

# APPLICATION FORM FOR INTERBANK GIRO

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

Date: ✓ _____	Name of Billing Organisation ("BO"): ✓ <u>LONGLIM PTE LTD</u>
To: Name of Bank: ✓ _____	Billing Organisation's Customer's Name: (Student's Name) ✓ _____
Branch: _____	Billing Organisation's Customer's Reference Number: ✓ _____

- (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 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 Contact (Tel/Fax) Number(s): ✓ _____
My/Our Account Number: ✓ _____	My/Our Company Stamp/Signature(s)/Thumbprint(s)*: ✓ _____ (as in bank's records)

## PART 2: FOR BILLING ORGANISATION'S COMPLETION

Bank	Branch	Billing Organisation's Account Number	Billing Organisation's Reference Number
71171	019	0199045638	

  

Bank	Branch	Account Number To Be Debited

## PART 3: FOR BANK'S COMPLETION

To: Billing Organisation

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

- |  |  |
|--|--|
| <input type="radio"/> Signature/Thumbprint* differs from Bank's records<br><input type="radio"/> Signature/Thumbprint* incomplete/unclear.#<br><input type="radio"/> Account operated by signature/thumbprint# | <input type="radio"/> Wrong account number<br><input type="radio"/> Amendments not countersigned by customer/BO<br><input type="radio"/> Others: _____ |
|--|--|

Name of Approving Officer	Authorised Signature	Date
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\* 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 and pass the form with your signature duly signed during school bus registration.

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

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/yy" 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 5th 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 inform you that the GIRO deduction was unsuccessful and to deposit sufficient funds for the next deduction. We will terminate your GIRO if we are unable to make GIRO deductions after 2 consecutive attempts. Please note that we will impose a \$1 service fee for each unsuccessful deduction as our bank charges a service fee for unsuccessful GIRO deduction due to insufficient funds.

Can I stop GIRO payment on a particular bill?

Yes, you can by calling us at 67525385 but you will need to give us at least 20 working days before the next deduction date. You should also inform your bank to stop GIRO payment if applicable. This is only applicable when the student is withdrawing from school bus transportation.

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.