

# GIRO APPLICATION FORM

**Part 1: For Applicant's Completion (Please fill in all the fields. Incomplete forms may not be processed)**

Date: <input style="width: 90%;" type="text"/>	Name of Hirer :
To: Name of Bank	
:	Customer Code/ (Official use only) <input style="width: 95%;" type="text"/>

- a) I/We hereby instruct the bank to process ComfortDelGro Rent-A-Car Pte Ltd's instructions to debit my/our account.  
 b) The bank is entitled to reject ComfortDelGro Rent-A-Car Pte Ltd's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also at its 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  
 i) the Bank's written notice sent to my/our address last known to the Bank;  
 ii) upon the Bank's receipt of my/our written revocation; or  
 iii) upon the Bank's receipt of the notice of expiry from ComfortDelGro Rent-A-Car Pte Ltd.

**Amendments made on the form must be countersigned by applicant.**

My/Our Names(s) As In Bank Account:

My/Our Bank Account No.: <input style="width: 95%;" type="text"/>	My/Our Contact (Tel/Fax) No(s):
	E-Mail address:
PLEASE REMEMBER TO SIGN IN THIS BOX	Agreement No/Vehicle No :
<div style="text-align: right; margin-bottom: 10px;"></div> My/Our Signature(s)/Thumbprints(s)*/Company Stamp (As in bank's record)	

**Part 2: For ComfortDelGro Rent-A-Car Pte Ltd's Completion**

SWIFT BIC	ComfortDelGro Rent-A-Car Pte Ltd's Account No.
CITISGSGXXX	0 8 1 8 3 8 5 0 0 5

Customer Code No:

SWIFT BIC	Account No. To Be Debited

Verified by CDGRAC/Date : \_\_\_\_\_

**Part 3: For Bank's Completion**

To: ComfortDelGro Rent-A-Car Pte Ltd  
 C/o Citibank N.A. A/C Services Department, 3/5 Changi Business Park Crescent #07-00 Singapore (486026)

This application is hereby REJECTED (please ✓) for the following reason(s):

- |  |  |
|--|--|
| <input type="checkbox"/> Signature/thumbprint# differs from Bank's records | <input type="checkbox"/> Wrong account number.                     |
| <input type="checkbox"/> Signature/thumbprint# incomplete/unclear#         | <input type="checkbox"/> Amendments not countersigned by applicant |
| <input type="checkbox"/> Account operated by Signature/thumbprint#         | <input type="checkbox"/> Others (Please specify): _____            |

\_\_\_\_\_  
 Name of Approving Officer

\_\_\_\_\_  
 Authorised Signature

\_\_\_\_\_  
 Date

# Please delete where appropriate

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

**All** Private Hire drivers are **compulsory** to join our GIRO scheme. 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.

### 1. How do I get started?

Complete this GIRO application form, amendments to be countersigned by applicant and use correction fluid/tape are not allowed.

**To obtain banker's authentication in Part 3** and mail the original copy back to us at:

**ComfortDelGro Rent-A-Car Pte Ltd**  
205 Braddell Road  
Singapore 579701  
Attn : Accounts Receivable Dept

### 2. How long do I need to wait before my GIRO arrangement is effective?

Continue paying by PayNow/cash for all your bills until your GIRO arrangement is effected, which takes at most 14-21 working days. We will notify you through email once your GIRO application is successful.

We are pleased to provide our bank details as follows

Company : **COMFORTDELGRO RENT-A-CAR PTE LTD**  
Bank Name : CITIBANK N.A.  
Bank Address : 8 Marine View #16-01 Asia Square Tower 1 Singapore 018960  
Account No. : 0818385005  
Swift code : CITISGSG  
Swift BIC : CITISGSGXXX

Please email payment advice to [accounts@cdgrentacar.com.sg](mailto:accounts@cdgrentacar.com.sg) with **Vehicle Number**.

**3. For payment via PayNow, to scan the QR code on the Tax Invoice**  
or manual entry standard format **DICNAccount NoInvoice No** eg..**DICNCP8A000008P000005601**

### 4. 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 number on the GIRO form.

### 5. When will the GIRO deduction be made?

Rental will be deducted from your IBG bank account every Wednesday. To avoid charges by your bank for any unsuccessful GIRO transaction, please ensure there is sufficient funds in your bank account by 23:59hrs every Tuesday. Unsuccessful GIRO collections for 2 weeks will also be subjected to repossession of your car until the outstanding debts are settled.