

APPLICATION FOR INTERBANK GIRO (For fee deduction)

IMPORTANT NOTE :

This form is to authorise Temasek Polytechnic to deduct the fees payable by you directly from your authorised bank account (fixed deposit account & trust account are not applicable) through the inter-bank GIRO. The Polytechnic will not inform the students / account holders the outcome of the application. For approved applications, the GIRO details will be printed on the students' Tax Invoice. The application status can be enquired through the student's website address :

<https://bluesky.tp.edu.sg/stfin.aspx>

PART 1: FOR APPLICANT'S COMPLETION
 (Please fill in the all fields. Incomplete forms may not be processed)

Date :	Name of Billing Organisation ("BO") :
	TEMASEK POLYTECHNIC
To : Name of Financial Institution :	Student's Name :
Branch :	Student's Admission Number :

- (a) I / We hereby instruct you to process the Temasek Polytechnic's instructions to debit my/our account.
- (b) You are entitled to reject the Temasek Polytechnic'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 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 the Temasek Polytechnic.

My/Our Name(s):	My/Our Company Stamp/Signature(s)/Thumbprint(s) * :
	* For thumbprints, please go to the branch with your identification to get it verified by the bank
My/Our Account Number:	
My/Our Contact (Tel/Fax) Number(s):	
	(As in Financial Institution's records)

PART 2: FOR BILLING ORGANISATION'S COMPLETION

Bank	Branch	Billing Organisation's Account No.	Student Admission Number
7	1	7 1 0 2 9 0 2 9 0 1 2 7 0 6 9	

Bank	Branch	Account No. To Be Debited

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: BILLING ORGANISATION

This Application is hereby **REJECTED** (please tick) for the following reason(s):

<input type="checkbox"/> Signature / thumbprint# differs from Financial Institution's records	<input type="checkbox"/> Wrong Account Number
<input type="checkbox"/> Signature/thumbprint# incomplete/unclear#	<input type="checkbox"/> Amendments not countersigned by customer
<input type="checkbox"/> Account operated by signature/thumbprint#	<input type="checkbox"/> Others : _____

Name of Approving Officer	Authorised Signature	Date
# Please delete where inapplicable		

GIRO is a convenient, cashless mode of payment. To help you better understand the GIRO payment method, here are some answers to the most frequently raised questions on GIRO:

Frequently asked questions (FAQs)

How do I get started?

Complete this GIRO application form, with your enrolment package. Send it back to us with your enrolment forms or hand in directly at :

TEMASEK POLYTECHNIC

Finance & Administration Department
21 Tampines Ave 1
Singapore 529757

How long do I need to wait before my GIRO arrangement is effective?

Your GIRO application is only effective when the statement 'Amount will be deducted from your account on ddmmyyy' appears on your tax invoice or IBG notification letter.

Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?

Yes, you can by stating his / her name and address, and the student's admission no. on the GIRO form.

When will the GIRO deduction be made?

A deduction will only be made from your bank account on the due date stated on the tax invoice or IBG notification date. The amount deducted will be reflected in your bank statement and monthly bills.

What happens if there are insufficient funds in my bank account?

We will send you a reminder letter to inform you to pay by other ways. However, you should still maintain sufficient funds in your bank account on the subsequent due date. Late fees of \$15 may be imposed if fees are not paid by due date. Please also note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

Can I set a payment limit on my GIRO deduction?

Yes, you can, but you should ensure that the limit is sufficient to pay for all charges for subscriptions and any other services, including GST. If the amount on your bill exceeds the limit, no deduction will be made from your bank account. You will then need to pay your bill by cash/cheque/NETS or any electronic payment means before the due date.

Can I stop GIRO payment on a particular bill?

Yes, you can by calling us at 6787 8000 but you will need to give us at least 31 working days before the next deduction date. You should also inform your bank to stop GIRO payment.

What happens to my GIRO arrangements that are no longer used?

You should review all your GIRO arrangements periodically and terminate those arrangements that are no longer required with your bank.

LIST OF PARTICIPATING BANKS/FINANCE COMPANIES IN INTERBANK GIRO

(Please note that your bank account must be maintained in one of the below listed banks/finance companies.)

ABN AMRO BANK NV	JP MORGAN CHASE BANK NA
AMERICAN EXPRESS BANK LTD	MALAYAN BANKING BERHAD
BANK OF CHINA LIMITED	MIZUHO CORPORATE BANK LTD
BANK OF AMERICA NA	OVERSEA-CHINESE BANKING CORPN LTD
BANK OF INDIA	POSBANK
BNP PARIBAS	RHB BANK BERHAD
CALYON	STANDARD CHARTERED BANK
CITIBANK NA	SUMITOMO MITSUI BANKING CORP
DBS BANK LTD	THE BANK OF EAST ASIA LTD
DEUTSCHE BANK AG	THE BANK OF TOKYO-MITSUBISHI UFJ LTD
FAR EASTERN BANK LTD	THE HONGKONG & SHANGHAI BANKING CORPN LTD
INDIAN BANK	UNITED OVERSEAS BANK LTD
INDIAN OVERSEAS BANK	

(Updated on 8 Feb 07)