

## **Appendix 1**

### **Important GIRO information**

- Your GIRO application is only effective when your monthly statement shows 'The amount payable will be deducted through GIRO'.
- Please state your membership number on your GIRO application form The bank will deduct the amount as shown on your statement. Deduction will be made on the 25th of the month or the next working day if it falls on a holiday.
- If you wish to terminate the GIRO permanently, please write to your bank to effect the termination and extend a copy of your letter to the Society for reference.
- For unsuccessful deduction, please pay the amount shown on your monthly Society bill by cash/cheque before the 4th of the next month.
- You may arrange for a third party to pay your bills by GIRO through his/her bank account. You would need to state your membership on his/her GIRO form.
- Your GIRO application will take about two months to process. Meanwhile, please continue making payment by your usual payment modes.