

**APPLICATION FORM FOR INTERBANK GIRO FOR ROAD TAX**



- This form may take you approximately 10 minutes to fill in. Any amendments must be strikethrough and countersigned (use of correction fluid/tape is not acceptable).
- **Please continue to renew your vehicle's road tax through other renewal channels until you receive our notification that your GIRO application is approved.**
- Upon completion of Parts 1 and 2, please send the form to: VRL Service Operations Division, Land Transport Authority, 10 Sin Ming Drive, Singapore 575701.

**PART 1 : FOR APPLICANT'S COMPLETION (Please fill in the shaded areas)**

Date (DD-MM-YYYY)

Name of Billing Organisation ("BO")
Land Transport Authority (LTA)

Name of Registered Vehicle Owner

Contact Information of Registered Vehicle Owner
Mobile No. : _____ Home No. : _____
Office No. : _____ Fax No. : _____
Email Address : _____

ID*	Country of Issue (Applicable only if ID is Foreign Passport number)

\* Example of ID: NRIC for Singaporean/Permanent Resident/Malaysian; FIN Number for Foreigner; ACRA Registration Number for Company/Business

Pay road tax using GIRO for: (please tick ✓ one box only)											
<input type="checkbox"/>	All my / our existing and future vehicles registered under my / our name*										
<input type="checkbox"/>	The following vehicles ONLY (please fill in the registered vehicle number(s) in the boxes provided below)										
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\* All vehicle(s) registered under my / our name in the future will automatically be added into your GIRO account for deduction.

Pay road tax of my / our vehicle(s) every: (please tick ✓ one box only)**
<input type="checkbox"/> 6 Months <input type="checkbox"/> 1 Year
** This same renewal period, if applicable, will apply to all vehicles listed in this form. Please note that: <ul style="list-style-type: none"> <li>• Road tax for weekend / off-peak / revised off-peak / classic car can only be renewed for 12 months.</li> <li>• Road tax for commercial vehicle that is more than 10 years old and taxi can only be renewed for 6 months</li> </ul>

Deduct road tax by GIRO on: (please tick ✓ one box only)***
<input type="checkbox"/> Road tax expiry date <input type="checkbox"/> 5 working days before road tax expiry date <input type="checkbox"/> 10 working days before road tax expiry date
*** Please refer to point 6 of the Notes overleaf

**PART 2 : FOR ACCOUNT HOLDER'S COMPLETION (Please fill in the shaded areas)**

To: Name of Bank

Branch of Bank

Name(s) of Account Holder(s) (As in Bank's records)

Company Stamp / Signature (s) / Thumbprint(s) ***** of Account Holder(s)

Bank Account Number of Account Holder(s)

\*\*\*\*\*For thumbprints, please go to the bank with your identification documents for verification

- (a) I / We hereby instruct you to process the LTA's instruction to debit my / our account.  
 (b) You are entitled to reject the LTA's debit instruction if my / our account does not have sufficient fund and charge me / us a fee for this.  
 (c) You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.  
 (d) This authorisation 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 LTA.

**PART 3 : FOR LTA'S COMPLETION**

Bank	Branch	LTA's Bank Account Number
7	1	7 1 0 1 5 0 1 5 0 2 0 2 8 9 0

Type of GIRO Applicant
Asset Owner (i.e. Vehicle Owner)

Customer Reference Number

Applicant ID

Bank	Branch	Account Number To Be Debited

Place of Issue

**PART 4 : FOR BANK'S COMPLETION**

This Application is rejected for the following reason(s) (Please tick ✓ the relevant box. # Please delete where applicable.)

- |                                                                             |                                                                         |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Signature / thumbprint# differs from Bank's record | <input type="checkbox"/> Wrong account number                           |
| <input type="checkbox"/> Signature / thumbprint# incomplete / unclear#      | <input type="checkbox"/> Amendments not countersigned by account holder |
| <input type="checkbox"/> Account operated by signature/thumbprint#          | <input type="checkbox"/> Others (Please specify) _____                  |

Designation & Name of Bank Approving Officer

Company Stamp & Authorised Signature

Date

## NOTES ON INTERBANK GIRO

1. LTA will inform the registered vehicle owner on the status of the GIRO application (i.e. whether successful or rejected). Please allow approximately 4 weeks for the processing of the GIRO application.
2. Please continue to renew the vehicle's road tax through other renewal channels until the registered vehicle owner receives our notification that the GIRO application is approved.
3. The Account Holder(s)' bank will make the necessary deductions from the bank account on LTA's instructions. The deduction will be reflected as "LTA" in the passbook/bank statement.
4. About one (1) month before the GIRO deduction date, LTA will send a GIRO Payment Schedule to inform the registered vehicle owner of all the pre-requisite(s) that must be met by the stipulated deadline and the GIRO deduction date. Please ensure that all the pre-requisite(s) are met on time and maintain sufficient funds in the bank account for the GIRO deduction to avoid any charges that may be imposed by the bank or by LTA for each failed deduction.
5. If there is an unsuccessful GIRO deduction, the registered vehicle owner will receive a notice to renew the road tax by other channels. Late renewal fee will be imposed if a vehicle road tax is renewed after its expiry date.
6. Registered vehicle owners may wish to consider the following before selecting their preferred GIRO deduction date:

<b>To deduct Road Tax on:</b>	<b>Deadline to fulfil pre-requisites before current road tax expiry date (e.g. Insurance, Vehicle Inspection)</b>
Expiry Date	At least 5 working days
5 Days before Expiry Date	At least 10 working days
10 Days before Expiry Date	At least 15 working days

7. Approved GIRO arrangements will continue to be in effect until the vehicle is transferred, deregistered, or when the registered vehicle owner writes in to notify LTA to terminate it. To terminate, the registered vehicle owner has to write to the address indicated below. LTA reserves the right to terminate the GIRO arrangement at any time without assigning any reasons for such termination.
8. If updated contact information are provided on this form, LTA will update our records accordingly.
9. For enquiries on road tax, please contact LTA at tel: 1800-CALL LTA (1800-2255 582).