

Beneficiary Maintenance User Guide.



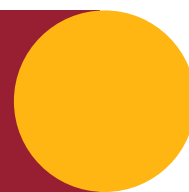
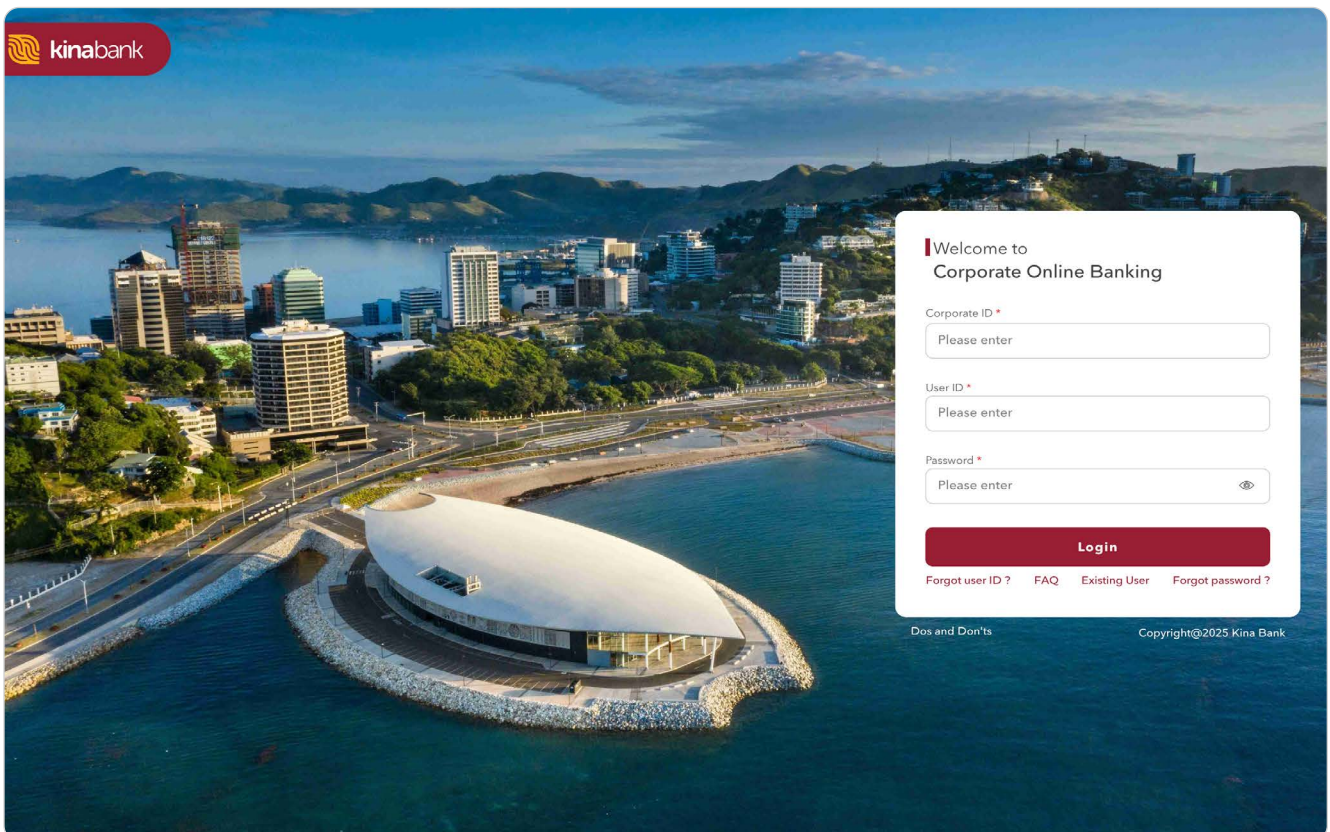
Purpose of the Document

This guide provides a step-by-step on how to add, edit, delete, or manage beneficiary (payee) details used for payments and transfers.

“Beneficiary Maintenance” in the Corporate User application is to manage beneficiaries for the respective corporate.

- Corporate User with roles Straight through Processor (STP), Makers and Both will be able to add, view, delete, and search beneficiaries mapped to a corporate.
- Beneficiaries are displayed by groups and networks. Upon selection of groups, the Corporate User will be displayed with the list of existing beneficiaries by groups.
- Upon selection of networks, the corporate User will be displayed with the list of existing beneficiaries.
- Corporate User with roles Straight Through Processor (STP), Makers and Both will have the option to search for beneficiaries by using the search bar by account number, account name, and network type.

- 1 Log in to **Corporate Online Banking** via
 - <https://corporate.kinabank.com.pg/CorpUser/>



- 2.** Enter the **6-digit One Time Password (OTP)** sent to your preferred channel (SMS, WhatsApp, or Email).

Enter the OTP

Please enter the 6-digit OTP sent to your preferred communication channel.

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Time left: 02:56

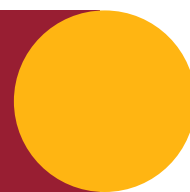
Cancel **Continue**

1. Beneficiary Maintenance

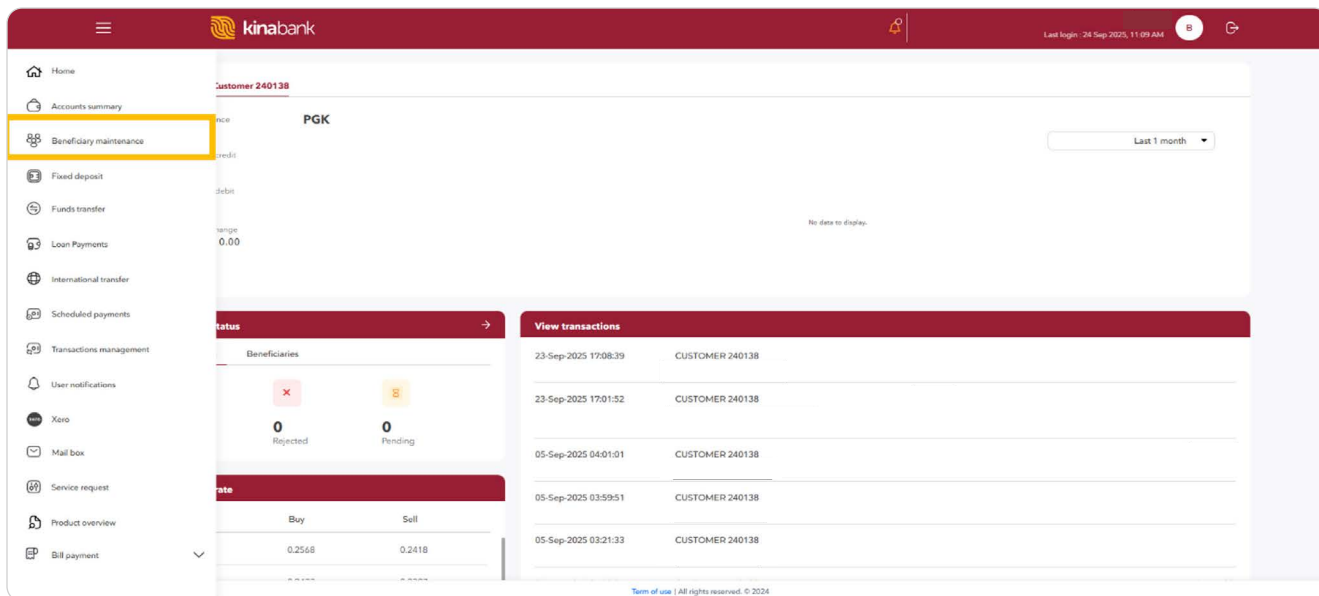
Step 1: From the dashboard screen, navigate to the user menu at the top left-hand corner of the screen.

The screenshot displays the Kinabank dashboard for customer 31496011-Customer 240138. The interface is organized into several sections:

- Available balance (PGK):** Shows total credit and debit, with a 'No change PGK 0.00' status. A 'Last 1 month' filter is present.
- Approval status:** A summary showing 6 Approved, 0 Rejected, and 0 Pending transactions.
- Exchange rate:** A table showing rates for USD (Buy: 0.2568, Sell: 0.2418).
- View transactions:** A list of transactions including dates and times (e.g., 23-Sep-2025 17:08:39) and the customer ID (CUSTOMER 240138).

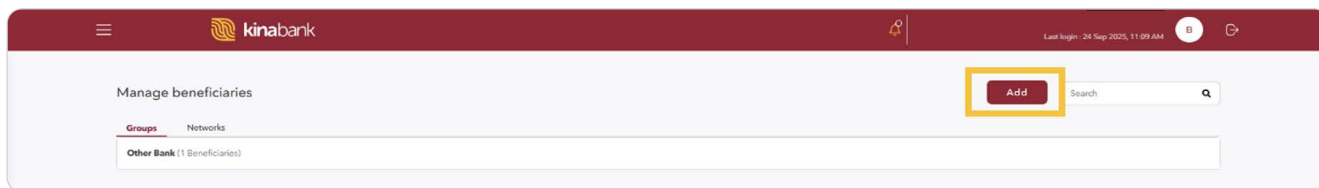


Step 2: Click on the user menu and select **Beneficiary Maintenance**.

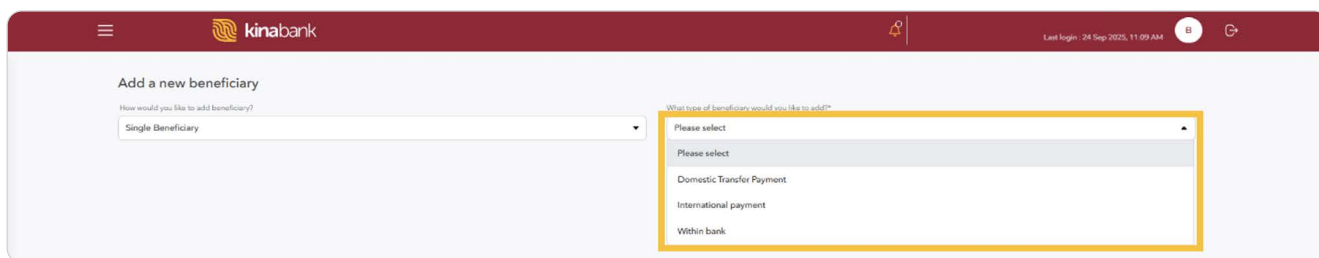


2. Add a new beneficiary

Step 1: In the Manage Beneficiaries screen, select **Add**

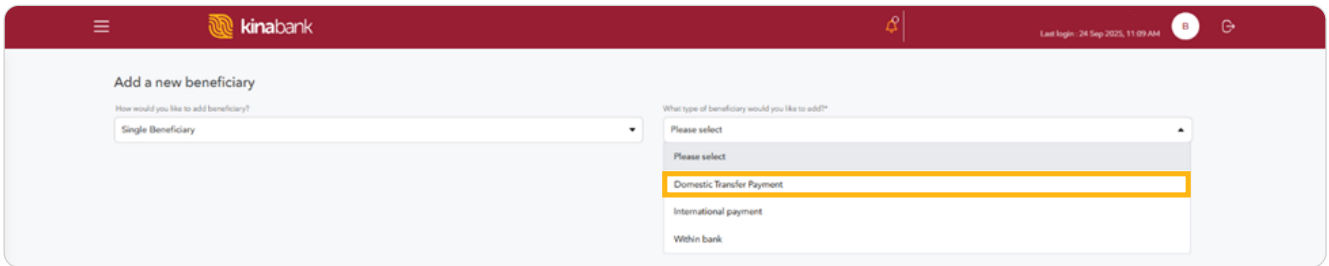


Step 2: Select **Single Beneficiary** and choose a beneficiary type from the drop down



2.1. Domestic Transfer Payment

Step 1: Select **Domestic Transfer Payment** to add a Domestic Beneficiary



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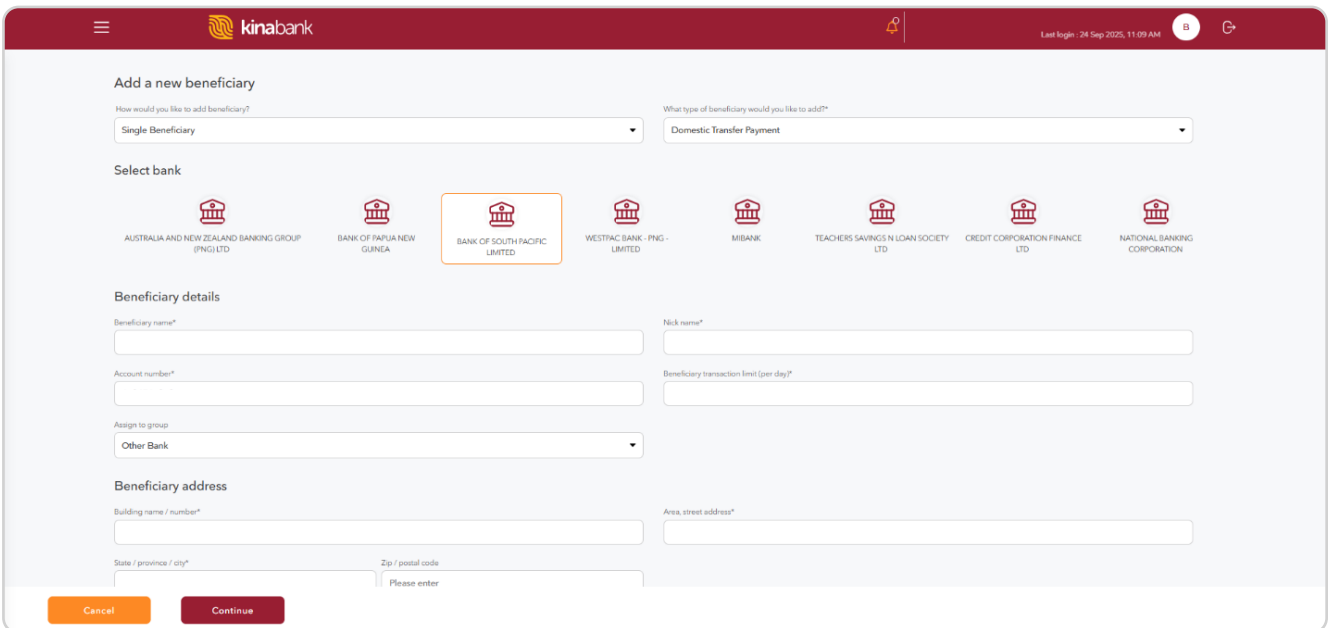
Last login: 24 Sep 2025, 11:09 AM

Add a new beneficiary

How would you like to add beneficiary?
Single Beneficiary

What type of beneficiary would you like to add?
Please select
Please select
Domestic Transfer Payment
International payment
Within bank

Step 2: Select **Bank**, enter beneficiary details and click **Continue**



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Last login: 24 Sep 2025, 11:09 AM

Add a new beneficiary

How would you like to add beneficiary?
Single Beneficiary

What type of beneficiary would you like to add?
Domestic Transfer Payment

Select bank

AUSTRALIA AND NEW ZEALAND BANKING GROUP (PNG) LTD
BANK OF PAPUA NEW GUINEA
BANK OF SOUTH PACIFIC LIMITED
WESTTAC BANK - PNG - LIMITED
MIBANK
TEACHERS SAVINGS N LOAN SOCIETY LTD
CREDIT CORPORATION FINANCE LTD
NATIONAL BANKING CORPORATION

Beneficiary details

Beneficiary name*
Account number*
Assign to group
Other Bank

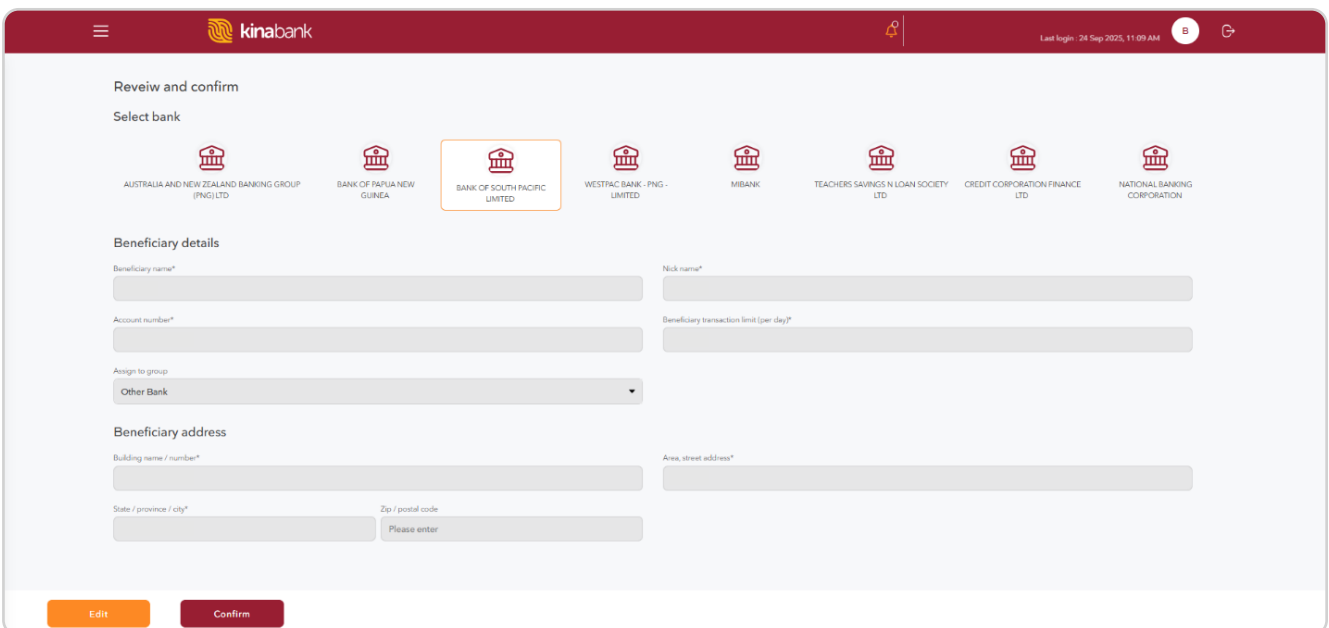
Nick name*
Beneficiary transaction limit (per day)*

Beneficiary address

Building name / number*
Area, street address*
State / province / city*
Zip / postal code
Please enter

Cancel Continue

Step 3: User reviews details before confirmation. Click **Edit** to make changes



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Last login: 24 Sep 2025, 11:09 AM

Reveiw and confirm

Select bank

AUSTRALIA AND NEW ZEALAND BANKING GROUP (PNG) LTD
BANK OF PAPUA NEW GUINEA
BANK OF SOUTH PACIFIC LIMITED
WESTTAC BANK - PNG - LIMITED
MIBANK
TEACHERS SAVINGS N LOAN SOCIETY LTD
CREDIT CORPORATION FINANCE LTD
NATIONAL BANKING CORPORATION

Beneficiary details

Beneficiary name*
Account number*
Assign to group
Other Bank

Nick name*
Beneficiary transaction limit (per day)*

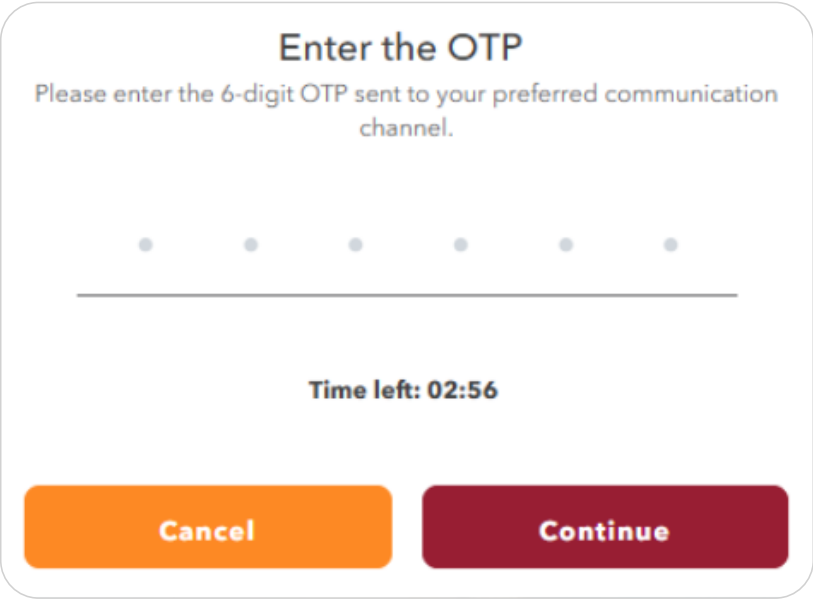
Beneficiary address

Building name / number*
Area, street address*
State / province / city*
Zip / postal code
Please enter

Edit Confirm

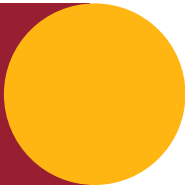
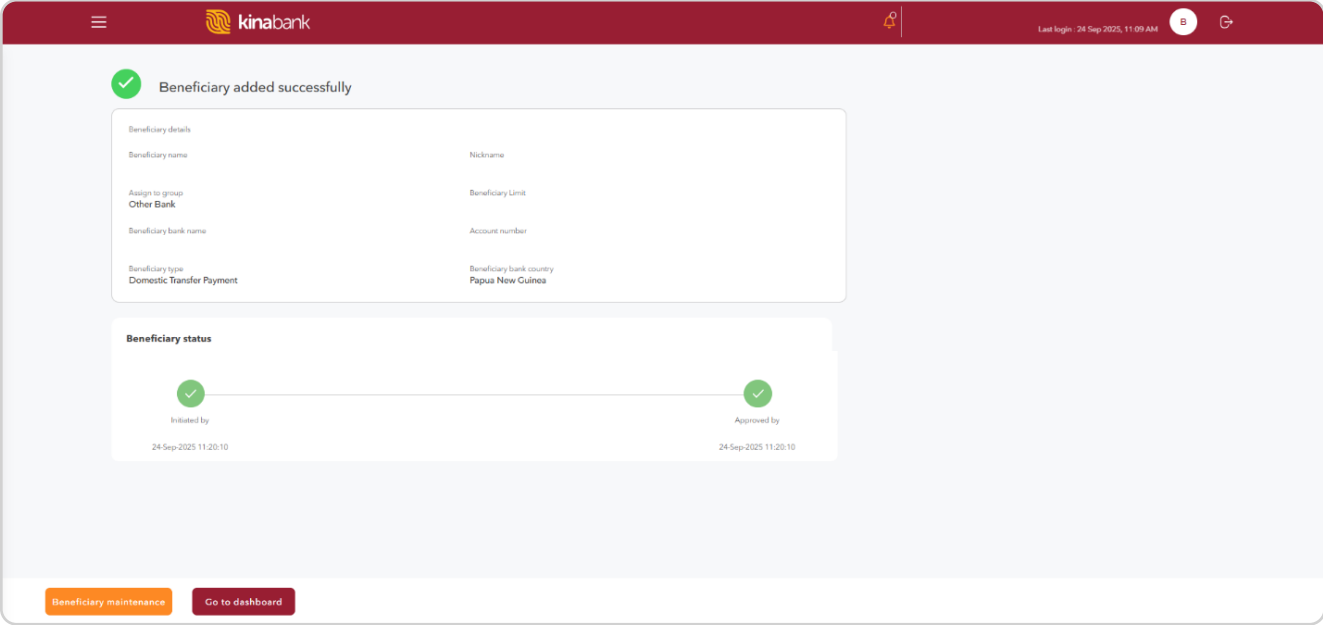


Step 4: Enter the **6-digit One Time Password (OTP)** sent to your preferred channel (SMS, WhatsApp, or Email)



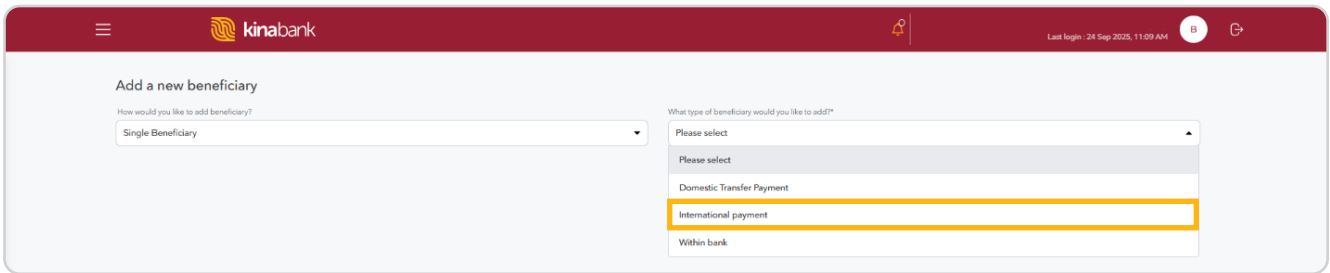
A notification screen shows upon successfully adding a Beneficiary.

Note: Transactions performed by Maker and Both role will require approval by Checker role.



2.2. International Payment

Step 1: Select **International Transfer Payment** to add an International Beneficiary



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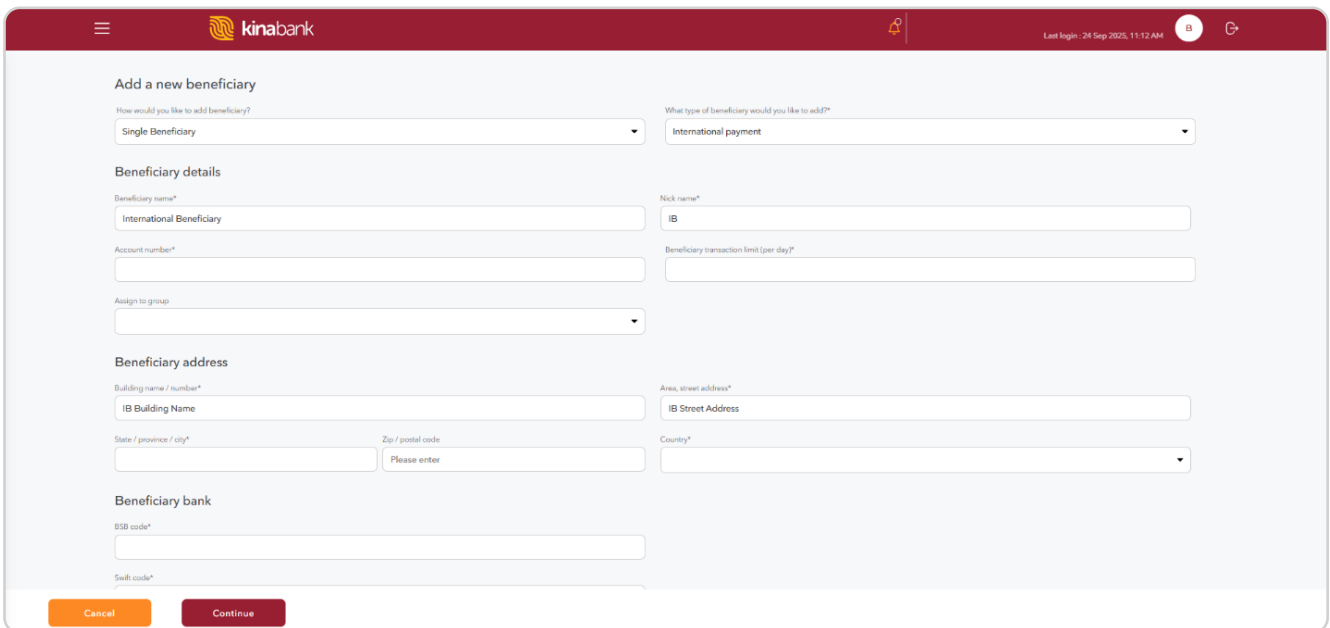
Last login: 24 Sep 2025, 11:09 AM

Add a new beneficiary

How would you like to add beneficiary?
Single Beneficiary

What type of beneficiary would you like to add?
Please select
Please select
Domestic Transfer Payment
International payment
Within bank

Step 2: Enter other beneficiary details and click **Continue**



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Last login: 24 Sep 2025, 11:12 AM

Add a new beneficiary

How would you like to add beneficiary?
Single Beneficiary

What type of beneficiary would you like to add?
International payment

Beneficiary details

Beneficiary name*
International Beneficiary

Nick name*
IB

Account number*
Beneficiary transaction limit (per day)*

Assign to group
Beneficiary address

Building name / number*
IB Building Name

Area, street address*
IB Street Address

State / province / city*
Zip / postal code
Please enter

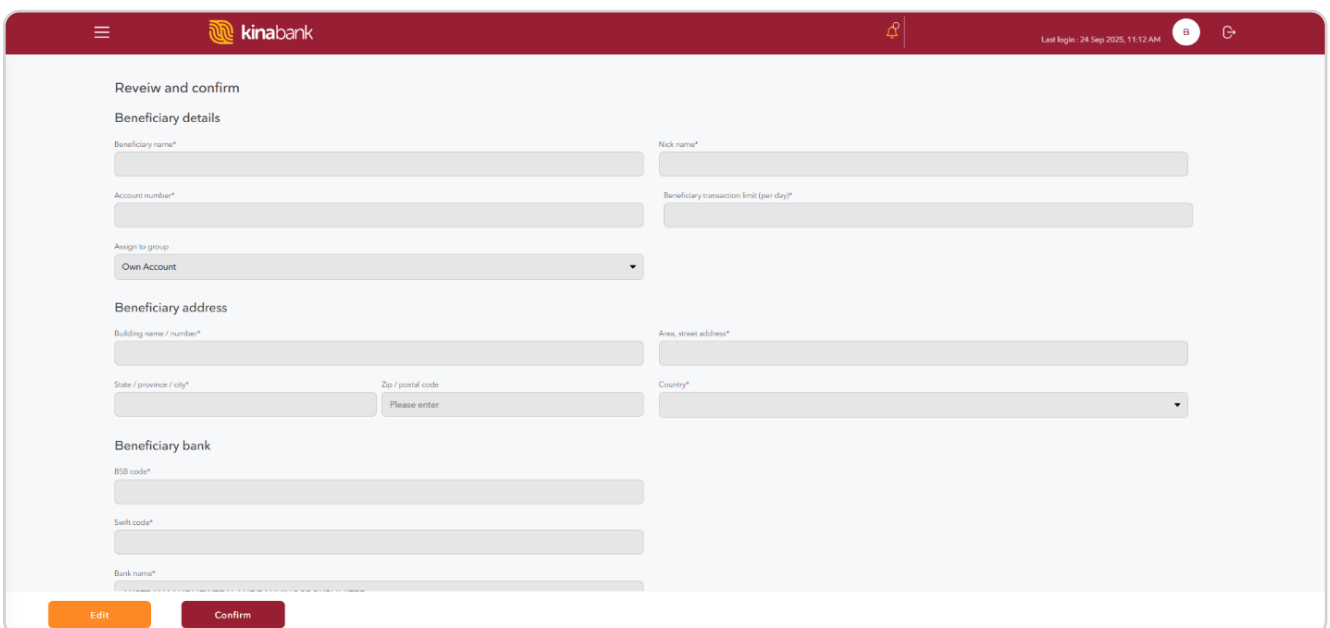
Country*

Beneficiary bank

BSB code*
Swift code*

Cancel Continue

Step 3: User reviews details before confirmation. Click **Edit** to make changes



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Last login: 24 Sep 2025, 11:12 AM

Review and confirm

Beneficiary details

Beneficiary name*
International Beneficiary

Nick name*
IB

Account number*
Beneficiary transaction limit (per day)*

Assign to group
Own Account

Beneficiary address

Building name / number*
IB Building Name

Area, street address*
IB Street Address

State / province / city*
Zip / postal code
Please enter

Country*

Beneficiary bank

BSB code*
Swift code*
Bank name*

Edit Confirm



Step 4: Enter the **6-digit One Time Password (OTP)** sent to your preferred channel (SMS, WhatsApp, or Email).

Enter the OTP

Please enter the 6-digit OTP sent to your preferred communication channel.

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Time left: 02:56

[Cancel](#) [Continue](#)

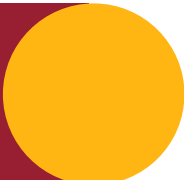
A notification screen shows upon successfully adding a Beneficiary

Note: Transactions performed by Maker and Both role will require approval by Checker role.

The screenshot shows the Kinabank user interface. At the top, there is a navigation bar with the Kinabank logo, a user profile icon, and the text 'Last login: 24 Sep 2025, 11:12 AM'. Below the navigation bar, a green checkmark icon is followed by the text 'Beneficiary added successfully'. A white box contains the following details:

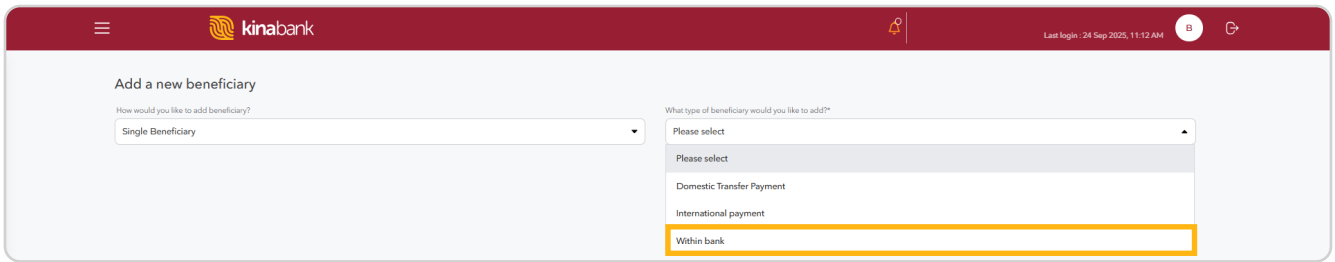
Beneficiary details	
Beneficiary name	Nickname
Assign to group Own Account	Beneficiary Limit
Beneficiary bank name	Account number
Beneficiary type International payment	Beneficiary bank country

Below the details box, a 'Beneficiary status' section shows a progress bar with two green checkmarks. The first checkmark is labeled 'Initiated by' with the timestamp '24-Sep-2025 11:36:15'. The second checkmark is labeled 'Approved by' with the timestamp '24-Sep-2025 11:36:15'. At the bottom of the interface, there are two buttons: 'Beneficiary maintenance' and 'Go to dashboard'.



2.3. Within Bank

Step 1: Select **Within Bank** to add a beneficiary within Kina Bank



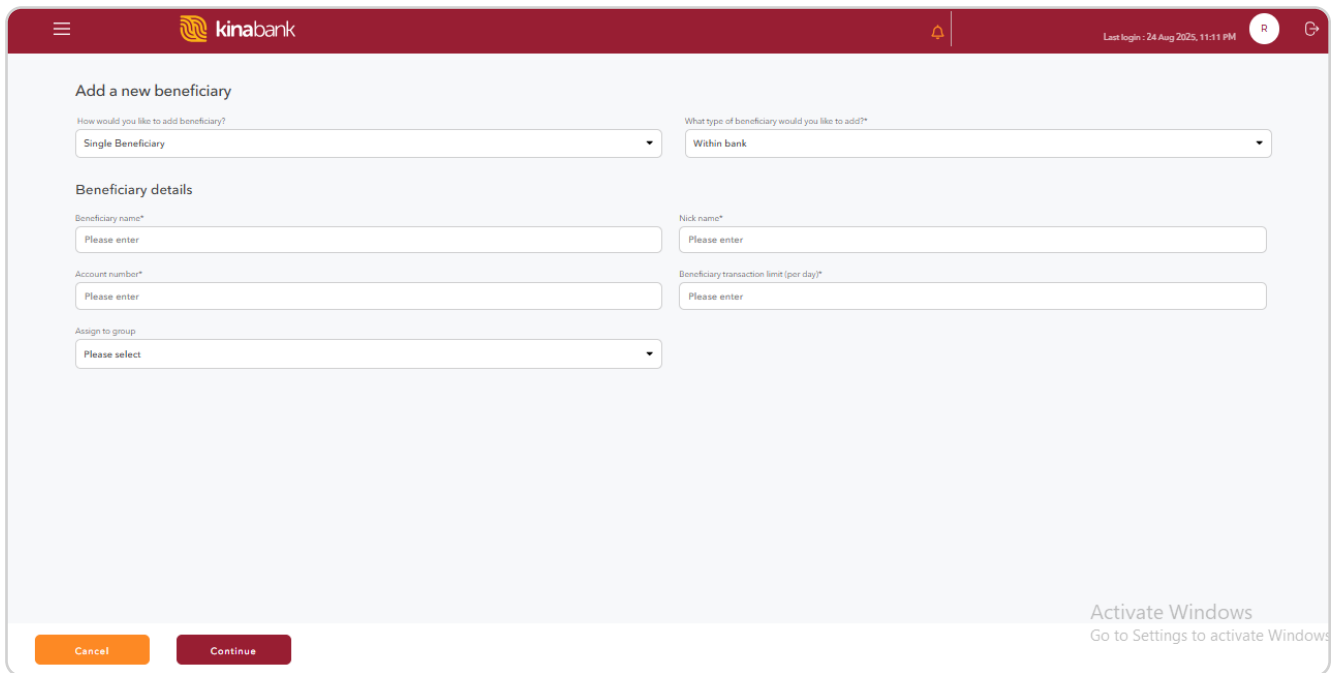
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Add a new beneficiary

How would you like to add beneficiary?
Single Beneficiary

What type of beneficiary would you like to add?
Please select
Please select
Domestic Transfer Payment
International payment
Within bank

Step 2: Enter beneficiary details and click **Continue**



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Add a new beneficiary

How would you like to add beneficiary?
Single Beneficiary

What type of beneficiary would you like to add?
Within bank

Beneficiary details

Beneficiary name*
Please enter

Nick name*
Please enter

Account number*
Please enter

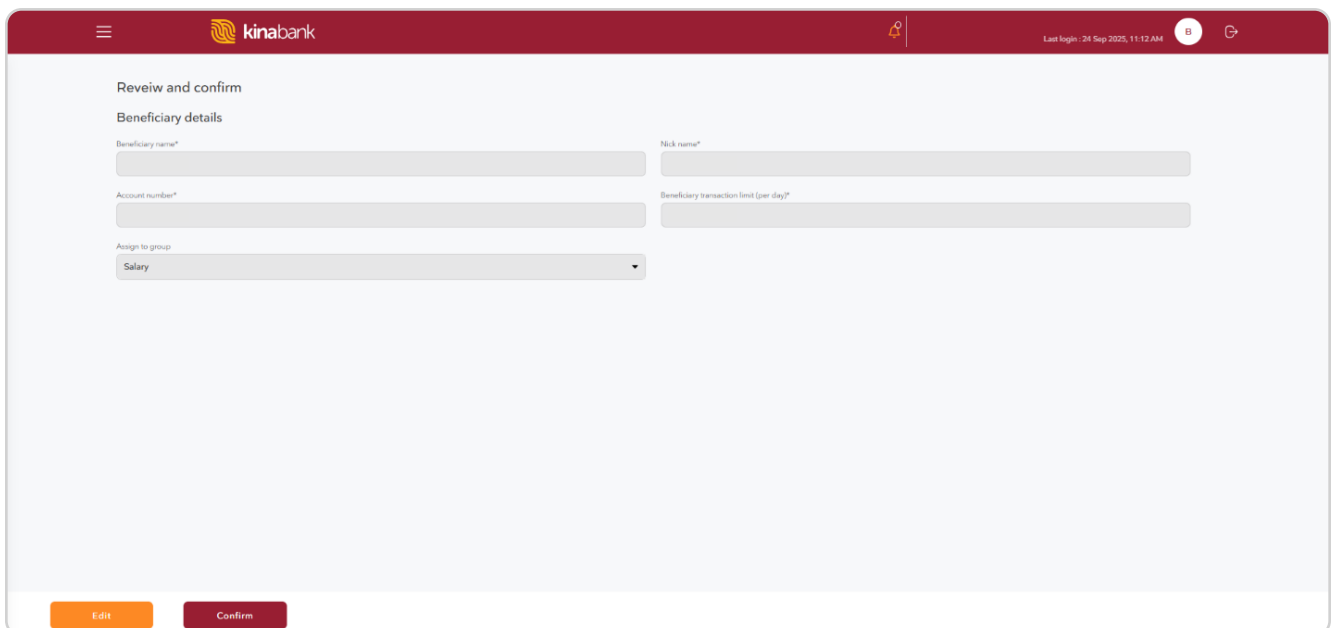
Beneficiary transaction limit (per day)*
Please enter

Assign to group
Please select

Cancel Continue

Activate Windows
Go to Settings to activate Windows

Step 3: User reviews details before confirmation. Click **Edit** to make changes



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Review and confirm

Beneficiary details

Beneficiary name*
Please enter

Nick name*
Please enter

Account number*
Please enter

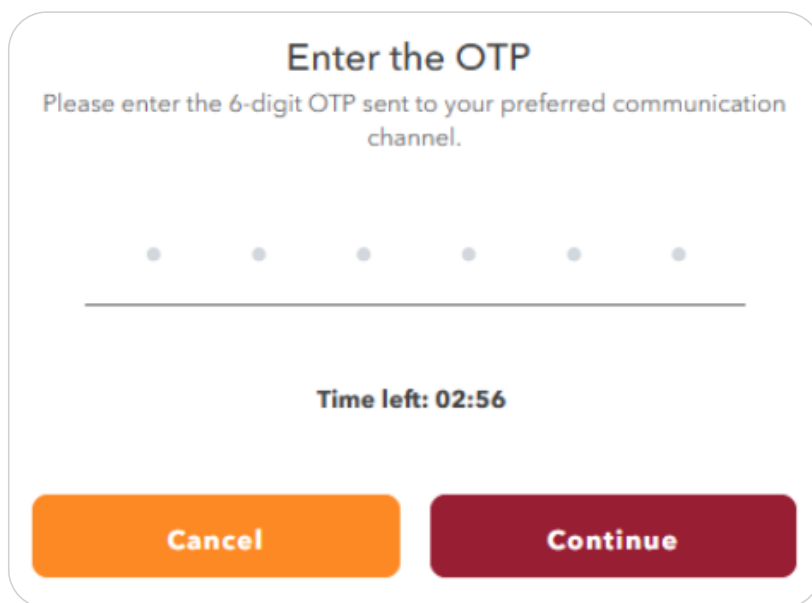
Beneficiary transaction limit (per day)*
Please enter

Assign to group
Salary

Edit Confirm



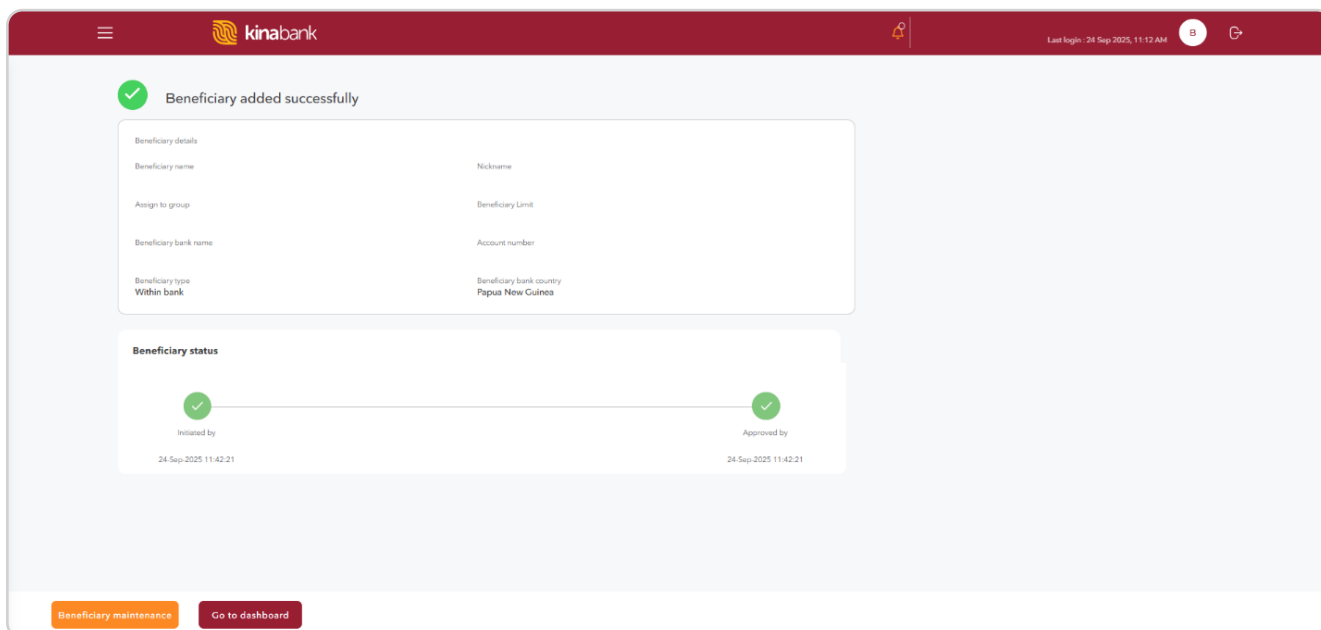
Step 4: Enter the **6-digit One Time Password (OTP)** sent to your preferred channel (SMS, WhatsApp, or Email).



The image shows a mobile application screen for entering a 6-digit OTP. At the top, the text reads "Enter the OTP" followed by "Please enter the 6-digit OTP sent to your preferred communication channel." Below this is a horizontal line with six grey dots representing the input fields for the digits. Underneath the line, a timer indicates "Time left: 02:56". At the bottom, there are two buttons: an orange "Cancel" button on the left and a dark red "Continue" button on the right.

A notification screen shows upon successfully adding a Beneficiary

Note: Transactions performed by Maker and Both role will require approval by Checker role.



The image shows a screenshot of the Kinabank mobile application interface. At the top, the Kinabank logo is visible on the left, and the user's profile icon and name "B" are on the right. The main content area features a green checkmark icon and the text "Beneficiary added successfully". Below this, there is a table of beneficiary details:

Beneficiary details	
Beneficiary name	Nickname
Assign to group	Beneficiary Limit
Beneficiary bank name	Account number
Beneficiary type Within bank	Beneficiary bank country Papua New Guinea

Below the table, a "Beneficiary status" section shows a progress bar with two green checkmarks. The first checkmark is labeled "Initiated by" with the timestamp "24-Sep-2025 11:42:21". The second checkmark is labeled "Approved by" with the timestamp "24-Sep-2025 11:42:21". At the bottom of the screen, there are two buttons: "Beneficiary maintenance" and "Go to dashboard".

