



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 this form. Write CLEARLY within the boxes.

Date <div style="border: 1px solid black; height: 20px;"></div>	Name of School <div style="border: 1px solid black; padding: 2px;">Lianhua Primary School</div>
Level <div style="border: 1px solid black; height: 20px;"></div>	Name of Student <div style="border: 1px solid black; height: 20px;"></div>
Class <div style="border: 1px solid black; height: 20px;"></div>	Student NRIC/FIN No <div style="border: 1px solid black; height: 20px;"></div>
To: Bank (please indicate name of bank) <div style="border: 1px solid black; height: 20px;"></div>	

- (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 <div style="border: 1px solid black; height: 40px;"></div>	Bank Account No. (Children Development Account under Baby Bonus Scheme <u>CANNOT</u> be used for this GIRO application) <div style="border: 1px solid black; height: 40px;"></div>									
Singaporean Account Holder ID (NRIC No) <div style="border: 1px solid black; height: 20px;"></div>	Signature(s)/Thumbprint(s)* / Company Stamp * For thumbprint(s), please go to the branch for verification. <div style="text-align: right; margin-top: 20px;">(As in Bank's records)</div>									
SPR/Foreigner Account Holder ID (Passport No) <div style="border: 1px solid black; height: 20px;"></div>										
Account Holder's Contact Number <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										

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	9137	
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):

- | | |
|--|--|
| <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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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.