



**ADVENTUS SINGAPORE PTE LTD**

6 Battery Road #31-00 Singapore 049909

**APPLICATION FORM FOR INTERBANK GIRO**

**PART 1 : FOR APPLICANT'S COMPLETION (fill in the spaces indicated with ✓ and return it to Adventus)**

Date : \_\_\_\_\_ Name of Billing Organisation (BO) : **ADVENTUS SINGAPORE PTE LTD**

✓ \_\_\_\_\_

To : Name of Bank : \_\_\_\_\_ Adventus's Customer's Name : \_\_\_\_\_

✓ \_\_\_\_\_ ✓ \_\_\_\_\_

Branch : \_\_\_\_\_ Adventus's Customer's Reference Number : \_\_\_\_\_

✓ \_\_\_\_\_ ✓ \_\_\_\_\_

- (a) I/We hereby instruct you to process the BO's instructions to debit my/our account.
- (b) You are 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. You may also at your 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 terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.
- (d) Amendments made on the form must be countersigned by applicant.

My/Our Name(s) as in Bank's record : \_\_\_\_\_ My/Our Contact (Tel/Fax) Number(s) : \_\_\_\_\_

✓ \_\_\_\_\_ ✓ \_\_\_\_\_

My/Our Account Number : \_\_\_\_\_ My/Our Company Email address : \_\_\_\_\_

✓ \_\_\_\_\_ ✓ \_\_\_\_\_

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

✓ \_\_\_\_\_  
(As in Bank's Records)

\* For thumbprint(s), please go to the branch with your identification.

**PART 2 : FOR ADVENTUS SINGAPORE PTE LTD'S COMPLETION**

Bank	Branch	Billing Organisation's Account Number
7   1   7   1	0   0   1	0   0   1   9   0   2   4   5   7   9

Billing Organisation's Reference Number

Bank	Branch	Account Number To Be Debited
7   1   7   1	0   0   1	0   0   1   9   0   2   4   5   7   9

**PART 3 : FOR BANK'S COMPLETION**

To : Adventus Singapore Pte Ltd

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

- Signature/Thumbprint# differs from Bank's records
- Signature/Thumbprint# incomplete/unclear#
- Account operated by Signature/Thumbprint#
- Wrong account number
- Amendments not countersigned by customer
- Others: \_\_\_\_\_

\_\_\_\_\_  
Name of Approving Officer/Bank                      Authorised Signature and Stamp of Financial Institution                      Date

# Please delete where inapplicable.

## FAQ

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 and send the form with your signature duly signed to us at:

Adventus Singapore Pte Ltd  
6 Battery Road #31-00 Singapore 049909

**Note:** For account operated via thumbprint, please bring your NRIC/passport to your bank for the print to be taken and witnessed.

### **Will I be notified of the approval of my GIRO application?**

Adventus Singapore Pte Ltd will inform you when the GIRO is approved and the effective date.

### **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 dd/mm/ccyy" 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/bill number on the GIRO form.

Please obtain the signature/thumbprint of the person on the form if he/she is paying for you.

### **When will the GIRO deduction be made?**

A deduction will only be made from your bank account on the 20th of each month. The amount deducted will be reflected in your bank statement and monthly bills.

### **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 in 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.

### **Can I stop GIRO payment on a particular bill?**

Yes, you can by calling us at 6100 3310 but you will need to give us at least 14 working days before the next deduction date. You should also inform your bank to stop GIRO payment if applicable.

### **What happens to my GIRO arrangements that are no longer used?**

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

Please approach your bank and complete the necessary termination forms.