

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

	Banks	Methods
a	Bank of China (BOC) Citibank (CITI) Development Bank of Singapore (DBS/POSB) MariBank Maybank (MAY) Overseas Chinese Banking Corporation (OCBC) Standard Chartered Bank (SCB) Hongkong Shanghai Banking Corporation (HSBC) United Overseas Bank (UOB)	Through eGIRO
b	Industrial and Commercial Bank of China (ICBC)	Through eGIRO (11-digit account number required)
c	All other banks, corporate accounts, joint account with 2 signatories and OCBC joint account holders.	Through hardcopy form. Complete the form on Page 2 and return the original signed copy to your child's school.

Hardcopy GIRO application form is only for account from all other banks, corporate accounts, joint account with 2 signatories, OCBC joint account 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) 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) Please submit the original signed hardcopy application forms to your child's school. These forms will be sent to the banks for verification. For accounts operated by thumbprints, please have your thumbprints verified at your bank before submission.

Other information:

- 9) Children Development Account under Baby Bonus Scheme cannot be used for this GIRO application.
- 10) Trust Bank and MariBank operate exclusively through online banking and do not maintain customer signature records. Therefore, hardcopy GIRO applications cannot be accepted.
- 11) Incomplete/Rejected form will be returned to the student's school for follow up.
- 12) Please expect a processing time of approximately up to 3 months from the date of receipt of the hardcopy 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 type="text"/>		<input type="text"/>	
Level	Class	Name of Student	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
To: Bank (please indicate name of bank)		Student NRIC/FIN No	
<input type="text"/>		<input 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 type="text"/>	<input 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 type="text"/>	
SPR/Foreigner Account Holder ID (Passport No)	
<input type="text"/>	
Account Holder's Contact Number	(As in Bank's records)
<input type="text"/>	

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 type="text"/>
Bank	Branch	Account Number to be Debited	DDA Reference Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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.	6th of each month from March to December, unless that day is a weekend or public holiday. Please refer to calendar in the website for actual dates.	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. Banks may impose penalty for unsuccessful deductions. Please ensure that you have set a sufficient deduction limit and expiry date, as well as sufficient balances to avoid unsuccessful deductions.

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 within 2 months.

Change of GIRO Account

The account holder can submit a new GIRO application via Parent Gateway app or MOE eGIRO Portal (<https://www.moe.gov.sg/financial-matters/fees/egiro>).

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. There is no need to reapply when your child progresses from school to school.

Other Information

For any changes in address or guardianship, please inform your child's/ward's school as soon as possible for follow up.