

# GIRO APPLICATION FORM

## PART 1: FOR APPLICANT'S COMPLETION

(Please fill in the SHADED fields. Incomplete form will not be processed)

Date:

Please tick   New Application  Change of Bank A/C

Name of Billing Organisation ("BO")

**TOKYO CENTURY LEASING (S) PTE LTD**

To: My/Our Bank ("Bank")

Billing Organisation's Customer's Reference No:

BI No.

Vehicle No.

- (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)  
\*For thumbprints, please go to your Bank with your identification.

## PART 2: FOR BILLING ORGANISATION'S COMPLETION

SWIFT BIC	Billing Organisation's A/C No.
MHCBSGSGXXX	10-849-000450

Billing Organisation's Customer Ref No.

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
- Amendments not countersigned by customer
- Signature/thumbprint# incomplete/unclear#
- Wrong Account Number
- Account operated by signature/ thumbprint#
- Others \_\_\_\_\_

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

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Date

#Please delete where inapplicable

Please glue and seal here

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GIRO APPLICATION FORM  
NOTES ON GIRO APPLICATION

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:

1. How do I get started?  
Complete the SHADED fields in the GIRO application form, AFFIX STAMP and mail it back to us.
2. How long do I need to wait before my GIRO arrangement is effective?  
Giro application will take at most 21 working days. Continue paying your instalment via AXS machine or cheque until your GIRO arrangement is effected.
3. Can I arrange for another party to effect the GIRO arrangement through his/her bank account to pay on my behalf?  
Yes, you can by stating his/her name, Bank Account Number and your Customer's Reference Number on the GIRO form.

AFFIX  
STAMP

TOKYO CENTURY LEASING (S) PTE LTD  
8 CROSS STREET #09-04/05  
MANULIFE TOWER  
SINGAPORE 048424

4. When will the GIRO deduction be effective and deducted?  
Once your GIRO application is approved, we will send you a letter to inform you of your successful GIRO indicating the GIRO deduction date. The amount deducted will be reflected in your bank statement.
5. What happens if there are insufficient funds in my bank account?  
SMS will be send to inform you if your GIRO is unsuccessful. There will also be a 2<sup>nd</sup> attempt to deduct your GIRO again. However, if GIRO goes through on the 2<sup>nd</sup> attempt, a late charge (\$50 plus overdue interest) will be imposed as it will exceed the 7 days grace that we give to customers. We will also send you a letter to notify of the failed giro if 2 attempts of giro failed. Please note that some banks do charge a service fee for unsuccessful GIRO due to insufficient funds. Therefore, please maintain sufficient funds in your bank account for the GIRO deduction so as to avoid late charge and service fee.
6. What happens to my GIRO arrangements that are no longer used? Or if I want to terminate my giro arrangement?  
You should review all your GIRO arrangements periodically and terminate those arrangements that are no longer required. All termination of GIRO arrangements will have to be done with your Bank.