Ministry of Manpower

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: Admin Fee & E-Payment Management, Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764.
We will inform you of the GIRO application outcome by email 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.

For business employers	**For employment agencies**
☐ **EP eService** Unique Entity No.: _____	☐ **EP eService** Unique Entity No.: _____
☐ **WP Online** CPF Submission No.: _____	☐ **WP Online / Work permit transactions for domestic helpers and confinement nannies eService** EA Licence No.: _____

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:	• My/Our Signature(s)/Thumbprint as in Bank's records:
• Name of Account as shown on your Entity's Bank statement:	
• My/Our Bank Account No.: Bank | Branch | Account No. to be debited	• Date:

For official use

PART 2: FOR MOM'S COMPLETION

SWIFT BIC	MOM's Account No.
DBSSSGSGXX	0 0 3 9 0 2 2 1 0 7

WP Online Customer Reference No.

EP eService Customer Reference No.

EA Customer Reference No.

PART 3: FOR BANK'S COMPLETION

To: MOM

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

☐ Signature/Thumbprint differs from Bank's records
☐ Wrong account number/name[#]
☐ Signature/Thumbprint is incomplete/unclear[#]
☐ Amendment not signed by Bank Account Holder
☐ Others: _____

[#]*Please strike off accordingly.*