

# APPLICATION FOR INTERBANK GIRO (SUBSCRIPTION)

## SINGAPORE SOKA ASSOCIATION

10 Tampines St 81 Singapore 529014 Tel: 6787 3255

GST Registration Number: M4-0006007-0

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

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

Date: v \_\_\_\_\_

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

To: The Manager

Name of Bank: v \_\_\_\_\_

Name of Subscriber: v \_\_\_\_\_

- (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):

v \_\_\_\_\_

v \_\_\_\_\_

My/Our Account Number:

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

v \_\_\_\_\_

v \_\_\_\_\_

(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.    |
| UOVBSGSGXXX | 9 8 8 3 4 1 6 1 0 0       |
| SWIFT BIC   | Account No. to be Debited |
|             |                           |

|  |   |   |  |  |  |  |  |
|--|---|---|--|--|--|--|--|
| Subscriber Reference No. (DDA Reference No.) |   |   |  |  |  |  |  |
| S  | U | B |  |  |  |  |  |

### Part 3 : For Financial Institution's Completion

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

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

- Signature/Thumbprint\* differs from Financial Institution's records  
 Signature/Thumbprint\* incomplete/unclear\*  
 Account operated by signature/thumbprint

- Wrong account number  
 Amendments not countersigned by applicant  
 Others: \_\_\_\_\_

\*Please delete where inapplicable

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

\_\_\_\_\_  
Authorised Signature and Stamp of Financial Institution

\_\_\_\_\_  
Date

### Part 4 : For Subscriber's Completion (Complete in BLOCK letter and do not leave blanks)

#### PUBLICATIONS SUBSCRIPTION

(Please v if  NEW  REVISED )

|                                |   |                                |  |
|--------------------------------|---|--------------------------------|--|
| Name:                          |   | Date of Birth : DD / MM / YYYY |  |
| Mailing Address:               |   | Tel: (HP) (H)                  |  |
| Postal Code:                   |   | Position:                      |  |
| Chapter:                       | District:                                     | Division:                      |  |
| Creative Life (Monthly issue)  | From _____ 20 _____ onwards<br>(Month) (Year) | Copy per month _____           |  |
| SSA Times (2 issues per month) | From _____ 20 _____ onwards<br>(Month) (Year) | Set per month _____            |  |

The personal data that you provide to Singapore Soka Association in this transaction is for the Association to provide you services with correctness and completeness. The data will be used and disclosed by the Association strictly for the said purpose.

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?**

Please note for GIRO application form received in current month, the subscription period would only starts from the following month or later as stated in the form.

Normally the GIRO application process will takes around 21 working days. Your subscription will not be disrupted during this period while pending for Bank's approval.

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.

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

The initial deduction will only be made from your bank account on the **16th day of the month** after notification of deduction was sent. If 1st deduction is unsuccessful, we will make the 2nd attempt on the **23rd 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.

Subsequent deductions will be on quarterly basis as per dates stated in the notification letter.

### **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.

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 continue your subscription by paying the outstanding fees by cheque before the due date
2. To reinstate or terminate your GIRO status
3. To change bank account by completing the attached GIRO application form.

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 unnecessary bank charges being incurred.

### **Can I set a payment limit on my GIRO deduction?**

Yes, the amount of subscription fees to be deducted from your account quarterly 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 **Singapore 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.