APPLICATION FOR INTERBANK GIRO

IMPORTANT NOTES:
Correction tape or fluid is not allowed.
Amendments made must be countersigned by the bank account holder.
This form is to authorise TEMASEK POLYTECHNIC to deduct the fees payable by you directly from your authorised bank account (fixed deposit a/c & trust a/c 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 student/account holder(s) the outcome of the application. The application status can be enquired through the Student Portal https://bluesky.tp.edu.sg/WebUIDM/DM/SFWEA/DMLogin.aspx. The last 3 digits of the authorised bank account will be printed on the student’s Tax Invoice if the application is approved in time to be effected for GIRO settlement of the tax invoice.

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

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

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

My/Our Name(s):
My/Our Account Number:
My/Our Contact (Tel/Fax) Number(s):

PART 2: FOR BILLING ORGANISATION’S COMPLETION

<table>
<thead>
<tr>
<th>Bank</th>
<th>Branch</th>
<th>Billing Organisation’s Account No.</th>
<th>Student Admission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>71710290290127069</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART 3: FOR FINANCIAL INSTITUTION’S COMPLETION

To: BILLING ORGANISATION
This Application is hereby REJECTED (please tick √) for the following reason(s):
- Signature/thumbprint# differs from Financial Institution’s records
- Signature/thumbprint# incomplete/unclear#
- Account operated by signature/thumbprint#
- Wrong Account Number
- Amendments not countersigned by customer
- Others:

Name of Approving Officer: ____________________________
Authorised Signature: ____________________________
Date: ________

# Please delete where inapplicable

Dec 2016
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
- Finance & Administration Department
- Admin Blk 9, Level 1,
- behind Lift Lobby D next to Finance Office

**TEMPASEK POLYTECHNIC**
21 Tampines Ave 1 Singapore 529757

**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. The Polytechnic reserves the right to impose late fee at the rate determined by Management if the outstanding fee is not settled by the due date. Please also note that some banks do impose bank charge for unsuccessful GIRO deduction.

**How long do I need to wait before my GIRO arrangement is effective?**
GIRO arrangement for your invoice settlement will only take place when the statement ‘The above amount will be deducted from Bank account’ appears on your tax invoice.

GIRO will not be arranged for the tax invoice generated before confirmation received from your bank.

**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. The amount deducted will be reflected in your bank statement.

**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 cheque/NETS/cashcard before the due date.

**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 your student's admission no. on the GIRO form.

**Can I stop GIRO payment for fee deduction?**
Yes, 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.

<table>
<thead>
<tr>
<th>LIST OF PARTICIPATING BANKS/FINANCE COMPANIES IN INTERBANK GIRO</th>
</tr>
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<tbody>
<tr>
<td><strong>(Please note that your bank account must be maintained in one of the below listed banks/finance companies.)</strong></td>
</tr>
<tr>
<td>BANK OF CHINA LIMITED</td>
</tr>
<tr>
<td>BANK OF AMERICA, NA</td>
</tr>
<tr>
<td>BANK OF INDIA</td>
</tr>
<tr>
<td>BNP PARIBAS</td>
</tr>
<tr>
<td>CIMB BANK BERHAD</td>
</tr>
<tr>
<td>CITIBANK NA</td>
</tr>
<tr>
<td>CREDIT AGRICOLE CORPORATE AND INVESTMENT BANK</td>
</tr>
<tr>
<td>DBS BANK LTD</td>
</tr>
<tr>
<td>DEUTSCHE BANK AG</td>
</tr>
<tr>
<td>FAR EASTERN BANK LTD</td>
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<td>INDIAN BANK</td>
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(Reviewed in Jan 2015)