



**PART 3: FOR BANK'S COMPLETION**

To: Church of the Transfiguration

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

- Signature/Thumbprint# differs from Bank's records
- Signature/Thumbprint# incomplete/unclear#
- Account operated by signature/thumbprint#

- Wrong account number
- Amendments not countersigned by customer/BO
- Other reason(s): \_\_\_\_\_

\_\_\_\_\_  
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, with your customer/account/bill number and send the form with your signature duly signed to us at:

**Church of the Transfiguration**

**51 Punggol Central  
Singapore 828725**

**Note:** For account operated via thumbprint, please bring your NRIC/passport to your bank for the print to be taken and witnessed.

**Will I be notified of the approval of my GIRO application?**

The Church of the Transfiguration will inform you when the GIRO is approved and the effective date.

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

Continue paying by cash or cheque for all your donations until your GIRO arrangement is effected, which takes at most 21 working days. Your GIRO application is only effective when the statement "Amount will be deducted from your account on dd/mm/yyyy" appears on your bill.

**Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?**

Yes, you can by stating his/her name and address, and the customer/account/bill number on the GIRO form.

Please obtain the signature/thumbprint of the person on the form if he/she is paying for you.

**When will the GIRO deduction be made?**

A deduction will only be made from your bank account on the **25th** of each month. 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 send you a letter to inform you to pay by other ways. 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 some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

**Can I set a payment limit on my GIRO deduction?**

Yes, you can, but you should ensure that the limit is sufficient to pay for donations and all charges for any other services, including GST. If the donation amount you request us to deduct exceeds the limit, no deduction will be made from your bank account.

**Can I stop GIRO payment on a particular bill?**

Yes, you can by calling us at **+65 6341-9718** followed by a notification in writing at least **30** working days before the next deduction date. You should also inform your bank to stop GIRO payment if applicable.

**What happens to my GIRO arrangements that are no longer used?**

You should review all your GIRO arrangement periodically and terminate those arrangements that are no longer required with your bank.

Please approach your bank and complete the necessary termination forms.