

HSBC Insurance (Singapore) Pte. Limited

10 Eunos Road 8, #11-01 Singapore Post Centre (South Lobby), Singapore 408600
 Tel: (65) 6225 6111 Fax: (65) 6221 2188 www.insurance.hsbc.com.sg
 Company registration no. 195400150N



Inter-Bank Giro

Part 1 - For applicant's completion

Date	Name of billing organisation ("BO")
To: Name of my/our bank	HSBC Insurance (Singapore) Pte. Limited
Branch	Name of policyowner, if other than A/C holder
Name(s) of bank account holder(s)	Relationship (if account holder is not policyowner)
NRIC/passport no. of bank account holder	Policy no.
My/our bank account no. (please state clearly)	My/our company stamp/signature(s)/thumbprint(s)*
My/our contact (tel/fax) number(s)	<i>As in bank's records</i>

* For thumbprints, please go to the branch with your identification.

- a) I/We hereby instruct you to process the BO's instructions to debit my/our account.
- b) You are 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. 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 the BO.

Part 2 - For HSBC Insurance (Singapore) Pte. Limited

Bank	Branch	HSBC Insurance (Singapore) Pte. Limited's bank account no.
7 2 3 2	1 4 1	0 4 3 1 0 9 0 0 1
Bank	Branch	

Part 3 - For financial institution's completion

To: **HSBC Insurance (Singapore) Pte. Limited**
 Attention: GIRO Section, Operations Management Division.

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 #
- Account number invalid/incomplete/unclear #
- Amendments not countersigned by customer
- Others:

 Name of approving officer Authorised signature
 Date _____ # Please delete where inapplicable

Instructions

- **Inter-Bank GIRO** (one set per policy)
 All you have to do is to complete the Inter-Bank GIRO (IBG) form which instructs your bank to make automatic deductions from your savings or current account to pay your insurance premiums/contributions.
 We will forward the completed IBG form to your bank for processing and you will be informed of the commencement date of the deduction. Before you receive any notification, you should continue to pay your premiums/contributions by cash or cheque.
- **Deductions**
 Please maintain sufficient fund in your bank for each deduction, failure to do so may lead to cancellation of the Inter-Bank GIRO facility and the imposition of charges by the bank.
- **Deduction cycles**
 The deduction date range of your premium is as shown below:

Policy Commencement Date	1st Attempt Deduction Date	2nd Attempt Deduction Date
23rd - 10th	3rd	15th
11th - 22nd	15th	3rd

 The actual deduction from your bank account shall be between 5 calendar days (with the deduction date shown being inclusive) from the deduction date indicated above.
 You will be informed of the deduction dates upon approval of your GIRO application.
- **Unsuccessful deduction**
 If the first attempt is unsuccessful, a second attempt will be made. HSBC Insurance (Singapore) Pte. Limited will write to inform you and your representative when each attempt to deduct from the bank account is unsuccessful.
- **Cancellation**
 To discontinue the Inter-Bank GIRO service, please inform HSBC Insurance (Singapore) Pte. Limited in writing at least one month before the next payment due date.
- **Receipts**
 Receipts will not be issued for payments made by Inter-Bank GIRO. Please check your passbook/statement for confirmation of payment.