



DIRECT CREDIT AUTHORISATION FORM

(Only Originals are Accepted)

No correction tape/fluid should be used on this form. Any cancellations made must be endorsed by the same authorised signatories signing this form AND bank.

Please complete Part I, obtain your bank's endorsement for Part II and mail the original form (fax copy not acceptable) to **National Environment Agency, Finance Division, 40 Scotts Road #11-00, Environment Building, Singapore 228231.**

Please note:

- (i) If you are invoicing as an individual, fill in your name as stated in your NRIC/FIN.
- (ii) If you are invoicing as a Singapore registered company/business/society, fill in your organisation's name as registered with ACRA/UEN. You may check your registered name on www.uen.gov.sg.
- (iii) The creation/update of your supplier record is subject to approval. If required, NEA may request for supporting documents.

PART I – TO BE COMPLETED BY PAYMENT RECIPIENT/ SUPPLIER WHO SUPPLIES GOODS AND SERVICES TO THE GOVERNMENT/STATUTORY BOARDS

All fields are mandatory. Incomplete forms will not be processed.

To: NEA

UEN No. (for all UEN registered entities)	Address
OR NRIC / FIN (for individuals)	Telephone Number
OR Others (e.g. Foreign Passport No)	Fax Number
GST Registered Yes / No	Email Address*
GST Registration No.	*It is mandatory to provide the email address. Payment notification will be sent to this email address.

Name(s) of Bank Account Holder(s):

Bank No.	Branch No.	Bank Account No. to be Credited

Bank and Branch Name

- (a) I/We hereby authorise the Government and Statutory Boards to credit payments due to me/us to the above account. Amounts so credited would constitute valid discharge of obligations due to me/us.
- (b) This authorisation shall continue to be in force until I/we have notified you in writing.
- (c) I/We hereby request and authorise the Government and Statutory Boards to obtain confirmation/verification of information relating to me/us and/or to my/our account(s) from/with the bank where the Account is maintained as stated in the form.
- (d) In consideration of the Government and Statutory Boards acceding to my/our said request and in consideration of the Bank confirming/verifying such information pursuant to the said request, I/we irrevocably consent to and authorise the Bank, including any officer thereof, to disclose any information whatsoever relating to me/us and to the Account as is necessary for the sole purpose of account validation and agree that such authorisation shall survive any termination of the Account. I/We agree that this consent shall survive the termination of any of the Account with the Bank and may be relied on and enforced as fully and effectively by the Bank as if it is addressed to the Bank.

 Authorised Signature(s) & Stamp* as in Bank's record

 Date

* if required by company's account mandate

PART II – TO BE COMPLETED BY BANK

To: NEA

We hereby certify that the signature(s) and other particulars as stated in Part I agree with that contained in our records.

 Name & Signature of Authorised Bank Officer

 Date & Bank's Official Stamp

1. Please fill in Part I if your bank account is within these banks:
 - a) POSB
 - b) DBS
 - c) UOB
 - d) OCBC
2. Bank endorsed GIRO form is required if:
 - a) your bank account is not from any of the 4 banks (DBS, OCBC, POSB, UOB)
 - b) your company is non-ACRA registered (e.g. MCST)
(Please fill in both Part I and II)
3. This form is only valid for 3 months from the date signed off on Part I and/or II.

Please send the completed soft copy of this form to NEA_PSG@nea.gov.sg.