



# MINISTRY OF EDUCATION (MOE)

## APPLICATION FORM FOR INTERBANK GIRO

(FOR PAYMENT AND REFUND OF FEES, ENRICHMENT PROGRAMMES AND CHARGES)

### PART 1: APPLICANT'S PARTICULARS

Please read the instructions at the back this form. Write CLEARLY within the boxes.

<b>Date</b>		<b>Name of School</b>	
<b>Level</b>	<b>Class</b>	<b>Name of Student</b>	
<b>To: Bank</b> (please indicate name of bank)		<b>Student NRIC/FIN No</b>	

- (a) I/We hereby instruct you to process the MOE's instruction to debit and credit my/our account.
- (b) You are entitled to reject MOE's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. You may at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- (c) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through MOE.
- (d) I/We hereby authorise you to terminate this authorisation without any written notice to me/us once you are informed by MOE that the above named student is no longer studying in a school under its billing administration.

<b>Account Holder(s) Name(s) as in bank records</b> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <b>Singaporean Account Holder ID (NRIC No)</b> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <b>SPR/Foreigner Account Holder ID (Passport No)</b> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <b>Account Holder's Contact Number</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>									<b>Bank Account No.</b> (Children Development Account under Baby Bonus Scheme <u>CANNOT</u> be used for this GIRO application) <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <b>Signature(s)/Thumbprint(s)* / Company Stamp</b> * For thumbprint(s), please go to the branch for verification. <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: center;">(As in Bank's records)</p>

### PART 2: FOR COMPLETION BY MOE

<b>Bank</b>	<b>Branch</b>	<b>MOE Bank Account Number</b>	<b>School Code</b>	
7	1	7 1 0 0 8 0 0 8 0 1 2 4 3 6 1		
<b>Bank</b>	<b>Branch</b>	<b>Account Number to be Debited</b>	<b>DDA Reference Number</b>	

### PART 3: FOR COMPLETION BY BANK

This application is rejected for the following reason(s):

- |  |  |
|--|--|
| <input type="checkbox"/> Signature/Thumbprint# differs from Bank's records | <input type="checkbox"/> Amendments not countersigned by applicant |
| <input type="checkbox"/> Signature/Thumbprint# incomplete/unclear          | <input type="checkbox"/> Wrong account number                      |
| <input type="checkbox"/> Account operated by signature/thumbprint#         | <input type="checkbox"/> Others: _____                             |

# Please delete where applicable.

Name of Approving Officer	Authorised Signature	Date
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### **Instructions for completing the GIRO Form**

- 1) Applicant is to complete Part 1 of this form.
- 2) Please write clearly in the boxes provided.
- 3) Please use only BLUE or BLACK INK. Do not use pencil.
- 4) Do not use correction tape or fluid.
- 5) All amendments are to be countersigned by account holder(s).
- 6) For non-Singaporean account holder(s), please indicate the ID(s) registered with your bank.
- 7) For joint accounts, please indicate the names and IDs for all account holders.
- 8) For accounts operated by thumbprints, please go to your bank for verification.
- 9) Children Development Account under Baby Bonus Scheme cannot be used for this GIRO application.
- 10) Only original signed hardcopy application forms will be sent to the banks for verifications.
- 11) Incomplete/Rejected form will be returned to the student's school for follow up.