

**JALAN KAYU TOWN COUNCIL**  
**GIRO APPLICATION FORM**  
**PART 1: FOR APPLICANTS COMPLETION**  
(Please fill in all the fields. Incomplete form may not be processed)

Date:

Name of Billing Organisation ("BO"):

\_\_\_\_\_

Jalan Kayu Town Council

To: My/Our Bank ("Bank")

Billing Organisation's Customer's Reference No.:

\_\_\_\_\_

\_\_\_\_\_

**PARTICULARS OF REGISTERED TENANT/LESSEE**

Name:

Address:

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

My/Our Name (s):

My/Our Contact (Tel/Fax) Number(s):

\_\_\_\_\_

\_\_\_\_\_

To: My/Our Account Number

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

\_\_\_\_\_

(As in Financial Institution's records)

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

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

SWIFTBIC	Billing Organisation's Account No	Billing Organisation's Customer's Reference No
OCBCSGSGXXX	625825492001	

SWIFTBIC	Account No. To Be Debited

**PART 3: FOR FINANCIAL INSTITUTIONS COMPLETION**

To: BILLING ORGANISATION

This Application is hereby REJECTED (Please tick / for 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

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

\_\_\_\_\_  
Date

Giro is a convenient, cashless mode of payment. To help you understand the GIRO payment method, here are some answers to the most frequent 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:

**Jalan Kayu Town Council**

**Blk 410 Fernvale Road**

**#01-01**

**Singapore 790410**

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

Continue paying by Cash for all your bills until your GIRO arrangement is effected, which takes about 6 to 8 weeks.

**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.

**When will the GIRO deduction be made?**

A deduction will be made from your bank account on the 28th of each month. 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 send you a letter to inform you to pay by other ways. However, you should still 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 6 consecutive months. Please note that some banks do charge a service fee for unsuccessful GIRO deductions due to insufficient funds.

**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 subscriptions and any other services, including GST. If the amount on your bill exceeds the limit, no deduction will be made you're your bank account. You will then need to pay your bill by cash/cheque/NET S or any electronic payment means before the due date.

**Can I Stop GIRO payment a particular bill?**

Yes, You can by calling us at 63039932 but you will need to give us at least 7 working days before the next deduction date. You should Also inform your bank to Stop GIRO payment.

**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 required with your bank.