



**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**

**Name of School**

**Level**

**Class**

**Name of Student**

**To: Bank**

**Student NRIC/FIN No**

- (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**

**Singaporean Account Holder ID  
(NRIC No)**

**SPR/Foreigner Account Holder ID  
(Passport No)**

**Account Holder's Contact Number**

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**Bank Account No.** (Children Development Account under Baby Bonus Scheme CANNOT be used for this GIRO application)

**Signature(s)/Thumbprint(s)\* / Company Stamp**

\* For thumbprint(s), please go to the branch for verification.

(As in Bank's records)

**PART 2: FOR COMPLETION BY MOE**

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

School Code	
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Bank	Branch	Account Number to be Debited

DDA Reference Number	
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**PART 3: FOR COMPLETION BY BANK**

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

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

# Please delete where applicable.

\_\_\_\_\_  
Name of Approving Officer

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Date

### **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.