



PART 1: FOR APPLICANT'S COMPLETION (fill in the boxes with ✓. Incomplete forms may not be processed)

Date[✓]:

| | | | | | | | |
|----------|----------|----------|----------|----------|----------|----------|----------|
| | | | | | | | |
| <i>D</i> | <i>D</i> | <i>M</i> | <i>M</i> | <i>Y</i> | <i>Y</i> | <i>Y</i> | <i>Y</i> |

Name of Billing Organisation ("BO")

DONASON DEEN EDUCATION CENTRE

To: My/Our Bank ("Bank"):

DDEC Student's Number (D.D.A Ref. No):

✓ _____

- (a) I/We hereby instruct you to process the BO's instructions to debit my/our account.
- (b) The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us fee for this. The Bank may also at its 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
 - (i) the Bank's written notice sent to my/our address last known to the Bank;
 - (ii) upon the Bank's receipt of my/our written revocation; or
 - (iii) upon the Bank's receipt of the notice of expiry from the BO.

My/Our **Name(s)** as in Bank's records:

My/Our **Contact (Tel/Fax) Number(s)**:

✓ _____

✓ _____

My/Our **Account Number**:

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

✓ _____

DDEC Student's Name

✓ _____
(As in Financial Institution's records)

PART 2: FOR BILLING ORGANISATION'S COMPLETION

| | | | | | | | | | | | | | | | | | | | | | | |
|-----------|---|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|---|---|---|
| O | C | B | C | S | G | S | G | X | X | X | 5 | 7 | 6 | 0 | 5 | 4 | 1 | 6 | 7 | 0 | 0 | 1 |
| Swift BIC | | | | | | | | | | | Donason Deen Education Centre Bank A/C No. | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | | | | | |
| BO's D.D.A. reference No. | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|-----------|---------------------------|
| | |
| Swift BIC | Account No. To Be Debited |

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: Billing Organisation, Donason Deen Education Centre, Block 808, French Road, # 03 – 21, Singapore 200808.

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

- | | |
|--|---|
| <input type="checkbox"/> Signature/thumbprint # differs from 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

*For thumbprint, please go to the branch with your identification.

#Please delete where inapplicable

FAQ about GIRO @ DDEC

GIRO @ DDEC 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:

How do I get started?

Complete this GIRO application form, with your customer/account/bill number. Send it back to us at:

**Donason Deen Education Centre (DDEC),
Block 808, French Road, # 03 – 21, Kitchener Complex,
Singapore 200808.**

How long do I need to wait before my GIRO arrangement is effective?

Continue paying your tuition fee by cash or cheque until your GIRO arrangement is effected, which takes about 30 working days. Your GIRO application is only effective when the statement 'Amount will be deducted from your account on ddmmyyy' appears on your GIRO approval letter sent by DDEC.

Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?

Yes, you can by stating his/her name and address, and the student number on the GIRO form.

When will the GIRO deduction be made?

A deduction will only be made from your bank account on the 1st Working day of each month. If the first deduction fails, subsequent attempts will be made on 7th and 15th working days of the month with late payment charges. The amount deducted will be reflected in your bank statement.

What happens if there are insufficient funds in my bank account?

We will notify you to pay by other ways. However, you should still maintain sufficient funds in your bank account for the subsequent due dates. We will terminate your GIRO if we are unable to make GIRO deductions after 3 consecutive attempts. Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

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 late payment charges, overdue charges and amendment to enroll your child/ward for more subjects if needed. If the amount exceeds the limit, no deduction will be made from your bank account. You will then need to pay your tuition fee and other charges by cash or cheque or any electronic payment means before the due date.

What is my recommended payment limit?

It should be at least 3 times your monthly tuition fee. This is to accommodate payments for any late payment charges (if deductions by due date fails), overdue charges from the previous months (if any) as well as to accommodate any increase in the number of subjects enrolled at DDEC without having to resubmit another GIRO form again thereby incurring additional administrative charges.

Can I stop GIRO payment on a particular month's tuition fee?

Yes, you can by calling DDEC at 6295 2003 but you will need to give us at least 7 working days before the next deduction date. You should also inform your bank to stop GIRO payment.

What happens to my GIRO arrangements that are no longer used?

You should review all your GIRO arrangements periodically and terminate those arrangements that are no longer required with your bank.

What is the expiry date of this authorisation?

The GIRO arrangement shall remain in force until written notice to quit is sent to DDEC or terminated at your bank.

Is the GIRO deduction automatic?

The GIRO payments are not automatic but generated every month by DDEC and submitted to the bank for deduction on monthly basis. Should you wish to request for a "do not submit for GIRO deduction", you may contact DDEC at 6295 2003 or send us a written request at least a minimum of 7 working days before the next deduction date.

What is DDEC Student Number or D.D.A reference Number?

It is the unique student identifier number which is also the Direct Debit Authorisation Number that will be used to identify the student for whom the tuition fee by GIRO deduction is made. You should fill this number only after the student is duly registered at DDEC and he/she had been issued with the DDEC Student number. If in doubt, please leave it blank till you submit the student registration form and have been issued with this number by DDEC.