

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

• 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 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> <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:	