



CHEQUEBOOK REQUEST

Account Name											
Account No											
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Delivery Address: <input type="checkbox"/> Residence <input type="checkbox"/> Office <input type="checkbox"/> Branch											
Country:						Postal Code:					
Contact No.						Contact Person					

FOR PERSONAL ACCOUNT

I/We hereby request Oversea-Chinese Banking Corporation (the Bank) to send me/us _____ chequebook/s (up to 5 chequebooks per request). I/We hereby authorize the Bank to debit my/our account for any related charges incurred in printing and send the new chequebook/s to the last known mailing address according to the Bank's record.

I/We would like to receive my/our chequebook/s through (please tick):

Mode	Receive chequebook in	Charge* per chequebook	Form Submission
<input type="checkbox"/> Normal	5 working days	S\$10	Mail-in** or submit at any OCBC Branch
<input type="checkbox"/> Express	Next working day	S\$18 (includes S\$10 chequebook fee)	Submit at any OCBC Branch only
<input type="checkbox"/> Same Day	Same day by 5pm (if form is received by 11.30am)	S\$27 (includes S\$10 chequebook fee)	Submit at any OCBC Branch only

*S\$10 waived for all Premier EasiSave accounts. Only delivery charges for Express and Same Day delivery will apply.

** Please address the mail to: OCBC Account Services, Bras Basah Post Office, Locked Bag Service No. 8, Singapore 911886

FOR CORPORATE ACCOUNT

Please submit form at any OCBC Branches or mail to: OCBC Ltd, Business Banking Commercial Service Centre, 65 Chulia Street #12-08 OCBC Centre, Singapore 049513

I/We hereby request Oversea-Chinese Banking Corporation (the Bank) to send me/us _____ chequebook/s. I/We hereby authorize the Bank to debit my/our account for any related charges incurred in printing and send the new chequebook to the last known mailing address according to the Bank's record.

I/We would like to receive a chequebook through (please tick):

- Normal Delivery (Receive in 5 Working Days) ~ Free of Charge
- Express Delivery (Receive on the Next Working Day if request is received before 4:30PM) ~ S\$18/- per chequebook
- Same Day Delivery (If this form is received by 11:30AM, the chequebook/s will be delivered by 5PM) ~ S\$27/- per chequebook

Update the number of cheque books for the above-mentioned account – PLEASE MAIL ORIGINAL COPY
For Account Static Information Update.

I/We hereby request Oversea-Chinese Banking Corporation (the Bank) to send me/us _____ chequebook/s every time my/our cheque book stock level reaches the re-ordering point.

PLEASE SIGN HERE:

Authorised Signatories/ Date:	Remarks (if any):
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For OCBC's use only

Staff Fax No.	Staff Contact No.	Fax Date & Time	Attended By	Approved by
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For Express/Same Day Delivery, please select the right cheque book type:

Corporate Cheque <input type="checkbox"/> SGD <input type="checkbox"/> USD	Personal Cheque <input type="checkbox"/> SGD <input type="checkbox"/> USD	Personal Premier <input type="checkbox"/> SGD <input type="checkbox"/> USD	Islamic <input type="checkbox"/> Corporate <input type="checkbox"/> Personal
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Remarks:	For SNP's use only
	Cheque Range & Contact Person: