7

Transfers

- REPUBLIC BANK
- THIRD PARTY LOCAL
- INTERNATIONAL
- MULTIPLE

Section 7 Contents

Transfers 156

Transfers 158
Transfer Options 4-Step Process 159

Republic Bank Accounts 160
Transferring Between Republic Bank Accounts 160
1. Select Transfer 161
2. Input Data 162
3. Confirm 165
4. Result 166

Third Party Local Accounts 167
Transferring Between Third Party Local Accounts 167
1. Select Transfer 168
2. Input Data 169
3. Confirm 172
4. Result 173

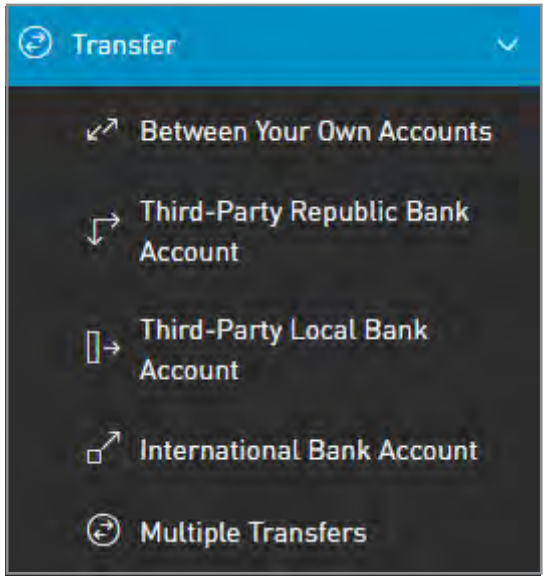
International Bank Accounts 174
Transferirng Between International Bank Accounts 174
1. Select Transfer 175
2. Input Data 176
3. Confirm 179
4. Result 180

Multiple Accounts 181
Transferring to Multiple Accounts 181
1. Select Transfer 182
2. Input Data 183
3. Confirm 186
4. Result 187

Transfers

Corporate Republic*Online* **offers** 5 transfer options.

- BETWEEN YOUR OWN ACCOUNTS
- THIRD PARTY REPUBLIC BANK ACCOUNT
- THIRD PARTY LOCAL BANK ACCOUNT
- INTERNATIONAL BANK ACCOUNT
- MULTIPLE TRANSFERS



There are three ways to access the Transfer feature:

- QUICK MENU
- MAIN MENU
- CONTEXTUAL MENU on each account

Transfers

Transfer options

All Transfer options entail a 4-step process.

4-Step Process

1. Select transfer
2. Input data
3. Confirm
4. Result

Republic Bank Accounts

Transferring between Republic Bank accounts

The options to transfer funds between Republic Bank accounts are as follows:

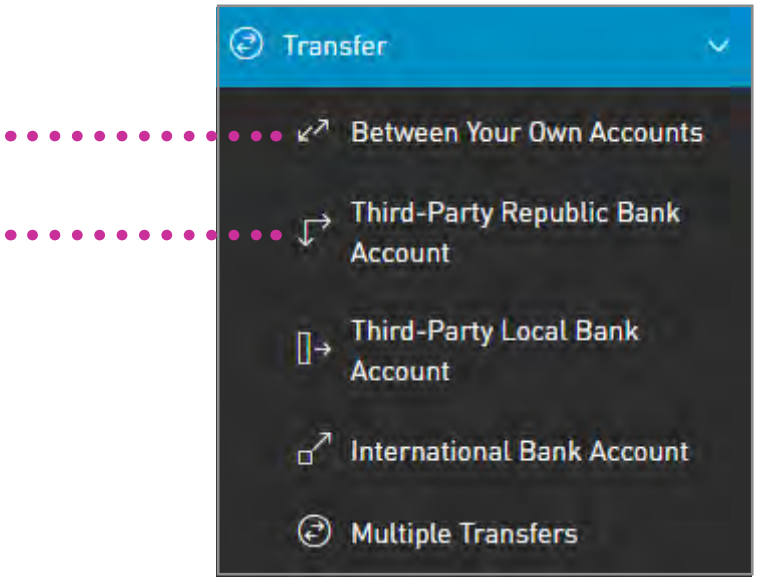
- BETWEEN YOUR OWN ACCOUNTS
- THIRD PARTY REPUBLIC BANK ACCOUNT

- Both options follow the same 4-step process with only the account credited being different for each.
- The details of transfers between your own accounts will automatically be saved and available.
- For third party transfers, you will be required to input beneficiary information.

Republic Bank Accounts

1 Select transfer

Select the transfer option you require from the menu



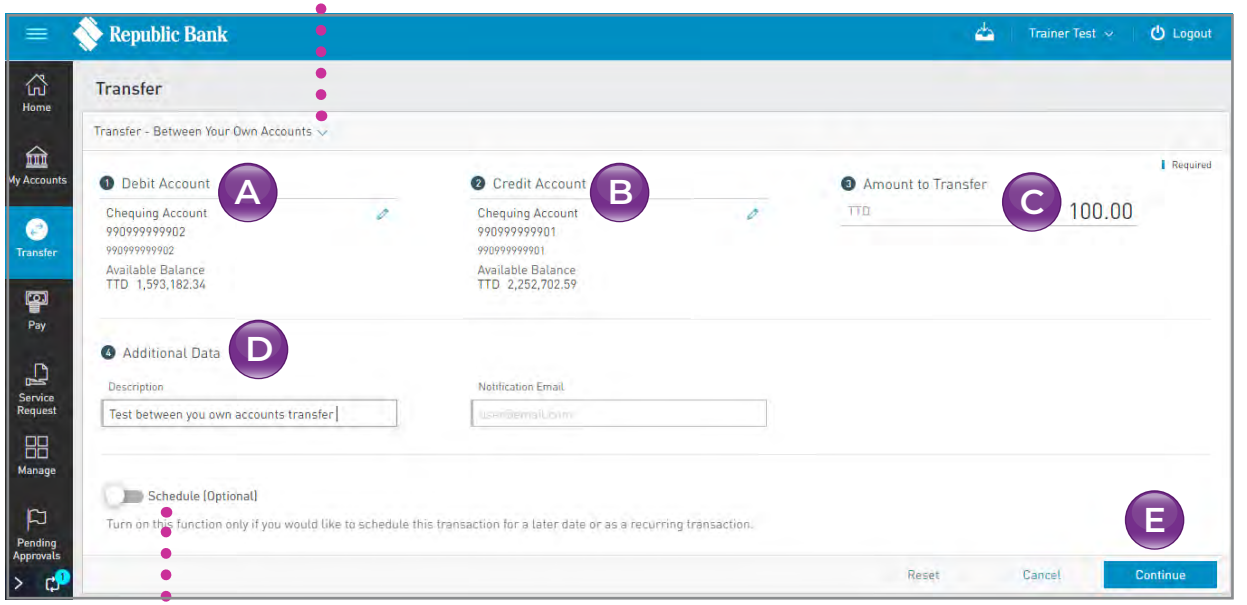
Only users assigned the relevant permissions will be able to access the Transfer feature. *(Refer to Appendix for list of Permissions)*

Republic Bank Accounts

2 Input data

- **A** Select DEBIT ACCOUNT
- **B** Input CREDIT ACCOUNT
- **C** Insert AMOUNT TO TRANSFER
- **D** Input ADDITIONAL DATA (DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)
- **E** Select CONTINUE

Transfer option can be changed by clicking the icon



Transfer can be scheduled here by clicking the toggle

Republic Bank Accounts

2 Input data

A Select DEBIT ACCOUNT from the list

B Input CREDIT ACCOUNT

- If you select BETWEEN YOUR OWN ACCOUNTS, all your business accounts will be listed for you to choose one account to credit.
- If you select THIRD PARTY REPUBLIC BANK ACCOUNT, all your third-party beneficiaries will be listed for you to choose one to credit.
- Or, if you want to register a new third party beneficiary, you click either the MANAGE PAYEE link or the MANAGE tab.

See Section 11 – Manage, pg. 287 for instructions for registering third party beneficiaries.
See Section 9 – Transactions, pg. 242 for instructions for scheduling payments.

Republic Bank Accounts

2 Input data

C Insert the amount you want to transfer

D Input the ADDITIONAL DATA(DESCRIPTION and NOTIFICATION EMAIL ADDRESS)

The email address you enter in this field will receive a transfer notification. If you do not enter an address in the field, the system will automatically send the notification to your registered email address.

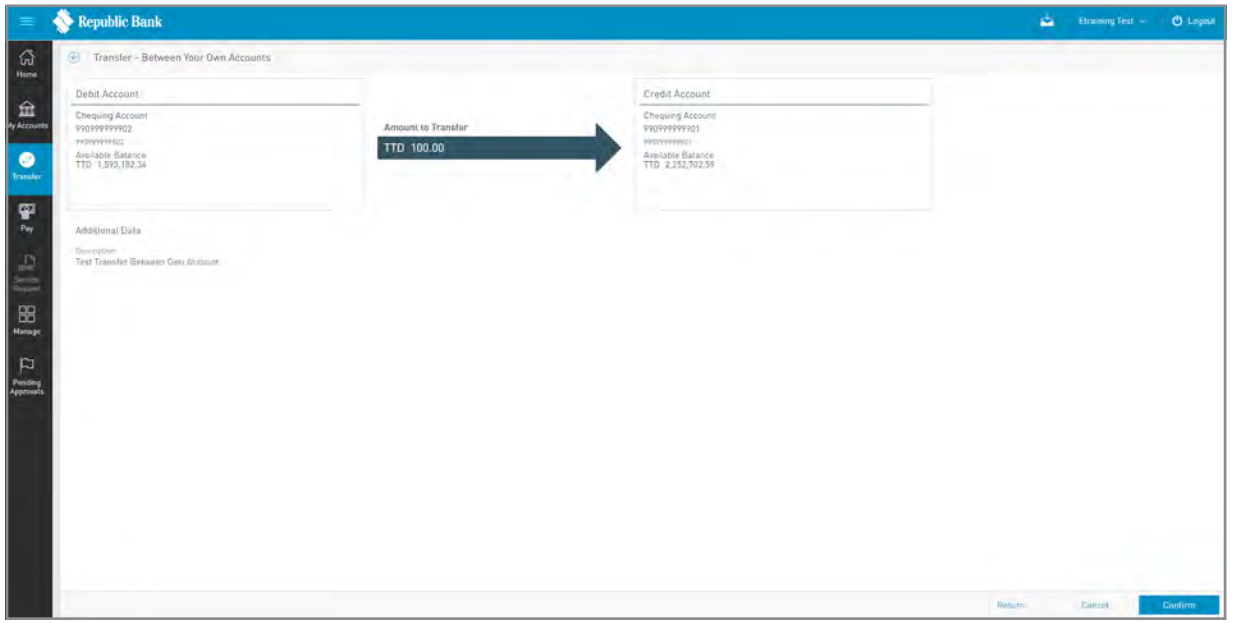
E Select CONTINUE

When you have completed and verified all the steps above, selectCONTINUE.

Republic Bank Accounts

3 Confirm

This step allows you to review/ validate the information you entered in the previous step before submitting the transaction.



Once the transaction information has been verified select CONFIRM.

If you do not select CONFIRM the available actions are:

CANCEL to cancel the transaction.
RETURN or ← to return to the previous step.

Republic Bank Accounts

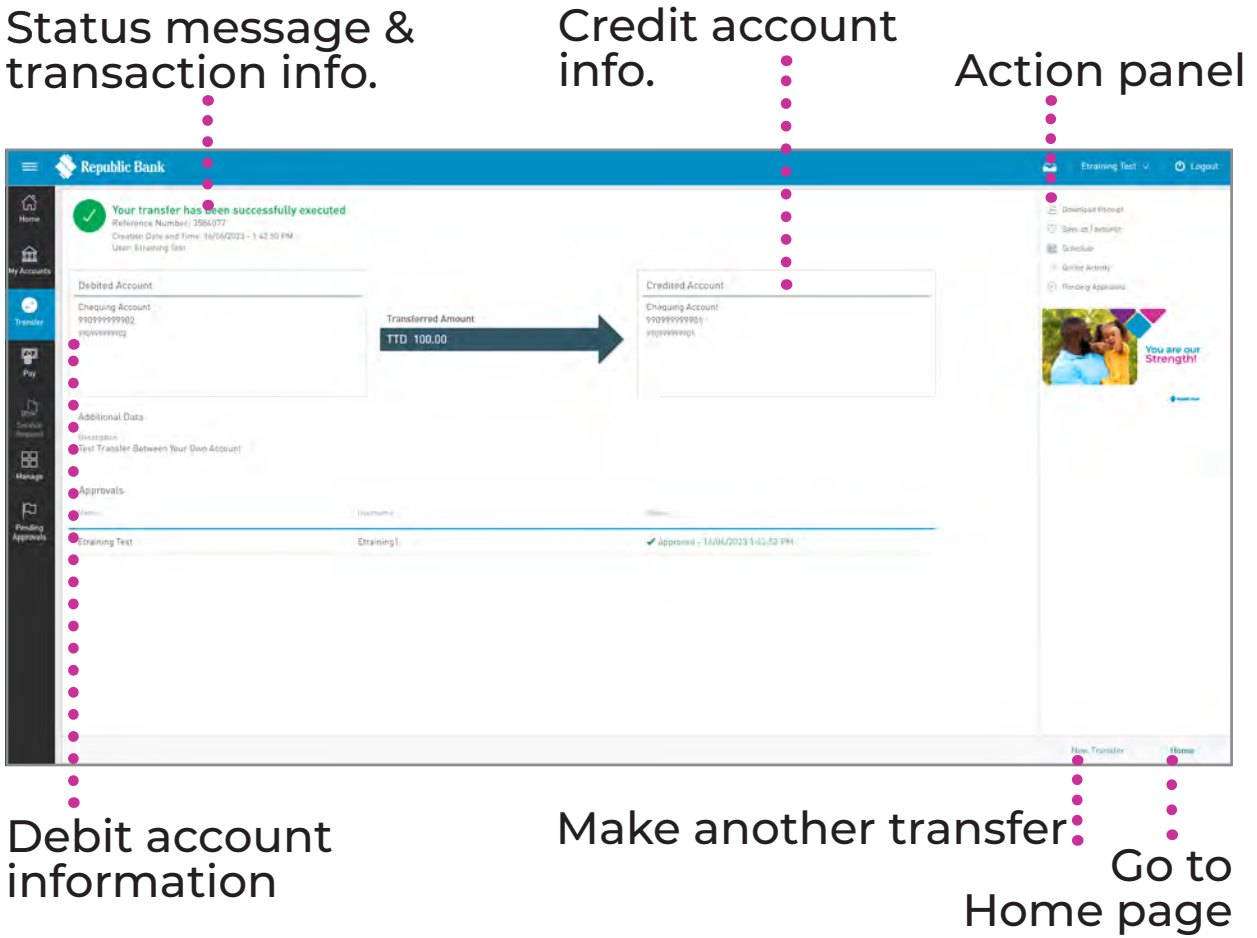
4 Result

After confirmation of the transaction, you will receive one of the following potential results (based on your permissions and the approval scheme(s) established for the transaction):

SUCCESSFUL: the transaction was completed successfully.

PENDING APPROVAL: here, one or more approvals is required to perform the transaction and the users authorised to approve will be informed of the pending authorisations via email.

FAILED: the transaction does not meet the necessary requirements and the specific error will be shown.



Third Party Local Bank Accounts

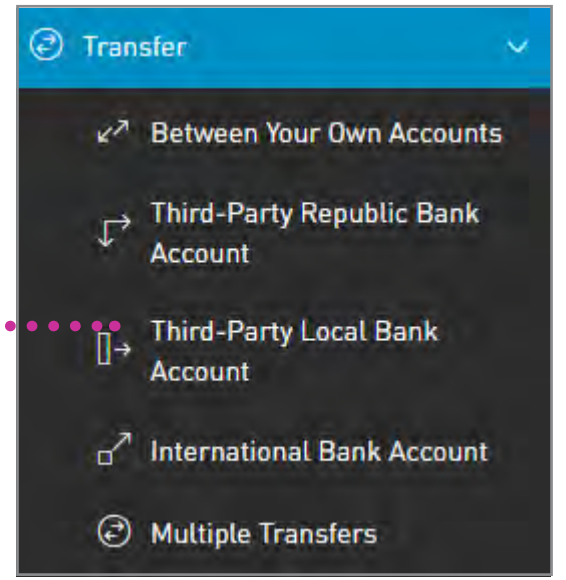
Transferring to third party local bank accounts

To transfer to third party accounts in other local banks, you must follow a 4-step process similar to the Third-party Republic Bank Account Transfer process. The only difference is in the beneficiary data, as the details of the local bank are also required for these transactions.

Third Party Local Accounts

1 Select transfer

Select the THIRD PARTY LOCAL BANK ACCOUNT transfer option from the menu



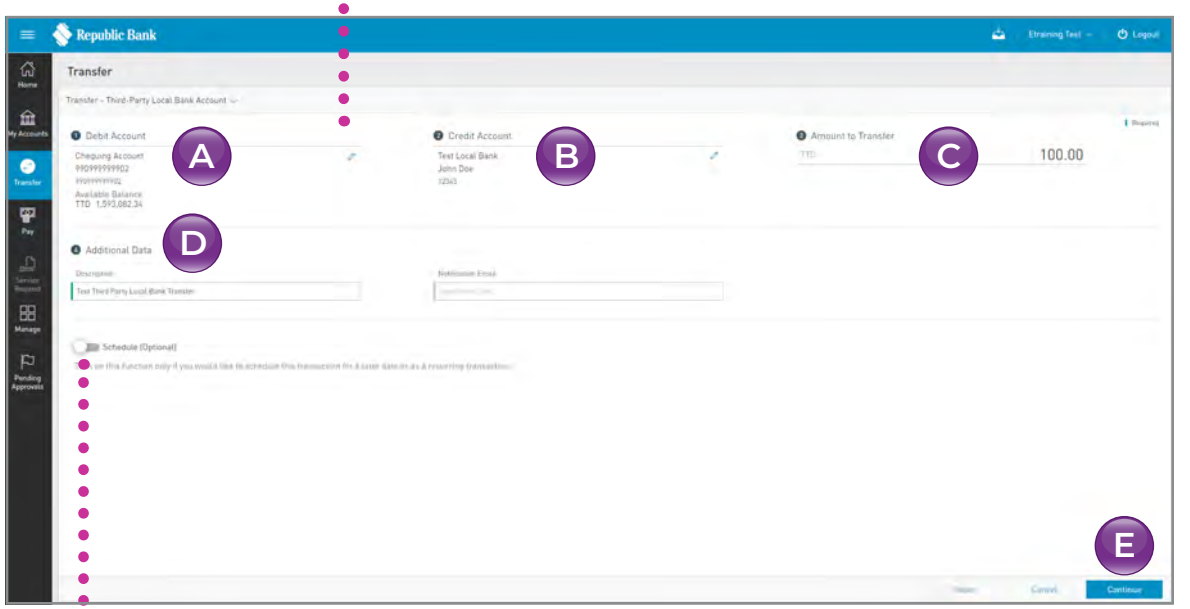
Only users assigned the relevant permissions will be able to access the Transfer to Third Party Local Bank Account feature.
(Refer to Appendix for list of Permissions)

Third Party Local Accounts

2 Input data

- **A** Select DEBIT ACCOUNT
- **B** Select a BENEFICIARY
- **C** Insert AMOUNT TO TRANSFER
- **D** Input ADDITIONAL DATA (DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)
- **E** Select CONTINUE

Transfer option can be changed by clicking the ⌄ icon



Transfer can be scheduled here by sliding the toggle

Third Party Local Accounts

2 Input data

A Select DEBIT ACCOUNT from the list

B Select a BENEFICIARY

Third Party local bank beneficiaries must be pre-registered.
If you want to register a new third party beneficiary, select either the MANAGE PAYEE link or the MANAGE tab.

See Section 11 – Manage, pg. 287 for instructions for registering third party beneficiaries.
See Section 9 – Transactions, pg. 242 for instructions for scheduling payments.

C Insert the amount you want to transfer

Third Party Local Accounts

2 Input data

D Input the ADDITIONAL DATA (DESCRIPTION and NOTIFICATION EMAIL ADDRESS)

The email address you enter in this field will receive a transfer notification. If you do not enter an address in the field, the system will automatically send the notification to your registered email address.

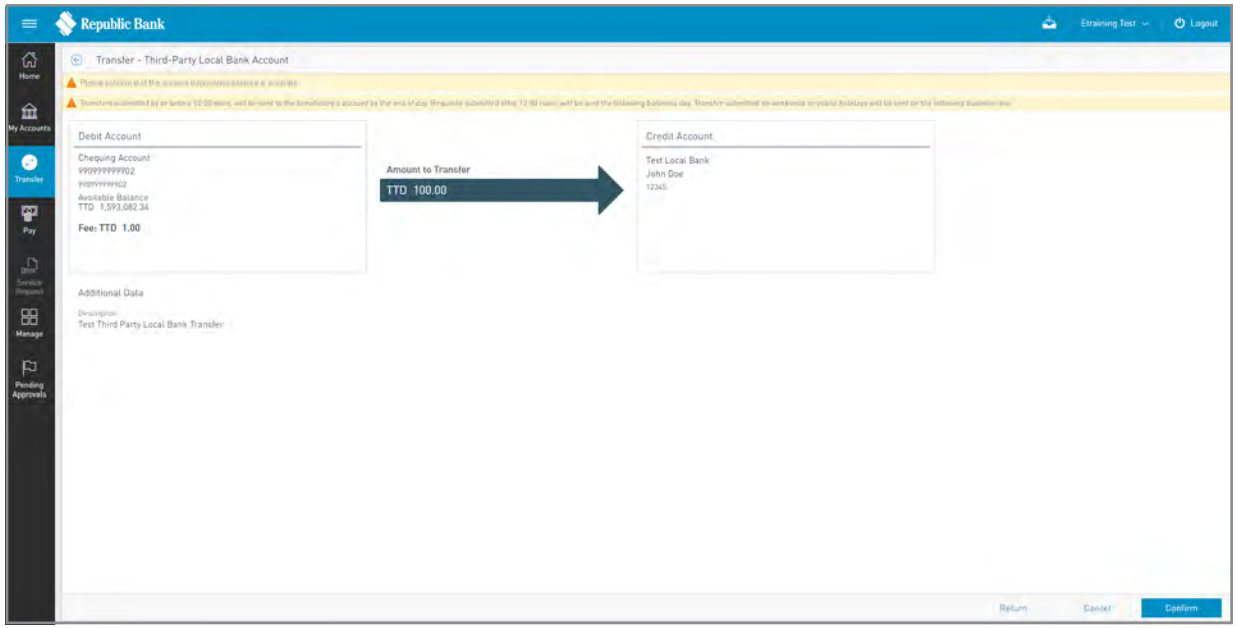
E Select CONTINUE

When you have completed and verified all the steps above, select CONTINUE.

Third Party Local Accounts

3 Confirm

This step allows you to review/ validate the information you entered in the previous step before submitting the transaction.



Once the transaction information has been verified select CONFIRM.

If you do not select CONFIRM the available actions are:

CANCEL to cancel the transaction.
RETURN or ← to return to the previous step.

Third Party Local Accounts

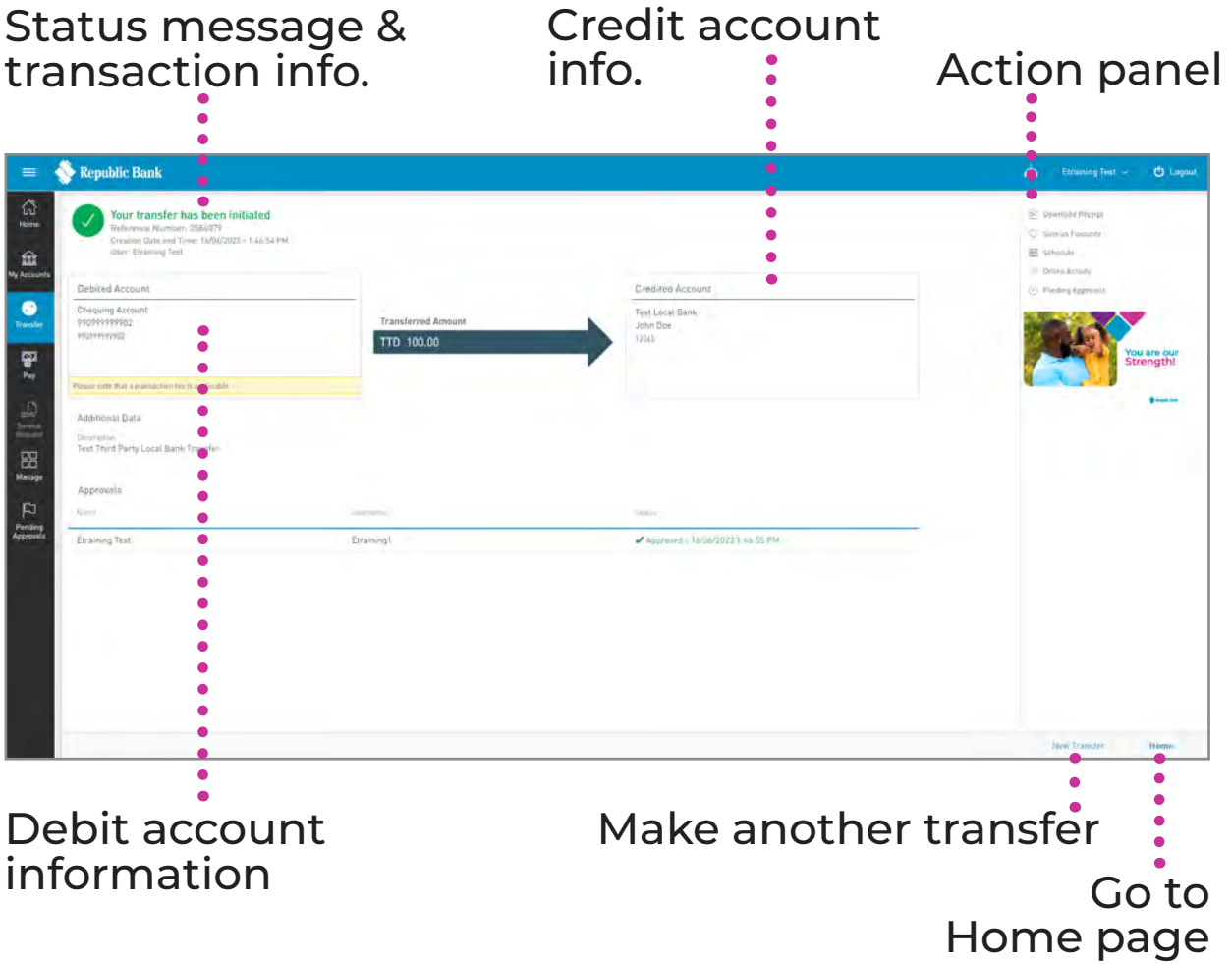
4 Result

After confirmation of the transaction, you will receive one of the following potential results (based on your permissions and the approval scheme(s) established for the transaction):

SUCCESSFUL: the transaction was completed successfully.

PENDING APPROVAL: here, one or more approvals is required to perform the transaction and the users authorised to approve will be informed of the pending authorisations via email.

FAILED: the transaction does not meet the necessary requirements and the specific error will be shown.



International Bank Accounts

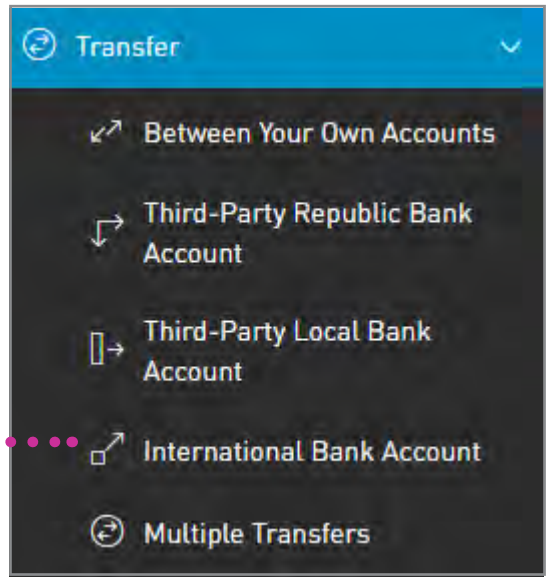
Transfer to international bank accounts

The process to transfer to international bank accounts is similar to other transfers except for the data requested. Beneficiary data, beneficiary account data and intermediary bank details are required for these transactions.

International Bank Accounts

1 Select transfer

Select the INTERNATIONAL BANK ACCOUNT transfer option from the menu



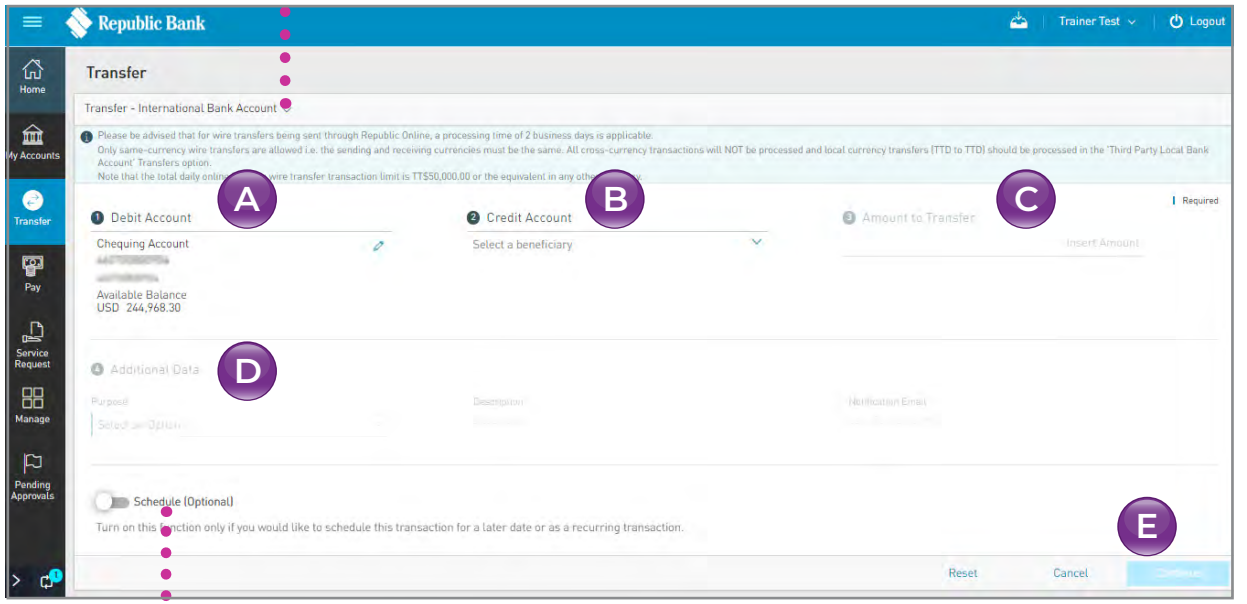
Only users assigned the relevant permissions will be able to access the Transfer to International Bank Account feature.
(Refer to Appendix for list of Permissions)

International Bank Accounts

2 Input data

- **A** Select DEBIT ACCOUNT
- **B** Select a BENEFICIARY
- **C** Insert AMOUNT TO TRANSFER
- **D** Input ADDITIONAL DATA (PURPOSE CODE, DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)
- **E** Select CONTINUE

Transfer option can be changed by clicking the icon



Transfer can be scheduled here by clicking the toggle

International Bank Accounts

2 Input data

A Select DEBIT ACCOUNT from the list

B Select a BENEFICIARY

International transfer beneficiaries must be pre-registered.
If you want to register a new third-party beneficiary, select either the MANAGE PAYEE link or the MANAGE tab.

See Section 11 – Manage, pg. 267 for instructions for registering third-party beneficiaries.
See Section 9 – Transactions, pg. 221 for instructions for scheduling payments.

C Insert the amount you want to transfer

International Bank Accounts

2 Input data

D Input the ADDITIONAL DATA (PURPOSE CODE, DESCRIPTION and the NOTIFICATION EMAIL ADDRESS)

Mandatory for all wire transfers. You must select the appropriate one from the list provided.

The email address you enter in this field will receive a transfer notification. If you do not enter an address in the field, the system will automatically send the notification to your registered email address.

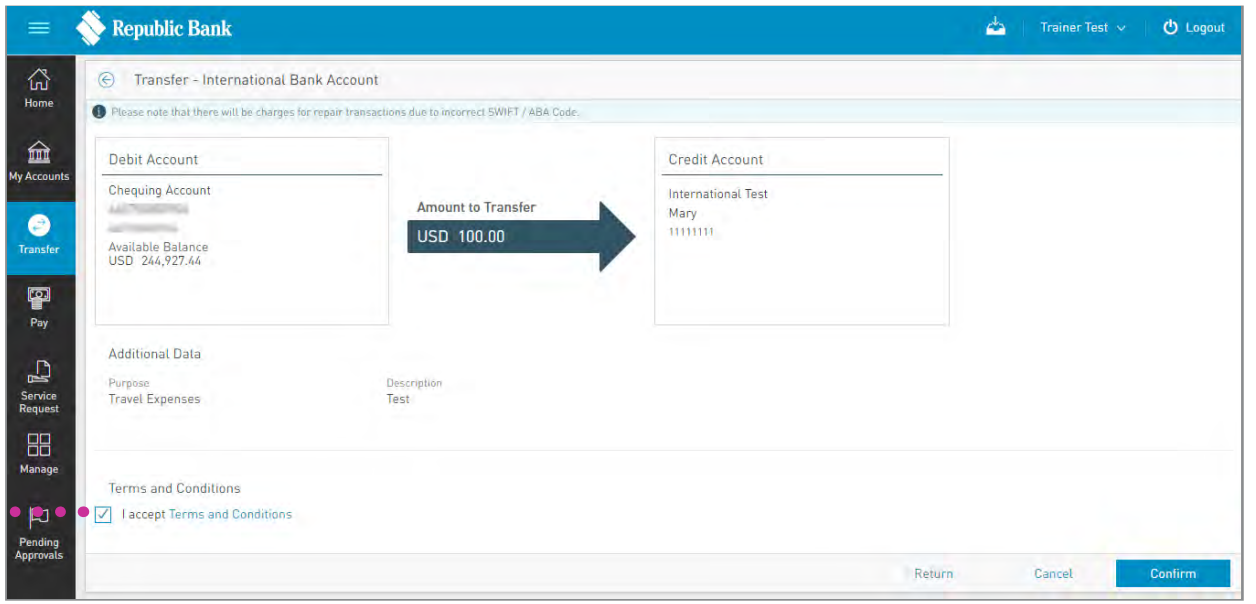
E Select CONTINUE

When you have completed and verified all the steps above, select CONTINUE.

International Bank Accounts

3 Confirm

This step allows you to review/ validate the information you entered in the previous step before submitting the transaction.



Select to confirm acceptance of the TERMS AND CONDITIONS

Once the transaction information has been verified select CONFIRM.

If you do not select CONFIRM the available actions are:

CANCEL to cancel the transaction.
RETURN or ← to return to the previous step.

International Bank Accounts

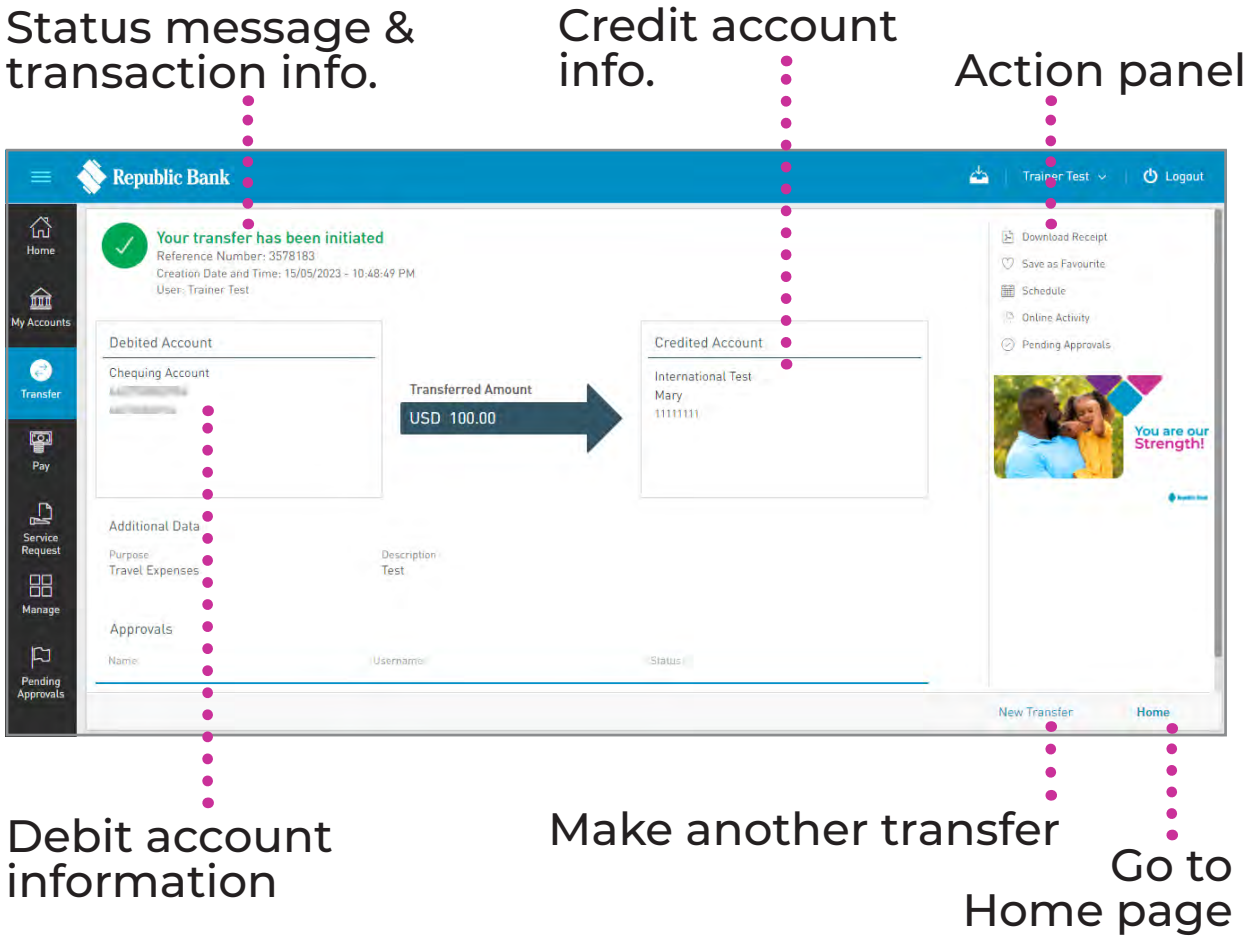
4 Result

After confirmation of the transaction, you will receive one of the following potential results (based on your permissions and the approval scheme(s) established for the transaction):

SUCCESSFUL: your transfer has been initiated.

PENDING APPROVAL: here one or more approvals is required to perform the transaction and the users authorised to approve will be informed of the pending authorisations via email.

FAILED: the transaction does not meet the necessary requirements and the specific error will be shown.



Multiple Accounts

Transfer to multiple accounts

Corporate Republic*Online* enables you to create numerous transfers to be sent at the same time via the Multiple Transfers screen.

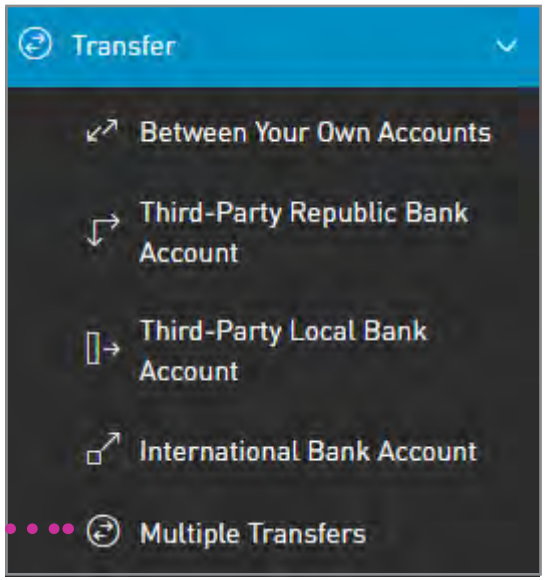
This option allows you to make the following transfers simultaneously:

- BETWEEN YOUR OWN ACCOUNTS
- TO OTHER REPUBLIC BANK ACCOUNTS
- TO OTHER LOCAL BANK ACCOUNTS

Multiple Accounts

1 Select transfer

Select the MULTIPLE TRANSFERS transfer option from the menu

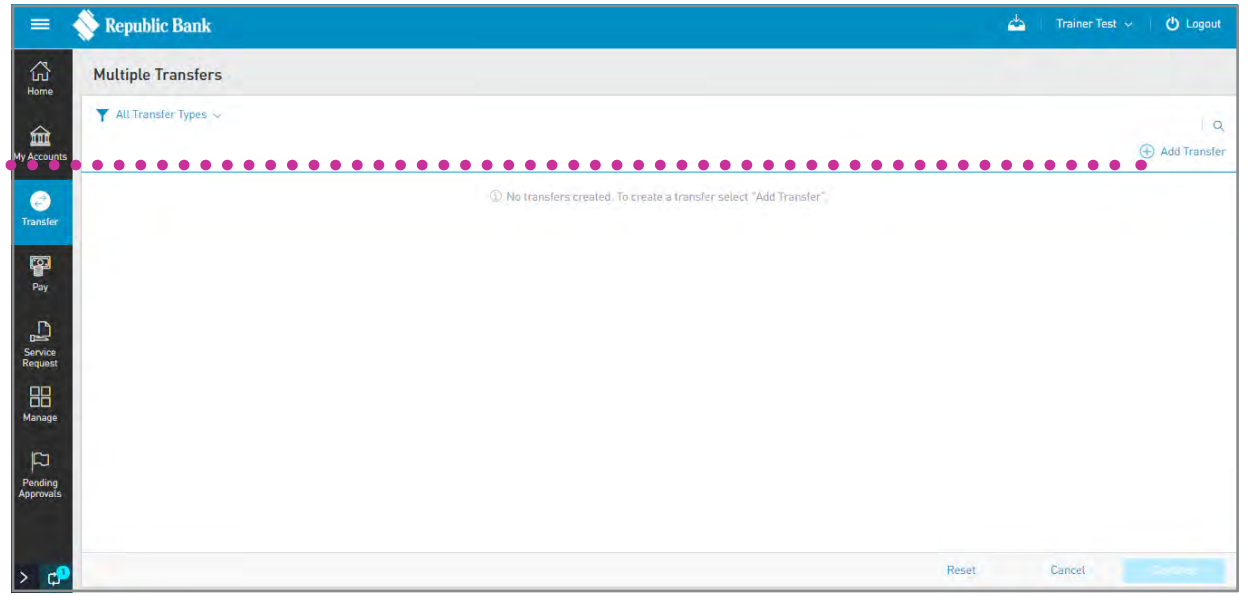


Only users assigned the relevant permissions will be able to access the Multiple Transfers feature.
(Refer to Appendix for list of Permissions)

Multiple Accounts

2 Input data

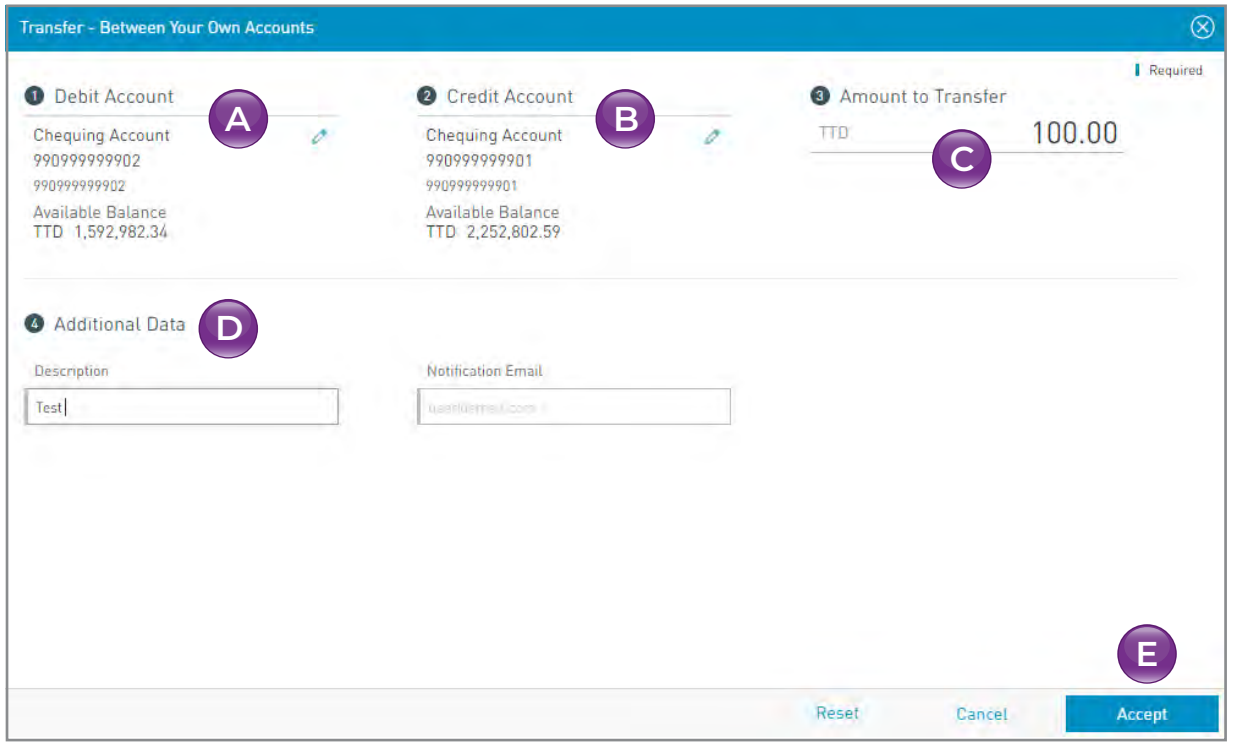
Select the ADD TRANSFER option to input the transfer details



Multiple Accounts

2 Input data

- **A** Select DEBIT ACCOUNT
- **B** Input CREDIT ACCOUNT
- **C** Insert AMOUNT TO TRANSFER
- **D** Input ADDITIONAL DATA (DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)
- **E** Select ACCEPT



Multiple Accounts

2 Input data

When the transfer data has been input, and saved, you will be redirected to the Multiple Transfers screen and the following options will be available:

ADD TRANSFER: to add another transfer. Repeat the process as required.

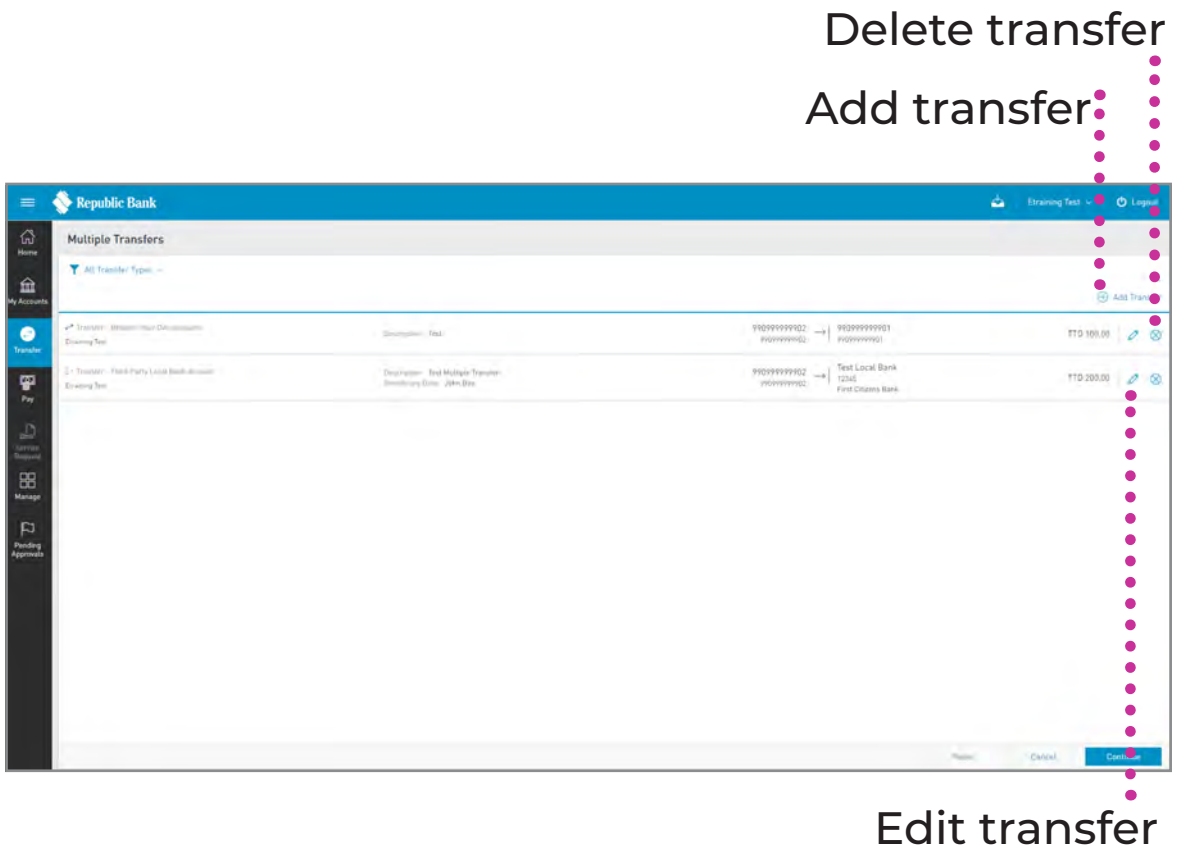
EDIT TRANSFER: to edit the details of a saved transfer.

DELETE TRANSFER: to delete any saved transfer from the list.

RESET: to delete all transfers created.

CANCEL: to discard all changes and you will be redirected to the previous page.

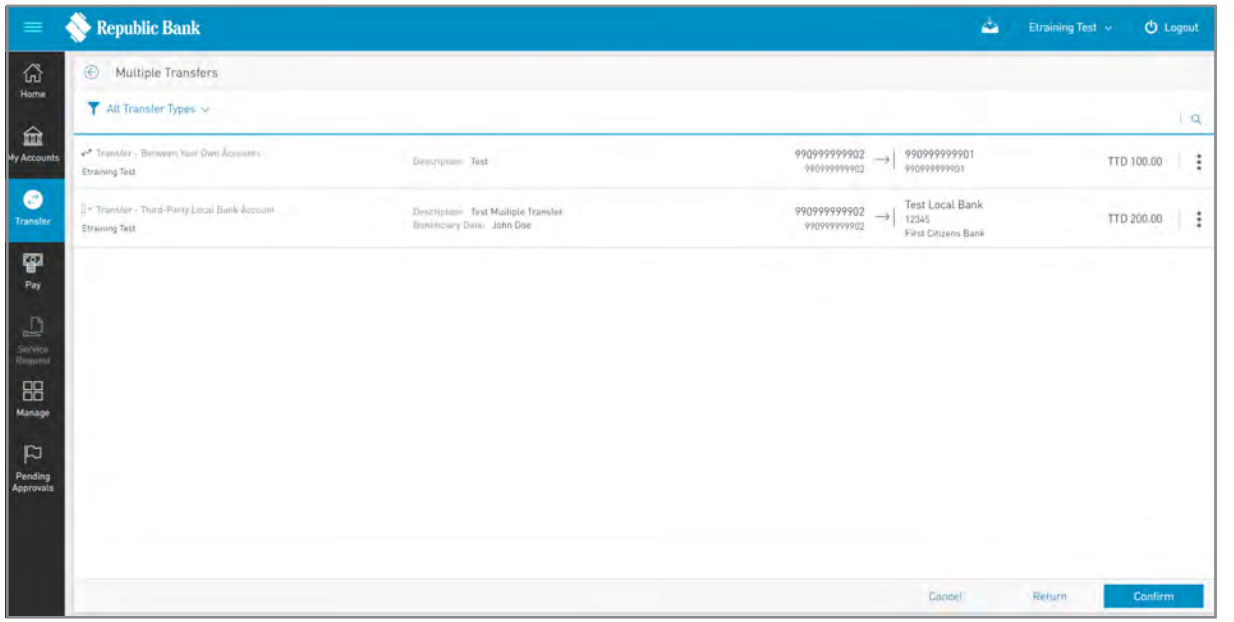
CONTINUE: to continue to confirm transfers.



Multiple Accounts

3 Confirm

This step allows you to review/ validate the information you entered in the previous step before submitting the transaction.



Once the transaction information has been verified select CONFIRM.

If you do not select CONFIRM the available actions are:

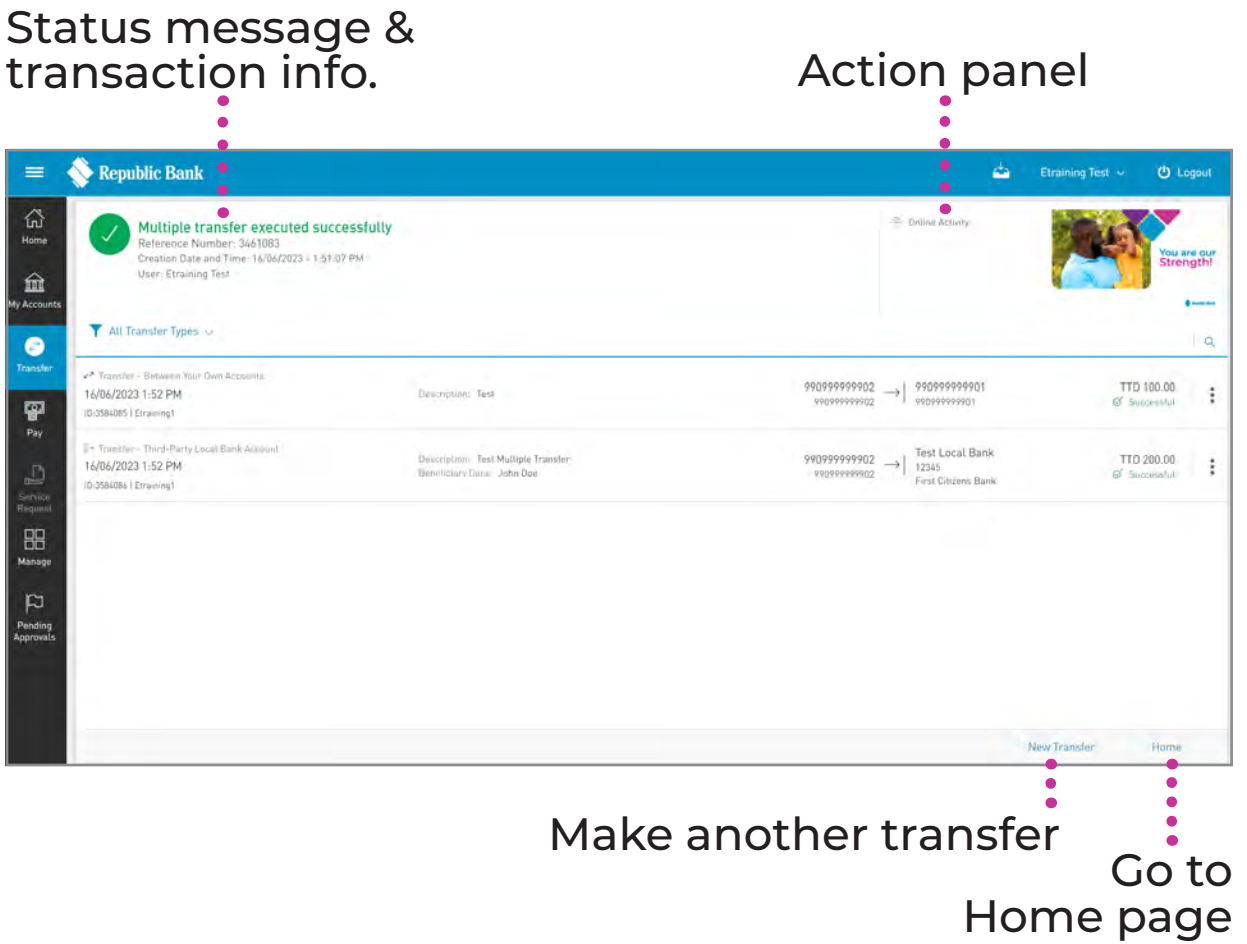
CANCEL to cancel the transaction.
RETURN or ← to return to the previous step.

Multiple Accounts

4 Result

After confirmation of the transaction, you will receive one of the following potential results (based on your permissions and the approval scheme(s) established for the transaction):

SUCCESSFUL: the transaction was completed successfully.

PENDING APPROVAL: here, one or more approvals is required to perform the transaction and the users authorised to approve will be informed of the pending authorisations via email.

FAILED: the transaction does not meet the necessary requirements and the specific error will be shown.