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

	Banks	Methods
а	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 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) You only need 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 or other coloured ink.
- 4) Do not use correction tape or fluid.
- 5) All amendments are to be countersigned by account holder(s).
- 6) If you are not a Singapore Citizen, 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:

- 1) Bank accounts from Industrial Commercial Bank of China (ICBC) are not accepted.
- 2) Children Development Account under Baby Bonus Scheme <u>cannot</u> be used for this GIRO application.
- 3) Only original signed hardcopy application forms will be sent to the banks for verifications.
- 4) Incomplete or rejected form will be returned to your child's school for follow up.
- 5) Please expect a processing time of 2 to 3 months upon submission of form.



Name of Approving Officer

## MINISTRY OF EDUCATION (MOE) APPLICATION FORM FOR INTERBANK GIRO

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

Date		the other side of the	- · <b>`</b>			Sch				
Level	Class			Nam	e of	Stud	dent	<u> </u>		
To: Bank (p	lease indicate r	name of bank)		Stuc	lent	NRIC	C/FII	N No		
<ul><li>(b) You are er me/us a fer and impose</li><li>(c) This author to you or u</li><li>(d) I/We hereb</li></ul>	ntitled to reject Me for this. You make charges according to the charges are the charges and the charges according to the	ay at your discretion dingly. hin in force until ten y/our written revoc to terminate this	tion on all mina ation auth	if my/cow the ated by throughorisati	ur adebi you gh Mo on w	ccoun it ever r writte OE. vithout	it do n if th en n t any	es not have so nis results in a otice sent to notice	account.  ufficient funds and on overdraft on the analyour address last e to me/us once your its billing administration.	ccoun know ou are
Account Holder(s) Name(s) as in bank records					Bab	y Bonu			velopment Account be used for this GIRG	Э
(NRIC No)  SPR/Foreig (Passport No	n Account Hol	lolder ID							Company Stamporanch for verification.	
							(A	s in Bank's reco	ords)	
PART 2: FOR	COMPLETIO	N BY MOE					_			
Bank 7 1 1		E Bank Account  0 8 0 1 2	Num 4	ber 3 6	1			School Code		
Bank	Branch Acc	count Number to	be D	ebited				DDA Reference Number		
This application ( ) Signa ( ) Signa	ature/Thumbprint# of ature/Thumbprint# is unt operated by sig	N BY BANK he following reaso differs from Bank's re incomplete/unclear gnature/thumbprint#			)	Wrong	g acc	nts not countersiount number	igned by applicant	

Authorised Signature

Date

### **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 (<a href="https://www.moe.gov.sg/calendar">https://www.moe.gov.sg/calendar</a>).

School Fees	Enrichment Programmes and	National Examinations Fees	
	School Charges		
26th of each month from	6th of each month from March to	You will be informed of the	
February to December.	December.	deduction dates and amount payable when your child/ward is	
If 26th is a weekend or public holiday, deduction will be made on the next working day.	If 6th is a weekend or public holiday, deduction will be made on the next working day.	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**

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 for processing. Refer to the instructions in the MOE corporate website (<a href="https://www.moe.gov.sg/financial-matters/fees">https://www.moe.gov.sg/financial-matters/fees</a>).

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.