

## GIRO APPLICATION FORM

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

Date:

Name of Hirer :

To: Name of Bank

Customer Code/ (Official use only)

- 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.:

My/Our Contact (Tel/Fax) No(s):

E-Mail address:

PLEASE REMEMBER TO SIGN IN THIS BOX

Agreement No/Vehicle No :

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:

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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



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, please 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 credit card/cheque or standing order for all your bills until your GIRO arrangement is effected, which takes at most 21-30 working days. We will notify you through email once your GIRO application is successful.

We are pleased to provide our bank details as follows if you prefer **Standing Order Instructions** :-

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)

#### 3. 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.

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

A deduction will only be made from your bank account on the **10th** of each month. The amount deducted will be reflected in your bank statement.

#### 5. What happens if there are insufficient funds in my bank account?

Subsequent deduction on **25<sup>th</sup>** of each month. However, you should still maintain sufficient funds in your bank account for the subsequent due date. Please note that **some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.**