

Loan Servicing Portal User Guide

Accessing Loan Servicing Portal



After logging into IDEAL, Loan Servicing Portal can be accessed via:

- a) "Accounts" \rightarrow "Loans" OR
- b) "Cash Overview" \rightarrow "Loans" \rightarrow "View all loans"



Viewing of Your Facilities

DBS Loan Servicing	,		C043221239HS01, C0432212 Last login at: 12 Mar 2020 21:12 hrs	☐→ Logout
	Facilities	Loan Servicing Requ	Jests	
	View and manage loans	View and manage loan servicing re	equests	
	Facilities View loan balance for current month	👼 Export to Pdf 🛛 👼 Export to CSV 🖶 Print		
	Get new loan from existing credit limit	Show All Facilities, sort by Account Number \$		
	VTL0000170L - SGD vessel term loan (m)			
	120,000.0012,070.000.00Outstanding BalancePayment DueOverdue Amount	31-Dec-2018 30-Sep-2019 8 months Next Payment Date Maturity Date Tenor Remaining		
	Show more details 📎 View transaction history	💌 Action		
	 a) You will land on Facilities tab whe Due and Maturity Date can be view b) You can export to pdf/ csy to view 	ere loan facilities details such as Payment ewed.		



Viewing of Your Facilities

VH001N00019E00 - SGD VARIABLE HIRE PURCHASE 17-Apr-2018 14,585.03 29,222.90 29,158.60 17-Apr-2018 0 months Outstanding Balance Payment Due Next Payment Date Maturity Date Tenor Remaining Overdue Amount 📉 Action Show more details View transaction history \sim

Click on "Show more details" to view additional payment details of the loan.

VH001N00019E00 - SGD

VARIABLE HIRE PURCHASE

29,158.60 Outstanding Balance	14,585.03 Payment Due	29,222.90 Overdue Amount	17-Apr-2018 Next Payment Date	17-Apr-2018 Maturity Date	0 months Tenor Remaining
Hide details 🛛 📉	View tran	saction history			🕅 Action
14,585.03 Principal Due	0% Interest Rate	0.00 Interest Due	249.74 Penal Due		



Viewing of Your Facilities

VH001N00019E00 - SGD

VARIABLE HIRE PURCHASE

29,158.60	14,585.03		29,222.90	17-Apr-2018	17-Apr-2018	0 months
Outstanding Balance	Payment Du	e	Overdue Amount	Next Payment Date	Maturity Date	Tenor Remaining
Show more details	4	View tran	saction history			🕄 Action

Click on "View transaction history" to view your scheduled payment history. Note, any unscheduled payment will not be shown here.

Transaction Details

Filter by Due date	e or Total Due				
Due Date 🔶	Principal Due 🌩	Interest Due 🌻	Pending Due	Total Due 🌲	AmtPaid 🌲
17-Sep-2017	14,439.46	182.47	0	14,621.93	14,621.93
17-Oct-2017	14,461.73	154.63	0	14,616.36	14,616.36
17-Nov-2017	14,484.03	137.05	0	14,621.08	14,621.08
17-Dec-2017	14,506.36	110.61	0	14,616.97	14,616.97
17-Jan-2018	14,528.73	91.51	0	14,620.24	14,620.24



Sorting your Facilities





Sorting your Facilities

■ DBS Loan Servicing →				C043221239HS01, C0432212 Last login at: 12 Mar 2020 21:12 hrs	⊖ Logout
Facilitie View and manage	S Ioans		Lo Vie	ew and manage loan servicing requests	
			Show Air Facilities,	sort by Account Number 🗢	
	170L - SGD		All Facilities		
VESSEL TERM	I LOAN (M)		Fixed Advanced Facility		
120,000.00	12,070.00 0.00	31-D	C Revolving Credit Facility	8 months	
Outstanding Bal	ance Payment Due Overdue Amount	Next	ay Term Loan	Tenor Remaining	
Show more de	tails 🤯 View transaction history		Vessel Financing	🔀 Action	
VTL0000)152L - SGD		Equipment Financing		
VESSEL TERM	I LOAN (M)				
1,000,000.00	0.00 0.00	Next F	Working Capital & Business Loan	7 months	
Outstanding Bal	ance Payment Due Overdue Amount	l	Property Loan	Tenor Remaining	
Show more de	tails 📎 View transaction history		Merger & Acquisition	R Action	
VH001N	100019E00 - SGD		Government-Assisted Schemes		
VARIABLE HI	RE PURCHASE		Venture Lean		
29,158.60 Outstanding Ral	14,585.03 29,222.90	17-A	Venture Loan	0 months	
OdStanding bar	and regiment but britishe but but	incat I	induity bate		



Performing a Transaction

X DBS Loan Servicing	L C043221239H501, C0432212 Last login at: 12 Mar 2020 21:12 hrs Logout ▲
Facilities View and manage loans	Loan Servicing Requests View and manage loan servicing requests
Facilities View loan balance for current month Get new loan from existing credit limit	📾 Export to Pdf 🛛 📾 Export to CSV 📑 Print
	Show Fixed Advanced Facility, sort by Account Number \$
AFA0000356C - SGD Fixed advance facility - Affiliates	
1,200,000.00 100,000.00 100 Outstanding Balance Payment Due Ove	0,000.00 30-Dec-2018 30-Nov-2019 11 months rdue Amount Next Payment Date Maturity Date Tenor Remaining
Show more details View transaction	n history
AFA0000365C - SGD Fixed advance facility - Affiliates	Rollover My Loan
224,000.00120,000.000.0Outstanding BalancePayment DueOve	0 02-Jan-2019 02-Jan-2 Get additional drawdown rdue Amount Next Payment Date Matur y I

- a) You can either perform a repayment/ rollover/ additional drawdown for your loan facilities.
- b) Click on Action button and the 3 options will appear (depending on product/ facility type).



Make a Repayment

Make a Repayment

Use this page to create a loan repayment request

	R Action	1. Input Details		2. Verify Details	3. Submit for Approval	
 Make a repayment Rollover My Loan 		Loan account details	5		1	
^{₽2} Get additional draw	down	Organisation	XXX XXXXXXX XXXXXX	XXXXX (XXXXXXXXXXX) XXXX XXXX		
y [Loan account	1ML0000116C (GBP)			
		Maturity date	04-Jul-2018			
		Current outstanding balance	GBP 100000			

Clicking on Make a Repayment will bring you to the make a repayment request screen.



Make a Repayment

Select repayment method

Repaym

balance

Repayment type	O Monthly repayme Pay GBP 102,281.91	ent to settle this month's repayme	HT.	
	Full repayment Pay GBP 102,644.76	to fully settle your loan today.]	
	Payment breakdow Principal due GBP 100000 Accrued Interest GBP 362.85	vn Interest due GBP 2281.91	Principal repaid early GBP 0.00	
	O Other amount You can choose to pay	less or more than your month	ly repayment amount.	
Debiting account			~	
New outstanding	GBP 0.00			

- You can choose to either make a Monthly a) repayment (Scheduled Payment), Full repayment (Full payoff), or any Other amount (Unscheduled Payment).
- b) Breakdown of your payment will be shown.
- Check on your new outstanding balance. c)



Make a Repayment

Upload supporting documents

Drag and drop your files anywhe Each file is limited to 5MB in PNG	re, or <mark>browse for files</mark> G, JPG, JPEG, and PDF.			
File name Repayment Instruction.pdf	Document type Doc1		~	Û
		Cancel	Save as draft	Next

A prepayment charge and GST may be applicable based on the standard terms and conditions in the LO.

There is no repayment account selected. Please indicate clearly in instructions uploaded.

Close

- You may upload any supporting documents or instructions for your transaction request.
- b) If repayment account is not selected, please ensure that it is indicated clearly in the document uploaded.
- c) Click on Next to proceed, Cancel to go back to previous page, or Save as draft to save your request.



Verify Transaction Details



DBS



Rollover My Loan



Clicking on Rollover My Loan will bring you to the rollover my loan request screen.



Rollover My Loan

Step 1: Payment to make

ompulsory interest ayment	SGD 0.00
rincipal payment to take	SGD 0
tal payment to	5GD 0.00
ake	Contrainary internet savenent + Principal payment

Here will show the compulsory interest payment that needs to be made.

You can amend the payment amount to be more than the compulsory interest payment to make if you wish to perform only a partial rollover.

Step 2: Rollover Details



Here will show what is the new outstanding principal after taking into consideration the payment you selected above and you can choose a new maturity date.

For the new interest rate, your RM will be contacting you shortly to agree upon the new interest rate after you authorized this transaction.



Rollover My Loan/ Verify Transaction Details

oad supporting documents			
Drag and drop your files anywhere, or brows Each file is limited to 5MB in PNG, JPG, JPG	e for files 5, and PDF.		
	Cancel	Save as draft	Next
There is no repayment account selecter instructions uploaded.	d. Please in	idicate clearly in	
			Close

- You may upload any supporting documents or a) instructions for your transaction request.
- b) If repayment account is not selected, please ensure that it is indicated clearly in the document uploaded.



Click on Next to proceed, Cancel to go back to C) previous page, or Save as draft to save your request.

Preview your	rollover loan request	/ Ed
Organisation	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Loan Account	1TL0000587C (SGD)	
Compulsory interest payment	SGD 0.00	
Principal payment to make	SGD 0.00	
Total payment to make	SGD 0.00	
Debiting Account	0	
New outstanding principal	SGD 1,000.00 Current: SGD 1,000.00	
New maturity date	02-Feb-2019 Carrent: 02 pag 2019	
New Interest rate	To be updated Current: 1%	
Reference		
Approve	Approve now and submit immediately.	
		NO. NO. ORIGINAL



If you need to make any amendments, click on edit and you will go back to the previous screen to make any amendments.

- Review the rollover request and click d) submit.
- Message will appear after request is e) submitted successfully.

Get Additional Drawdown

Request for Additional Drawdown

Take out more funds from your loan





Get Additional Drawdown

Interest Rate

2%

Step 1: Drawdown amount



Step 3: Disbursement date

Loan start date

When do you want your loan to be disbursed?

Choose date





- Input your Drawdown amount a)
- Input your receiving account b)
- Select your loan start date/ date of c) disbursement.
 - **Blocked dates** •
 - Saturdays and Sundays ٠
 - Note that the bank will also ٠ check if date selected is a Holiday

Please approve this request on the same day

Get Additional Drawdown

			I. Input Details 🗸	2. Verify Details	3. Suł	If you need to
		Preview ye	our drawdown req	uest	🖋 Edit	amendments, click on edit
Drag and drop your files anywhere, o	browse for files	Loan account	VTL0000152L(SGD)			and you will go
Each file is limited to SMB in PNG, JP	G, JPEG, and PDF.	Facility type	VESSEL TERM LOAN (N	1)		back to the
		Maturity Date	30 Aug 2019			to make any
File name	Document type	ī				amendments.
Payment advice 210120_SY210120F01T0101.pdf.pdf	Additional Drawdown	Supporting Documents	Payment advice 2101	120_5Y210120F01T0101.pdf.pdf		
	Cancel Save as draft N	Reference				
				Cancel	Submit	
 a) You may upload any supp transaction request. 	orting documents or instructions for your	Request f	or Additional Dra	wdown		
h) Click on Noutto proceed	Cancel to go back to providus page or	Take out more funds	from your loop			

- b) Click on Next to proceed, Cancel to go back to previous page, or Save as draft to save your request.
- d) Review the rollover request and click submit.
- e) Message will appear after request is submitted successfully.





Get New Loan from Existing Credit Limit (New Drawdown)



Get a new loan from Existing Credit Limit

Request for a new loan from your existing credit limit



Step 1: Credit limit and loan details

Clicking on Get new loan from existing credit limit will bring you to the Get new loan from existing credit limit request screen.



Get New Loan from Existing Credit Limit

1. Inp	out Details	2. Verify Details	3. !
Organisation			
Step 1: Cred	it limit and loan details		
Facility type and available limit	IBLC_LOCAL (SGD) 10,000,000		~
Loan amount	SGD 10000		
Purpose of loan			
		100	//
		133 0	naracters left

- a) Select your Facility. Only activated limit with available amount will be displayed for selection.
- b) Input your loan amount. Note that loan currency will be based on your Facility currency and loan amount cannot exceed available limit.
- c) You may input the purpose of loan.

Step 2: Disburse loan to

Receiving account	123123	
Step 3: Loan	duration	
Limit expiry date	31-Dec-2099	
Loan start date	When do you want your loan to be d	isbursed?
	Choose date 30-Mar-2020)
Tenor	12	Months

- d) Input your receiving account.
- e) Select your loan start date/ date of disbursement.
 - Blocked dates
 - Saturdays and Sundays
 - Note that the bank will also check if date selected is a Holiday
- f) Input your Tenor. Tenor (Loan end date) selected cannot exceed Limit Expiry Date



Get New Loan from Existing Credit Limit

Servicing account 123123

Upload supporting documents

File name Document type	Upload Drag and drop your files anywhere, Each file is limited to 5MB in PNG, J	o <mark>r browse for files</mark> PG, JPEG, and PDF.	
	File name 2020-01-13 LNOS NewDrawdown odf	Document type	â

The information submitted will be reviewed by the bank before the completion of this request. Notice of Drawdown must be given 3 working days prior or as per stated in the Letter of Offer



Save as draft Ne



- b) You may upload any supporting documents or instructions for your transaction request.
- c) Click on Next to proceed, Cancel to go back to previous page, or Save as draft to save your request.
- d) Review the rollover request and click submit.

Input your servicing account

a)

e) Message will appear after request is submitted successfully.



Approving a Transaction

■ DBS Loan Servicing -				02941236HC01, C00 ti login at: 26 Feb 2020 1	29412 7:16 hrs	_→ Logout
Facilities View and manage loans			Loan Servicing R View and manage loan servi	Requests		
Loan Servicing Use this screen to view and mana	Requests age loan servicing requests					
7 1ML0000116C	Kejected (6) Completed		Show additional filters	¥		
1 results found Request Date 🗘 Reference Type	ce / 💠 🛛 Loan Account 🌩	Debiting Account	♣ Amount to Pay ♣	Status 👔		
26-Feb-2020 LNOSPI Repayn	P20102622020 1ML0000116C nent GBP		GBP 102,644.76	Pending Approval (0/1)		

Find the case in Loan Servicing Requests tab and click on the reference number

Approving a Transaction

LNOSPP20102622020

View Repayment Loan Request Activity Log Details of this repayment loan request. Actions you may perform depend on your role and the Action User Name Date and Time C002941236HM01 26 Feb 2020 16:51 Create Reference: LNOSPP20102622020 Print Status: Pending Approval Approve Organisation 1 Enter this Challenge to your Digital Token or Security Device: Loan Account 1ML0000116C (GBP) 1361 0898 Maturity Date 04 Jul 2018 Security Device Digital Token \lor \sim Prepayment type Partial early repayment 2 Enter Response GBP 102,644.76 Total payment amount Breakdown for this month's repayment Principal due Interest due GBP 100,000.00 GBP 2,281.91 Cancel Approve Early repayment breakdown Principal repaid early GBP 362.85 Verify the details of the request. a) Request approved Enter the challenge in your digital token or Debiting Account 0 b) security device and input the response GBP -362.85 New oustanding Prepayment loan request LNOSPP20102622020 has balance Current: GBP 100.000.00 been successfully approved. returned accordingly. c) Repayment Instruction.pdf Supporting Documents

Dismiss

- Click Approve to approve this transaction or Click Reject to reject this transaction.
- Upon approval, the status will reflect as d) received and will be processed by the bank.

Loan Servicing Request Status

XDRS

Loan Servicing Status	Description
Pending Approval	A user has created a Loan Servicing Request, and it awaits approval.
Approved	The instruction has received all the required approvals and is ready to be sent to the back
Approved	office for processing.
	A user has saved instruction details (possibly with incomplete information) without
Saved	submitting the instruction for processing; the user can access the instruction at a later time
	to complete the details and submit it for approval and processing.
Rejected	The approver has rejected the Loan Servicing request.
Dessived	The Loan Servicing request is getting processed at the bank and is waiting for processing at
Received	the bank.
Completed	This Loan Servicing request is completed processing successfully at the back office.
Bank Rejected	Bank has rejected the Loan Servicing request.

Viewing of Transaction Requests

BBS Loan Servicing 👻						5062067M01, 5062067 Last login at: 26 Feb 2020 20:17 h	ns ∟→ Logout	
Facilities View and manage loans				Loan Se View and ma	rvicing Requ	lests quests		
Loan Servic Use this screen to view	cing Request	S requests	Cli ab	ck on the tab loan so le to see all the requ	ervicing red Jests that h	quests and you wi have been submitt	ll be ted.	
Show all Pendin	g (2) Rejected (0)	Completed		Show additional filters 🚿	4	You can search reference num	via ber, loan er, or	
2 results found Request Date	Reference / ‡ Type	Loan Account	Debiting Account		Status 👔	amount.		
25-Feb-2020	LNOSRP182522020 Repayment	3444788000129769 HKD		HKD 1,655,541.1	Pending Approval (0/1)			
25-Feb-2020	LNOSRP192522020 Repayment	3444788000159513 HKD		НКD 3,281.44	Pending Approval (0/1)			

Log Out

⊠DBS Loan Servicing -	C043221239HS01, C0432212 Last login at: 26 Feb 2020 11:36 hrs Logout
Go to IDEAL Main	Loan Servicing Requests View and manage loan servicing requests
Facilities View loan balance for current month	Export to Pdf 🔤 Export to CSV 🖶 Print Show All Facilities, sort by Account Number 🖨
VH001N00019E00 - SGD variable hire purchase	
29,158.6014,585.0329,222.90Outstanding BalancePayment DueOverdue Amount	17-Apr-20180 monthsNext Payment DateMaturity DateTenor Remaining
Show more details 📎 View transaction history	R Action

You can either log out to Ideal Main (click on the triangle) or log out completely.

SMS & Email Notifications

<DBS BANK> The loan Drawdown request with Ref LNOSDD260062532020 has been created and is pending approval.

Transaction Pending Approval Alert

The loan Drawdown request with Ref LNOSDD260032532020 of SGD 5000.0 has been created and is pending approval.

Should you require any clarification, please do no hesitate to contact our Customer Service Hotline. We take this opportunity to thank you for using DBS IDEALTM.

Please do not reply to this email as it is auto-generated.

CONFIDENTIAL NOTE: The information contained in this email is intended only for the use of the individual or entity named above and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this message in error, please immediately notify the sender and delete the mail. Thank you.

Makers and/or Checkers subscribed to notifications will receive SMS & Email when:

- Case is pending approval a)
- Case is completed b)
- Case is unsuccessful C)
- d) Case is rejected by Checker
- Case is received by the bank for processing e)
- Payment is due in 7 days, 3 days, and 1 day (SMS only)

To:

- Loan is maturing in 7 days, 3 days, and 1 day (SMS only) g)
- h) Upcoming Activities of the Month (Email sent on 1st day of the month)

