



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 ITEM(S) PROCESSING**

Dear Sir/Madam

We hereby authorise you to Stop Processing of the following item(s) on best-effort basis:

Stop Processing Item Details

Originating Account Number: \_\_\_\_\_  
 Total \$ Amount for \*Payment / Collection: \_\_\_\_\_  
 Total No. of Records: \_\_\_\_\_  
 Value Date: \_\_\_\_\_  
 Total No. of Stopped \*Payment / Collection  
 (as listed below): \_\_\_\_\_

Name of Receiving Account	Receiving Account Number (Bank/ Branch/ Account No.)	Amount (\$)

*\*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 File or by 11am on (V) for Express GIRO File
- c) Please use separate Stop Processing Instruction Form for item(s) in each file
- d) All forms to be signed by at least one authorised signatory
- e) A charge of S\$5 is applicable for each item 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.