



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

Date:

✓ \_\_\_\_\_

Name of Billing Organisation ("BO"):

✓ AVONDALE GRAMMAR SCHOOL PTE LTD

To : Name of Financial Institution

✓ \_\_\_\_\_

Billing Organisation's Customer's Name:

✓ \_\_\_\_\_

Branch:

✓ \_\_\_\_\_

Billing Organisation's Customer's Reference No:

✓ \_\_\_\_\_

- (a) I/We hereby instruct you to process the BO's instructions to debit my/our account.
- (b) You are entitled to reject the BO'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 authorization 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 the BO.
- (d) It is the BO's responsibility to inform banks upon the expiry of this authorization and to ensure that no deductions are made thereafter.

My/Our Name(s):

✓ \_\_\_\_\_

My/Our Contact (Tel/Fax) Number(s):

✓ \_\_\_\_\_

My/Our Account Number(s):

✓ \_\_\_\_\_

My/Our Company's Stamp/Signature(s)/Thumbprint(s)\*:

✓ \_\_\_\_\_

(As in Financial Institution's records)

**PART 2: FOR BILLING ORGANISATION'S COMPLETION**

Bank	Branch	Billing Organisation's Account No.
7 3 3 9	6 6 6	8 4 7 2 6 4 0 0 1

Billing Organisation's Customer's Ref No.

Bank	Branch	Account No. To Be Debited

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

To : Billing Organisation

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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

# Please delete where inapplicable