

1 Business details ▶ All information is required unless stated

Registered business

Name of company

Velocity@ocbc Organisation ID

Who to call

▶ We will call this person if any clarification pertaining to this form only is required

Full name

Mobile number ▶ +(country code) - (contact number)

Office number ▶ +(country code) - (area code, for non SG number) - (contact number)

2 What you need to bring

For All Velocity@ocbc Authorisers (Standard & Classic Service Packages)

- Certified true copies of NRIC / Passport
- Certified true copies of residential address proof e.g. NRIC, Telco bill, Bank statement (Bill dated within last 3 months from date of application)

(Person certifying cannot certify his/her own NRIC/Passport / residential address proof)

	Private Limited	Partnership / Limited Partnership	Limited Liability Partnership	Sole Proprietor	Society / Club / Association
Photocopied identification documents must be certified true by	 Any 1 Director (For Constitution of the Company, any Director or Company Secretary)	 Any 2 Partners (For Partnership only)	 Any 2 Partners	 Business Owner	 Any 2 Office Bearers
<small>* Only applicable for local incorporated company. Requirement may differ for foreign incorporated company.</small>		 Any General Partner (For Limited Partnership only)			

3 What do you like to do?

▶ Tick where applicable and complete the required fields

I. Account settings

Unlock account

Get new password

① Full name / user ID

Unlock account

Get new password

② Full name / user ID

II. Replace token

Lost token

▶ A token fee of S\$20 will be charged

① Full name / user ID

Defective token

▶ Send back your defective token to us

Token serial number ▶ Mandatory for defective token

② Full name / user ID

Lost token

▶ A token fee of S\$20 will be charged

Defective token

▶ Send back your defective token to us

Token serial number ▶ Mandatory for defective token

III. Manage user(s) ▶ Authoriser to submit NRIC/Passport and residential address proof

Add user(s) ▶ New token(s) will be issued and a token fee of S\$20 per token will be charged

What can this user do?

- Velocity@ocbcadministration
- Maker + view
- Authoriser + view
- Authoriser & Maker + view
 - ▶ only applicable for Standard package
- View statement only

① Full name ▶ As per NRIC/Passport User ID

Mobile number ▶ +(country code) - (contact number)
+ _____
Email address

What can this user do?

- Velocity@ocbcadministration
- Maker + view
- Authoriser + view
- Authoriser & Maker + view
 - ▶ only applicable for Standard package
- View statement only

② Full name ▶ As per NRIC/Passport User ID

Mobile number ▶ +(country code) - (contact number)
+ _____
Email address

Delete user(s)

▶ If you are deleting a user who is the primary contact of your company, please fill in "IV. Replace primary contact" with details of new primary contact

① Full name / user ID

② Full name / user ID

Change user(s) role

What can this user do?

- Velocity@ocbcadministration
- Maker + view
- Authoriser + view
- Authoriser & Maker + view
 - ▶ only applicable for Standard package
- View statement only

① Full name ▶ As per NRIC/Passport

User ID

What can this user do?

- Velocity@ocbcadministration
- Maker + view
- Authoriser + view
- Authoriser & Maker + view
 - ▶ only applicable for Standard package
- View statement only

② Full name ▶ As per NRIC/Passport

User ID

IV. Update contact details

Replace user(s) contact

① Full name / user ID

Mobile number ▶ *+(country code) - (contact number)*

+ _____ - _____

Email address

② Full name / user ID

Mobile number ▶ *+(country code) - (contact number)*

+ _____ - _____

Email address

Replace primary contact

Full name

Mobile number ▶ *+(country code) - (contact number)*

+ _____ - _____

Email address

V. Manage accounts

Change token fees
payment account

Account number

Currency

Add to Velocity@ocbc

Specific Current, Call or Time Deposit accounts

Account number

Currency

All Trade ▶ *e.g. Letter of Credit, Banker's Guarantee, Trade Loan, Invoice Financing*

Delete from Velocity@ocbc

Specific Current, Call or Time Deposit accounts

Account number

Currency

All Trade ▶ *e.g. Letter of Credit, Banker's Guarantee, Trade Loan, Invoice Financing*

VI. Terminate Velocity@ocbc services

I would like to terminate my Velocity@ocbc services.

▶ *All existing access and data will be deleted permanently*

4 Agreement

▶ To be signed by person(s) authorised to apply for banking services

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

I/We agree to abide and be bound by the Business Account Terms and Conditions (available at all OCBC Bank branches and at www.ocbc.com) which I/We have read and any amendments, alterations and additions thereto as may from time to time be made. I/We consent to disclosures as provided therein and agree that all payments be debited from my/our account(s) with you.

The person(s) whose information appear in the Authorised User section above and/or in other letter(s) of instruction is/are authorised to perform and effect the above services opted by me/us at any time and from time to time for and on my/our behalf in relation to the abovementioned account. I/We confirm that the abovementioned Authorised User(s) has/have sufficient authority to perform and effect all transactions of such services for and on my/our behalf and all such transactions shall be binding and conclusive on me/us.

I/We agree that any Authorised User who has a specimen signature maintained with OCBC Bank will be allowed to give instructions singly to OCBC Bank to instruct OCBC Bank to unlock the Velocity@ocbc user account/request for a new password/request for a new token.

I/We agree that the number appearing in the [mobile number] section above shall be used by OCBC Bank for security, authentication and/or verification purposes and procedures.

By signing below I/we confirm that I/we am/are authorised to sign the application form for and on behalf of the company/association/club/society/partnership.

Important notes

Please ensure that this form is signed accordingly

- For Sole-Proprietor, the Sole-Proprietor to sign
- For Partnership, all partners to sign
- For Partnership LLP/Pte Ltd Company, refer to Board Resolution
- For Association/clubs/school/management committee, refer to Minutes of Meeting

If the Authorised Cheque Signatory wants to unlock the Velocity@ocbc user account/request for a new password/request for a new token, only his/her signature is required.

Signature

Signature

Authorised person

Authorised person

Name

Name

Date ▶ DD/MM/YY

Date ▶ DD/MM/YY

____/____/____

____/____/____



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

We will process your request within 7 business days from receiving this form.

For bank's use

Signature verified/ date	Maker/ date	Checked/ date	Contact customer/ date
Remarks			