

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 Details of your standing instruction

Payee name

Payee bank

Payee account number

Payment reference number

Field is optional

Date of first payment

 / /

Amount (\$\$)

Date of last payment

 / /

Amount (\$\$)

3 What is your request Select where applicable

<input type="checkbox"/>	Amendment of Standing Instruction	<input type="checkbox"/> Next payment amount (\$\$): <input type="text"/> <input type="checkbox"/> Next payment date: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="checkbox"/> Last payment amount (\$\$): <input type="text"/> <input type="checkbox"/> Last payment date: <input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="checkbox"/>	Cancellation of Standing Instruction	<p>Effective date: <input type="text"/> / <input type="text"/> / <input type="text"/></p>

4 Authorised signature(s)

By signing this application, I/we have read, understood and agree to be bound by the Terms & Conditions set out overleaf.

Signature(s)

What to do next?



Print and sign



Submit the form at any OCBC branch

For bank's use

ASI number	Signature verified by	Processed by	Date Processed

Terms and Conditions

1. The Bank is not obliged to effect payment if the relevant debit account is not sufficiently in credit to meet the payment;
2. On the date of effecting payment under a payment order the Bank reserves the right to determine the priority of such payment order against cheques presented or any other existing arrangements made with the Bank;
3. The Bank may at any time refuse to effect any payment under these Standing Instructions without prior notice to me/us if the Bank has been advised by the relevant beneficiary/beneficiaries that no further payment is required or if any payment was returned unpaid;
4. The Bank may terminate these Standing Instructions at any time without providing any reason therefore by giving notice to me/us in writing;
5. Any request by me/us to cancel or amend these Standing Instructions must be received by the Bank at least five (5) business days before the next payment is due and subject to such conditions as the Bank may impose;
6. These Standing Instructions will remain effective notwithstanding my/our death, bankruptcy, liquidation, winding up or incapacity until actual notice thereof is received by the Bank.
7. The Bank shall not be liable for losses, damages and expenses that I/we may suffer or incur as a result of the Bank carrying out the instructions;
8. The Bank shall not incur any liability by reason of any delay, refusal or omission to make any of the payments under the Standing Instructions or to follow any instructions;
9. Where applicable, my/our instructions shall be carried out by the Bank and acted upon by the agent or correspondent subject to the rules and procedures of the place where or through which they are to be executed. The Bank (including the agent or correspondent) may refuse to execute the instructions if in their opinion they are contrary to any applicable law, rule or other regulatory requirement;
10. The bank shall not be liable for any loss, damage or expense suffered or incurred by me/us arising from any delay in or inability to effect the transfer owing to any event beyond the Bank's control or through no fault of the Bank. The Bank shall not be liable for any errors, delay or default of any agent or correspondent used to effect the transfer;
11. Where applicable, the Bank may disclose to the agent or correspondent, such information relating to me/us or the beneficiary as the Bank may think fit and I/we irrevocably consent and authorise such disclosure by the Bank; and
12. Whenever payment is due on a Saturday, Sunday or Public Holiday, the Bank will effect the payment one day prior to the said date and the customer agrees that if the customer has no funds on such prior day, the Bank shall not be responsible for any loss or damage suffered by the customer by reason of the Bank's inability to pay on that day and for the Bank's non-payment on subsequent days.