



LTALink System

### **User Guide**

# Electronic Service Agent (ESA) Fast And Secure Transfers (FAST) Service

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#### 1 Change from GIRO to FAST Service

- 1.1 Since the implementation of LTALink System, Electronic Service Agents (ESAs) are given access to LTALink System to perform vehicle-related transactions on behalf of vehicle owners. The taxes/ fees collected on behalf of LTA are deducted from ESAs' bank accounts via daily backend GIRO arrangement after these transactions were successfully completed. Every ESA is given a Transaction Limit (based on ESA's functions and transaction history) which caps the transaction amount that the ESA can perform. For ESAs who need to transact above this cap, requests for Transaction Limit Increase (supported by security deposit in the form of fund transfer or banker's guarantee) need to be submitted to LTA, and the transactions need to be completed before the cut-off time for settlement using fund transfer.
- 1.2 We have reviewed the process and would leverage the Fast And Secure Transfers (FAST) for fund transfers to replace the current Transaction Limit framework with backend GIRO arrangement for the LTALink System. This will improve efficiency and allow ESAs to perform transactions with instantaneous deduction of payments without the Transaction Limit restriction.

#### **2** FAST Service

2.1 Under FAST arrangement, each transaction submitted by the ESA will be immediately sent to the bank for deduction of payment from the ESA's bank accounts. The payment status will be updated to the LTALink System and the transaction will be successfully completed upon the successful deduction of the payment. For failed payment, ESAs will have to re-perform the transaction. For partial payment (which applies only to transactions above \$200,000¹), ESAs can either make FAST payment for the remaining amount or cancel the transaction (where refund of the partial payment will be made to the ESAs).

<sup>&</sup>lt;sup>1</sup> Each FAST transaction is capped at \$200,000. If the transaction is above \$200,000, LTALink System will split into multiple FAST transactions for sending to the bank. Partial payment would occur when any of the FAST transactions is not successful.

2.2 The FAST arrangement is mandatory for all ESAs using the LTALink System. Every ESA must have 2 Direct Debit Authorisation (DDA)<sup>2</sup> arrangements with LTA, as the LTALink System will send the transaction to either of the 2 banks to deduct the payment using FAST from the ESAs' bank account. ESAs need to maintain sufficient bank balance in their bank account before submitting the transaction in the LTALink System, as the transaction will only be successfully completed upon successful FAST deduction of the full payment for the transaction.

#### **3** Counter Balance [Optional Feature]

This is an optional feature in the LTALink System to help ESAs with multiple users better manage their transactions to match the funds made available in their bank accounts. This Counter Balance allows an ESA to specify a total transaction amount for all the transactions to be performed in the LTALink System. It tracks the total amount transacted by each of the users in the LTALink System and the remaining balance (at ESA level) from the specified total transaction amount. The Counter Balance is reduced by each successful FAST payment from ESA and increased by each successful FAST refund to ESA.

This Counter Balance can be made visible to all users under the same ESA, so that the users know the remaining balance available before they perform any transaction, to avoid the need to re-perform the transaction (if it cannot be completed due to failed FAST payment as a result of insufficient funds in the bank).

3.2 For example, ESA sets aside \$500,000 in the bank (whose actual bank balance may be above \$500,000 e.g. \$600,000) for transactions to be carried out in the LTALink System, and updates \$500,000 at the Counter Balance.

If user A and user B of the ESA complete transactions of \$20,000 and \$310,000 respectively, the Counter Balance of the ESA will be reduced to \$170,000 (i.e. Counter Balance \$500,000 – user A's \$20,000 – user B's \$310,000).

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<sup>&</sup>lt;sup>2</sup> The processing time for setting up DDA by banks ranges from 3 to 4 weeks. To ensure successful transaction, ESA should maintain the 2 DDAs at all times (for crediting to either LTA's DBS or OCBC bank account). If ESA needs to change bank account, new DDA Forms should be submitted to LTA in advance, and the existing bank account should only be closed after the new DDAs have been set up.

If user C of the ESA wishes to proceed with a transaction of \$400,000, he/she should not proceed as the Counter Balance is showing \$170,000 to avoid any failed FAST deduction at the ESA's bank account.

However, if user C of the ESA proceeds to perform the transaction of \$400,000, it will result in partial deduction of \$270,000 (i.e. Bank balance \$600,000 – user A's \$20,000 – user B's \$310,000), the Counter Balance will be reduced to negative \$100,000 (i.e. Counter Balance \$500,000 – user A's \$20,000 – user B's \$310,000 – user C's \$270,000).

User C's transaction will be pending for outstanding FAST payment in the LTALink System. The user can retrieve the outstanding payment in "Make Outstanding FAST Payment" before 7 pm of the day to make FAST payment for the remaining amount (\$130,000) after topping up funds in the ESA's bank account. Alternatively, the user can cancel the transaction where \$270,000 will be refunded (if cancellation is done before cut-off time of 7 pm). Once cancelled before cut-off time and FAST refund is successful, the Counter Balance will be increased by \$270,000 to \$170,000.

3.3 The FAST payment will take place based on the actual bank balance in the ESA's bank account, and not the Counter Balance. Hence, the users can still submit a transaction even if the Counter Balance is negative, and FAST payment will still be sent to the bank. Refer to Appendix I "Counter Balance".

#### 4 Types of FAST Payment

#### 4.1 <u>Successful FAST Payment</u>

Each transaction submitted by the ESAs will be immediately sent for FAST deduction from the ESAs' bank account. The bank will instantaneously return the FAST payment status to the LTALink System which will allow the transaction to be completed successfully upon the successful FAST deduction. Refer to Appendix II "Successful Payment".

#### 4.2 Failed FAST Payment

For transaction sent for FAST payment whose status is returned by the bank as unsuccessful, LTALink System will not allow the transaction to be completed. ESA will need to re-perform the transaction. Refer to Appendix II "Failed Payment".

#### 4.3 Partial FAST Payment

For transaction sent for FAST payment whose status is returned by the bank as partially successful (applicable only for transaction whose value is above each FAST transaction cap of \$200,000), LTALink System will put the transaction under "Make Outstanding FAST Payment" to be completed by 7 pm of the same day. Refer to Appendix II "Partial Payment".

#### **5** System-Triggered Transaction

Besides transaction done online by ESAs, there are also system-triggered transactions, such as extension of temporary transfer vehicle ownership period, recall activation/ monitoring, etc. Such system-triggered transactions will also be sent for FAST payment by LTALink System automatically. To avoid failure, ESAs should ensure that there are sufficient funds in their bank account to cater for such system-triggered transactions as well. If the FAST payment is not successful, the transactions will need to be settled by the ESAs by initiating separate fund transfer to LTA's designated bank account.

#### 6 Exceptions

- DDA arrangement is a prerequisite for FAST services and is mandatory for all ESAs. ESAs whose DDA arrangements have not been set up will not be able to use FAST Services. LTALink System will not allow transactions submitted by such ESAs to be completed.
- Please sign up and maintain the 2 DDA arrangements with LTA at all times. Pending the set-up of the DDA arrangements, ESAs will need to approach LTA for alternative offline arrangement, subject to LTA's approval. Refer to Appendix III "No DDA Arrangement".

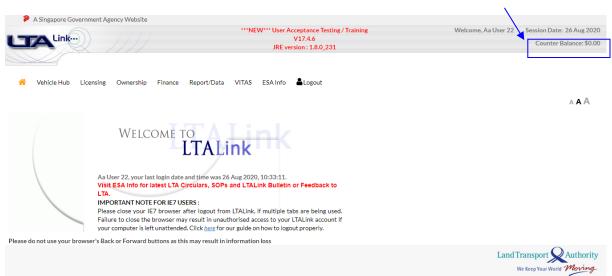
## **7** Enquiry

7.1 ESAs can enquire on their own transactions in the LTALink System. The enquiry can be used for reconciliation against the bank statement to tie the transactions (both online and system-triggered) to the bank statement items. Refer to Appendix IV "Enquiry".

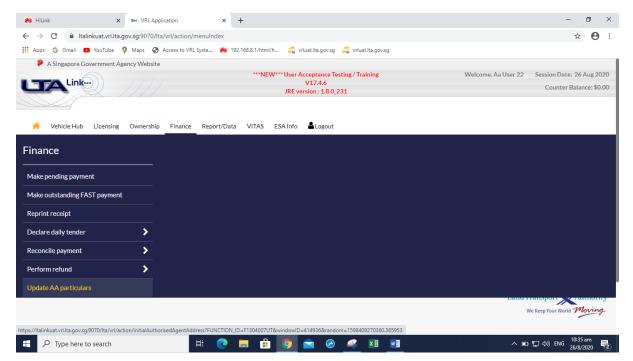
#### **Appendix I: Counter Balance**

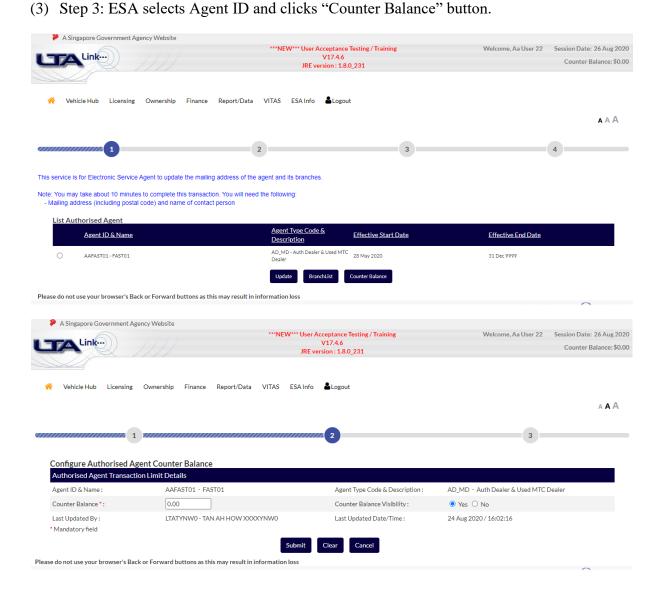
(1) Step 1: ESA logs in to LTALink System.

Counter Balance is visible to users under the same ESA if "Counter Balance Visibility" is indicated as "Yes".

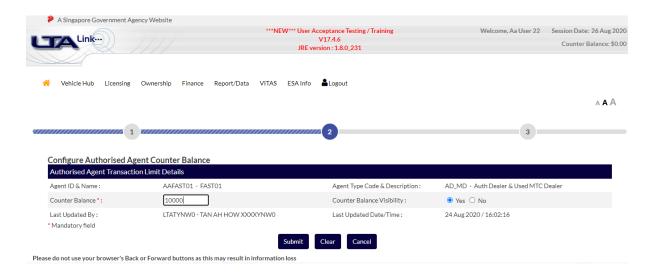


(2) Step 2: ESA goes to "Finance -> Update AA Particulars".

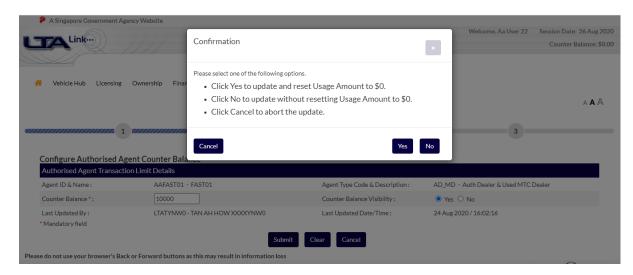




(4) Step 4: ESA updates amount in "Counter Balance" to reflect amount allocated to users to transact, and selects "Counter Balance Visibility" radio button to allow all users of the ESA to view the Counter Balance.



(5) Step 5: ESA clicks "Yes" button to update Counter Balance amount (and past usage amount will be reset to \$0), or clicks "No" button to update Counter Balance amount (but past usage amount will not be reset to \$0 and will be accumulated with subsequent transaction). If ESA does not want to update, click "Cancel" button.



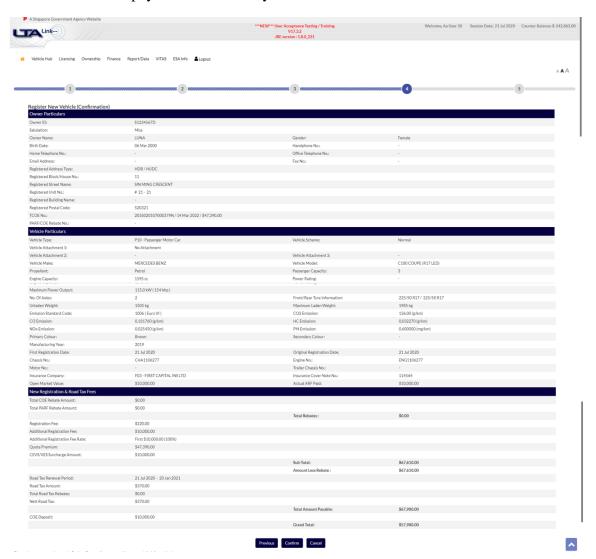
 $Please\ do\ not\ use\ your\ browser's\ Back\ or\ Forward\ buttons\ as\ this\ may\ result\ in\ information\ loss$ 

Counter Balance updated with new amount and usage is reset to \$0, if "Yes" button is selected. A Singapore Government Agency Website \*\*\*NEW\*\*\* User Acceptance Testing / Training
V17.4.6
JRE version: 1.8.0\_231 Welcome, Aa User 22 Session Date: 26 Aug 2020 Link... Counter Balance: \$10,000.00 Vehicle Hub Licensing Ownership Finance Report/Data VITAS ESA Info ♣Logout  $A \; \boldsymbol{A} \; \boldsymbol{A}$ Display Authorised Agent Counter Balance AAFAST01 - FAST01 AD\_MD - Auth Dealer & Used MTC Dealer Counter Balance: 10,000.00 Counter Balance Usage Amount: 0.00 Counter Balance Visibility: Last Updated By: AAUSER22 - AA USER 22 Last Updated Date/Time : 26 Aug 2020 / 10:37:16 Ok

#### **Appendix II: Types of FAST Payment**

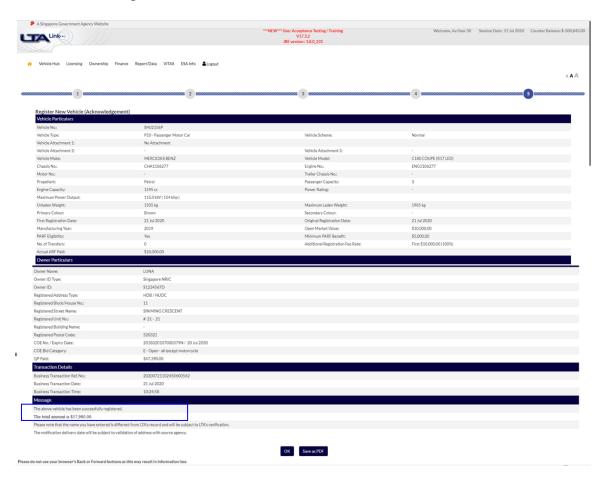
#### (A) Successful Payment

At Confirmation page, once ESA clicks "Confirm" button, the transaction will be sent to the bank for FAST payment immediately.



The bank will deduct the amount from ESA's bank account instantaneously, and immediately return the FAST payment status to LTALink System, which will allow the transaction to be completed upon successful deduction.

ESA will see a message at the bottom of the Acknowledgement page indicating that the transaction is completed and the amount deducted.

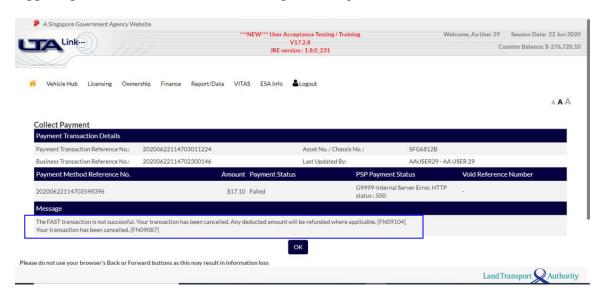


(B) Failed Payment

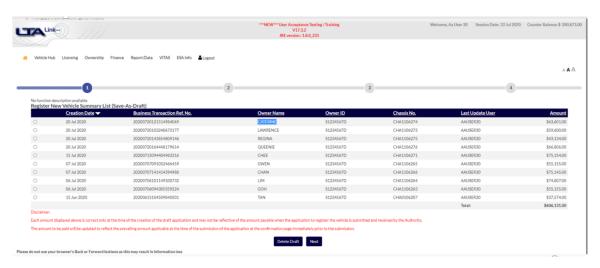
transaction is not successful.

After ESA submits the transaction, the transaction will be sent to the bank for FAST payment immediately. If the payment status returned by the bank is not successful (e.g. due to insufficient bank balance), LTALink System will not allow the transaction to be completed, and user will see a message at the bottom of the page indicating that the

ESA will need to ensure that the bank account (specified in the DDA arrangement) is topped up with sufficient funds before re-performing the transaction.

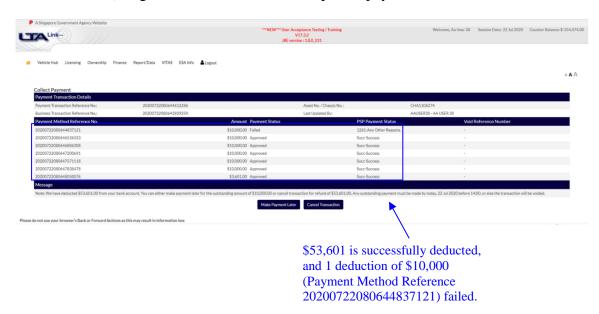


For registration transaction, the transaction will be put back to the "Register New Vehicle Summary (Save-As-Draft)" and ESA can retrieve the transaction and re-submit after the bank account is topped up with sufficient funds.



# (C) Partial Payment – Only for Transactions with Payment Amount More Than \$200,000

After ESA submits the transaction, the transaction will be sent to the bank for FAST deduction immediately. If the payment status returned by the bank is partially successful (e.g. due to insufficient bank balance), LTALink System will not allow the transaction to be completed, and user will see a message at the bottom of the page indicating that the partial amount has been deducted, and ESA can either make FAST payment for the remaining amount or cancel the transaction (before cut-off time of 7 pm of the same transaction date) to get immediate refund of the partial payment.



E.g. for illustration purpose, if FAST transaction cap is \$10,000<sup>3</sup>, a registration transaction of \$63,601 will be split into 6 FAST payments of \$10,000 and 1 FAST payment of \$3,601. Each FAST payment will be processed by the bank separately and returned to LTALink System, and will be reflected in ESA's bank statement as separate line items. If any of the FAST payments is returned by bank as failed, the registration transaction is considered pending (with partial payment), and will be put under "Make Outstanding FAST Payment".

**Before cut-off time of 7 pm** on the same transaction date, ESA can retrieve the outstanding payment transaction under "Make Outstanding FAST Payment" to either:

- (a) Submit for FAST payment of the remaining amount (after bank account has been topped up with sufficient funds) by clicking "Make Payment" button; or
- (b) Cancel the pending payment transaction to get immediate refund via FAST (back to the same bank account under DDA arrangement) by clicking "Cancel Transaction" button.

<sup>&</sup>lt;sup>3</sup> \$10,000 is for illustration only. The current actual FAST cap is \$200,000 per deduction.

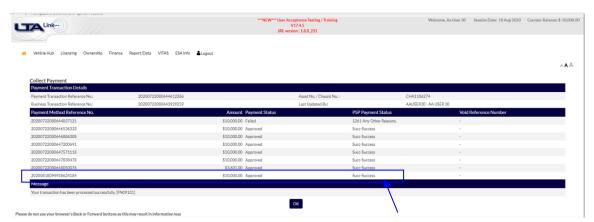
(Save-As-Draft)".

**Aftet cut-off time of 7 pm** on the same transaction date, if the outstanding payment transaction is left pending, LTALink System will void the pending transaction and create backend refund for the partial payment. The refund will be processed backend by LTA within 3 weeks and returned to ESA via FAST (back to the bank account under DDA

arrangement). Voided transaction will be put back to "Register New Vehicle Summary List

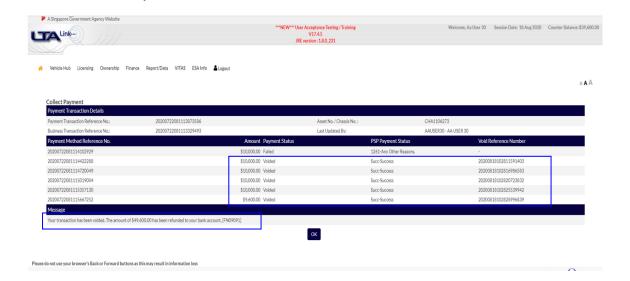
# Whice Hub Licensing Ownership Finance Report/Data VTTAS ESA info \$10 part | 10 part

(a) In the illustration above, after ESA retrieves the outstanding payment transaction to make payment again, LTALink System sends the remaining \$10,000 for FAST payment. If successful, the pending transaction will be completed and removed from "Make Outstanding FAST Payment". If not successful, the outstanding payment transaction will be put back to "Make Outstanding FAST Payment" again.



Remaining \$10,000 is deducted under new Payment Method Reference 2020081094938624184.

(b)(i) In another illustration below, a registration transaction of \$59,600 is sent for FAST payment with partial payment (\$49,600). When ESA retrieves the outstanding payment transaction to cancel before cut-off time of 7 pm, LTALink System will send the partial payment of \$49,600 for FAST refund to ESA (back to the same bank account under DDA arrangement) immediately. If successful, ESA will see the message indicating that the transaction is voided and the partial payment is refunded. The voided transaction is removed from "Make Outstanding FAST Payment".



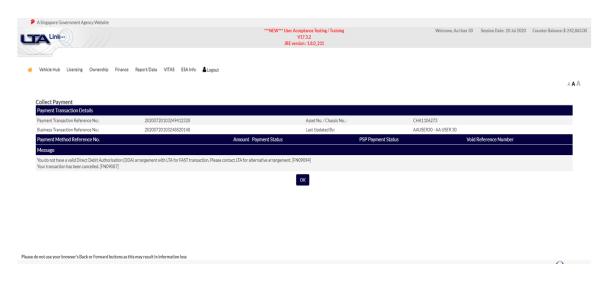
(b)(ii) In another illustration below, a registration transaction of \$57,980 is sent for FAST payment with partial payment (\$47,980). When ESA retrieves the outstanding payment transaction to cancel before the cut-off time of 7 pm, LTALink System will send the partial payment of \$47,980 for FAST refund to ESA (back to the same bank account under DDA arrangement) immediately. If not successful (e.g. due to closure of bank account by ESA), ESA will see a message indicating that a refund is created. The refund will be processed backend by LTA within 3 weeks and returned to ESA via FAST (back to the bank account under DDA arrangement).

A Singapore Government Agency Website \*\*\*NEW\*\*\* User Acceptance Testing / Training V17.3.2
JRE version: 1.8.0\_231 Welcome, Aa User 30 Session Date: 22 Jul 2020 Counter Balance: \$-827,410.00 LTA<sup>Link...</sup> а **А** А Asset No. / Chassis No.: CHA1106278 20200722083120947097 AAUSER30 - AA USER 30 1261-Any Other Rea 20200722083122355084 \$10,000.00 Approved Succ-Success 20200722083122690215 \$10,000.00 Approved Succ-Success 20200722083123093796 \$10,000.00 Approved Succ-Success 20200722083123406645 \$10,000.00 Approved ion for refund of \$47,980.00. Any outstanding payment must be made by today, 22 Jul 2020 before 14:00, or else the transaction will be voided. Make Payment Later Cancel Transaction Please do not use your browser's Back or Forward buttons as this may result in information loss A Singapore Government Agency Website \*\*\*NEW\*\*\* User Acceptance Testing / Training V17.3.2
JRE version: 1.8.0\_231 Welcome, Aa User 30 Session Date: 22 Jul 2020 Counter Balance: \$-827,410.00 LTA Link.  $A\,\boldsymbol{A}\,\boldsymbol{A}$ Collect Payment Payment Transaction Details 20200722083120947097 Last Updated By: AAUSER30 - AA USER 30 20200722083122355084 \$10,000.00 Approved Succ-Success 20200722083122690215 \$10,000.00 Approved Succ-Success 20200722083123093796 \$10,000.00 Approved Succ-Success 20200722083123406645 \$10,000.00 Approved \$7,980.00 Approved

ОК

# Appendix III "No DDA Arrangement"

For ESAs without DDA arrangement (e.g. waiting for the DDA arrangement to be set up), ESA will see message indicating "You do not have a valid Direct Debit Authorisation (DDA) arrangement for FAST transaction. Please contact LTA for alternative arrangement." after submitting transaction.



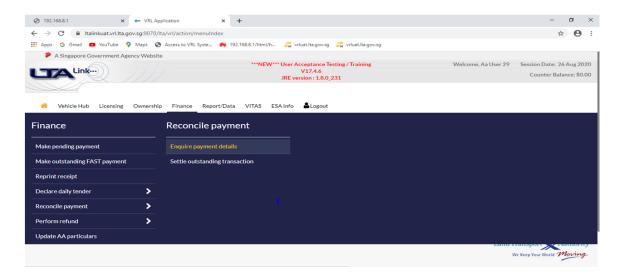
Please contact the following LTA Finance officers on the alternative arrangement:

Name of	Designation	Contact	Email Address
Officer		Number	
Sumitha	Assistant	6553 5526	Sumitha_Panneerselvam@lta.gov.sg
Panneerselvam	Manager,		
	Collections,		
	Receivables &		
	Refunds		
Gena Tan	Senior Finance	6553 5296	Gena_Tan@lta.gov.sg
	Executive		
Krystal Heng	Senior Finance	6553 5206	Krystal_Heng@lta.gov.sg
	Assistant		

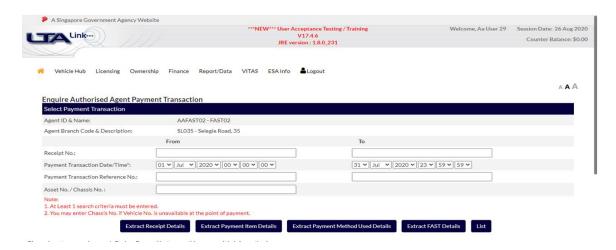
#### Appendix IV "Enquiry"

ESAs can enquire FAST transactions from the LTALink System to tally with their bank statements.

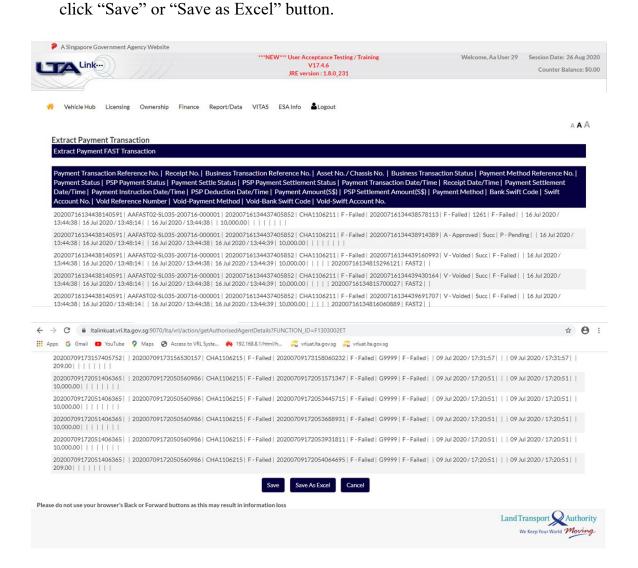
(1) Step 1: ESA logs in to LTALink System and goes to "Finance -> Reconcile payment -> Enquire payment details".



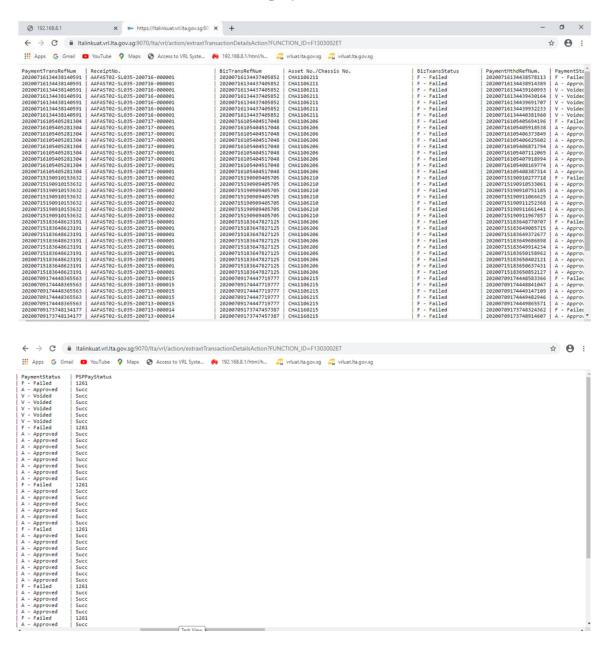
(2) Step 2: ESA enters enquiry criteria, e.g. "Payment Transaction Date/Time" and clicks "Extract FAST Details".

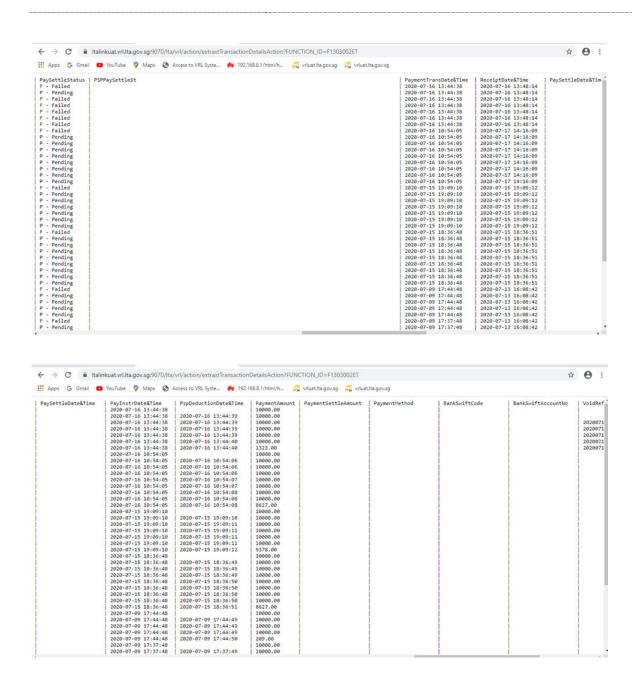


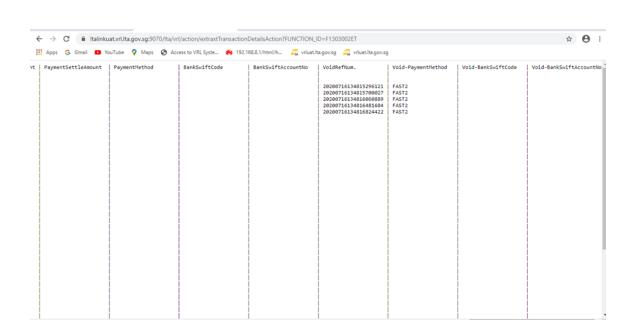
(3) Step 3: LTALink System will display the list of transactions and ESA can either



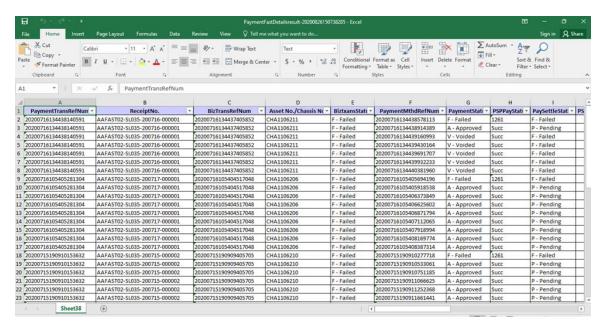
#### (a) "Save" button will result in a display of the transactions in columns on screen.

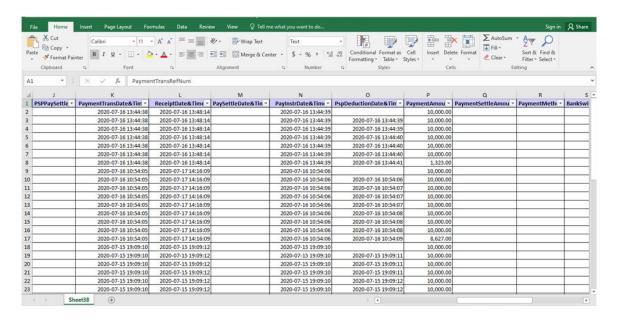


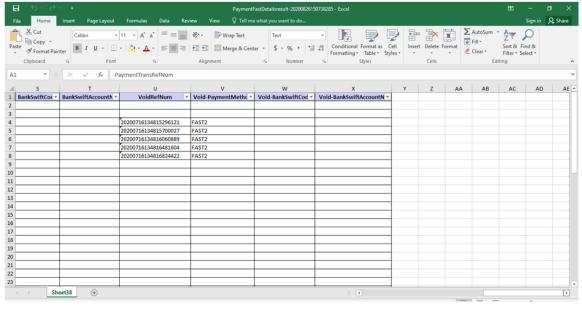




(b) "Save as Excel" button will result in an excel file which can be saved.







Below is the definition of the commonly used fields in the enquiry, where the status may change at the point of enquiry:

Field Name	Definition
PaymentTransRefNum	Payment Transaction Reference Number refers to the reference tied to each payment record, where 1 payment record will have 1 Payment Transaction Reference Number.
ReceiptNo.	Receipt Number is assigned based on the format: AgentID-Branch ID-YYMMDD-XXXXXX (where X is running number).
BizTransRefNum	Business Transaction Reference Number refers to the reference tied to each business transaction (e.g. registration), where 1 payment record will have 1 Business Transaction Reference Number.
Asset No./Chassis No.	Chassis number will be displayed for registration transaction, while asset number e.g. vehicle number will be displayed for other vehicle-related transactions.
BiztxnsStatus	Business Transaction Status refers to whether the transaction is completed.  Transaction with successful deduction will have "Approved" Business Status, while partial deduction will have "Pending" Business Status. Upon cancellation or voiding of the outstanding payment transaction, the Business Status will be changed to "Failed".
PaymentMthdRefNum	Payment Method Reference Number refers to the reference tied to each FAST transaction sent to the bank for deduction, where 1 payment record may have more than 1 Payment Method Reference Number (if there are multiple FAST transactions). This is the reference most likely to be reflected in bank statement.
PaymentStatus	Payment Status reflects the deduction status of the FAST transaction tied to each Payment Method Reference Number. Successful and failed FAST deduction will be shown as "Approved" and "Failed" respectively. "Voided" Payment Status means the outstanding payment transaction (with partial deduction) has been cancelled by ESA or voided by LTALink System.
PspDeductionDate&Time	PSP Deduction Date & Time refers to the date and time where the FAST deduction is processed by the bank.
PaymentAmount	Payment Amount refers to the amount of the FAST transaction tied to each Payment Method Reference Number and is capped at \$200,000 each. If the transaction amount exceeds \$200,000, there will be more than 1 Payment Method Reference Number.

Field Name	Definition
BankSwiftCode	Bank SWIFT Code is the ESA's bank code in the DDA where
	money will be deducted.
BankSwiftAccountNo	Bank SWIFT Account Number is the ESA's bank account
	number in the DDA where money will be deducted.
VoidRefNum	Void Reference Number refers to the reference tied to each
	FAST transaction sent to the bank for refund.
	This is the reference most likely to be reflected in bank
	statement.
Void-BankSwiftCode	Bank SWIFT Code is the ESA's bank code in the DDA where
	money will be refunded.
Void-BankSwiftAccountNo	Bank SWIFT Account Number is the ESA's bank account
	number in the DDA where money will be refunded.