

**MASJID MAAROF****Education Department****INTERBANK 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"): Masjid Maarof
To: My/Our Bank ("Bank") <i>(e.g. OCBC/DBS/POSB/UOB)</i>	Name of Student: <i>(as in I/C or B/C)</i>
Branch: <i>(Branch/Branch Code)</i>	Billing Organisation's Customer's Reference No.: <i>(Student's I/C or BC no.)</i>

- (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 authorisation 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): <i>(Account Holder's Name as in Bank Book)</i>	My/Our Contact (Tel/Fax) Number(s):
My/Our Account Number:	My/Our Company Stamp/Signature(s)/Thumbprint(s)*: <i>(As in Financial Institution's records)</i>

PART 2: FOR BILLING ORGANISATION'S COMPLETION

SWIFT BIC	Billing Organisation's Account No.	Billing Organisation's Customer Ref No.
OCBCSGSGXXX	686236811001	

SWIFT BIC	Account No. To Be Debited

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION**To: Masjid Maarof (Education Department) 20 Jurong West Street 26 Singapore 648125**

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_____
Authorized Signature_____
Date

* For thumbprints, please go to the branch with your identification.

Please delete where inapplicable

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, with your customer/account/bill number. Send it back to us at:

Masjid Maarof
20 Jurong West Street 26
Singapore 648125
Attn to: Education Department

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

Continue paying by cash or NETS for current and outstanding fees until your GIRO arrangement is effected, which takes around 2 months. Your GIRO application is only effective when the statement 'Amount will be deducted from your account on ddmmyyy' appears on your bill.

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

We will call or 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. You will need to make cash payment upon failure of deduction for the 2nd attempt. Please note that **some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.**

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 only be made from your bank account on the **1st of each month**. The amount deducted will be reflected in your bank statement and monthly bills. Second deduction will be made on the **15th of the month** if the first deduction is unsuccessful.

Can I stop GIRO payment on a particular bill?

Yes, you can by calling us at **6515 5033** but you will need to give us at least **1 month** before the next deduction date. You should also inform your bank to stop the 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.

Important Notes:

1. No liquid paper or correction tape can be used
2. All amendments need to be cancelled & counter-signed
3. Ensure Signature is clear & similar to your Financial Institution's record
4. Enclose a copy of the front page of your bank book or bank statement that states your account number clearly