



# MINISTRY OF EDUCATION

## APPLICATION FORM FOR INTERBANK GIRO

(FOR PAYMENT AND REFUND OF SCHOOL FEES AND CHARGES)

### PART 1: FOR APPLICANT'S COMPLETION (please write within the shaded areas)

**Please note: You may need 5 minutes and you will need your bank account information to fill in this form.**

Date

Name of School

NANYANG PRIMARY SCHOOL

To: Name of Bank (please tick one)

☐ POSB Bank

☐ DBS Bank

Name of Student

Student BC / NRIC / FIN Number

☐ Other Bank:

(please specify bank's name)

- (a) I/We hereby instruct you to process the Ministry of Education's (MOE) instruction to debit and credit my/our account.
- (b) You are entitled to reject the 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 authorization 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 authorize you to terminate this authorization without any written notice to me/us once you are informed by the MOE that the abovenamed student is no longer studying in a school under its billing administration.

▶ Name(s) of Account Holder

▶ Bank Account No. (Please do not use the Children Development A/c under Baby Bonus scheme)

▶ For Singapore Citizen NRIC No. (Prefix with 'S'/'T')

▶ For PR / Foreigner Passport No.

Address

Signature(s)/Thumb print(s)\*/Company's Stamp

Contact No.

(As in Bank's Records)

\* For thumbprints, please go to the branch for verification

### PART 1A : FOR EDUSAVE STANDING ORDER FOR SINGAPORE CITIZEN STUDENTS ONLY

(please tick the appropriate box)

☐ Yes, I wish to apply to use my child's/ward's Edusave account for payment of 2<sup>nd</sup>-tier miscellaneous fee.

☐ No, I do not wish to use my child's/ward's Edusave account for payment of 2<sup>nd</sup>-tier miscellaneous fee.

### PART 2: FOR MOE'S / SCHOOL'S COMPLETION

| Bank    | Branch | MOE Bank Account Number |
|---------|--------|-------------------------|
| 7 1 7 1 | 0 0 8  | 0 0 8 0 1 2 4 3 6 1     |

| Bank | Branch | Account Number To Be Debited |
|------|--------|------------------------------|
|      |        |                              |

| Level/ Class |         |
|--------------|---------|
| School Code  | 5 2 5 8 |

| Reference Number |
|------------------|
|                  |

### PART 3: FOR COMPLETION BY BANK

To: MINISTRY OF EDUCATION

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

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

.....  
Name of Approving Officer

.....  
Authorised Signature

.....  
Date

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Intentionally left blank

**MINISTRY OF EDUCATION  
INTERBANK GIRO  
General Information**

**(Please retain this for future reference)**

**Enquiry**

For enquiry on payment of school and miscellaneous fees, please call the following:

|                         | <b>Tel Number</b> | <b>Operating Hours</b>                                                           |
|-------------------------|-------------------|----------------------------------------------------------------------------------|
| Customer Service Centre | 6872 2220         | 8:30 am to 5:30 pm on Mondays to Fridays<br><br>8:30 am to 12:30 pm on Saturdays |

**Deduction Dates**

Deductions are made on 26<sup>th</sup> of each month from February to December. If the 26<sup>th</sup> falls on a Saturday, Sunday or Public Holiday, deductions will be made on the next working day. You are advised to maintain sufficient funds for deduction. If deduction fails 2 times due to insufficient fund, GIRO will be suspended until the outstanding amount is settled by cash or cheque.

**Termination**

If you are the account holder, you can terminate GIRO by submitting a Termination Order to the Ministry. If you are not the account holder, please write to the Ministry of Education, Finance & Development Division, **Pupil Financial Services Section**, c/o 1 North Buona Vista Drive, MOE Building, Singapore 138675, for advice.

**Other Deductions**

Beside school and miscellaneous fees, your GIRO account will also be used for other deductions. These include your child's/ward's various national examination fees (Primary School Leaving Examination and GCE Examinations) and JAE fee (Joint Admission Exercise for admission to Junior Colleges/Centralised Institute) and charges imposed by the schools. You will be informed of the deduction dates and amounts payable when your child/ward is taking part in these examinations/exercise.

**Refund of School Fees and Charges**

School fees and charges overpaid by your child/ward will be refunded to the GIRO account that you maintain for the payment of school and miscellaneous fees. The refund will be credited to your GIRO account from 17<sup>th</sup> to 19<sup>th</sup> of the month.

**Deduction Code**

The deduction code shown in the bank book or current account statement for deduction of the above fees is "MOE".

**Other Information**

This GIRO instruction will carry on so long your child/ward remains in a Government or Government Aided primary, secondary school or junior college.