

# GIRO APPLICATION FORM

## PART 1: FOR APPLICANT'S COMPLETION

*(Please fill in all the fields clearly and return it to Geylang East Home For The Aged ASAP)*

Date:

Name of Billing Organisation ("BO"):

\_\_\_\_\_

**GEYLANG EAST HOME FOR THE AGED**

\_\_\_\_\_

Name of Bank:

Billing Organisation's Customer's Name:

\_\_\_\_\_

\_\_\_\_\_

- a) I/We hereby instruct the Bank to process the instructions from Geylang East Home for the Aged to debit my/our account.
- b) You are entitled to reject Geylang East Home for the Aged 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 me/our address last known to you or upon receipt of my/our written revocation through Geylang East Home for the Aged.

Name of Bank Account Holder:

Contact Number:

\_\_\_\_\_

\_\_\_\_\_

Bank Account Number:

Signature/Thumbprint\*:

\_\_\_\_\_

\_\_\_\_\_

*(As in Bank's records)*

Amendments made on the form must be countersigned by the bank account holder. Use of correction fluid/tape is not allowed.

## PART 2: FOR BILLING ORGANISATION'S COMPLETION

Bank Swift BIC	GEHA's Account No.
UOVBSGSGXXX	9   8   1   3   4   1   7   4   6   0

BO's Customer's Reference Number									

Bank Swift BIC	Account No. 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="checkbox"/> Signature differs from Bank's records<br><input type="checkbox"/> Signature irregular from Bank's records<br><input type="checkbox"/> Account operated by signature/thumbprint | <input type="checkbox"/> Wrong account number<br><input type="checkbox"/> Amendments not countersigned by customer<br><input type="checkbox"/> Others: _____ |
|---|--|

\_\_\_\_\_

Name of Bank Officer

\_\_\_\_\_

Signature of Bank Officer

\_\_\_\_\_

Date

\* For thumbprint, please go to any branch of your bank with identification document for verification.  
 # 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. Send it back to us at:

**Geylang East Home For The Aged**

Blk 97 Aljunied Crescent  
#01-439  
Singapore 380097

**What happens if there are insufficient funds in my bank account?**

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. We will terminate your GIRO if we are unable to make GIRO deductions after 2 consecutive attempts.

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

**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 ddmmyyyy' appears on your bill.

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

Yes, you can by calling us at 67457880 but you will need to give us at least 14 working days before the next deduction date. You should also inform your bank to stop GIRO payment.

**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 to my GIRO arrangements that are no longer used?**

You should review all your GIRO arrangements periodically and terminate those arrangements that are no longer required with your bank.

**When will the GIRO deduction be made?**

A deduction will only be made from your bank account on the 21st of each month. The amount deducted will be reflected in your bank statement and monthly bills.