

## 1 Company information 公司信息

Company Name 公司名称 ▶ as per bank's record 根据银行记录

Account No\* 账户号码\*

Mobile number + (country code) - (contact number)  
手机号码

Contact Person 联系人

Office number + (country code) - (area code for non SG numbers) - (contact number)  
办公室电话号码

## 2 Addressee and content 收件人和内容

If the addressee is a Bank, please indicate the name of the Bank and the SWIFT Code. Additional cable charges will apply.  
如果收件人是银行, 请注明银行名称和SWIFT代码。将收取额外电报费用。

Name of Addressee 收件人名称

Note: Kindly provide a company or business name. The addressee must not be your own company name, an individual's name, or a generic phrase such as "To Whom It May Concern." This requirement is mandatory to process your bank reference letter request.

注意: 请提供公司或企业名称。收件人不得使用您自己的公司名称、个人姓名或诸如“敬启者”之类的通用词语。此要求为处理您的银行推荐信申请的必备条件。

Address 地址

Please select 请选择 ▶ more than one is allowed 可勾选一项以上

- ☐ Date account was opened 开户日期 ☐ Account Number 账户号码 ☐ OCBC SWIFT Code OCBC SWIFT 代码
- ☐ Account balance as at 账户余额截至 DD / MM / YY (within the last 3 months only 仅限最近三个月)

Please note that the Bank will not be able to process requests for other information which are not listed in the options above.  
请注意, 银行将无法处理上述选项中未列出的其他信息请求。

## 3 Authorisation & charges 授权与费用 ▶ to be signed by person(s) authorised to operate the account(s) 由授权签署人签署

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.

我/我们特此授权银行从我的/我们的账户(如上所述\*)中扣除任何相关费用, 并将参考信件邮寄/送达至以下所述的送达地址。

### Charges 费用

Letter of Reference / Foreign Endorsement (non-loans related)  
书信备查/海外认可 (非贷款相关)

S\$30 per request (exempted from GST)  
每封信S\$30 (免征消费税)

Letter of Reference / Foreign Endorsement (loans related)  
书信备查/海外认可 (贷款相关)

S\$32.70 per request (inclusive of GST)  
每封信S\$32.70 (包含消费税)

Delivery Address 送达地址 ▶ please select one 请选一个

☐ Account Mailing Address 账户邮寄地址

☐ OCBC Branch (self-collection). Please specify the branch OCBC 分行 (自取)。请指定分行

☐ SWIFT Code SWIFT 代码



Complete and return this form to us at:  
填写本表并返回给我们:

OVERSEA-CHINESE BANKING CORPORATION LIMITED, ACCOUNT SERVICES, PRIVY BOX NO. 920340, SINGAPORE 929292

We will process your request within 5 business days from receiving this form.  
我们将在将收到此表格的 5 个工作日内处理您的申请。

Signature 签名

Name of Authorised Signatory 授权签署人姓名

Date 日期 ▶ DD / MM / YY 日日/月月/年年

Signature 签名

Name of Authorised Signatory 授权签署人姓名

Date 日期 ▶ DD / MM / YY 日日/月月/年年