



INTERBANK GIRO APPLICATION FORM

Please complete PART 1 of this form and return to Crest Secondary School.

Part 1: For Applicant's Completion (fill in the spaces indicated with a ✓)	
✓ Date:	✓ Name of Billing Organisation ("BO"): Crest Secondary School
✓ To: Name of Bank / Finance Company:	✓ Name of Student:
✓ Branch:	✓ Birth Certification no. of Student:

- (a) I/We hereby instruct you to process Crest Secondary School's instructions to debit my/our account.
- (b) You are entitled to reject Crest Secondary School's debit instruction if my/our account do / does not have sufficient funds and charge me/us a fee for so doing. 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 Crest Secondary School.

My/Our Name(s):

My/Our Contact Tel/Fax/Mobile Tel:

✓ _____

✓ _____

My/Our Account No:

My/Our Company Stamp/Signature(s)/Thumbprint(s):

✓ _____

✓ _____

(As in Bank/Finance Company's records)

Note: For thumbprints, please go to branch with your identification.

Part 2: For Crest Secondary School's Completion

Bank	Branch	Crest Secondary School's Acct no.
7	3 7 5	4 3 1 3 9 1 3 0 2 3 7 1 2

Birth Certification no. of Student

Bank	Branch	Acct no. to be debited

Part 3: For Bank / Finance Company's Completion

To:
Principal
Crest Secondary School
561 Jurong East Street 24
Singapore 609561

This application is hereby REJECTED (please tick) for the following reason(s):

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

Name Of Approving Officer
Please delete where inapplicable

Authorised Signature

Date

GIRO: FREQUENTLY ASKED QUESTIONS

GIRO is a convenient, cashless mode of payment. To help you better understand the GIRO payment method, the following are some answers to the most frequently raised questions:

1. Deduction Dates

Please refer to term letter for deduction dates. Please ensure that there are sufficient funds for deduction at all times. If the first GIRO deduction is unsuccessful, a second deduction will be made 7 working days later. However, if deduction fails 2 times due to insufficient fund, GIRO will be suspended until the outstanding amount is settled by cash/cheque/Nets/PayNow. For enquiry of school and miscellaneous fees, please call the Administration Office at Tel: 6899 2779.

2. Termination

If you are the account holder, you can terminate GIRO by submitting a Termination Order to Crest Secondary School. If you are not the account holder, please approach the General Office for advice.

3. Other Deductions and Refunds

Besides school and miscellaneous fees, your GIRO account will also be used for other deductions and refunds. These include your child's/ward's various examination fees (GCE Examinations and ITE Skills Subject Certificate (ISSC) Examinations) and other charges imposed by the schools. You will be informed of the deduction dates and amounts payable when your child/ward takes part in these examinations/programmes. School fees and charges overpaid, if any, by your child/ward will be refunded to this GIRO account.

4. Deduction Code

Different banks have different deduction code and it may also vary based on the type of account. Typically, the deduction code shown in the bank book or account statement of local banks (i.e. DBS/POSB, OCBC, UOB) for deduction of the above fees is 'SCH'. However, if you are unsure of the deduction, you should clarify with your bank.

5. GIRO Processing Time

Upon the receipt of the GIRO application form by Crest Secondary School, it will take at least one month to process the form as it is subject to the bank's approval and the verification of the written information. The form teacher will inform your child/ward on the outcome of the application.