

## APPLICATION FORM FOR INTERBANK GIRO (EP ONLINE)

This form may take you 2 minutes to fill in.  
Please submit this original GIRO form by post (Incomplete forms will not be processed).

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

Date: ✓ _____  To: Name of Financial Institution: ✓ _____  Branch: ✓ _____	Name of Billing Organisation ("BO"): <u>Ministry of Manpower (Work Pass Division/AG)</u>  Organisation's Name: ✓ _____  Unique Entity Number (UEN) <sup>o</sup> / Registration No. (ACRA): ✓ _____
---	---

(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.

My/Our Account Name(s): ✓ _____	My/Our Contact (Tel/Fax) Number(s): ✓ _____
My/Our Account Number: ✓ _____	My/Our Organisation Stamp/Signature(s)/Thumbprint(s)*: _____

Bank	Branch	Account No. To Be Debited

✓ \_\_\_\_\_  
(As in Financial Institution's records)

**PART 2: FOR BILLING ORGANISATION'S COMPLETION**

Bank	Branch	Billing Organisation's Account No.
7   1   7   1	0   0   3	0   0   3   9   0   2   2   1   0   7

Billing Organisation's Customer Ref. No.

**PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION**

To: Billing Organisation

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

<input type="checkbox"/> Signature/Thumbprint <sup>#</sup> differs from Financial Institution's records	<input type="checkbox"/> Wrong account number
<input type="checkbox"/> Signature/Thumbprint <sup>#</sup> incomplete/unclear <sup>#</sup>	<input type="checkbox"/> Amendment not countersigned by customer
<input type="checkbox"/> Account operated by signature/thumbprint <sup>#</sup>	<input type="checkbox"/> Others: _____

Name of Approving Officer	Authorised Signature	Date
---------------------------	----------------------	------

NOTES: <sup>o</sup> UEN is a standard identification number issued to each organisation in Singapore, to facilitate their interaction with various government agencies. For more information on UEN and UEN issuance agencies, please refer to [www.uen.gov.sg](http://www.uen.gov.sg)  
 \* For thumbprints, please go to the branch with your identification.  
 # Please delete where inapplicable

**How does GIRO work?**

The original Application for Interbank GIRO Form (EP Online) must be submitted to:

*EP Online Account Administration  
Work Pass Applications Section  
Work Pass Division  
Ministry of Manpower  
18 Havelock Road  
Singapore 059764.*

The Application for Interbank GIRO Form instructs your bank to make deductions from your savings or current account for the Work Pass administrative fees and charges when you use EP Online.

- MOM shall suspend or terminate the Services or access to EP Online if the GIRO deduction is not successful.
- Bills will be made available via EP Online from the 5<sup>th</sup> day of each calendar month and GIRO deduction date will be on the 17<sup>th</sup> of each month or the next working day if 17<sup>th</sup> falls on a Saturday, Sunday or Public Holiday.
- The processing time for Interbank GIRO application is about 4 weeks. Prior to the approval from the Bank for the Interbank GIRO account, payments for the Work Pass administrative fees and charges are to be made via eNETS Credit or eNETS Debit.