



27 April 2016

Our Ref: MCST/01-04/16

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

We have made arrangement with our banker, OCBC for payment of MF/SF contribution to MCST 4136 on quarterly basis upon receive of our Tax Invoice to assist all for the avoidance of 12% late payment interest chargeable on daily basis which is non-waive able under the BMSMA act

All applicants (the Subsidiary Proprietors) can apply for this cost effective and efficient way of payment method by filling up the attached Interbank **GIRO APPLICATION FORM**.

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 different 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.

Highlight on 2 important column which to be filled at the **GIRO APPLICATION FORM**
PART I: FOR APPLICANT'S COMPLETION

Name of Billing Organisation ("BO")
MCST 4136

Billing Organisation's Customer Reference No
140-XX-XX (Your Unit No.)

Payment limit (Maximum amount to be deducted per transaction)
Fixed Amount of MANAGEMENT FUND + SINKING FUND + 7% GST base on the Tax Invoice

The application process will take about 14 working days. Once the entire setup is successful, MCST then make GIRO collections via the OCBC Business Internet Banking base on your instruction.

Please feel free to email us or contact the Management Office at Tel. 6842-2450, if you have question for filling up of GIRO application form or require further clarification.

Thank you.

Yours faithfully,
COLLIERS INTERNATIONAL CONSULTANCY AND VALUATION PTE LTD
Managing Agents


Cheow Ming Chuang
Building Manager

Copy: Notice Board

