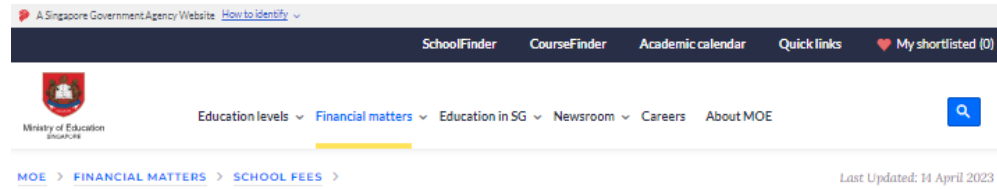


# User guide for eGIRO application

## 1. Accessing the eGIRO portal

(<https://www.moe.gov.sg/financial-matters/fees/egiro>)



## Apply for eGIRO

Use our digital service to apply for GIRO arrangement for your child's school and miscellaneous fees.

You can apply for your child's school and miscellaneous fees to be paid through GIRO. The same GIRO arrangement will also be extended to cover their payment of enrichment programmes, school charges and deduction of national examination fees (Primary School Leaving Examination and GCE Examinations), where applicable.

### Acceptable bank accounts

Account holders from the following banks can sign up for the GIRO scheme with MOE through this page:



Other bank account holders will need to complete a [hardcopy GIRO application form](#) and submit the original signed form to your child's school. Child Development Account (CDA), joint account with 2 signatories and corporate accounts are not accepted.

### Things to note about your application

If you have submitted multiple applications for the same student before the cut off, we will only process your latest application.

We will update you on your application outcome via email during the following periods:

Date of submission	Date of email update
Submit by 25 <sup>th</sup> of month (Feb to Oct)	First week of following month
Submit by 25 <sup>th</sup> of month (Nov to Jan)	From Jan to first week of Feb

[APPLY FOR EGIRO](#)

Note: You will be redirected to a website hosted by DBS, the service provider for eGIRO with MOE.

Click here to access to eGiro Form

## 2. Steps to sign up in the eGIRO Portal

### i. Fill in your details.

**eGIRO** Direct Debit Authorisation (DDA)

You are signing up to join GIRO scheme with Ministry of Education.

Please enter the following details. All fields are mandatory.



Applicant name	<input type="text" value="Name"/>
Applicant NRIC/ FIN	<input type="text" value="NRIC"/>
Applicant e-mail	<input type="text" value="Email"/>
Bill reference no.	<input type="text" value="Student's NRIC/ FIN"/>
Account holder's name	<input type="text" value="Name per Bank Account"/>
Select bank <small>Please scroll up and down for more bank selections</small>	<input style="border-bottom: 1px solid #ccc;" type="text" value="Select Bank"/>

Click here to access to eGiro Form

Select your bank from the dropdown list

(Note: MOE does not accept ICBC account for GIRO application)

Read and accept the terms and conditions by checking the box

By providing and submitting the information as set out on this portal, you consent to the Government of Singapore's (as represented by the Ministry of Education (MOE) and its service providers) collection, use and processing of the information in Singapore and overseas, as well as the disclosure to and subsequent use of the information by third parties, in connection with:

- a. the provision of electronic banking services and for any other purposes connected with your access or use to such services, including setting up the Direct Debit Authorisation (DDA), accessing and using the DDA services, and enabling payment with eGiro;
- b. the monitoring and enforcement of compliance with applicable terms and conditions; and
- c. to comply with applicable laws, including anti-money laundering and anti-terrorism laws.

Please ensure that you are duly authorised to submit the information, and such information is accurate and complete.

MOE and its service provider(s) shall not, in any event, be liable for any loss, expense, damage, cost or any other liability incurred or suffered arising from or in connection with (i) any inaccuracy or incompleteness of the information entered by you; (ii) any system, server or connection failure, error, omission, interruption, delay in transmission, computer virus or other malicious, destructive or corrupting code, agent, program or macros; (iii) your use of the services pursuant to which you are providing and submitting the information on this portal.

If you encounter any issues and/or require assistance, please click [here](#) for answers to our Frequently Asked Questions or submit your feedback at [www.moe.gov.sg/feedback](http://www.moe.gov.sg/feedback).

SUBMIT

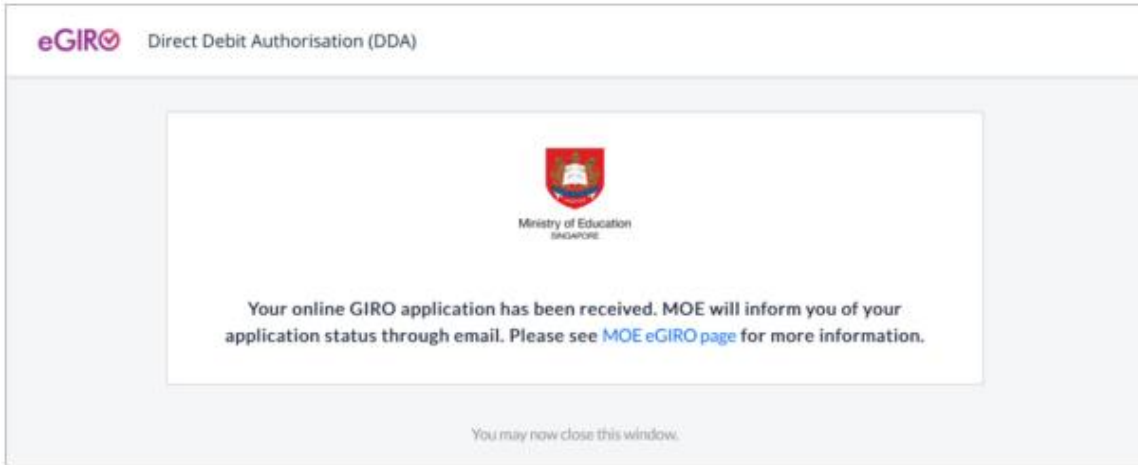
Click Submit

- ii. You will then be directed to your internet banking portal.
- iii. Follow the instructions within to complete the application

**Note:**

- Only eligible accounts will be available for selection in this application.
- CDA account, joint account with 2 signatories and corporate account are not accepted.

- iv. You will see the following message if your submission is successful.



- v. If you see the following message or other error message, your submission is unsuccessful. Please access the eGIRO portal again (<https://www.moe.gov.sg/financial-matters/fees/egiro>) and try to submit a fresh application.

