



**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 of this form. Write CLEARLY within the boxes.

Date	Name of School
<input type="text"/>	<input type="text"/>
Level	Name of Student
<input type="text"/>	<input type="text"/>
To: Bank (please indicate name of bank)	Student NRIC/FIN No
<input type="text"/>	<input 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	Bank Account No. (Children Development Account under Baby Bonus Scheme <u>CANNOT</u> be used for this GIRO application)
<input type="text"/>	<input type="text"/>
Singaporean Account Holder ID (NRIC No)	Signature(s)/Thumbprint(s)* / Company Stamp
<input type="text"/>	* For thumbprint(s), please go to the branch for verification.
SPR/Foreigner Account Holder ID (Passport No)	(As in Bank's records)
<input type="text"/>	
Account Holder's Contact Number	
<input type="text"/>	

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

<input type="checkbox"/> 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.	<input type="checkbox"/> 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

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

PART 3: FOR COMPLETION BY BANK

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

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

Please delete where applicable.

_____	_____	_____
Name of Approving Officer	Authorised Signature	Date

Instructions for completing the GIRO Form

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

General Information

Miscellaneous Fees

Pupils pay miscellaneous fees as a contribution towards the cost of materials used. The fees comprise two components – a standard rate component payable by all pupils and a 2nd-tier component with rates decided by individual schools. Pupils in Autonomous Schools pay an additional miscellaneous fee called Autonomous School Fee.

Types of Deductions

Besides school and miscellaneous fees, your GIRO account will also be used for the 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 is as follows:

School Fees	National Examinations Fees (where applicable)
<ul style="list-style-type: none">• 26th of each month from February to December.• If 26th falls on a weekend or public holiday, deduction will be made on the next working day.	<ul style="list-style-type: none">• 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.

Refunds

Any school fees overpaid by your child/ward will be used to offset future fees payable in the same academic year. The excess (if any) 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 Form to the school for processing. Both the Termination Form and GIRO Application Forms are available from your child's/ward's school or the MOE Customer Service Centre.

Upon the receipt of the GIRO application by MOE HQ, it will take about 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.

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

For more information on the GIRO scheme, you can visit our website at <http://www.moe.gov.sg>. If you have further queries, you can email us at contact@moe.gov.sg.