

## INTERBANK GIRO APPLICATION FORM

### PART 1: FOR APPLICANT'S DETAILS

(Please fill in the all fields. Incomplete forms may not be processed)

Date:

Name of Billing Organisation ("BO")

ICONZ-WEBVISIONS PTE LTD

To: Bank Name and Branch

BO's Customer's Ref No

N														
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#### Billing Organisation's Customer to complete

Company Name (as in Bank Account):

Primary Contact Name/No.:

#### Company Bank Account Details

Bank Code	Branch Code	Account No. To Be Debited

- We hereby instruct you to process the BO's instructions to debit our account.
- You are entitled to reject the BO's debit instruction if our account does not have sufficient funds and charge 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.
- This authorisation will remain in force until terminated by your written notice sent to our address last known to you or upon receipt of our written revocation through the BO.
- It is the BO's responsibility to inform banks upon the expiry of this authorisation and to ensure no deductions are made thereafter.

Company Authorised Signature(s):

(As in Financial Institution's records)

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

(Same as Part 1)

Bank	Branch	BO's Account No.	BO's Customer Ref No.																
7931	050	13655600001	N																

Bank	Branch	BO's Customer Account No. To Be Debited

### PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: BILLING ORGANISATION

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

- |  |   |
|--|---|
| <input type="checkbox"/> Signature differs from bank's records     | <input type="checkbox"/> Wrong Account Number                     |
| <input type="checkbox"/> Signature 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

## Frequently Asked Questions

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 and send back to Iconz-Webvisions Pte Ltd at the following Mailing address:

23 Tai Seng Drive  
#02-00  
Singapore 535224

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

Continue paying by credit card and cheque, for all your bills until your GIRO arrangement is effected, which takes 21 working days at most. Your GIRO application is only effective when you receive a written confirmation from your bank. The “Amount” deducted from your account will be as per your invoice.

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

A deduction will only be made from your bank account on the 10<sup>th</sup> and 20<sup>th</sup> of each month where applicable. The amount deducted will be reflected in your bank statement as per your monthly bills. If the deduction dates fall on a Sat/Sun/Public Holiday, the deduction will be forwarded to the next working day.

### **What happens if there are insufficient funds in my bank account?**

The 1<sup>st</sup> Attempt for deduction will be on the 10<sup>th</sup> of each month and if the deduction is not successful, the 2<sup>nd</sup> deduction will occur on the 20<sup>th</sup> of the month. As such you should still maintain sufficient funds in your bank account for the subsequent due date. We reserve to terminate your GIRO if we are unable to make GIRO deductions after 4 consecutive attempts.

### **Can I stop GIRO payment on a particular bill?**

Yes, you can by contact us at 68681194/68681192 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.