

British Council Philippines Services Inc

New Offline Payment Guide

October 2021

Payment Options

- Over-the-counter CASH
- Over-the-counter CHEQUE
- BDO Personal Online Banking/Business Online Banking
- Online transfer from other bank accounts

Over-the-counter CASH

BDO Cash Transaction Slip

Currency: **6** Peso US Dollar Others **7** Date 01/01/1900

1 Bills Payment

2 Company Name: **3** **4** **5**

3 Institution Code: 1 2 3 4

4 Subscriber's Name: **5** REFNO001234

8 Denomination: 1,000 Pieces: 1 Amount: 1,000

Total Amount: 1,000

**** E-copy of the proof of payment needs to be submitted**

Important details to input on the Cash Transaction Slip:

1. Tick *Bills Payment*
2. Company Name: **BRITISH COUNCIL SERVICES (PH) INC**
3. Institution Code: **1720**
4. Subscriber's name: **TEST TAKER'S NAME**
5. Subscriber's Account No: **TEST TAKER'S IELTS REGISTRATION REFERENCE NUMBER**
For example: Registration reference number: A3-PH001-S-2001965
What to indicate: A3PH001S2001965
6. Tick *Peso*
7. Indicate date of deposit
8. Fill out the denomination table; indicate total amount

Over-the-counter CHEQUE

BDO Check Transaction Slip

Currency: Peso US Dollar Others 7 Date: 01/01/1900

Local Over HC/BD Others

Use separate slip(s) for each type of transaction.

Bank/Branch	Check No.	Amount
BDO / Corporate Center	1	1,000
Total Amount		1,000

This serves as your receipt when machine validated.

Acceptable cheque payee names:

- British Council Services (PH) Inc.
- British Council IELTS
- British Council Philippines
- British Council Services (Philippines Incorporated)

**** E-copy of the proof of payment needs to be submitted**

Important details to input on the Cash Transaction Slip:

1. Tick *Bills Payment*
2. Company Name: **BRITISH COUNCIL SERVICES (PH) INC**
3. Institution Code: **1720**
4. Subscriber's name: **TEST TAKER'S NAME**
5. Subscriber's Account No: **TEST TAKER'S IELTS REGISTRATION REFERENCE NUMBER**

For example: Registration reference number: A3-PH001-S-2001965

What to indicate: A3PH001S2001965

6. Tick the correct cheque currency and type.
7. Indicate date of deposit
8. Indicate the cheque's bank source, cheque number, and amount; indicate total amount

BDO App/Personal Online Banking/Business Online Banking

1 **BILLS PAYMENT**

2 Pay From >

3 Pay this Company/Biller
BRITISH COUNCIL SERVICES (PH) INC >

4 Amount
0.00

5 Remarks
Type remarks here

6 Subscriber Name
Type here

7 Subscriber Number
Type here

RESET

8 **CONTINUE**

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Important details to input:

1. Choose *Bills Payment*
2. Choose personal account under *Pay From*
3. Choose: **BRITISH COUNCIL SERVICES (PH) INC** under *Pay this Company Biller*
4. Indicate amount
5. Indicate the following depending on the kind of fee being paid under *Remarks*:
 - a. IELTS Registration
 - b. Test Date Transfer Fee
 - c. Additional TRF courier fee
 - d. EOR
6. Indicate on *Subscriber's name*: **TEST TAKER'S NAME**
7. Indicate on *Subscriber's Account No*: **TEST TAKER'S IELTS REGISTRATION REFERENCE NUMBER**
For example:
Registration reference number: A3-PH001-S-2001965
What to indicate: A3PH001S2001965
8. Click *Continue*

** *Applicable additional fees from the bank should be shouldered by the payor.*

← **BILLS PAYMENT**

Pay From >

Pay this Company/Biller >

Payment Schedule
Immediate >

BRANDLINES ENTERPRISES INC

BRILLANT SKIN ESSENTIAL INC

BRILLIANT SKIN ESSENTIALS INC

BRISCILLA S COSMETICS AND SKIN CARE PRODUCTS TRADI

BRITISH COUNCIL SERVICES (PH) INC

BURLINGTON INDUSTRIES PHILIPPINES INC

BUTUAN GOLDEN KEY CORPORATION

C-JOY POULTRY MEATS PRODUCTION INC

CAGAYAN DE ORO COLLEGE INC - BOOKS

CAGAYAN DE ORO COLLEGE INC - COMPARE EXAM

CAGAYAN DE ORO COLLEGE INC - CRIM

Online/App transfer from other bank accounts

For other bank account holders, bank deposit transaction is acceptable. Here are the details that are needed:

1. **Beneficiary bank:** BDO Unibank, Inc
2. **Swift Code:** BNORPHMM
3. **Beneficiary Account Number/Collection Account Number:** 001380962224 (PHP Savings Account)
4. **Beneficiary Account Name:** CITIBANK FAO BRITISH COUNCIL SERVICES (PH) INC
5. **Institution Code:** 1720
6. **Payor/Subscriber's Name:** IELTS Test Taker's complete name
7. **Payor/Subscriber's Number:** IELTS Registration Reference number without the dash
For example: Registration reference number: A3-PH001-S-2001965
What to indicate: A3PH001S2001965

**** Applicable additional fees from the source bank may be charged to the payor.**

**** E-copy of the proof of payment needs to be submitted**

FAQs

1. Can we pay the test fee first before we register for the test?

It is imperative that you register first before you pay as you need to indicate your registration reference number when you pay your test fee. You also need to indicate your registration reference to all other requests you would make.

2. Do we still need up upload the copy of the payment slip on the registration portal?

Yes, you need to upload your payment slip for us to validate your payment.

3. Can I pay using GCash?

Payment via GCash and other non-bank payment service providers are not accepted yet. We shall update all our candidates once this option is already available. Please refer here for the details you need if you will transfer the payment to our BDO account from your non-BDO bank account.

4. Can I also pay via bills payment from other banks?

Payment through bills payment is only available online for BDO account holders. If you are not a BDO account holder, you may go to any BDO branch, and make an over-the-counter bills payment transaction. Please refer to previous pages for guidance.

5. Can I make a deposit to your new account when I do an over-the-counter transaction in BDO?

You may only pay the test fee in BDO via over-the-counter bills payment transaction. We won't be able to validate your payment if you do otherwise. Please refer here for the over-the-counter transaction guideline.

6. What should I do if I already paid to your old account?

Please email our Customer Services Team at britishcouncil@britishcouncil.org.ph together with the copy of your deposit slip.

7. How would I know if my payment has been validated?

You will receive an email confirmation from us within two to three working days from the time you have completed the payment.