

# GIRO APPLICATION FORM

## PART 1: FOR APPLICANT'S COMPLETION

(Please fill in the all fields. Incomplete forms may not be processed)

Date:

Name of Billing Organisation ("BO")

To: My/ Our Bank ("Bank")

**SINGAPORE THONG CHAI MEDICAL INSTITUTION**

Billing Organisation's Customer's Reference No:

(Please indicate the NRIC)

Payment limit (Maximum amount to be deducted per transaction): NOTE

Expiry date of this authorisation: NOTE

- (a) I/ We hereby instruct the Bank to process the BO's instructions to debit my/ our account.  
(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.  
(c) This authorisation will remain in force until:  
(i) the Bank's written notice sent to my/ our address last known to the Bank;  
(ii) upon the Bank's receipt of my/ our written revocation; or  
(iii) upon the Bank's receipt of the notice of expiry from the BO.

NOTE: BOs should print and make clear whether this option is applicable or available to their customers.

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
UOVBSGSGXXX	501-302-276-4

Billing Organisation's Customer Ref No.

(Please indicate the NRIC)

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):

- |  |   |
|--|---|
| <input type="checkbox"/> Signature/ thumbprint# differs from Financial Institution's records | <input type="checkbox"/> Wrong Account Number                     |
| <input type="checkbox"/> Signature/ thumbprint# incomplete/ unclear#                         | <input type="checkbox"/> Amendments not countersigned by customer |
| <input type="checkbox"/> Account operated by signature/ thumbprint#                          | <input type="checkbox"/> Others                                   |

Name of Approving Officer

Authorised Signature

Date

\* For thumbprints, please go to the branch with your identification.

# Please delete where inapplicable

*To be printed on the reverse of the GIRO application form.*

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 and send it back to us at:

**Attention to: Ms. Wong Jenny**  
**Singapore Thong Chai Medical Institution**  
50 Chin Swee Road #01-01  
Thong Chai Building  
Singapore 169874

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

We will terminate your GIRO if we are unable to make GIRO deductions after **2** consecutive attempts. Please note that **some banks do charge a service fee for unsuccessful GIRO deductions due to insufficient funds.**

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

GIRO arrangement takes at most **21** working days.

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

Yes, you can, but you should ensure that the limit is sufficient. If the amount on your bill exceeds the limit, no deduction will be made from your bank account.

**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.

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

Yes, you can. Please contact your bank to stop the GIRO payments and inform our Finance Department at (65) 6733 6905 at the same time, **at least 14 working days** before the next deduction date.

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

A deduction will only be made from your bank account usually on or about the **18th** of each month. The amount deducted will be reflected on your bank statement and monthly bills.

**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.

**Donor Details:**

Name as per NRIC: \_\_\_\_\_

NRIC: \_\_\_\_\_ (if you need the tax-deductible donation)

Mailing Address: \_\_\_\_\_ (if you need the hardcopy official receipt)

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ (if you need the softcopy official receipt)