

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

Part 1 - For applicant's completion	
Date	
To: Bank name	
Bank account no. (please state clearly)	
Name(s) of bank account holder(s)	
NRIC/passport no.	
Contact no.	
Relationship (if account holder is not Policyowner)	
Name of billing organisation ("BO")	HSBC Insurance (Singapore) Pte. Limited
Name of Policyowner, if other than account holder	
Policy no.	
My/our company stamp/signature(s)/thumbprint(s) *	
As in bank's records	

* For thumbprints, please go to the bank branch with your NRIC 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 Insurance (Singapore) Pte. Limited	
Billing organisation's SWIFT BIC and account no.	
H S B C S G S G X X X	141043109001
Debiting account's SWIFT BIC	

Part 3 - For financial institution's completion

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

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.

• 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.

The deduction date of your premium is as shown below:

Premium Due Date	Deduction Date	2nd Attempt Deduction Date*
23rd - end of the month	3rd of the following month	15th of the following month
1st - 10th of the month	3rd of the same month	15th of the same month
11th - 22nd of the month	15th of the same month	3rd of the following month

* In the event of an unsuccessful deduction due to insufficient funds

The actual deduction from your bank account shall be within 2 working days from the deduction date indicated above.

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

• Cancellation

To discontinue the Inter-Bank GIRO service, please inform HSBC Insurance (Singapore) Pte. Limited 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.

• Data Protection Policy

The personal data which you have submitted is being collected for the purposes stated in the HSBC Data Protection Policy. For more information on how we manage your personal data, please visit <http://www.hsbc.com.sg/1/2/miscellaneous/privacy-and-security>

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