

1 Company information

Company Name ▶ *as per bank's record*

Account No*

+ (country code) - (contact number)

Mobile + -

Contact Person

+ (country code) - (area code for non SG numbers) - (contact number)

Office + - -

2 Addressee and content

If the addressee is a Bank, please indicate the name of the Bank and the SWIFT Code. Additional cable charges will apply.

Name of Addressee ▶ *Mandatory and the Addressee has to be a company/business name*

Address

Please select one ▶ *more than one is allowed*

Date account was opened

Account Number

Account balance as at / / (within the last 3 months only)

OCBC SWIFT Code

Please note that the Bank will not be able to process requests for other information which are not listed in the options above.

3 Authorisation & charges ▶ *to be signed by person(s) authorised to operate the account(s)*

I/We hereby authorise the Bank to debit my/our account (stated above*) for any related charges and mail/deliver the letter of reference to the delivery address stated below.

Charges

Letter of Reference /Foreign Endorsement (non-loans related) S\$30 per request

Letter of Reference /Foreign Endorsement (loans related) S\$32.10 per request (inclusive of GST)

Delivery Address ▶ *please select one*

Account Mailing Address

OCBC Branch (self-collection). Please specify the branch

SWIFT Code



Complete and return this form to us at:

Oversea-Chinese Banking Corporation Limited, Account Services, Bras Basah Post Office, Locked Bag Service No. 8, Singapore 911886

You can also email us (from your email address registered with your OCBC Business Account) the completed form at bizupdate@ocbc.com

We will process your request within 5 business days from receiving this form.

Signature

Name of Authorised Signatory

Date ▶ DD / MM / YY

 / /

Signature

Name of Authorised Signatory

Date ▶ DD / MM / YY

 / /