APPLICATION FOR INTERBANK GIRO (DONATION)

SINGAPORE SOKA ASSOCIATION
10 Tampines St 81 Singapore 529014   Tel: 6787 3255

Please complete **PART 1 & 4** of this form and submit to SSA.

Part 1 : For Applicant's Completion (Fill in the spaces indicated with √)

Date: √ _____   Name of Billing Organisation "BO": **SINGAPORE SOKA ASSOCIATION (SSA)**

To: The Manager

Name of Bank: √ _____   Name of Donor: √ _____

(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.

My/Our Name(s) (Account Holder's Name)   My/Our Contact Number(s)/E-mail Address(es):

√ _____   √ _____

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

√ _____   √ _____
                                 (As in Financial Institution's records)
                                 ** For thumbprints, please go to the branch with your identification.

Part 2 : For Billing Organisation's Completion

SWIFT BIC	SSA's Bank Account No.												Donor's Reference No.											
OCBCSGSGXXX	5	0	1	8	4	7	0	8	1	0	0	1												

SWIFT BIC	Account No. to be Debited											

Part 3 : For Financial Institution's Completion

To: **SINGAPORE SOKA ASSOCIATION**, 10 Tampines St 81, Singapore 529014

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

☐ Signature/Thumbprint* differs from Financial Institution's records   ☐ Wrong account number
☐ Signature/Thumbprint* incomplete/unclear*   ☐ Amendments not countersigned by applicant
☐ Account operated by signature/thumbprint   ☐ Others: _____
*Please delete where inapplicable

_____   _____   _____
Name of Approving Officer   Authorised Signature and Stamp of Financial Institution   Date

Part 4 : For Donor's Completion (Fill in the spaces indicated with √)

DONATION   (Please √ if   ☐ NEW   ☐ REVISED)

Name: √	NRIC / Passport No: √
Address: √	Tel: √ (HP) (H)
Postal Code:	Position: √
Chapter: √	District: √	Division: √

Member Contribution Fund *(Minimum One share S$36 per year = S$3 per month)*	S$	per month
General Donation	S$	per month
Total Amount to be deducted per month	**S$ √**	**per month**

I sincerely and voluntarily donate the above amount to the association.

I consent to the above information being collected, used and disclosed by Singapore Soka Association so that the Association may provide me the services that I request for with correctness and completeness.   Signature of Donor: √ _____

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 **PART 1 and 4** of this GIRO application form and send it back to us at:

SINGAPORE SOKA ASSOCIATION
10 Tampines Street 81
Singapore 529014

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

Normally it takes around 21 working days. A notification letter will be sent to you on the status of your application. We will also inform you the first and subsequent deduction dates.

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

Yes, you may state the **Account Holder's details in Part 1** and the **Donor's details in Part 4** of the GIRO form.

When will the GIRO deduction be made?

A deduction will only be made from your bank account on the **1st day of the month.** If 1st deduction is unsuccessful, we will make the 2nd attempt on the **16th day of the month.** The amount deducted will be reflected in your bank statement. If deduction date falls on a weekend or public holiday, the next working day will be the deduction date.

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

No further deduction will be made for the month if we have two unsuccessful deductions consecutively within the same month.

If we are unable to make GIRO deductions **after TWO consecutive months,** a notification will be sent to you. You may return the same notification to us by indicating your request at the lower portion of the notification:

1. To reinstate or terminate your GIRO status

2. To change new bank account by completing the GIRO application form attached.

We would assume that you do not wish to continue your donation via GIRO if we do not receive your instruction within ONE month from the date of the notification.

Please note that **some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.** Please maintain sufficient funds in your bank account to avoid incurring unnecessary bank charges.

Can I set a payment limit on my GIRO deduction?

Yes, the monthly donation to be deducted from your account as indicated by you in your GIRO application form will be the payment limit.

Can I stop GIRO payment on a particular month?

Yes, you can do so by writing to **Sinagpore Soka Association** at the above stated address but you will need to give us at least **One month** notice before the next deduction date. Please 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.