



**ASPIREINSTITUTE.COM PTE LTD**  
 12 Woodlands Square  
 Woods Square Tower 1  
 #13-63 S737715

**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 Organization: <b>ASPIREINSTITUTE.COM PTE LTD</b>
Name of Bank		Name of Student
Branch		NRIC/FIN No

- a. I/We hereby instruct the Bank to process the **ASPIREINSTITUTE.COM PTE LTD** instructions to debit my/our account.
- b. The Bank is entitled to reject the **ASPIREINSTITUTE.COM PTE LTD'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 authorization 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 **ASPIREINSTITUTE.COM PTE LTD**.

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

**PART 2: FOR ASPIREINSTITUTE.COM PTE LTD'S COMPLETION**

SWIFT BIC	<b>ASPIREINSTITUTE.COM PTE LTD</b> Account No	Level/Class	
<b>DBSSSGSG</b>	<b>072-030777-1</b>	Campus	

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

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

To: **ASPIREINSTITUTE.COM PTE LTD**

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

\_\_\_\_\_  
**Name of Approving Officer**  
 # Please delete where inapplicable

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

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:

**ASPIREINSTITUTE.COM PTE LTD**  
**12 Woodlands Square,**  
**Woods Square Tower 1,**  
**#13-63, S737715**

#### **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 **21<sup>st</sup>** 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 **our direct Mobile no: 9477 9230** 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.