



PART 1 TO BE COMPLETED BY APPLICANT

DATE	BILLING ORGANISATION (BO) Commissioner, Singapore Civil Defence Force (HQ)
NAME OF BANK	CUSTOMER'S NAME
CUSTOMER'S REFERENCE NUMBER <i>For businesses: Fill in ACRA/UEN number For individuals: Fill in NRIC Number (Please leave this blank if applying for plan fees)</i>	CUSTOMER'S ADDRESS

- 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 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.

NAME(S) AS IN BANK ACCOUNT	AUTHORIZED SIGNATURE(S)/ COMPANY STAMP/THUMBPRINT(S)* <i>as in Bank Records</i>
TEL NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
BANK ACCOUNT NUMBER	

PART 2 TO BE COMPLETED BY BILLING ORGANISATION (BO)

SWIFT BIC	COMMISSIONER, SCDF (HQ) A/C NO.
O C B C S G S G X X X	5 0 1 3 8 7 0 0 5 0 0 2
SWIFT BIC	A/C NO. TO BE DEBITED
CUSTOMER REFERENCE NUMBER	

PART 3 TO BE COMPLETED BY BANK

To: Billing Organisation

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

- | | |
|--|---|
| <input type="checkbox"/> Signature/thumbprint# differs from Bank'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 (please specify) |

NAME OF APPROVING OFFICER

AUTHORISED SIGNATURE

DATE

* For thumbprint, 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:

Singapore Civil Defence Force
Finance Department
91 Ubi Avenue 4
Singapore 408827

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.

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.

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 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.

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.