

INFORMATION ON APPLICATION FOR INTERBANK GIRO

- Complete this GIRO application form and return to:
Singapore Business Federation
160 Robinson Road
#06-01 SBF Center
Singapore 068914
- Your GIRO application will be sent to your bank and will be processed within 30 working days. You will receive a letter on the status and effective date of the GIRO arrangement upon approval.
- For Members with membership period beginning from January to December annually, a deduction will only be made from your bank account on 20th January of each year (or the next working day if 20th January falls on a Saturday, Sunday or public holiday).
- For Members with membership period beginning from any time between February to December, a deduction will only be made from your bank account on the 20th of the month which the new membership period commences (or the next working day if 20th January falls on a Saturday, Sunday or public holiday).
For example, for a membership period starting March 2017 to February 2018, a deduction will be made on 20th March 2017.
- All amounts successfully deducted will be reflected in your bank statement.
- Please ensure you have sufficient balance in your bank account before the deduction date. A second attempt of deduction will be made within 10 days if the first attempt is unsuccessful. Do note that some banks may charge an administrative fee for each unsuccessful deduction.
- SBF will terminate your GIRO payment arrangement if we are unable to make GIRO deductions after two attempts. You will be informed in writing to pay by alternative methods.
- You can cease your GIRO arrangement by calling SBF at 6827 6828 (Ext: 833 / 846) or by sending an email to billing@sbf.org.sg at least 14 working days before the next deduction date. You should also inform your bank to cease the GIRO payment arrangement.
- If you wish to change or update your bank account your GIRO arrangement with SBF, you will need to complete a new GIRO application form. The deduction from your existing bank account will continue until the new GIRO application is approved.