



# 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>					
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>					
<b>Level</b>	<b>Class</b>	<b>Name of Student</b>					
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>					
<b>To: Bank</b> (please indicate name of bank)		<b>Student NRIC/FIN No</b>					
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>					

- (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.

**Account Holder(s) Name(s) as in bank records**

**Singaporean Account Holder ID (NRIC No)**

**SPR/Foreigner Account Holder ID (Passport No)**

**Account Holder's Contact Number**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Bank Account No.** (Children Development Account under Baby Bonus Scheme CANNOT be used for this GIRO application)

**Signature(s)/Thumbprint(s)\* / Company Stamp**

\* For thumbprint(s), please go to the branch for verification.

(As in Bank's records)

### 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 0 8 0 1 2 4 3 6 1	<input style="width: 100%;" type="text"/>
<b>Bank</b>	<b>Branch</b>	<b>Account Number to be Debited</b>	<b>DDA Reference Number</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

### 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<br><input type="checkbox"/> Signature/Thumbprint# incomplete/unclear<br><input type="checkbox"/> Account operated by signature/thumbprint# | <input type="checkbox"/> Amendments not countersigned by applicant<br><input type="checkbox"/> Wrong account number<br><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.