

INTERBANK GIRO APPLICATION FORM

(Only for payment of work pass administrative fees)

To avoid being rejected by your Bank, please take note of the following when filling in this form:

- Complete all fields in Part 1. Incomplete forms will not be processed.
- Ensure the details (e.g. Signature(s), Name of Bank Account, Bank Account Number) are correct.
- Do not use correction fluid or tape. The Bank Account Holder must sign next to any changes made.

Mail the original completed form to: E-Payment & Admin Fee Management, Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764.

We will inform you of the GIRO application outcome by post in 4 weeks' time. But it may take longer if your Bank needs more time to process the application.

PART 1: FOR APPLICANT'S COMPLETION (Complete all fields marked with •)

• Please tick ✓ the account(s) you wish to apply for GIRO and indicate your Entity's number in the corresponding column.

<input type="checkbox"/> EP Online • Unique Entity No.: _____	<input type="checkbox"/> WP Online <input type="checkbox"/> Both (EP Online and WP Online) • CPF Submission No./EA Licence No. (for Employment Agencies): _____
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• Name of Entity: _____

• Contact Person: _____

• Mobile No.: _____

• Email Address: _____

Name of Billing Organisation: Ministry of Manpower (MOM), Work Pass Division/AG

- (a) I/We hereby instruct the Bank to process MOM's instruction to debit my/our account.
- (b) The Bank is entitled to reject MOM'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 terminated by the Bank's written notice sent to my/our address last known to the Bank or upon the Bank's receipt of my/our revocation through MOM.

• Name of Bank: _____ • Name of Bank Account as shown on your Entity's Bank statements: _____	• My/Our Signature(s)/Thumbprint/Company's Stamp as in Bank's records: _____ _____						
• My/Our Bank Account No.: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Bank</th> <th style="width: 10%;">Branch</th> <th style="width: 80%;">Account No. to be debited</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Bank	Branch	Account No. to be debited				• Date: _____
Bank	Branch	Account No. to be debited					

For official use

PART 2: FOR MOM'S COMPLETION

SWIFT BIC	MOM's Account No.	WP Online Customer Reference No.
DBSSSGSGXXX	0 0 3 9 0 2 2 1 0 7	
		EP Online Customer Reference No.

PART 3: FOR BANK'S COMPLETION

To: MOM

This application is rejected (please tick ✓) due to the following reason(s):

<input type="checkbox"/> Signature/Thumbprint differs from Bank's records	<input type="checkbox"/> Amendment not signed by Bank Account Holder
<input type="checkbox"/> Wrong account number/name#	<input type="checkbox"/> Others: _____
<input type="checkbox"/> Signature/Thumbprint is incomplete/unclear#	

#Please strike off accordingly.

Name of Bank Officer:	Authorised Signature:
Date:	