**GIRO APPLICATION FORM**

PART 1: FOR APPLICANT’S COMPLETION   
(Please fill in all the fields. Incomplete forms may not be processed)

|  |  |
| --- | --- |
| Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of Billing Organisation (“BO”)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| To: My/Our Bank (“Bank”)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Billing Organisation’s Customer’s Reference No:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. I/We hereby instruct the Bank to process the BO’s instructions to debit my/our account.
2. 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.
3. This authorisation will remain in force until
   1. terminated by the Bank’s written notice sent to my/our address last known to the Bank;
   2. upon the Bank’s receipt of my/our written revocation; or
   3. upon the Bank’s receipt of the notice of expiry from the BO.
4. I/We agree to the BO collecting, using and disclosing my/our personal data for the purposes of processing this recurring payment arrangement.

|  |  |
| --- | --- |
| 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

|  |  |  |  |
| --- | --- | --- | --- |
| SWIFT BIC | Billing Organisation’s Account No |  | Billing Organisation’s Customer Ref No |
| OCBCSGSGXXX | 501584221012 |  |  |

|  |  |
| --- | --- |
| 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 reason (s):

|  |  |
| --- | --- |
| * Signature/thumbprint# differs from Financial Institution’s records | * Wrong Account Number |
| * Signature/thumbprint# incomplete/unclear# | * Amendments not countersigned by customer |
| * Account operated by signature/thumbprint# | * Others |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 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:

# How do I get started?

Complete this GIRO application form, with your customer/account/bill number. Send it back to us at:

National Environment Agency

Finance Department

40 Scotts Road,

Environment Building

6th Storey

Singapore 228231

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

It will take about 3 to 4 weeks for the GIRO arrangement to be effective.

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

We will inform you to pay by other ways. However, you should still maintain sufficient funds in your bank account for subsequent deductions.

**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.