

## APPLICATION FORM FOR INTERBANK GIRO

**PLEASE MAIL OR COURIER THIS FORM TO:**

**BizInsights Pte. Ltd.**  
**2 Kallang Ave**  
**#05-14 (S) 339407**

### PART 1: FOR APPLICANT'S COMPLETION

Date:  _____	Name of Billing Organisation ("BO"): <u>BIZINSIGHTS PTE. LTD.</u>
To: Name of Bank:  _____	Billing Organisation's Customer's Name:  _____
Branch:  _____	Billing Organisation's Customer's Reference Number:  _____

- (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.

My/Our Name(s) as in Bank's record  _____	My/Our Contact (Tel/Fax) Number(s):  _____
My/Our Account Number:  _____	My/Our Company Stamp/Signature(s)/Thumbprint(s)*:  _____ <div style="text-align: center;">(as in bank's records)</div>

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

Bank	Branch	Billing Organisation's Account Number
7	1	7 1 0 3 3 0 3 3 9 0 3 9 2 8 4

Billing Organisation's Reference Number

Bank	Branch	Account Number 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"/> Other reason(s): _____

Name of Approving Officer	Authorised Signature	Date
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\* For thumbprints, please go to the branch with your identification.      # 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 and mail the form duly signed to us at:

*BizInsights Pte Ltd*  
2 Kallang Avenue, #05-14, CT Hub, Singapore 339407  
Tel : (65) 6338 2327 | Fax : (65) 6532 4255  
Email : [info@bizinsights.net](mailto:info@bizinsights.net)  
Web : [www.bizinsights.net](http://www.bizinsights.net)

**Note:** For account operated via thumbprint, please bring 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 30 working days.

#### **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 3<sup>rd</sup> of each month. The amount deducted will be reflected in your bank statement and monthly bill(s).

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

You should 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.

Bizinsights will impose a late payment interest of 1.5% per month or S\$5.00 per failed cycle of direct debit whichever is higher, on charges that are unsuccessfully collected or outstanding from the due collection/payment date until actual collection/payment

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

Yes, you can by calling us at 6338 2327 but you will need to give us at least 15 working days\* before the next deduction date. You should also inform your bank to stop GIRO payment if applicable.

#### **What happens to my GIRO arrangements that are no longer used?**

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

Please approach your bank and complete the necessary termination forms.

\* Workings days are Monday to Friday excluding any public holidays