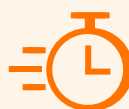


**This form takes 2 months to process**

- ✗ Photocopies or digital signatures not accepted
- ✗ No correction tape or fluid
- ✓ Original ink signature(s) required by Bank
- ✓ Bank account holder must *Sign* next to any changes made



**Choose eGIRO**  
Processed in just  
**3 working days!**

[go.gov.sg/mom-applygirolevy](https://go.gov.sg/mom-applygirolevy)



**eGIRO**

Scan the  
QR code to  
apply online

### PART 1: FOR APPLICANT'S COMPLETION

Fields marked with (\*) are required. Fill in the form in BLOCK LETTERS.

#### A) EMPLOYER'S DETAILS

**EMPLOYER'S FULL NRIC/FIN\***

► DDA reference no.

- For first-time FDW employers, submit this form only **after** your helper's Work Permit application is approved.
- Fill in the details of the employer that the Work Permit is approved under (**not** the spouse's or sponsor's details).

**EMPLOYER'S FULL NAME\***

#### B) BANK DETAILS

**BANK ACCOUNT HOLDER'S NAME (AS IN BANK'S RECORDS)\***

**BANK ACCOUNT NUMBER\***

**BANK'S NAME\***

**SWIFT BIC (if applicable)<sup>1</sup>**

**CONTACT NUMBER**

**EMAIL ADDRESS**

<sup>1</sup>Only for Citibank, HSBC, and Maybank. Refer to [go.gov.sg/bank-swift-codes](https://go.gov.sg/bank-swift-codes) or check with your bank.

1. I/We authorise the Bank to process the Billing Organisation's (BO), **Ministry of Manpower (MOM)**, instructions to debit and credit my/our bank account for levy payment, including any outstanding amount and penalty charges for late payment.

2. I/We agree that this authorisation will remain in force to pay levy (including any outstanding amount and penalty charges for late payment) for any foreign employee(s) previously hired by the employer and for any current and future foreign employee(s) that the employer hires, until the Bank sends a written notice to me/us upon the Bank's receipt of my/our termination instruction, or until the BO sends a written notice of expiry to the employer. I/We agree that if the GIRO deduction is unsuccessful and levy is not paid by the 17th day of each month (or the next working day if it falls on a Saturday, Sunday, or public holiday), the BO is entitled to impose penalty charges for late payment.

3. The Bank is 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. The Bank also has the discretion to allow the debit even if this results in an overdraft on the account and impose charges accordingly.

4. I/We give consent to the BO to inform the employer and sponsors (if any) of the reason for any unsuccessful GIRO deduction.

**SIGNATURE/THUMBPRINT(S)\*  
(AS IN BANK'S RECORDS)**

For **thumbprint(s)**, you must go to your Bank with your identification documents for verification first.



#### What's next?

Mail this **original** signed form to: **Levy GIRO Team, Work Pass Division, Ministry of Manpower, 18 Havelock Road S(059764)**  
Wait for our email informing you of your GIRO application outcome and the first deduction date.

### PART 2: FOR MOM'S COMPLETION

MOM's Account Details

SWIFT BIC: DBSSSGSGXXX

Account Number: 003-958497-0

Debiting Account Details

SWIFT BIC:

Account Number:

### PART 3: FOR BANK'S COMPLETION

To MOM: The application is REJECTED for the following reason(s):

- ☐ Signature/Thumbprint differs from bank's records
- ☐ Signature is irregular
- ☐ Account operated by signature/thumbprint
- ☐ Wrong account number
- ☐ Amendments not countersigned
- ☐ Others: \_\_\_\_\_

Authorised signature and Bank's Stamp

Name and Date: \_\_\_\_\_