

## APPLICATION FOR INTERBANK GIRO

**IMPORTANT NOTES:**

- 1) Complete the form legibly and correction tape or fluid is **NOT** allowed.
- 2) Amendments made **MUST BE COUNTERSIGNED** by the bank account holder.
- 3) 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.
- 4) 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, unless a separate instruction is given to us.
- 5) The Polytechnic **will not inform** the student/account holder(s) the outcome of the application. The application status can be enquired through the TP Oei. The last 3 digits of the authorised bank account will be shown on the fee payable statement available in the TP Oei if the application is approved in time to be effected for GIRO settlement.

**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 : \_\_\_\_\_

**For HSBC / MAYBANK Account Holder :** \_\_\_\_\_ Student's Admission Number : \_\_\_\_\_  
 Personal / Corporate (please delete accordingly) \_\_\_\_\_

- 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) : \_\_\_\_\_

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**

SWIFT BIC										Billing Organisation's Account No.										Student Admission Number						
D	B	S	S	S	G	S	G	X	X	X	0	2	9	0	1	2	7	0	6	9						
SWIFT BIC										Account Number to be Debited										Bank						

**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) 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 deposit the duly completed form in the "Financial Application Forms" box outside Student Services.

#### Mailing Address:

Student Finance & Collection  
Finance and Administration Department  
**TEMASEK POLYTECHNIC**  
21 Tampines Ave 1  
Singapore 529757

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

We will send you a reminder to inform you to pay via AXS. 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 amount payable will be deducted from Bank account' **is shown on the fee payable statement**. The fee payable statement can be retrieved from the TP Oei.

GIRO will **not** be arranged before confirmation received from your bank.

#### 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 payable by you exceeds the limit, no deduction will be made from your bank account. You will then need to pay your fees by AXS before the due date.

#### When will the GIRO deduction be made?

A deduction will only be made from your bank account on the due date stated on the fee payable statement. The amount deducted will be reflected in your bank statement.

#### 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.

#### 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.

#### 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 AMERICA, NATIONAL ASSOCIATION	INDIAN OVERSEAS BANK
BANK OF CHINA LIMITED	JPMORGAN CHASE BANK, N.A.
BANK OF EAST ASIA, THE	MIZUHO BANK LIMITED
BANK OF INDIA	OVERSEA-CHINESE BANKING CORPORATION LTD
BANK OF TOKYO-MITSUBISHI UFJ, THE	RHB BANK BERHAD
BNP PARIBAS	STANDARD CHARTERED BANK
CIMB BANK BERHAD	UNITED OVERSEAS BANK LTD
CITIBANK NA	HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED, SINGAPORE BRANCH, THE
CREDIT AGRICOLE CORPORATE AND INVESTMENT BANK	HSBC BANK (SINGAPORE) LTD
DBS BANK LTD	MALAYAN BANKING BERHAD
DEUTSCHE BANK AG	MAYBANK SINGAPORE LIMITED
INDIAN BANK	