

A decorative graphic on the right side of the page. It features three blue circles of different sizes. Two thin blue lines originate from the top left and extend diagonally towards the circles. A third thin blue line originates from the top right and extends diagonally towards the bottom right circle.

# **STANDING INSTRUCTION HANDBOOK**

## **MONTHLY CONTRIBUTION COLLECTION SYSTEM**

The Standing Instruction (SI) is an instruction given by a member to transfer a fixed amount of money from a designated account to the church's designated account on a fixed frequency. The church is adopting the SI method for members to transfer monthly contribution with ease of transactions and for better record keeping.

This handbook contains step-by-step procedures in setting up the SI and submission of deposit slips to church office.

**CENTRAL CHRISTIAN CHURCH OF MALAYSIA**  
**22/6/2014**

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# CIMB USERS

## E-STANDING INSTRUCTION (E-SI)

### 1.0 CIMB CLICKS

#### 1.1 E-SI SETUP FOR INTRA-BANK TRANSACTIONS (CIMB to CIMB)

**TARGET USERS:**

Church members who have registered for Tabung Pengurusan Rumah Ibadat (TPRI)

**HOW TO SET UP E-SI VIA CIMB *CLICKS*:**

1	Log in to <b>CIMB <i>CLICKS</i></b> (see <i>next page</i> for first time login users).
2	Go to <b><i>Transfer</i></b> tab on the menu bar. Select <b><i>Within CIMB Bank</i></b> .
3	<p>A window appears. Please enter the following information accordingly (see <i>page 4</i> for sample):</p> <p><b>From:</b> Choose your bank account.</p> <p><b>To:</b> Select TPRI account from your favourite list <b>OR</b> enter TPRI account number.</p> <p><b>Amount:</b> Enter your monthly contribution amount.</p> <p><b>Recipient Reference:</b> ESI Monthly Con.</p> <p><b>Other Payment Details:</b> Enter your common name (e.g. James Puah).</p> <p><b>When:</b> Select <b><i>Later</i></b> and your first SI date (e.g. 1 July 2014).</p> <p><b>When:</b> Select <b><i>Recurring</i></b> and choose your frequency (e.g. <b><i>Monthly</i></b> for <b><i>50</i></b> times).</p>
4	Click <b>Submit</b> .
5	Request and enter <b>TAC</b> number (see <i>next page</i> for steps to register <b>TAC</b> ).
6	Click <b>Confirm</b> .
7	Click <b>OK</b> .

## CIMB – REGISTER CIMB *CLICKS* (PIN & TAC)

### HOW TO CREATE INTERNET E-PIN FOR FIRST TIME LOGIN?

1	Insert CIMB ATM card in the ATM machine.
2	Select <b><i>Others</i></b> in the main menu.
3	Select <b><i>CIMB Clicks</i></b> .
4	Select <b><i>Internet e-PIN</i></b> .
5	Enter 6 digit e-PIN of your choice (e.g. 123456).
6	Re-enter the same 6 digit e-PIN number to confirm.
7	ATM machine will display a message “ <b>Internet e-PIN accepted</b> ”.

### HOW TO REGISTER YOUR MOBILE PHONE NUMBER TO RECEIVE TAC?

1	Insert CIMB ATM card in the ATM machine.
2	Select <b><i>Others</i></b> in the main menu.
3	Select <b><i>CIMB Clicks</i></b> .
4	Select <b><i>TAC Registration</i></b> .
5	Enter your <b>mobile phone number</b> to receive your TAC.

## CIMB *CLICKS* – INTRA-BANK TRANSFER

From : [Redacted]

To : ☐ Select My Own / Favourite Recipient  
☒ TPRI Bank Account Number

Amount : RM 100.00 Min RM1.00  
(Subject to daily transaction limit of RM10,000.00)

Recipient Reference : ESI Monthly Con

Other Payment Details : James Puah

When : ☐ Now  
☒ Later 01/07/2014  
☐ Single(Once)  
☒ Recurring Every Month for 50 times

Alert Recipient by : Email [Redacted] and/or  
SMS Please Select [Redacted] RM0.20/SMS

**Sidebar:**

- Special Offers
- My Mailbox (2)
- Claim OctoSend
- View All Accounts
- Transfer Within CIMB Bank
- Transfer to Other Banks
- Pay Bills
- Pay Credit Cards
- Prepaid Reload

**Footer:**

WE HAVE **UPGRADED**

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6:12 PM 5/6/2014

## 1.2 E-SI SETUP FOR INTER-BANK TRANSACTIONS (CIMB to MBB)

### TARGET USERS:

Church members who give their monthly contributions to church's Maybank account **OR** CIMB account (1442-0000155-10-8 **OR** 8600-2353-95) prior to 1<sup>st</sup> July 2014.

### IMPORTANT NOTES:

Effective from 1<sup>st</sup> July 2014, Church's CIMB account (1442-0000155-10-8 **OR** 8600-2353-95) is no longer in use for depositing monthly contributions.

### HOW TO SET UP E-SI VIA CIMB *CLICKS*:

1	Log in to <b>CIMB <i>CLICKS</i></b> (see <b>Page 3</b> for first time login users).
2	Go to <b>Transfer</b> tab on the menu bar. Select <b>To Other Banks</b> .
3	<p>A window appears. Please enter the following information accordingly (see <b>next page</b> for sample):</p> <p><b>From:</b> Choose your bank account. <b>Method:</b> Normal Transfer (IBG). <b>To:</b> Select Church's Maybank account from your favourite list <b>OR</b> enter Church's Maybank account details as follow:     <b>Recipient Bank:</b> MAYBANK     <b>Recipient Account Number:</b> 514084256709     <b>Recipient Name:</b> Central Christian Church of Malaysia</p> <p><b>Payment Type:</b> Fund Transfer. <b>Amount:</b> Enter your monthly contribution amount. <b>Recipient Reference:</b> ESI Monthly Con. <b>Other Payment Details:</b> Enter your common name (e.g. James Puah). <b>When:</b> Select <b>Later</b> and your first SI date (e.g. 1 July 2014). <b>When:</b> Select <b>Recurring</b> and choose your frequency (e.g. <b>Monthly</b> for <b>50</b> times).</p>
4	Click <b>Submit</b> .
5	Request and enter <b>TAC</b> number (see <b>Page 3</b> for steps to register <b>TAC</b> ).
6	Click <b>Confirm</b> .
7	Click <b>OK</b> .

# CIMB *CLICKS* – INTER-BANK TRANSFER

Browser address bar: <https://www.cimbclicks.com.my/ibk/> Welcome To CIMB Clicks ...

## Transfer to Other Banks

**From :** [Redacted]

**Method :** ☒ Normal Transfer (IBG) [?](#)  
☐ Instant Transfer (IBFT) [?](#)

**To :** ☐ Select Favourite Recipient   
☒ MAYBANK   
514084256709 [Accepted Account Length](#)  
Central Christian Churc

**Payment Type :** Fund Transfer

**Amount :** RM 100.00 Min RM1.00  
(Subject to daily transaction limit of RM10,000.00)

**Recipient Reference :** ESI Monthly Con

**Other Payment Details :** James Puah

**When :** ☐ Now  
☒ Later 01/07/2014   
☐ Single(Once)  
☒ Recurring Every Month  for 50  times

**Alert Recipient by :** Email  and/or

**Quick Shortcuts**

- Special Offers
- My Mailbox (2)
- Claim OctoSend
- View All Accounts
- Transfer Within CIMB Bank
- Transfer to Other Banks
- Pay Bills
- Pay Credit Cards
- Prepaid Reload

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**WE HAVE UPGRADED OUR SYSTEM**

### 1.3 HOW TO REMOVE E-SI IN CIMB *CLICKS*

1	Log in to <b>CIMB <i>CLICKS</i></b> .
2	Go to <b><i>My Accounts</i></b> tab on the menu bar. Select <b><i>View All Accounts</i></b> .
3	Click on the bank account number that has the E-SI.
4	Select <b><i>View Pending Transactions</i></b> below the menu bar (see <b><i>next page</i></b> ).
5	Click the <u>underlined bank account number</u> for details.
6	Choose <b><i>Stop This Transfer</i></b> OR <b><i>Stop All Future Transfer</i></b> .
7	A pop-up message appears. Click <b>OK</b> .

### 1.4 HOW TO PRINT AND SUBMIT DEPOSIT SLIP TO CHURCH OFFICE

1	Log in to <b>CIMB <i>CLICKS</i></b> .
2	Go to <b><i>My Accounts</i></b> tab on the menu bar. Select <b><i>Clicks Transaction History</i></b> .
3	Click the <u>underlined reference number</u> of the transaction (see <b><i>Page 9</i></b> ).
4	Click <b>Print</b> .
5	<p>Attach deposit slip file (<b>PDF</b> format) to your email and send to following address: TPRI members (CIMB to CIMB): <a href="mailto:tpri.ccom@gmail.com">tpri.ccom@gmail.com</a> Non-TPRI members (CIMB to MBB): <a href="mailto:contribution.ccom@gmail.com">contribution.ccom@gmail.com</a></p> <p><b>OR</b></p> <p>You can print out the deposit slip and write the following information <b>CLEARLY</b> on the slip:</p> <p><b>Example</b> <b>Name:</b> James Puah <b>Sector:</b> Chinese Ministry <b>Subject:</b> July contribution</p> <p>You may drop your deposit slip into the contribution box on every <b>FIRST</b> and <b>SECOND</b> Sundays only.</p>



# CIMB CLICKS – VIEW PENDING TRANSACTIONS

The screenshot displays the CIMB Clicks web interface within a browser window. The address bar shows the URL <https://www.cimbclicks.com.my/ibk/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website's header features the CIMB Clicks logo and a 'Logout' button. A navigation bar contains links for My Accounts, My Investments, Transfer, Claim, Pay, Top Up, Apply For, More Stuff, and Settings. A security notice states 'You are in a secured site'. The main content area shows the 'My Accounts' section with a dropdown menu for 'Current/Savings' that is open, highlighting 'View Details' and 'View Pending Transactions' (the latter is circled in red). Below this, the 'View All Transactions' section displays account details (Name, Account No., Account Type, Available Balance, Account Balance) and a 'Cheque Float' field. A 'View Transaction History for' section includes a date range selector (Please Select, Search By Date: 1 Jan 2013) and a 'Go' button. A 'Quick Shortcuts' sidebar on the right lists links for Special Offers, My Mailbox (2), Claim OctoSend, View All Accounts, Transfer Within CIMB Bank, Transfer to Other Banks, and Pay Bills. The Windows taskbar at the bottom shows the Start button and icons for Internet Explorer, File Explorer, Google Chrome, and Microsoft Word. The system clock indicates 6:37 PM on 5/6/2014.

## CIMB *CLICKS* – LIST OF TRANSACTIONS HISTORY

**Clicks Transactions History (Successful)**

[Print](#)

This is the list for all successful online funds transfers, bill payments and Schedule Transaction. Click on the "Reference Number" to view details.

View Successful transaction for :

**Results 1 - 30 of 41**

1 2 > [Next](#)

Date & Time, Ref #	From Account	To Account/Bill Account Number	To Account Name/Payee	Amount
04-Jun-2014 16:10:18 PM Ref # 408253063				

# MBB USERS

## E-STANDING INSTRUCTION (E-SI)

### 2.0 MAYBANK2U

#### 2.1 E-SI SETUP FOR INTRA-BANK TRANSACTIONS (MBB to MBB)

**TARGET USERS:**

Church members who give their monthly contributions to the Maybank account.

**HOW TO SET UP E-SI VIA MAYBANK2U:**

1	Log in to <b>Maybank2u</b> (see <i>next page</i> for first time login users).
2	Select <b>Accounts &amp; Banking</b> tab on the menu bar.
3	Select your bank account.
4	Click <b>Standing Instructions</b> (left side of the screen). Then click <b>Add</b> .
5	Choose <b>3rd Party Transfer</b> in the <b>Service Type</b> . Click <b>Continue</b> .
6	A window appears. Please enter the following information accordingly (see <i>page 12</i> for sample):  <b>Recipient Reference:</b> ESI Monthly Con <b>Open a 3rd Party Account:</b> 514084256709 <b>Amount:</b> Enter your monthly contribution amount. <b>Effective Date:</b> Choose your first SI date (e.g. 1 July 2014). <b>Frequency of Payment:</b> Select <b>Monthly</b> . <b>Termination Date:</b> Select <b>Until Further Notice</b> .
7	Click <b>Continue</b> .
8	Request and enter <b>TAC</b> number (see <i>next page</i> for steps to register <b>TAC</b> ).
9	Click <b>Confirm</b> .

## MBB – REGISTER MAYBANK2U (PIN & TAC)

### HOW TO CREATE E-PIN NUMBER AND REGISTER YOUR MOBILE PHONE NUMBER TO RECEIVE TAC?

<b>1</b>	Insert Maybankard Bankcard / Visa Debit in the ATM Machine.
<b>2</b>	Select <b><i>Maybank2u / Phone Banking / Updates</i></b> in the main menu.
<b>3</b>	Select <b><i>Maybank2u Application</i></b> .
<b>4</b>	Enter 6 digit PIN number of your choice (e.g. 123456).
<b>5</b>	Re-enter the same 6 digit PIN number to confirm.
<b>6</b>	Go to the nearest branch to register your mobile phone number to receive TAC.

## MAYBANK2U – INTRA-BANK TRANSFER

The screenshot shows a web browser window with the URL <https://www.maybank2u.com.my/>. The page title is "Standing instructions". On the right side, there is a yellow vertical banner that says "Security Tips".

**Note:**  
A commission of RM2.00 will be levied for each eSI funds transfer effected by the Bank.  
The maximum amount for eSI 3rd party transfer is RM3,000 only.  
Update request made between 6 pm to 12 midnight will only be effected the next day.

Recipient reference:   
(Note: House rental, Johan's BCB account)

Choose a favourite 3rd Party account:  Open a 3rd Party account:

Amount:

From Account: 162496039558 WSA

Effective date:

Frequency of payment:

Termination date: ☒ Until further notice  
☐  /  /   
(Note: dd/mm/yyyy)

or [Go back](#)

## 2.2 E-SI SETUP FOR INTER-BANK TRANSACTIONS (MBB to CIMB)

### TARGET USERS:

Church members who have registered for Tabung Pengurusan Rumah Ibadat (TPRI)

### HOW TO SET UP E-SI VIA MAYBANK2U:

1	Log in to <b>Maybank2u</b> (see <b>page 11</b> for first time login users).
2	Select <b>Accounts &amp; Banking</b> tab on the menu bar.
3	Select your bank account.
4	Click <b>Standing Instructions</b> (left side of the screen). Then click <b>Add</b> .
5	Choose <b>Interbank</b> in the <b>Service Type</b> . Click <b>Continue</b> .
6	Select <b>CIMB BANK BERHAD</b> in the <b>Select a Beneficiary Account</b> . Click <b>Continue</b> .
7	<p>A window appears. Please enter the following information accordingly (see <b>next page</b> for sample):</p> <p><b>Standing Instruction Name:</b> ESI Monthly Con. <b>Account Number:</b> TPRI bank account number. <b>Beneficiary Name:</b> TPRI Central Christian Church of Malaysia. <b>Other Payment Details:</b> Enter your common name (e.g. Kit Wan). <b>Amount:</b> Enter your monthly contribution amount. <b>Payment Type:</b> Funds Transfer. <b>Effective Date:</b> Choose your first SI date (e.g. 1 July 2014). <b>Frequency of Payment:</b> Select <b>Monthly</b>. <b>Termination Date:</b> Select <b>Until Further Notice</b>. <b>Do you require Recipient ID to be validated?:</b> Select <b>No</b>.</p>
8	Click <b>Continue</b> .
9	Request and enter <b>TAC</b> number (see <b>page 11</b> for steps to register <b>TAC</b> ).
10	Click <b>Confirm</b> .

# MAYBANK2U- INTER-BANK TRANSFER

remove/delete the eSI and re-register for it again, with your new validation preference.

Standing Instruction name:   
(Note: House rental, Johan's BCB account)

To: CIMB BANK BERHAD

Account number:

Other Payment Details:

Beneficiary Name:

Amount:

Effective date:

Payment type:

Frequency of payment:

From Account:

Termination date: ☒ Until further notice  
☐  /  /   
(Note: dd/mm/yyyy)

Do you require Recipient ID to be validated at the recipient's bank?

☐ Yes (please ensure the Recipient ID type & number is the same as maintained at the Recipient's bank. Recipient ID keyed in will be used for validation.

Recipient ID Type:

Recipient ID:

☒ No, Recipient ID validation is not required. ONLY account number should be validated at Recipient bank.

[Continue](#) or [Go back](#)

Security Tips

https://www.maybank2u.com.my/mbb/m2u/m1003/m2uSPGiroConfirm.do?BV\_SessionID=@@@0963623749.1402020141...

EN 10:08 AM 6/6/2014

## 2.3 HOW TO REMOVE E-SI IN MAYBANK2U

1	Log in to <b>Maybank2u</b> .
2	Select <b>Accounts &amp; Banking</b> tab on the menu bar.
3	Click on the bank account that has the E-SI.
4	Click <b>Standing Instructions</b> (left side of the screen).
5	Select the E-SI transaction.
6	Click <b>Delete</b> .
7	Click <b>Confirm</b> .

## 2.4 HOW TO PRINT AND SUBMIT DEPOSIT SLIP TO CHURCH OFFICE

1	Log in to <b>Maybank2u</b> .
2	Select <b>Accounts &amp; Banking</b> tab on the menu bar. Then select your bank account.
3	Click <b>M2U History</b> .
4	A list of transactions appears. Go to the transaction. Click <b>Reprint</b> .
5	<p>Attach deposit slip file (<b>PDF</b> format) to your email and send to following address: Non-TPRI members (MBB to MBB): <a href="mailto:contribution.ccom@gmail.com">contribution.ccom@gmail.com</a> TPRI members (MBB to CIMB): <a href="mailto:tpri.ccom@gmail.com">tpri.ccom@gmail.com</a></p> <p><b>OR</b></p> <p>You can print out the deposit slip and write the following information <b>CLEARLY</b> on the slip:</p> <p><b>Example</b> <b>Name:</b> James Puah <b>Sector:</b> Chinese Ministry <b>Subject:</b> July contribution</p> <p>You may drop your bank-in slip into the contribution box on every <b>FIRST</b> and <b>SECOND</b> Sundays only.</p>



# PBB USERS

## E-STANDING INSTRUCTION (E-SI)

### 3.0 PBE

#### 3.1 E-SI SETUP FOR INTER-BANK TRANSACTIONS (PBB to MBB/CIMB)

##### TARGET USERS:

Church members who use PBB account (both TPRI and non-TPRI)

##### HOW TO SET UP E-SI VIA PBe:


1	Log in to <b>PBe</b> (see <i>next page</i> for first time login users).
2	Select <b>Account</b> .
3	Select <b>E-Standing Instructions</b> (left side of the screen).
4	Select <b>Interbank GIRO (IBG) To Favourite Account</b> in the <b>Transaction Type</b> .
5	<p>A window appears. Please enter the following information accordingly (see <i>page 18</i> for sample):</p> <p><b>From Account:</b> Select your bank account. <b>Beneficiary Short Name:</b> Choose Church's bank account from favourite list. <b>Payment Type:</b> Funds Transfer. <b>Other Payment Details:</b> Enter your common name (e.g. Kit Wan). <b>Recipient Reference:</b> ESI Monthly Con. <b>Transaction Amount:</b> Enter your monthly contribution amount. <b>First Effective Date:</b> Choose your first SI date (e.g. 1 July 2014). <b>Frequency:</b> Select <b>Monthly</b>. <b>Occurrence(s):</b> Select your number of occurrence (e.g. <b>60</b> times).</p>
6	Click <b>Next</b> . Request and enter <b>PAC</b> (see <i>next page</i> for steps to register <b>PAC</b> ).
7	Click <b>Confirm</b> .


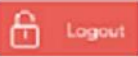
## PBB – REGISTER PBe (PIN & PAC)


### HOW TO CREATE E-PIN NUMBER AND REGISTER YOUR MOBILE PHONE NUMBER TO RECEIVE PAC?

<b>1</b>	Insert Public Bank Debit card / ATM card in the ATM Machine.
<b>2</b>	Select <b><i>Saving Account</i></b> OR <b><i>Current Account</i></b> .
<b>3</b>	Select <b><i>Other Services</i></b> in the main menu.
<b>4</b>	Select <b><i>Register PBe Bank &amp; My Mobile</i></b> .
<b>5</b>	Press <b>No</b> .
<b>7</b>	Enter your mobile phone number.
<b>8</b>	Enter 6 digit PIN number of your choice (e.g. 123456).
<b>9</b>	Re-enter the same 6 digit PIN number to confirm.
<b>10</b>	Go to the nearest branch to register your mobile phone number to receive PAC.

## PBe – INTER-BANK TRANSFER


 **PUBLIC BANK**




**Create E-SI**

Manage E-SI

 **E-Standing Instruction (E-SI)**

**ESI - Interbank GIRO (IBG) to Favourite Account**



How to make payment, [click here](#).

**From Account**

**Beneficiary Short Name**

CCCOM

**Payment Type**

Funds Transfer

**Other Payment Details**

KIT WAN

**Recipient Reference \***

ESI MONTHLY CON

e.g.April Loan Payment

**First Effective Date**

01-07-2014

**Frequency**

Monthly

**Occurrence(s)**

60

**Reset** **Cancel** **Next**

### 3.2 HOW TO REMOVE E-SI IN PBE

1	Log in to <b>PBe</b> .
2	Select <b>Account</b> .
3	Select <b>E-Standing Instructions</b> (left side of the screen).
4	Click <b>Manage E-SI</b> .
5	Select the E-SI transaction.
6	Click <b>Delete</b> .
7	Select transaction(s) to be deleted. Click <b>Delete</b> .

### 3.3 HOW TO PRINT AND SUBMIT DEPOSIT SLIP TO CHURCH OFFICE

1	Log in to <b>PBe</b> .
2	Select <b>Account</b> .
3	Click <b>View PBe Transaction</b> (left side of the screen).
4	Select your bank account. Choose the transaction Period. Click <b>Next</b> .
5	Click on the <u><b>transaction reference</b></u> for details. Click <b>Print</b> .
6	<p>Attach deposit slip file (<b>PDF</b> format) to your email and send to following address: Non-TPRI members (PBB to MBB): <a href="mailto:contribution.ccom@gmail.com">contribution.ccom@gmail.com</a> TPRI members (PBB to CIMB): <a href="mailto:tpri.ccom@gmail.com">tpri.ccom@gmail.com</a></p> <p><b>OR</b></p> <p>You can print out the deposit slip and write the following information <b>CLEARLY</b> on the slip:</p> <p><b>Example</b> <b>Name:</b> James Puah            <b>Sector:</b> Chinese Ministry <b>Subject:</b> July contribution</p> <p>You may drop your deposit slip into the contribution box on every <b>FIRST</b> and <b>SECOND</b> Sundays only.</p>

# STANDING INSTRUCTION

## FORM APPLICATION

### 4.0 ALL BANKS

#### 4.1 FORM APPLICATION FOR STANDING INSTRUCTION (SI)

**TARGET USERS:**

Church members who do not have any online banking facilities.

**HOW TO APPLY SI AT YOUR BANK:**

1	Obtain the SI application form from your bank.
2	Complete the application form (see <b>next page</b> for sample forms of CIMB, MBB, PBB, RHB and Hong Leong Bank).
3	Present the completed form to your bank officer for approval (see <b>Appendix A</b> for the table of SI charges by different banks).

#### 4.2 HOW TO PRINT AND SUBMIT DEPOSIT SLIP TO CHURCH OFFICE

1	Please collect your deposit slip <b>OR</b> bank statement from your bank after SI date every month.
2	<p>Write the following information <b>CLEARLY</b> on your deposit slip:</p> <p><b>Example</b> <b>Name:</b> James Puah <b>Sector:</b> Chinese Ministry <b>Subject:</b> July contribution</p> <p>You may drop the deposit slip into the contribution box on every <b>FIRST</b> and <b>SECOND</b> Sundays only.</p>

# SAMPLE FORMS FOR SI APPLICATION

## SAMPLE FORM (CIMB)

The Manager  
CIMB Bank Berhad (13491-P)

Date:

..... Branch

### PERIODICAL PAYMENT

Revenue  
Stamp

I/We LEE KIT WAN

(Identity Card/Business Registration No. XXXXXXXX - XX - XXXX)  
hereby request and authorise you to make the following periodical payment and debit the following account with the amount or equivalent thereof, plus your charges:-

DEBIT SAVINGS/CURRENT ACCOUNT OF	
ACCOUNT NO.	<u>7XXXXXXX09</u>
AMOUNT (In words and figures)	RINGGIT MALAYSIA : <u>ONE HUNDRED ONLY.</u> <span style="border: 1px solid black; padding: 2px;">RM 100.00</span>
FOR PAYMENT TO	<u>CENTRAL CHRISTIAN CHURCH OF MALAYSIA</u>
FOR CREDIT OF	<u>CHURCH CONTRIBUTION</u>
REFERENCE NO.	<u>514084256709</u> ACCOUNT/POLICY/MEMBERSHIP*
METHOD OF PAYMENT (Please tick <input checked="" type="checkbox"/> )	<input type="checkbox"/> DD-BANKER'S DRAFT <input type="checkbox"/> LOCAL <input type="checkbox"/> FOREIGN <input type="checkbox"/> TT-TELEGRAPHIC TRANSFER <input type="checkbox"/> LOCAL <input type="checkbox"/> FOREIGN <input type="checkbox"/> BC-BANKER'S CHEQUE <input checked="" type="checkbox"/> TR/IB TRANSFER <input type="checkbox"/> OTHERS (SPECIFY) .....
PERIODICITY (Please tick <input checked="" type="checkbox"/> )	<input type="checkbox"/> W-WEEKLY <input type="checkbox"/> F-FORTNIGHTLY <input checked="" type="checkbox"/> M-MONTHLY <input type="checkbox"/> Q-QUARTERLY <input type="checkbox"/> H-HALF YEARLY <input type="checkbox"/> Y-YEARLY <input type="checkbox"/> X-OTHERS (SPECIFY DATES) .....
PERIOD	COMMENCING <u>01/07/2014</u> DATE OF FINAL PAYMENT <u>UNTIL FURTHER NOTICE</u> AMOUNT <u>Rm100.00</u>

\* Delete whichever is not applicable

I/We agree that the Bank accepts this order upon conditions on the reverse

Signature Chif  
 Name : LEE KIT WAN  
 IC No. : XXXXXXXX - XX - XXXX  
 Tel. No. : 0123456789

Address: NO. 1, JLN SIGMA U6/16A, TWIN SUBANG PERMATA, 40150 SHAH ALAM, SELANGOR.

FOR BANK USE		SIGNATURE VERIFIED BY:	
PPI NO.	<input type="text"/>	PERIODICITY	<input type="checkbox"/>
INSTITUTION CODE	<input type="text"/>	PAYMENT TYPE	<input type="checkbox"/>
CURRENCY CODE	<input type="text"/>	REF. TYPE	<input type="checkbox"/>
BANK CODE	<input type="text"/>	CHARGES (Y/N/S)	<input type="checkbox"/>
		COMMISSION (Y/N)	<input type="checkbox"/>

BM/42A (07/08) - PUR

# SAMPLE FORM (MBB)

Tuan Pengurus  
The Manager  
Maybank

SETEM HASIL /  
REVENUE STAMP

Tarikh  
Date :

## PERMOHONAN UNTUK ARAHAN TETAP APPLICATION FOR STANDING INSTRUCTION

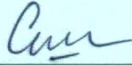
Nama Pemohon / Applicant:	LEE K'Y WAN		
Nombor Akaun / Account Number: (untuk di debit) / (to be debited)	1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
Amaun Pembayaran / Payment Amount:	RM : 1 0 0 . 0 0 Amaun Dalam Perkataan / Amount In Words: Ringgit Malaysia ONE HUNDRED ONLY .		
Kekerapan / Frequency: (Sila tandakan ✓ di dalam kotak berkenaan) (Please mark ✓ in the appropriate box)	<input type="checkbox"/> Mingguan / Weekly <input checked="" type="checkbox"/> Bulanan / Monthly <input type="checkbox"/> Suku Tahunan / Quarterly <input type="checkbox"/> Setengah Tahun / Half Yearly <input type="checkbox"/> Tahunan / Yearly <input type="checkbox"/> Lain-Lain / Others		
Tarikh / Date:	Berkuatkuasa / Effective: 01/07/2014	Tamat Tempoh / Termination: UNTIL FURTHER NOTICE	
Cara Pembayaran / Payment Method : (Sila tandakan ✓ di dalam kotak berkenaan) (Please mark ✓ in the appropriate box)	<input type="checkbox"/> Cek Bank / Bankers Cheque <input type="checkbox"/> Draft Permintaan / Demand Draft <input checked="" type="checkbox"/> Perintah Pembayaran / Payment Order <input type="checkbox"/> Pindahan Telegraph / Telegraphic Transfer <input type="checkbox"/> GIRO Antara Bank / Interbank GIRO <input type="checkbox"/> Lain-Lain / Others		
Bayaran Kepada/ Payment To	Nama Bank/Syarikat Kewangan : MAYBANK BERHAD Bank's Name/Finance Company's Name :		
<small>*(Isikan Maklumat Jika Pembayaran Di Buat Selain Dari GIRO / Information Is Required If Mode Of Payment Is Other Than GIRO)</small>	Alamat / : NO. 42-2, GROUND & FIRST FLOOR, JLN SULTAN ISMAK, 50250 KL.		
Penerima / Beneficiary	Nama / : CENTRAL CHRISTIAN CHURCH OF MALAYSIA.		
<small>*(Isikan Maklumat Jika Pembayaran Di Buat Selain Dari GIRO / Information Is Required If Mode Of Payment Is Other Than GIRO)</small>	No. Akaun/Polisi/Nombor Ahli/KP/Pasport/No Rujukan/ : 514084256709 Account Number/Policy/Membership No./IC/Passport/Ref. No.:		
Catatan / Lain-lain Butir Pembayaran (jika ada) Remark / Other Payment Details (if any)	MONTHLY CONTRIBUTION		

Maklumat berikut di perlukan sekiranya pembayaran di buat melalui GIRO Antara Bank  
The following information are required if payment is made via Inter Bank GIRO

Penerima / Beneficiary		Bank Penerima / Bank of Beneficiary
Nombor. Akaun / Account No.		Nama Bank / Bank's Name :
Nama Penerima / Payee's Name		
Nombor KP/Pasport/Polisi/Nombor Ahli/Nombor Rujukan IC No./Passport/Policy/Membership/Reference Number		Bandar / Town :
* Potong Yang Mana Tidak Berkenaan / Delete whichever not applicable		

Saya/Kami bersetuju bahawa pihak Bank akan menerima arahan pembayaran ini berdasarkan syarat-syarat yang tertera di belakang borang permohonan ini. Sebagai balasan kepada usaha Bank untuk memudahkan pembayaran arahan itu, dengan ini saya/kami mengaku janji untuk menanggung rugi pihak Bank terhadap semua kerugian, kos, kerosakan, perbelanjaan, dakwaan dan tuntutan yang mungkin pihak Bank tanggung atau alami disebabkan oleh pelaksanaan pembayaran Arahan Tetap ini.

I/We agree that the Bank accepts this Standing Instruction as per the terms and conditions printed on the reverse of this application form. In consideration of your endeavouring to facilitate the payments in respect of the Standing Instruction, I/We undertake to indemnify the Bank against all losses, costs, damages, expenses, claims and demands which the Bank may incur or sustain by reason of the Bank effecting the above instructions.

  
Tandatangan Pemohon / Signature Of Applicant

Alamat / Address: 28-2, JLN 14/22, SEKS. 14,  
46100 PETALUNG JAYA,  
SELANGOR.

No. Kad Pengenal: XXXXX - XX - XXXX  
I/C Number

\* SETIAP PERUBAHAN DAN PEMBATALAN HENDAKLAH DIBERITAHU DUA MINGGU SEBELUM TARIKH PEMBAYARAN.  
All alterations and cancellations should be notified two weeks before payment date.

MALAYAN BANKING BERHAD  
(3813-K)

CA 51 (Revised 2002)



# SAMPLE FORM (PBB)

Manager  
PUBLIC BANK BERHAD/  
PUBLIC ISLAMIC BANK BERHAD

## STANDING INSTRUCTION FORM

STAMP  
DUTY

Dear Sir,

I/We LEE KIT WAN

NRIC No. / Company No. / Business Registration No. XXXXXX - XX - XXXX

hereby request and authorise the Bank to make the following Payment and debit the following account with the amount or equivalent thereof plus the charges.

My/Our Acct No. 4 - X X X X X X X - X X maintained with TMN MAYANG Branch.

Amount (in words and figures) Ringgit ONE HUNDRED ONLY (RM 100.00 )

For Payment to CENTRAL CHRISTIAN CHURCH OF MALAYSIA

For Credit of MONTHLY CONTRIBUTION

Account / Policy / Membership / Reference No. 514084256709

### \* Method of Payment

☐ Banker's Cheque ☐ Telegraphic Transfer ☐ Demand Draft ☒ Interbank Giro ☐ Others \_\_\_\_\_ (please specify)

### \* Period

☒ Monthly ☐ Half Yearly ☐ Quarterly ☐ Yearly


Commencing 01 - 07 - 2014 Expiry UNTIL FURTHER NOTICE

Remarks: (if any) \_\_\_\_\_

\* Please tick ☒ whichever is applicable

I/We agree that the Bank accepts this instruction upon the following conditions:

- I/We undertake to ensure that sufficient funds are kept in my/our account to meet each Payment instruction. The Bank is under no obligation to effect any instruction if there are insufficient funds in my/our account to meet the above instruction on payment date. I/We shall resolve the payment concerned directly with the payee. The Bank shall only effect future payments, subject to availability of funds.
- Although the Bank will endeavour to effect each Payment instruction it accepts no responsibility to make the same and accordingly the Bank shall not incur any liability through error, refusal or omission to effect any payment instruction or by reason of late payment or by any omission to effect such instruction and further the Bank shall not be held liable to me/us due to whatsoever reason and wrongful debit of my/our account due to inaccurate information provided by me/us and/or other factors beyond the reasonable control of the Bank.
- The Bank shall be at liberty to make use of any correspondent, agent or sub-agent or any other agency to issue its Banker's Cheque and Demand Draft or to effect the Telegraphic Transfer and interbank Giro instructions necessary to effect my/our Payment instructions herein and shall not assume any liability or responsibility for any delay or non-remittance or non-receipt of the proceeds arising on the part of the Bank's correspondents, agents or sub-agents or other agencies which are outside the control of the Bank.
- This instruction is subject to any arrangement(s) now subsisting or which may hereafter subsist between myself/ourselves and the Bank in relation to my/our account or any banking accommodation accorded to me/us.
- The Bank may at its absolute discretion conclusively determine the order of priority of any payment by it of any moneys pursuant to this or any other instruction or cheque which I/we have hereto before or may hereafter give to the Bank or draw on my/our account.
- The Bank may its absolute discretion terminate this instruction as to future Payment(s) at any time by notice in writing to me/us or without notice at any time upon receipt of advice from the abovenamed payee that no further payment is required, or without assigning any reason therefore.
- This instruction shall remain effective for the protection of the Bank in respect of Payment(s) made in good faith notwithstanding my death or bankruptcy or the revocation of this instruction by any other means until notice of my death or bankruptcy or of such revocation is received by the Bank. The notice of revocation by me/us to the Bank shall not affect those charges incurred by me/us prior to the Bank's receipt of the notice of revocation.
- A commission charge or any subsequent rate of charges that may be made from time to time will be levied for each periodic Payment effected by the Bank. This charge does not include the incidental postage and/or stamp duty and inland exchange and any such other charges which may also be applicable.
- The Bank reserves the right at its absolute discretion to levy a charge on all Payment instructions on the date the instruction is effected which may not be refunded notwithstanding that the instruction may not be effected due to insufficient funds in my/our account. I/We agree that the Bank is entitled from time to time to vary such charges or impose other charges as deemed appropriate by the Bank.
- Notwithstanding that cheque(s) deposited into my/our account is/are shown as immediate credit, the proceeds of such cheque(s) deposited are available for use only when the cheque proceeds have been paid by the paying bank and credited into my/our account.
- I/We hereby agree and acknowledge that the Bank shall not issue any official confirmation for any Payment(s) made through this instruction. I/We hereby agree that each Payment will be recorded in my/our account and shall be treated as a confirmation of the Payment.
- In consideration of the Bank accepting the instructions herein, I/we hereby undertake to indemnify and hold the Bank harmless and indemnified against all actions, proceedings, claims, damage, cost, expenses, demands and losses which the Bank may incur or sustain by reason of the Bank carrying out the above instructions and/or howsoever arising from the Bank acting on my/our instructions herein and/or arising from any error or omissions on my/our part.
- A request for a replacement of the Payment instrument or a refund of the Payment or cancellation of the transferred fund by the Bank shall only be made at the Bank's discretion and shall be subject to compliance of such terms and conditions as may from time to time be stipulated by the Bank.
- I/We am/are responsible to notify the Bank in writing immediately of any changes in my/our account number and/or the Policy/Membership/Reference No. stated above. The notice shall take effect on the date of receipt by the Bank. Any notice sent by the Bank to my/our last registered address with the Bank shall be deemed to have been received by me/us.
- I/We authorise the Bank to release details of my/our account to the payee and consent to such disclosure and declare that the Bank shall be under no liability for disclosing such information.
- The Bank reserve the right at any time:
  - without prior notice to discontinue, interrupt, withdraw or suspend this service in whole or in part as it deems fit and without assigning any reason whatsoever and the Bank shall not be held liable for any loss or damage which may be suffered by me/us or any other third party as a result of such action by the Bank.
  - to add, delete or amend any of the above conditions. Such amendments shall become effective on such date as the Bank may elect to adopt and the continued use of this service by me/us shall constitute my/our acceptance of the said amendments.
- Notwithstanding the above conditions, I/we shall be bound by the Bank's conditions governing the operations of my/our account which shall be construed in accordance with the Laws of Malaysia.

  
Customer's Signature (If joint account, all parties to sign)  
Company/Organisation's Rubber Stamp (where applicable)  
Address NO. 28-2, JLN 14122, SEKS. 14,  
PETALING JAYA,  
SELANGOR. Postcode 46100  
Telephone 0123456789 Date 15-6-2014

### FOR BANK USE ONLY

Standing Instruction Reference No. \_\_\_\_\_

Verified by: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Any alterations and cancellations should be notified two(2) weeks before payment date to the Bank.

CAO 01000 (Rev08/2007)



RHB	RHB BANK BERHAD (6171-M) Incorporated in Malaysia Branch : .....	STANDING INSTRUCTION APPLICATION FORM
<b>1. CUSTOMER'S ACCOUNT/ACCOUNT DEBITED INFORMATION</b>		
Account in the name of <u>LEE KET WAN</u>		
Account Number <u>5</u> - <u>X X X X X</u> - <u>X X X X X X X X X</u>		
<b>2. INSTRUCTION</b>		
<input type="checkbox"/>	Credit amount of RM (in figure) <u>          </u>	(in words) RM .....
to account number <u>      </u> - <u>      </u> - <u>      </u>		
in the name of .....		
maintained with RHB Bank (please specify branch name) .....		
<input checked="" type="checkbox"/>	Remit amount of RM (in figure) <u>          100          </u>	(in words) RM <u>ONE HUNDRED ONLY</u>
to (name of the company/institution) <u>CENTRAL CHRISTIAN CHURCH OF MALAYSIA</u>		
(address of the company/institution) <u>NO. 28-2, JLN 14/22, BKE 14, 46100 PETALING JAYA, SELANGOR.</u>		
(contact number of the company/institution) <u>03-79552551</u>		
for <input checked="" type="checkbox"/>	credit to account number <u>514084256709</u>	in the name of <u>CENTRAL CHRISTIAN CHURCH OF MALAYSIA</u>
<input type="checkbox"/>	payment of policy/membership/insurance number .....	
<input type="checkbox"/>	in the name of .....	
<input type="checkbox"/>	others (please specify) .....	
<input type="checkbox"/>	Pay Credit Card Account no <u>                                </u>	
in the name of .....		
<input type="checkbox"/>	minimum payment amount	
<input type="checkbox"/>	full outstanding amount	
<input type="checkbox"/>	Repay interest on progressive releases/monthly instalments in fixed sum of RM (in figure) <u>          </u>	
(in words) .....		
..... or any variable amount due to change in interest rate and/or any other costs, expenses in relation to the Housing/Fixed Loan Account number <u>      </u> - <u>      </u> - <u>      </u>		
in the name of .....		
under A/A reference number .....		
<input type="checkbox"/>	Transfer the amount debited to meet payment of cheques drawn on Current Account number <u>      </u> - <u>      </u> - <u>      </u>	
in the name of .....		
<input type="checkbox"/>	Other (please specify) .....	
<b>3. FREQUENCY OF DEBIT/RECIPROCAL PAYMENT OR CREDIT TRANSFER (Commencing date : <u>01 JUL 2014</u>)</b>		
<input type="checkbox"/>	adhoc (please specify dd/mm : .....)	
<input checked="" type="checkbox"/>	monthly (dd : <u>01</u> .....)	
<input type="checkbox"/>	bimonthly (dd : .....)	
<input type="checkbox"/>	quarterly (dd : .....)	
<input type="checkbox"/>	half-yearly (dd : .....)	
<input type="checkbox"/>	yearly (dd : .....)	
For credit card, the account shall be debited 3 days before <u>Payment Due Date</u> stated in the Card Statement.		
<b>4. MODE OF EFFECTING RECIPROCAL PAYMENT</b>		
<input type="checkbox"/>	Cashier Order	<input type="checkbox"/> Demand Draft
<input type="checkbox"/>	Mail Order	<input checked="" type="checkbox"/> Telegraphic Transfer
<input type="checkbox"/>	Others (please specify) .....	

## SAMPLE FORM (HLB)

**PERMOHONAN ARAHAN TETAP / APPLICATION FOR STANDING INSTRUCTION**

Kepada / To: **Hong Leong Bank Berhad** (97141-X)

**Hong Leong Islamic Bank Berhad (686191-W)**

Tarikh / Date: \_\_\_\_\_

**Cawangan / Branch:**

Saya / Kami yang bertandatangan di bawah, dengan ini memohon dan memberikan kuasa kepada anda untuk membuat pembayaran berkala seperti dibawah terperinci dengan mendebitkan akaun saya / kami, atau yang setara dengannya, bersama caj Bank anda.

I / We, the undersigned hereby request and authorise you to make the periodical payment detailed below by debiting my / our account with the amount, or equivalent thereof, plus your Bank's charges.

Debit No. Akaun Semasa / Simpanan / Debit Current / Savings Account No:

X	x	X	X	x	X	x	X	X	X	X
---	---	---	---	---	---	---	---	---	---	---

<b>Butiran Pemindahan / Transfer Details</b>			
Jenis Mata Wang / Amaun (Dalam angka) / Type of Currency / Amount (In Figures)			
No. Akaun Pinjaman / Pembiayaan HLB/HLIB / HLB/HLIB Loan / Financing Account No.		Tarikh Permulaan / Commencement Date      Tarikh Tamat Tempoh / Expiration Date	
* <input type="checkbox"/> Faedah / Keuntungan / Interest / Profit			
* <input type="checkbox"/> Faedah Progresif / Ansuran GPP semasa pengeluaran progresif pinjaman / pembiayaan dan Ansuran semasa pengeluaran penuh pinjaman / pembiayaan / Progressive Interest / GPP installment during progressive release and Installment*** upon full release of loan / financing	Int / GPP : _____ Int / GPP : _____		
* <input type="checkbox"/> Ansuran / Installment***	Instl : _____ Instl : _____		
<input type="checkbox"/> Insuran / Insurance			
* <input checked="" type="checkbox"/> Lain-lain (sila nyatakan / Others (please specify)) <u><b>STANDING INSTRUCTION</b></u>	_____ UNTIL _____ FURTHER NOTICE		
* <input type="checkbox"/> No. Kad Kredit HLB/HLIB / HLB/HLIB Credit Card No.	_____		
		Bayaran Penuh / Full Payment    Bayaran Min. Perlu Dibayar / Min. Payment Due	
Kaedah Pembayaran / Method of Payment*			
<input type="checkbox"/> Pemindahan Mel / Mail Transfer	<input type="checkbox"/> Pemindahan Dalam / Internal Transfer		
<input type="checkbox"/> Draf Tuntutan / Demand Draft	<input type="checkbox"/> Cek Jurubank / Banker's Cheque		
<input checked="" type="checkbox"/> Pemindahan Telegrafik / Telegraphic Transfer	<input type="checkbox"/> Lain (sila nyatakan) / Other (Please specify)		
Kekerapan / Frequency*		Pembayaran Pelbagai Kadar Ansuran / *Multi-Tier Instalment Payment*	
<input type="checkbox"/> Mingguan / Weekly	<input type="checkbox"/> Setengah Tahun / Semi Annually	Dari / From : _____ Hingga / To :	
<input checked="" type="checkbox"/> Bulanan / Monthly	<input type="checkbox"/> Suku Tahunan / Quarterly	Kadar 1/ RM _____ 1 <sup>st</sup> Tier	
<input type="checkbox"/> Tahunan / Annually	<input type="checkbox"/> Lain (sila nyatakan) / Other (Please specify)	Kadar 2/ RM _____ 2 <sup>nd</sup> Tier	
		Kadar 3/ RM _____ 3 <sup>rd</sup> Tier	
		Kadar 4/ RM _____ 4 <sup>th</sup> Tier	
Butiran Penerima / Particulars of Beneficiary			
Nama Penerima / Name of Beneficiary		No. KP Penerima / Beneficiary's IC No.	
Alamat Penerima / Address of Beneficiary			
Bank Penerima / Beneficiary's Bank			
Nama / Name		No. Akaun Penerima / Beneficiary's Account No.	
Alamat Penerima / Address of Beneficiary			
Tujuan Pembayaran (Jika Ada) / Purpose of Payment (If Any)			
**No. Akaun Pinjaman / Pembiayaan / No. Polisi / No. Keahlian / No. Kad / No. Perjanjian / No. Bil / No. Rujukan Lain / Loan / Financing A/C No. / Policy No. / Membership No. / Card No. / Agreement No. / Bill No. / Other Reference No.			
Tandatangan Pemohon / Signature(s) of Applicant(s)			
Nama / Name:	Nama / Name:	Nama / Name:	Nama / Name:
Tandatangan / Signature	Tandatangan / Signature	Tandatangan / Signature	Tandatangan / Signature
UNTUK KEGUNAAN PEJABAT / FOR OFFICE USE ONLY			
CHARGES: Service Charge: Commission: Stamp Duty / Postage: Cable: Others: Total		SI No.  Attended By  Verified By  Authorised By	

\* Please tick (✓) in boxes where applicable. \*\* Please delete where inapplicable.  
\*\*\* "Installment" refers to Principal plus applicable Interest / Profit.

GEN 15

# APPENDIX A

## SI CHARGES BY DIFFERENT BANKS

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### ONLINE APPLICATION FOR E-SI

<b>ALL BANKS</b>	<b>Within Bank – Free.</b> <b>Inter-Bank GIRO – RM0.10 per transaction.</b>
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### FORM APPLICATION FOR SI

<b>Bank Name</b>	<b>Service Charge per Transaction</b>
<b>MAYBANK</b>	RM2.00
<b>CIMB</b>	RM5.00
<b>PUBLIC BANK</b>	RM5.00
<b>RHB</b>	RM5.00
<b>HONG LEONG</b>	RM2.00
<b>ALLIANCE</b>	RM2.00
<b>OCBC</b>	RM2.00
<b>HSBC</b>	RM2.00
<b>STANDARD CHARTERED</b>	RM5.00
<b>AMBANK</b>	RM2.00
<b>UOB</b>	RM7.15
<b>AFFIN BANK</b>	RM6.30

# CONTACT US

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## Church Office Contact Information

<b>Operating Hours:</b>	Mon – Fri (9.30am – 5.00pm)
<b>Telephone:</b>	03-7955 2551
<b>Facsimile:</b>	03-7954 2551
<b>Address:</b>	28-2, Jalan 14/22, Seksyen 14, 46100 Petaling Jaya, Selangor.
<b>Email Address:</b>	Non-TPRI members: <a href="mailto:contribution.cccom@gmail.com">contribution.cccom@gmail.com</a> TPRI members: <a href="mailto:tpri.cccom@gmail.com">tpri.cccom@gmail.com</a>
<b>Website:</b>	<a href="http://www.malaysiachurch.org">http://www.malaysiachurch.org</a> The SI handbook and video are available on this website.

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Staff Contact Information	Mobile Phone No.	Email Address
Wai Keng	012-298 8220	waikeng.yee@gmail.com
James Puah	016-763 1984	james.angeloz@gmail.com
Kit Wan	016-244 2263	kitwan17@gmail.com

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