OCBC Bank

MAINTENANCE FORM FOR OCBC BUSINESS CARD

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

Your request will be processed within 3 business days. Please complete this form in BLOCK LETTERS and tick where appropriate.

APPLICANT DETAILS

Registered name of company/association/club/society/partnership as per Certificate of Incorporation (the "Applicant"):	Unique Entity/Registration/Gazette No.:

PARTICULARS OF CARDHOLDER

Full name as in NRIC/Passport (Underline Surname) ☐ Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Mdm	ID Type: ☐ NRIC ☐ Passport ID Number:

Business Card No:	OCBC business account linked with Business Card:
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MAINTENANCE REQUEST

1. Change ATM service type	☐ Change to "All Services" (Group A) 1. Balance inquiry 2. Cash deposit and withdrawal 3. Cashcard top-up and refund 4. NETS 5. PIN change 6. Statement printout 7. Cheque book request 8. Cheque inquiry	☐ Change to "Service Type 1" (Group B) 1. Balance inquiry 2. Cash deposit and withdrawal 3. Cashcard top-up and refund 4. NETS 5. PIN change	☐ Change to "Service Type 2" (Group D) 1. PIN change 2. Cash deposit 3. Cashcard refund
2. Allow Overseas Cash Withdrawal Service	☐ Yes ☐ No		NA
3. Change NETS/ATM daily withdrawal limit	Change to: ☐ S$1,000 ☐ S$3,000 ☐ S$5,000 *(Usage subject to available funds in your operating Current Account)*		NA
4. Change daily limit for signature-based payments	Change to: ☐ S$1,000 ☐ S$3,000 ☐ S$5,000 ☐ S$10,000 *(Usage subject to available funds in your operating Current Account)*		
5. Re-issue of PIN	☐ Tick here to request for a new PIN The Cardholder wishes to request for a new PIN for his/her OCBC Business Card. The Applicant undertakes to be liable and responsible for all withdrawals of cash and transactions made, performed, processed or effected, or electronic fund transfer effected through the use of the OCBC Business Card with or without the knowledge or authority of the Applicant and/or the Cardholder.		
6. Replacement of Business Card **Important note:** **A S$20 replacement fee is applicable to each card replaced.**	☐ Damaged/faulty Business Card ☐ Lost/stolen Business Card The Cardholder has lost/stolen/damaged his/her card and the Applicant hereby agrees and undertake to indemnify the bank and keep the bank indemnified fully and completely at all times from and against claims, demands, actions, proceedings, loss, cost and expense, including legal costs between solicitor and client, and all other liabilities of whatsoever nature or description which may be made, paid, taken, incurred, or suffered by you in consequence of, in connection with or in any manner, arising out of your issuing the new card and PIN or in the event of the lost/stolen/damaged card is being in any way dealt with now or in any future time. The Applicant undertakes to return you the card when it is found and will ensure that the Cardholder does so as well . ☐ Change in Cardholder name New Cardholder name to appear on card: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ (maximum 19 letters inclusive of space) ☐ Reason for replacement: Change in Cardholder's title embossed on card New title to appear on card (leave blank if not required) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ (maximum 19 letters inclusive of space) Note: The title of the Cardholder will only appear on the Card if the Applicant had been successful in its application to have its Image printed on the Card. ☐ Change in my business logo ("Image") to be printed on Business Card Please submit this form together with a completed Logo Submission Form. The new Image submitted will be set as default for all new Business Cards issued to the Applicant.		
7. Terminate Business Card	☐ Please terminate the OCBC Business Card issued to the abovenamed Cardholder. I/We wish to terminate the Business Cardholder's existing OCBC Business Card with immediate effect. The card is returned for your cancellation. Please note: Termination of this card does not result in closure of the linked OCBC business account.		

DECLARATION & AGREEMENT ON BEHALF OF THE APPLICANT *(To be signed by person(s) authorised to apply for banking services)*

By signing below, I/we confirm that I/we am/are authorised to sign this application form for and on behalf of the Applicant.
In consideration of you processing our application (as stated herein), we hereby declare, warrant and agree:-

i. that all information submitted above or otherwise in connection with our application are true and accurate in all respects;
ii. that we understand, accept and agree the provision of the services requested is subject to the terms of the OCBC Business Card Agreement (the "Business Card Agreement"), a copy of which is available on the OCBC website (www.ocbc.com). I/We jointly and severally agree to be bound by the same which shall include any amendment, alteration and addition made thereto as may from time to time. I/We further acknowledge and agree that the Business Account Terms and Conditions (available at all OCBC Bank branches and at www.ocbc.com) which shall include any amendment and addition made thereto from time to time, shall apply to my/our use of my/our OCBC business account and continue to apply in full force and effect;
iii. that we will supply any additional information and documentary proof as you may require and/or execute all documents and instruments and do all acts and things as may be required by you in connection with the processing of this application and the operation and maintenance of our OCBC Business Card with you;
iv. that we undertake to give you notice in writing of any change in particulars given above and to submit relevant documentary proof to you for any change of the particulars given above; and
v. that we understand you have the right not to approve this application at your absolute discretion. We understand that in the event that our application is rejected, you are not under any obligation whatsoever to give us any reason or explanation.

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

FOR BANK'S USE ONLY

Attended By: Staff ID, Stamp & Signature	Checked By: CSM/BM Name, Stamp & Signature (For Branches only)	Branch Stamp (For Branches only)