



**IMPORTANT**

IF YOU WISH TO PAY YOUR MONTHLY SUBSCRIPTION BY INTER-BANK GIRO, PLEASE COMPLETE PART 1 OF THIS FORM AND SEND THE COMPLETED FORM TO **LGA TELECOM PTE. LTD.**

**APPLICATION FOR INTERBANK GIRO**

**PART 1: FOR APPLICANT'S COMPLETION**

<b>Date:</b> <hr/>	<b>Name of Billing Organization ("BO"):</b> <u>          <b>LGA Telecom Pte Ltd</b>          </u>
<b>To: Name of Bank:</b> <hr/>	<b>LGA Telecom's Customer's Name:</b> <hr/>
<b>Branch:</b> <hr/>	<b>LGA Telecom's Customer's ID:</b> <hr/>

<b>Email Address: (Personal Account)</b>	
--	--

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

<b>My/Our Name(s):</b> <hr/>	<b>My/Our Contact (Tel/Fax) Number(s):</b> <hr/>
---------------------------------	---

<b>My/Our Account Number (account to be debited):</b> <hr/>	<b>My/Our Company Stamp/Signatures/Thumbprint(s)</b> <hr/>
--	---

**PART 2: FOR BILLING ORGANIZATION'S COMPLETION**

Bank				Branch			Billing Organization's Account Number										
7	1	7	1	0	0	8	0	0	8	9	0	0	2	5	6	-	2

DDA Number: \_\_\_\_\_

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

To: LGA Telecom Pte Ltd  
 From: DBS Bank, Buona Vista Branch, BLK 43 Holland Drive, #01-53/59, Singapore 270043  
 Attn: Accounts Service Dept.

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

<input type="checkbox"/> Signature/Thumbprint* differs form Financial Institution's records <input type="checkbox"/> Signature/Thumbprint* incomplete/unclear* <input type="checkbox"/> Account operated by signature/thumbprint*	<input type="checkbox"/> Wrong account number <input type="checkbox"/> Amendments not countersigned by customer <input type="checkbox"/> Others:
---	--

<hr/> <b>Name of Approving Officer</b>	<hr/> <b>Authorized Signature</b>	<hr/> <b>Date</b>
--	-----------------------------------	-------------------

\*Please delete where inapplicable.



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:

**LGA Telecom Pte Ltd**  
20 Science Park Road,  
#01-01 TeleTech Park  
Singapore 117674

**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 3 consecutive attempts. Please note that **some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.**

**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. Your GIRO application is only effective when the statement 'Amount will be deducted from your account on ddmmyyy' appears on your bill.

**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 or any electronic payment means before the due date.

**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.

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

Yes, you can by calling Finance Department at **+65 6892 2308** but you will need to give us at least 3 working days before the next deduction date. You should also inform your bank to stop GIRO payment.

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

A deduction will only be made from your bank account either on the 1<sup>st</sup> or the 16<sup>th</sup> of each month. The amount deducted will be reflected in your bank statement and monthly bills.

**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.