

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: <input checked="" type="checkbox"/> _____ To: Name of Financial Institution	Hong Leong Finance Limited's Bank Account No. _____ Name of Hong Leong Finance Limited's Customer _____ Hong Leong Finance Limited's Customer's Agreement No. _____
Branch: <input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____ <input checked="" type="checkbox"/> _____

- (a) I/We hereby instruct you to process Hong Leong Finance Limited's instructions to debit my/our account for monthly instalments, interests, principal repayment(if any) and all payments due under my/our account.
- (b) You are entitled to reject Hong Leong Finance Limited'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): <input checked="" type="checkbox"/> _____ My/Our Account Number: <input checked="" type="checkbox"/> _____	My/Our Contact Number(s): _____ My/Our Signature(s): <input checked="" type="checkbox"/> _____ _____ (As in Financial Institution's records)
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PART 2: FOR HONG LEONG FINANCE LIMITED'S COMPLETION

Bank Swift Code	Hong Leong Finance Ltd's Bank Account No.	Hong Leong Finance Ltd's Customer's Ref No.
Bank Swift Code	Account No. To Be Debited	

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: **Hong Leong Finance Limited**
Mortgage Department

This Application is hereby **ACCEPTED / REJECTED**. * If rejected, reason:

Name of Approving Officer	Authorised Signature	Date
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* Please delete where inapplicable

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 Customer Service Hotline at 6579 6777.

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

Our submission to our bank for GIRO deduction is 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 Customer Service Hotline at 6579 6777.

3) Rejection of the GIRO deduction

Please note that a rejection fee of \$3 will be charged if the GIRO deduction is not successful. Take note that for any unsuccessful deduction, please make payment directly to Hong Leong Finance by way of cheque/cash, otherwise any arrears, late payment interest or charges due 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 of you!