



GIRO APPLICATION FORM

PART 1: FOR APPLICANT'S COMPLETION

Date

Name of Billing Organisation ("SST")

School of Science and Technology, Singapore

To: Name of Bank

Name of Student

Student's NRIC / 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.

Name(s) of Account Holder(s)

Account Holder's Contact Number

Bank Account Number

Signature(s) / *Thumbprint(s) / Company Stamp

(As in Bank'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 thumbprint(s), please take this form and your identification to any branch of your bank for verification.
Please delete where inapplicable.

Notes on GIRO

1) How do I get started?

- a) It is compulsory for all students to take part in the Interbank Giro scheme.
- b) Application is to complete only Part 1 of this form.
- c) Please use only BLUE or BLACK INK. Do not use pencil or other colored ink.
- d) Do not use correction tape or fluid.
- e) All amendments are to be countersigned by account holder(s).
- f) For thumbprint(s), please take this form and your identification to any branch of your bank for verification.
- g) Only original signed hardcopy application forms will be sent to the banks for verifications.
- h) You will be notified for Incomplete / Rejected form.

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.