eGIRO verification interface. At the top left is the MOE logo and the eGIRO logo. The main text reads: "Please verify by entering your complete email address of T*****@MOE.EDU.SG to start your eGiro application." Below this is a label "Email Address" followed by a text input field containing "Please enter Email". At the bottom center is a green "Continue" button.

a) Fill in the student's primary contact email address that is registered with the school.



The screenshot shows the eGIRO verification success screen. It displays the email address "Email Address: TEH_LEE_LING@MOE.EDU.SG" and a message: "Verified successfully, you will received the application link in your email in 10 minutes. Please follow the instruction in the email link to complete your eGiro application".

b) If verification of the email address is unsuccessful, please contact School if you do not remember what is your child's primary contact email address that is registered with the school.



The screenshot shows an email titled "Your eGiro Application" with a yellow "External" tag and a grey "Inbox x" tag. The sender is "SCGS Sec Finance Department". The content of the email is as follows:

Dear Applicant,

Please click the secured [link](#) to complete eGIRO application for TEH .

The Link will be valid for 14 Days and expires on: 05-02-2026 10:51:36 (SGT Timezone +08:00) for security purpose.

Kindly complete your application in time.

You are recommended to the process on desktop browser

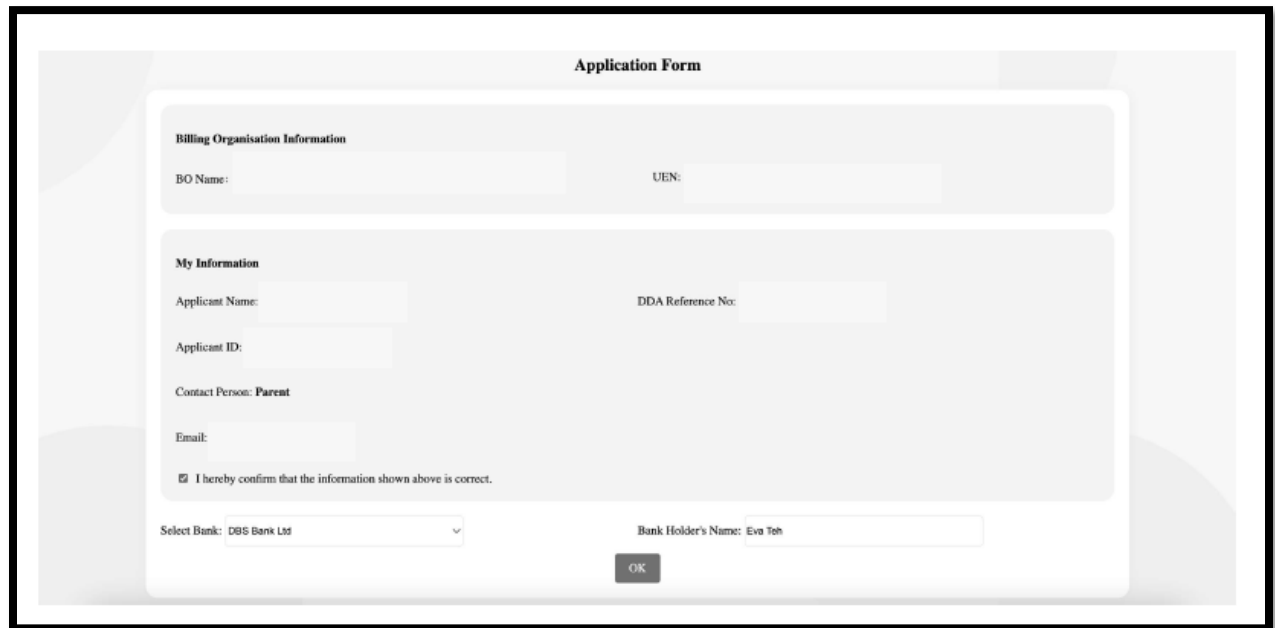
This is a system automated email. Please do not reply to this email.

For further query, please email to

Thank you.

c) Check the registered email inbox for a verification email and click on the verification link provided.

Step 4 Complete the Application Form

A screenshot of a web-based application form titled 'Application Form'. The form is divided into two main sections: 'Billing Organisation Information' and 'My Information'. The 'Billing Organisation Information' section contains fields for 'BO Name:' and 'UEN:'. The 'My Information' section contains fields for 'Applicant Name:', 'DDA Reference No:', 'Applicant ID:', 'Contact Person: Parent', and 'Email:'. Below these fields is a checkbox labeled 'I hereby confirm that the information shown above is correct.' At the bottom of the form, there is a 'Select Bank:' dropdown menu with 'DBS Bank Ltd' selected, and a 'Bank Holder's Name:' text field with 'Eva Teh' entered. An 'OK' button is located at the bottom right of the form.

Once you click the verification link, you will be directed to the application form. Please:

- Verify that the applicant's name (student name) is correct
- Confirm the NRIC/FIN Number and DDA reference (student NRIC/FIN number) are accurate
- Select your preferred bank from the dropdown menu
- Enter the bank account holder's name
- Tick the checkbox "I confirm the above information for my E-GIRO Application"
- Click "OK" to proceed to your bank's secure portal to complete the setup
- Applicants will be redirected to the Bank Portal to complete the E-GIRO Application

Step 5 Complete Application in Bank Portal

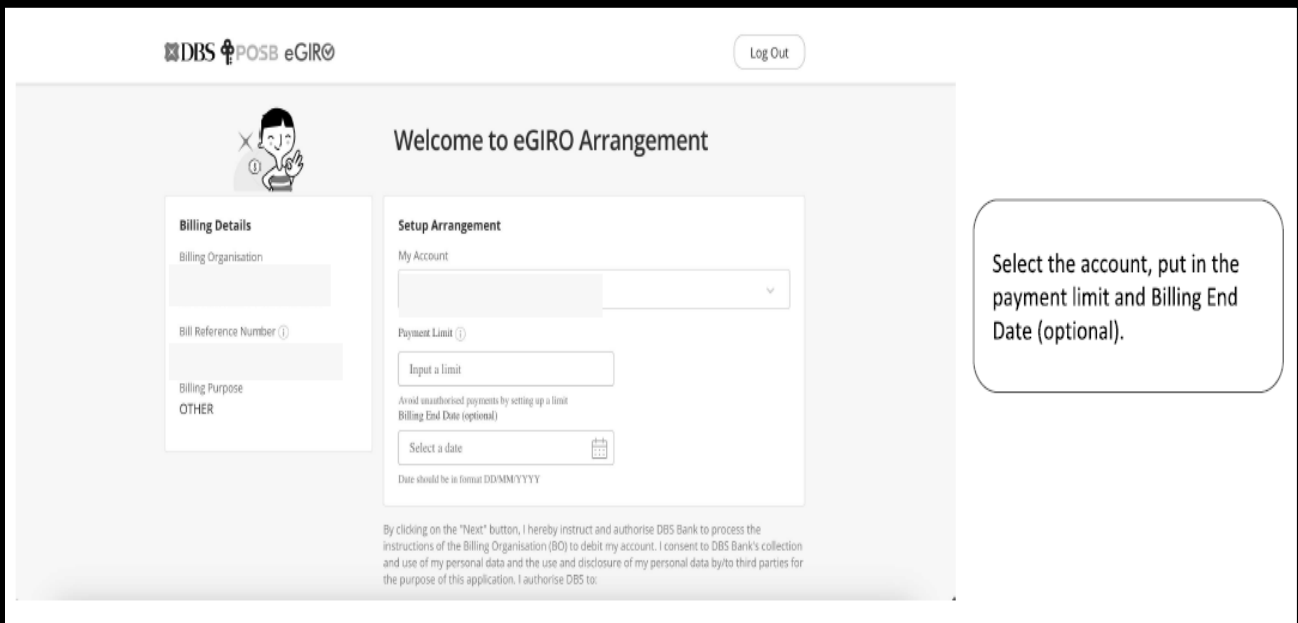
Follow the instructions on your specific bank's portal to complete the E-GIRO setup.

Sample bank portals include:

- DBS Bank
- OCBC Bank
- UOB Bank

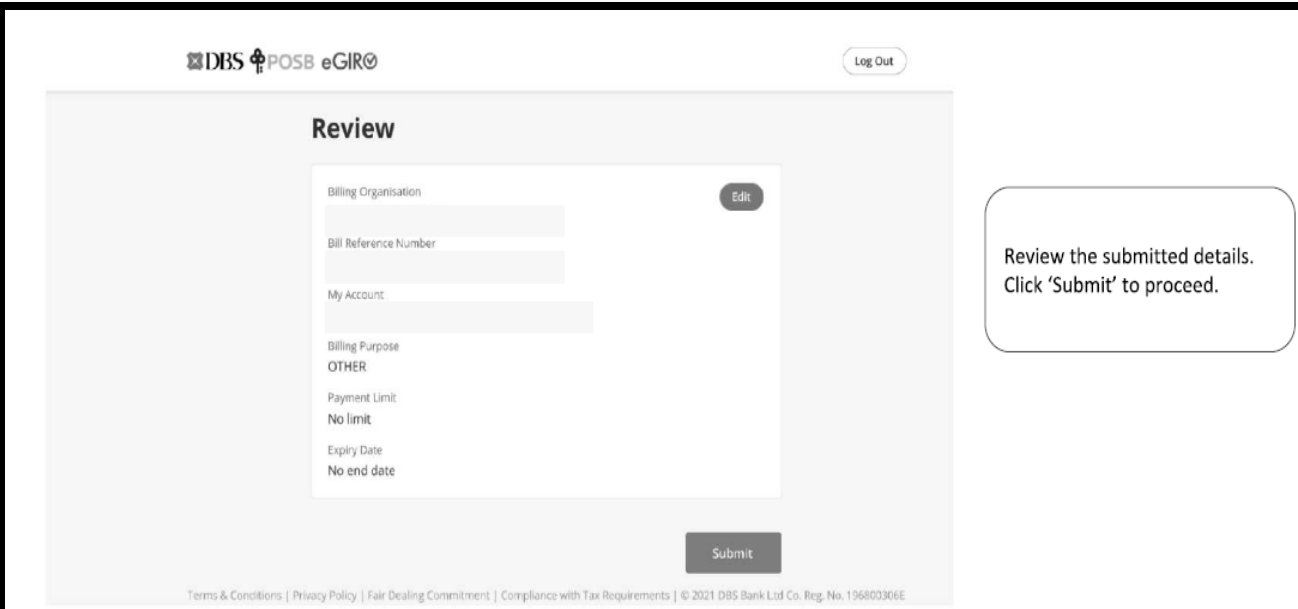
Step 5 Complete Application in Bank Portal - DBS Bank

a)DBS Page 1 of 4



The screenshot shows the 'Welcome to eGIRO Arrangement' page. On the left, under 'Billing Details', there are fields for 'Billing Organisation', 'Bill Reference Number', and 'Billing Purpose' (set to 'OTHER'). On the right, under 'Setup Arrangement', there is a 'My Account' dropdown menu, a 'Payment Limit' input field, and a 'Billing End Date (optional)' date picker. A 'Log Out' button is in the top right corner. A callout box on the right says: 'Select the account, put in the payment limit and Billing End Date (optional)'. At the bottom, there is a consent statement: 'By clicking on the "Next" button, I hereby instruct and authorise DBS Bank to process the instructions of the Billing Organisation (BO) to debit my account. I consent to DBS Bank's collection and use of my personal data and the use and disclosure of my personal data by/to third parties for the purpose of this application. I authorise DBS to:'

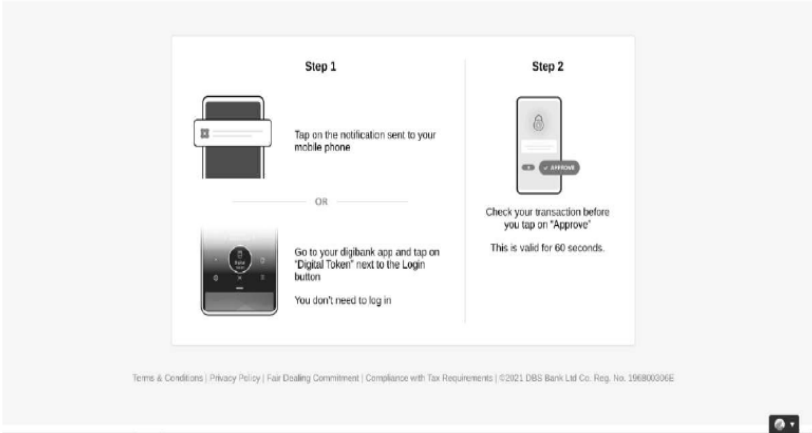
b)DBS Page 2 of 4



The screenshot shows the 'Review' page. It displays a summary of the submitted details: 'Billing Organisation' (with an 'Edit' button), 'Bill Reference Number', 'My Account', 'Billing Purpose' (OTHER), 'Payment Limit' (No limit), and 'Expiry Date' (No end date). A 'Submit' button is at the bottom right. A 'Log Out' button is in the top right corner. A callout box on the right says: 'Review the submitted details. Click "Submit" to proceed.' At the bottom, there is a footer with links: 'Terms & Conditions | Privacy Policy | Fair Dealing Commitment | Compliance with Tax Requirements | © 2021 DBS Bank Ltd Co. Reg. No. 19680306E'.


c)DBS Page 3 of 4

Applicant will be redirected to the Bank's page to complete E-GIRO Application




DBS POSB

Step 1




Tap on the notification sent to your mobile phone

OR



Go to your digibank app and tap on "Digital Token" next to the Login button
You don't need to log in

Step 2



Check your transaction before you tap on "Approve"
This is valid for 60 seconds.

Follow the 2FA instructions to complete your e-GIRO application.

Terms & Conditions | Privacy Policy | Fair Dealing Commitment | Compliance with Tax Requirements | ©2021 DBS Bank Ltd Co. Reg. No. 196800006E

d)DBS Page 4 of 4



DBS POSB eGIRO

Your request has been Submitted

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

Billing organisation transaction reference number:

Log Out

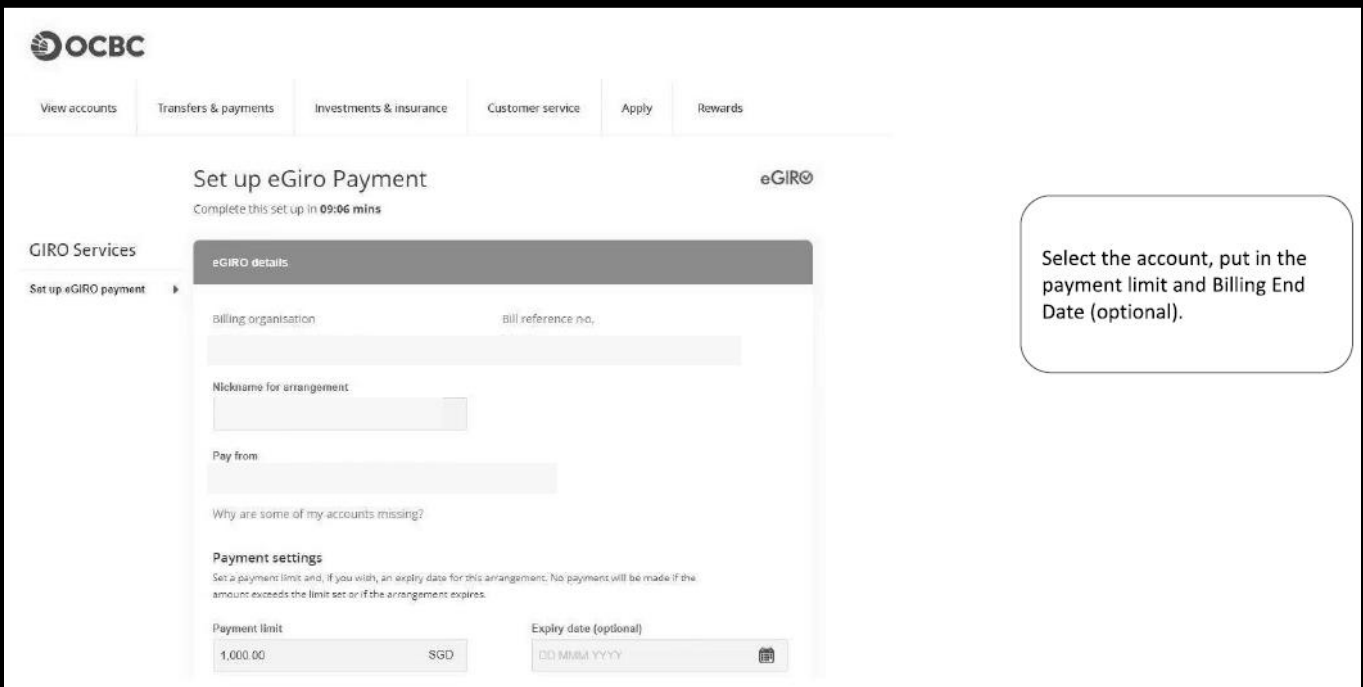
Billing transaction reference number

Upon successful submission, you will see the following screens. Please note the transaction reference number in case of enquiries.

Terms & Conditions | Privacy Policy | Fair Dealing Commitment | Compliance with Tax Requirements | © 2021 DBS Bank Ltd Co. Reg. No. 196800006E

Step 5 Complete Application in Bank Portal – OCBC Bank

a)OCBC Page 1 of 2



OCBC

View accounts | Transfers & payments | Investments & insurance | Customer service | Apply | Rewards

Set up eGiro Payment

Complete this set up in 09:06 mins

GIRO Services

Set up eGIRO payment ▶

eGIRO details

Billing organisation Bill reference no.

Nickname for arrangement

Pay from

Why are some of my accounts missing?

Payment settings

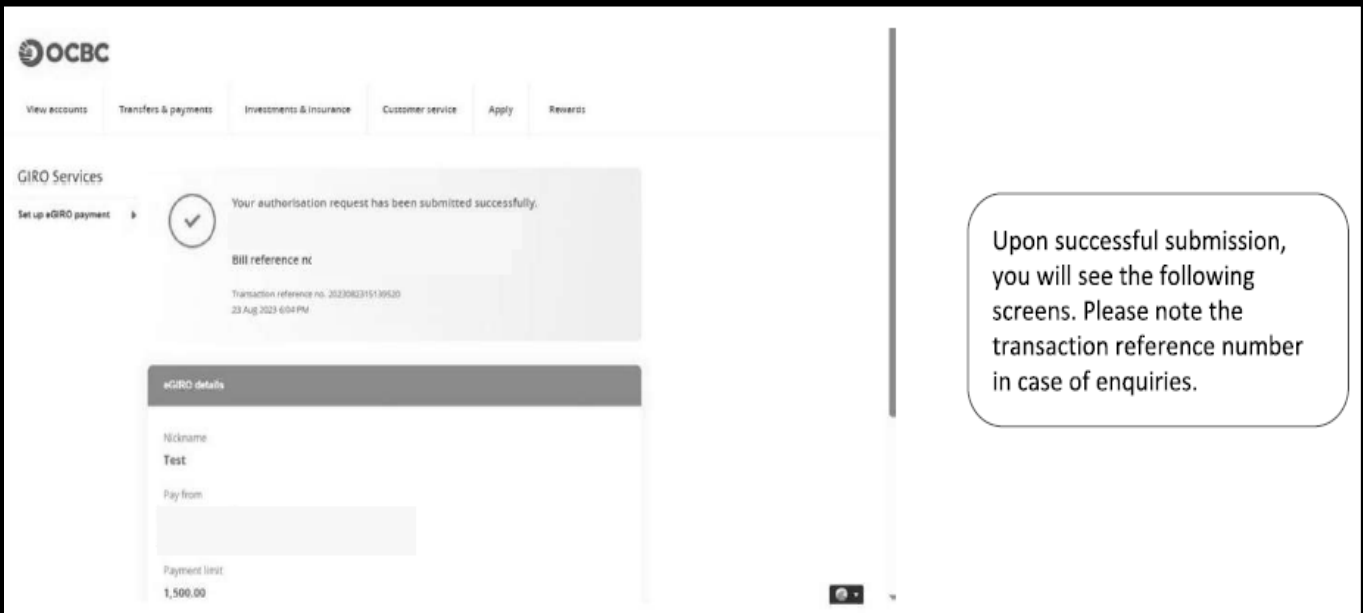
Set a payment limit and, if you wish, an expiry date for this arrangement. No payment will be made if the amount exceeds the limit set or if the arrangement expires.

Payment limit 1,000.00 SGD

Expiry date (optional) DD MM YYYY

Select the account, put in the payment limit and Billing End Date (optional).

b)OCBC Page 2 of 2



OCBC

View accounts | Transfers & payments | Investments & insurance | Customer service | Apply | Rewards

GIRO Services

Set up eGIRO payment ▶

✓ Your authorisation request has been submitted successfully.

Bill reference no.

Transaction reference no. 2023082315130520
23 Aug 2023 6:04 PM

eGIRO details

Nickname
Test

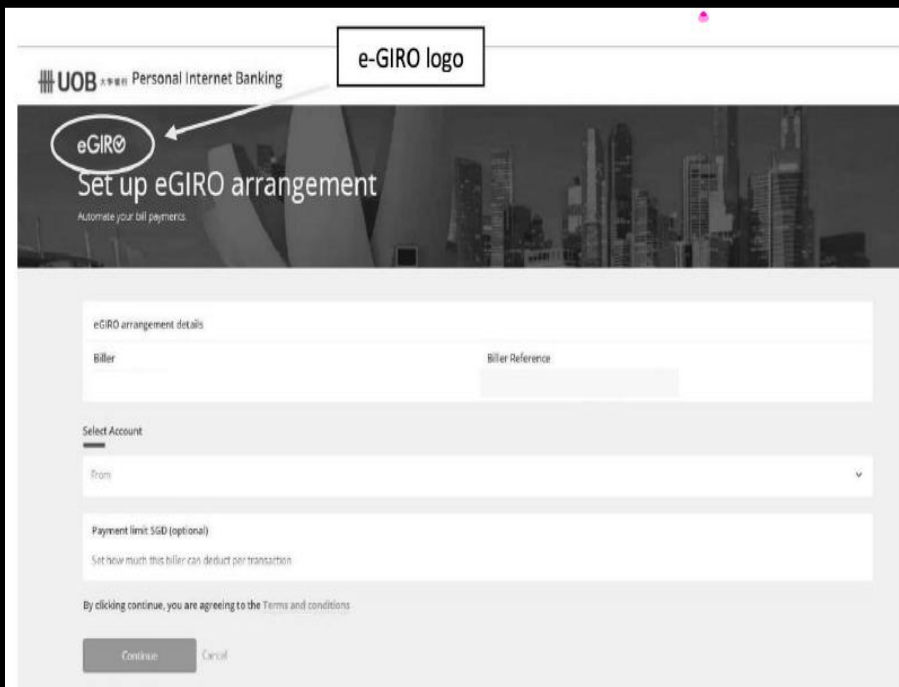
Pay from

Payment limit
1,500.00

Upon successful submission, you will see the following screens. Please note the transaction reference number in case of enquiries.

Step 5 Complete Application in Bank Portal - UOB Bank

a) UOB Page 1 of 3



UOB 新加坡 Personal Internet Banking

eGIRO logo

eGIRO
Set up eGIRO arrangement
Automate your bill payments.

eGIRO arrangement details

Billers: Biller Reference:

Select Account

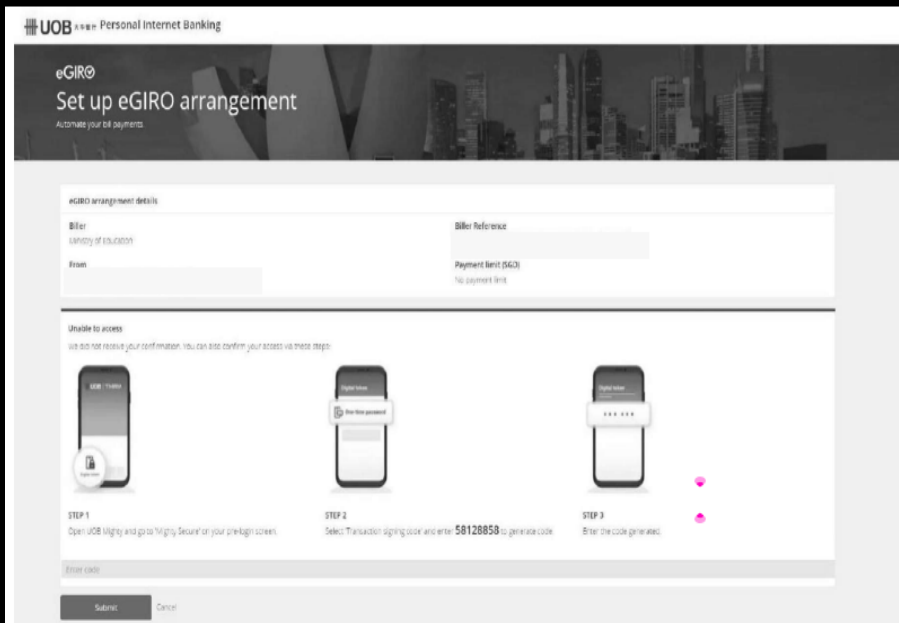
From:

Payment limit SGD (optional)
Set how much this biller can deduct per transaction.

By clicking continue, you are agreeing to the Terms and conditions.

Select the account, put in the payment limit and Billing End Date (optional).

b) UOB Page 2 of 3



UOB 新加坡 Personal Internet Banking

eGIRO
Set up eGIRO arrangement
Automate your bill payments.

eGIRO arrangement details

Billers: Biller Reference:

From:

Payment limit SGD (optional)
No payment limit

Unable to access
We did not receive your confirmation. You can also confirm your access via these steps:

STEP 1
Open UOB Mlight and go to Mlight Secure on your prelogin screen.


STEP 2
Select Transaction signing code and enter **58128858** to generate code.


STEP 3
Enter the code generated.

Enter code:

Follow the 2FA instructions to complete the e-GIRO application.

c)UOB Page 3 of 3


UOB 華僑銀行 Personal Internet Banking



Set up eGIRO arrangement

Automate your bill payments.

Almost done! To confirm your submission, you will be redirected back to browser. If you are not redirected in 10 seconds, switch back to your browser.

eGIRO arrangement details

Bill to <input type="text"/>	Bill to Reference <input type="text"/>
From <input type="text"/>	Payment limit (SGD) <input type="text"/>
Reference no. <input type="text"/>	<input type="text"/>

Upon successful submission, you will see the following screens. Please note the transaction reference number in case of enquiries.

Step 6 E-GIRO Application Approval

After completing all steps in your bank's portal, you will receive an email regarding the approval status of your E-GIRO application.

From: SCGS Sec Finance Department <finance_sec@apps.scgs.edu.sg>

Date: Wed, 14 Jan 2026, 16:33

Subject: Your eGiro is Set-Up Successfully

To:

Dear Applicant,

Your eGiro application for has been approved by the SINGAPORE CHINESE GIRL SCHOOL.

This is a system auto-generated email. Please do not reply.

Thank you!