

HSBC Corporate Card Giro Application Form

Please complete all fields in Part 1 and return the form to HSBC Operations — Banking Operations (Robinson Road P.O. Box 896 Singapore 901746)

- Please ensure that any amendments made are countersigned. Correction fluid is not allowed.
- We would require up to three weeks for processing, hence please continue to settle your outstanding bills until your Card Statement indicates that GIRO is effected.
- Please ensure that there are sufficient funds for us to debit on each due date. A service charge of S\$30 will be levied for each unsuccessful debit due to insufficient funds.
- The personal data which you are submitting is being collected for the purposes stated in the HSBC Data Protection Policy. For more information on how we manage your personal data, please visit <http://www.hsbc.com.sg/1/2/miscellaneous/privacy-and-security>.

Part 1: For Applicant's completion

Date: _____ Name of Billing Organisation ("BO"): **Operations - Cards & Loans, HSBC**

Financial Institution Name: **The Hongkong and Shanghai Banking Corporation Limited**

Name of Company: _____

Billing Account Number:

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 (19 digit Starting with 999)

Repayment Amount : Full Amount

- (a) I/We hereby instruct the Bank to process the BO's instructions to debit my/our account.
- (b) The Bank is 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. The Bank may also at its 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
- (i) the Bank's written notice sent to my/our address last known to the Bank;
 - (ii) upon the Bank's receipt of my/our written revocation; or
 - (iii) upon the Bank's receipt of the notice of expiry from the BO.

My/Our name(s) : _____

My/Our Account Number: _____

My/Our telephone/fax(s) : _____

My/Our signature(s):
(As in Financial Institution's records)

Part 2: For Billing Organisation's completion

SWIFT BIC	Billing Organisation's account number	Credit Card account reference number
SWIFT BIC	Account number to be debited	

Part 3: For Financial Institution's completion

To: Billing Organisation

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

Signature differs from Financial Institution's records Amendments not countersigned by customer

Signature incomplete/unclear* Wrong account number

Others: _____

How do I get started?

Complete this GIRO application form, with your account number and send to us at:

HSBC Operations – Banking Operations

Robinson Road P.O. Box 896
Singapore 901746

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 effected, which takes at most 21 working days. Your GIRO application is only effective when the statement 'Amount will be deducted from your account on ddmmyyy' appears on your statement Singapore 901746

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

We will send you a letter to inform you to pay by other ways. However, you should still maintain sufficient funds in your bank account for the subsequent due date. A service charge of S\$30 will be levied for each unsuccessful debit due to insufficient funds.

Can I stop GIRO payment on a particular bill?

Yes, you will need to provide us a written instruction to stop the Giro with at least 3 working days before the next deduction date. You should also inform your bank to stop GIRO payment.

Is there a cost for the Giro setup?

No. this service is free.