

## **Part 1 ( To be filled by Customers)**

- Date – Form fill in date
- My/Our Bank - Name of the bank, where the customer is holding account
- My/Our name – Name of company
- My/our contact – Company's contact numbers
- My/our account no. – Company's account number
- My/Our Company Stamp/sign – Authorised signature as in financial records and company stamp

Please take note of below points before filling the GIRO form.

- Do write the required informations legibly.
- No corrections / correction pen / correction tape shall be used on this form. The bank will reject the form in this case.
- Kindly submit Original form to Ever Safe. This original form shall be submitted by Ever Safe to your concerned bank for approval.
- The bank processing time is normally 3 – 4 weeks.
- The outcome of the process will be notified to you by Ever Safe accounts. GIRO deduction is monthly once and will be notified for your approval every time, before deduction