



Insurance

HSBC Insurance (Singapore) Pte. Limited. (Reg. No. 195400150N)
 21 Collyer Quay #02-01 Singapore 049320, Monday to Friday 9.30am to 5pm www.insurance.hsbc.com.sg
 Customer Care Hotline: (65) 6225 6111 Fax: (65) 6221 2188
 Mailing address: Robinson Road Post Office P.O. BOX 1538 Singapore 903038

Inter-Bank Giro Form (For General Insurance Only)

Part 1 - For applicant's completion

Date		Name of billing organisation ("BO")	HSBC Insurance (Singapore) Pte. Limited
To: Name of my/our bank		Name of policyowner, if other than account holder	
Branch		Relationship (if account holder is not policyowner)	
Name(s) of bank account holder(s)		Policy number	
NRIC/Passport number of bank account holder		My/our company stamp/signature(s)/thumbprint(s)*	
My/our bank account number (please state clearly)		<i>As in bank's records</i>	
My/our contact (tel/fax) number(s)			

* For thumbprints, please go to the bank branch with your NRIC for verification.

- We hereby instruct you to process the BO's instructions to debit my/our bank account.
- You are entitled to reject the BO's debit instruction if my/our bank 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.
- 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 number
7 2 3 2	1 4 1	0 4 3 1 0 9 0 0 4
Bank	Branch	

Part 3 - For financial institution's completion

To: **HSBC Insurance (Singapore) Pte. Limited**

Attention: Non Life Operations

This applications 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

• GIRO Application

Please complete Part 1 of the Inter-bank GIRO Form, using one form per policy. If your policy's payment frequency is monthly, please pay 2 months of premium together with the submission of the form.

We will forward the form to your bank for processing. The approval of your GIRO application is subject to the bank and may take up to 6 weeks. You will be notified in writing upon the approval of your application. You should continue to pay your premiums by cash or cheque until your application is approved.

• Deductions

Please maintain sufficient funds in your bank account 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 dates

The deduction date range of your premium is as shown below:

Policy Commencement Date	1st Attempt Deduction Date	2nd Attempt Deduction Date
1st - 15th	4th	21st
16th - 31st	21st	4th

The actual deduction from your bank account shall be within 5 calendar days from the deduction date indicated above.

If the first attempt is unsuccessful, a second attempt will be made. HSBC Insurance (Singapore) Pte. Limited will write to inform you 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.