



AZ @ PAYA LEBAR

Our Ref: MCST/01-05/16

16 May 2016

All Subsidiary Proprietors / First Mortgagees / Tenants
The Management Corporation Strata Title Plan No. 4136
AZ @ Paya Lebar, 140 Paya Lebar Road
Singapore 409015

PRIORITY

Dear Sir / Madam,

RE: INTERBANK GIRO FOR PAYMENT OF QUARTERLY MF/SF CONTRIBUTION

All Subsidiary Proprietors (SP) are encouraged to leverage on this cost effective and efficient way of payment method by filling up the attached Interbank **GIRO APPLICATION FORM** and return the completed Original GIRO application forms to the management office by **4th June 2016** to enable the MCST to consolidate and sort the application forms for sending to the respective banks to arrange your 1st GIRO deduction for the Q3 Invoice on 1st July 2016. SPs are to pay your bills by manual cheque until your GIRO arrangement is effective.

Here are the steps that you need to follow:-

1. Applicant to complete and sign off Part 1 of the GIRO Application Form
2. Applicant to return the ORIGINAL form back to AZ management office upon completion by hand or by post
3. MCST then complete Part 2 of the forms that we have collected
4. Sort the forms according to the Applicants' banks (e.g. UOB, DBS or OCBC etc.)
5. MCST then consolidate the total application forms received, sort under each respective bank and send it to the various banks for the GIRO set up.

We are re-sending the same sample **GIRO APPLICATION FORM** at the back of this circular for ease of reference, highlighted with important columns to assist you in completing PART I of the **ORIGINAL GIRO APPLICATION FORM** at Page 2. Please feel free to contact the Management Office at Tel. 6842-2450 or email:- mcst4136@singnet.com.sg, if you require further clarification or assistance.

Thank you.

Yours faithfully,

COLLIERS INTERNATIONAL CONSULTANCY AND VALUATION PTE LTD
Managing Agents



Cheow Ming Chuang
Building Manager