

### **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.



# 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 on the other side of this form. Write CLEARLY within the boxes.

|  |  |
|--|--|
| <b>Date</b>                                    | <b>Name of School</b>                    |
| <input style="width: 95%;" type="text"/>       | <input style="width: 95%;" type="text"/> |
| <b>Level</b>                                   | <b>Name of Student</b>                   |
| <input style="width: 95%;" type="text"/>       | <input style="width: 95%;" type="text"/> |
| <b>Class</b>                                   | <b>Student NRIC/FIN No</b>               |
| <input style="width: 95%;" type="text"/>       | <input style="width: 95%;" type="text"/> |
| <b>To: Bank</b> (please indicate name of bank) |  |
| <input style="width: 95%;" 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.

|  |   |  |  |  |  |  |  |  |  |  |
|--|---|--|--|--|--|--|--|--|--|--|
| <b>Account Holder(s) Name(s)<br/>as in bank records</b><br><input style="width: 95%; height: 50px;" type="text"/>  | <b>Bank Account No.</b> (Children Development Account under Baby Bonus Scheme <u>CANNOT</u> be used for this GIRO application)<br><input style="width: 95%; height: 50px;" type="text"/>                                  |  |  |  |  |  |  |  |  |  |
| <b>Singaporean Account Holder ID<br/>(NRIC No)</b><br><input style="width: 95%; height: 30px;" type="text"/>   | <b>Signature(s)/Thumbprint(s)* / Company Stamp</b><br><small>* For thumbprint(s), please go to the branch for verification.</small><br><br><div style="text-align: right; margin-top: 20px;">(As in Bank's records)</div> |  |  |  |  |  |  |  |  |  |
| <b>SPR/Foreigner Account Holder ID<br/>(Passport No)</b><br><input style="width: 95%; height: 30px;" type="text"/>   |   |  |  |  |  |  |  |  |  |  |
| <b>Account Holder's Contact Number</b><br><table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%; height: 25px;"> </td> <td style="width: 12.5%;"> </td> </tr> </table> |   |  |  |  |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |  |  |  |

### 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<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 |
|---------------------------|----------------------|------|

## GENERAL INFORMATION ON GIRO

### **Types of Deductions**

Besides school and miscellaneous fees, the same GIRO arrangement will also be extended to cover your child's/ward's payment of enrichment programmes, school charges and deduction of national examination fees (Primary School Leaving Examination and GCE Examinations), where applicable.

### **Scheduled Deduction Dates**

The schedule for the various types of deductions are as follows. For actual dates, please refer to the calendar in the MOE corporate website (<https://www.moe.gov.sg/calendar>).

| <b>School Fees</b>   | <b>Enrichment Programmes and School Charges</b>   | <b>National Examinations Fees</b>   |
|--|---|---|
| 26th of each month from February to December.<br><br>If 26th is a weekend or public holiday, deduction will be made on the next working day. | 6th of each month from March to December.<br><br>If 6th is a weekend or public holiday, deduction will be made on the next working day. | You will be informed of the deduction dates and amount payable when your child/ward is taking part in these examinations. |

### **Deduction Code**

The deduction code will be shown as "MOE" in the bank book or current account statement for the deduction of the above fees.

### **Unsuccessful deductions**

If GIRO deduction is unsuccessful, the outstanding amount will be added to the following month's bill for GIRO deduction again. A bill will then be sent to you. Please refer to the bill for more information.

### **Refunds**

Any school fees overpaid by your child/ward will be used to offset future fees payable in the same academic year. Any amount in excess will then be refunded to this GIRO account by the end of the following month.

### **Change of GIRO Account**

If there is no change in the account holder, and the existing and new GIRO accounts are from either DBS or OCBC, the account holder may update the GIRO arrangement via the respective banks' internet banking portals.

If there is a change in the account holder, the existing account holder will need to submit a Termination Form to the school to terminate the existing GIRO arrangement. The new account holder can then submit a fresh GIRO application for processing. Refer to the instructions in the MOE corporate website (<https://www.moe.gov.sg/financial-matters/fees>).

Depending on the mode of application, upon the receipt of the GIRO application by MOE HQ, it will take up to three months to process the application as it is subject to the bank's approval and the verification of the written information.

### **Validity of GIRO Instruction**

This GIRO instruction will carry on if your child/ward remains in a Government or Government-aided primary school, secondary school or junior college/centralised institute.

### **Other Information**

For any changes in address or guardianship, please inform your child's/ward's school as soon as possible for follow up.