

## Inter-Bank GIRO Form

### Part 1 - For applicant's completion

<b>Date</b>		<b>Name of billing organisation ("BO")</b>	HSBC Life (Singapore) Pte. Ltd.
<b>To: Bank name</b>		<b>Name of Policyowner, if other than account holder</b>	
<b>Bank account no. (please state clearly)</b>		<b>Policy no.</b>	
<b>Name(s) of bank account holder(s)</b>		<b>My/our company stamp/signature(s)/thumbprint(s)*</b>	As in bank's records
<b>NRIC/Passport no.</b>			
<b>Contact no.</b>			
<b>Relationship (if account holder is not Policyowner)</b>			

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

- I/We hereby instruct you to process the BO's instructions to debit my/our account. This authorisation will remain in force until terminated by my/our written notice sent to you or upon receipt of my/our written revocation through the BO.
- 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.
- Where any premium is outstanding in addition to the premium which is due, the BO may also deduct such other outstanding premium. Therefore, there may be more than 1 deduction per month to bring all outstanding premiums up to date. No notification will be issued.
- Where the account to be deducted belongs to a third party, the third party's NRIC will need to be submitted. Only bank accounts which belong to immediate family members (i.e. spouse, siblings, parents, children) are allowed.

### Part 2 - For HSBC Life (Singapore) Pte. Ltd.

<b>Billing organisation's SWIFT BIC and account no.</b>												
H	S	B	C	S	G	S	G	X	X	X	141043109001	
<b>Debiting account's SWIFT BIC</b>												

### Part 3 - For financial institution's completion

To: **HSBC Life (Singapore) Pte. Ltd.**

Attention: Policy Servicing

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

### Important Notes

#### • GIRO Application

Please complete Part 1 of the Inter-Bank GIRO Form. For monthly payment policies, please pay 2 months of premiums together with the submission of the form.

The approval of your 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. If there are any outstanding premiums at the time of approval, they will be deducted during the first GIRO deduction. Before you receive our notification on GIRO approval, please continue to pay your premium in the usual manner.

#### • 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. Re-application may also be required.

The deduction date of your premium is as shown below:

Premium Due Date	1 <sup>st</sup> Deduction Date	2 <sup>nd</sup> Deduction Date*
1 <sup>st</sup> - 10 <sup>th</sup> of the month	3 <sup>rd</sup> of current month	15 <sup>th</sup> of current month
11 <sup>th</sup> - 22 <sup>nd</sup> of the month	15 <sup>th</sup> of current month	3 <sup>rd</sup> of following month
23 <sup>rd</sup> - end of the month	3 <sup>rd</sup> of following month	15 <sup>th</sup> of following month

\*2<sup>nd</sup> attempt only in the event of unsuccessful 1<sup>st</sup> deduction due to insufficient funds.

You will be notified in writing if the deduction is unsuccessful.

As this is an inter-bank facility, actual deduction date may differ (within 2 working days) from the above scheduled deduction date.

#### • Cancellation

To discontinue the Inter-Bank GIRO service, please inform HSBC Life (Singapore) Pte. Ltd. in writing at least five working days before the scheduled GIRO deduction date.

#### • Receipts

Receipts will not be issued for payments made by Inter-Bank GIRO. Please check your passbook/statement for confirmation of payment.

#### • Consent to use of personal data

I understand that HSBC's Data Privacy Policy (which may be found at <https://www.insurance.hsbc.com.sg/privacy-and-security/>) forms a part of the terms and conditions governing my relationship with HSBC. I consent to the collection, use and disclosure of my personal data for the purposes set out in the Data Privacy Policy.

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