

Guide on completing the form

SAMPLE ONLY



APPLICATION FORM FOR INTERBANK GIRO

This form may take you 5 minutes to fill in. **PLEASE DO NOT USE CORRECTION FLUID OR CORRECTION TAPE.**
You will need the following information to fill in the form:

- The bank account number
- The bank account name
- The bank and branch code
- The name of the bank branch

Please fill up this form (Part I only) and send the original form (fax copy not acceptable) to AVA, so that all future payments to Agri-Food & Veterinary Authority (AVA) will be deducted from the bank account stated. If you have an Internet banking account with DBS/POSB, you can submit the application online by accessing your DBS or POSB internet banking websites.

Please continue to make payment using your existing arrangement until you have received notification from AVA that your GIRO application has been approved. You may wish to contact Finance Dept at AVA_Finance_GIRO_Stmt@ava.gov.sg if there are any queries.

PART 1: FOR APPLICANT'S COMPLETION (fill in the spaces indicated with)

<input type="checkbox"/> Date: <u>7 December 2016</u>	Name of Billing Organisation ("BO"): <u>Agri-Food & Veterinary Authority</u>
<input type="checkbox"/> To: Name of Bank and Branch <u>DBS Bank / Holland Road</u>	<input type="checkbox"/> Name of Customer (in AVA's records): <u>XYZ Company Pte Ltd</u>
<input type="checkbox"/> Bank Branch Address (optional): <u>/</u>	<input type="checkbox"/> My Mailing Address (in AVA's records): <u>Blk 346 BT BATOM CENTRAL #01-456 SINGAPORE 650346</u>

(a) I We hereby instruct you to process the BO's instructions to debit my/ our account. My Contact Number: 6555 9999

(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. My Email Address (optional):
xyz@gmail.com

(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.
I hereby agree to receive monthly GIRO statements from AVA via this email address. This authorisation shall be in force until terminated upon your receipt of my written revocation.

For dog licence owners, please also state your dog licence no.:

<input type="checkbox"/> Name of Account Holder(s) (As in Bank's records): <u>XYZ Company Pte Ltd</u>	<input type="checkbox"/> Dog Licence Number D _____																			
<input type="checkbox"/> Account Number: <table border="1"><tr><td>7</td><td>1</td><td>7</td><td>1</td><td>0</td><td>0</td><td>1</td><td>0</td><td>0</td><td>1</td><td>0</td><td>7</td><td>2</td><td>1</td><td>0</td><td>0</td><td>3</td></tr></table>	7	1	7	1	0	0	1	0	0	1	0	7	2	1	0	0	3	<input type="checkbox"/> My Our Company Stamp Signature(s) Thumbprint(s)*: <table border="1"><tr><td><u>Signature</u></td><td><u>Company Stamp</u></td></tr></table> <p>(As in Bank's records)</p> <p><i>* For thumbprint, please go to the bank with your identification.</i></p>	<u>Signature</u>	<u>Company Stamp</u>
7	1	7	1	0	0	1	0	0	1	0	7	2	1	0	0	3				
<u>Signature</u>	<u>Company Stamp</u>																			

PART 2: FOR BILLING ORGANISATION'S COMPLETION

Bank	Branch	AVA's Bank Account No.
7 1 7 1	0 0 1	0 0 1 0 7 2 1 0 0 3

Bank	Branch	Customer's Bank Account No.

Billing Organisation's Customer's Reference Number:

PART 3: FOR BANK'S COMPLETION

To: Director Finance, AVA, 52 Jurong Gateway Road, #14-01, Singapore 608550

This Application is hereby REJECTED (please tick) for the following reasons:

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

Name of Approving Officer

Authorised Signature

Date

For Bank's completion: Please delete where inapplicable.

Do not staple. Glue all sides firmly

Do not staple. Glue all sides firmly

Do not staple. Glue all sides firmly

Do not staple. Glue all sides firmly

GIRO is the most convenient way to pay your invoice!

Your GIRO application will take an average of 4 - 6 weeks to process. Please continue to make payment using your existing arrangement until you have received notification from AVA that your GIRO application has been approved. GIRO deduction from your designated bank account will be made every Friday for the previous week's transactions. If the deduction date falls on a public holiday, the deduction will be made on the next working day. Please ensure that you maintain sufficient balance in your bank account to facilitate the deduction. If the GIRO deduction is not successful, a failed GIRO notice will be sent to you. A monthly GIRO statement consolidating the list of successful GIRO deductions will be sent to you.

2nd
fold

2nd
fold

BUSINESS REPLY SERVICE
PERMIT No. 09280



Agri-Food and Veterinary Authority
Finance Department
52 Jurong Gateway Road
#14-01, JEM Office Tower

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



1st
fold

1st
fold