

## INTERBANK GIRO APPLICATION FORM FOR AUTHORISATION OF PAYMENT FOR SBF ANNUAL MEMBERSHIP FEE

- Complete this GIRO application form and return to Singapore Business Federation  
Address: **160 Robinson Road #06-01 SBF Center Singapore 068914**. Attention: **Finance Department**.
- Please countersign against any amendment made on this form. Do not use correction fluid/tape.

**Please complete PART 1 of this form and return to the Billing Organisation.**

Part 1: For Applicant's Completion (fill in the spaces indicated with a ✓ )	
✓ Date:	✓ Name of Billing Organisation ("BO"): SINGAPORE BUSINESS FEDERATION
✓ Bank Name and Branch:	✓ Company Name:
✓ SBF Membership / Customer Number:	✓ Company UEN No. / Company Registration No.:

- (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 do/does not have sufficient funds and charge me/us a fee for so doing. 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.

**Account Name (as in Bank's records):**

**Email and Telephone No.:**

✓ \_\_\_\_\_

✓ \_\_\_\_\_

Bank Code	Branch Code	Bank Account No.
7	3	7 5 0 1 8 1 1 8 3 1 3 1 8 0 5

Authorised Signature / Thumbprint (s):

BIC / SWIFT Code

✓

(As in debiting account Bank's records)

\*For thumbprints, please go to branch with your identification

### Part 2: For Billing Organisation's Completion

Bank Code	Branch Code	BO's Account No.
7	3	7 5 0 1 8 1 1 8 3 1 3 1 8 0 5

BO's Member Reference No. (Company UEN / Registration No.)

Bank Code	Branch Code	Account No. to be debited

### Part 3: For Bank / Financial Institution's Completion

To: Singapore Business Federation (SBF)

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

- |  |   |
|--|---|
| <input type="checkbox"/> Signature/Thumbprint # differs from Bank's/Finance Co's records | <input type="checkbox"/> Wrong account number                     |
| <input type="checkbox"/> Signature/Thumbprint # incomplete/unclear #                     | <input type="checkbox"/> Amendments not countersigned by customer |
| <input type="checkbox"/> Account operated by signature/thumbprint #                      | <input type="checkbox"/> Others: _____                            |

\_\_\_\_\_  
Name of Approving Officer

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Date

# Please delete where inapplicable

## 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 20<sup>th</sup> January of each year (or the next working day if 20<sup>th</sup> 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 20<sup>th</sup> of the month which the new membership period commences (or the next working day if 20<sup>th</sup> of the month falls on a Saturday, Sunday or public holiday).  
For example, for a membership period starting March 2021 to February 2022, a deduction will be made on 20<sup>th</sup> March 2021.
- 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](mailto: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.