

Please submit the completed form to your Human Resource Department for processing.

As of 28-01-2015

This form is prepared by OCBC Bank for your reference only. The HR department of your company may require you to furnish additional information or documents to effect the change in Salary Crediting account.

1. Employer Details

Employer Name:

Employer Address:

Attention: Name of Human Resource Officer

2. Set up/Change of Salary Credit Bank Account

Dear Sir/Madam,

I wish to set up/change the bank account to which my salary is to be credited. Please credit my salary into my Oversea-Chinese Banking Corporation Limited ("OCBC Bank") account as indicated below with immediate effect.

Name of Bank:

Name of Account Holder:

Bank Account No.:

Branch Code:

** When making electronic funds transfer, please use the first 3 digits of your account number for the branch code.*

Thank you for your assistance.

Yours Sincerely,

Signature

DD / MM / YY

Employee name

NRIC/Passport Number

Employee Number