



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")

NPS INTERNATIONAL SCHOOL PTE LTD

To: My/Our Bank ("Bank")

Billing Organisation's Customer's Reference No:

- (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.

NOTE: BOs should print and make clear whether this option is applicable or available to their customers.

My/Our Name (s):

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

My/Our Account Number:

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

(As in Financial Institution's records)

PART 2: FOR BILLING ORGANISATION'S COMPLETION

SWIFT BIC	Billing Organisation's Account No.
UOVBSGSGXX	4503125336

Billing Organisation's Customer Ref. No.

SWIFT BIC	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):

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

Name of Approving Officer

Authorised 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:

[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 through your child or mail it to:

NPS International School
11 Hillside Drive
Singapore 548926

Attention: Accounts Department

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

Continue paying by bank transfer for all your invoices until your GIRO arrangement is effected. As we process the Giro in bulk batches it can take some time to establish. 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 number on the GIRO form.

When will the GIRO deduction be made?

A deduction will only be made from your bank account on the due date mentioned in the term fee invoice. The amount deducted will be reflected in your bank statement.

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. **Please note that 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 the total invoice amount, 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 the **invoice amount plus the bank charges** by bank transfer before the due date.

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.