



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 NPARKS, so that all future payments to National Parks Board will be deducted from the bank account stated.

Please continue to make payment using your existing arrangement until you have received notification from NPARKS that your GIRO application has been approved. You may wish to contact FinanceAR_GIRO@nparks.gov.sg if there are any queries.

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

■ Date : _____ Name of Billing Organisation ("BO") : National Parks Board

■ To: Name of Financial Institution : _____ ■ Name of Customer : _____

■ Branch : _____ ■ My Mailing Address : _____

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

(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)*: _____

(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 NPARKS via this email address. This authorisation shall be in force until terminated upon your receipt of my written revocation.

■ Name of Account Holder(s) (As in Bank's records) : _____
For dog licence owners, please also state your dog licence no.:

■ Dog Licence Number **D** _____

■ My/ Our Bank Account Number (Bank Code/Branch Code/Account No.) _____ ■ My/ Our Company Stamp/ Signature(s)/ Thumbprint(s)*: _____

My/ Our Bank Account Number (Bank Code/Branch Code/Account No.)											

(As in Bank's records)

* For thumbprint, please go to the bank with your identification.

PART 2 : FOR BILLING ORGANISATION'S COMPLETION

Bank	Branch	National Parks Board Account No.

National Parks Board Customer's Reference Number :											

Bank	Branch	Customer's Bank Account No.

PART 3 : FOR BANK'S COMPLETION

To: Finance Department (Accounts Receivable), National Parks Board, Headquarters, Singapore Botanic Gardens, 1 Cluny Road, Singapore 259569

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

- Signature/ Thumbprint# differs from Bank'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 Bank's completion: Please delete where inapplicable.

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Do not staple. Glue all sides firmly

Do not staple. Glue all sides firmly

Do not staple. Glue all sides firmly

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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 NPARKS that your GIRO application has been approved.

A monthly GIRO statement consolidating the list of successful GIRO deductions will be sent to you.

BUSINESS REPLY SERVICE
PERMIT NO. 09518

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



NATIONAL PARKS BOARD
FINANCE DEPARTMENT (ACCOUNTS RECEIVABLE)
1 CLUNY ROAD, HEADQUARTERS
SINGAPORE BOTANIC GARDENS
SINGAPORE 259569

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