



ACADEMY OF MEDICINE SINGAPORE

# INTERBANK GIRO APPLICATION FORM

For payment of Annual Membership Subscription Dues/Fees

## Part 1: FOR APPLICANT'S COMPLETION (Fill in the spaces indicated with ^)

Date^:

Name of Billing Organisation ("BO"):

Academy of Medicine, Singapore

To: Name of Bank^:

Name of Fellow/Member^:

Branch^:

MCR/DCR/FIN No. ^:

Please select/indicate the type of payment plan option^:

One-Time Yearly

My/Our Contact Details

Contact No. ^:

Email Address^:

Payment type will be defaulted to One-Time Yearly if not selected

- (a) I/We hereby instruct the Bank to process the BO's instructions to debit my/our account.
- (b) 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 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 BO.
- (d) I/We agree to the BO collecting, using and disclosing my/our personal data for the purposes of processing this recurring payment arrangement.

My/Our Account Name as in Bank's record^:

My/Our Signature(s)/Thumbprint(s)\*/Company's Stamp as in Bank's record

My/Our Bank Account Number^:

Please remember to sign in this box^.

\*For thumbprint(s), please go to the Bank's respective branch with your identification document(s).

## Part 2: FOR BILLING ORGANISATION'S COMPLETION

Bank	Branch	Billing Organisation's Account Number
7 1 7 1 0 0 3	0 0 3 9 0 4 2 8 0 9	-

Billing Organisation's Reference Number

Bank	Branch	Account Number To Be Debited

## Part 3: FOR BANK'S COMPLETION

To: Academy of Medicine, Singapore

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

*\*Please delete where inapplicable*

  
  


- Signature/Thumbprint# differs from Bank's records
- Signature/Thumbprint# incomplete/unclear#
- Account operated by signature/thumbprint#

  
  


- Wrong account number
- Amendments not countersigned by customer
- Others: \_\_\_\_\_

Name of Approving Officer

Authorised Signature

Date

## **How do I get started?**

Complete this GIRO application form, with your customer/account/bill number and send the form with your signature duly signed to us at:

**Academy of Medicine, Singapore**  
**81 Kim Keat Road**  
**#11-00 NKF Centre**  
**Singapore 328836**  
**Tel : (65) 6593 7800**

Note: For account operated via thumbprint, please bring your NRIC/passport to your bank for the print to be taken and witnessed.

## **How long do I need to wait before my GIRO arrangement is effective?**

Continue paying by cash or cheque for all your bills until your GIRO arrangement is effected, which takes at most 21 working days. Your GIRO application is only effective when the statement "Amount will be deducted from your account on ddmmmyyy" appears on your bill.

## **Will I be notified of the approval of my GIRO application?**

The Academy of Medicine, Singapore, i.e. the billing organization, will inform you when the GIRO is approved and the effective date.

## **Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?**

Yes, you can by stating his/her name and address, and the customer/account/bill number on the GIRO form.

Please obtain the signature/thumbprint of the person on the form if he/she is paying for you.

## **When will the GIRO deduction be made?**

A deduction will only be made from your bank account on the 8th of each month.

Any other payment via GIRO will be deducted within 5 working days from the date we receive your registration.

The amount deducted will be reflected in your bank statement and monthly bills.

## **What happens if there are insufficient funds in my bank account?**

We will send you a letter to inform you to pay by other ways. However, you should still maintain sufficient funds in your bank account for the subsequent due date. We will terminate your GIRO if we are unable to make GIRO deductions after 3 consecutive attempts. **Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds and we will recover from you such charges imposed by the banks.**

You should ensure that you have sufficient fund to pay for all fees (e.g. annual subscriptions fee or other registration fees including prevailing GST charges, if applicable).

## **Can I stop GIRO payment on a particular bill?**

Yes, you can by calling us at (65) 6593 7800 but you will need to give us at least 15 working days before the next deduction date. You should also inform your bank to stop GIRO payment if applicable.

## **What happens to my GIRO arrangements that are no longer used?**

You should review all your GIRO arrangements periodically and terminate those arrangements that are no longer required with your bank.

Please approach your bank and complete the necessary termination forms.