

# APPLICATION FOR INTERBANK GIRO

## Year 2023 EXPRESS/IP/IB

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

Date : \_\_\_\_\_  
 \_\_\_\_\_

Name of Billing Organisation ("BO") :  
**ACS (INDEPENDENT) - IB**

Name of Financial Institution :  
 √ \_\_\_\_\_  
 \_\_\_\_\_

Student's Name :  
 √ \_\_\_\_\_  
 \_\_\_\_\_

Branch:  
 √ \_\_\_\_\_  
 \_\_\_\_\_

Reference No. (Student's NRIC / FIN No.) & Class :  
 √ \_\_\_\_\_  
 \_\_\_\_\_

- (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.

Account Holder's Name(s) :  
 √ \_\_\_\_\_  
 \_\_\_\_\_

My / Our Contact (Tel / Fax) Number(s) :  
 √ \_\_\_\_\_  
 \_\_\_\_\_

My / Our Account Number :  
 √ \_\_\_\_\_  

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

(As in Financial Institution's records)  
 For thumbprints, please go to the branch with your identification.

Account Holder's Email Address (s) :  
 √ \_\_\_\_\_  
 \_\_\_\_\_

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

SWIFT BIC	Billing Organisation's Account No.	BO Customer Reference No.
D B S S S G S G X X X	0 0 8 0 1 3 5 0 1 0	

Please tick the appropriate SWIFT BIC:

DBS DBSSGSGXXX	OCBC OCBCSGSGXXX	UOB UOVBSGSGXXX	Others
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Account No. To Be Debited  

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

\_\_\_\_\_  
 Name of Approving Officer

\_\_\_\_\_  
 Authorised Signature

\_\_\_\_\_  
 Date

<sup>≈</sup>Please delete where inapplicable.  
<sup>\*</sup>For thumbprints, please go to the branch with your identification.

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. Return to Account Department at Level 3 of Admin Block.

**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.

**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.

**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 the subsequent due date. A service charge of **\$20** will be levied by the school for the additional work required. Please note that our banks do charge us a service fee for unsuccessful GIRO deduction due to insufficient funds. If need be, we suggest a limit of at least 3 months of fees payable.

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

Yes, you can, but you should ensure that the limit is sufficient to pay for all charges for subscriptions and any other services, including GST. If the amount on your bill exceeds the limit, no deduction will be made from your bank account. You will then need to pay your bill by cash/cheque or any electronic payment.

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

Yes, you can by calling us at 6870 0329/309 you will need to give us at least 30 working days before the next deduction date. You should also inform your bank to stop GIRO payment.

**What are the participating banks?**

DBS BANK LTD  
POSBANK LTD  
OVERSEA-CHINESE BANKING CORPORATION LTD  
UNITED OVERSEAS BANK LTD

Other preferred banks:

THE HONGKONG & SHANGHAI BANKING CORPORATION LTD  
STANDARD CHARTERED BANK  
CITIBANK NA  
MALAYAN BANKING BERHAD