



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 print this form on 80gsm paper.

Please fill up this form (**Part I only**) and send the **original** form (fax copy not acceptable) to Singapore Food Agency (SFA), so that all future payments to SFA will be deducted from the bank account stated. If you have an Internet banking account with DBS/POSB, you can submit the application online by assessing your DBS or POSB internet banking websites.

Please continue to make payment using your existing arrangement until you have received notification from SFA that your GIRO application has been approved. You may wish to contact Finance Dept at SFA_Finance_GIRO_Stmt@sfa.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") : Singapore Food Agency

■ To: Name of Bank and Branch

■ Name of Customer (in SFA's records) :

■ Bank Branch Address (optional) :

■ My Mailing Address (in SFA's records) :

(a) I/We hereby instruct you to process the BO's instructions to debit my/ our account.

■ My Email Address*:

(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.

** I hereby agree to receive monthly GIRO statements from SFA via this email address. This authorisation shall be in force until terminated upon your receipt of my written revocation.*

(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.

■ Name of Account Holder(s) (As in Bank's records) :

■ My/ Our Company Stamp/ Signature(s)/ Thumbprint(s)*:

■ Account Number :

(As in Bank's records)

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

PART 2 : FOR BILLING ORGANISATION'S COMPLETION

SWIFT BIC	SFA's Bank Account No.
DBSSSGSGXXX	0 0 1 0 7 2 1 0 0 3

Billing Organisation's Customer's Reference Number :

SWIFT BIC	Customer's Bank Account No.

PART 3 : FOR BANK'S COMPLETION

To: Director/Finance, SFA, 52 Jurong Gateway Road, #14-01, Singapore 608550

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.

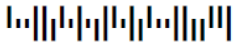
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BUSINESS REPLY SERVICE
PERMIT No. 09280



Singapore Food Agency
Finance Department
52 Jurong Gateway Road
#14-01, JEM Office Tower
Singapore 608550

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

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 SFA that your GIRO application has been approved. GIRO deduction from your designated bank account will be made every Friday for the previous week's transactions. If the deduction date falls on a public holiday, the deduction will be made on the next working day. Please ensure that you maintain sufficient balance in your bank account to facilitate the deduction. If the GIRO deduction is not successful, a failed GIRO notice will be sent to you.

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

GIRO is the most convenient way to pay your invoice!