

To join GIRO with MOE, bank account holder can use the following methods below:

	<u>Banks</u>	<u>Methods</u>
a	Bank of China (BOC) Development Bank of Singapore (DBS/POSB) Maybank (MAY) Overseas Chinese Banking Corporation (OCBC) Standard Chartered Bank (SCB) Hongkong Shanghai Banking Corporation (HSBC) United Overseas Bank (UOB)	Through eGIRO
b	All other banks (except ICBC bank accounts) or corporate accounts	Through hardcopy form. Complete the form on Page 2 and return the original signed copy to your child's school.

Note: We regret that we are unable to accept ICBC bank accounts currently.

Hardcopy GIRO application form is only for other banks' accounts, corporate accounts and those without internet banking access.

If you are submitting the hardcopy GIRO form, please note the following:

- 1) Applicant is to complete only 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 or other coloured ink.
- 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 verify your thumbprint with the bank before submitting the form to your child's school.

Other information:

- 9) Bank accounts from Industrial Commercial Bank of China (ICBC) are not accepted currently.
- 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.
- 13) Please expect a processing time of 2 to 3 months upon submission of form.



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.

Date	Name of School
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Level	Name of Student
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Class	Student NRIC/FIN No
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
To: Bank (please indicate name of bank)	
<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	Bank Account No. (Children Development Account under Baby Bonus Scheme <u>CANNOT</u> be used for this GIRO application)
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Singaporean Account Holder ID (NRIC No)	Signature(s)/Thumbprint(s)* / Company Stamp * For thumbprint(s), please go to the branch for verification.
<input style="width:100%;" type="text"/>	
SPR/Foreigner Account Holder ID (Passport No)	
<input style="width:100%;" type="text"/>	
Account Holder's Contact Number	
<input style="width:100%;" type="text"/>	(As in Bank's records)

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	<input style="width:100%;" type="text"/>	
Bank	Branch	Account Number to be Debited	DDA Reference Number	
<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	<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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GENERAL INFORMATION ON GIRO

Types of Deductions

The GIRO arrangement will cover your child's school and miscellaneous fees, enrichment programme fees, school charges and national examination fees (such as the 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>).

School Fees	Enrichment Programmes and School Charges	National Examinations Fees
26th of each month from February to December. If 26th is a weekend or public holiday, deduction will be made on the next working day.	7th of each month from March to December. If 7th 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 excess, after reserving funds for school and miscellaneous fees payable for the rest of the year, will be auto-refunded to the same GIRO account by the end of the following month.

Change of GIRO Account

The new account holder can 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.