

# Creating a Domestic Transfer - Single GIRO/FAST Transaction

Primarily for local currency (SGD) and local payment (in-country within Singapore).

**Step 1**  
Click **Payment** > **Domestic Transfer** from left the navigation panel.

**Step 2**  
Choose **'New Entry'** > **'Next'**.

**Step 3**  
Click beside **'Source Account'** to select the debit account.

**Step 4**  
For **'Service'**, select:  
a. **'GIRO'** for non-Fast payment.  
b. **'FAST'** for instant payment.

**Step 5**  
Click **'New Entry'**.

**Step 7**  
Choose the **'Bank Name'**, click **'Search'** and select the relevant code.

**Step 6**  
Click at under **Beneficiary Bank Information**, to search for **'Bank Name/Code'**.

**Step 8**  
Enter the **'Beneficiary Account Information'** and **'Amount'**.  
*For 'Amount', a minimal value of SGD1 is required.*  
*For 'End to End Reference', input remarks for your beneficiary.*

**Step 10**  
Under **'Instruction Mode'**, select the value date.

**Step 9**  
For email notification (if required), select the **'Send'** button and provide the email address of the recipient (max. 100 characters).  
*Separate multiple email addresses with ;*

**Step 11**  
Click **'Confirm'**.

**Step 12**  
Select **'Submit'** on the confirmation page, followed by **'OK'** to proceed.

**Step 13**  
A confirmation status will appear upon successful submission.

**NEXT STEP**

Notify your **Authoriser(s)** to approve the transaction. (Refer to guide on 'Transaction Authorisation'.)