OCBC Bank
Oversea-Chinese Banking Corporation Limited

PERSONAL ACCOUNT CHEQUE BOOK REQUEST FORM

ACCOUNT PARTICULARS

Account Name:

Account No.:				-							-			

Delivery Address: ☐ Account Mailing Address ☐ OCBC Branch (self-collection) ☐ Other address (*please select one*)

Country: Postal Code:

Contact No.:	Contact Person:

I/We hereby request Oversea-Chinese Banking Corporation (the Bank) to send me/us _____ cheque book(s) (up to 5 cheque books per request). I/We hereby authorize the Bank to debit my/our account for any related charges and mail/deliver the new cheque book(s) to the delivery address stated above.

I/We would like to receive my/our cheque book(s) through:

Delivery Mode (please tick one):	Charges for SGD Cheque Book[1]	Charges for USD Cheque Book	Form Submission:
☐ Normal (Delivered in 5 working days to account mailing address only)	S$10 per cheque book	N.A.	Mail-in[3] or submit at any OCBC Branch. Alternatively you may request for a new Cheque book via any OCBC ATM with your ATM card.
☐ Express (Courier delivery on next working day)	S$18 per cheque book[2]	USD12 per cheque book	Submit at any OCBC Branch only
☐ Same Day (Courier delivery by 5pm, same day if form is received by 11.30am)	S$27 per cheque book[2]	USD18 per cheque book	Submit at any OCBC Branch only

IMPORTANT NOTES:

[1]S$10 cheque book fee is waived for all Premier and Private Bank EasiSave accounts. Only delivery charges for Express and Same Day delivery will apply.

[2]Inclusive of S$10 per cheque book fee.

[3]Please complete this form and mail to: OCBC Bank, Account Services, Bras Basah Post Office, Locked Bag Service No. 8, Singapore 911886.

For Courier delivery, if the there is no one to receive the Cheque book at the delivery address provided, the Cheque book will be delivered to the nearest OCBC Branch. Account Holder will have to collect the Cheque book from the branch. There will be a flat fee of S$10 applicable if the delivery has to be diverted to an OCBC branch which will be debited from the account.

Account Holder's Signature (*please sign as per your account record*): Date:	Remarks (*if any*):

FOR OCBC BANK USE ONLY

Staff Fax No.:	Staff Contact No.:	Fax Date & Time:	Attended By:	Approved by:

For Express / Same Day Delivery, please select the cheque book type:

Personal Cheque: ☐ SGD ☐ USD	Personal Premier: ☐ SGD ☐ USD	Personal Al Wadi'ah A/c: ☐ SGD

Remarks:	FOR TOPPAN'S USE ONLY Cheque Range & Contact Person: