

## APPLICATION FOR INTERBANK GIRO

### 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. This will also serve as your standing instruction to TEMASEK POLYTECHNIC to **pay all monies due** to you to this same bank account, even if you are not the bank account holder. 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 also be enquired through the student's portal : <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") :
To : Name of Financial Institution (Bank)	<b>TEMASEK POLYTECHNIC</b>
Branch :	Student's Name :
	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) I/We also hereby instruct Temasek Polytechnic to credit all monies due to me to the below bank account. I/We undertake full responsibility for the amount credited to the below bank account. Amounts so credited shall constitute valid discharge of obligations due to me.
- (d) 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 Account Number: \_\_\_\_\_

My/Our Contact (Tel/Fax) Number(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**

(As in Financial Institution (Bank)'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 : _____

<b>Name of Approving Officer</b>	<b>Authorised Signature</b>	<b>Date</b>
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# Please delete where inapplicable  
 January 2009

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) on GIRO for fee deduction

#### 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 :  
Student Finance & Collection Section  
Finance & Administration Department  
@ One-Stop Service Centre  
**TEMASEK POLYTECHNIC**  
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 ddmmmyyy' appears on your tax invoice or IBG notification letter.

#### Can I arrange to make GIRO deduction from another party through his/her bank account?

Yes, you can, by stating his / her name, account no., 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.

#### 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 pay mode. Late fees of \$15 may be imposed if fees are not paid by due date. Please also note that some banks do have service charge for unsuccessful GIRO deduction.

#### 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. If the amount on your invoice exceeds the limit, no deduction will be made from your bank account. You will then need to pay your fees by cash/cheque/NETS/cashcard before the due date.

#### Can I stop GIRO payment for fee deduction?

Yes, you can, by calling us at 6787 8000 but you will need to give us at least 3 weeks notification before fee due date. Alternatively, you can inform your bank to stop GIRO deduction.

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

You should terminate your GIRO arrangements 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.)

BANK OF CHINA LIMITED	INDIAN OVERSEAS BANK
BANK OF AMERICA, NA	JP MORGAN CHASE BANK, N.A.
BANK OF INDIA	MALAYAN BANKING BERHAD
BNP PARIBAS	OVERSEA-CHINESE BANKING CORPN LTD
CIMB BANK BERHAD	POSBANK
CITIBANK NA	RHB BANK BERHAD
CREDIT AGRICOLE CORPORATE AND INVESTMENT BANK	STANDARD CHARTERED BANK
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	THE ROYAL BANK OF SCOTLAND N.V.
	UNITED OVERSEAS BANK LTD

(Updated on 24 Nov 10)