

# INTERBANK GIRO APPLICATION FORM

## Instructions:

1. Please fill in the shaded fields.
2. Form must be completed in ink and original is required.
3. If any amendments are made, please countersign next to it.
4. Please use the same name and signature as that in your bank account.

206 Toa Payoh North

#01-1227

S(310206)

enquiries@studyroom.sg

## Part 1: For Applicant's completion (fill in all shaded fields)

Date (DD/MM/YY)

Name of Billing Organisation ("BO")

To: Name of Bank

Study Room Pte Ltd

(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 do/does not have sufficient funds and charge me/us a fee for so doing. 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

Contact Number

Bank Account Number

Email Address

Name of Student(s)

Our Signature(s) / Thumbprint(s)\*

\* For thumbprints, please go to the bank with your identification

## Part 2: For Billing Organisation's Completion

SWIFT BIC									Billing Organisation's Account No.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
U	O	V	B	S	G	S	G	X	X	X	4	2	7	3	4	4	2	7	3	6																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			

BO's Customer Ref ID							

SWIFT BIC								Account No. To Be Debited															

## Part 3: For Bank's Completion

The Direct Debit Authorisation in respect of the abovementioned account is hereby ACCEPTED / REJECTED#

If rejected, please tick the following reason(s):

☐ Signature/thumbprint# differs from Financial Institution's records

☐ Wrong Account Number

☐ Signature/thumbprint# incomplete/unclear#

☐ Amendments not countersigned by customer

☐ Account operated by signature/thumbprint#

☐ Others

\_\_\_\_\_  
Name of Approving Officer

# Please delete where inapplicable

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Date

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. You may pass it back to us in person or mail it back to us at:

Study Room Pte Ltd  
206 Toa Payoh North  
#01-1227  
Singapore 310206

**How long do I need to wait before my GIRO arrangement is effective?**

It typically takes up to 21 working days for your GIRO arrangement to be effected. You may be required to continue paying by cash or cheque until then. You will be notified when your GIRO application is effective.

**When will GIRO deductions be made?**

You will receive an invoice by email 7 days before the invoice is due. A deduction will only be made from your bank account on the invoice due date. The amount deducted will be reflected in your bank statement and monthly bills.

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

We will inform you of the unsuccessful payment and notify you of other payment methods. However, you should still maintain sufficient funds in your bank account for subsequent payments. An administrative charge of \$10 will be levied for every unsuccessful GIRO deduction. Please note that some banks also do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

**Can I terminate the GIRO arrangement?**

Yes you can do that at any time. Fill up the GIRO termination form and return it to us.

**Can I amend the GIRO arrangement to another bank?**

Yes you can. Fill up a new GIRO application form and return it to us. Until the new GIRO application has been approved, your old GIRO arrangement will continue to take effect.