

# Application Form for Interbank GIRO



## Instructions:

1. Please complete Part 1 and return this form to Standard Chartered Bank, Accounts Services, Tampines Central P.O. Box 0393, Singapore 915214.
2. Please complete one form for each payment instruction.
3. Processing of your GIRO application may take 4 to 6 weeks from receipt of your application.
4. Please continue to pay by cheque, Phone Banking/Internet Banking or cash until you receive our written confirmation that your GIRO has been effected.
5. Please notify the Bank at least one month before the payment due date if you wish to alter or cancel your GIRO instructions.

☐ NEW GIRO Instruction

☐ DELETE GIRO Instruction

☐ CHANGE GIRO Instruction

## Part 1 for applicant's completion

(Please fill in the spaces indicated with a tick ✓)

To	✓
(Name of Financial Institution)	
Branch	✓
My/Our Account Name(s)	✓
My/Our Account No.	✓

Name Of Billing Organisation ("BO")	Standard Chartered Bank
BO's Customer's Name	✓
BO's Customer's Account No.	✓
(Ignore this if it is a credit card payment)	
BO's Customer's Reference No.	✓

1. For Loan payment, the reference number should be the 8 digit loan account number.
2. For Credit Card payment, the reference number should be the last 12 digits of the card number.
3. For other types of payment, the reference number should be the NRIC/Passport number.

## Payment Instructions:

For Credit Card Repayment Amount Option (please ✓ one option):

For other payment type:

Transfer Amount (S\$) *	✓
(* For PCL customers, payment amount will be defaulted to 3% of OD limits if there is no indication)	
Frequency	✓

☐ Full Payment Due \*\* ☐ Minimum Payment Due  
(\*\* Payment amount will be defaulted to the minimum payment due if there is no indication)

Transfer Date	✓
(The calendar day in a month of which you want the payment to be effected)	
Last Transfer Date	✓
(If date is not filled in, the GIRO will remain in force until the Bank is notified to cancel)	

## Important:

- a. I/We hereby instruct you to process the Billing Organisation's instructions to debit my/our account.
- b. You are entitled to reject the Billing Organisation's credit instruction if my/our account does not have sufficient funds and charge me/us a fee for this.
- c. You may at your discretion allow the debit if this results in an overdraft on the account and impose charges accordingly.
- d. 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 Billing Organisation.

My/Our Company Stamp/Signature(s)  
For Thumbprints, please proceed to the branch with your identification  
(As in Financial Institution's records)

Date

## Part 2 for Billing Organisation's completion

Bank	Branch	Billing Organisation's Account No.
7	1	4 4 0
Bank	Branch	Account No. To Be Debited

Billing Organisation's Customer Reference No.

## Part 3 for Financial Institution's completion

To: Standard Chartered Bank

This application is hereby REJECTED (Please tick ✓ accordingly) 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

# Please delete where applicable

I/We understand that the Bank accepts this order upon the following conditions:

1. The Bank is not obliged to effect payment if the said account is not sufficiently in credit to meet it but in instances where the Bank at its discretion permits an overdraft to effect any of the payments, I/we shall make good the shortfall in the account upon demand. The Bank shall be entitled to levy a service charge on rejected items due to insufficient funds.
2. The Bank may terminate this order at any time by giving notice to me/us in writing.
3. The Bank shall not incur any liability in respect of payments effected after my/our death or bankruptcy until notice in writing of death or bankruptcy is received by the Bank.
4. The Bank shall not incur any liability by reason of any delay, refusal or omission to make any payments or to follow any instructions.
5. The Bank is not obliged to advise me/us of the payments effected under this order the amount debited being shown in the statement of account.
6. Any alterations and cancellations of the above instructions should be notified to the Bank at least one month before the payment is due.

**\*Period/Frequency Codes**

Period	Explanation	Frequency	Explanation
W	Weekly	1 - 7	First day of week 1 = Sunday
M	Monthly	XXYY	XX = calendar day of month (31 = last) YY = 2nd calendar Example : M0115 = on the 1st and 15th of each month
Q	Quarterly	XXYY	XX = month of calendar quarter (01 - 03) YY = calendar day within month Example: Q0221 = on the 21st of February, May, August, November
S	Semi-annual	XXYY	XX = month of half year (01 - 06) YY = calendar day within month Example: S0412 = on the 12th of April and October
A	Annually	XXYY	XX = month of year YY = calendar day within month Example: A0804 = on the 4th of August