



# 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.

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

- (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.

<b>Name(s) of Account Holder</b>	<b>Bank Account No.</b>
<b>For Singapore Citizen - NRIC No.</b>	<b>For PR/ Foreigner - Passport No.</b>
<b>Address</b>	<b>Signature(s)/ Thumbprint(s) / Company's Stamp</b>
<b>Contact No.</b>	* 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

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

#### PART 3: FOR COMPLETION BY BANK

To: MINISTRY OF EDUCATION

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

<input type="checkbox"/> Signature/ Thumbprint# differs from Bank's records	<input type="checkbox"/> Wrong account number
<input type="checkbox"/> Signature/ Thumbprint# incomplete/ unclear#	<input type="checkbox"/> Amendments not countersigned by applicant
<input type="checkbox"/> Account operated by signature/ thumbprint#	<input type="checkbox"/> Others: _____

# Please delete where applicable.

_____ <b>Name of Approving Officer</b>	_____ <b>Authorised Signature</b>	_____ <b>Date</b>
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