GIRO APPLICATION FORM

For School Fee

PART 1: FOR APPLICANT'S COMPLETION

(Please fill in the spaces indicated with ✔)

Date:

✔

Name of Billing Organisation ("BO"):

THE JAPANESE SCHOOL

To: My/Our Bank ("Bank")

✔

Billing Organisation's Customer's Reference No:

✔ **S FEE**

(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):

✔

My/Our Contact (Tel/Fax) Number(s):

✔

My/Our Account Number:

✔

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

✔

(As in Financial Institution's records)

PART 2: FOR BILLING ORGANISATION'S COMPLETION

Swift BIC	Billing Organisation's Account No.
BOTKSGSX	0 1 1 7 0 8

Billing Organisation's Customer's Ref No.
S F E E

Swift BIC	Account No. To Be Debited

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: BILLING ORGANISATION

This Application is hereby REJECTED (Please Tick ✔) 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 customer
- ❑ Others _____

Name of Approving Officer | Authorised Signature | Date

* For thumbprints, please go to the branch with your identification. # Please delete where inapplicable.