

Please complete this form and mail it back to us at:  
Oversea-Chinese Banking Corporation Limited, OCBC Business Card, Robinson Road P.O. Box 1386, Singapore 902736

Please note:

- In submitting your business logo ("Image"), you agree to abide and be bound by the OCBC Business Card Agreement, in particular the terms relating to the PictureCard Service which may be found at the OCBC website [www.ocbc.com](http://www.ocbc.com)
- By submitting this form, you hereby represent and warrant as follows:
  - The Applicant is the legal and beneficial owner of the Image.
  - The use of the Image by OCBC and OCBC's vendors does not and will not infringe any other person's rights, including intellectual property rights.
- Images submitted will not be returned.
- Due to the card production process and difference in materials used, there may be a slight difference in the colour of your Image when printed on the Business Card.
- Please contact our dedicated hotline at (65) 6538 1111 if you have queries on the Image submission process.

**ALL FIELDS MUST BE COMPLETED TO ENSURE IMMEDIATE PROCESSING.**

APPLICANT DETAILS		
Registered name of company/association/club/society/partnership as per Certificate of Incorporation (the "Applicant"):	Unique Entity/Registration/Gazette No.:	
Contact person for Image-related matters	Image submitted by	Date of submission: (DD/MM/YYYY)
Name:	Name:	
Contact number:	Signature:	

PASTE YOUR NAME CARD OR BUSINESS LOGO HERE

PLEASE AVOID FOLDING OR STAPLING ON THE IMAGE



## IMAGE SUBMISSION GUIDE

**If you wish to receive Business Cards that are not customised with your Image:**

No further action is needed. You will automatically receive a card with the OCBC logo (as shown below).



**If you wish to receive Business Cards that are customised with your Image:**

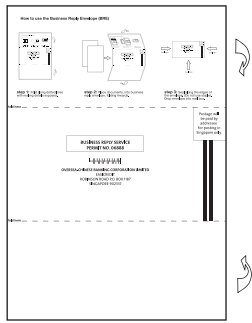
Your Image will be printed here



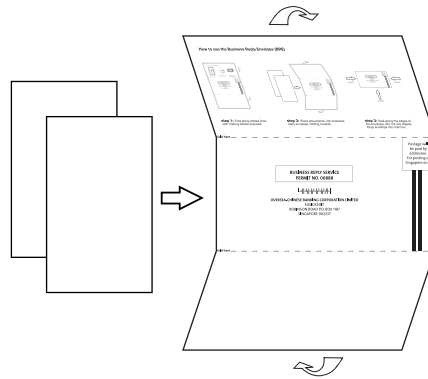
Sample OCBC Business Card

1. Please provide an Image that is:
  - Horizontal in format
  - Between 1cm and 1.5cm in height and no wider than 8cm in width
  - Clearly printed on a plain, single-colour background (preferably white)
2. Draw a circle around your Image (as shown in the example above).
3. Complete the information required above and return it to us within 10 days of applying for your Card(s), otherwise the OCBC logo will be printed in place of your Image.
4. Please note that this same Image will be printed on all Cards issued to the Applicant now and in the future.
5. The title of the Cardholder will only appear on the Card if this completed Logo Submission Form is submitted together with the OCBC Business Card Application Form, and the application to have the Image printed on the Card is successful.

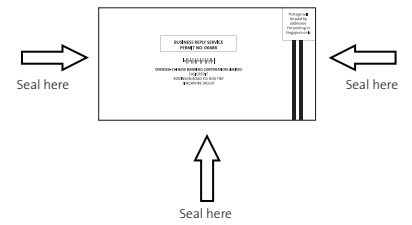
# How to use the Business Reply Envelope (BRE)



**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. 01808



**Oversea-Chinese Banking Corporation Limited**  
OCBC BUSINESS CARD  
ROBINSON ROAD P.O. BOX 1386  
Singapore 902736

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

