

# APPLICATION FORM FOR INTERBANK GIRO

## PART 1: FOR APPLICANT'S COMPLETION *(fill in the spaces indicated with \* )*

Date: * _____  To: Name of Bank: * _____  Branch: * _____  Payment Limit (maximum amount to be deducted per transaction basis, Minimum amount \$3,000.00): * _____	Name of Billing Organisation ("BO"): <u>Absolute Kinetics Consultancy Pte Ltd</u>  Billing Organisation's Customer's Name: * _____  Billing Organisation's Customer's Reference Number: _____ (fill in by Absolute Kinetics Consultancy PL)
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- (a) I/We hereby instruct you to process the BO's instructions to debit my/our account.  
 (b) You are entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee of \$10.00 for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.  
 (c) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.

My/Our Name(s) as in Bank's record * _____  My/Our Account Number: * _____	My/Our Contact (Tel/Fax) Number(s) & Email Address: * _____  My/Our Company Stamp/Signature(s)/Thumbprint(s)*: * _____ (as in bank's records)
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## PART 2: FOR BILLING ORGANISATION'S COMPLETION

<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Bank</th> <th style="width: 15%;">Branch</th> <th style="width: 60%;">Billing Organisation's Account Number</th> </tr> <tr> <td style="text-align: center;">7 1 7 1</td> <td style="text-align: center;">0 5 4</td> <td style="text-align: center;">0 5 4 9 0 0 0 9 2 2</td> </tr> </table>	Bank	Branch	Billing Organisation's Account Number	7 1 7 1	0 5 4	0 5 4 9 0 0 0 9 2 2	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 100%;">Billing Organisation's Reference Number</th> </tr> <tr> <td style="text-align: center;"> </td> </tr> </table>	Billing Organisation's Reference Number		<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Bank</th> <th style="width: 15%;">Branch</th> <th style="width: 60%;">Account Number To Be Debited</th> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table>	Bank	Branch	Account Number To Be Debited			
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## PART 3: FOR BANK'S COMPLETION

To: Billing Organisation

This Application is hereby REJECTED (please tick) for the following reason(s):

<input type="checkbox"/> Signature/Thumbprint# differs from Bank's records <input type="checkbox"/> Signature/Thumbprint# incomplete/unclear# <input type="checkbox"/> Account operated by signature/thumbprint#	<input type="checkbox"/> Wrong account number <input type="checkbox"/> Amendments not countersigned by customer/BO <input type="checkbox"/> Other reason(s): _____ _____
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_____	_____	_____
Name of Approving Officer	Authorised Signature	Date

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

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:

[The FAQs below are for reference of billing organisations. BO should customised the FAQs to suit their business circumstances and operations.]

#### **How do I get started?**

Complete this GIRO application form, with your customer/account/bill number and send the form with your signature duly signed to us at:

[Company Name]  
[Company Address]

**Note:** For account operated via thumbprint, please bring your NRIC/passport to your bank for the print to be taken and witnessed.

#### **Will I be notified of the approval of my GIRO application?**

<< Name of Company>> will inform you when the GIRO is approved and the effective date.

#### **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 dd/mm/ccyy" 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.

Please obtain the signature/thumbprint of the person on the form if he/she is paying for you.

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

A deduction will only be made from your bank account on the xxth of each month. The amount deducted will be reflected in your bank statement and monthly bills.

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

We will send you a letter to inform you to pay by other ways. However, you should still maintain sufficient funds in your bank account for the subsequent due date. We will terminate your GIRO if we are unable to make GIRO deductions after x consecutive attempts. Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

#### **Can I set a payment limit on my GIRO deduction?**

Yes, you can, but you should ensure that the limit is sufficient to pay for all charges for subscriptions and any other services, including GST. If the amount in your bill exceeds the limit, no deduction will be made from your bank account. You will then need to pay your bill by cash/cheque/NETS or any electronic payment means before the due date.

#### **Can I stop GIRO payment on a particular bill?**

Yes, you can by calling us at 6XXXXXXX but you will need to give us at least XX working days before the next deduction date. You should also inform your bank to stop GIRO payment if applicable.

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

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

Please approach your bank and complete the necessary termination forms.