

**INTERBANK GIRO FORM**

Note: You may need 5 minutes to fill in this form. Please complete the form legibly and do not use correction fluid.

**PART 1: FOR APPLICANT'S COMPLETION (MANDATORY)**GIRO Account Type: **Deduction and Payment**Name of Billing Organisation: **SINGAPORE POLYTECHNIC**

Date:	Student's Name:
Name of Bank/Financial Institution:	Student's Admission Number:
Branch:	

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

**ACCOUNT HOLDER(S) PARTICULARS:**

My/Our Name(s):	My/Our Account Number:
My/Our Contact (Tel/Fax) Number(s):	My/Our Signature(s)/Thumbprint(s): <b><i>[For thumbprints, please go to the branch with your identification.]</i></b>
My/Our Email Address(es):	

**PART 2: FOR SINGAPORE POLYTECHNIC'S COMPLETION**

<b>Bank</b>	<b>Branch</b>	<b>SWIFT BIC</b>	<b>Singapore Polytechnic's Acct</b>	<b>Student's Admission Number:</b>
7144	002	SCBSGSGXXX	0205933947	
<b>Bank</b>	<b>Branch</b>	<b>SWIFT BIC</b>	<b>Account Number to be Debited</b>	<b>Batch Number:</b>

**PART 3: FOR BANK'S/FINANCIAL INSTITUTION'S COMPLETION**

To: Singapore Polytechnic  
 500 Dover Road  
 Singapore 139651  
 Attn : Finance Dept - Student Finance

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

- |  |   |
|--|---|
| <input type="checkbox"/> Signature/Thumbprint# differs from Bank's/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

## INTERBANK GIRO GENERAL INFORMATION

1. Applicants must ensure :
  - Completed Form is legible
  - Not to use correction fluid
  - To countersign beside any amendments/corrections/cancellations made. **Counter-signatures must be made by the account holder(s).**
  
2. For students who applied for Financial Schemes\*, if your application is :
  - Approved and course fees are fully paid, no GIRO deduction will be effected.
  - Not approved or the approved amount is insufficient to pay for your course fees, we will bill you for the remaining amount and GIRO deduction will be effected.
  
3. An ebill will be sent to your ichtat email account, informing you of the deduction amount and date. **Please ensure sufficient fund is made available in the designated Bank/Financial Institution to meet the full payment of fees.**
  
4. You may wish to note that:
  - For any unsuccessful deductions, your Bank/Financial Institution may impose bank charges on you.
  - For termination, you must complete the 'Termination of Interbank GIRO' form and submit to Singapore Polytechnic.
  - 'Deduction' refers to
    - Course fees;
    - Any other fees/charges due to Singapore Polytechnic.
  - 'Payment' refers to
    - Excess payment of fees;
    - Scholarships/bursaries/prizes and awards;
    - Any other payments due to you.
  
5. For any enquiries on GIRO application or termination, you may contact Customer Relations:
  - Hotline: 6775 1133, or
  - Email: [contactus@sp.edu.sg](mailto:contactus@sp.edu.sg)
  
6. Please return the **original** completed Interbank GIRO form/Termination of Interbank GIRO form to :

SINGAPORE POLYTECHNIC  
500 DOVER ROAD  
SINGAPORE 139651  
ATTN : FINANCE DEPT-STUDENT FINANCE

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\*Financial Schemes include Mendaki Tertiary Tuition Fee Subsidy (Mendaki-TTFS), Post Secondary Education Account (MOE-PSEA), CPF Approved Education Scheme (CPF-AES) and Tuition Fee Loan from DBS Bank (DBS-TFL)