

# **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.

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Part 1: For Applicant's	completion
Date:	Name of Billing Organisation ("BO"):
Financial Institution Name:	
Name of Company/Cardholder:	
Billing/Card Account Number: (19 digit billing account starting with	999 or 16 digit card number)
Repayment Amount :	Full Amount
(a) I/We hereby instruct the Bank	to process the BO's instructions to debit my/our account.
	the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a feet it its discretion allow the debit even if this results in an overdraft on the account and impose charges
(ii) upon the Bank's receipt o	in force until sent to my/our address last known to the Bank; f my/our written revocation; or f 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 Intuition's records)
Part 2: For Billing Organ	nisation's completion
	ount number  Credit Card account reference number
SWIFT BIC Accordebi	ount number to be ted
To: Billing Organisation This application is hereby rejected Signature differs from Finance Signature incomplete/uncleared Others:	
Part 3: For Financial Ins	titution's completion

### 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 line 'Amount will be deducted from your account on ddmmyyyy' appears on your statement

# 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.