

Oversea-Chinese Banking Corporation Limited 65 Chulia Street OCBC Centre Singapore 049513 Tel: 6538 1111 www.ocbc.com

REQUEST FOR BANK REFERENCE LETTER (BUSINESS ACCOUNTS)

Please mail completed request form to:
Oversea-Chinese Banking Corporation Limited
Account Services
Bras Basah Post Office, Locked Bag Service No. 8
Singapore 911886

Request will be processed within 5 business days upon receipt of duly completed form.

COMPANY INFORMATION	
Company Name (as per bank's record)	
Account No*	
Telephone No.	Contact Person
ADDRESSEE AND CONTENT	
I/We would like to request for a letter of reference from Oversea-Chinese Banking Corporation Limited (the Bank) stating the following in the letter:	
If the addressee is a Bank, please indicate the name of the Bank and the SWIFT Code. Additional cable charges will apply. Name of Addressee	
Name of Addressee	
Mailing Address	SWIFT Code
(Please select one):	
Date when the account was opened	
Bank Balance and Date when the account was opened (Bank Balance will be previous month's balance)	
Account No, Bank Balance, Date when the account was opened and OCBC Bank SWIFT Code (Bank Balance will be previous month's balance)	
AUTHORISATION & CHARGES (to be signed by person(s) authorised to operate the Account(s))	
I/We hereby authorise the Bank to debit my/our account (stated above *) for any related charges and mail/deliver the letter of reference to the delivery address stated below.	
Charges	
	per request 10 per request (inclusive of GST)
Delivery Address (please select one):	
Account Mailing Address	
OCBC Branch (self-collection) Please specify the branch :	
Authorised Signatory	Authorised Signatory
Name:	Name:
Date:	Date: