

All information is required unless stated.

Stop Payment / Delete Batch File Request  
 Submit at least 1 business day before the value date, by 4:30pm

## 1 What are your account details?

Account name

Account number

Currency

SGD

Contact person ▶ Who to call if different from account name

Contact number

## 2 Who do you want to recall the money from?

▶ This request shall be undertaken on a best effort basis

▶ Select where applicable

<b>Request type</b>	<input type="checkbox"/> Stop a transaction in a Batch File ▶ If more than 1 record, use separate sheet		<input type="checkbox"/> Delete entire Batch File	
<b>Mode of transaction</b>	<input type="checkbox"/> GIRO	<input type="checkbox"/> FAST	<input type="checkbox"/> GIRO	<input type="checkbox"/> FAST
<b>Transaction type</b>	<input type="checkbox"/> Payment	<input type="checkbox"/> Collection	<input type="checkbox"/> Payment	<input type="checkbox"/> Collection
<b>Date of submission</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>	
<b>Value date</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>	
<b>Batch total amount</b>	S\$		S\$	
<b>Batch total count</b>				
<b>Your reference no</b> (for submission via Velocity@ocbc only)				
<b>Batch ID</b>				
<b>Payee/Payer bank name</b>			Leave this field blank	
<b>Payee/Payer account number</b>			Leave this field blank	
<b>Payee/Payer account name</b>			Leave this field blank	
<b>Transaction amount</b>	S\$		Leave this field blank	
<b>Revised batch total amount</b>	S\$		Leave this field blank	
<b>Revised batch total count</b>			Leave this field blank	

## 3 Authorised signature(s)

Signature(s)

What to do next?



Print and sign



Submit the form at any OCBC branch

Submit at least 1 business day before the value date, by 4:30pm

For bank's use

Signature Verified By	Processed By	Date Processed
<input type="text"/>	<input type="text"/>	<input type="text"/>