To: Aljunied-Hougang Town Council
Finance Department
Blk 810 Hougang Central
#02-214
Singapore 530810

APPLICATION FOR RECURRING CREDIT CARD PAYMENT SCHEME

Please tick " √ " ☐ New Application ☐ Change of Credit Card

PART I : FOR APPLICANT'S COMPLETION (ALL FIELDS TO BE COMPLETED)

Name (As appear on the card) : _____

Contact Number : _____

Relationship To Registered Tenant/Lessee : _____

Type of Card : VISA / MASTERCARD

Name of Bank : _____

Credit Card Number : ☐☐☐☐ - ☐☐☐☐ - ☐☐☐☐ - ☐☐☐☐

Card Expiry Date (MM/YY) : ☐☐ / ☐☐

PART II : PARTICULARS OF REGISTERED TENANT/LESSEE (ALL FIELDS TO BE COMPLETED)

Name (MR/MRS/MISS/MDM) : _____

Address : _____ (S) _____

Contact Number : _____

Town Council Reference Number : C☐☐☐☐☐☐☐☐☐☐☐

I hereby instruct Aljunied-Hougang Town Council to charge my Service and Conservancy Charges, Penalty and Legal Fee, if any, to my Credit card.

This recurring credit card payment arrangement will continue to be in effect unless the Town Council is informed in writing to terminate the arrangement. The Town Council reserves the right to terminate the arrangement any time at its discretion.

Cardholder's Signature **Date**

Important Notes on Monthly Payment by Credit Card

1. Your application for recurring credit card payment will take about one month to process. In the meantime, please continue to pay your monthly charge via AXS/SAM kiosks/mobile apps, internet banking, cheque or in person at the Town Council office.
2. The Credit Card deduction for the Service and Conservancy Charges is between the 7th and 10th of every month and if 7th falls on a weekend or Public Holiday, the deduction will be effected on the following business day.
3. The bill amount will be charged to your Credit Card on the due date of the bill and your Credit Card statement will reflect the amount charged.
4. The Town Council reserves the right to reject any incomplete application form.
5. Please note that if the Credit Card deductions are unsuccessful for **three consecutive months**, your recurring Credit Card payment account will be terminated by the Town Council.
6. Any changes (addition/removal) in the ownership of your property will result in a change in your HDB/TC reference number. RCCS payment arrangement will be automatically terminated when there is a change to the reference number.
7. Please ensure that the credit card account must be in good standing and remain valid for the monthly charges to be debited successfully. Should you replace the card, do make alternative arrangement with the Town Council.

PART III : FOR OFFICIAL USE ONLY

Date of Receipt : _____ Commencement Date : _____

Name of Process Officer : _____ Name of Approving Officer : _____

This application is hereby REJECTED for the following reason(s) : ☐ Incorrect HDB/TC reference no. ☐ Incorrect Credit Card details

☐ Others (please specify) _____

If you wish to submit the application form online, please e-mail the completed form to us at ***scc@ahtc.sg***

Please refer to our Personal Data Protection Policy at https://www.ahtc.sg/privacy-policy/

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