

## APPLICATION FORM FOR INTERBANK GIRO

This form may take you 5 minutes to fill in. You will need your (i) Company registration record and (ii) Bank record.

### DISBURSEMENTS OF TRAINING ASSISTANCE ARE EFFECTED THROUGH GIRO ONLY

This form is required only for the initial registration of your organisation OR if there is a change in your organisation's bank account number. It is NOT required for password re-issue.

Please complete this form and future disbursements of Training Assistance from the Singapore Workforce Development Agency (WDA) and/or Absentee Payroll from National Trade Union Congress (NTUC) will be credited to your bank account. Upon completion of **PART I**, kindly submit **PART II** to your bank for verification and **mail** the **original** form together with a **photocopy** of your bank statement or **photocopy** of a blank cheque (for verification) to:

Singapore Workforce Development Agency  
Incentives and Finance Division  
1 Marina Boulevard, #16-01 ONE Marina Boulevard, Singapore 018989.  
Hotline: 6883 5885

For enquiries pertaining to **Training Assistance**: [www.sdf.gov.sg](http://www.sdf.gov.sg) or [wda\\_sdf@wda.gov.sg](mailto:wda_sdf@wda.gov.sg) (Email)

For enquiries pertaining to **Absentee Payroll**: [www.srp.org.sg](http://www.srp.org.sg) or [wda\\_srp@wda.gov.sg](mailto:wda_srp@wda.gov.sg) (Email)

### PART I : TO BE COMPLETED BY THE COMPANY

Type of claims apply: (Please tick)  Training Assistance  Absentee Payroll

Purpose: (Please tick)  New  Update

Company's Name (As in bank's Record): \_\_\_\_\_

\_\_\_\_\_ EasyNet User ID \_\_\_\_\_

SDF File Ref (if applicable) : TG/ \_\_\_\_\_ Telephone Number \_\_\_\_\_

Company's Registration Number \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Fax Number \_\_\_\_\_

\_\_\_\_\_ Email Address \_\_\_\_\_

Bank Account to be credited

Bank Code				Branch Code			Account Number															
7																						

**It is compulsory to fill in the Bank & Branch codes to enable the WDA/NTUC to credit the payments.**

(Bank & Branch codes can be found at the bottom of your bank cheque)

We hereby authorise:

- the Singapore Workforce Development Agency (WDA) and/or National Trades Union Congress (NTUC) to credit all payments due to our Organisation to the above stated account. Amounts so credited would constitute valid discharge of obligations due to our Organisation. This authorisation shall continue to be in force until we have expressly revoked it by notice in writing delivered to the WDA
- the bank to disclose all information as requested on this form.

\_\_\_\_\_  
Authorised Signature(s)  
(as in bank's records)

\_\_\_\_\_  
Organisation Stamp

\_\_\_\_\_  
Date

### PART II : FOR COMPANY TO GET BANK ENDORSEMENT

We hereby certify that the particulars of the above company's bank account and the signature(s) of the Account holder affixed in Part I is/are consistent as maintained in our records.

\_\_\_\_\_  
Name & Signature of Authorised Bank Officer

\_\_\_\_\_  
Official Stamp

\_\_\_\_\_  
Date

### PART III : FOR OFFICIAL USE ONLY

**Your GIRO form has been rejected due to:**

- No or invalid verification by Bank, kindly submit to your Bank for verification.  
 No Alterations/cancellations are allowed on the form, kindly complete a new form.  
 Other Reason:

(Note: The WDA reserves the right to reject any GIRO form that is deemed to be unacceptable.)