


**TERMINATION OF INTERBANK GIRO FORM**

- Note: (1) You may need 5 minutes to fill in this form. Please complete the form legibly and do not use correction fluid.  
 (2) You are required to visit the designated Bank to terminate your Interbank GIRO arrangement if you do not wish to maintain the record with the Bank.

**PART 1: FOR APPLICANT'S COMPLETION (MANDATORY)**
**GIRO Account Type:**  
**Deduction and Payment**
**Name of Billing Organization:**  
**SINGAPORE POLYTECHNIC**

Date :

Student's Name :

Student's Admission Number :

Student's Contact Number :

**ACCOUNT HOLDER(S) PARTICULARS :**

I/We wish to terminate my/our Interbank Giro arrangement for the following account.

My/Our Name(s) :

My/Our Account Number :

My/Our Signature(s) :

**PART 3: FOR SP FINANCE DEPARTMENT (OFFICIAL USE ONLY)**

Effective from Term :

FIN Received Date :

SAS Updated by :

SAS Updated on :

Remarks :

## TERMINATION OF INTERBANK GIRO FORM

1. Applicants must ensure:
  - Completed Form is legible
  - Not to use correction fluid
  - To countersign beside any amendments/corrections/cancellations made.  
**Counter-signatures must be made by the account holder(s).**
2. By submitting this form to Singapore Polytechnic, the Interbank GIRO arrangement will **only** be terminated in our system.
3. You are **required** to visit the designated Bank to terminate your Interbank GIRO arrangement if you do not wish to maintain the record with the bank.
4. For any enquires on GIRO termination, you may contact Customer Relations:
  - Hotline: 6775 1133 or
  - Email: [contactus@sp.edu.sg](mailto:contactus@sp.edu.sg)
5. Please email the completed Termination of Interbank GIRO form to [Fin-Student-Finance@sp.edu.sg](mailto:Fin-Student-Finance@sp.edu.sg)