

## HOW TO PAY

Payment must be made in Thai baht. It may be made either directly to the Accounting Office of LFIB or via one of the two banks (UOB and Kasikorn) where the LFIB has a bank account as described below.

In any case, in order that your payment could be clearly identified by the Accounting Office of LFIB, **it is absolutely necessary to present the corresponding bill payment slip of LFIB**, or to indicate all references shown on the bill payment slip.

The information needed to identify the payment are : **Name > Code/Class (Ref 1) \* compulsory \* > Inv no./Description (Ref 2) \* compulsory \* > Amount**

Whatever form of payment you have chosen, **it is also essential to send a proof of payment** to the Accounting Office either by fax n° 02-9345045 or by scan : comptabilite@lfib.ac.th Otherwise, your payment cannot be identified and we will consider that your payment is not made.

Payment can be made in the following ways:

### **1. By cash**

- at the Accounting Office of LFIB : only for an amount of money not more than THB 2,000.-
- at the bank UOB or Kasikorn accompanied by bill payment form.

### **2. By cheque**

- At the Accounting Office of LFIB or the UOB / Kasikorn bank
- Order to « Lycee Francais International de Bangkok »
- Bill payment form must be brought along with cheque.

### **3. Via Internet or ATM**

- Via Internet
  - Transfer to our UOB bank account (whether you have an account at the UOB Bank or not)
  - Transfer to our Kasikorn account (only if you have an account at the Kasikorn Bank). If you choose this option, please select the menu “bill payment” but not “Fund Transfer”
- By ATM for only UOB account
- Anyway, the references indicated on the bill payment slip must be clearly marked on the transfer order.
- A proof of payment (slip ATM, letter of transaction confirmation...) must be absolutely sent to the Accounting Office either by fax n° 02-9345045 or by scan : comptabilite@lfib.ac.th Otherwise, your payment cannot be identified and we will consider that your payment is not made.
- Banking details of LFIB:

#### **UOB**

Bank name : United Overseas Bank (Thai) Public Company Limited  
Account name : Lycee Francais International de Bangkok  
Account number : 7943190953, Savings Account, Thai Wah Building Branch

**Kasikorn** \*Please choose “Bill Payment” mode of payment only.\*

Payment can be made :

- 1. at Kasikorn bank counter accompanied by bill payment form of LFIB**
- 2. via K-Cyber Banking, please select the menu “Bill payment”**

Bank name : Kasikornbank PCL.  
Account name : Lycee Francais International de Bangkok  
Account number : 7331028198, Current Account, Thiam Ruammit Road Branch

### **4. Oversea transfer ( Only “UOB” bank account )**

See bank detail below :

Beneficiary Country : Thailand

SWIFT BIC CODE : UOVTHBK

*(Do not use the IBAN. Your money transfer would not be identified)*

Bank reference :

Name of Bank : United Overseas Bank (Thai) Public Company Limited

Address of the correspondent bank in Thailand : 191 South Sathorn Road, Bangkok 10120

Name of Beneficiary : Lycee Francais International de Bangkok

Account Number : 7943190953

Remark :

- Please send us a copy of transfer order and make sure that your name, invoice number and object of payment are shown on the paper.

### **5. Bank charges**

- The banking charges are chargeable to parents. As a result, make sure instructions of payment should be cleared of banking charges.
- In some cases, UOB bank may charge you the bank fees between 100 THB and 500 THB. Please contact your bank for further information.

### **6. Request for document as proof of payment**

If you need other documents related to billing i.e. (yearly invoice per child, termly invoice per child or tuition / school bus / lunch separately,...) we will only provide you only an attestation but we will not modify the original invoice. If you would like a receipt, please contact the Accounting Office.