

Dear parents,

You are reading this as you are looking to register your child's CDA usage with us.

Here are some points about the CDA to help you in the process.

1. listed below are the fees that the CDA can be used for

Approved uses of CDA monies	
1	Uniforms and attire - we do not have uniforms
2	Insurance - we pay that for you
3	Registration fee - we do not collect a fee
4	Bedding Materials - we do not collect a fee
5	Local Excursion / Field Trips
6	Transport
7	Deposit (must be refunded back into CDA) - we collect from you.
8	Lunch costs

2. The bank form needs to be printed, filled and given to us. We need an original signature. Should you not be able to print, please let us know. We can help print one for you.
3. We will not be taking deposits from the CDA. The deposit will be reflected in your first invoice and will be returned directly to you in your last term with us.
4. All ECAs and GST amounts that you may sign your child/ren to and incur, are also not deductible from the CDA so will be collected separately via bank transfer into The Little House's bank account. The account number is found on the invoice.

Please complete all sections unless otherwise indicated.

1 Application Form for Interbank Giro for OCBC Child Development Account (CDA)

HOW TO APPLY

1. Complete Section 2 of this form.
2. Sign against amendments and do not use correction fluid.
3. Submit to the Approved Institution.

Funds in the OCBC Child Development Account (CDA) or CDA Extra can be deducted via GIRO to pay Approved Institutions.

Approved Institution (AI) means childcare centre, kindergarten, special education school or healthcare institution in respect of which approval has been granted to a person as an approved person under regulation 11 of the Child Development Co-Savings Act 2001.

Please log on to MSF's website (www.babybonus.gov.sg) for the list of Approved Institutions.

2 For Trustee's Completion

Name of Approved Institution (AI)

(Please check with your AI for the correct name used to deduct CDA funds)

The Little House (Montessori) Pte Ltd

Child's Name (as in CDA)

Child's Birth Certificate

T

CDA Number

Trustee's Name

Home Number

Mobile Number

Office Number

- I hereby instruct OCBC Bank to process the Approved Institution's instructions to debit my OCBC Child Development Account (CDA).
- OCBC Bank is entitled to reject the Approved Institution's debit instruction if my OCBC CDA does not have sufficient funds.
- This authorisation will remain in force until terminated by OCBC Bank's written notice sent to my address last known to the Bank or upon receipt of my written revocation through the Approved Institution or to the Bank.

Signature

Date

For thumbprints, please verify with OCBC branch before submitting this form to the Approved Institution.

3 For Approved Institution's Completion

AI's Account Number

Bank Code

Branch Code

Account Number

OCBC CDA Number

Bank Code

7 3 3 9

Branch Code

(Branch code is the 1st 3 digits of the OCBC CDA Number)

Account Number

(Following 9 digits of the OCBC CDA Number)

Reference Number

4 For Bank's Completion

To: Approved Institution

Rejection Reason:

- | | |
|---|---|
| <input type="checkbox"/> Signature/thumbprint^ differs from Bank's record | <input type="checkbox"/> Signature/thumbprint^ incomplete/unclear |
| <input type="checkbox"/> Account operated by signature/thumbprint^ | <input type="checkbox"/> Wrong account number |
| <input type="checkbox"/> Amendments not countersigned | <input type="checkbox"/> Other reason (please state below) |

Name of Officer

Authorised Signature & Stamp

Date