



APPLICATION FORM FOR INTERBANK GIRO

Please Tick :

New Application

Change of Bank Account

PART 1: TO BE COMPLETED BY APPLICANT (fill in the spaces indicated with T)

Date : _____ T _____

Name of Billing Organization ("BO") : **SINGAPORE MANAGEMENT UNIVERSITY**

TO: Name of Bank / Financial Institution _____ T _____

Billing Organization's Student Name (As per NRIC / FIN): _____ T _____

Branch Name: _____ T _____

Billing Organization's Student Ref. No. (As per NRIC / FIN No) : _____ T _____

(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 does not have sufficient funds and charge me/us a fee for this. 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 authorization 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(s): _____ T _____

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

My/Our Account Number: _____ T _____

My/Our Signature(s)/Thumbprint(s)*: _____ T _____

(As in Bank / Financial Institution's records)

* **THUMBPRINT(S)** : Please get your Bank to verify your thumbprint(s) before submitting this form to SMU.

PART 2: TO BE COMPLETED BY BILLING ORGANIZATION

Bank	Branch	Billing Organization's A/c No.
7	3	3 9 5 0 1 8 9 3 7 2 1 0 0 1
Bank	Branch	A/c No. To Be Debited

Billing Organization's Student Reference No.

PART 3: TO BE COMPLETED BY BANK / FINANCIAL INSTITUTION

TO: Billing Organization

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

Please delete where inapplicable

NOTES ON GIRO

1. Your GIRO application is only effective when this message “GIRO: S\$XX.XX will be deducted from your bank account on ddmmyyy” appears in your future bill.
2. The amount deducted will be shown in your bank statement.
3. The date of 2nd deduction, if the 1st deduction fails, will be on the 14th day following the 1st deduction.
4. If you wish to terminate GIRO permanently, please call/email Office of Finance to arrange for the collection of form at the below-mentioned address. Please check your next bill details whether GIRO arrangement is still effective.
5. You may arrange for another party to pay your bill through GIRO.
6. Some banks levy a surcharge for unsuccessful deduction for reasons such as insufficient balance in bank account. Your bank will assist you with enquiries of this nature.
7. If you have any enquiry, please call Office of Finance at 6828 0663.
8. Please return duly completed form to :-

SINGAPORE MANAGEMENT UNIVERSITY
Office of Finance
Administration Building, Level 12
81 Victoria Street
Singapore 188065