

Making a donation to POSB PASSion Kids Fund (PACDF) via DBS IDEAL

1. Login to DBS IDEAL
2. Go to 'Payments' → 'Transfer Wizard'
3. Select Debiting Account from the dropdown
4. Select the Bank Location as "**DBS Bank Singapore**" and click 'Submit'
5. Enter the necessary details:
 - a) Amount of donation
 - b) Payment date
 - c) Create new beneficiary for PACDF account:
 - Select 'New Beneficiary'
 - Click 'Create Beneficiary'
 - Input 'Beneficiary Name' as "**PACDF**" and DBS account number: **003-934556-9** and click 'Preview'
 - Verify the details and donation amount before clicking 'Submit'
 - d) Payment details to include (fields accept only alphabet, number, comma and dash):
 - Company's UEN number
 - Contact person's name and & contact number
 - Company's address
 - Tax: Yes/No
6. Click on 'Preview' to create the payment
7. Verify the details and click 'Submit'
8. Based on the approval requirements, the account transfer payment will be routed to the required approver/s
9. To finalise the transaction, all approver/s will need to login and select 'My Approval' under the 'Payments' menu
10. Select the account transfer payment and 'Approve'
11. Enter the "response" (generated by the token device) and click 'Approve'

Note: All transactions in IDEAL3 require maker and checker