



APPLICATION FORM FOR INTERBANK GIRO

This form may take you 5 minutes to fill in. **PLEASE DO NOT USE CORRECTION FLUID OR CORRECTION TAPE.**
 You will need the following information to fill in the form:
 - The bank account number
 - The bank account name
 - The bank and branch code
 - The name of the bank branch

Please fill up this form (Part I only) and send the original form (fax copy not acceptable) to NPARKS, so that all future payments to National Parks Board will be deducted from the bank account stated. If you have an Internet banking account with DBS/POSB, you can submit the application online by assessing your DBS or POSB internet banking websites.

Please continue to make payment using your existing arrangement until you have received notification from NPARKS that your GIRO application has been approved. You may wish to contact FinanceAR@nparks.gov.sg if there are any queries.

PART 1 : FOR APPLICANT'S COMPLETION (All fields are mandatory)

■ Date : _____

Name of Billing Organisation ("BO") : National Parks Board

■ To: Name of Financial Institution : _____

■ Name of Customer : _____

■ Branch : _____

■ My Mailing Address : _____

(a) I/We hereby instruct you to process the BO's instructions to debit my/ our account.

■ My Contact Number : _____

(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.

■ My Email Address : _____

(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.

I hereby agree to receive monthly GIRO statements from NPARKS via this email address. This authorisation shall be in force until terminated upon your receipt of my written revocation.

■ Name of Account Holder(s) (As in Bank's records) : _____

Please delete accordingly :
 ■ (Licence / Permit / Certificate/Lab Fees/Lab Inspection)

My/ Our Bank Account Number (Bank Code/Branch Code/Account No.)											

■ My/ Our Company Stamp/ Signature(s)/ Thumbprint(s)*: _____

(As in Bank's records)

* For thumbprint, please go to the bank with your identification.

PART 2 : FOR BILLING ORGANISATION'S COMPLETION

Bank	Branch	National Parks Board Account No.									

National Parks Board Customer's NRIC / UEN Number :											

Bank	Branch	Customer's Bank Account No.									

PART 3 : FOR BANK'S COMPLETION

To: Finance Department (Accounts Receivable), National Parks Board, Headquarters, Singapore Botanic Gardens, 1 Cluny Road, Singapore 259569

This Application is hereby REJECTED (please tick) for the following reasons:

- Signature/ Thumbprint# differs from Bank's records
- Signature/ Thumbprint# incomplete/ unclear#
- Account operated by signature/ thumbprint#

- Wrong account number
- Amendments not countersigned by customer
- Others : _____

Name of Approving Officer

Authorised Signature

Date

For Bank's completion: Please delete where inapplicable.

Do not staple. Glue all sides firmly

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GIRO deduction from your designated bank account will be made on due date. If the deduction date falls on a public holiday, the deduction will be made on the next working day. Please ensure that you maintain sufficient balance in your bank account to facilitate the deduction. If the GIRO deduction is not successful, a failed GIRO notice will be sent to you.

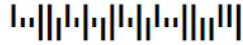
Your GIRO application will take an average of 4 - 6 weeks to process. Please continue to make payment using your existing arrangement until you have received notification from NParks that your GIRO application has been approved.

GIRO is the most convenient way to pay your invoice!

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BUSINESS REPLY SERVICE



National Parks Board
Department (Accounts Receivable) Singapore
Botanic Gardens
Headquarters, 1 Cluny Road Singapore
259569

Postage will be
paid by
addressee. For
posting in
Singapore only.

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