HOLLANDSE CLUB

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")

HOLLANDSE CLUB

To: My/Our Bank ("Bank")

_____

Billing Organisation's Customer's Reference No:

_____

Payment limit (Maximum amount to be deducted per transaction):

Not Applicable

Expiry date of authorisation:

Upon authorization of either party

(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 authorization 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):

_____

My/Our Account Number:

_____

My/Our Company Stamp/Signature(s)/Thumbprints(s):

_____

PART 2: FOR BILLING ORGANISATION'S COMPLETION

SWIFT/BIC	BANK CODE	BRANCH CODE	Billing Organisation's Account Number	Billing Organisation's Customer Ref No.
OCBCSGSG	7339	666	320 452 001	

SWIFT/BIC	BANK CODE	BRANCH CODE	Account No. to be debited

HOLLANDSE CLUB

To: BILLING ORGANISATION

This Application is hereby REJECTED (Please Tick Y) for the following reason(s):

o Signature/thumbprint* differs from Financial Institution's records

o Signature/thumbprint* incomplete/unclear*

o Account operated by signature/thumbprint*

o Wrong Account Number

o Amendments not countersigned by customer

o Others

Name of Approving Officer	Authorised Signature	Date

For thumbprints, please go to the branch with your identification
*Please delete where applicable

To be printed on the reverse of the GIRO application form.

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. Send it back to us at:

**Hollandse Club 22
Camden Park
Singapore 299814**

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 21 working days. You will be notified via email once the confirmation letter has been received by the BO.

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 14 days after the statement generation date. If it falls on a weekend, payment will be processed on the Friday before. 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 3 consecutive attempts. Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

Can I set a payment limit on my GIRO deduction?

As the deduction is solely based on the outstanding due for the month and it varies, the payment limit will not be applicable.

Can I stop GIRO payment on a particular bill?

Yes, you can by calling us at 6464 5225 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 longer required with your bank.