

GIRO APPLICATION FORM FOR ELECTRONIC SERVICE AGENT (ESA)

You may take approximately 10 minutes to complete. Any amendments must be strikethrough and countersigned (use of correction fluid/tape is not acceptable). Upon completion of Parts 1 and 2, please mail the form to: 1 Collections, Receivables & Refunds Division, Land Transport Authority, 10 Sin Ming Drive, Singapore 575701.

PART 1: FOR APPLICANT'S COMPLETION

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

PART 2: FOR ACCOUNT HOLDER'S COMPLETION

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

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

- (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

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

PART 4: FOR BANK'S COMPLETION

This Application is hereby rejected for the following reasons(s) (Please tick ✓ the relevant box. # Please delete where applicable.)

- | | |
|--|---|
| <input type="checkbox"/> Signature/Thumbprint# differs from Bank 's record | <input type="checkbox"/> Wrong account number |
| <input type="checkbox"/> Signature/Thumbprint# incomplete/unclear# | <input type="checkbox"/> Amendments not countersigned by account holder |
| <input type="checkbox"/> Account operated by signature/thumbprint# | <input type="checkbox"/> Others (Please specify) _____ |

Designation & Name of Bank Approving Officer

Company Stamp & Authorised Signature(s)

Date

NOTES ON INTERBANK GIRO

- 1) Please fill up all the information in Part 1 and 2 of the GIRO application. This is to avoid any delay when we process your application form.
- 2) The Authority will inform the Applicant 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) Upon successful application, the GIRO arrangement will continue to be in effect until its termination by either the Applicant or the Authority. The Application shall provide 1 month advance written notice to the Authority for the GIRO termination. The Applicant shall not terminate the GIRO arrangement unless the Authority informs the Applicant to cancel the GIRO arrangement with the Authority. For notification on the termination of the GIRO arrangement, please write to lta_collectionsrefunds@lta.gov.sg.
The Authority reserves the right to terminate the GIRO arrangement at any time without assigning any reasons for such termination.
- 6) Please contact our officer at lta_collectionsrefunds@lta.gov.sg should you require further assistance.