



INTERBANK GIRO APPLICATION FORM

Please complete PART 1 of this form in block letters and return to the Billing Organisation.

Part 1: For Applicant's Completion (fill in the spaces indicated with a ✓)	
✓ Date:	✓ Name of Billing Organisation ("BO"): SINGAPORE DENTAL ASSOCIATION
✓ To: Name of Bank / Finance Company:	✓ BO's Member Name:
✓ Branch:	✓ BO's Member DCR/Reference No:
Payment Limit (Maximum amount to be deducted per transaction):*	Expiry Date of this GIRO Application:*

*Note: BO should make clear whether this option is applicable or available to their customers.

- (a) I/We hereby instruct you to process the BO's instructions to debit my/our account.
- (b) You are entitled to reject the BO's debit instruction if my/our account do / does not have sufficient funds and charge me/us a fee for so doing. You may also, at your 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 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.

My/Our Name(s):

My/Our Contact Tel/Fax/Mobile Tel:

✓ _____

✓ _____

My/Our Account No:

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

✓ _____

✓ _____

(As in Bank/Finance Company's records)

Note: For thumbprints, please go to branch with your identification.

Part 2: For Billing Organisation's Completion

Bank	Branch	BO's Account No
7 3 7 5	0 6 3	2 1 3 3 0 9 0 0 5 5

BO's Member DCR/ Ref No

Bank	Branch	Account No to be debited

Part 3: For Bank / Finance Company's Completion

To: The Manager	(Name & Address of BO)
Attn:	

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

- Signature/Thumbprint # differs from Bank's/Finance Co's records
- Signature/Thumbprint # incomplete/unclear #
- Account operated by signature/thumbprint #
- Wrong account number
- Amendments not countersigned by customer
- Others: _____

 Name Of Approving Officer
 # Please delete where inapplicable

 Authorised Signature

 Date

GIRO: FREQUENTLY ASKED QUESTIONS BY CUSTOMER

GIRO is a convenient, cashless mode of payment. To help you better understand the GIRO payment method, the following are some answers to the most frequently raised questions:

Q1: How do I get started?

Complete this GIRO application form, with your customer/account and send it back to us at:

Singapore Dental Association
2 College Road, Singapore 169850

Q2: How long do I need to wait before my GIRO arrangement is effective?

Continue paying by cash or cheque for all your bills until your GIRO arrangement is effected; a confirmation letter will be sent to you after your GIRO application is approved.

Q3: Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?

Yes, you can by stating his/her name and address, and the member DCR / Reference No. on the GIRO form.

Q4: When will the GIRO deduction be made?

For membership fee, the deduction will be made from your account on 15th of January biennially, for MPS on 15th of the renewal month and for CDE course fee on the registration closing date. The amount deducted will be reflected in your bank statement.

Q5: 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.

Q6: What happens if there are insufficient funds in my bank account?

We will send you a letter to inform you to pay by other ways. However, you should still maintain sufficient funds in your bank account for the subsequent due date. We will terminate your GIRO if we are unable to make GIRO deductions after 2 consecutive attempts. Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds. SDA will charge \$10 administrative fee for such an event.

Q7: Can I set a payment limit on my GIRO deduction?

Yes, you can. However, you should ensure that the limit is sufficient to pay for all charges for subscriptions and any other services, including GST. If the amount on your bill exceeds the limit, no deduction will be made from your bank account. You will then need to pay your bill by cash/cheque or any electronic payment means before the due date.

Q8: Can I stop GIRO payment on a particular bill?

Yes, you can by calling us at 62202588 but you will need to give us at least 10 working days before the next deduction date. You should also inform your bank to stop GIRO payment.

Q9: Where can I find out more about interbank GIRO services?

For more information about interbank GIRO services please refer to The Association of Banks in Singapore website: <http://www.abs.org.sg/interbankgiro.htm>