

# APPLICATION FOR INTERBANK GIRO (ORIGINAL COPY REQUIRED)



Please tick:  New Application  Change of Bank Account

## PART 1: FOR APPLICANT'S COMPLETION (All fields are mandatory)

Date: (DD/MM/YY)

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Utilities Account Number (1 account per form)

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## PART 2: FOR BANK ACCOUNT HOLDER'S COMPLETION (All fields are mandatory)

- I/We hereby instruct you to process SP Services Ltd instructions to debit my/our account for the Utilities Account Number indicated in Part 1 above.
- You are entitled to reject SP Services Ltd debit instructions 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.
- This authorization will remain in force until termination by written notice sent to my/our address last known to you or upon receipt of my/our revocation through SP Services Ltd.

To: Name of Bank:

Bank Branch

My/Our Name(s) As in Bank Account:

My/Our Bank Account No.:

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My/Our Contact (Tel/Handphone) No.:

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(Please DO NOT provide credit card account no)

My/Our Signature(s)/Thumbprint(s)/Company Stamp  
(as in bank's records)

Please remember to sign in this box.

Please impress your thumbprint clearly if your bank account is operated by thumbprint.  
Please verify the thumbprint at bank.



### Notes to Part 1 and 2:

Amendments made on the form must be countersigned by the bank account holder. Use of correction fluid/tape is not allowed.  
Bank accounts below are solely for GIRO collection. Please DO NOT use the accounts below for payment via Fund Transfer to SP Services Ltd.

## PART 3: FOR SP SERVICES LTD COMPLETION

Bank	Branch	SP Services Account Number														
<input type="checkbox"/>	7 3 7 5 0 0 1	9 0 1 3 4 5 3 3 4 5	(UOB)													
<input type="checkbox"/>	7 1 7 1 0 0 1	0 0 1 0 0 1 8 7 5 2	(DBS)													

Bank	Branch	Account Number To Be Debited																		

Utilities Account Number
Please refer to Part 1 above

## PART 4: FOR BANK'S COMPLETION

To: SP Services Ltd

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"/> Amendment not countersigned by customer |
| <input type="checkbox"/> Account operated by signature / thumbprint #         | <input type="checkbox"/> Others: _____                           |

\_\_\_\_\_  
Name of Approving Officer

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Date

Please glue and seal here. Do not staple

Please glue and seal here. Do not staple

Notes on GIRO application

1. Please continue to arrange for payment for all your bills until your GIRO application is approved. Please check your bill for the effective date. Your GIRO application is only effective when this message "Total Charges will be deducted from your account with XXX Bank on date" appears in your bill.
2. A deduction will only be made from your bank account on the due date of the bill. Please maintain sufficient funds in your bank account for deduction on the due date. A second attempt at deduction will be made within five days if the first deduction is unsuccessful.
3. All amounts successfully deducted will be reflected in your bank statement. You will continue to receive your monthly bills.
4. You may arrange for another party to pay your bill through GIRO deduction. You will need to state your utilities account number on his or her GIRO form.
5. Some banks levy a surcharge for an unsuccessful deduction for reasons such as insufficient balance in your bank account. Your bank will assist you on enquiries of this nature.
6. Any refund arising from your final bill when you close your utilities account, will be returned to the last bank account that is used to pay your bill through GIRO deduction.
7. Please call SP Group Customer Service Hotline at 1800-2222 333 for any enquiries.
8. SP Services Ltd will not be liable for any loss, expenses, delays, mistakes, neglect or omission in the processing of this Giro application or the transmission of payment under this Giro arrangement and you shall remain liable for all payments owing to SP Services Ltd as a result of any such event howsoever caused.
9. SP Services Ltd reserves the right to add, amend and/or modify these terms at its sole discretion at any time without giving any reason thereof.



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

Attn: Revenue Collection  
SP Group  
2 Kallang Sector  
Singapore 349277



BUSINESS REPLY SERVICE  
PERMIT NO. 00890

**SIGN UP FOR**  
**GIRO**  
**TODAY**

*because...*

*it's convenient,  
hassle free &  
saves you time.  
No more queuing,  
writing cheques or  
arranging for payments.*