



## **For Your Easy Understanding**

GIRO is a convenient, cashless mode of payment. Please ensure that there are sufficient funds in your account to meet the full payment on the deduction date.

### **How do I get started?**

Complete this GIRO application form, with all relevant details as required and send it back to us at:

*Secure Parking Singapore Pte Ltd  
67 Ubi Avenue 1, #02-05/06 (North Wing)  
Starhub Green  
Singapore 408942*

We require original GIRO form for bank's endorsement.

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

Continue paying by Bank transfer or cheque for all your bills until your GIRO arrangement is effected, which takes between 4 to 6 weeks. Your GIRO application is only effective when the statement '*Amount will be deducted from your account on dd/mm/yyyy*' appears on your bill.

### **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/bill number on the GIRO form.

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

A deduction will be made from your bank account between 20<sup>th</sup> to 25<sup>th</sup> of each month. The amount deducted will be reflected in your bank statement and monthly bills. Should the date of deduction falls on Sunday or Public Holiday, then the deduction date will be the day before.

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

We will send you a letter to inform you to pay by other ways. However, you should still maintain sufficient funds in your bank account for the subsequent due date. We will terminate your GIRO if we are unable to make GIRO deductions after 3 consecutive attempts. Please note that there will be an administrative fee of \$30 will be charged for every unsuccessful GIRO deduction due to insufficient funds as banks do charge a service fee on us.

### **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 and any other services, including GST. If the amount on your bill exceeds the limit, no deduction will be made from your bank account. You will then need to pay your bill by bank transfer / cheque before the due date.

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

Yes, you can by writing a confirmation email to [seasonparking@secureparking.com.sg](mailto:seasonparking@secureparking.com.sg) but you are require to give at least 7 working days before the next deduction date. You should also inform you bank to stop GIRO payment.

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

You should review all your GIRO arrangements periodically and terminate those arrangements that are no longer required with your bank

