



MAKING CHEQUE PAYMENTS THROUGH OUR DROP-BOX FACILITY

- The drop-box is located in the reception area of the Administration Building. Enter the main entrance door to facilitate cheque payment.
Please provide the courier/messenger with the correct location of the drop-box.
- Cheques are to be placed in a sealed envelope along with instructions on the account(s) to be replenished.
- Cheques delivered between 9:00 a.m. and 4:00 p.m. to replenish accounts will be processed on the same day.