



Corporate Debit Card Maintenance Form

企业借记卡维护申请表

All information is required unless otherwise stated.
所有信息均为必填，除非另有说明。

Form to be filled in English
请以英文填写表格

Complete and return this form to us at:

Oversea-Chinese Banking Corporation Limited, OCBC Corporate Debit Card, Privy Box No: 920315, Singapore 929292

请填写本表格并将其寄回至以下地址:

华侨银行有限公司 - 华侨银行企业借记卡, 邮政信箱号: 920315, 邮政编码: 929292

Your request will be processed within 7 business days. Please complete this form in **BLOCK LETTERS** and tick where appropriate.

您的申请将在 7 个工作日内处理完毕。请使用正楷填写本表格，并在适当处打勾。

1 Applicant details 申请人详情

Registered name of business (the "Applicant") 企业注册名称 ("申请人")

Business registration number 工商注册号

2 Cardholder details 持卡人详情

Full name as in NRIC/Passport ▶ Underline surname

姓名 (与身份证/护照一致) ▶ 在姓氏下方划线

☐ Dr

☐ Mr

☐ Mrs

☐ Miss

☐ Mdm

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NRIC / Passport number

身份证/护照号码

Contact / Mobile number 联系电话/手机号码

Corporate Debit Card number 企业借记卡号码

OCBC SGD business account linked with Corporate Debit Card

与企业借记卡关联的华侨银行SGD企业账户

3 Maintenance request 维护申请

1. Change ATM service type 变更自动柜员机服务类型

☐ Change to "All Services"
(Group A)
变更为"所有服务" (A组)

- Balance inquiry
余额查询
- Cash deposit and withdrawal
现金存取款
- Cashcard top-up and refund
现金卡充值和退款
- NETS
NETS
- PIN change
PIN变更
- Statement printout
账单打印输出
- Cheque inquiry
支票查询

☐ Change to "Service Type 1"
(Group B)
变更为"服务类型1" (B组)

- Balance inquiry
余额查询
- Cash deposit and withdrawal
现金存取款
- Cashcard top-up and refund
现金卡充值和退款
- NETS
NETS
- PIN change
PIN变更

☐ Change to "Service Type 2"
(Group D)
变更为"服务类型2" (D组)

- PIN change
PIN变更
- Cash deposit
现金存款
- Cashcard refund
现金卡退款

2. Allow overseas magnetic stripe transactions ▶ For overseas purchases 允许境外磁条交易 ▶ 适用于海外消费

☐ Yes 是 ☐ No 否

Active from ▶ DD / MM / YY

有效期自 年/月/日

____/____/____

▶ Must be between 10 and 90 calendar days from today's date
须在即日起的10-90个日历日之间

to ▶ DD / MM / YY

至 年/月/日

____/____/____

▶ Must be between 0 and 365 calendar days from start date
须在起始日期后的0-365个日历日之间

3. Allow overseas cash withdrawal service 允许境外取现服务

☐ Yes 是 ☐ No 否

Active from ▶ DD / MM / YY

有效期自 年/月/日

____/____/____

▶ Must be between 10 and 90 calendar days from today's date
须在即日起的10-90个日历日之间

to ▶ DD / MM / YY

至 年/月/日

____/____/____

▶ Must be between 0 and 365 calendar days from start date
须在起始日期后的0-365个日历日之间

4. Change NETS/ATM daily withdrawal limit 变更NETS/ATM每日取款限额

Change to: 变更至: ☐ S\$0 ☐ S\$1,000 ☐ S\$3,000 ☐ S\$5,000

▶ Usage subject to available funds in your operating Current Account
使用须以您活期账户的可用资金为限

5. Change daily limit for signature-based payments 变更签名支付每日限额

Change to: 变更至: ☐ S\$1,000 ☐ S\$2,000 ☐ S\$5,000 ☐ S\$10,000 ☐ S\$50,000

▶ Usage subject to available funds in your operating Current Account
使用须以您活期账户的可用资金为限

6. Re-issue of PIN 重新签发PIN

☐ Tick here to request for a new PIN
在此处勾选以申请新的 PIN

The Cardholder wishes to request for a new PIN for his/her OCBC Corporate Debit Card. The Applicant undertakes to be liable and responsible for all withdrawals of cash and transactions made, performed, processed or effected, or electronic fund transfer effected through the use of the OCBC Corporate Debit Card with or without the knowledge or authority of the Applicant and/or the Cardholder.

持卡人希望为其华侨银行企业借记卡申请新的PIN。申请人承诺，对于通过华侨银行企业借记卡进行的所有现金取款和交易（无论申请人和/或持卡人是否知情或授权），以及通过该卡进行的任何电子资金转账，申请人均须承担相应的责任与义务。

7. Replacement of Corporate Debit Card Important note: A S\$20 replacement fee is applicable to each card replaced. 补发企业借记卡 重要提示： 每张补办的卡片需支付20新元的补办费。	☐ Damaged/faulty Corporate Debit Card 企业借记卡损坏/出现故障 ☐ Lost/stolen Corporate Debit Card 企业借记卡遗失/被盗 The Cardholder has lost/stolen/damaged his/her card and the Applicant hereby agrees and undertakes to indemnify the bank and keep the bank indemnified fully and completely at all times from and against claims, demands, actions, proceedings, loss, cost and expense, including legal costs between solicitor and client, and all other liabilities of whatsoever nature or description which may be made, paid, taken, incurred, or suffered by you in consequence of, in connection with or in any manner, arising out of your issuing the new card and PIN or in the event of the lost/stolen/damaged card is being in any way dealt with now or in any future time. The Applicant undertakes to return you the card when it is found and will ensure that the Cardholder does so as well. 鉴于持卡人卡片遗失/被盗/损坏，申请人特此同意并承诺：对于银行因补发新卡及PIN，或因遗失/被盗/损坏的卡片在现在或将来以任何方式处理而产生、遭受或与之相关的任何索赔、要求、诉讼、程序、损失、费用及开支（包括律师与客户之间的法律费用）以及任何其他性质或描述的责任，申请人将向银行做出全面赔偿，并使其免受损害。申请人承诺，一旦找到该卡，会将卡退还给银行，并确保持卡人也会照做。 ☐ Change in Cardholder name 持卡人姓名变更 New Cardholder name to appear on card ▶ <i>Maximum 19 letters inclusive of space</i> 卡上列示新的持卡人姓名 ▶ 最多 19 个字符，包括空格 _____ ☐ Reason for replacement: Change in company name embossed on card 补卡原因：卡上所印公司名称变更 New company name to appear on card ▶ <i>Maximum 19 letters inclusive of space</i> 卡上列示新的公司名称 ▶ 最多 19 个字符，包括空格 _____ ▶ Please note that special characters are not allowed, with the exception of the following: ., - / & The Bank reserves the right to omit unallowed special characters on the replacement card. 请注意，不允许使用特殊字符，但以下符号除外：., - / & 银行有权删除卡上不合规的特殊字符。
8. Terminate Corporate Debit Card 终止企业借记卡	☐ Please terminate the OCBC Corporate Debit Card issued to the above named Cardholder. I/We wish to terminate the Business Cardholder's existing OCBC Corporate Debit Card with immediate effect. The card is returned for your cancellation. Please note: Termination of this card does not result in closure of the linked OCBC business account or removal of the Cardholder as an Authorised Signatory of the linked OCBC business account. To close the linked OCBC business account, please reach out to your Relationship Manager. To remove the Cardholder as an Authorised Signatory of the linked OCBC business account, please submit the relevant form found on our website www.ocbc.com/business-banking/forms.html 本人/我们希望终止商务持卡人的现有华侨银行企业借记卡，并立即生效。借记卡退回银行，予以注销。请注意：终止此卡并不会导致关联的华侨银行企业账户关闭，也不会移除持卡人在关联华侨银行企业账户中的“授权签字人”资格。如需关闭关联的华侨银行企业账户，请联系您的客户经理。如需移除持卡人在关联华侨银行企业账户中的“授权签字人”资格，请提交相关表格，具体可登录我行网站www.ocbc.com/business-banking/forms.html查阅。

4 Declaration & agreement on behalf of the applicant ▶ To be signed by person(s) authorised to apply for banking services
代表申请人之声明与协议 ▶ 须由获授权申请办理银行业务的人士签署

By signing below, I/we confirm that I/we am/are authorised to sign this application form for and on behalf of the Applicant.
 In consideration of you processing our application (as stated herein), we hereby declare, warrant and agree:-

- that all information submitted above or otherwise in connection with our application is true and accurate in all respects;
- that we understand, accept and agree the provision of the services requested is subject to the terms of the OCBC Corporate Debit Card Agreement (the "Corporate Debit Card Agreement"), a copy of which is available on the OCBC website (www.ocbc.com). I/We jointly and severally agree to be bound by the same which shall include any amendment, alteration and addition made thereto as may from time to time. I/We further acknowledge and agree that the Business Account Terms and Conditions (available at all OCBC Bank branches and at www.ocbc.com) which shall include any amendment and addition made thereto from time to time, shall apply to my/our use of my/our OCBC business account and continue to apply in full force and effect;
- that we will supply any additional information and documentary proof as you may require and/or execute all documents and instruments and do all acts and things as may be required by you in connection with the processing of this application and the operation and maintenance of our OCBC Corporate Debit Card with you;
- that we undertake to give you notice in writing of any change in particulars given above and to submit relevant documentary proof to you for any change of the particulars given above; and
- that we understand you have the right not to approve this application at your absolute discretion. We understand that in the event that our application is rejected, you are not under any obligation whatsoever to give us any reason or explanation.

通过在下方签字，本人/我们确认已获授权代表申请人签署本申请表。
 鉴于贵行受理我们的申请（如本文所述），我们特此声明、保证并同意：

- 以上提交的所有信息或与我们申请相关的其他信息，在所有方面均真实准确；
- 我们了解、接受并同意，提供所申请的服务须遵守《华侨银行企业借记卡协议》（“《企业借记卡协议》”）的规定。该协议的副本可在华侨银行网站（www.ocbc.com）上查阅。本人/我们共同且分别同意受该协议及其不时作出的任何修订、变更和补充内容之约束。本人/我们进一步确认并同意，《华侨银行企业账户条款与条件》（可在所有华侨银行分行及www.ocbc.com上查阅）及其不时作出的任何修订与补充内容，均适用于本人/我们使用华侨银行企业账户之情形，并将持续完全有效且具约束力。
- 我们将根据贵行要求提供任何额外信息和文件证明，和/或签署所有相关文件和文书，以及履行贵行为处理本申请及与贵行共同使用和维护华侨银行企业借记卡而可能要求的一切行为和事项；
- 我们承诺，上述各项内容如有变更，将以书面形式通知贵行，并提交相关证明文件；及
- 我们了解，贵行有权决定是否批准此项申请。我们明白，如果申请被拒，贵行没有任何义务向我们提供任何理由或解释。

By signing the form, I/ we confirm that I/ we have obtained the consent from the person(s) whose personal data is provided in this form for the collection, use and disclosure of such person(s)' personal data for the purposes of processing this request, and for other applicable purposes as set out in the OCBC Data Protection Policy available at: <https://www.ocbc.com/business-banking/bank-policies>.

通过签署本表格，本人/我们确认已获得本表格中所提供个人资料对应之当事人的同意，允许华侨银行为处理本申请之目的，以及《华侨银行数据保护政策》(网址：<https://www.ocbc.com/business-banking/bank-policies>) 中列明的其他适用目的，收集、使用及披露该等当事人的个人资料。

Signature 签名

Signature 签名

Signature 签名

Name of Authorised Person 授权人员姓名

Name of Authorised Person 授权人员姓名

Name of Authorised Person 授权人员姓名

Date 日期 ▶ DD/MM/YY 年/月/日

Date 日期 ▶ DD/MM/YY 年/月/日

Date 日期 ▶ DD/MM/YY 年/月/日



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Oversea-Chinese Banking Corporation Limited, OCBC Corporate Debit Card, Privy Box No: 920315, Singapore 929292

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

请填写本表格并将其寄回至以下地址：华侨银行有限公司 - 华侨银行企业借记卡，邮政信箱号：920315，邮政编码：929292

我行将在收到本表格后的 7 个工作日内处理您的申请。

For bank's use 供银行使用

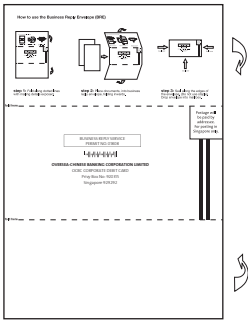
Attended by: Staff ID, stamp & signature
经办人：员工编号、盖章及签名

Checked by: CSM/BM name, stamp & signature
(for branches only)
复核人：客户服务经理/分行经理姓名、盖章及
签名（仅限分行使用）

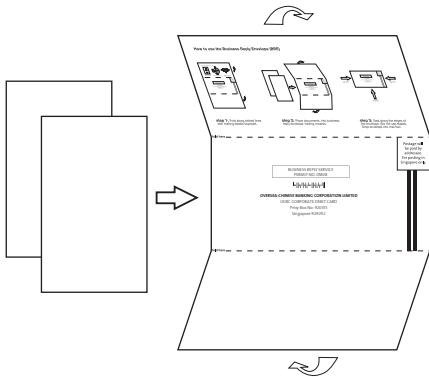
Branch stamp (for branches only)
分行盖章（仅限分行使用）

Verified as Business Account in conjunction with CDC:
Document Checker name & signature (for HQ only)
已核实为企业借记卡联合开立的企业账户：
文件审核员姓名及签名（仅限总行使用）

How to use the Business Reply Envelope (BRE)
如何使用商业回邮信封 (BRE)



Step 1
Fold along the dotted lines. Fold the top and bottom sections inwards with the mailing address in front.
第1步
沿虚线折叠。将上下两部分向内折叠，邮寄地址朝前。



Step 2
Enclose your documents within the sleeve created in Step 1.
第2步
将您的文件放入第一步制作的封套内。



Step 3
Seal the edges with clear tape to secure your documents inside.
第3步
用透明胶带封住边缘，将文件固定在里面。

BUSINESS REPLY SERVICE
PERMIT NO. 01808
商业回邮服务
许可证编号 01808



OVERSEA-CHINESE BANKING CORPORATION LIMITED
OCBC CORPORATE DEBIT CARD
Privy Box No: 920315
Singapore 929292
华侨银行有限公司
华侨银行企业借记卡
邮政信箱号：920315
邮政编号：929292

Postage will be paid
by addressee.
For posting in
Singapore only.
邮资由收件人支付
仅限在新加坡境内投递