



# MINISTRY OF EDUCATION KINDERGARTENS APPLICATION FORM FOR INTERBANK GIRO (FOR PAYMENT AND REFUND OF FEES AND CHARGES)

**PART 1: FOR APPLICANT'S COMPLETION** (please write in CAPITAL LETTERS within the shaded areas)

**Please note: You will need 5 minutes and your bank account information to fill out this form.**

**(A) STUDENT**

Application Date (DD/MM/YYYY)

Name of Kindergarten

Name of Child

Child BC No. / FIN ( e.g. T1234567A)

- (a) I/We hereby instruct you to process the Ministry of Education's (MOE) instruction to debit and credit my/our account.
- (b) You are entitled to reject the MOE'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) This authorization 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 MOE.
- (d) I/We hereby authorize you to terminate this authorization without any written notice to me/us once you are informed by the MOE that the abovenamed student is no longer studying in a kindergarten or school under its billing administration.

**(B) ACCOUNT**

▶ Name of Bank

▶ Bank Account No.

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▶ Name of Child whose Child Development Account (CDA) is used (To be completed only if CDA is used)

▶ Name(s) of Account Holder (Trustee's name if CDA is used)

▶ NRIC No. (for Singapore Citizen) / Passport No. (for SPR / Foreigners)

▶ Signature(s)/Thumb print(s)\*/Company's Stamp

\* For thumbprints, please go to the branch for verification

▶ Address



▶ Contact No.

**PART 2: FOR MOE'S / KINDERGARTEN'S COMPLETION**

Bank	Branch	MOE Bank Account Number
7 1 7 1	0 0 8	0 0 8 0 1 2 4 5 6 6

Kindergarten / Session	
School Code	

Bank	Branch	Account Number To Be Debited

Reference Number

**PART 3: FOR COMPLETION BY BANK**

To: MINISTRY OF EDUCATION

This application is rejected (please tick) for the reason(s):

- |   |  |
|---|--|
| <input type="checkbox"/> Signature/Thumbprint # differs from Bank's records | <input type="checkbox"/> Wrong account number                      |
| <input type="checkbox"/> Signature/Thumbprint # incomplete/unclear #        | <input type="checkbox"/> Amendments not countersigned by applicant |
| <input type="checkbox"/> Account operated by signature/thumbprint #         | <input type="checkbox"/> Others: _____                             |

\_\_\_\_\_  
Name of Approving Officer

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Date

# Please delete where inapplicable