



SAMPLE ONLY

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.

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_GIRO@nparks.gov.sg if there are any queries.

PART 1 : FOR APPLICANT'S COMPLETION (fill in the spaces indicated with ■)

<p>■ Date : <u>3/4/2019</u></p> <p>■ To: Name of Financial Institution : DBS Bank / Bishan Branch Junction</p> <p>■ Branch : 9 Bishan Place #01-14 Junction 8 Shopping Centre Singapore 579837</p> <p>(a) I/We hereby instruct you to process the BO's instructions to debit my/ our account.</p> <p>(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.</p> <p>(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.</p> <p>■ Name of Account Holder(s) (As in Bank's records) : ABC Company Pte Ltd</p> <p>■ My/ Our Bank Account Number (Bank Code/Branch Code/Account No.)</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>7</td><td>1</td><td>7</td><td>1</td><td>0</td><td>8</td><td>1</td><td>0</td><td>8</td><td>1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> </table>	7	1	7	1	0	8	1	0	8	1	1	2	3	4	5	6	7	8	<p>Name of Billing Organisation ("BO") : National Parks Board</p> <p>■ Name of Customer : ABC Company Pte Ltd</p> <p>■ My Mailing Address : Bik 888 #06-168 Bishan Street 22 Singapore 123456</p> <p>■ My Contact Number : 6478 9966</p> <p>■ My Email Address (optional)#: ABC@gmail.com</p> <p><small># 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.</small></p> <p><i>For dog licence owners, please also state your dog licence no.:</i></p> <p>■ Dog Licence Number D _____</p> <p>■ My/ Our Company Stamp/ Signature(s)/ Thumbprint(s)*: <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; padding: 2px;">Authorised Bank Signature</td> <td style="border: 1px solid black; padding: 2px;">Company Stamp</td> </tr> </table> </p> <p style="text-align: center;"><small>(As in Bank's records)</small></p> <p><small>* For thumbprint, please go to the bank with your identification.</small></p>	Authorised Bank Signature	Company Stamp
7	1	7	1	0	8	1	0	8	1	1	2	3	4	5	6	7	8				
Authorised Bank Signature	Company Stamp																				

PART 2 : FOR BILLING ORGANISATION'S COMPLETION

<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Bank</th> <th style="width: 10%;">Branch</th> <th style="width: 80%;">National Parks Board Account No.</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Bank	Branch	National Parks Board Account No.				<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 100%;">National Parks Board Customer's Reference Number :</th> </tr> <tr> <td style="height: 20px;"></td> </tr> </table>	National Parks Board Customer's Reference Number :	
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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:

- | | |
|---|---|
| <input type="checkbox"/> Signature/ Thumbprint# differs from Bank'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
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For Bank's completion: Please delete where inapplicable.

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Do not staple. Glue all sides firmly

Do not staple. Glue all sides firmly

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GIRO is the most convenient way to pay your invoice!

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 deduction from your designated bank account will be made every Friday for the previous week's transactions. 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.

A monthly GIRO statement consolidating the list of successful GIRO deductions will be sent to you.

BUSINESS REPLY SERVICE
PERMIT NO. 09518

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



NATIONAL PARKS BOARD
FINANCE DEPARTMENT (ACCOUNTS RECEIVABLE)
1 CLUNY ROAD, HEADQUARTERS
SINGAPORE BOTANIC GARDENS
SINGAPORE 259569

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