



PART 1 TO BE COMPLETED BY APPLICANT

DATE		BILLING ORGANIZATION (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</i>		CUSTOMER'S ADDRESS	

- a. I/We hereby instruct the bank to process the Billing Organization (BO)'s instruction 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 authorization 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.

NAME(S) AS IN BANK ACCOUNT			
TEL NUMBER		AUTHORIZED SIGNATURE(S)/COMPANY STAMP/THUMBPRINT(S)* as in bank records	
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	
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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):
<div style="border: 1px solid black; width: 100%; height: 30px;"></div>			

NAME OF APPROVING OFFICER

AUTHORISED SIGNATURE

DATE

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 asked questions (FAQs) about GIRO:

How do I get started?

Fill in Part 1 of this GIRO application form and send it back to us at:
Ministry of Home Affairs Headquarters
Finance Shared Services Centre
New Phoenix Park, 28 Irrawaddy Rd
Singapore 329560

How long do I need to wait for my GIRO arrangement to be effective?

GIRO application requires 21 working days to process.

Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?

Yes, you can state his/her name, address and customer/account/bill number on the GIRO form.

What happens if there are insufficient funds in my bank account?

You will receive a letter to inform you on the unsuccessful GIRO deduction. You will have to make payment via Credit/Debit Cards.

Please note that certain banks do impose a service fee for unsuccessful GIRO deduction due to insufficient funds.

Kindly ensure that sufficient funds are maintained in your bank account for subsequent GIRO payments.

Can I set a payment limit on my GIRO deduction?

Yes, you can set a payment limit. Kindly ensure that the limit is sufficient to pay for all charges of 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 be required to pay your bills by Credit/Debit Cards before the due date.

What happens to my GIRO arrangements that are no longer in use?

You should review all of your existing GIRO arrangements periodically and terminate those arrangements that are no longer required with you bank.

For enquiries on GIRO related matters, please email to fssc_billing_collections@mha.gov.sg