

GIRO APPLICATION FORM

PART 1: FOR APPLICANT'S COMPLETION (Please fill in the all fields. Incomplete forms may not be processed)

Date: _____ To: My/Our Bank ("Bank") <u>Donor Bank</u> _____ My/Our Name (s): <u>Donor's Name as per account</u> _____ My/Our Account Number: <u>Donor's Bank Account No</u> _____ Payment limit (Maximum amount to be deducted per transaction): _____ _____	Name of Billing Organisation ("BO") <u>CRU ASIA LTD</u> _____ Billing Organisation's Customer Reference No: <u>Leave Blank for Cru</u> _____ My/Our Contact (Tel/Fax) Number(s): <u>Donor's Handphone No</u> _____ My/Our Company Stamp/Signature(s)/Thumbprint(s)*: <u>Donor's Signature</u> _____ (As in Financial Institution's records) Expiry date of this authorisation: _____ _____
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- (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.

PART 2: FOR BILLING ORGANISATION'S COMPLETION

SWIFT BIC	Billing Organisation's Account No	Billing Organisation's Customer Ref No
DBSSSGSGXXX	0170186523	<u>Leave Blank for Cru</u>

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):

- | | |
|---|---|
| <input type="checkbox"/> Signature/thumbprint# differs from Financial Institution'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 |

<u>Leave Blank</u> Name of Approving Officer	<u>Leave Blank</u> Authorised Signature	<u>Leave Blank</u> Date
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* 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, without your customer-reference number. Send it back to us at:

Finance Department
Cru Singapore
18 Verdun Road
#04-01,
Singapore 207280

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

Continue paying by cheque or internet banking 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 fill in the new Giro form and terminate the existing Giro. Please keep us inform so that we can take note of the change of bank.

When will the GIRO deduction be made?

A deduction will only be made from your bank account between 8th - 10th of each month. 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. 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 exceeds the limit, no deduction will be made from your bank account. You will then need to make the donation via cheque or any electronic payment.

Can I stop GIRO payment on a particular bill?

Yes, you can by calling us at 6589 9600 but you will need to give us at least 2-3 weeks before the next deduction date. You should also inform your bank to stop GIRO payment.