



MASJID MAAROF 20 JURONG WEST STREET 26 S (648125) GIRO APPLICATION FORM

PART 1: FOR APPLICANT'S APPLICATION

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

Date: _____

Name of Billing Organisation ("BO"):
Masjid Maarof

To: Name of Bank

Billing Organisation's Customer's Reference No:
(Applicant's Name – As in NRIC/FIN#):

Applicant's Address:

Applicant's NRIC/FIN Number:

Contact (HP/House/Office) Number:

Email Address:

My/Our Monthly Deductions

Payment limit (Maximum amount to be deducted per transaction):

Tick the amount

\$10 \$20 \$50 Others: _____

- (a) I/We hereby instruct the Bank to process the **Masjid Maarof's** instructions to debit my/our account.
- (b) The Bank is entitled to reject the **Masjid Maarof'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 form the **Masjid Maarof**.

On behalf of/*Didermakan atas nama Almarhum/Almarhumah*

Name(s) of Account Holder:

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

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

My/Our Account Number:

(As in Financial Institution's records)

PART 2: FOR BILLING ORGANISATION'S COMPLETION

| | |
|-------------|-----------------------------------|
| SWIFT BIC | Billing Organisation's Account No |
| OCBCSGSGXXX | 686236811001 |

| |
|--|
| Billing Organisation's Customer Ref No |
| |

| | |
|-----------|---------------------------|
| SWIFT BIC | Account No. To be Debited |
| | |

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: Masjid Maarof 20 Jurong West Street 26 Singapore 648125

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

- Signature/thumbprint# differs from Financial Institution's records
- Wrong Account Number
- Signature/thumbprint# incomplete/unclear#
- Amendments not countersigned by customer
- Account operated by signature/thumbprint#
- Others

Name of Approving Officer

Authorised Signature

Date

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

#Please delete where inapplicable

To be printed on the reverse of the GIRO application form.

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:

[The FAQs below are for reference of billing organisations. BOs should customise the FAQs to suit their business circumstances and operations.]

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 648 125
Tel: 65155033

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

Continue paying by cash or cheque for all your bills until your GIRO arrangement is effected, which takes at most 21 working days. Your GIRO application is only effective when the statement 'Amount will be deducted from your account on ddmmyyyy' appears on your bill

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 **15th** of each month. The amount deducted will be reflected in your bank statement and monthly bills.

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

We will 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. We will terminate your GIRO if we are unable to make GIRO deductions after **2** consecutive attempts. Please note that **some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.**

Can I set a payment limit on my GIRO deduction?

Yes, you can, but you should ensure that the limit is sufficient to pay for all charges for subscriptions and any other services, including GST. If the amount on your bill exceeds the limit, no deduction will be made from your bank account. You will then need to pay your bill by cash/cheque/NETS or any electronic payment means before the due date.

Can I stop GIRO payment on a particular bill?

Yes, you can by calling us at 65155033 but you will need to give us at least **03** 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.