



### GIRO APPLICATION FORM

#### PART 1: FOR APPLICANT'S COMPLETION

Date :

\_\_\_\_\_

Name of Billing Organisation (SST)

School of Science and Technology, Singapore

To : Name of Financial Institution

\_\_\_\_\_

Student's Name :

\_\_\_\_\_

Student's NRIC/ BC/ FIN number:

\_\_\_\_\_

- (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 authorization will remain in force until
  - (i) the Bank's written notice 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.

My/Our Name(s):

\_\_\_\_\_

My/Our Contact (Tel/Fax) Number(s):

\_\_\_\_\_

My/Our Account Number:

\_\_\_\_\_

My/Our Company Stamp/Signature(s)/Thumbprint\*:

\_\_\_\_\_

*(As in Financial Institution's records)*

#### PART 2: FOR BILLING ORGANISATION'S COMPLETION

SWIFT BIC	Billing Organisation's Account No.											
OCBCSGSGXXX	5	9	1	4	6	6	8	3	4	0	0	1

SWIFT BIC	Account No. To Be Debited

Billing Organisation's Customer Ref No.									

#### PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: School of Science and Technology, Singapore  
1 Technology Drive, Singapore 138572

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

- Signature/thumbprint# differs from Financial Institution's records
- Signature/thumbprint# incomplete/unclear#
- Account operated by signature/thumbprint#
- 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 inapplicable

## **Notes on GIRO**

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

Complete this GIRO application form and send it back to us at:

*School of Science and Technology, Singapore  
1 Technology Drive  
Singapore 138572*

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

It takes about 3 weeks for your GIRO arrangement to be effected.

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

A deduction will only be made from the bank account on the first week of each month. This amount deducted will be reflected in your bank statement.

### **4) What happens if there are insufficient funds in my bank accounts?**

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.

***Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.***

Please call 65717200 if you wish to find out more about GIRO.