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.
- This form is to authorise TEMASEK POLYTECHNIC to <u>deduct the fees payable</u> 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 <u>pay all monies</u> 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 Student App. The last 3 digits of the authorised bank account will be shown on the fee payable statement available in the TP Oei Student App if the application is approved in time to be effected for GIRO settlement.

	PLICANT'S COMPLETION complete 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 in	nstructions to debit my/our account.
	tion if my/our account does not have sufficient funds and charge me/us a fe if this results in an overdraft on the account and impose charges accordingl
c. I/We also hearby instruct Temasek Polytechnic to credit all m	onies due to me to the below bank account. I/We undertake full responsibili
	so credited shall constitute valid discharge of obligations due to me.
 d. This authorisation will remain in force until terminated by your my/our written revocation through Temasek Polytechnic. 	written notice sent to my/our address last known to you or upon receipt of
My/Our Name(s):	My/Our Company Stamp/Signature(s)/Thumbprint(s) *: * For thumbprints, please go to the branch with your
My/Our Account Number :	identification to get it verified by the bank.
My/Our Contact (Tel/Fax) Number(s) :	
	(As in Financial Institution (Bank)'s records)
PART 2: FOR BILLING O	RGANISATION'S COMPLETION
SWIFT BIC Billing Organ	nisation'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 Ac	count Number to be Debited Bank
	LINSTITUTION'S COMPLETION
To: BILLING ORGANISATION This Application is berefy BE JECTED (places tiple)	for the following recently:
This Application is hereby REJECTED (please tick √ Signature/thumbprint# differs from Financial Institution's records	Wrong Account Number
Signature/thumbprint# incomplete/unclear#	Amendments not countersigned by customer
Account operated by signature/thumbprint#	Others:
Name of Approving Officer # Please delete where inapplicable	Authorised Signature Date

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 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 Student App.

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 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.

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

BANK OF CHINA LIMITED BANK OF EAST ASIA, THE

BANK OF INDIA

BANK OF TOKYO-MITSUBISHI UFJ, THE

BNP PARIBAS

CIMB BANK BERHAD

CITIBANK NA

CREDIT AGRICOLE CORPORATE AND INVESTMENT BANK

DBS BANK LTD
DEUTSCHE BANK AG
INDIAN BANK

INDIAN OVERSEAS BANK

JPMORGAN CHASE BANK, N.A.

MIZUHO BANK LIMITED

OVERSEA-CHINESE BANKING CORPORATION LTD

RHB BANK BERHAD

STANDARD CHARTERED BANK UNITED OVERSEAS BANK LTD

HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED,

SINGAPORE BRANCH, THE

HSBC BANK (SINGAPORE) LTD MALAYAN BANKING BERHAD MAYBANK SINGAPORE LIMITED