

APPLICATION FORM FOR INTERBANK GIRO

IMPORTANT NOTE:

This form is to authorise Bukit Panjang Methodist Church Kindergarten to **deduct the fees payable** by you directly from your authorised bank account (fixed deposit account & trust account are not applicable) through the inter-bank GIRO.

PART 1: FOR APPLICANT'S COMPLETION
 (Please fill in all the fields. Incomplete forms may not be processed)

Date :	Name of Billing Organisation ("BO") Bukit Panjang Methodist Church Kindergarten
To : Name of Bank :	Student's Name :
Branch :	Student's Birth Certificate Number :

- (a) I/We hereby instruct you to process the instructions of Bukit Panjang Methodist Church Kindergarten to debit my/our account.
- (b) You are entitled to reject the debit instruction of Bukit Panjang Methodist Church Kindergarten 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 Bukit Panjang Methodist Church Kindergarten or to the bank.

My/Our Name(s) as in Bank's Record :	My/Our Company Stamp/Signature(s)/Thumbprint(s) * : * For thumbprints, please go to the branch with your identification to get it verified by the bank
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My/Our Account Number :

My/Our Contact (Home/HP) Number(s) :

(H) _____ (HP) _____

(As in Bank's records)

PART 2: FOR BILLING ORGANISATION'S COMPLETION

Bank	Branch	Billing Organisation's Account No.	BO's Reference Number
7	1	7 1 0 1 4 0 1 4 9 0 0 5 4 6 8	

Bank	Branch	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/Thumbprint * differs from Bank's records | <input type="checkbox"/> Wrong account number |
| <input type="checkbox"/> Signature/Thumbprint * incomplete/unclear * | <input type="checkbox"/> Amendments not countersigned by customer/BO |
| <input type="checkbox"/> Account operated by signature/Thumbprint * | <input type="checkbox"/> Others: _____ |

Name of Approving Officer	Authorised Signature	Date
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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 on GIRO:

Frequently asked questions (FAQs) on GIRO deduction

How do I get started?

Complete Part 1 of this GIRO application form, Send it back to us or hand in directly to :

Bukit Panjang Methodist Church Kindergarten
488 Upper Bukit Timah Road
Singapore 678091

Note:

- a) Sign against amendments if any and do not use correction fluid.
- b) For account operated via thumbprint, please print your NRIC/passport to your bank for the print to be taken and witnessed.

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 it is approved by the bank.

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.

Please obtain the signature/thumbprint of the person on the form if he/she is paying for you.

When will the GIRO deduction be made?

A deduction will only be made from your bank account on the due date. The amount deducted will be reflected in your bank statement.

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. Please note that our banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds. You will be required to bear such charges.

Can I stop GIRO payment on a particular bill?

Yes, you can by calling us at 6760 7662 but you will need to give us at least 31 working days before the next deduction date.

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.