GIRO APPLICATION FORM

PART 1: FOR APPLICANT'S COMPLETION
(Please fill in all the fields. Incomplete forms may not be processed)

Date:
_____

Name of Billing Organisation ("BO")

National University of Singapore (NUS)

To: My/Our Bank ("Bank")
_____

Donor's Name:
_____

Donor's NRIC/FIN/UEN:

Donation Amount :	Area to support:	Expiry date of this authorisation: **Not Applicable**

(a) I/We hereby instruct the Bank to process NUS instructions to debit my/our account.

(b) The Bank is entitled to reject NUS 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.

My/Our Name (s) as per Bank's Records:
_____

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

My/Our Account Number:
_____

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

(As in Financial Institution's records)

PART 2: COMPLETED BY NATIONAL UNIVERSITY OF SINGAPORE

SWIFT BIC	NUS Account No.	NUS Customer Ref No.
CITISGSGXXX	0012036019	

SWIFT BIC	Account No. To Be Debited

_____
Verified By NUS / Date

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: National University of Singapore
Development Office
Shaw Foundation Alumni House
11 Kent Ridge Drive #03-01
Singapore 119244
Attention: Gift Processing Team

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

☐ Signature/thumbprint[#] differs from Financial Institution's records

☐ Signature/thumbprint[#] incomplete/unclear[#]

☐ Account operated by signature/thumbprint[#]

☐ Wrong Account Number

☐ Amendments not countersigned by customer

☐ Others

_____   _____   _____
Name of Approving Officer   Authorised Signature   Date

*For thumbprints, please go to the branch with your identification.
Please delete where inapplicable.

GIRO is a convenient, cashless 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 this GIRO application form, attached it with a Gift Form to indicate the area that you would like to support. Send it back to us at:

National University of Singapore
Development Office
Shaw Foundation Alumni House
11 Kent Ridge Drive #03-01
Singapore 119244

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

You may continue paying by cash or cheque for all your outstanding gifts until your GIRO arrangement is effected, which takes at least 30 working days.

We will inform you when the GIRO arrangement is successful.

When will the GIRO deduction be made?

A deduction will only be made from your bank account around the 20th day of each month. The amount deducted will be reflected in your bank statement.

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

Please 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 one consecutive attempt.

Please note that **banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds**.

Can I stop GIRO payment on a particular bill?

Yes, please send us an email at giftprocessing@nus.edu.sg but you will need to give us at least 7 working days before the next deduction date which is around 20th day of the following month. You should also inform your bank to stop GIRO payment.

For further enquiries, please email us at giftprocessing@nus.edu.sg or contact us at 65168000.