



Standing Payment Instruction

Applicant's Name	Mr/Mrs/Miss/Mdm:	
Beneficiary's Information (Please Complete Here If Applicable)	Name of Beneficiary:	
	Address:	
	City/Town:	Country:
	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* Savings 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. An administrative fee of S\$10.00 will be charged for each standing payment instruction. In addition, commission at the Bank's prevailing rates and postage charges incurred will be payable by customer.
2. Outward remittance payment instructions from accounts with the Bank and funds transfer payment instructions between accounts with the Bank are free of charge.
3. Standing payment instructions for variable amounts will not be carried out.
4. Accounts to be debited must have sufficient credit balance. In the event the Bank is unable to effect the standing payment instruction for two (2) consecutive months because the account to be debited has insufficient funds, the Bank reserves the right to cancel the standing payment instruction. In addition, a charge at the Bank's prevailing rates will be levied every time the standing payment instruction cannot be effected because there are insufficient funds in the account.
5. New, amendment and termination of standing payment instructions must be received by the Bank in writing at least 10 business days before the date of payment.
6. The Bank reserves the right to change these terms and conditions at its discretion without giving prior notice. The Citibank Singapore Global Consumer Banking Terms and Conditions, as may be amended, revised, supplemented or modified from time to time, shall apply.