



# CORPORATE CHEQUEBOOK REQUEST FORM

Please submit form at any OCBC Branches or mail to:  
**Oversea-Chinese Banking Corporation Limited**  
**Account Services**  
**Bras Basah Post Office**  
**Locked Bag Service No. 8**  
**Singapore 911886**

## ACCOUNT INFORMATION

Account Name: \_\_\_\_\_

Account No: | | | | - | | | | | | | | - | | | | |

 Delivery / Collection:  Mail to address per bank's records  
 Collect at branch (please indicate branch name) \_\_\_\_\_

Contact No: \_\_\_\_\_

Contact Person: \_\_\_\_\_

## AGREEMENT (To be signed by person(s) authorised to operate the Account (s))

**To: Oversea-Chinese Banking Corporation Limited ("OCBC Bank")**

I/We hereby request Oversea-Chinese Banking Corporation (the Bank) to send me/us \_\_\_\_\_ chequebook/s. I/We hereby authorise the Bank to debit the Account for any related charges incurred in printing and sending the new chequebook to the last known mailing address according to the Bank's record.

I/We would like to receive a chequebook through (please tick):

Delivery Mode (please tick one)	Charges for SGD Chequebook	Charges for USD Chequebook	Form Submission
<input type="checkbox"/> <b>Normal</b> (Delivered in 5 working days to the account mailing address only)	N.A.	N.A.	Mail-in or submit at any OCBC branch. Alternatively, you may request for a new chequebook via any OCBC ATM with your ATM card or via Corporate Phonebanking with your phone code.
<input type="checkbox"/> <b>Express</b> (Courier delivery on the next working day if form is received before 4pm)	S\$18 per chequebook	US\$12 per chequebook	Submit at any OCBC Branch only.
<input type="checkbox"/> <b>Same Day</b> (Courier delivery by 5pm on the same day if form is received before 11am)	S\$27 per chequebook	US\$18 per chequebook	Submit at any OCBC Branch only.

**IMPORTANT NOTE**

For Courier delivery, if there is no one to receive the chequebook at the delivery address provided, the chequebook will be delivered to the nearest OCBC branch. Account Holder will have to collect the chequebook from the branch. If the delivery has to be diverted to an OCBC branch, a flat fee of S\$10 will be applicable and which will be debited from the account.

## REQUEST FOR CHANGE IN NUMBER OF CHEQUEBOOKS FOR EACH RE-ORDERING POINT (Please mail ORIGINAL copy)

I/We hereby request Oversea-Chinese Banking Corporation Limited (the Bank) to send me/us \_\_\_\_\_ chequebook/s every time my/our cheque book stock level reaches the re-ordering point.

## AUTHORISATION (Please sign)

Name of Authorised Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

## FOR BANK USE ONLY

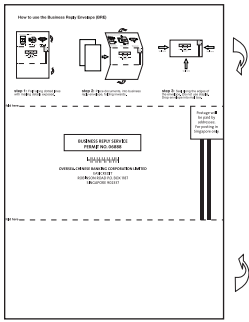
Staff Fax No.	Staff Contact No.	Fax Date & Time	Attended By	Approved by:
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Remarks: \_\_\_\_\_

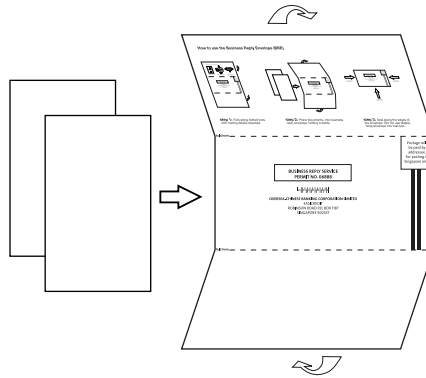
## FOR TOPPAN'S USE ONLY

Cheque Range &amp; Contact Person: \_\_\_\_\_

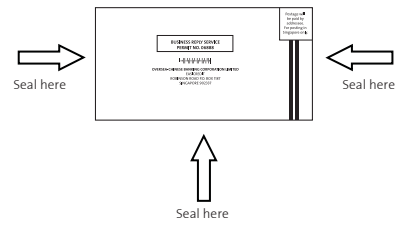
# How to use the Business Reply Envelope (BRE)



**Step 1**  
Fold along the dotted lines. Fold the top and bottom sections inwards with the mailing address in front.



**Step 2**  
Enclose your documents within the sleeve created in Step 1.



**Step 3**  
Seal the edges with clear tape to secure your documents inside.

fold here

BUSINESS REPLY SERVICE  
PERMIT NO. 08066



**OVERSEA-CHINESE BANKING CORPORATION LIMITED**  
ACCOUNT SERVICES  
BRAS BASAH POST OFFICE  
LOCKED BAG SERVICES NO. 8  
SINGAPORE 911886

Postage will be  
paid by addressee.  
For posting in  
Singapore only.

