



Standing Payment Instruction

Applicant's Name	Mr/Mrs/Miss/Mdm:	
Beneficiary's Information (Please Complete Here If Applicable)	Name Of Beneficiary:	
	Address:	
	Name Of Bank & Branch:	
	Address Of Bank:	
	Account No.:	
Amount Of Payment	In Figures (State Currency Of Payment):	
	In Words:	
Pay By (Please √)	<input type="checkbox"/> Giro <input type="checkbox"/> Internal Transfer (Transfer Between A/Cs within Citibank Singapore) <input type="checkbox"/> Telegraphic Transfer	
Frequency (Please √)	<input type="checkbox"/> Monthly: _____ day of the month. <input type="checkbox"/> Quarterly: _____ day of _____, _____, _____ & _____ <input type="checkbox"/> Semi-annually: _____ day of _____ & _____ <input type="checkbox"/> Annually: _____ day of _____	
Effective Date	_____ / _____ / _____ day month year	
Expiry Date (Optional)	_____ / _____ / _____ day month year	
Account To Be Debited (Please √)	<input type="checkbox"/> S\$/ US* Current Account No: _____	Please select one: <input type="checkbox"/> New Application <input type="checkbox"/> Amendment <input type="checkbox"/> Termination
	<input type="checkbox"/> S\$/ US* Saving Account No: _____	
Reference No. (If Any)		
If standing instruction is to pay to an U.S. Account, please provide reason and form W-8ben.		
I/We have read and agreed to the terms & conditions outlined on the reverse.		
Name/NRIC/Passport no. _____		Signature of applicant/s & date _____
For Bank Use Only		
Branch		Operations Dept
Mode: <input type="checkbox"/> Face-to-face CM met & ID sighted by (name/ initial): Mode: <input type="checkbox"/> Mail-in Signature verified by (name/ initial): Callback by (name/ initial): Date/ Time/ Extn:		Input by: Authorized by:
SI to pay U.S. account? <input type="checkbox"/> YES (Complete FATCA CIC Checklist) <input type="checkbox"/> NO (Proceed)		

TERMS & CONDITIONS

- 1) A handling fee of S\$10.00 for each payment will be charged. In addition, commission at the Bank's usual rates and postage charges incurred will be payable by customer.
- 2) There is no charge for Giro Payments and Transfers of funds into accounts domiciled within the Bank.
- 3) All payment instructions must be specific in amount stating exact dollars and cents. Payment requests for variable amounts are not acceptable.
- 4) Accounts to be debited must be in credit balance. If there are insufficient funds for 2 consecutive months the Bank reserves the right to cancel the instruction. In addition a charge of S\$30.00 will be made every time when there are insufficient funds in the account when payment is due.
- 5) Funding in the debiting account must be made available at least one day prior to the SI effective date.
- 6) New, amendment and termination of standing instructions must be made in writing at least 2 weeks (10 business days) before the date of payment.
- 7) For Giro Payments to be effected on quarterly, semi-annual and annual basis, the Bank will only process them on these dates:
 - a) Quarterly: Last business day of March, June, September and December.
 - b) Semi-annually: Last business day of June and December.
 - c) Annually: Last business day of December.
- 8) These standing instructions are made entirely at customers' risk and without prejudice to the aforesaid generality, the Bank will not be responsible for consequences arising from non-payment because of insufficient funds in the account when payment is due for any delay, mistake, neglect or omission in transmitting payment.
- 9) The Bank reserves the right to change the terms and conditions at its discretion without giving prior notice.