



APPLICATION FOR INTERBANK GIRO

AR Section: GIRO

This form may take you five minutes to fill in.

You will need the following information :

- o Name and branch of the bank/financial institution
- o Your company's bank account number

Please ensure that the necessary signature(s) signed / company stamp are in place before posting this form to Finance Department, Maritime & Port Authority of Singapore, 460 Alexandra Road #18-00 PSA Building Singapore 119963. We do not accept application forms sent in by fax.

PART 1 : FOR APPLICANT'S COMPLETION

Date: _____

Billing Organisation ("BO"): **MARITIME AND PORT AUTHORITY OF SINGAPORE**

To : Name of Financial Institution

MPA's Customer's Name: _____

Bank Branch: _____

Customer's Reference Number (To Be Completed By MPA): _____

- (a) I/We hereby instruct you to process the MPA's instructions to debit my/our account.
- (b) You are entitled to reject the MPA'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.
- (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 MPA.

My/Our Name(s): (As in Financial Institution's records) _____

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

My/Our Account Number: _____

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

(As in Financial Institution's records)
* For thumbprints, please go to the branch with your identification.

PART 2 : FOR MPA'S COMPLETION

Bank	Branch	MPA's Account No.
7 3 3 9	6 1 8	7 0 2 8 4 9 0 0 1

Customer Reference No.

Bank	Branch	Account No. to be Debited



PART 3 : FOR FINANCIAL INSTITUTION'S COMPLETION

To : Assistant Director (Finance)
Maritime and Port Authority of Singapore
460 Alexandra Road
#18-00 PSA Building
Singapore 119963

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

- | | |
|--|---|
| <input type="checkbox"/> Signature/thumbprint # differs | <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 thumbprint/signature # | <input type="checkbox"/> Others _____ |

Name of Approving Officer
Please delete where inapplicable

Authorised Signature

Date

GIRO Scheme for Payment

Starting from June 1998, MPA account holders can pay their bills by GIRO. With the GIRO Scheme, you no longer need to prepare and send cheques for payment. You are also relieved of the worries of paying your bills late and being penalised for it.

How do I apply?

All you have to do is to complete the attached Direct Debit Authorisation form and return it to the MPA. We will inform you once the application has been successfully processed.

How does the GIRO Scheme work?

Deductions will be made on the deduction date stated in the bill and this will be the 30th day from the date of the bill. There will be a message on the bill that says, "Payment will be deducted from your bank A/C No. xyz on DD/MM/YYYY."

You will need to ensure that your bank account has sufficient funds on the deduction date. If your deduction is unsuccessful due to "insufficient funds", a service charge may be levied by your bank.

Should unsuccessful deduction occur, a notice shall be sent to you to make payment by cheque.

The successful deduction will be reflected in your passbook/bank statement.

Any enquiries, complaints or disputes on the bills shall be directed to the Accountant (Revenue), Finance Department, 460 Alexandra Road, 18th PSA Building, Singapore 119963 **not later than 14 days** from the date of the bills. For billing enquiries please call DID : 63751695

Termination of GIRO

To terminate GIRO payment, the account holder must complete a "Termination of Interbank GIRO Form". Such forms are available at any bank branches or by calling our officers at Tel No.: 63751695. The completed form may be sent to either the account holder's bank branch or MPA.