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")

Billing Organisation's Customer's Reference No:

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		Billing Organisation's Customer Ref No

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
❑   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

Updated 27 March 2015