



WANT TO SETTLE YOUR OVERDUE FINES?

HERE'S HOW

1. CONTACT YOUR LIBRARIANS

You can contact your librarian at **saftimilibrary@civica.com.sg**. Do include your **UserID** in the email. The librarian will let you know how much is your outstanding fines. A QR code will be sent to you for the payment of fines.



2. SCAN AND PAY

Scan the QR code/UEN provided in the email to select the payment method. Transfer the amount to **CIVICA PTE LTD.**



3. MAKE A SCREENSHOT OF SUCCESSFUL PAYMENT

Once the payment has been completed, make a screenshot of the successful payment. Send the screenshot to the librarian via email to **saftimilibrary@civica.com.sg**



4. CHECK YOUR ACCOUNT!

Finally, check your account after three days to ensure the fines have been cleared. You may log onto **<https://saftimi.spydus.com.sg/>**



**SAFTI MI
LIBRARY**

Important: The librarian or CIVICA Pte Ltd will not ask you for your password, bank account number, and OTP at any part of this transaction.