

# GIRO Application Form

Films Licensing



Please mail the completed GIRO application form to:

**Info-communications Media Development Authority**

Licensing Division  
10 Pasir Panjang Road,  
#03-01 Mapletree Business City,  
Singapore 117438

Telephone: 1800 4785478

This form may take you about 5 to 10 minutes to complete.

## Part 1: For Applicant's Completion

**Important Note:**

Please fill in all the required fields.  
Incomplete forms may not be processed.

Name of Billing Organisation ("BO"):

**Info-communications Media Development Authority**

Date: (DD/MM/YY)

Customer's/ Company Name:

Bank Name:

Customer's NRIC / Company UEN:

- (a) I/We hereby instruct the Bank to process IMDA's instructions to debit my/our account.
- (b) The Bank is entitled to reject IMDA'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 any charge(s) accordingly.
- (c) 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 IMDA.

Bank Account Holder's Name(s):

Contact Name & (Telephone/Handphone) Number(s):

Bank Account Number:

Company Stamp/Signature(s)/Thumbprints(s)\*:

## Part 2: For Info-communications Media Development Authority's Completion

SWIFT BIC	Billing Organisation's Account No.									
UOVBSGSGXXX	3	0	1	3	0	2	1	8	6	2

IMDA Reference No.									

SWIFT BIC	Account No. To be Debited

## Part 3: For Bank's or Financial Institution's Completion

To: Info-communications Media Development Authority

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#
- Wrong Account Number
- Amendments not countersigned by customer
- Others

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

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

\_\_\_\_\_  
Date

**NOTE: Faxed copy of the GIRO application form will not be accepted as the bank requires your original signature for verification.**

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

# Please delete where inapplicable

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 on GIRO:

**How do I get started?**

Complete this GIRO application form, with your customer/account/bill number and send it back to us at:

**Info-communications Media Development Authority**

Licensing Division  
10 Pasir Panjang Road,  
#03-01 Mapletree Business City,  
Singapore 117438

**What happens if there are insufficient funds in my bank account?**

We will not re-collect the amount via GIRO if we are unable to make GIRO deductions after 2 consecutive attempts. We will contact you to make payment via other payment modes such as PayPal / NETS / Cashcard. However, you should still maintain sufficient funds in your bank account for the subsequent bill. Please note that **some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.**

**How long do I need to wait before my GIRO arrangement is effective?**

Continue paying licence fees via PayPal / NETS or Cashcard until your GIRO arrangement is effected, which takes at most 21 working days. Upon activation, you will receive an email and a letter notification from IMDA.

**Can I set a payment limit on my GIRO deduction?**

Yes, you can, but you should ensure that the limit is sufficient to pay for all charges, including GST if applicable. If the amount on your bill exceeds the limit, no deduction will be made from your bank account. IMDA will contact you to make payment by other payment modes such as PayPal / NETS or Cashcard.

**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 or company name, and the customer/account number on the GIRO form.

**Can I stop GIRO payment on a particular bill?**

Yes. Do email us at least 5 working days before the next deduction date. You should also inform your bank to stop GIRO payment.

**When will the GIRO deduction be made?**

A deduction will only be made from your bank account on the 7<sup>th</sup> calendar day from the collection date. The amount deducted will be reflected in your bank statement.

**What happens to my GIRO arrangements that are no longer used?**

You should review all your GIRO arrangements periodically and terminate those arrangements.