

**GIRO APPLICATION FORM**  
(FOR HIRE PURCHASE ONLY)

**PART 1: FOR APPLICANT'S COMPLETION**

(Please fill in all the fields. Incomplete forms may not be processed)

Date

\_\_\_\_\_

Name of Billing Organisation ("BO")

**HL Bank**

To: My/Our Bank ("Bank")

\_\_\_\_\_

HL Bank Hire Purchase Agreement No :

Vehicle Registration No :

- (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  
 (i) the Bank's written notice sent to my/our address last known to the Bank;  
 (ii) upon the Bank's receipt of my/our written revocation; or  
 (iii) upon the Bank's receipt of the notice of expiry from the BO

My/Our Name (s):

\_\_\_\_\_

My/Our Contact (Tel/Fax) Number(s):

\_\_\_\_\_

My/Our Account Number:

\_\_\_\_\_

My/Our Company Stamp/Signature(s)/Thumbprints(s)\*:

\_\_\_\_\_

*(As in Financial Institution's records)*

**PART 2: FOR BILLING ORGANISATION'S COMPLETION**

SWIFT BIC	Billing organisation's Account No	Billing Organisation's Customer Ref No
<b>HLBBSGSGXXX</b>	<b>10639000000</b>	

SWIFT BIC	Account No. To Be Debited

**PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION**

To: BILLING ORGANISATION

This Application is hereby REJECTED (Please tick ✓) for the following reason(s):

<input type="checkbox"/>	Signature/thumbprint# differs from Financial Institution's records	<input type="checkbox"/>	Wrong Account Number
<input type="checkbox"/>	Signature/thumbprint# incomplete/unclear#	<input type="checkbox"/>	Amendments not countersigned by customer
<input type="checkbox"/>	Account operated by signature/thumbprint#	<input type="checkbox"/>	Others

\_\_\_\_\_  
Name of Approving Officer

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Date

\*For thumbprints, please go to branch with your identification

# Please delete where applicable

Postage will be paid by addressee. For Posting in Singapore only.

**BUSINESS REPLY SERVICE  
PERMIT NO. 05289**



**HL Bank**

1 Wallich Street #29-01  
Guoco Tower  
Singapore 078881

**Important Notes:**

**1) How long will it take for my GIRO application to take effect?**

New GIRO applications will take at least 21 calendar days for processing. We will notify you via SMS if your GIRO application is successful. In the meantime, please continue to pay your instalments by cash or cheque.

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

Your GIRO deduction will be rejected. Hence, it is important to maintain sufficient funds in your bank account prior to the GIRO deduction date. Do note that some banks impose an administrative fee for unsuccessful GIRO deduction due to insufficient funds. If we are unable to make GIRO deductions after 2 consecutive attempts, we may terminate your GIRO arrangement without prior notice to you.

**3) Can I arrange for another party to effect the GIRO arrangement through his/her bank account?**

Yes, you can do so by providing us a copy of the duly completed GIRO form with his/her details. Please note that notwithstanding such an arrangement, you are still responsible for the payment of your loan instalments.

**4) When will the GIRO deduction be made?**

A deduction will be made from your bank account on the instalment due date of each month. The amount deducted will be reflected in your bank statement.

**Have you**

- Filled in all the relevant fields?
- Countersigned against any alterations?
- Signed Part 1?

**Please mail this completed form back to us. Thank you!**