

All information is required unless stated.

Stop Payment / Delete Batch File Request  
 Submit at least 1 business day before the value date, by 4:30pm

## 1 What are your account details?

Account name  
 \_\_\_\_\_

Account number \_\_\_\_\_ Currency **SGD**

Contact person ▶ *Who to call if different from account name* \_\_\_\_\_ Contact number \_\_\_\_\_

## 2 Who do you want to recall the money from?

- ▶ This request shall be undertaken on a best effort basis
- ▶ Select where applicable

<b>Request type</b>	<input type="checkbox"/> Stop a transaction in a Batch File ▶ If more than 1 record, use separate sheet		<input type="checkbox"/> Delete entire Batch File	
<b>Mode of transaction</b>	<input type="checkbox"/> GIRO	<input type="checkbox"/> FAST	<input type="checkbox"/> GIRO	<input type="checkbox"/> FAST
<b>Transaction type</b>	<input type="checkbox"/> Payment	<input type="checkbox"/> Collection	<input type="checkbox"/> Payment	<input type="checkbox"/> Collection
<b>Date of submission</b>	____/____/____		____/____/____	
<b>Value date</b>	____/____/____		____/____/____	
<b>Batch total amount</b>	S\$ _____		S\$ _____	
<b>Batch total count</b>	_____		_____	
<b>Your reference no</b>	_____		_____	
<b>Batch ID</b>	_____		_____	
<b>Payee/Payer bank name</b>	_____		Leave this field blank	
<b>Payee/Payer account number</b>	_____		Leave this field blank	
<b>Payee/Payer account name</b>	_____		Leave this field blank	
<b>Transaction amount</b>	S\$ _____		Leave this field blank	
<b>Revised batch total amount</b>	S\$ _____		Leave this field blank	
<b>Revised batch total count</b>	_____		Leave this field blank	

## 3 Authorised signature(s)

By signing below, I/ we confirm that I/ we have obtained the consent from the person(s) whose personal data is provided in this form for the collection, use and disclosure of such person(s)' personal data for the purposes of processing this request, and for other applicable purposes as set out in the OCBC Data Protection Policy available at: <https://www.ocbc.com/business-banking/bank-policies>.

Signature(s)  
 \_\_\_\_\_

What to do next?

Print and sign

Submit the form at any OCBC branch

Submit at least 1 business day before the value date, by 4:30pm

For bank's use		
Signature Verified By	Processed By	Date Processed