



**ASPIRE INSTITUTE**  
Blk 242 Yishun Ring Road  
#10-1118  
Singapore 760242

## APPLICATION FORM FOR INTERBANK GIRO

### PART 1: FOR APPLICANT'S COMPLETION

(Please fill in the all fields. Incomplete forms may not be processed)

Date		Name of Billing Organisation: <b>ASPIREINSTITUTE.COM</b>	
Name of Bank		Name of Student	
Branch		NRIC/FIN No	

- a. I/We hereby instruct the Bank to process the **AspireInstitute.com** instructions to debit my/our account.
- b. The Bank is entitled to reject the **AspireInstitute.com**'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 Ban's receipt of the notice of expiry from the **AspireInstitute.com**.

<b>Name(s) of Account Holder(s)</b>	<b>Bank Account Number</b>
	<b>Contact number(s) of Account Holder</b>
<b>Address of Account Holder</b>	<b>Signature(s) /Thumbprint(s)* of Account Holder(s)</b>
	_____ (As in Bank's records) <b>*For thumbprints, please go to the branch with your identification.</b>

### PART 2: FOR ASPIREINSTITUTE.COM'S COMPLETION

SWIFT BIC	<b>ASPIREINSTITUTE.COM</b> Account No	Level/Class	
<b>DBSSSGSG</b>	<b>019-904902-1</b>	Campus	

SWIFT BIC	Account No To Be Debited	Customer's ID No.

**PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION**

To: ASPIREINSTITUTE.COM

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

<b>Name of Approving Officer</b> # Please delete where inapplicable	<b>Authorised Signature</b>	<b>Date</b>
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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:

**How do I get started?**

Complete this GIRO application form, with your customer/account/bill number. Send it back to us at:

**Aspire Institute**  
**Blk 242, Yishun Ring Road #10-1118**  
**Singapore 760242**

**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, which takes at most 21 working days.

**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 customer/account/bill number on the GIRO form.

**When will the GIRO deduction be made?**

A deduction will only be made from your bank account on the 21st and 28th of each month. The amount deducted will be reflected in your bank statement and monthly bills.

**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.

**Can I set a payment limit on my GIRO deduction?**

Yes, you can, but 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/NETS or any electronic payment means before the due date.

**Can I stop GIRO payment on a particular bill?**

Yes, you can by calling us at Mobile no: 94762653 but you will need to give us at least 7 working days before the next deduction date. You should also inform your bank to stop GIRO payment.

**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.