



To: The Officer-In-Charge
United Overseas Bank – IBG Section
396 Alexandra Road, #22-00
Singapore 119954

Fax: 6272 5507

INSTRUCTION TO STOP BULK GIRO/FAST FILE PROCESSING

Dear Sir/ Madam

We hereby authorise you to Stop Processing of the following file on best-effort basis:

Stop Processing File Details

Originating Account Number: _____

Total \$ Amount for *Payment / Collection: _____

Total No. of Records: _____

Value Date: _____

**delete where applicable*

Please contact _____(name) at _____(office tel/mobile tel) if you need further assistance or clarification. Thank you very much for your kind assistance and cooperation in this matter.

Yours faithfully,

.....
Authorised Signature

Name & Designation :

Company Name & Stamp :

Important Notes:

- a) Stop Processing Instructions are only accepted on business days, and not accepted on Saturdays, Sundays and Public Holidays
- b) The instructions should reach IBG Section by 11am on (V-1) for Normal GIRO/FAST File or by 11am on (V) for Express GIRO File
- c) Please use separate Stop Processing Instruction Form for each file
- d) All forms to be signed by at least one authorised signatory
- e) A charge of S\$5 is applicable for each file successfully stopped
- f) All Stop Processing Instructions are always done on best-efforts basis

Please fax the instruction to UOB – IBG Section and call the officers at [65989129](tel:65989129), [65989136](tel:65989136), [65989137](tel:65989137), [65989139](tel:65989139) to ensure receipt of instruction. The Original Stop Processing Instruction Form will also need to be sent to UOB – IBG Section.