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"):

SENOKO ENERGY SUPPLY PTE LTD

To: My / Our Bank ("Bank"):

✔ _____

Billing Organisation's Customer's Reference Number:

✔ _____

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

✔ _____

(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 inforce 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) (Account Holder's name):

✔ _____

My/Our Contact (Tel/Fax) Number(s)/E-mail address:

✔ _____

My/Our Account Number:

✔ _____

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

✔ _____
(As in Financial Institution's records)

PART 2: FOR BILLING ORGANISATION'S COMPLETION

SWIFT BIC	Billing Organisation's Account No.
OCBCSGSGXXX	591-052600-001

SWIFT BIC	Account No. To Be Debited

Billing Organisation's Customer Ref No.

PART3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: Senoko Energy Supply Pte Ltd

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:

How do I get started?

Complete this GIRO application form, with your customer/account number. Send it back to us at:

Senoko Energy Supply PL
31 Senoko Road
Singapore 758103

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

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 3 consecutive attempts. Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

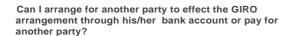**Can I set a payment limit on my GIRO deduction?**

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 or any electronic payment means before the due date.

Postage will be paid by addressee. For posting in Singapore only.

BUSINESS REPLY SERVICE
PERMIT NO. 07513

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SENOKO ENERGY SUPPLY PTE LTD
31 Senoko Road
Singapore 758103

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 according to your payment term. The amount deducted will be reflected in your bank statement and monthly bills.

Can I stop GIRO payment on a particular bill?

Yes, you can by calling us on 67500300/33 but you will need to give us at least 4 working days before the 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.