

# GIRO APPLICATION FORM

- AES/ASS only  
 All fees

## PART 1: FOR APPLICANT'S COMPLETION

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

Date: \_\_\_\_\_ Name of Billing Organisation ("BO") :  
**LYCEE FRANCAIS DE SINGAPOUR LTD**

To: My Bank ("Bank") \_\_\_\_\_ Billing Organisation's Customer's Ref No  
*For parents = Your Singapore ID number*  
*For companies = Your Eduka payer ID (CXXXXXX)*

- (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 Name/My Company Name: \_\_\_\_\_ My / Our contact (Tel. Number) \_\_\_\_\_

My/Our Account Number: \_\_\_\_\_ My signature/My Company Stamp/Thumbprint(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>OCBCSGSGXXX</b>	<b>501745814001</b>	
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):

- Signature differs from Financial Institution's records     Wrong Account Number  
 Signature incomplete/unclear#     Amendments not countersigned by customer  
 Account operated by signature     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 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: Reception (2<sup>nd</sup> floor)  
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](mailto: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.