

All information is required unless stated.

Please mail in completed form using the enclosed Business Reply Envelope

**1 Who do you want to pay to?**

Payee Name (in full as per invoice)

**2 How much do you need to pay?**

Amount ("Relevant Amount")

Currency to be sent in  SGD  GBP  AUD  USD  NZD

Currency in GBP, AUD, USD or NZD shall each be referred to as a "Relevant Foreign Currency"

**3 Authorised signature as per Education Loan application form**

*Student's signature*

*Joint applicant's signature*

Name

Name

NRIC

NRIC

Date of request ▶ DD / MM / YY

Date of request ▶ DD / MM / YY

**4 Have you done the following?**

Attached original invoice from school / institution

**By signing and submitting this Disbursement Authorisation form, I/we hereby:**

- I. confirm my/our acceptance of the terms and conditions set out in the Bank's Approval Letter and OCBC Terms and Conditions Governing Education Loan;
- II. irrevocably instruct the Bank to disburse the Education Loan in accordance with this Disbursement Authorisation form;
- III. agree to fully and completely indemnify the Bank against any losses, costs, charges, liabilities, claims, demands, actions, proceedings or expenses (including reasonable legal costs and expenses) which the Bank, its officers, employees and/or agents may sustain or incur in connection with this Disbursement Authorisation form;
- IV. where I/we request for the Education Loan to be disbursed in a Relevant Foreign Currency, I/we acknowledge and confirm that any disbursement in a Relevant Foreign Currency must not exceed the Approved Loan Amount (as defined in the Approval Letter) in Singapore Dollars converted at such exchange rate determined by the Bank in its absolute discretion;
- V. agree that the total outstanding principal under my/our Education Loan (if any) when aggregated with the Relevant Amount to be disbursed must not exceed the Approved Loan Amount (net of relevant fees). In the event that it exceeds the Approved Loan Amount (net of fees), the Bank will only disburse up to the Approved Loan Amount (net of relevant fees). For the avoidance of doubt, all request(s) made by me/us under the Disbursement Authorisation form(s) that have been rejected will be deemed void;
- VI. agree that the Relevant Amount shall be disbursed via cashier's order(s) for local institutions or demand draft(s) for overseas institutions;
- VII. agree that a fee of \$20 per cashier's order or demand draft will be charged and deducted from the Approved Loan Amount on the disbursement of the Relevant Amount.
- VIII. agree the cashier's order(s) or demand draft(s) will be mailed (via ordinary mail) to the main applicant's mailing address as indicated in the Approval Letter;
- IX. agree that if the Payee Name differs from the invoice(s) submitted, the Bank will issue the cashier's order(s) or demand draft(s) in favour of the institution listed on the invoice.
- X. agree that if the Disbursement amount is higher than payment amount on the invoice(s) submitted, the Bank will disburse up to the amount stated in the invoice;
- XI. acknowledge that an incomplete form or non-compliance to any terms and conditions stated herein may result in a delay in processing my/our request;
- XII. allow for 7 working days after receipt of this Disbursement Authorisation form by the Bank for your instruction to be processed. An incomplete form or non-compliance to the terms and conditions may result in a delay in processing; and
- XIII. agree that if the document(s) required under Section 4 of this Disbursement Authorisation Form is/are not submitted to the Bank or, where such document(s) is/are submitted to the Bank, the Bank is not satisfied with such document(s), the Bank has the discretion to reject my/our request made under this Disbursement Authorisation Form.

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

BUSINESS REPLY ENVELOPE  
PERMIT NO. 06888



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