

Guidelines for filling GIRO form

Mandatory fields to be filled up by the parent. (*Please fill up the below details as per bank records.)

Part 1 -

- **Date:**
- **To: My/Our Bank ("Bank")**
- **My/Our Name (s): ***
- **My/Our Contact (Tel/Fax) Number(s): ***
- **My/Our Account Number: ***
- **My/Our Company Stamp/Signature(s)/Thumbprint(s): ***

Part 2 -

- **SWIFT BIC**
- **Account No. To Be Debited**

****Please note that each form will be given a unique reference (Billing Organisation's Customer Reference No.) linking to the student, hence please leave that field blank as HSS will fill up that part.**

On the reverse page of the form please fill in the student particulars.

**** All amendments/overwrites should be countersigned by applicant**

**** For joint accounts, please fill the names and signatures for all account holders.**

**** Correction fluid/tape is not allowed**

****Only original signed hardcopy application forms to be submitted to HSS by post to The Hindi Society (Singapore), 11 Irving Place, #09-04 Tai Seng Point, Singapore 369551**

****For accounts operated by thumbprints, please go to your bank for verification.**

****Kindly download the form attached in the mail and print double sided.**

Sample form... Mandatory fields to be filled are highlighted in red.

GIRO APPLICATION FORM		To be printed on the reverse of the GIRO application form.							
<p>PART 1: FOR APPLICANT'S COMPLETION (Please fill in all fields. Incomplete forms may not be processed)</p> <p>Date: _____</p> <p>To: My/Our Bank ("Bank") _____</p> <p>Payment limit (Maximum amount to be deducted per transaction): <u>NA</u></p> <p>(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.</p> <p><small>NOTE: BOs should print and make clear whether this option is applicable or available to their customers.</small></p> <p>My/Our Name (s): _____ My/Our Contact (Tel/Fax) Number(s): _____</p> <p>My/Our Account Number: _____ My/Our Company Stamp/Signature(s)/Thumbprint(s)*: _____</p> <p style="text-align: center;"><small>(As in Financial Institution's records)</small></p>		<p>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:</p> <p>[The FAQs below are for reference of billing organisations. BOs should customise the FAQs to suit their business circumstances and operations.]</p> <p>How do I get started? Complete this GIRO application form, with your customer/account/bill number. Send it back to us at: [Company Name] [Company Address]</p> <p>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</p> <p>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.</p> <p>When will the GIRO deduction be made? A deduction will only be made from your bank account on the xxth of each month. The amount deducted will be reflected in your bank statement and monthly bills.</p>							
<p>PART 2: FOR BILLING ORGANISATION'S COMPLETION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><small>SWIFT BIC</small> DBSSSGBG</td> <td style="width: 50%;"><small>Billing Organisation's Account No. :-</small></td> <td style="width: 25%;"><small>Billing Organisation's Customer Reference no-</small></td> </tr> <tr> <td><small>SWIFT BIC</small></td> <td><small>Account No. To Be Debited</small></td> <td></td> </tr> </table>		<small>SWIFT BIC</small> DBSSSGBG	<small>Billing Organisation's Account No. :-</small>	<small>Billing Organisation's Customer Reference no-</small>	<small>SWIFT BIC</small>	<small>Account No. To Be Debited</small>		<p>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 x consecutive attempts. Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.</p> <p>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/NETS or any electronic payment means before the due date.</p> <p>Can I stop GIRO payment on a particular bill? Yes, you can by calling us at xxxxxxxx but you will need to give us at least xx working days before the next deduction date. You should also inform your bank to stop GIRO payment.</p> <p>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 on the GIRO form.</p>	
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<p>PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION</p> <p>To: BILLING ORGANISATION</p> <p>This Application is hereby REJECTED (Please tick ✓) for the following reason (s):</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Signature/thumbprint* differs from Financial Institution's records</td> <td><input type="checkbox"/> Wrong Account Number</td> </tr> <tr> <td><input type="checkbox"/> Signature/thumbprint* incomplete/unclear*</td> <td><input type="checkbox"/> Amendments not countersigned by customer</td> </tr> <tr> <td><input type="checkbox"/> Account operated by signature/thumbprint*</td> <td><input type="checkbox"/> Others</td> </tr> </table> <p>_____ Name of Approving Officer Authorised Signature Date</p> <p><small>* For thumbprints, please go to the branch with your identification. # Please delete where inapplicable</small></p>		<input type="checkbox"/> Signature/thumbprint* differs from Financial Institution's records	<input type="checkbox"/> Wrong Account Number	<input type="checkbox"/> Signature/thumbprint* incomplete/unclear*	<input type="checkbox"/> Amendments not countersigned by customer	<input type="checkbox"/> Account operated by signature/thumbprint*	<input type="checkbox"/> Others	<p style="text-align: center;">STUDENT PARTICULARS</p> <p style="text-align: center;">*To be filled by the parent</p> <p>NAME OF THE STUDENT - _____</p> <p>LEVEL IN HSS (2021)- _____</p> <p>NAME OF THE WEEKEND CENTRE- (NIL for ISPP Students) _____</p> <p>NAME OF THE MAINSTREAM SCHOOL-(NIL for WEC Students) _____</p>	
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