



CORPORATE CHEQUEBOOK REQUEST FORM

Please submit form at any OCBC Branches or mail to:
Oversea-Chinese Banking Corporation Limited
 Account Services
 Bras Basah Post Office
 Locked Bag Service No. 8
 Singapore 911886

ACCOUNT INFORMATION

Account Name: _____

Account No: | | | | - | | | | | | | | - | | | | | | | |

Delivery / Collection: Mail to address per bank's records
 Collect at branch (please indicate branch name) _____

Contact No: _____

Contact Person: _____

AGREEMENT (To be signed by person(s) authorised to operate the Account (s))

To: **Oversea-Chinese Banking Corporation Limited ("OCBC Bank")**

I/We hereby request Oversea-Chinese Banking Corporation (the Bank) to send me/us _____ chequebook/s. I/We hereby authorise the Bank to debit the Account for any related charges incurred in printing and sending the new chequebook to the last known mailing address according to the Bank's record. (Please note this is a one time request for your chequebook)

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

Delivery Mode (please tick one)	Delivery Charges for SGD Chequebook	Delivery Charges for USD Chequebook	Form Submission
<input type="checkbox"/> Normal (Delivered in 5 working days to the account mailing address only)	N.A.	N.A.	Mail-in or submit at any OCBC branch. Alternatively, you may request for a new chequebook via any OCBC ATM with your ATM card or via Corporate Phonebanking with your phone code.
<input type="checkbox"/> Express (Courier delivery on the next working day if form is received before 3.45pm)	\$20 per chequebook	US\$14 per chequebook	Submit at any OCBC Branch only.
<input type="checkbox"/> Same Day (Courier delivery by 5pm on the same day if form is received before 10.45am)	\$29 per chequebook	US\$20 per chequebook	Submit at any OCBC Branch only.
IMPORTANT NOTE - An additional chequebook issuance fee of S\$25 per chequebook is applicable for Business Growth Account, Business Entrepreneur Account Plus and Business Foreign Account. - For Courier delivery, if there is no one to receive the chequebook at the delivery address provided, the chequebook will be delivered to the nearest OCBC branch. Account Holder will have to collect the chequebook from the branch. If the delivery has to be diverted to an OCBC branch, a flat fee of S\$10 will be applicable and which will be debited from the account.			

REQUEST FOR CHANGE IN NUMBER OF CHEQUEBOOKS FOR EACH RE-ORDERING POINT (Please mail ORIGINAL copy)

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

Please note this is not applicable for Business Growth Account, Business Entrepreneur Account Plus and Business Foreign Account opened from 3 July 2023.

OTHER REQUEST

Stop Auto Cheque Book Issuance

AUTHORISATION (Please sign)

Name of Authorised Signatory: _____

Date: _____

FOR BANK USE ONLY

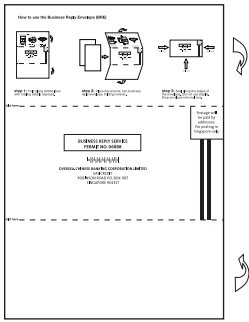
Staff Fax No. | Staff Contact No. | Fax Date & Time | Attended By | Approved by:

Remarks: _____

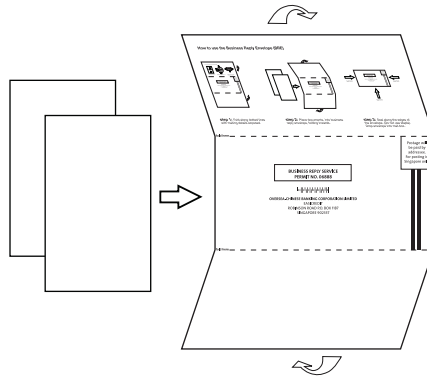
FOR TOPPAN'S USE ONLY

Cheque Range & Contact Person: _____

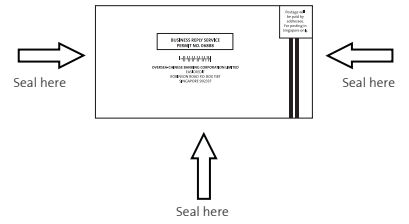
How to use the Business Reply Envelope (BRE)



Step 1
Fold along the dotted lines. Fold the top and bottom sections inwards with the mailing address in front.



Step 2
Enclose your documents within the sleeve created in Step 1.



Step 3
Seal the edges with clear tape to secure your documents inside.

fold here

BUSINESS REPLY SERVICE
PERMIT NO. 08066



OVERSEA-CHINESE BANKING CORPORATION LIMITED
ACCOUNT SERVICES
BRAS BASAH POST OFFICE
LOCKED BAG SERVICES NO. 8
SINGAPORE 911886

Postage will be
paid by addressee.
For posting in
Singapore only.

