



MINISTRY OF EDUCATION

APPLICATION FORM FOR INTERBANK GIRO

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

PART 1: FOR COMPLETION BY APPLICANT

Please complete Part 1. Write within the shaded area. You may need your bank account information to complete this form.

Date	Name of School
To: Name of Bank (please tick one)	Name of Student
<input type="checkbox"/> POSB Bank <input type="checkbox"/> DBS Bank	
<input type="checkbox"/> Other Bank (to specify):	Student UIN/ FIN Number

- (a) I/ We hereby instruct you to process the Ministry of Education's (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 also 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.

Name(s) of Account Holder	Bank Account No.
For Singapore Citizen - NRIC No.	For PR/ Foreigner - Passport No.
Address	Signature(s)/ Thumbprint(s)* / Company's Stamp
Contact No.	* For thumbprints, please go to the branch for verification
	(As in Bank's records)

PART 1A: OPTION TO PAY ENRICHMENT PROGRAMMES AND OTHER SCHOOL CHARGES BILLED BY SCHOOLS THROUGH THE SAME BANK ACCOUNT. Please select as appropriate.

- Yes.** I/We hereby authorise MOE to deduct the enrichment programmes and other school charges incurred by the above-named student and billed by his/her school from the same Bank Account.
- No.** I/We do not wish to pay the enrichment programmes and other school charges incurred by the above-named student and billed by his/her school from the same Bank Account.

PART 2: FOR COMPLETION BY MOE/ SCHOOL

Bank	Branch	MOE Bank Account Number	Level/Class
7 1 7 1	0 0 8	0 0 8 0 1 2 4 3 6 1	
Bank	Branch	Account Number To Be Debited	Reference Number

PART 3: FOR COMPLETION BY BANK

To: MINISTRY OF EDUCATION

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

() Signature/ Thumbprint# differs from Bank's records	() Wrong account number
() Signature/ Thumbprint# incomplete/ unclear#	() Amendments not countersigned by applicant
() Account operated by signature/ thumbprint#	() Others: _____

Please delete where applicable.

_____ Name of Approving Officer	_____ Authorised Signature	_____ Date
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Information Sheet On GIRO Scheme

(Please print on separate sheet and retain for future reference)

Deduction Dates

Deductions are made on 26th of each month from February to December. If the 26th falls on a Saturday, Sunday or Public Holiday, deductions will be made on the next working day. You are advised to maintain sufficient funds for deduction. If deduction fails 2 times due to insufficient fund, GIRO will be suspended until the outstanding amount is settled. For enquiry on payment of school and miscellaneous fees, please call the Customer Service Centre at Tel: 6872-2220.

Termination

If you are the account holder, you can terminate GIRO by submitting a Termination Order to the Ministry. If you are not the account holder, please write to the Ministry of Education, Finance & Procurement Division, Pupil Financial Services Unit, 1 North Buona Vista Drive, MOE Building, Singapore 138675, for advice.

Other Deductions and Refunds

Besides school and miscellaneous fees, your GIRO account will also be used for other deductions and refunds. These include your child's/ward's various national examinations fees (Primary School Leaving Examination and GCE Examinations) where applicable. You will be informed of the deduction dates and amounts payable when your child/ward is taking part in these examinations. School fees and charges overpaid, if any, by your child/ward will be refunded to this GIRO account between 17th to 19th of the month.

GIRO Option

Besides using GIRO to pay the monthly fees, you can also opt to use the same GIRO account to pay your child's/ward's School Bill charges which include enrichment programme and school charges.

Deduction Code

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

Children Development Account (Baby Bonus Scheme)

According to the guidelines given by MSF, the funds available in the Account may be used to pay for fees at licensed child care centres and MOE-registered kindergartens and special education schools that are registered as Approved Institutions. This account cannot be used to pay school and miscellaneous fees to Government and Government Aided schools.

GIRO Processing Time

Upon the receipt of the GIRO application form by MOE, it will take at least one month to process the form as it is subject to the bank's approval and the verification of the written information.

Other Information

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