



The following guidelines are for Giro form completion:

- A. submit 2 separate forms if applying for meter reading (copy) and rental (leasing) charges
- B. complete the particulars in Part 1 only (note : any amendment on the form are required to have authorized signature to countersign next to amendment)
- C. under 'Fuji Xerox's Customer's name', please indicate the Company's name as per Fuji Xerox's record.
- D. for Meter Reading (copy) charges deduction, under 'Fuji Xerox's Reference Number', please indicate the customer account number (6-digits)
- E. for Rental (lease) charges deduction, under 'Fuji Xerox's Reference Number', please indicate the leasing contract number (eg. L000xxxxx)
- F. Please take note of the following:
  - i. One giro form is for one rental contract only. If you have more than one rental contract, please fill up more than one giro form.
  - ii. Each customer account with Fuji Xerox is only allow to have one bank account, multiple bank account is not allowed.
  - iii. Any required detail that is not correctly filled or left blank will be rejected by bank.

After completion of the giro form, please post the original copy to the address shown below, attention to the following:

Fuji Xerox Singapore  
80 Anson Road #01-01 Fuji Xerox Towers  
Singapore 079907  
Attn : Soo Li Yin (Finance Dept)

Please note, giro application process will take around 2 months. A notification letter will be sent to customer to inform the first giro deduction. Any outstanding invoices before the giro commence, to continue make payment by cheque. Thank You.