



# HSBC Bank (Singapore) Limited Income Tax Payment Facility Enrolment Form

## Document Requirements

(please tick (✓) where applicable)

Please enclose the following supporting documents as indicated below.

### To enroll for one-time payment option:

Notice of Assessment form issued by IRAS

### To enroll for monthly instalment payment option:

GIRO Instalment Plan issued by IRAS

Note: The bank account and amount credited each month is based on your GIRO Instalment Plan. The name of the bank and the bank account number should match the details that appear on your GIRO Instalment Plan issued by IRAS.

## Cardholder's Personal Particulars

Full Name \_\_\_\_\_ NRIC/ Passport No. \_\_\_\_\_

HSBC Credit Card No. --- Card expiry date /  
M M Y Y

## Bank Account Details for Crediting of Income Tax Amount

Bank account number (as shown in bank statement)

Bank name

Branch Code

## Declaration

I agree that the use of my credit card account from HSBC for this facility shall be subject to the HSBC terms of the Cardholder Agreement, as well as the terms and conditions specified for Income Tax Payment Programme.

### Signature of the Cardholder

Date \_\_\_\_\_

### Important Notes

If there is any change to your personal particulars or contact details, please visit any of our branches or complete the Personal Particulars Update form available at [www.hsbc.com.sg](http://www.hsbc.com.sg)

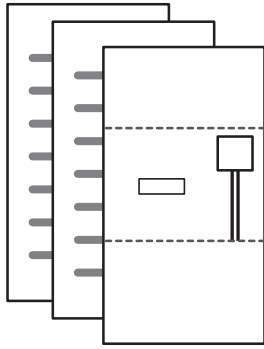
### Terms and conditions for HSBC's Income Tax Payment Programme ("Programme"):

1. The payment facility under this Programme is only applicable to personal (SGD) credit cards issued by HSBC Singapore only. 2. Each cardholder (main or supplementary) is only eligible to sign up to pay his/her own income tax i.e. main cardholders are not allowed to sign up on behalf of supplementary cardholders although they are still responsible for outstanding balances on the supplementary card. 3. The payment facility under this Programme is valid only for the tax payable to the Inland Revenue Authority of Singapore ("IRAS"). 4. Cardholders have a choice of one-time payment or monthly instalment payment (over a period of up to 12 months) under this Programme. Cardholders who opt for one-time payment will have their participation in this Programme automatically terminated after the one-time payment, whilst cardholders who opt for monthly instalment payment will have their participation automatically renewed. For any updates to the monthly payment amount, cardholders are required to update the "Giro Instalment Plan" by submitting new application form and supporting documents. 5. For cardholders who sign up for this payment facility using their HSBC Premier MasterCard credit card, an administrative fee of 0.5% of each tax amount will be charged to the card. For cardholders who sign up for this payment facility using their HSBC Advance / Classic / Gold / Platinum / Revolution credit card, an administrative fee of 0.7% of each tax amount will be charged to the card. For cardholders who sign up for this payment facility using their HSBC Visa Infinite credit card, an administrative fee of 1.5% of each tax amount will be charged to the card. 6. For cardholders who opt for monthly instalment payment, the administrative fee referred to above will be charged to their HSBC credit card upon each monthly instalment being charged. For cardholders who opt for one-time payment the administrative fee referred to above will be charged to their HSBC credit card upon one-time payment being charged. The administrative fee will appear as a separate charge reflected under "Tax payment admin fee" in the credit card account statement. 7. Should the cardholder's tax status and / or designated bank / GIRO account / credit card account for their tax payment change at any time, it is the cardholder's responsibility to inform HSBC of such a change by providing in new legible supporting documents via mail on or before the 20th of each calendar month, failing which we shall not process the change until the following calendar month and accordingly any crediting of the cardholder's designated bank/GIRO account referred to in Clause 9 shall correspondingly be effected only upon the next deduction of the cardholder's HSBC credit card account (referred to in Clause 9). Mail should be sent to: Service Delivery – Cards Services, Income Tax Payment Facility, Robinson Road P.O. Box 896, Singapore 901746. HSBC shall not be liable in any way whatsoever for any inconvenience, loss or damage (including but not limited to consequential loss or damage) incurred or suffered by any party arising out of any delay or failure by HSBC in processing any such change. 8. HSBC will not process the cardholder's application if there is insufficient information or documentation submitted to HSBC and HSBC will not be liable for any failure or delay in the cardholder's tax payment(s) due to any of the following: a. Insufficient funds for IRAS deduction after crediting the cardholder's designated bank/GIRO account with the amount of the tax payment hereunder; b. Lost/Stolen card; c. Terminated account; or d. Insufficient available credit limit in the cardholder's HSBC credit card account. 9. Cardholders must have sufficient available credit limit (subject always to the maximum credit limit granted by HSBC) in the relevant HSBC credit card account by the 20th day of the calendar month if they have opted for monthly instalment payments or at the point of deduction for the one-time payment. Each cardholder's HSBC credit card account will be charged with the amount of the tax payment between the 25th and 30th day of each calendar month ("first deduction"). The charged amount will be available for crediting into the cardholder's designated bank/GIRO account on or before the third business day of the following calendar month. In the event the first deduction fails, there will be a second deduction from the credit card account within the first three working days of the following calendar month ("second deduction"). Upon successful second deduction, it will take up to six working days thereafter for the charged amount to be credited into the cardholder's designated bank/GIRO account. 10. In the event of any unsuccessful processing or deduction hereunder for an instalment for a particular calendar month (whether under Clause 7, Clause 9 or otherwise), any subsequent successful processing or deduction (and corresponding crediting of the cardholder's designated bank/GIRO account) for a new calendar month shall be for the instalment payment for that new calendar month only. For one-time payment applications, HSBC has the right to reject the application and not process the same if the application date is after the payment due date indicated on the applicant's Notice of Assessment. 11. The payment facility under this Programme will be cancelled after unsuccessful deductions (referred to above) over three consecutive months and cardholders are solely responsible for making their own payment arrangement with IRAS. HSBC shall not be liable in any way whatsoever for any inconvenience, loss or damage (including but not limited to consequential loss or damage) incurred or suffered by any party arising from or in connection with the foregoing. 12. Cardholders are solely responsible for the accuracy of bank account details and other personal information in all documents submitted to HSBC. 13. For one-time payment, cardholders are required to submit relevant IRAS documents as requested by HSBC such as the "Notice of Assessment" for income and cardholders are solely responsible for making the necessary payment arrangement (i.e. the IRAS deduction of the designated bank/GIRO account) with IRAS directly. 14. For monthly instalment payment, only the designated bank / GIRO account for tax payment specified in the application form / GIRO instalment Plan will be credited with funds. 15. Prior written or verbal notification through our HSBC call centre at (1800-4722-669) must be given to HSBC should the cardholder wish to terminate this payment facility. This notification should reach HSBC before 20th of the calendar month for the termination of this payment facility to take effect within the same calendar month. Otherwise, the termination of this payment facility will take effect from the following calendar month. 16. Rewards points issuance is available for income tax payment hereunder using HSBC credit cards eligible under the Rewards Programme, and is subject to the terms and conditions set out under the Rewards Programme. Please refer to [www.hsbc.com.sg/rewards](http://www.hsbc.com.sg/rewards) for details on the HSBC Rewards Programme. Please note that Rewards points will not be awarded to HSBC Advance Visa Platinum credit card accounts, with effect from 1 July 2017. 17. In the event of any dispute, HSBC's decision shall be final and binding. HSBC reserves the right to vary, delete or add to any of these terms and conditions at any time at its discretion without notice. 18. All terms and conditions are accurate at the time of printing or posting online.

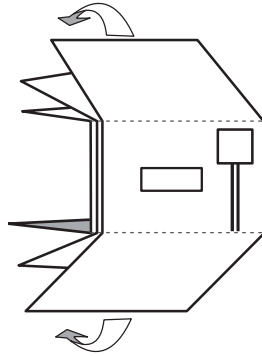
### Data Protection Policy

The personal data you are submitting is being collected for the purposes stated in HSBC's Data Protection Policy, a copy of which may be found at <http://www.hsbc.com.sg/1/2/miscellaneous/privacy-and-security>.

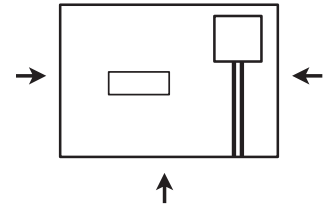
### How to use the Business Reply Envelope (BRE)



**a.** Fold along dotted lines



**b.** Insert documents into business reply folder, folding inwards.



**c.** Seal along edges of folder with clear tape (do not staple).  
Drop sealed folder into post box.

fold here.....

Postage will be paid by addressee. For posting in Singapore only.

**BUSINESS REPLY SERVICE  
PERMIT NO. 01259**



**HSBC Bank (Singapore) Limited**  
Service Delivery – Cards Services  
Income Tax Payment Facility  
Robinson Road P.O.Box 896  
Singapore 901746

fold here.....

**Reminder:**

- Have you completed all the fields in the form?
- Have you enclosed the required documents?

Seal here with clear tape

Seal here with clear tape