

APPLICATION FORM FOR INTERBANK GIRO (ESA)

This form may take you approximately 10 minutes to fill in.

PART 1: FOR APPLICANT'S COMPLETION

Date (DD-MM-YYYY)	Name Of Billing Organisation ("BO") Land Transport Authority
To: Name of Financial Institution	Branch of Financial Institution
Name of Applicant	Contact Information of Applicant (Please fill up, and put 'Nil' if not available)
Registration Number*	Handphone/Pager Number: _____ Home Number: _____ Office Number: _____ Fax Number: _____ Email Address: _____

* Not applicable, unless the Applicant is registered under a body/ organisation e.g. ACRA, ROS etc. Registration Number refers to the ACRA Registration Number for the Applicant registered under ACRA Company/ Business, ROS Number etc.

PART 2: FOR ACCOUNT HOLDER'S COMPLETION

Name(s) of Account Holder (As in Financial Institution's records)	Company Stamp/ Signature(s)/ Thumbprint(s)** of Account Holder (As in Financial Institution's records)
Bank Account Number of Account Holder	

** For thumbprints, please go to the respective branch with your identification document(s).

- (a) I/ We hereby instruct you to process LTA's instruction to debit my/ our account.
- (b) You are entitled to reject LTA'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.
- (c) 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 LTA.

PART 3: FOR LTA'S COMPLETION

Bank	Branch	LTA's Bank Account Number	Type Of GIRO Applicant
7339	713	694727001	Authorised Agent
OCBCSGSGXXX		713694727001	
Bank	Branch	Account Number To Be Debited	Agent ID
Customer Reference Number			

PART 4: FOR FINANCIAL INSTITUTION'S COMPLETION

To: Deputy Director, Collections, Receivables & Refunds Division
Land Transport Authority
10 Sin Ming Drive
Singapore 575701

This Application is hereby rejected for the following reasons(s) (Please tick the relevant box)

- Signature/Thumbprint# differs from Financial Institution's record
- Signature/Thumbprint# incomplete/unclear#
- Account operated by signature/thumprint#
- Wrong account number
- Amendments not countersigned by counter
- Others (Please specify) _____

Please delete where applicable

Designation & Name of Approving Officer

Company Stamp & Authorised Signature

Date

NOTES ON INTERBANK GIRO

- 1) Please complete Part 1 and 2 of the Application Form For Interbank GIRO.
- 2) The Applicant will receive a letter to inform him on the status of the GIRO application (i.e. whether successful or rejected). Please allow for approximately 3 weeks for the processing of the GIRO application.
- 3) The Account Holder(s)' bank will make the necessary deductions from the bank account on LTA's instructions. The deduction will be reflected with "LTA" in the passbook/ bank statement.
- 4) Please maintain sufficient funds in the bank account for the GIRO deductions to avoid any charges that may be imposed by the bank or by LTA for each failed deduction.
- 5) Once signed up, GIRO arrangement will continue to be in effect until the Applicant writes in to notify us at least 3 weeks in advance to terminate it. The bank account under this GIRO arrangement should not be terminated with the bank (if required) until a letter to inform the Applicant that the GIRO arrangement has been terminated with LTA is received by the Applicant. For notification on the termination of the GIRO arrangement, please write in to:

Collections, Receivables & Refunds Division
Land Transport Authority
10 Sin Ming Drive
Singapore 575701

LTA reserves the right to terminate the GIRO arrangement at any time without assigning any reasons for such termination.

- 6) Please contact our Collections, Receivables & Refunds Division officer at tel: 6553 5123 should you require further assistance.