

PLEASE NOTE:



PLEASE HAVE THE FOLLOWING INFORMATION READY:

- 1.YOUR CHILD'S / WARD'S BIRTH CERTIFICATE NUMBER OR PASSPORT NUMBER AS PROVIDED IN THE NYK ENROLMENT FORM.
- 2.ONLINE BANKING APP ACCESS AND AUTHORISATION RIGHTS TO THE CHOSEN BANK ACCOUNT FOR THE SETTING UP OF THE DIRECT DEBIT AUTHORISATION (DDA) TO ENABLE PAYMENTS WITH eGIRO.

EXCLUSIONS:

YOU MAY SUBMIT THE HARDCOPY GIRO FORM VIA THE SCHOOL ADMIN.

- JOINT BANK ACCOUNTS THAT REQUIRE 2 SIGNATORIES.
- OCBC JOINT ACCOUNT HOLDERS.
- BANK ACCOUNT TIED TO THE CDA (CHILD DEVELOPMENT ACCOUNT – BABY BONUS SCHEME).



STEP 1

PLEASE ENTER ALL FIELDS ACCURATELY.

Customer Segment:

Retail (refers to Personal Accounts)

Select 'Retail' for Bank Accounts under personal names.
Select 'Corporate' for Bank Accounts under companies or corporations.

Name of Applicant:

Email Address:

Name of Student (as per Birth Certificate / Identification Number):

DDA Reference:

Student Birth Certificate / Identification Number

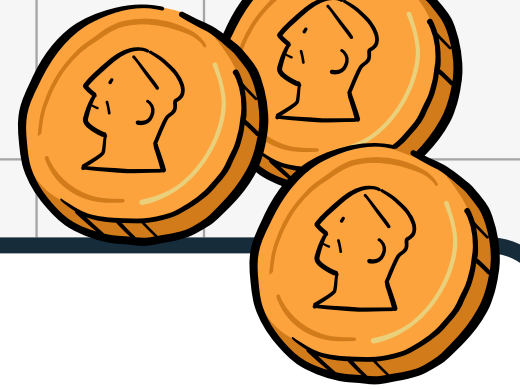
Also known as 'Bill Reference Number'. Please enter the same number provided to the school.

Bank Account Holder's Name:

Bank:

Please select

Submit eGIRO Request



STEP 2

YOU WILL AUTOMATICALLY BE DIRECTED TO YOUR ONLINE WEB PORTAL BANKING APP OF THE SELECTED BANK.
YOU WILL BE REQUIRED TO LOG INTO THE BANKING APP USING YOUR SECURITY TOKEN.

Set up eGiro Payment eGiro

Complete this set up in 09:42 mins OCBC Bank

eGiro details

Billing organisation
NANYANG KINDERGARTEN

Nickname

Pay from

Bill reference no.

Payment settings
Set a maximum payment limit to be deducted or expiry date for your eGiro payment. If your bill payment exceeds the limit set, your transaction will not be processed.

Payment limit
 SGD

Expiry date (optional)

Why are some of my accounts missing?

Cancel **Next**

SAMPLE

Bill Reference refers to the Child's Birth Certificate / ID number that is registered with the school. Ensure that the number is correct. Otherwise, please re-enter the data in Step 1.

Select the bank account that you would like the GIRO to be processed from.

Please set payment limit to not less than \$6,000.

Please leave expiry date blank.



STEP 3

Review and confirm

Complete this set up in 08:16 mins

SAMPLE



eGIRO

Authorise eGIRO payments to

NANYANG KINDERGARTEN

Bill Reference no. 123456789

eGIRO details

Nickname

NYK

Pay from

Payment limit

Expiry date

Please do not proceed to submit your application if any of your pre-filled information or self-filled information is inaccurate or incomplete.

By submitting your application, you confirm that you have read, understood and agreed to be bound by the following, the [Terms and Conditions for GIRO Arrangements via the OCBC eGIRO Service](#), and the [Terms and Conditions governing Electronic Banking Services](#).

Scroll to review the following terms to proceed with your application:

I authorise OCBC Bank to:

- Process the billing organisation's instructions from time to time to withdraw funds from my account.
- Collect, use and disclose any personal data (as defined in the Personal Data Protection Act 2012) and customer information (as defined in the Banking Act (Cap. 19)) from time to time about me and my accounts to any person and any organisation necessary to facilitate this eGIRO arrangement and for other reasonable purposes in accordance with OCBC's Data Protection Policy.
- Reject the billing organisation's withdrawal instruction to debit my account due to insufficient funds and charge me a fee for this.
- At its discretion, allow the billing organisation's withdrawal instruction to debit my account even if this results in an overdraft on the account and charge me a fee for this.

[Back](#)


Cancel


Submit

Click Back to amend.



STEP 4

**Transaction Completed Successfully**
Bill Reference no.: 2507160780203273
Date: 2024-01-15



SAMPLE

eGIRO details

Nickname
NYK

Pay from

Payment limit

Expiry date

Print

YOU MAY PRINT OR SCREENSHOT THIS PAGE FOR YOUR OWN RECORD.

THE NEXT PAGE SHOWING THE APPROVAL PROCESS WILL APPEAR MOMENTARILY.

STEP 5



南洋幼稚园
NANYANG KINDERGARTEN

SAMPLE

Customer Segment	Retail
Name of Child	
Bank Name	Oversea-Chinese Banking Corporation Ltd
DDA Reference	
Transaction Reference No.	BONAN1590C01NAN202507161004
Status	Processing application. Please stay on this page and do not click Refresh.

Note:

An email notification will be sent to your email address if the application is successful.

If you have any questions on the application status, please send us an email at accounts@nyk.edu.sg stating the Transaction Reference No. and the Name of Child.

FOR PERSONAL BANK ACCOUNT HOLDERS ('RETAIL')

- PLEASE WAIT FOR THE APPLICATION TO BE PROCESSED.
- APPROVAL PROCESS SHOULD TAKE LESS THAN 5 MINUTES.
- DO NOT EXIT OR CLICK REFRESH.
- PLEASE RECORD THE TRANSACTION REFERENCE NO.
- AN EMAIL WILL BE SENT TO YOU WHEN THE APPLICATION IS SUCCESSFUL.

FOR COMPANY BANK ACCOUNTS ('CORPORATE')

- APPROVAL PROCESS MAY TAKE UP TO 48 HOURS.
- YOU MAY CLOSE THE PAGE AND AWAIT EMAIL NOTIFICATION.
- PLEASE RECORD THE TRANSACTION REFERENCE NO.
- AN EMAIL WILL BE SENT TO YOU WHEN THE APPLICATION IS SUCCESSFUL.

STEP 6



Log Out

SAMPLE

Customer Segment	Retail
Name of Child	<input type="text"/>
Bank Name	Oversea-Chinese Banking Corporation Ltd
DDA Reference	<input type="text"/>
Transaction Reference No.	BONAN1590C01NAN202507161 <input type="text"/>
Status	Application Successful
Change Giro Account	

eGIRO APPLICATION IS COMPLETE. YOU MAY CLOSE THE PAGE.



FINAL

EMAIL AND SMS NOTIFICATION WILL BE SENT TO YOU.

eGiro arrangement set up

Inbox



SAMPLE
Notifications 10:07 AM



Dear Valued Customer

The following eGiro arrangement has been set up:

Billing organisation : **NANYANG KINDERGARTEN**

Date of request : 2025

Time of request : 10.07 AM

Bill reference number : **BONAN1590C01NAN20250716100408834339**

Reference number : **2507160780203273**

Nickname : **NYK**

Pay using funds from : **Account**

Status : **Successful**

To check the status of this arrangement, log in to the OCBC app > Pay & Transfer > GIRO Services.

OCBC: Your OCBC Online Banking access is being used to set up an eGiro arrangement to pay NANYANG KINDERGARTEN at 10.06 AM SG Time at 2025. To check the status of this arrangement, log in to OCBC Internet Banking and select GIRO services under Payments & transfers. If you did not make this request, please call our hotline immediately.

SAMPLE

OCBC: An eGiro arrangement to pay NANYANG KINDERGARTEN (ref no. BONAN1590C01-NAN20250716100408834339) using funds from your Account was set up at 10.07 AM on 2025. To check the status of this arrangement, log in to the OCBC app > Pay & Transfer > GIRO Services. Questions? Call our Personal Banking hotline: OCBC website > Contact us.



Text Message • SMS





Thank You

CONTACT US:

51 campus: 6463 2771

118 campus: 6466 3375

email: accounts@nyk.edu.sg