

User Guide for Types of Payment

Maersk Singapore

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Select your preferred mode of payment

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Do ensure that you have login in your account in **MyFinance**

You do not have one? Please click and register here www.maersk.com/financial-services/myfinance

Giro

This is our most **recommended** payment option. This is only applicable to customers with approved GIRO arrangement. If you would like to explore this payment option, feel free to reach out to any of our customer service representative.

For existing approved GIRO customers

1. Go to **ePayment** tab
2. Select the **invoice numbers** you want to pay
3. Select **payment method > Smart Pay**
4. Select your **registered bank account**
5. Agree to Terms and Conditions
6. Review your invoice selections and **press pay**
7. You may print your payment confirmation.

For customers who wish to apply for Giro payment

1. Please download the Giro application form [here](#)
2. Follow the instruction in page 2.
3. Once completed, send scanned copy to marian.roseconcha@maersk.com
4. After you received confirmation on the form, please send original to
1 Paya Lebar Quarter
#13-01 Paya Lebar Quarter, Singapore 408533
Attention: Marian Concha (Finance)

****Kindly expect 6-8 weeks processing in between banks****

Electronic Fund Transfer

Please follow below in MyFinance right after your bank transfer to notify us for the invoice numbers paid.

1. In MyFinance, open **See More** tab
2. Choose **Paid to Release** then click **Redirect** button
3. Go to **Open Invoices** tab
4. Select the **invoice numbers** you want to pay
5. Select **Create Payment Remittance** button below
6. Select from below drop down boxes
 - Currency
 - Payment Method > **Bank Deposit /EFT**
7. Key in **bank transfer reference**.
8. Key in your **email address**.
9. Attach your **bank transfer payment proof**.
10. Click **Submit**

Bank Details	
Account name	Maersk A/S
Bank	The Hongkong and Shanghai Banking Corporation Limited, Singapore Branch
Bank Branch	Singapore Branch
Bank Address	10 Marina Boulevard Marina Bay Financial Centre Tower 2 #46-01 Singapore 018983
Bank Code	7372
Branch Code	052
Swift Code	HSBCSGSG
SGD Bank Account	052-174984-001
USD Bank Account	260-873609-178

Paynow

Select your preferred way to pay via Paynow

By UEN

1. Login to your online banking. Ensure your account is enrolled in PayNow.
2. Key-in this **UEN: 197401342ZMAS**
3. You should be able to see this registered name:
Maersk Singapore Pte. Ltd.
4. Enter the total amount of invoices you intend to pay.
5. Click **PayNow**
6. Take **Screenshot** of your successful Paynow payment.

By scanning SGQR

1. Go to your bank app in your mobile.
2. Scan SGQR 
3. You should be able to see this registered name:
Maersk Singapore Pte. Ltd.
4. Enter the total amount of invoices you intend to pay.
5. Click **PayNow**
6. Take **Screenshot** of your successful Paynow payment.



Please follow below in MyFinance right after your Paynow to notify us for the invoice numbers paid.

MyFinance

1. In MyFinance, open **See More** tab
2. Choose **Paid to Release** then click **Redirect** button
3. Go to **Open Invoices** tab
4. Select the **invoice numbers** you want to pay
5. Select **Create Payment Remittance** button below
6. Select from below drop down boxes
 - Currency > **SGD**
 - Payment Method > **Bank Deposit /EFT**
7. Key in **payment reference number.**
8. Key in your **email address.**
9. Attach your **Paynow Screenshot.**
10. Click **Submit**

Cheque

We strictly do not accept cheque payments at our documentation counters and via any type of mail services.

Please directly deposit your cheque payments to any HSBC quick deposit machine. We have partnered with HSBC that their branches will stamp your deposit slips before dropping your cheques. If you have dropped the cheques instead of getting a deposit slip, please note that processing time is 3-5 days. We shall wait for the bank clearing before processing.

Follow below in MyFinance right after cheque deposit to notify us for the invoice numbers paid.

1. In MyFinance, open **See More** tab
2. Choose **Paid to Release** then click **Redirect** button
3. Go to **Open Invoices** tab
4. Select the **invoice numbers** you want to pay
5. Select **Create Payment Remittance** button below
6. Select from below drop down boxes
 - Currency
 - Payment Method > **Cheque**
7. Key in **cheque number**.
8. Key in your **email address**.
9. Attach the **cheque copy** and stamped **bank deposit slip**.
10. Click **Submit**

Before depositing the cheque, please scan to ensure below details

IMPORTANT DETAILS ON THE CHEQUE
FACE OF THE CHEQUE
Payee name: Maersk A/S
Date: must not be post-dated cheque
Amount: Amount in words and in figures must be correct > Duly signed by your authorized signatory/ies > Must bear account payee only or cross cheque
BACK OF THE CHEQUE
Payee name: Maersk A/S
SGD bank Account: 052-174984-001
USD bank account: 260-873609-178

We encourage you to use **MyFinance** platform to do the following and explore other functions:

1. View invoices
2. Raise dispute
3. Check your Account Statement
4. Pay online
5. Send your payment proof

Should you need further illustrative demo, please reach out to our customer service representative and they will direct you to the respective team.

THANK YOU