

## 1 Your Account Details

Account Number ▶ *please indicate the debiting account of the EDP+ transaction* Account Name  
 \_\_\_\_\_ SGD \_\_\_\_\_

### Who to contact if clarification is required for this request only

Name \_\_\_\_\_ Contact Number \_\_\_\_\_

## 2 Transaction Details ▶ *please indicate the following details as reflected on OCBC Velocity or in our email notifications*

OCBC Reference Number \_\_\_\_\_ EDP+ Effective Date \_\_\_\_\_ EDP+ Amount \_\_\_\_\_  
 \_\_\_\_\_ D D / M M / Y Y Y Y SGD \_\_\_\_\_

### Payee Details

Payee Bank Name \_\_\_\_\_ and Payee Bank Account Number \_\_\_\_\_

OR

Payee PayNow \_\_\_\_\_

## 3 Cancellation Details

Cancellation Reason ▶ *maximum 35 characters and will be visible to your payee*

\_\_\_\_\_

## 4 Declaration and Agreement

I/We (and where applicable for my heirs, executors or administrators) declare that the above described EDP+ ("EDP+") is to be cancelled.

I/We represent and warrant to OCBC that the above information is correct. If the EDP+ has not been paid, I/we hereby request OCBC to cancel the EDP+ and refund to me/us the amount of the EDP+ (with all charges, costs and expenses to be debited separately by OCBC). I/We acknowledge that such refund will be made to the debiting account of the EDP+ transaction and if OCBC is unable to do so, such refund is to be made:

☐ to another SGD account held by me/us \_\_\_\_\_ ▶ *please specify a Singapore Dollar account number held with OCBC*

☐ by way of a Cashier's Order to \_\_\_\_\_ ▶ *please indicate the full legal entity name*  
 and sent by ordinary mail (at our risk) to ▶ *please insert mailing address*

\_\_\_\_\_

\_\_\_\_\_

In consideration of OCBC acting in accordance with the terms of this instruction, I/we understand and agree that if the EDP+ is presented for payment by the payee (or purportedly by the payee), OCBC may be compelled to pay, in which event I/we undertake to reimburse OCBC on demand for the amount of the EDP+. I/We further undertake to indemnify OCBC and keep OCBC indemnified against all demands, actions, proceedings (whether groundless or not), liabilities, claims, damages, losses, costs and expenses (including without limitation legal fees on an indemnity basis) of whatever nature and howsoever arising that OCBC may incur or sustain by reason thereof now or at any future time.

I/We consent to the collection, use, and disclosure of my/our personal data by OCBC and its related corporations for the purposes of processing this request, and other applicable purposes as set out in OCBC's Data Protection Policy, available at OCBC website > Personal Banking > Policies ("Purposes"). Where I/we have provided the personal data of other individuals to OCBC, I/we confirm that I/we have obtained the consent from such individuals for the collection, use, and disclosure of their personal data to OCBC for the Purposes.

Further, I/we agree that you will not be liable if the EDP+ is paid by mistake or as a result of incorrect information given to OCBC.

I/We agree that cancellation of the EDP+ is subject to and shall be in accordance with the Business Account Terms and Conditions.

Signature  
 \_\_\_\_\_

Name of Authorised Person

\_\_\_\_\_

Date ▶ DD / MM / YY

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Signature  
 \_\_\_\_\_

Name of Authorised Person

\_\_\_\_\_

Date ▶ DD / MM / YY

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Signature  
 \_\_\_\_\_

Name of Authorised Person

\_\_\_\_\_

Date ▶ DD / MM / YY

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

What to do next?



Print and sign



Submit the form at any OCBC branch

For bank use only

| Signature Verified By | Processed By | Date Processed |
|-----------------------|--------------|----------------|
| _____                 | _____        | _____          |