

**APPLICATION FORM FOR INTERBANK GIRO**

**HONG LEONG FINANCE LIMITED**

16 Raffles Quay #01-05 Hong Leong Building Singapore 048581

Please complete Part 1 of this form and return to Hong Leong Finance Limited

**PART 1: FOR APPLICANT'S COMPLETION ( fill in the spaces indicated with ✓ )**

Date: _____	Hong Leong Finance Ltd Bank Account No. _____
✓ _____	_____
To: Name of Financial Institution _____	Name of Hong Leong Finance Ltd Customer _____
✓ _____	✓ _____
Branch: _____	Hong Leong Finance Ltd Customer's Agreement No. _____
✓ _____	✓ _____

- (a) I/We hereby instruct you to process Hong Leong Finance Ltd's instructions to debit my/our account.
- (b) You are entitled to reject Hong Leong Finance Ltd'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.
- (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 Hong Leong Finance Limited.

My/Our Name(s): _____	My/Our Contact Number(s): _____
✓ _____	✓ _____
My/Our Account Number: _____	My/Our Signature(s): _____
✓ _____	✓ _____

**(As in Financial Institution's records)**

**PART 2: FOR HONG LEONG FINANCE LIMITED'S COMPLETION**

Bank	Branch	Hong Leong Finance Ltd Bank Account No.

Hong Leong Finance Ltd Customer's Ref No.

Bank	Branch	Account No. To Be Debited

**PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION**

To: **Hong Leong Finance Limited**  
**HP Loan Administration**

This Application is hereby **ACCEPTED / REJECTED**. \* If rejected, reason(s) for rejection:- \_\_\_\_\_

_____	_____	_____
Name of Approving Officer	Authorised Signature	Date

\* Please delete where inapplicable

**PLEASE KEEP THIS ANNEXURE FOR YOUR OWN REFERENCE**

**POINTS TO NOTE FOR INTERBANK GIRO PROCEDURES**

***Kindly take some time to read through the following to ensure that you understand the GIRO procedures. If you need any clarification, please feel free to call us at our HP Collections And Settlements hotline at 65796738.***

- 1) **Processing of your GIRO application**  
Estimated time for processing of GIRO is 2 months – from application to approval from your bank. In the meantime, kindly continue servicing the loan either by cash/cheque until we advise you in writing of the effective date of the GIRO.
- 2) **Monthly Submission by Hong Leong Finance to our banker for GIRO deduction**  
Once a month, we will submit your GIRO deduction to our bank 7 days before the due date. To avoid double payment, please do not make additional payment either by cash/cheque in the interim period up to the due date as the GIRO deduction will also be effected.

If you need to check on the status of your GIRO deduction, please contact us at our *HP Collections And Settlements* hotline at 65796738.

- 3) **Rejection of the GIRO deduction**  
Please note that a rejection fee of \$3 will be charged if the GIRO deduction is not successful. For any unsuccessful deduction, please make payment directly to HLF by cheque or cash, otherwise any arrears, late payment interest, charges due under the agreement will be deducted from your bank account on the next due date.
- 4) **Change of your GIRO Banker (for deduction of the monthly instalment)**  
Please notify us in writing of any change in the banker not later than 7 days before due date. Please advise whether you would like us to continue deducting payment from the existing account or to terminate the GIRO immediately and make payment by cheque/cash directly to Hong Leong Finance until the new GIRO application is approved. The new GIRO application will as usual take about 2 months to process.
- 5) **Termination of GIRO**  
Please notify us in writing of your intention to terminate the GIRO at least 7 days before due date. This is to enable us to act on your instructions in time to ensure that we do not deduct your next monthly instalment by GIRO.
- 6) **Deduction of GIRO Payment**  
Hong Leong Finance's banker will process the deduction from your bank on due date. However, your bank will take 2 working days to clear the GIRO deduction (i.e no deduction will be made on Saturday, Sunday or Public Holidays).

Thank you for your support and we look forward to being of service to you!