

OCBC BUSINESS CREDIT CARD MAINTENANCE FORM

Please complete this form and mail it back to us at: OCBC Bank, OCBC Business Credit Card, Robinson Road P.O. Box 1386, Singapore 902736

Your request will be processed within 3 business days. All fields must be completed for your request to be processed. Please write clearly and use <u>BLOCK LETTERS</u>.

| APPLICANT'S DETAILS | | | | | |
|---|------------------------------|--|--|--|--|
| Registered Business Name (the "Applicant"): | Registration No. | | | | |
| PART 1 – CARD REPLACEMENT / TERMINATION | | | | | |
| Cardholder's name as in NRIC/Passport : | ID number: | | | | |
| OCBC Business Credit Card number : | | | | | |
| Please tick where appropriate | | | | | |
| (a) Please replace card (S\$25 card replacement fee applies) due to: | | | | | |
| □ Damaged / faulty card □ Lost / stolen card □ Card retained at ATM machine | | | | | |
| □ Change in cardholder's name to be embossed on card : | | | | | |
| □ Change in Applicant's name to be embossed on card : | | | | | |
| (b) Card termination: | | | | | |
| □ Please terminate card | | | | | |
| Please note: The outstanding amount of the terminated card will become due for immediate payment. | | | | | |
| PART 2 – CHANGE IN CARD LIMITS | | | | | |
| Cardholder's name as in NRIC/Passport : | ID number: | | | | |
| OCBC Business Credit Card number : [| | | | | |
| Please change card limit to : \$\$ | Cardholder's | | | | |
| (min. S\$2,000, in increments of S\$500): | signature: | | | | |
| | Date: | | | | |
| Cardholder's name as in NRIC/Passport : | ID number: | | | | |
| OCBC Business Credit Card number : | | | | | |
| Please change card limit to : \$\$ | Cardholder's | | | | |
| (min. S\$2,000, in increments of S\$500): | signature: Date: | | | | |
| | Date. | | | | |
| PART 3 – CHANGE IN MAILING ADDRESS / CONTACT PERSON FOR SUMMARY BILLING STATEMENTS AND OTHER CARD REPORTS OR NOTIFICATIONS | | | | | |
| Name of person to receive summary billing statements and other Card reports or notifications for and on behalf of the Business: | Designation: Contact number: | | | | |
| □ Mr □ Mrs □ Mdm □ Ms | | | | | |
| New mailing address (leave blank if no change from current): | | | | | |
| | | | | | |
| Postal code: | | | | | |

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DECLARATION & AGREEMENT ON BEHALF OF THE APPLICANT

By signing below, I/we confirm that I/we am/are authorised to sign this application form for and on behalf of the Applicant.

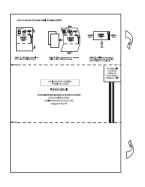
In consideration of you processing our application (as stated herein), I/we hereby declare, warrant and agree:-

- That all information submitted above or otherwise in connection with my/our request(s) in this form are true and accurate in all respects;
- ii. that I/we understand, accept and agree the provision of the services requested is subjected to the terms of the OCBC Cardmember's Agreement (Business), a copy of which is available on the OCBC website (www.ocbc.com). I/we jointly and severally agree to be bound by the same which shall include any amendment, alteration and addition made thereto as may from time to time;
- that I/we will supply any additional information and documentary proof as you may require and/or execute all documents and instruments and do all acts and things as may be required by you in connection with the processing of this form and the operation and maintenance of our OCBC Business Credit Card(s) with you;
- iv. that Oversea-Chinese Banking Corporation Limited ("OCBC") has the right not to approve any of the request(s) in this form at its absolute discretion. I/We understand that in the event that my/our request(s) is rejected, OCBC is not under any obligation whatsoever to give me/us any reason or explanation.

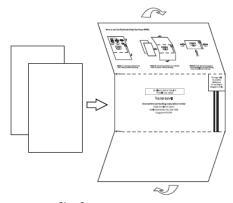
| To be signed by persons authorised to sign OCBC Business Credit Card Maintenance Forms: (Sole Proprietorship – Sole Proprietor / Partnerships – All partners / Companies or LLP – As per directors' or partners' resolution) | | | | | |
|--|--|---------------------------------|--|--|--|
| Authorised Person Name: ID no.: Date: | Authorise Name: ID no.: Date: | ed Person | Authorised Person Name: ID no.: Date: | Authorised Person Name: ID no.: Date: | |
| FOR BANK'S USE ONLY | | | | | |
| Attended/reviewed by: Staff ID, Stamp & Checked by: CSM/E branches only) | | /I Name, Stamp & Signature (for | Branch Stamp (for branches only) | | |

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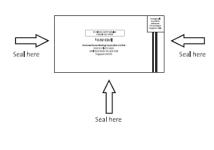
How to use the Business Reply Envelope (BRE)



Step 1Fold 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 3Seal the edges with clear tape to secure your documents inside.

BUSINESS REPLY SERVICE PERMIT NO. 01808

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Oversea-Chinese Banking Corporation Limited

OCBC BUSINESS CREDIT CARD ROBINSON ROAD P.O. BOX 1386 Singapore 902736 Postage will be paid by addressee. For posting in Singapore only.

Co.Reg.No: 193200032W