

GIRO APPLICATION FORM

PART 1: FOR APPLICANT'S COMPLETION

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

Date:
18/10/2016

Name of Billing Organisation ("BO") :
LYCEE FRANCAIS DE SINGAPOUR LTD

To: My/Our Bank ("Bank")

Billing Organisation's Customer's Ref No

DBS

G3163560N or C000321

(Your Singapore ID number (for parents) **OR** Eduka payer ID (for companies))

I/We hereby instruct you to process the BO's instructions to debit my/our account.

- (a) You are 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. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- (b) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.
- (c) It is the BO's responsibility to inform banks upon the expiry of this authorisation and to ensure no deductions are made thereafter.
- (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):

DUPONT JACQUES MARIE

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

9872 3681

My/Our Account Number:

010-3-044826

My/Our Company stamp/Signature(s)/Thumbprint(s)*:

(As in Financial Institution's records)

PART 2: FOR BILLING ORGANISATION'S COMPLETION

SWIFT BIC	Billing Organisation's Account No.
OCBCSGSGXXX	501745814001

Billing Organisation's Customer Ref No.

SWIFT BIC	Account No. To Be Debited

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: LYCEE FRANCAIS DE SINGAPOUR LTD

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

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

Name of Approving Officer

Authorised Signature

Date

Please delete where inapplicable



GIRO is a convenient mode of payment. To help you better understand the GIRO payment method, here are some answers to the most frequently raised questions on GIRO:

How do I get started?

Complete PART 1 of this GIRO application form, with:

- Your name, as stated in your bank's records;
- Your Singapore ID number (*for parents*) **OR** your Eduka payer ID (*for companies*)
- Your bank account details
- Your signature.

Send it back to us by post (*we need an original with your signature*) at:

Lycée Français de Singapour
Attn: Finance Department – AR team
3000 Ang Mo Kio Avenue 3
Singapore 569928

Can the GIRO application be rejected by my bank?

Yes, GIRO application can be rejected if wrong information is indicated on the GIRO form (such as wrong account number), or they are manual amendments, cross-out or signature differs from the Financial Institution's record. All amendments must be countersigned by customer.

We will contact you for a new GIRO form if is rejected.

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

The GIRO arrangement takes at most 21 working days to be effected. The LFS Finance team will inform you if some payments are required by cheque/transfer/credit card before the effective date.

Please, do not make any payment without instruction.

When will the GIRO deduction be made?

Deduction will be made from your bank account on the date(s) as per instructed in your installment plan. For optional activities (e.g. Extra-curricular activities), we will receive a prior notification by email of the amount and date of GIRO deduction. 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 contact you to re-arrange for a GIRO deduction. 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 LFS will charge you an administrative fee of SGD 25 for any unsuccessful deduction. Do also note that some banks charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

Can I set a payment limit on my GIRO deduction?

This option is not applicable for the GIRO arrangements between LFS and its customers. Please note however that LFS will only proceed to deduct from your account those sums as agreed with you in your installment plan / your registration form for optional activities (e.g. Extra-curricular activities).

Can I stop GIRO payment on a particular bill?

Yes, you can by calling us at 6805 0130 but you will need to inform us at least 3 working days before the next deduction date. You should also inform your bank to stop GIRO payment for the particular bill.

Can I indicate an expiry date for GIRO arrangement / What happens to my GIRO arrangements that are no longer used?

Your GIRO arrangement will be available by default during the entire period of presence of your child(ren) at LFS. If you wish to terminate the arrangement while your child(ren) is still at LFS, please notify us beforehand by e-mail at invoicing@lfs.edu.sg or phone 6805 0130.

You should review all your GIRO arrangements periodically and terminate those arrangements that are no longer required with your bank, latest when your child(ren) leave LFS and not before all outstanding fees have been settled.