

**Velocity@ocbc User Request Form** *(only for existing Velocity@ocbc subscribers)*

 Please complete this form and mail to Documentation and Registration Unit, Group Transaction Banking, 6<sup>th</sup> Floor, Wisma Lee Rubber, 1 Jalan Melaka, 50100 Kuala Lumpur.

We will process your request within 6 working days upon receipt of this form.

Company Details (compulsory to be filled)	
Company Name	
Contact Person Name	
Contact No.	
Velocity@ocbc Organisation ID	

Section 1: Password/Digipass (if applicable)		
<input type="checkbox"/> Re-issue of Password <small>(Forgotten password, please issue new pin mailer)</small>	User Name _____	
<input type="checkbox"/> Unlock Digipass <small>(Forgotten pin number and requesting reset)</small>	Digipass Serial No. _____ <small>(Located at reverse side of the token)</small>	Locked Code _____ <small>(The code displayed after 5 attempts with incorrect Digipass pin)</small>
<input type="checkbox"/> Defective Digipass <small>(Token enclosed, please issue a replacement)</small>	Digipass Serial No. _____ <small>(Located at reverse side of the token)</small>	
<input type="checkbox"/> Loss of Digipass <small>(Please issue a replacement and debit RM50 from our account for each replacement)</small>	User Name _____	

Section 2: Account(s) to be Tagged/Deleted (if applicable)					
Add <input type="checkbox"/>	Del <input type="checkbox"/>	<input type="text"/>	Add <input type="checkbox"/>	Del <input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Section 3: List of Authorised Users to be Added/Deleted (if applicable)	
User's Full Name (as per NRIC)	Services to be tagged to Users <small>(complete only if applicable)</small>
Add <input type="checkbox"/> Del <input type="checkbox"/> Edit <input type="checkbox"/>	<input type="checkbox"/> Administrator <input type="checkbox"/> Creator <input type="checkbox"/> Account Inquiry <input type="checkbox"/> Authoriser
Add <input type="checkbox"/> Del <input type="checkbox"/> Edit <input type="checkbox"/>	<input type="checkbox"/> Administrator <input type="checkbox"/> Creator <input type="checkbox"/> Account Inquiry <input type="checkbox"/> Authoriser
Add <input type="checkbox"/> Del <input type="checkbox"/> Edit <input type="checkbox"/>	<input type="checkbox"/> Administrator <input type="checkbox"/> Creator <input type="checkbox"/> Account Inquiry <input type="checkbox"/> Authoriser
Add <input type="checkbox"/> Del <input type="checkbox"/> Edit <input type="checkbox"/>	<input type="checkbox"/> Administrator <input type="checkbox"/> Creator <input type="checkbox"/> Account Inquiry <input type="checkbox"/> Authoriser

\*Each Digipass token will be issued for each authoriser added.

\*Please note that RM50 will be debited from respective company account for each new Digipass issued, except for defective Digipass.

 \_\_\_\_\_  
 Authorised Person  
 Date:

 \_\_\_\_\_  
 Authorised Person  
 Date:

 \_\_\_\_\_  
 Authorised Person  
 Date:

For Bank Use Only		
Signature Verified/Date	Input By/Date	Verified By/Date