

GIRO AUTHORIZATION FORM

Original Copy Required

Signing up

- You need only fill in the shaded fields
- Please use the same signature as that in your bank account
- If any amendments are made, please countersign next to the amendment

PART 1: FOR APPLICANT'S COMPLETION (ALL FIELDS TO BE COMPLETED)

Date	DD/MM/YY	Name of party to be credited	<input type="checkbox"/> New Application
<input type="text"/>	<input type="text"/>	THE LEARNINGLAB EDUCATION CENTRE PTE LTD	<input type="checkbox"/> Amendment
To: Name of Bank	<input type="text"/>		<input type="checkbox"/> Monthly
<input type="text"/>			<input type="checkbox"/> Termly

- (a) I/We hereby authorize the party named in the "Name of Party to be credited" panel to initiate and you to process debits to my/our account.
 (b) You are entitled to reject The Learning Lab's debit instructions 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 imposes charges accordingly. You are under no obligation to ascertain whether or not notice of the bill underlying the debit has been given to me/us.
 (c) This authorization shall continue to be in force until I/we have expressly revoked it by notice in writing delivered to you, it being understood that you may in your absolute discretion determine this arrangement by giving notice to my/our address last known to you.
 (d) I/We further understand that should the debtor be someone other than myself/ourselves, you will not be concerned or required to enquire whether the debtor's name on the record of the party to be credited is the same as that hereinstated by me/us.

I have read the terms and conditions set out overleaf and agree to be bound by the said terms and conditions.

My/Our name(s) As in Bank Account

Email Address

Contact Number

My/Our Bank Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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*For bank account operated by thumbprint(s), please go to your bank with your identification

My/Our Signature(s) / Thumbprint (s)* (As in bank's records)

Name of Student(s) / Student ID

1.
2.
3.
4.
5.

PART 2: FOR OFFICIAL USE

Debtor's Reference	SWIFT BIC	A/C No. to be debited
<input type="text"/>	<input type="text"/>	<input type="text"/>

SWIFT BIC	A/C No. to be credited
D B S S S G S G X X X	0 0 3 9 3 5 5 3 3 5

PART 3: FOR BANK'S COMPLETION

The Direct Debit Authorization in respect of the abovementioned account is hereby * ACCEPTED / REJECTED.

If rejected, reason: _____

Date _____

Authorized Signature _____

* Delete as appropriate

Giro Authorization Form
Terms & Conditions

- a) By completing this Application Form for payment by Interbank GIRO (“GIRO”), you are authorising The LearningLab Education Centre Pte Ltd and its affiliates (collectively referred to as “TLL”) to request your bank to automatically debit your bank account as indicated overleaf (“your Account”) to pay for your TLL invoice(s) and are instructing your bank to carry out such debits as per TLL’s request.
- b) TLL shall charge all program fees and fees related thereto (“Program Fees”) incurred by my **Family Member(s)** to my Account, as long as TLL provides a clear description of each program charge on its invoice. The invoice shall be provided to me prior to debiting my Account. “**Family Member(s)**” shall mean my child(ren) and/or my ward(s).
- c) Authorization to charge fees to your Account shall also apply to all fees incurred and/or to be incurred by my Family Member(s) at TLL. Should my Family Member(s) enrol for subsequent or additional program(s) after the time of this application, related fees incurred shall also be charged to your Account unless otherwise instructed. No official notice will be given by TLL.
- d) Upon approval of your application, any fees in arrears, together with the current month’s fees incurred by your Family Members will be charged to your Account. The relevant entries will be stated in your TLL invoice.
- e) In normal circumstances, it may take up to 4 weeks for your bank to approve your application herein. Until the same has been approved, invoice payment(s) are to be paid by the usual method e.g. cheque or credit card. On receipt of your bank’s approval, TLL will automatically debit your Account. No official notice will be given by TLL.
- f) If your invoice(s) are currently being paid under an existing giro payment method, payments will continue to be deducted thereunder until this new GIRO application is approved.
- g) TLL will request your bank to debit your Account on the scheduled deduction date as set out on your invoice. If a deduction is unsuccessful, you will be contacted within five (5) business days from date of first deduction. You will need to ensure that sufficient funds are maintained in your Account for the next scheduled deduction.
- h) For termination of the GIRO arrangement, you will need to inform TLL in writing, two (2) weeks’ before the invoice(s) becomes due. To terminate the arrangement, you may write to :

The Learning Lab,
c/o Finance Department,
101 Thomson Road, #03-03 United Square,
Singapore 307591

Any termination of the GIRO arrangement shall only take effect upon receipt by TLL of your written requests.

- i) The invoice amount will be debited from my Account on the deduction dates as listed on my TLL invoice(s).
- j) An administrative charge of \$45 will be levied for every unsuccessful GIRO deduction.