

GIRO APPLICATION FORM

PART 1: FOR APPLICANT'S COMPLETION

(Please fill in all the fields. Incomplete forms may not be processed)

Date:	Name of Billing Organisation ("BO")
_____	<u>Singapore Chinese Chamber of Commerce & Industry</u>
To: My/Our Bank ("Bank")	Billing Organisation's Customer's Ref No.:
_____	_____
Payment limit^ (Maximum amount to be deducted per transaction):	Expiry date of this authorisation^
_____	_____

- (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
- the Bank's written notice sent to my/our address last known to the Bank.
 - upon the Bank's receipt of my/our written revocation; or
 - upon the Bank's receipt of the notice of expiry from the BO.

My/Our Name (s):	My/Our Contact (Tel/Fax) Numbers (s):
_____	_____
My/Our Account Number:	My/Our Signature(s)/Thumbprint(s)*:
_____	_____

(As in Financial Institution's records)

PART 2: FOR BILLING ORGANISATION'S COMPLETION

SWIFT BIC	Billing Organisation's Account No.	Billing Organisation's Customer Ref No.
OCBCSGSG	501 – 013668-001	
SWIFT BIC	Account No. To Be Debited	

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: BILLING ORGANISATION

This application is hereby REJECTED (Please tick ✓) for the following reason (s):

- | | |
|---|---|
| <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 |

_____	_____	_____
Name of Approving Officer	Authorised Signature	Date

* For thumbprints, please go to the branch with your identification.

^ BOs should print and make clear whether this option is applicable or available to their customers.

Please delete where inapplicable.

GIRO is a convenient, cashless payment method. 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. Send it back to us at:

Singapore Chinese Chamber of Commerce & Industry
47 Hill Street
#05-01 SCCC Building
Singapore 179365
Attn: Membership Department

Please input your SCCCI Membership Number at "Billing Organisation's Customer's Ref No".

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

Continue paying by PayNow or Bank Transfer for your membership subscription fee until your GIRO arrangement is effected.

Your GIRO application is only effective when the statement "Amount will be deducted from your account on ddmmYYYY" appears on your bill.

When will the GIRO deductions be made?

The deduction will be made on **18th January** and will be initiated by us through your bank. The deducted amount will be reflected in your bank statement.

(If the 18th falls on a weekend or public holiday, deduction will be the next working day)

A notification email will be sent to the authorised representative on **2nd January**, before the deduction.

(If the 2nd falls on a weekend or public holiday, notice will be sent the next working day)

Please ensure that sufficient funds are available in your bank account before the deduction date.

Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?

No. For re-arrangement, a new GIRO Application Form must be submitted.

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 the membership subscription fee, including GST.

If the amount to be deducted exceeds the limit, no deduction will be made from your bank account. You will then need to pay by PayNow or Bank Transfer.

Can I stop GIRO payment?

Yes. You will need to inform your bank to cancel the GIRO arrangement before the deduction date on **18th January** and notify us at membership@sccci.org.sg immediately.

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

In the event of an unsuccessful deduction on **18th January**, the bank will make one further attempt on **7th February**. Deductions will be the next working day if it falls on a weekend /public holiday.

If the attempt fails, the GIRO arrangement will be terminated, and payment will have to be made by PayNow or Bank Transfer.

Please note that some banks do charge a service fee for unsuccessful GIRO deductions due to insufficient funds.

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.