



APPLICATION FORM FOR INTERBANK GIRO

PART 1: FOR APPLICANT'S COMPLETION

GIRO Account Type	<u>Deduction and Refund</u>	Name of Billing Organisation	<u>INSTITUTE OF TECHNICAL EDUCATION</u>
Date		Student's NRIC/FIN Number	
Name of Bank		Name of Student	

- (a) I/We hereby instruct you to process the instruction of Institute of Technical Education (ITE) to debit my/our account.
 (b) You are entitled to reject ITE'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 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 ITE.

ACCOUNT HOLDER(S) PARTICULARS:

Name(s) of Account Holder(s)	Signature(s)/Thumbprint(s) of Account Holder(s) <i>[For thumbprints, please go to the bank with your identification.]</i>
Bank Account Number	
Contact number(s) of Account Holder(s)	
_____ (As in Bank's records)	

PART 2: FOR ITE'S COMPLETION

SWIFT BIC	ITE's Account Number	Student's NRIC/FIN Number
D B S S S G S G X X X	0 0 3 9 1 8 7 0 9 2	

SWIFT BIC	Account Number to be Debited

PART 3: FOR BANK'S COMPLETION

To: ITE

This application is hereby **REJECTED** (Please 'X' where applicable) for the following 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

GENERAL INFORMATION ON INTERBANK GIRO SERVICE

1. Applicant must ensure:-
 - Completed form is legible.
 - Not to use correction fluid.
 - To countersign beside any amendment(s)/correction(s)/cancellation(s) made. **Counter-signatures must be made by the account holder(s).**
 - To submit a new form in the event of any change in NRIC/FIN number.
2. **You are required to pay fees** during enrolment via other modes (ie. NETS, credit card or cheque payment) even if you submit this form, to confirm your acceptance of the course.
3. For students who applied for PSEA and/or CPF (for Diploma students) for payment of training fees, 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, GIRO deduction will be effected for the shortfall.
4. We will mail a notification letter to the home address in the student portal, informing you of the deduction amount and date. **Please ensure sufficient fund is made available in the designated bank account to meet the full payment of fees due.**
5. You may wish to note that:-
 - For any unsuccessful deductions, your Bank may impose bank charges on you.
 - For termination, you must complete the 'Termination of Interbank GIRO' form.
 - 'Deduction' refers to training fees payable to ITE.
6. For any enquiries on GIRO application or termination, you may contact ITE Customer Service Hotline at 1800-2222 111.
7. Please return the **original** completed Application/Termination for Interbank GIRO form to the Customer & Visitor Centre at any of the colleges:-

ITE College Central
2 Ang Mo Kio Drive
Singapore 567720

ITE College East
10 Simei Ave
Singapore 486047

ITE College West
1 Choa Chu Kang Grove
Singapore 688236