

What is eGIRO?

GIRO allows you to authorize automatic direct debits from your Singapore bank account.

It is specific for each establishment, each company for which you wish to set up automatic debits.

The steps to set up a GIRO are currently long and tedious, very manual, and take between 3 and 5 weeks to be approved by all stakeholders.

The Association of Banks of Singapore (ABS) has developed an electronic process, allowing all stakeholders to be linked electronically (the IFS, your bank and our bank).

This electronic process makes it possible to obtain a GIRO in a few minutes instead of several weeks.

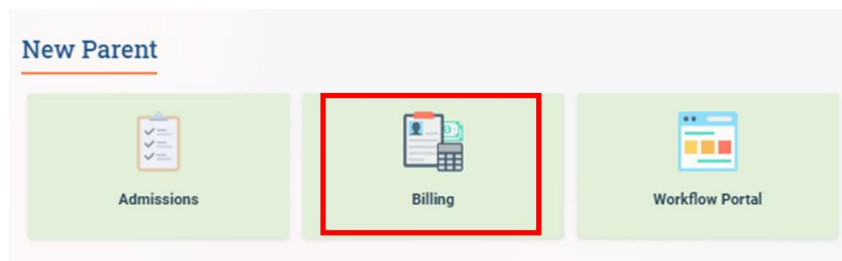
This eGIRO is currently available from 8 banks:



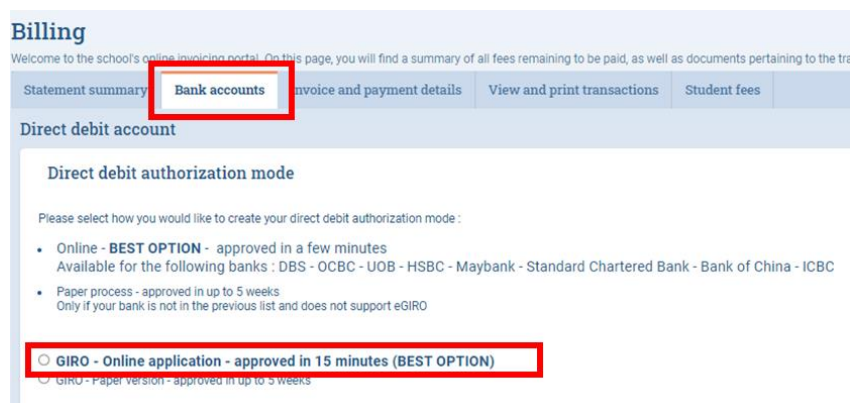
If your bank is not on this list, you will need to continue with the current paper process.

How to set up an eGIRO?

In Eduka, under BILLING



In **BANK ACCOUNTS**, select the **1st option**: "GIRO - Online application - approved in 15 minutes (BEST OPTION)"



Complete the requested information:

1. Select your bank from the drop-down menu
2. Enter your FIN/NRIC
3. Select the name of the bank account holder
4. Select the type of costs you wish to cover (Miscellaneous fees only (AES, Trips, MUN, Missing books, etc.) or all fees including canteen and tuition fees)

Please note: **only invoices issued in your name will be debited from your bank account.**

If tuition and/or canteen fees are covered by your employer, invoices relating to these fees will be sent directly to the name of your company and therefore **WILL NOT TRIGGER** any debit from your personal account. Hence you can select ALL FEES with peace of mind.

5. Click CONTINUE

Direct debit authorization mode

Please select how you would like to create your direct debit authorization mode :

- Online - **BEST OPTION** - approved in a few minutes
Available for the following banks : DBS - OCBC - UOB - HSBC - Maybank - Standard Chartered Bank - Bank of China - ICBC
 - Paper process - approved in up to 5 weeks
Only if your bank is not in the previous list and does not support eGIRO
- GIRO - Online application - approved in 15 minutes (BEST OPTION)**
- GIRO - Paper version - approved in up to 5 weeks

Bank account

Bank name: * **1**

FIN / NRIC: *

Settings and status

Associated person
(same as the Bank account holder) * **3**

Students covered:

Fees covered by Direct Debit :

By default, GIRO applies to miscellaneous fees including ECA, holiday camps, school trips, ...
For your convenience, you have the option to extend your GIRO to **all the bills issued on family name.**

Important :

- Fees covered by employers are directly invoiced to companies and DO NOT TRIGGER ANY GIRO DEDUCTION on family account
- No canteen fees collection for students under lunchbox

Click [HERE](#) to know more about the GIRO procedure

Fees *: **4** Miscellaneous fees All fees

[UPDATE MY GIRO FEE SET UP](#)

Current status: **NOT CONFIGURED**

Last status change date: -

[Continue](#)

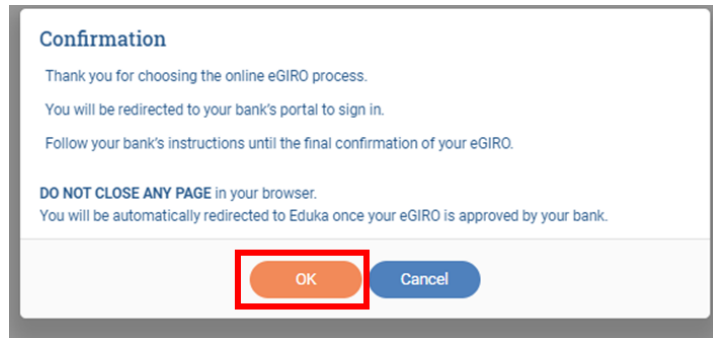
5

A pop-up will appear to alert you that you will be redirected to your bank portal

IMPORTANT :

DO NOT CLOSE ANY PAGE OF YOUR BROWSER, you will be automatically redirected to Eduka as soon as your eGIRO is validated by your bank.

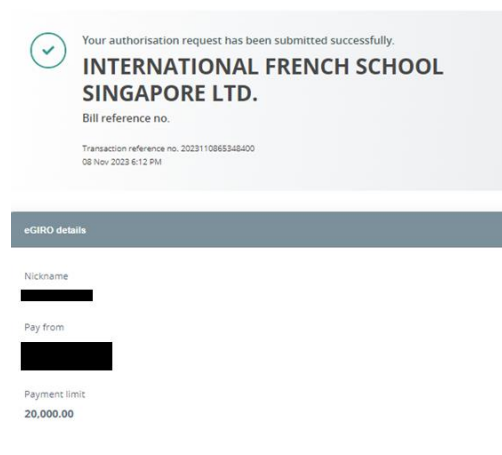
Click **OK** to access your bank portal.



2 IMPORTANT ELEMENTS when you set up your eGIRO :

- **If a payment limit is mandatory**, and if school fees are collected by GIRO, remember to put in a sufficient amount to cover all fees for all your children.
If the direct debit is rejected because the limit is too low or the account is not sufficiently funded, bank fees are billed to the IFS and may be re-invoiced to you.
- **If an expiry date is mandatory**, make sure you cover until after the end of your children's scholarship

Once you approved all the steps on your bank's portal, you should have a message that your request is successful (example with OCBC)



DO NOT CLOSE THE PAGE, you will be automatically redirected to Eduka.

The status of your GIRO is updated, **ACCOUNT VALIDATED**.

Your GIRO can be used for the next GIRO direct debit

Billing

Welcome to the school's online invoicing portal. On this page, you will find a summary of all fees remaining to be paid, as well as documents pertaining to the transactions m

Statement summary **Bank accounts** Invoice and payment details View and print transactions Student fees

Direct debit account

Bank account

Bank name: [REDACTED] *

FIN / NRIC: [REDACTED] *

Settings and status

Associated person (same as the Bank account holder): [REDACTED] *

Students covered: [REDACTED]

Fees covered by Direct Debit :
By default, GIRO applies to miscellaneous fees including ECA, holiday camps, school trips, ...
For your convenience, you have the option to extend your GIRO to **all the bills issued on family name**.

Important:
- Fees covered by employers are directly invoiced to companies and DO NOT TRIGGER ANY GIRO DEDUCTION on family account
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Click [HERE](#) to know more about the GIRO procedure

Fees *: Miscellaneous fees All fees

[UPDATE MY GIRO FEE SET UP](#)

Current status: **ACCOUNT VALIDATED**

Last status change date: 09/11/2023


For any changes, please contact the Finance Department (invoicing@ifs.edu.sg)

You will also receive an email confirming the creation of your eGIRO.

If your request is rejected (bank server problem or problem with your bank account for example), your bank page will be updated with the information "UNSUCCESSFUL"

GIRO Services

Set up eGIRO payment ▶

 Your authorisation request is unsuccessful

INTERNATIONAL FRENCH SCHOOL SINGAPORE LTD.

Bill reference no.

Transaction reference no. 2023112768545081
27 Nov 2023 12:50 PM

You will be automatically logged out of OCBC Internet Banking and re-directed to INTERNATIONAL FRENCH SCHOOL SINGAPORE LTD. where you may check the status of your application. If you are not automatically re-directed, you may return to [link](#).

DO NOT CLOSE THE PAGE, you will be automatically redirected to Eduka

A pop-up will confirm the result.

Your status is updated

The screenshot shows the 'Billing' portal with a 'Direct debit account' section. A red box highlights an 'Information' pop-up that says 'Sorry, your eGIRO application has been rejected by the bank.' with an 'OK' button. Another red box highlights the 'Current status' field, which displays 'RETURNED - MODIFICATIONS REQUIRED' in a red box, with the 'Last status change date' as '29/11/2023'. A 'Continue' button is visible at the bottom left of the page.

You will also receive an email confirming the failure of the creation of your eGIRO.

You can try again by [clicking Continue](#)

This close-up shows the 'Current status:' field with the value 'RETURNED - MODIFICATIONS REQUIRED' in a red box. Below it, the 'Last status change date:' is '29/11/2023'. At the bottom, a blue 'Continue' button is highlighted with a red box.

If problems persist, you can contact the Finance team at invoicing@ifs.edu.sg