

APPLICATION FORM FOR INTERBANK GIRO

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

Date: (X) _____ To: Name of Bank: (X) _____ Branch: (X) _____ Payment Limit (maximum amount to be deducted per transaction basis): ^{Note} Not Applicable	Name of Billing Organisation ("BO"): Academy of Medicine, Singapore _____ Member's name: (X) _____ MCR No / DCR No / FIN No: (X) _____ Expiry date for this authorisation: ^{Note} Not Applicable
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- (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.

Note: BOs should print and make clear whether this option is applicable or available to their customers.

My/Our Name(s) as in Bank's record (X) _____ My/Our Account Number: (X) _____	My/Our Contact (Tel/Fax) Number(s) & Email Address : (X) _____ My/Our Company Stamp/Signature(s)/Thumbprint(s)*: (X) _____ (as in bank's records)
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PART 2: FOR BILLING ORGANISATION'S COMPLETION

Bank	Branch	Billing Organisation's Account Number
7	1	7 1 0 0 3 0 0 3 9 0 4 2 8 0 9

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):

- | | |
|--|--|
| <input type="checkbox"/> Signature/Thumbprint [#] differs from Bank'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/BO
<input type="checkbox"/> Other reason(s):

_____ |
|--|--|

Name of Approving Officer	Authorised Signature	Date
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* For thumbprints, please go to the branch with your identification.

[#] Please delete where inapplicable

How do I get started?

Complete this GIRO application form, with your customer/account/bill number and send the form with your signature duly signed to us at:

Academy of Medicine, Singapore
81 Kim Keat Road
#11-00 NKF Centre
Singapore 328836
Tel : (65) 6593 7800

Note: For account operated via thumbprint, please bring 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 Academy of Medicine, Singapore or the billing organization will inform you when the GIRO is approved and the effective date.

For those who are members of the Academy of Medicine, Singapore ("AMS") and a member of one of its affiliated Colleges, only 1 GIRO form will have to be filled for payment to both organizations respectively. GIRO payment will only be accepted when a member chooses to make payment to both the organizations he belongs to.

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 effective, which takes at most 21 working days. Your GIRO application is only effective when the statement "Amount will be deducted from your account on dd/mm/ccyy" appears on your bill.

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.

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?

A deduction will only be made from your bank account by the 15th January of each year for your subscription payment. Any other payment via GIRO will be deducted within 5 working days from the date we receive your registration. 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 or call 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 **the banks do impose a service fee for unsuccessful GIRO deduction due to insufficient funds and we will bill back any charges incurred to you.** You should ensure that you have sufficient fund to pay for all fees (eg. annual subscriptions fees or other registration fees including GST charges at the prevailing rate, if applicable).

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 in 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.

Alternatively, you can choose "Not Applicable" to allow for payment of subscription fees and other charges / fees for other activities which you may pay for participation in future. It will allow for different amounts or changes in amount of payment without the need to fill in a new GIRO form.

Can I stop GIRO payment on a particular bill?

Yes, you can by calling us at **(65) 6593 7800** but you will need to give us at least 15 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 used?

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.