

**1. Complete the Velocity@ocbc Application Form**

To use Velocity@ocbc, you will need Microsoft Internet Explorer (v6 & above), Win XP, Sun Java Runtime Environment (v5 & above) and Adobe Acrobat Reader (v5 & above) with broadband internet connection.

**2. Application will be processed within 7 business days upon receipt of duly completed form**

If you are applying for the **Basic or Classic Service Package**, you will receive a starter kit containing:

- Digipass
- Getting Started Guide
- Velocity@ocbc eAcademy CD
- Cash Management Transaction Fees and Cut-off Times

Individual password mailers will be mailed separately to each User. If you are an Authoriser for Velocity@ocbc and are logging in for the first time, please ensure the Digipass Acknowledgement Receipt has been acknowledged and returned to the bank. The Acknowledgement Receipt can be found in your Velocity@ocbc starter kit.

If you are applying for the **Premium Service Package**, we will contact you to discuss your service needs in more detail.

**3. Attend training at Velocity@ocbc Academy, OCBC Centre, Chulia Street**

Join us for a complimentary training course on the basics of using Velocity@ocbc. To register, email us at Velocity@ocbc.com or visit www.ocbc.com

**4. For day-to-day transactional or service enquiries on Velocity@ocbc, please call us at (65) 6538 1111****Notes on Velocity@ocbc**

- 1. Account Information:** This is a service available on Velocity@ocbc which allows you to view your account balances and bank statements online.
- 2. Transactions:** Typically refers to payments, collections and trade services made electronically via Velocity@ocbc, described as follows:
  - Payments:** Telegraphic Transfer, MAS Electronic Payment System (MEPS), Demand Draft, Cashier's Order, GIRO Payment, GIRO Payroll, Internal Transfer, Own Account Transfer, Bill Payment, Stop Payment of Corporate Cheque
  - Collections:** GIRO Collection
  - Trade Finance:** Letter of Credit, Banker's Guarantee, Standby Letter of Credit, Import Bill under Letter of Credit, Import Collection
- 3. Digipass:** An access device that is issued by the bank to every User for login to Velocity@ocbc.
  - You are advised to keep your personal Digipass under lock and key, and not disclose your password to anyone.**
- 4. Waiver of Annual Fee:** We will waive this fee subject to 250 transactions per annum, which may include Telegraphic Transfer, MAS Electronic Payment System (MEPS), Demand Draft, Cashier's Order, GIRO Payment/Collection, Letter of Credit, Banker's Guarantee or Standby LC.
- 5. Account Inquiry:** Allows viewing, printing and exporting of account balances and statements.
- 6. Creator:** A person who prepares your banking instructions such as a GIRO payment, in Velocity@ocbc. He/She is not permitted to authorise instructions for transmission to the bank to process.
- 7. Authoriser:** This User authorises instructions prepared by the Creator in Velocity@ocbc. Each transaction must be fully authorised, either singly or jointly (per your selection on the Application Form) before it is processed by OCBC Bank.
  - Please exercise care and consider your internal control processes before selecting the Creator and Authoriser (for example, you may not wish to have a Creator and Authoriser that are one and the same person, especially if payment transactions can be approved by that person alone).**
- 8. Administrator:** Manages all users, such as resetting forgotten passwords, creating new users, etc. For control reasons, any action initiated by one Administrator in Velocity@ocbc must be approved by another. Accordingly, at least 2 Administrators are required to be appointed.
- 9. Billing Organisations:**

**Country Clubs and Societies:**

National University of Singapore Society  
Orchid Country Club  
Raffles Country Club  
SAFRA National Service Association  
Singapore Cricket Club  
Singapore Soka Association  
Singapore Island Country Club  
Singapore Swimming Club  
The American Club  
The Law Society of Singapore  
National Service Resort & Country Club

**Credit Cards:**

American Express International Inc.  
OCBC/Fairprice Plus Credit Card\*\*  
OCBC/FP Plus Card  
Diners Club (S) Pte Ltd

**Departmental Stores and Retail Services:**

C K Tang Ltd  
Courts (Singapore) Ltd  
Isetan (S) Limited  
Singapore Press Holdings Ltd

**Education:**

National University of Singapore  
Republic Polytechnic

**Financial Institutions:**

GE Personal Credit Pte Ltd  
OCBC Auto Loan  
iFAST Financial Pte Ltd

**Government and Statutory Boards:**

Housing & Development Board  
URA Property Mkt Info Svc  
URA Housing Developer License  
URA Processing Fee(DC Submission)

**Insurance:**

American International Assurance Co Ltd  
Great Eastern Life Assurance Co Ltd  
NTUC Income Insurance Co-operative Limited  
Overseas Assurance Corp Ltd (General)  
Overseas Assurance Corp Ltd (Life)

**Internet and Other Service Providers:**

Pacific Internet Limited  
StarHub Cable Vision Limited  
Metro Parking (S) Pte Ltd  
Bukit Batok Driving Centre Ltd

**Securities Firms:**

DMG & Partners Securities Pte Ltd  
AMFraser Securities Pte Ltd  
CIMB-GK Securities Pte Ltd  
Kim Eng Securities Pte Ltd  
Lim & Tan Securities Pte Ltd  
OCBC Securities Pte Ltd  
OCBC-SOS  
Phillip Securities Pte Ltd  
Westcomb Securities Pte Ltd

**Taxes and Fines:**

Income Tax  
Property Tax  
LTA - Fine Payment\*  
URA Fines\*

**Town Councils:**

Aljunied Town Council  
Ang Mo Kio Town Council  
Bishan-Toa Payoh Town Council  
East Coast Town Council  
Holland-Bukit Panjang Town Council  
Hong Kah Town Council  
Hougang Town Council  
Jalan Besar Town Council  
Jurong Town Council  
Marine Parade Town Council  
Pasir Ris - Punggol Town Council  
Potong Pasir Town Council  
Tampines Town Council  
Tanjong Pagar Town Council  
West Coast Ayer Rajah Town Council

**Utilities and Telecommunications:**

MobileOne Ltd  
Nexwave Telecoms Pte Ltd (formerly known as ST SunPage)  
SP Services Limited  
Singapore Telecoms  
StarHub Ltd\*

\* These billing organisations will be available on Velocity@ocbc by default.

# The following billing organisations are only available on the channels specified:

1. Starhub Ltd is only available on Internet Banking, Mobile Banking and Phone Banking.  
2. OCBC/Fairprice Plus Credit Cards are only available on ATM, Internet Banking, Mobile Banking and Consumer Phone Banking.

For an up-to-date listing of Billing Organisations, please refer to [http://www.ocbc.com/personal-banking/banking/Bnk\\_Pmt\\_BillPayeeOrg.shtm](http://www.ocbc.com/personal-banking/banking/Bnk_Pmt_BillPayeeOrg.shtm)

For more information, please call our Business Banking Commercial Service Centre at Tel: (65) 6538 1111.



# APPLICATION FORM FOR Velocity@ocbc

OCBC Internet Banking Service

Please mail completed documents to:  
**Oversea-Chinese Banking Corporation Limited**  
**Group Transaction Banking**  
**65 Chulia Street, OCBC Centre #11-00, Singapore 049513**

## COMPANY INFORMATION

Company Name:		For Bank's Use - CIF No.:		
Contact Person:	Telephone:	Fax:	Mobile:	
Velocity@ocbc Organisation ID	Email Address:		A Velocity@ocbc Starter Kit will be sent to the above Contact Person at the company mailing address	
<div style="border: 1px solid black; display: flex; justify-content: space-between; width: 200px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center; font-size: small;">Maximum 12 characters with no blanks. Choice is subject to availability. For service package upgrade, specify your current Organisation ID.</p>				

## Velocity@ocbc SERVICE PACKAGE (Please tick one)

<input type="checkbox"/> New	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Basic	<input type="checkbox"/> Classic 1	<input type="checkbox"/> Classic 2	<input type="checkbox"/> Premium
Account Information <sup>1</sup>	Yes	Yes	Yes	Yes	Yes
Transactions <sup>2</sup> (Payments/Collections/Trade)	No	Yes	Yes	Yes	Yes
Transaction Authorisation	No	Any 1 Authoriser to approve singly for any transaction and amount	Any 2 Authorisers to approve jointly for any transaction and amount	Complex Access and Authorisation controls with on-site training provided. We will contact you for further documentation and implementation details	
Fees	a) 1 free Digipass <sup>3</sup> b) Additional Digipass at S\$20 each	a) 1 free Digipass <sup>3</sup> b) Additional Digipass at S\$20 each c) Other transaction fees apply	a) 10 free Digipasses <sup>3</sup> b) Additional Digipass at S\$20 each c) Other transaction fees apply d) Annual fee of S\$500 may apply <sup>4</sup>		
Debit Digipass Fees From Account No. (only if Applicable):					

## AUTHORISED USER (Complete for Basic or Classic Service Packages only)

Name	User ID <i>Max 12 characters</i>	Basic Package	Classic Package			
		Account Inquiry <sup>5</sup>	Account Inquiry <sup>5</sup>	Creator <sup>6</sup>	Authoriser <sup>7</sup>	Administrator <sup>8</sup>
Mandatory for	Basic, Classic 1 & 2 packages	✓	✓	✓		✓
Mandatory for	Classic 1 & 2 packages	✓	✓		✓	✓
Mandatory for	Classic 2 package	✓	✓		✓	✓
		✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Nominate minimum 1 Creator, 2 Administrators & Authoriser(s); note that the same User cannot create and authorise the same transaction.

## ACCOUNT(S) TO BE ACCESSED USING Velocity@ocbc

Only your Current, Call and Fixed Deposit accounts with OCBC Bank can be accessed through Velocity@ocbc – Either tick 'All Accounts' or list the specific accounts to be included.

<input type="checkbox"/> All Accounts	Account No.	Account No.	Account No.	Account No.
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## BILL PAYMENT

Include Billing Organisations that you wish to make bill payments to via Velocity@ocbc (select from the list found in Application Procedure).

Billing Organisation 1	Bill Reference No.	Billing Organisation 3	Bill Reference No.
Billing Organisation 2	Bill Reference No.	Billing Organisation 4	Bill Reference No.

## AGREEMENT (To be signed by person(s) authorised to apply for banking services)

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

I/We agree to abide and be bound by the Business Account Terms and Conditions (available at all OCBC Bank branches and at www.ocbc.com) which I/we have read and any amendments, alterations and additions thereto as may from time to time be made. I/We consent to disclosures as provided therein and agree that all payments be debited from my/our account(s) with you.

The person(s) whose information appear in the Authorised User section above and/or in other letter(s) of instruction is/are authorised to perform and effect the above services opted by me/us at any time and from time to time for and on my/our behalf in relation to the abovementioned accounts. I/We confirm that the abovementioned Authorised User(s) has/have sufficient authority to perform and effect all transactions of such services for and on our behalf and all such transactions shall be binding and conclusive on me/us.

By signing below, I/we confirm that I/we am/are authorised to sign the application form for and on behalf of the company/association/club/society/partnership.

Authorised Signatory	Authorised Signatory	Authorised Signatory
Name:	Name:	Name:
Date:	Date:	Date:

**Note: For Private or Limited companies, a board resolution is required to apply for this service. For non-profit organisation, minutes of meeting is required to apply for this service.**