

#### **APPLICATION FORM FOR INTERBANK GIRO**

PART 1 – FOR APPLICANT'S COMPLETION (Fill in the spaces indicated with a ✓ . Incomplete forms may not be processed)	
Date:	Name of Billing Organisation ("BO"):
✓	✓
To: My/Our Bank ('Bank')	Billing Organisation's Customer's Name:
✓	✓
Branch:	Billing Organisation's Customer's Reference Number:
✓	✓
<ul> <li>(a) I/We hereby instruct the bank to process the BO's instructions to debit my/our account.</li> <li>(b) The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.</li> <li>(c) This authorisation will remain in force until <ul> <li>(i) the Bank written notice sent to my/our address last known to the Bank</li> <li>(ii) upon the Bank's receipt of my/our written revocation</li> </ul> </li> </ul>	
My/Our Name(s):	My/Our Contact (Tel/Fax) Number(s):
✓	✓
My/Our Account Number:	My/Our Company Stamp/Signature(s)/Thumbprint(s)*:
✓	✓(As in Financial Institution's records)
PART 2 – FOR BILLING ORGANISATION'S COMPLETION	
Billing Organisation's SWIFT BIC       Billing Organisation's         C       I       T       I       S       G       S       0       0       1       8       4       3	s Account No Billing Organisation's Customer Ref No
SWIFT BIC     Account No to be Debited	
PART 3 – FOR FINANCIAL INSTITUTION'S COMPLETION	
To: Billing Organisation	
This Application is hereby REJECTED (please tick) for the following	g reason(s):
<ul> <li>Signature/Thumbprint# differs from Financial Institution's Records</li> <li>Signature/Thumbprint# incomplete/unclear#</li> <li>Account operated by signature/thumbprint#</li> </ul>	s Wrong Account Number Amendments not countersigned by customer Others:

Name of Approving Officer

Authorised Signature

Date

\* For thumbprints, please go to the branch with your identification. # Please delete where applicable

GIRO is a convenient, cashless mode of payment. To help you better understand the GIRO payment method, here are some answers to the most frequently raised questions on GIRO:

#### How do I get started?

Complete this GIRO application form, with your customer/account/bill number. Send it back to us at: 40 Scotts Road, Environment Building, #08-01 Finance Department Singapore 228231 Attn: Debt Management

### How long do I need to wait before my GIRO arrangement is effective?

Continue paying by cash or cheque for all your bills until your GIRO arrangement is effected, which takes at most 21 working days. Your GIRO application is only effective when the statement 'Amount will be deducted from your account on ddmmyyyy' appears on your bill

# Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?

Yes, you can by stating his/her name and address, and the customer/account/bill number on the GIRO form.

## What happens if there are insufficient funds in my bank account?

GIRO deduction will be unsuccessful. We will inform you to pay by other means or arrange for a 2<sup>nd</sup> deduction attempt. Please note that **some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.** Please maintain sufficient funds in your bank account to avoid incurring bank charges. We will terminate your GIRO if we are unable to make GIRO deductions after 3 consecutive attempts.

## What is Billing Organisation's Customer's Reference Number?

"Billing Organisation's Customer's Reference Number" is the customer account number issued by PUB.

For existing customer, please refer to the "Customer No." field as per PUB tax invoice. For new customer, or if unsure, kindly leave this field blank.

### What happens to my GIRO arrangements that are no longer used?

You should review all your GIRO arrangements periodically and terminate those arrangements that are no longer required with your bank.

#### When will the GIRO deduction be made?

A deduction will only be made from your bank account on the next billing cycle which you will be notified of. The amount deducted will be reflected in your bank statement and monthly bills.