

# British Council Philippines Services Inc New Offline Payment Guide

October 2021

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### **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	Cur	rency 6 ZiPeso DU4 6e	ther 000ers 7	Data 01/01/19
Current	Adoquat Name		Use		each type of transaction.	
I Line Deer	Account No.			Denomisation	Pieces	Amount
	Rayor's Nassa Rayor's Nassa Ray	Reference Na.	8	1,000	1	1,000
B Bills Paymon	2 Dilar Marte	3 1 2 3 4 Holdatt Code				
	2 Biler Name	S I Z 3 4	- 72		-	
	4 JUAN DELA CRUZ	5 REFNO001234				
Cash Card	Carcholder's Name/Contact No.	Cash Card No.	-			
Payment	Borrower's Name	Promissory Note No. / Trade Rohmence No.	-			
Machina Validation						
			- (C)			
			-			
			-		Total Amount	1,000
			-			
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### **Over-the-counter CHEQUE**

BDO			C	heck	Transi	action	Slip	6	Currency	r ⊡0shers 7	Date 01/01/15	
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		Account Na.							Use separate slight for each type of transaction. Bank/Branch Check No. Amount			
For Antes with Date Automation Facility	all i	Payor's Harre		Reference	n bin.			8	BDO / Corporate Center	1	1,000	
Bills Payment	2	Biller Name	3	1 2	a contract of the	Pigad.	AT Code					
	4	JUAN DELA CRUZ	5		0001234	Néci.						
C Peyment		Borrower's Name		Promiso	ry North Mar. /	Trade Hele	erence No					
Machina Validation												
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									121	Yotel Amount	1,000	
		This sectors as your receipt of										

#### 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

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### **BDO App/Personal Online Banking/Business Online Banking**

H BILLS PAYMENT	Important details to input:	C BILLS PAYMENT
2 Pay From	<ol> <li>Choose Bills Payment</li> <li>Choose personal account under Pay From</li> </ol>	Pay From
3 Pay this Company/Biller > BRITISH COUNCIL SERVICES (PH) INC	3. Choose: <b>BRITISH COUNCIL SERVICES (PH) INC</b> under <i>Pay this Company Biller</i>	Pay this Company/Biller
4 Amount	<ol> <li>Indicate amount</li> <li>Indicate the following depending on the kind of fee being paid under <i>Remarks</i>:</li> </ol>	Payment Schedule > Immediate BRANDLINES ENTERPRISES INC
0.00	a. IELTS Registration b. Test Date Transfer Fee	BRILLANT SKIN ESSENTIAL INC
5 Remarks Type remarks here	c. Additional TRF courier fee d. EOR	BRILLIANT SKIN ESSENTIALS INC BRISCILLA S COSMETICS AND SKIN CARE
6 Subscriber Name	<ol> <li>Indicate on Subscriber's name: TEST TAKER'S NAME</li> <li>Indicate on Subscriber's Account No: TEST TAKER'S IELTS</li> </ol>	PRODUCTS TRADI
Type here	REGISTRATION REFERENCE NUMBER For example:	BURLINGTON INDUSTRIES PHILIPPINES INC
7 Subscriber Number Type here	Registration reference number: A3-PH001-S-2001965 What to indicate: A3PH001S2001965	BUTUAN GOLDEN KEY CORPORATION
	8. Click Continue	CAGAYAN DE ORO COLLEGE INC - BOOKS
RESET 8	** Applicable additional fees from the bank should be shouldered by the payor.	CAGAYAN DE ORO COLLEGE INC - COMPARE EXAM
		CAGAYAN DE ORO COLLEGE INC - CRIM

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## **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 <u>What to indicate</u>: 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 www.britishcouncil.org

### 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 <u>registration reference number</u> 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 <u>here</u> 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 <u>here</u> 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 <u>britishcouncil@britishcouncil.org.ph</u> 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.