



Bible-a-Month Donation (GIRO)

Dear Friend,

Thank you for your interest to donate on a regular basis to the Bible Society of Singapore.

Please refer to the overleaf for the **Application Form for Interbank GIRO** and complete Part One of the form and mail it back to us using the enclosed prepaid envelope.

Please feel free to contact us on Tel: 6337 3222 for further information or clarifications.

Once again, thank you for supporting the ministry of the Bible Society of Singapore.

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 and send the form, duly signed, to us at:

The Bible Society of Singapore
7 Armenian Street
Bible House
Singapore 179932

Note: For account operated via thumbprint, please take your NRIC/passport to your bank for the print to be taken and witnessed.

Will I be notified of the approval of my GIRO application?

The Bible Society of Singapore will inform you when the GIRO is approved and the effective date.

How long do I need to wait before my GIRO arrangement is effective?

It will normally take at most 21 working days for the GIRO arrangement to be effected. In the meantime, please continue to make your contribution through cash/cheque/VISA payment.

Can I arrange for another party to effect the GIRO arrangement through his/her bank account?

Yes, you can by stating his/her name and bank details on the GIRO form.

Please obtain the signature/thumbprint of the person on the form if he/she is paying for you.

When will the GIRO deduction be made?

The deductions will only be made from your bank account on the 19th of each month. The amount deducted will be reflected in your bank statement. A receipt will be sent to your mailing address.

What happens if there are insufficient funds in my bank account?

We will send you a letter to inform you to pay by other methods. However, you should still maintain sufficient funds in your bank account for the subsequent due date. We will terminate the GIRO arrangement if we are unable to make GIRO deductions after two consecutive attempts. Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds. Please check with your bank for the details of the service fee.

Can I stop GIRO payment for a particular month's contribution?

Yes, you can by calling us at 6337 3222 Ext. 6 but you will need to give us at least 30 working days before the next deduction date. You should also inform your bank to stop GIRO payment if applicable.

What happens to my GIRO arrangements that are no longer in use?

You should review all your GIRO arrangements periodically and terminate those arrangements that are no longer required with your bank.

Please approach your bank and complete the necessary termination forms.

APPLICATION FORM FOR INTERBANK GIRO

PART 1: FOR APPLICANT'S COMPLETION (fill in the spaces indicated with ✓)

Date:

Billing Organisation ("BO")
The Bible Society of Singapore

To: Name of Bank:

Billing Organisation's Customer's Name:

Branch:

Billing Organisation's Customer's Reference Number:

Payment limit:
(Maximum amount to be deducted per transaction):

- (a) I/We hereby instruct you to process the BO's instructions to debit my/our account.
(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.
(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.
(d) It is the BO's responsibility to inform banks upon the expiry of this authorisation and to ensure no deductions are made thereafter.

My/Our Name(s) as in Bank's record

My/Our Contact (Tel/Fax) Number(s):

My/Our Account Number:

My/Our Company Stamp/Signature(s)/Thumbprint(s)*:
(as in bank's records)

PART 2: FOR BILLING ORGANISATION'S COMPLETION

Bank **7 1 7 1** Branch **0 1 2** Billing Organisation's Account Number **0 1 2 0 0 6 3 1 6 4**

Billing Organisation's Reference Number

Bank Branch Account Number To Be Debited

PART 3: FOR BANK'S COMPLETION

To: Billing Organisation

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

☐ Signature/Thumbprint[#] differs from Bank's records

☐ Wrong account number

☐ Signature/Thumbprint[#] incomplete/unclear[#]

☐ Amendments not countersigned by customer/BO

☐ Account operated by signature/thumbprint[#]

☐ Others:

Name of Approving Officer

Authorised Signature

Date

*For thumbprints, please go to the branch with your identification.

[#]Please delete where inapplicable