



**APPLY FOR  
BUSINESS ACCOUNTS  
AND SERVICES**

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## Contents Page

Business Account	02
Board Resolution	07
Tax Declaration	11
Business Banking Services	27
OCBC Business Debit Card	35
GIRO Application (Business)	39

## 1 Complete the Business Account application form

## 2 What you need to bring

	Private Limited	Partnership / Limited Partnership	Limited Liability Partnership	Sole Proprietor	Association/Club/ Society/School/MCST/ Religious Organisation
OCBC Business Account application form	✓	✓	✓	✓	✓
Minimum deposit in cash or cheque	✓	✓	✓	✓	✓
Certified true copies of NRIC/Passport of all Authorised Signatories/Directors/Partners/ Office Bearers/Ultimate Beneficial Owners/ OCBC Velocity Authorisers	✓	✓	✓	✓	✓
A bank staff, corporate secretary or notary public can certify.					
Certified true copies of residential address proof e.g. NRIC, Telco bill, Bank statement of all Authorised Signatories/Directors/Partners/ Office Bearers/Ultimate Beneficial Owners/OCBC Velocity Authorisers (Bill dated within last 3 months from date of application)	✓	✓	✓	✓	✓
Certified true copy of Constitution of the Company	✓				
Certified true copy of By-Laws of Society/ Association/Club					✓
Certified true copy of Minutes of Meeting of Management Committee (Signed by 2 office bearers of different functions)					✓ #
Board Resolution (bank's standard/ company's) signed by any 2 Directors or Director & Company Secretary	✓		✓ ^		

## 3 Who needs to be present

The following signatories must be present with their NRIC/Passports at OCBC Bank branch at point of account opening.



Any 2 Directors (unless otherwise specified in Board Resolution)



All Partners (For Partnership only)



Any 2 Partners



Business Owner



Any 2 Office Bearers



All General Partners (For Limited Partnership only)

^ LLP to also submit their LLP Partnership Agreement, if available.

# To include authorisation to open and close accounts with the Bank and appointment of authorised signatories.

For help



Please call our Business Banking Commercial Service Centre at (65) 6538 1111

All information is required unless stated.

## 1 Business details ▶ Please attach ACRA Business Profile

Registered name of business Business registration number

Office number ▶ + (country code) - (area code, for non SG number) - (contact number) Fax number

Nature of business ▶ Please describe your business activity GST registered  
  Yes  No

Country of domicile ▶ Where is your business operating in?

Business type ▶ Select one

Sole Proprietorship  Public Company  
 Partnership  Association/Club/Society/School/MCST/Religious Organisation  
 Private Limited  Others

Contact Person ▶ Authorised to receive communication from us and to communicate customer information to us for all accounts under the same company

NRIC/Passport number Email address

Mobile number ▶ + (country code) - (contact number) Office number ▶ + (country code) - (area code, for non SG number) - (contact number)

Secondary Contact Person

NRIC/Passport number Email address

Mobile number ▶ + (country code) - (contact number) Office number ▶ + (country code) - (area code, for non SG number) - (contact number)

## 2 Type of account

<p><b>Singapore Dollar Accounts</b>  <small>▶ Select accordingly</small></p> <p> <input type="checkbox"/> Business Growth Account  <input type="checkbox"/> Business Entrepreneur Account Plus  <input type="checkbox"/> SGD Fixed Deposit Account  <input type="checkbox"/> SGD Current Account  <input type="checkbox"/> Others <input type="text"/> </p>	<p><b>Foreign Currency Accounts</b>  <small>▶ Select accordingly</small></p> <p> <input type="checkbox"/> Multi-Currency Business Account <small>.....</small> <input type="checkbox"/> USD <input type="checkbox"/> AUD <input type="checkbox"/> JPY <input type="checkbox"/> Other currency <input type="text"/>  <input type="checkbox"/> Call Deposit Account <small>.....</small> <input type="checkbox"/> AUD <input type="checkbox"/> JPY <input type="checkbox"/> GBP <input type="checkbox"/> Other currency <input type="text"/>  <input type="checkbox"/> Fixed Deposit Account <small>.....</small> <input type="checkbox"/> USD <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Other currency <input type="text"/>  <input type="checkbox"/> USD Chequing Account  <input type="checkbox"/> Others <input type="text"/> </p>
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## 3 Account particulars

<p>Accounts to be used for <small>▶ Tick one</small></p> <p> <input type="checkbox"/> Business operations  <input type="checkbox"/> Investment  <input type="checkbox"/> Others <input type="text"/> </p>	<p>Source of capital /revenue /wealth <small>▶ Tick one or more</small></p> <p> <input type="checkbox"/> Business income  <input type="checkbox"/> Capital contribution  <input type="checkbox"/> Others <input type="text"/> </p>	<p>Account name <small>▶ If different from registered name</small>  <input type="text"/></p> <p>Mailing address <small>▶ If different from registered address</small>  <input type="text"/></p> <p>Postal Code <input type="text"/></p>
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## 4 Important note

**Deposit Insurance Scheme**  
 Singapore dollar deposits of non-bank depositors and monies and deposits denominated in Singapore dollars under the Supplementary Retirement Scheme are insured by the Singapore Deposit Insurance Corporation, for up to S\$75,000 in aggregate per depositor per Scheme member by law. Foreign currency deposits, dual currency investments, structured deposits and other investment products are not insured.

## 5 Sign up for PayNow and SGQR

- ▶ **PayNow** is a service that allows you to receive money using your Unique Entity Number (UEN) without the sender having to indicate your account number. You can also generate a PayNow QR code from our Business Mobile Banking app after we sign up PayNow for your company/business to receive money.
- ▶ **Singapore Quick Response Code (SGQR)** help you to combine multiple QR payment options, including PayNow QR, into one. All QR payment options accepted by your business will be displayed on your SGQR label.
- ▶ **After you have signed up for PayNow, and if you want an SGQR label, we are able to create a new label or update your existing label for you to receive money easily.** If you need an SGQR label, please request from us. However, if you would like to print the label yourself, please follow the printing specifications found at [www.ocbc.com/business-SGQRprintspecs](http://www.ocbc.com/business-SGQRprintspecs)

### Sign up for PayNow

I/We consent to Oversea-Chinese Banking Corporation Limited to sign up my Singapore-incorporated company/business for the PayNow service and linking my Unique Entity Number (UEN) (the "PayNow Proxy") with my Singapore dollar business current account. If the Unique Entity Number (UEN) for my company/business is already signed up, the bank will not proceed with such sign up.

I/We do not wish to sign up for PayNow service.

### Sign up for SGQR

I/We consent to Oversea-Chinese Banking Corporation Limited to sign up my/our PayNow Proxy with the central repository for the SGQR to facilitate payment collection from my/our customers to me/us through the SGQR. If my/our information provided for SGQR sign up is incomplete or not accurate or if I/we did not sign up for PayNow, the bank will not proceed with such sign up.

\*Note:

View your SGQR label on your OCBC Velocity service. Sticker label(s) will be mailed to your company within 10 working days. If you need more sticker label(s), login to OCBC Business Mobile Banking app or OCBC Velocity (<http://velocity.ocbc.com>) to request.

Create new SGQR label	Update existing SGQR label
<p>Name on label for outlet 1 ▶ Max 25 characters including spaces</p> <p>_____</p> <p><i>(Outlet name to be displayed on SGQR label eg. Growerz Co. Tiong Bahru)</i></p> <p>Postal Code                      Level &amp; Unit Number</p> <p>_____ - _____</p> <p>Terminal ID ▶ <i>Optional. Number and alphabets only</i></p> <p>_____</p> <p>Reference ▶ <i>Optional. Max 22 characters including spaces</i></p> <p>Q   S   _____</p> <p><i>(This information will appear on your bank statement and cannot be edited by payee. Avoid using special characters)</i></p>	<p>SGQR ID ▶ <i>Mandatory 12 characters</i></p> <p>_____</p> <p><i>The SGQR ID can be found at the top right corner of your existing label</i></p> <p>Name on label for outlet 1 ▶ Max 25 characters including spaces</p> <p>_____</p> <p><i>(Outlet name to be displayed on SGQR label eg. Growerz Co. Tiong Bahru)</i></p> <p>Reference ▶ <i>Optional. Max 22 characters including spaces</i></p> <p>Q   S   _____</p> <p><i>(This information will appear on your bank statement and cannot be edited by payee. Avoid using special characters)</i></p>
<p>Name on label for outlet 2 ▶ Max 25 characters including spaces</p> <p>_____</p> <p><i>(Outlet name to be displayed on SGQR label eg. Growerz Co. Tiong Bahru)</i></p> <p>Postal Code                      Level &amp; Unit Number</p> <p>_____ - _____</p> <p>Terminal ID ▶ <i>Optional. Number and alphabets only</i></p> <p>_____</p> <p>Reference ▶ <i>Optional. Max 22 characters including spaces</i></p> <p>Q   S   _____</p> <p><i>(This information will appear on your bank statement and cannot be edited by payee. Avoid using special characters)</i></p>	<p>SGQR ID ▶ <i>Mandatory 12 characters</i></p> <p>_____</p> <p><i>The SGQR ID can be found at the top right corner of your existing label</i></p> <p>Name on label for outlet 2 ▶ Max 25 characters including spaces</p> <p>_____</p> <p><i>(Outlet name to be displayed on SGQR label eg. Growerz Co. Tiong Bahru)</i></p> <p>Reference ▶ <i>Optional. Max 22 characters including spaces</i></p> <p>Q   S   _____</p> <p><i>(This information will appear on your bank statement and cannot be edited by payee. Avoid using special characters)</i></p>

I/We do not wish to sign up for SGQR

## 6 Declaration of Beneficial Ownership of Company and Authorised Signatories

Please list the Beneficial Owner(s) and Authorised Signatories below:

▶ **Beneficial Owner:** Person(s) who ultimately own and/or control the management of the company.

Please tick here if the entity is listed on the Singapore Exchange Securities Trading Limited (SGX) and/or financial institutions supervised by the Monetary Authority of Singapore. Beneficial Ownership Declaration not applicable for such entities.

I/We declare that the following person(s) ultimately own and/or control the management of the company. I/We also acknowledge and confirm that OCBC Bank shall be entitled to rely on my/our declaration below on the identity(ies) of and information relating to the beneficial owner(s) of the Account.

*If the list is more than the spaces provided, please attach list. Please furnish certified true copies of their identity documents and proof of address.*

▶ **Authorised Signatories:** Authorised to operate the account by way of cheques, orders to pay, bills of exchange and any other instruments drawn, signed, endorsed or accepted or made on our behalf.

Important: Please provide Certified True Copies of ID Documents and Proof of Address for all Beneficial Owner and Authorised Signatory.

<p>Full Name ▶ <i>As per NRIC/Passport</i></p> <input style="width: 95%;" type="text"/> <p>NRIC/Passport number                      Designation / Title</p> <input style="width: 45%;" type="text"/> <input style="width: 45%;" type="text"/> <p><input type="checkbox"/> Beneficial Owner</p> <p><input type="checkbox"/> Authorised Signatory ▶ <i>Please provide your signature below</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">Grouping if applicable</td> </tr> <tr> <td colspan="2"> <p>Mobile number ▶ <i>+(country code) - (contact number)</i></p> <input style="width: 95%;" type="text"/> <p>Office number ▶ <i>+(country code) - (area code, for non SG number) - (contact number)</i></p> <input style="width: 95%;" type="text"/> <p>Email address</p> <input style="width: 95%;" type="text"/> </td> </tr> </table>		Grouping if applicable	<p>Mobile number ▶ <i>+(country code) - (contact number)</i></p> <input style="width: 95%;" type="text"/> <p>Office number ▶ <i>+(country code) - (area code, for non SG number) - (contact number)</i></p> <input style="width: 95%;" type="text"/> <p>Email address</p> <input style="width: 95%;" type="text"/>		<p>Full Name ▶ <i>As per NRIC/Passport</i></p> <input style="width: 95%;" type="text"/> <p>NRIC/Passport number                      Designation / Title</p> <input style="width: 45%;" type="text"/> <input style="width: 45%;" type="text"/> <p><input type="checkbox"/> Beneficial Owner</p> <p><input type="checkbox"/> Authorised Signatory ▶ <i>Please provide your signature below</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">Grouping if applicable</td> </tr> <tr> <td colspan="2"> <p>Mobile number ▶ <i>+(country code) - (contact number)</i></p> <input style="width: 95%;" type="text"/> <p>Office number ▶ <i>+(country code) - (area code, for non SG number) - (contact number)</i></p> <input style="width: 95%;" type="text"/> <p>Email address</p> <input style="width: 95%;" type="text"/> </td> </tr> </table>		Grouping if applicable	<p>Mobile number ▶ <i>+(country code) - (contact number)</i></p> <input style="width: 95%;" type="text"/> <p>Office number ▶ <i>+(country code) - (area code, for non SG number) - (contact number)</i></p> <input style="width: 95%;" type="text"/> <p>Email address</p> <input style="width: 95%;" type="text"/>	
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### Signing condition

Singly                       Any two jointly                       Grouping and signing limits as follows (Please specify the currency and amount)

### If applying for multiple accounts,

Signing condition applies for all accounts in this form                       No, please specify

# Declaration of Beneficial Ownership of Company and Authorised Signatories

Please list the Beneficial Owner(s) and Authorised Signatories below:

▶ **Beneficial Owner:** Person(s) who ultimately own and/or control the management of the company.

Please tick here if the entity is listed on the Singapore Exchange Securities Trading Limited (SGX) and/or financial institutions supervised by the Monetary Authority of Singapore. Beneficial Ownership Declaration not applicable for such entities.

I/We declare that the following person(s) ultimately own and/or control the management of the company. I/We also acknowledge and confirm that OCBC Bank shall be entitled to rely on my/our declaration below on the identity(ies) of and information relating to the beneficial owner(s) of the Account.

*If the list is more than the spaces provided, please attach list. Please furnish certified true copies of their identity documents and proof of address.*

▶ **Authorised Signatories:** Authorised to operate the account by way of cheques, orders to pay, bills of exchange and any other instruments drawn, signed, endorsed or accepted or made on our behalf.

Important: Please provide Certified True Copies of ID Documents and Proof of Address for all Beneficial Owner and Authorised Signatory.

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**Signing condition**

Singly                       Any two jointly                       Grouping and signing limits as follows (Please specify the currency and amount)

**If applying for multiple accounts,**

Signing condition applies for all accounts in this form                       No, please specify

**7 Agreement** ▶ To be signed by person(s) authorised to open the Account(s)

**To: Oversea-Chinese Banking Corporation Limited (“OCBC Bank”)**

I/We request OCBC Bank to open the above account(s) (the “Account(s)”). I/We have received and read a copy of the Business Account Terms and Conditions (available at all OCBC Bank branches and at <http://www.ocbc.com/batc>) and have fully understood its contents. I/We agree to abide and be bound by them and any amendments, alterations and additions thereto as may from time to time be made.

I/We confirm that all the information I/we have provided is true, accurate and complete and I/we have not withheld any information. I/we undertake to keep OCBC Bank informed in writing, within 30 days, of any changes in circumstances that may cause any of the information in this application to become incorrect or incomplete and also undertake to provide any other additional information as may be required by OCBC Bank and/or applicable law.

I/We declare that any funds and assets I/we place with the bank and any profits that they generate, will comply with the tax laws of the countries where I/we live or of which I/we am/are citizen(s) or which I/we am/are otherwise subject to.

I/We consent to disclosures as provided therein and agree that all payments be debited from the Account(s).

I/We hereby certify and confirm that the person(s) whose signature(s) appear in the Authorised Signatories section above and acting according to the signing condition/mandate indicated therein are authorised to draw, sign, endorse, accept or make for or on my/our behalf all cheques, bills of exchange, orders to pay and any other instruments (even if, where permitted by OCBC Bank the relevant account is or will become overdrawn) in respect of or in connection with the Account, even though the payment is for the benefit of any director, employee, authorised person/signatory or individual order of any signing person without OCBC Bank having to enquire into the circumstances or being liable in any way in respect of such payment and OCBC Bank be and is authorised to honour any such cheques, bills of exchange, orders to pay and any other instruments.

The person(s) whose information appear(s) in the Authorised User section in this application booklet and/or in other letter(s) of instruction is/are authorised to perform and effect the above services opted by me/us at any time and from time to time for and on my/our behalf in relation to the abovementioned accounts. I/We confirm that the abovementioned Authorised User(s) has/have sufficient authority to perform and effect all transactions of such services for and on our behalf and all such transactions shall be binding and conclusive on me/us.

For company/association/club/society: We confirm that the company/association/club/society is not insolvent, wound up nor placed in liquidation, judicial management or receivership.

For partnerships: We agree that we shall be jointly and severally responsible and liable to OCBC Bank for all monies owing and liabilities incurred to OCBC Bank by us or any of us whether in the name of or on behalf of the partnership firm or otherwise. Upon any partner ceasing to be a member of the partnership firm by death, bankruptcy, retirement or otherwise, OCBC Bank shall treat the surviving or continuing partner or partners for the time being as having full power to carry on the business of the partnership firm and to deal with its assets, as if there had been no change in the partnership firm.

Where personal data relating to me/us is or will be collected (including by way of recorded voice calls), used or disclosed by OCBC Bank, its related corporations (collectively, the “OCBC Group”) and/or their respective business partners and agents (collectively, the “OCBC Representatives”), I/we further agree and consent to the terms of OCBC Bank’s Data Protection Policy, available at [www.ocbc.com/business-policies](http://www.ocbc.com/business-policies) or upon request.

Where personal data relating to any individuals is or will be collected (including by way of recorded voice calls), used or disclosed by OCBC Group and/or the OCBC Representatives, I/we confirm that with respect to any personal data of individuals disclosed to the OCBC Group and/or OCBC Representatives, the individuals to whom the personal data relates have agreed and consented to the terms of OCBC Bank’s Data Protection Policy, available at [www.ocbc.com/business-policies](http://www.ocbc.com/business-policies) or upon request.

I/We agree and consent to the terms of OCBC Bank’s (I) FATCA Policy and (II) CRS Policy, available at [www.ocbc.com/business-policies](http://www.ocbc.com/business-policies) or upon request, which may require the reporting of information supplied by me/us to relevant tax authorities.

I/We confirm that with respect to any personal data of the Beneficial Owner disclosed to the OCBC Group and/or the OCBC Representatives, the Beneficial Owner has agreed and consented to the terms of OCBC Bank’s (I) FATCA Policy and (II) CRS Policy, available at [www.ocbc.com/business-policies](http://www.ocbc.com/business-policies) or upon request, which may require the reporting of information supplied by me/us to relevant tax authorities.

By signing below, I/we confirm that I am/we are authorised to sign the application form for and on behalf of the company/association/club/society/partnership.

Signature

Authorised person

Name

Date ▶ DD / MM / YY

Signature

Authorised person

Name

Date ▶ DD / MM / YY

Signature

Authorised person

Name

Date ▶ DD / MM / YY

For bank's use				
<input type="checkbox"/> Industry code <input style="width: 100%; border: none; border-bottom: 1px solid black;" type="text"/>	<input type="checkbox"/> Secondary Industry code <input style="width: 100%; border: none; border-bottom: 1px solid black;" type="text"/>	Remarks	Attended by	Authorised by





All information is required unless stated.

To: Oversea-Chinese Banking Corporation Limited

CERTIFIED COPY OF RESOLUTION passed at a Meeting of the Board of Directors of \_\_\_\_\_  
\_\_\_\_\_ (the "Company"), duly convened (at which a quorum was acting throughout) on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

## Appointment of Oversea-Chinese Banking Corporation Limited as banker

A RESOLVED that Oversea-Chinese Banking Corporation Limited (the "Bank") be and it is hereby appointed banker of the Company.

## Appointment of authorised persons

B RESOLVED that the authorised persons specified in the Appendix hereto and acting according to the signing mandate indicated therein be and are hereby authorised on behalf of the Company (please refer to the Appendix hereto for the authorised persons and signing conditions):

### i Open and Close Accounts

To approve and open with the Bank any number of accounts (the "Accounts"), now or at any time hereafter (the "Account Applications") for and on behalf of the Company subject to and in accordance with the terms and conditions governing such accounts, as amended from time to time by the Bank, and to execute any and all documents in connection therewith or incidental thereto, including any amendment thereto and to give instructions to close any Accounts;

### ii Apply for Account and Banking Services

To apply for any service (the "Services") mentioned below and provide related instructions:

- custodial services
- electronic services
- cash management services
- remittance and payment services
- trade related services
- any other services or transactions

(including, without limitation, electronic banking channels and/or platforms, SWIFT services and services relating to quick response code functionalities).

In respect of or in connection with any account opened by the Company with the Bank from time to time (whether opened before or after the date of this resolution) including, without limitation, the relevant Accounts and the Bank shall be authorised to act on and accept as duly signed for the Company any application ("Services Application") (subject to and in accordance with the Bank's terms and conditions set out in such application) and all other documents requested by the Bank in connection with or incidental to the transaction or provision of such services (including but not limited to the operation of accounts in any manner, other than by original written signature, by facsimile transmission, electronic means or otherwise and the use of Personal Identification Numbers (PINs), telephones, computer terminals or other means) and in this connection to deliver to the Bank, on behalf of the Company, guarantees or indemnities or any other security in form and substance acceptable to the Bank, if the same are signed by the authorised persons specified in the Appendix hereto and acting according to the signing mandate indicated therein provided always that, if the Bank receives any instructions which appear to the Bank to be ambiguous or conflicting, the Bank may choose not to act upon them (even if it would result in any loss, without the Bank being liable in any way) until the Bank receives clear and definitive instructions from the Company.

### iii Appointment of Authorised Users of the Respective Services

To appoint, certify and confirm to the Bank in the respective Services Applications or any letter of instruction the names of the person(s) (whether from the Company or otherwise), their particulars and the offices respectively held by them, together with specimens of their signatures who are appointed as the Authorised Users of the respective Services subject to the terms and conditions governing such Services and the Bank shall be authorised to act on and accept any instructions given, and transactions entered into by any of the Authorised Users for and in connection with such Service(s), subject to and in accordance with the Bank's terms and conditions governing such Services, by original written signature, by facsimile transmission, electronic means or otherwise and the use of Personal Identification Numbers (PINs), telephones, computer terminals or other means which the Bank may permit for such Service(s) and all such instructions and transactions shall be deemed to be binding and conclusive on the Company.

### iv Appointment of Authorised Signatories

To appoint, certify and confirm to the Bank the names of the person(s) of the Company who are appointed as the Authorised Signatories of any accounts opened by the Company with the Bank from time to time (whether opened before or after the date of this resolution) including, without limitation, the relevant Accounts and/or Services in the respective Account Applications and/or Services Applications subject to the terms and conditions governing such accounts or services and the offices respectively held by the Authorised Signatories, together with specimens of their signatures and signing limits and conditions.

### v Borrowing and Granting Security

- a. To borrow money and obtain banking or other credit facilities or accommodation (including but not limited to loan, overdraft, discounting of bills, letter of credit facility, releasing of documents against trust receipts, banker's guarantee/standby letters of credit, shipping guarantees) for the Company, whether alone or jointly and/or severally with any of its subsidiaries or affiliates, on any terms (including but not limited to any increase, revision, variation and/or restructuring of such terms) and to incur, sign, make, give and or deliver on behalf of the Company any documents (including but not limited to notes, drafts, acceptances, instruments of guarantee, agreements, facility letters / agreements (including any restatement, amendment or supplemental letter / agreement entered in connection thereto), forms of deposit and withdrawal, letters or rights of set off, charges over deposit and any other obligations, undertakings, instructions, indemnities, and counter indemnities, utilisation requests (whether in the form of drawdown notices, trade / loan application forms or otherwise)) which may be required by the Bank in such form satisfactory to the Bank in connection with the Company's business or the banking or other credit facilities now or hereafter offered or granted by the Bank to the Company or with any and all indebtedness and/or liabilities of the Company to the Bank now or hereafter incurred;
- b. To pledge, mortgage, charge or assign and/or deliver on any terms, as security for money now or hereafter borrowed or credit now or hereafter obtained (whether alone or jointly and/or severally with any of its subsidiaries or affiliates) from the Bank all or any of the assets of the Company including but not limited to stocks, bonds, bills receivable, accounts, mortgages, merchandise, bill-of-lading, warehouse receipts, insurance policies, certificates, and any other property held by or belonging to the Company with full authority to endorse, assign or guarantee the same in the name of the Company;

- c. To discount any bills receivable or any document held by the Company with full authority to endorse the same in the name of the Company; and
- d. To withdraw from the Bank and give receipts for and deal with or to authorise the Bank to deliver to bearer or to one or more designated persons, all or any documents and securities or other property held by it, whether held as collateral security or for safekeeping or for any other purpose.

**vi Verification of Specimen Signatures, Notification of Change in Authorised Persons**

To appoint, certify and confirm to the Bank the names of the authorised persons specified in the Appendix hereto, the Authorised Users referred to in Clause B(iii) and the Authorised Signatories referred to in Clauses B(iv) and (C) (collectively, the "Authorised Persons") and the offices respectively held by them, together with specimens of their signatures, and in case of any future change of any of the Authorised Persons or their respective signing conditions and/or limits, the fact of such change and the names of any new or replacement Authorised Person(s) (the "New Authorised Person(s)") and the offices respectively held by them, together with specimens of their signatures; and the Bank be, and hereby is, authorised to honour any instrument signed by any New Authorised Persons in respect of whom it has received any such certificate or certificates with the same force and effect as if said person or persons were named in the foregoing resolution in addition to or in the place of any person or persons who is/are deleted from the list of the Authorised Persons certified in the Appendix hereto or any of the Account or Service Applications.

**vii Electronic Communication and Signing**

- a. To communicate with the Bank by electronic mail from electronic mail addresses as may be notified to the Bank from time to time and/or to sign and execute any contracts, agreements, forms, instruments, instructions or other documents on behalf of the Company electronically ("Electronic Communication and/or Signing"), in respect of or in connection with the Accounts, Account Applications, Services, Services Applications, any banking or other credit facilities now or hereafter offered or granted by the Bank to the Company and/or the granting of security by the Company to the bank.
- b. In respect of or in connection with Electronic Communication and/or Signing, to sign, give or deliver to the Bank any agreements, forms, letters, authorisations, instructions, guarantees, indemnities, security or other documents on behalf of the Company which the Bank may require in order to act upon or rely on such Electronic Communication and Signing, if the same are signed by the authorised persons specified in the Appendix hereto and acting according to the signing mandate indicated therein provided always that if the Bank receives any instructions or documents which appear to the Bank to be ambiguous or conflicting, the Bank may choose not to act upon them (even if it would result in any loss, without the Bank being liable in any way) until the Bank receives clear and definitive instructions or documents from the Company

**Appointment of Authorised Signatories**

**C RESOLVED** that the person(s) who is/are appointed as the Authorised Signatories in accordance with and pursuant to Clause B(iv) above and acting according to the signing mandate indicated in the respective Account Applications and/or Services Applications be and are hereby authorised to draw, sign, endorse, accept or make for or on behalf of the Company all cheques, bills of exchange, orders to pay and any other instruments (even if, where permitted by the Bank the relevant account is or will become overdrawn) in respect of or in connection with the relevant account opened by the Company with the Bank from time to time (whether opened before or after the date of this resolution) including, without limitation, such Account and/or the Services even though the payment is for the benefit of any director, employee, authorised signatory or individual order of any signing person without the Bank having to enquire into the circumstances or being liable in any way in respect of such payment and the Bank be and is authorised to honour any such cheques, bills of exchange, orders to pay and any other instruments, accept and credit to the account of the Company all monies deposited with or owing by the Bank on any account or accounts at any time or times kept or to be kept in the name of the Company and the amount of all cheques, notes, bills, other negotiable instruments, orders or receipts.

**Execution of Deeds**

**D RESOLVED**, that authority be and is hereby given to execute any document described or expressed as a deed (without affixing a common seal onto such document) by any two Directors or a Director and the Company Secretary of the Company.

**Certification and communication of resolutions**

**E RESOLVED**,

- i. That a copy of any resolution of the Board of Directors if purporting to be certified as correct by any two Directors of the Company or by a Director and the Company Secretary be, as between the Company and the Bank, conclusive evidence of the passing of the resolution so certified; and
- ii. That this resolution be communicated to the Bank and remain in force until notice in writing be given to the Bank by any two Directors of the Company or by a Director and the Company Secretary and that until such notice in writing is actually received, the Bank shall be indemnified and kept harmless from any loss suffered or liability incurred by it in continuing to act in pursuance of this resolution.

We, \_\_\_\_\_ and \_\_\_\_\_, as Director(s) /Company Secretary hereby certify that the foregoing resolutions (A) have been duly entered in the minute book and signed by the Chairman, (B) are still in force, (C) do not exceed the objects or powers of the Company or the powers of the directors to enter into them.

We further certify that the present officers of the Company and persons authorised as aforesaid and the job titles respectively held by them and their respective signatures are as shown in the Appendix.

Dated this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_.

Signature

Name

\_\_\_\_\_

Director

Signature

Name

\_\_\_\_\_

Director/Company Secretary ▶ Delete where applicable

All information is required unless stated.

Company name

Resolution passed at the meeting of the Board of Directors on

▶ DD/MM/YY

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

Please fill in the numbers accordingly

Any \_\_\_\_\_ of the following person(s) are authorised to open and close accounts, apply for account and banking services, borrow and create security and appoint and certify authorised users and persons for or on behalf of the Company subject to and in accordance with the resolutions to which this list is attached.

## Personal particulars

Signature ▶ Please sign within the box

Name

\_\_\_\_\_

NRIC/Passport number

Country of issue

\_\_\_\_\_

Designation/Title

\_\_\_\_\_

Signature box

Name

\_\_\_\_\_

NRIC/Passport number

Country of issue

\_\_\_\_\_

Designation/Title

\_\_\_\_\_

Signature box

Name

\_\_\_\_\_

NRIC/Passport number

Country of issue

\_\_\_\_\_

Designation/Title

\_\_\_\_\_

Signature box

Name

\_\_\_\_\_

NRIC/Passport number

Country of issue

\_\_\_\_\_

Designation/Title

\_\_\_\_\_

Signature box

Name

\_\_\_\_\_

NRIC/Passport number

Country of issue

\_\_\_\_\_

Designation/Title

\_\_\_\_\_

Signature box

Signature

Signature box

Name

\_\_\_\_\_

Director

Signature

Signature box

Name

\_\_\_\_\_

Director/Company Secretary ▶ Delete where applicable

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## What is this form about?

This is a self-certification form ("Certification Form") that you will need to complete and provide to Oversea-Chinese Banking Corporation Limited ("OCBC Bank" or "the Bank") for the purpose of complying with relevant tax regulations to enable the automatic exchange of financial account information ("AEOI"). The data collected may be reported by the Bank, directly or indirectly, to relevant tax authorities.

The Bank does not and cannot provide any tax advice. If you have any questions about how to complete this form, please consult your tax advisor. This form is intended to assist the Customer and the Bank in identifying and classifying each account holder's tax status and to complete the documentation necessary for compliance with relevant AEOI tax regulations, including the US Foreign Account Tax Compliance Act ("FATCA") and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information in Tax Matters, as implemented in relevant jurisdictions ("CRS").

If you are a Singapore government entity or is wholly owned by a Singapore government entity, there is no need for you to complete this form.

## Which form should you complete?

Form	Who should be completing this form?
<b>Entity Tax Declaration Form</b>	<ul style="list-style-type: none"> <li>• Business entities (e.g. Pte Ltd &amp; Partnerships that are non-financial entities)</li> <li>• Sole-proprietorships owned by <u>business entity</u></li> <li>• Foreign central banks, foreign government entities &amp; international organisations</li> <li>• Non-profitable organisations (including charitable trusts)</li> <li>• Financial Institution (i.e. depository, custodial, investment entity or specified insurance company)</li> <li>• Legal arrangements similar to trusts</li> </ul>
<b>Individual Tax Declaration Form</b>	<ul style="list-style-type: none"> <li>• Sole-proprietorships owned by an <u>individual</u></li> </ul>

## What you must do?

For Singapore customer(s), please mail the completed forms to us, using the Business Reply Service Slip at the back of the form.

**OR**

For Overseas customer(s), please mail the completed forms to:

**OVERSEA-CHINESE BANKING CORPORATION LIMITED**

Account Services  
 BRAS BASAH POST OFFICE  
 Locked Bag Service No. 8  
 Singapore 911886

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All information is required unless stated.

## Entity Tax Declaration Form

- Business entities (e.g. Pte Ltd & Partnerships that are non-financial entities)
- Sole-proprietorships owned by business entity
- Foreign central banks, foreign government entities & international organisations
- Non-profitable organisations (including charitable trusts)
- Financial Institution (i.e. depository, custodial, investment entity or specified insurance company)
- Legal arrangements similar to trusts

### 1 Your business details

▶ If you are a Sole-proprietorship owned by business entity, please provide the Sole-proprietorship owner's (the business entity's) details.

Registered name ("the Entity")

Business registration number

\_\_\_\_\_

\_\_\_\_\_

Registered Address

Country

Postal Code

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

▶ If you are a Sole-proprietorship owned by business entity, please provide the Sole-proprietorship's details as well.

Registered name ("the Sole-proprietorship")

Business registration number

\_\_\_\_\_

\_\_\_\_\_

### 2 Entity Type ▶ Select by ticking one of the following statements that best describes the Entity

- ▶ If you are a Sole-proprietorship owned by business entity, please provide the Sole-proprietorship owner's (the business entity's) FATCA and CRS status.
- ▶ If the Entity is not a Financial Institution, please refer to options A1 to A5.
- ▶ If the Entity is a Financial Institution, please refer to options B1 to B4.

#### A. The Entity is not a Financial Institution<sup>1</sup>

Option	Description	CRS Status	FATCA Status <i>(not applicable for U.S. person)</i>
A1. <input type="checkbox"/>	<p><b>Active Business</b></p> <ul style="list-style-type: none"> <li>• derives less than 50% of its gross income (for the previous calendar year) from passive income<sup>2</sup> such as investments, dividends, interest, rents or royalties; and</li> <li>• has less than 50% of its assets being used to produce passive income<sup>2</sup> for the previous calendar year.</li> </ul> <p><b>OR</b></p> <p><b>Charity and Non-Profit Organisation<sup>3</sup></b></p> <ul style="list-style-type: none"> <li>• is a Charity or Non-Profit Organisation (including charitable trusts)</li> </ul> <p><b>OR</b></p> <p><b>Entities in Liquidation / Reorganisation</b></p> <ul style="list-style-type: none"> <li>• is not a Financial Institution<sup>1</sup> in the past five years, and</li> <li>• is in the process of liquidating its assets, or is reorganising with the intent to continue or recommence operations in a business other than that of a Financial Institution<sup>1</sup></li> </ul> <p><b>OR</b></p> <p><b>Holding Group Service Company</b></p> <ul style="list-style-type: none"> <li>• substantially all of its activities consist of holding (in whole or in part) the outstanding stock of, and providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution<sup>1</sup>, and</li> <li>• does not operate as an investment fund, such as private equity fund, venture capital fund, leveraged buyout fund or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets</li> </ul> <p><b>OR</b></p> <p><b>Treasury / Financing Centre of Corporate Groups</b></p> <ul style="list-style-type: none"> <li>• primarily engages in financing and hedging transactions with, or for, Related Entities<sup>5</sup> that are not Financial Institutions<sup>1</sup>, and</li> <li>• the group of such Related Entities<sup>5</sup> is primarily engaged in a business other than that of a Financial Institution, and</li> <li>• does not provide financing or hedging services to any entity that is not a Related Entity<sup>5</sup></li> </ul> <p>▶ Section 5: Controlling Person(s) is <u>NOT</u> required</p>	Active NFE	Active NFFE

Option	Description	CRS Status	FATCA Status <i>(not applicable for U.S. person)</i>
A2. <input type="checkbox"/>	<b>Public Sector Entity</b> <ul style="list-style-type: none"> <li>• is any one of the following: <ul style="list-style-type: none"> <li>i. Foreign Central Banks</li> <li>ii. Foreign Government Agencies / Public Sector Entities</li> <li>iii. Foreign Statutory Boards / Owned by Statutory Boards</li> <li>iv. Foreign Embassies / Trade Representative Offices owned by Governmental Entities</li> <li>v. International Organisations</li> </ul> </li> </ul> <p>▶ Section 5: Controlling Person(s) is <b>NOT</b> required</p>	Governmental Entity	
A3. <input type="checkbox"/>	<b>Publicly Listed Company and its Related Entity<sup>5</sup></b> <ul style="list-style-type: none"> <li>• its stock is regularly traded on one or more established securities markets<sup>4</sup>, or</li> <li>• is a Related Entity<sup>5</sup> (in other words, a member) of an entity whose stock of which is regularly traded on an established securities market</li> </ul> <p>If yes, please indicate the required information below:</p> <p>Name of the securities market</p> <p>_____</p> <p>Name of entity regularly traded in above stated securities market (applicable only if the Entity is a Related Entity<sup>5</sup>)</p> <p>_____</p> <p>▶ Section 5: Controlling Person(s) is <b>NOT</b> required</p>	Active NFE - Regularly Traded	Active NFFE
A4. <input type="checkbox"/>	<b>Passive Investments</b> <ul style="list-style-type: none"> <li>• derives more than 50% of its gross income (for the previous calendar year) from passive income<sup>2</sup> such as investments, dividends, interests, rents or royalties; or</li> <li>• have more than 50% of its assets being used to produce passive income<sup>3</sup> for the previous calendar year</li> </ul>	Passive NFE	Passive NFFE
A5. <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• is none of the above. Please seek professional tax advice and specify your classification below.</li> </ul> <p>_____</p>	Classification (please specify):	Please complete the relevant US IRS Form W-8/W-9 and submit it together with this form.

OR

B. The Entity is a Financial Institution <sup>1</sup>			
Option	Description	CRS Status	FATCA Status
B1. <input type="checkbox"/>	<b>Financial Institution – Depository Institution, Custodial Institution or Specified Insurance Company</b> <p>▶ Sections 3, 4 &amp; 5 are <b>NOT</b> required</p>	FI	
B2. <input type="checkbox"/>	<b>Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution</b> <p><i>E.g. Trust that is an Investment Entity where the trustee is located in a Non-Participating Jurisdiction</i></p>	FI – Investment Entity (Non-Participating)	Please complete the relevant US IRS Form W-8/W-9 and submit it together with this form.
B3. <input type="checkbox"/>	<b>Other Investment Entity (including Investment Entity located in a Participating Jurisdiction and managed by another Financial Institution)</b> <p><i>E.g. Trust including trustee-documented trust that is an Investment Entity where the trustee is located in a Participating Jurisdiction OR Asset Manager.</i></p> <p>▶ Sections 3, 4 &amp; 5 are <b>NOT</b> required</p>	FI – Investment Entity (Other)	
B4. <input type="checkbox"/>	<b>Trust that are not professionally managed by another Financial Institution</b> <p>OR</p> <b>Non-trust entities with arrangements similar to that of a trust.</b>	Passive NFE	Passive NFFE



### 3 Your business's tax residency(ies)<sup>6</sup> ▶ Tick one or more

- ▶ If you are a Sole-proprietorship owned by business entity, please provide the Sole-proprietorship owner's tax residency(ies).
- ▶ If you are not a tax resident in any jurisdiction (e.g. fiscally transparent) indicate the jurisdiction in which your place of effective management is situated.
- ▶ If you have more than three countries/jurisdictions, please attach a separate sheet.

The Entity is a tax resident of

- Singapore ▶ Refer to business registration number for the taxpayer identification number (TIN).  
If not, please specify \_\_\_\_\_
- United States of America ▶ Please also complete the IRS W-9 form.
- Others ▶ Please complete the table below.

Country of Tax Residence <sup>6</sup>	Taxpayer Identification No. (TIN)	If no TIN, indicate reason <sup>7</sup> ▶ Tick only one
		<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> Others ▶ Please provide an explanation here _____
		<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> Others ▶ Please provide an explanation here _____
		<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> Others ▶ Please provide an explanation here _____

### 4 Indicators of other tax residency(ies)<sup>6</sup>

- ▶ If your country(ies) of incorporation / mailing address / domicile / trustee address differs from your declared country(ies) of tax residence in part 3, please select the applicable indicator(s) and provide a reasonable explanation(s).
- ▶ This includes the sole-proprietorship's details if you are a sole-proprietorship owned by business entity.

Country(ies) of incorporation / registration  
 ▶ Please provide a government issued document of at least one of the country(ies) which you are a tax resident of.

Tick One

- The entity's place of effective management differs from its place of incorporation / registration.
- The entity is a branch and its head office is tax resident in the declared country of tax residence.
- The sole-proprietorship is set up by a service provider<sup>8</sup>
- Others ▶ Please provide an explanation here  
\_\_\_\_\_

▶ If your registered address(es) differs from your country incorporation / registration and is located in a jurisdiction that is not your tax residence, please provide an explanation below:

Tick One

- This is the address of my service provider<sup>8</sup>
- Others ▶ Please provide an explanation here  
\_\_\_\_\_

Country(ies) of mailing addresses

Tick One

- This is the address of my service provider<sup>8</sup> / director / shareholder / authorised signatory.
- Others ▶ Please provide an explanation here  
\_\_\_\_\_

Country of domicile (place of business)

Tick One

- This is where my service provider<sup>8</sup> is located
- My tax residency is determined by the place of incorporation. (only applicable if country of incorporation is one of the tax residency(ies)).
- Others ▶ Please provide an explanation here  
\_\_\_\_\_

Country(ies) of trustee address (only applicable if entity is a trust)

Tick One

- The address provided is not in the same country as the Trustee's tax residency.
- Others ▶ Please provide an explanation here  
\_\_\_\_\_

## 5 Controlling Person(s)<sup>9</sup>

▶ You are only required to complete this section if you have selected one of the following entity types in section 2:

- A4 – Passive NFE/NFFE
- B2 – FI – Investment Entity (Non-Participating)
- B4 – Passive NFE/NFFE

▶ If you have more than three controlling persons, please attach a separate sheet.

### Controlling Person 1

#### A Controlling Person's details

<b>Full Name</b>	<b>NRIC/Passport Number</b>	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<b>Date of birth</b> ▶ DD / MM / YY		
<input style="width: 95%;" type="text"/>		
<b>Residential Address</b>	<b>Country</b>	<b>Postal code</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

#### B Controlling Person's tax residency(ies)<sup>6</sup> ▶ Tick one or more

▶ If you have more than three countries/jurisdictions, please attach a separate sheet.

I am a tax resident of

- Singapore ▶ Refer to NRIC/FIN as attached. If TIN is not your NRIC/FIN, please specify:
- United States of America ▶ My TIN is
- Others ▶ Please complete the table below.

Country of Tax Residence <sup>6</sup>	Taxpayer Identification No. (TIN)	If no TIN, indicate reason <sup>7</sup> ▶ Tick only one
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> No tax obligation (e.g. minor, retiree, new citizen) <input type="checkbox"/> Others ▶ Please provide an explanation here <input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> No tax obligation (e.g. minor, retiree, new citizen) <input type="checkbox"/> Others ▶ Please provide an explanation here <input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> No tax obligation (e.g. minor, retiree, new citizen) <input type="checkbox"/> Others ▶ Please provide an explanation here <input style="width: 95%;" type="text"/>

#### C Country of address outside tax residency(ies)<sup>6</sup>

▶ If your country of residential address differs from your declared country(ies) of tax residence above,

- i. Please provide a passport, nationality identity card, or a government issued identification document of at least one of the countries which you are a tax resident of.
- ii. Please provide a reasonable explanation below:

Tick One

This is one of my many addresses OR the address of a family member / relative / trusted acquaintance (e.g. professional advisor / accountant / personal assistant).

Others ▶ Please provide an explanation here

#### D Controlling person type<sup>10</sup> ▶ Tick only one

##### Legal Person

▶ Only applicable for entity type A4 / B2 / B4

- Control by ownership
- Senior managing official
- Control by other means

##### Trust

▶ Only applicable for entity type B2 / B4

- Settlor                       Beneficiary
- Trustee                       Others
- Protector

##### Legal Arrangement (Non-trust)

▶ Only applicable for entity type B2 / B4

- Settlor-equivalent                       Beneficiary-equivalent
- Trustee-equivalent                       Others
- Protector-equivalent

## Controlling Person 2

### A Controlling Person's details

Full Name

NRIC/Passport Number

\_\_\_\_\_

Date of birth ▶ DD / MM / YY

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

Residential Address

Country

Postal code

\_\_\_\_\_

### B Controlling Person's tax residency(ies)<sup>6</sup> ▶ Tick one or more

▶ If you have more than three countries/jurisdictions, please attach a separate sheet.

I am a tax resident of

Singapore ▶ Refer to NRIC/FIN as attached. If TIN is not your NRIC/FIN, please specify: \_\_\_\_\_

United States of America ▶ My TIN is \_\_\_\_\_

Others ▶ Please complete the table below.

Country of Tax Residence <sup>6</sup>	Taxpayer Identification No. (TIN)	If no TIN, indicate reason <sup>7</sup> ▶ Tick only one
		<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> No tax obligation (e.g. minor, retiree, new citizen) <input type="checkbox"/> Others ▶ Please provide an explanation here _____
		<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> No tax obligation (e.g. minor, retiree, new citizen) <input type="checkbox"/> Others ▶ Please provide an explanation here _____
		<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> No tax obligation (e.g. minor, retiree, new citizen) <input type="checkbox"/> Others ▶ Please provide an explanation here _____

### C Country of address outside tax residency(ies)<sup>6</sup>

▶ If your country of residential address differs from your declared country(ies) of tax residence above,

- Please provide a passport, nationality identity card, or a government issued identification document of at least one of the countries which you are a tax resident of.
- Please provide a reasonable explanation below:

Tick  
One

This is one of my many addresses OR the address of a family member / relative / trusted acquaintance (e.g. professional advisor / accountant / personal assistant).

Others ▶ Please provide an explanation here

\_\_\_\_\_

### D Controlling person type<sup>10</sup> ▶ Tick only one

#### Legal Person

▶ Only applicable for entity type A4 / B2 / B4

- Control by ownership
- Senior managing official
- Control by other means

#### Trust

▶ Only applicable for entity type B2 / B4

- Settlor  Beneficiary
- Trustee  Others
- Protector

#### Legal Arrangement (Non-trust)

▶ Only applicable for entity type B2 / B4

- Settlor-equivalent  Beneficiary-equivalent
- Trustee-equivalent  Others
- Protector-equivalent

## Controlling Person 3

### A Controlling Person's details

Full Name

NRIC/Passport Number

\_\_\_\_\_

Date of birth ▶ DD / MM / YY

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

Residential Address

Country

Postal code

\_\_\_\_\_

### B Controlling Person's tax residency(ies)<sup>6</sup> ▶ Tick one or more

▶ If you have more than three countries/jurisdictions, please attach a separate sheet.

I am a tax resident of

Singapore ▶ Refer to NRIC/FIN as attached. If TIN is not your NRIC/FIN, please specify: \_\_\_\_\_

United States of America ▶ My TIN is \_\_\_\_\_

Others ▶ Please complete the table below.

Country of Tax Residence <sup>6</sup>	Taxpayer Identification No. (TIN)	If no TIN, indicate reason <sup>7</sup> ▶ Tick only one
		<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> No tax obligation (e.g. minor, retiree, new citizen) <input type="checkbox"/> Others ▶ Please provide an explanation here _____
		<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> No tax obligation (e.g. minor, retiree, new citizen) <input type="checkbox"/> Others ▶ Please provide an explanation here _____
		<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> No tax obligation (e.g. minor, retiree, new citizen) <input type="checkbox"/> Others ▶ Please provide an explanation here _____

### C Country of address outside tax residency(ies)<sup>6</sup>

▶ If your country of residential address differs from your declared country(ies) of tax residence above,

- Please provide a passport, nationality identity card, or a government issued identification document of at least one of the countries which you are a tax resident of.
- Please provide a reasonable explanation below:

Tick  
One

This is one of my many addresses OR the address of a family member / relative / trusted acquaintance (e.g. professional advisor / accountant / personal assistant).

Others ▶ Please provide an explanation here

\_\_\_\_\_

### D Controlling person type<sup>10</sup> ▶ Tick only one

#### Legal Person

▶ Only applicable for entity type A4 / B2 / B4

- Control by ownership
- Senior managing official
- Control by other means

#### Trust

▶ Only applicable for entity type B2 / B4

- Settlor  Beneficiary
- Trustee  Others
- Protector

#### Legal Arrangement (Non-trust)

▶ Only applicable for entity type B2 / B4

- Settlor-equivalent  Beneficiary-equivalent
- Trustee-equivalent  Others
- Protector-equivalent

**6 Agreement** ▶ To be signed by person(s) authorised to open the Account(s)

I/We confirm that all the information I/we have provided is true, accurate and complete and I/we have not withheld any information. I/We undertake to keep OCBC Bank informed in writing, within 30 days, of any changes in circumstances that may cause any of the information in this Certification Form to become incorrect or incomplete and also undertake to provide any other additional information as may be required by OCBC Bank and/or applicable law.

I/We agree and consent to the terms of OCBC Bank's (I) Data Protection Policy, (II) FATCA Policy and (III) CRS Policy, available at [www.ocbc.com/business-policies](http://www.ocbc.com/business-policies) or upon request, which may require the reporting of information supplied by me/us to relevant tax authorities. The persons named and signing below are duly authorised to complete and sign this Certification Form for and on behalf of the Entity and the Controlling Person(s) (if applicable) and to submit this Certification Form to OCBC Bank.

Signature

Name ▶ As per NRIC/Passport

\_\_\_\_\_

NRIC/Passport number

\_\_\_\_\_

Date ▶ DD / MM / YY

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

Signature

Name ▶ As per NRIC/Passport

\_\_\_\_\_

NRIC/Passport number

\_\_\_\_\_

Date ▶ DD / MM / YY

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

Signature

Name ▶ As per NRIC/Passport

\_\_\_\_\_

NRIC/Passport number

\_\_\_\_\_

Date ▶ DD / MM / YY

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

1. **Financial Institution** means a Custodial Institution, a Depository Institution, an Investment Entity, or a Specified Insurance Company.
  - (a) **Custodial Institution** means any entity that **holds**, as a substantial portion of its business, **financial assets for the account of others**.
  - (b) **Depository Institution** means any entity that **accepts deposits** in the ordinary course of a **banking** or similar business.
  - (c) **Investment Entity** means any entity that conducts as a business (or is managed by an entity that conducts as a business) one or more of the three following activities or operations for or on behalf of a customer:
    - i. trading in money market instruments; foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading;
    - ii. individual and collective portfolio management; or
    - iii. otherwise investing, administering, or managing funds or money on behalf of other persons.
  - (d) **Specified Insurance Company** means any entity that is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a Cash Value insurance Contract or an Annuity Contract.
2. **Passive income** refers generally to the portion of gross income that consists of: dividends (including substitute dividend payments); interest; income equivalent to interest; rents and royalties (other than those derived in the active conduct of a trade or business conducted, at least in part, by employees); annuities; net gains from the sale of property that gives rise to passive income; net gains from certain transaction in commodities; net foreign currency gains; net income from notional principal contracts; amounts received under cash value insurance contracts; and amounts received by an insurance company in connection with its reserves for insurance and annuity contracts.
3. **Charity and Non-Profit Organisation** means an entity that meets ALL of the following criteria:
  - (a) It is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organisation, business league, chamber of commerce, labour organisation, agricultural or horticultural organisation, civic league or an organisation operated exclusively for the promotion of social welfare;
  - (b) It is exempt from income tax in its country of residence;
  - (c) It has no shareholders or members who have a proprietary or beneficial interest in its income or assets;
  - (d) The applicable laws of the entity's country of residence or the entity's formation documents do not permit any income or assets of the entity to be distributed to, or applied for the benefit of, a private person or non-charitable entity other than pursuant to the conduct of the entity's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the entity has purchased; and
  - (e) The applicable laws of the entity's country of residence or the entity's formation documents require that, upon the entity's liquidation or dissolution, all of its assets be distributed to a governmental entity or other non-profit organisation, or escheat to the government of the entity's country of residence or any political subdivision thereof.
4. An **established securities market** generally refers to a Securities exchange that; (i) is officially recognized, sanctioned, or supervised by a governmental authority of the foreign country in which the market is located; and (ii) has an annual value of shares traded on the exchange (or a predecessor exchange) exceeding \$1 billion during each of the three calendar years immediately preceding the year in which the determination is being made.
5. An entity is a **"Related Entity"** of another Entity if either entity controls the other entity, or two entities are under common control. For this purpose, control includes direct or indirect ownership of more than 50% of the vote or value in an entity.
6. **Tax residency** is defined by each country's local tax laws and may vary from that of another country. As such, it is possible for an entity or a person to be considered a tax resident in more than one jurisdiction. In the event of any doubt, please consult your tax advisor. Guidance on tax residency is also available at the following link: <https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/>
7. The reason **"Country does not issue TIN"** means the declared country of tax residence does not issue TINs to its tax residents, under any circumstances. Where the declared country of tax residence does issue TINs to its tax residents but the account holder / controlling person has not been issued a TIN due to particular circumstances, **"Others"** should be selected (with an explanation provided) instead. The reason **"Country does not require the collection of TIN"** means the declared country of tax residence that issues the TINs does not require the TINs of its tax residents to be collected.
8. **Service Provider** may refer to a lawyer, corporate secretary, accountant, fund manager, fund administrator, etc.
9. **Controlling Person** is a natural person who exercises control over an entity. Where that entity is treated as a Passive Non-Financial Entity ("NFE") then a Financial Institution must determine whether such Controlling Persons are Reportable Persons. This definition corresponds to the term "beneficial owner" as described in Recommendation 10 and the Interpretative Note on Recommendation 10 of the Financial Action Task Force Recommendations (as adopted in February 2012).

10. Type of controlling person and its definition is listed below:

Type of Controlling Person	Description
Legal Person – Control by ownership	Individual who exercises control through ownership interest (e.g. owning more than 25% of the company in value or voting power).
Legal Person – Senior managing official	Individual who holds the position of senior managing official responsible for strategic decisions that fundamentally affect the business practices or general direction of the entity or exercises executive control over the daily or regular affairs of the legal person.
Legal Person – Control by other means	Individual who exercises control / is entitled to exercise control through other means (e.g. personal connections to persons in positions that possess ownership).
Trust – Settlor	Settlers are natural or legal persons who transfer ownership of their assets to trustees by means of a trust deed or similar arrangement.
Trust – Trustee	A trustee holds the legal title to the trust property and has a duty to administer and deal with the trust property in the interests of the beneficiaries in accordance with the terms agreed with the settlor upon set up of the trust.
Trust – Protector	A protector enforces and monitors the trustee's actions, such as overseeing investment decisions or authorising a payment to a beneficiary.
Trust – Beneficiary	Beneficiary or member of the class of beneficiaries.
Trust – Other	Other (e.g. individual who exercises control over another entity being the settlor/trustee/protector/beneficiary).
Legal Arrangement (non-trust) – Settlor-equivalent	Individual in a position equivalent/similar to settlor.
Legal Arrangement (non-trust) – Trustee-equivalent	Individual in a position equivalent/similar to trustee.
Legal Arrangement (non-trust) – Protector-equivalent	Individual in a position equivalent/similar to protector.
Legal Arrangement (non-trust) – Beneficiary-equivalent	Individual in a position equivalent/similar to beneficiary or member of the class of beneficiaries.
Legal Arrangement (non-trust) – Other-equivalent	Other (e.g. individual who exercises control over another entity being equivalent/similar to settlor/trustee/protector/beneficiary).

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All information is required unless stated.

## Individual Tax Declaration Form

- Sole-proprietorship owned by an individual

### 1 Owner details

Full Name NRIC/Passport Number

Country of Birth Date of birth ▶ DD / MM / YY  
  /  /

▶ If your country of birth is the U.S. and you are no longer a U.S. tax resident<sup>1</sup>, please provide the following documents:  
 i. Certificate of loss of nationality of the U.S.  
 ii. Form I-407

Residential Address Country Postal Code

### Your business details

Name of Sole-proprietorship Business registration number

### 2 Owner's tax residency(ies)<sup>2</sup>

- ▶ Please provide a passport, nationality identity card, or a government issued identification document of at least one of the country which you are a tax resident of.
- ▶ If you have more than three countries/jurisdictions, please attach a separate sheet.

I own the sole-proprietorship in my individual capacity and I am a tax resident of

Singapore ▶ Refer to NRIC/FIN as attached. If TIN is not your NRIC/FIN, please specify:

United States of America ▶ My TIN is

Others ▶ Please complete the table below.

Country of Tax Residence <sup>2</sup>	Taxpayer Identification No. (TIN)	If no TIN, indicate reason <sup>3</sup> ▶ Tick only one
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> No tax obligation (e.g. minor, retiree, new citizen) <input type="checkbox"/> Others ▶ Please provide an explanation here <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> No tax obligation (e.g. minor, retiree, new citizen) <input type="checkbox"/> Others ▶ Please provide an explanation here <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Country does not issue TIN. <input type="checkbox"/> Country does not require the collection of TIN. <input type="checkbox"/> No tax obligation (e.g. minor, retiree, new citizen) <input type="checkbox"/> Others ▶ Please provide an explanation here <input type="text"/>

### 3 Indicators of other tax residency(ies)<sup>2</sup>

▶ If your country(ies) of residential address / mailing address / registered address / domicile differs from your declared country(ies) of tax residence in part 2, please select the applicable indicator(s) and provide a reasonable explanation(s)

Country(ies) of residential addresses

Tick One

This is one of my many addresses OR the address of a family member / relative / trusted acquaintance (e.g. professional advisor / accountant / personal assistant).

Others ▶ Please provide an explanation here

Country(ies) of mailing address

Tick One

This is one of my many addresses OR the address of a family member / relative / trusted acquaintance (e.g. professional advisor / accountant / personal assistant).

Others ▶ Please provide an explanation here

Country(ies) of registered addresses

Tick One

This is the address of my trusted advisor / acquaintance.

Others ▶ Please provide an explanation here

Country of domicile (place of business)

Tick One

This is the address of a family member / relative / trusted acquaintance (e.g. professional advisor / accountant / personal assistant).

Others ▶ Please provide an explanation here

### 4 Agreement ▶ To be signed by owner in his/her individual capacity

I confirm that all the information I have provided is true, accurate and complete and I have not withheld any information. I undertake to keep OCBC Bank informed in writing, within 30 days, of any changes in circumstances that may cause any of the information in this Certification Form to become incorrect or incomplete and also undertake to provide any other additional information as may be required by OCBC Bank and/or applicable law.

I agree and consent to the terms of OCBC Bank's (I) Data Protection Policy, (II) FATCA Policy and (III) CRS Policy, available at [www.ocbc.com/businesspolicies](http://www.ocbc.com/businesspolicies) or upon request, which may require the reporting of information supplied by me to relevant tax authorities.

Signature

Date ▶ DD / MM / YY

#### 1. Definition of a U.S. Tax Resident

- (a) A citizen or permanent resident of the United States (e.g. US Green Card holder or someone who meets the requirements to be considered a resident under the 'substantial presence test'); or;
  - (b) Any other person that is not a foreign person (as defined under US federal tax law).
2. **Tax residency** is defined by each country's local tax laws and may vary from that of another country. As such, it is possible for a person to be considered a tax resident in more than one jurisdiction. In the event of any doubt, please consult your tax advisor. Guidance on tax residency is also available at the following link: <https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/>
3. The reason "**Country does not issue TIN**" means the declared country of tax residence does not issue TINs to its tax residents, under any circumstances. Where the declared country of tax residence does issue TINs to its tax residents but the account holder has not been issued a TIN due to particular circumstances, "**Others**" should be selected (with an explanation) instead. The reason "**Country does not require the collection of TIN**" means the declared country of tax residence that issues the TINs does not require the TINs of its tax residents to be collected.

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All information is required unless stated.

## 1 Business details

Registered name of business

Business registration number

## 2 Business Internet Banking (OCBC Velocity)

Business internet Banking (OCBC Velocity)

*Application will be processed within 7 business days (exclude delivery time) upon receipt of duly completed form*

Contact person ▶ You are authorised to receive communication from us (including OCBC Velocity starter kit) and to communicate your company's information to us. Your contact details (ie. name, office/mobile numbers) will also be printed in the contact section of the Remittance Advice sent to your beneficiary.

Office number ▶ +(country code)-(area code, for non SG number)-(contact number)

Mobile number ▶ +(country code)-(contact number)

Email address

A Starter Kit will be sent to the company's assigned contact person:

- if Hardware Token is selected, or
- users' mobile number are not registered with us,

Otherwise, an email with instructions to log in will be sent to each user's email address (if both mobile number and email address are registered with us)

Debit fees for token from account number:

Currency

## 3a Authorised User(s) details for Business Internet Banking (OCBC Velocity)

Your choice of Organisation ID ▶ Choice is subject to availability. An Organisation ID will be assigned if this field is left blank or if your choice is already in use.

SG

Business accounts to be linked

- All accounts  
▶ for Current, Call, Time Deposits and Trade accounts

OR

Specific accounts

Current, Call or Time Deposits

① Account number  Currency

② Account number  Currency

All Trade ▶ e.g. Letter of Credit, Banker's Guarantee, Trade Loan, Invoice Financing


### e-Statement

You can view and download your current account e-Statements through OCBC Velocity. No hard copy statements will be sent to you.

**3b Choose your service package** ▶ *Select one package only*

**Basic**

How do you want it to work?

 User(s) will only be able to view the account statement(s)

This user can

View statement

Full name ▶ *As per NRIC/Passport*

User ID

ID Type ▶ *NRIC / Passport*

NRIC/ Passport Number

ID Issue Country

Mobile number ▶ *+(country code)- (contact number)*

Email address

Please provide mobile number and email address to gain faster access to internet/ mobile banking and receive notifications

+ Add user to

View statement

Full name ▶ *As per NRIC/Passport*

User ID

ID Type ▶ *NRIC / Passport*

NRIC/ Passport Number

ID Issue Country

Mobile number ▶ *+(country code)- (contact number)*

Email address

Please provide mobile number and email address to gain faster access to internet/ mobile banking and receive notifications

**Your 2-Factor Authentication (2FA) for Internet/mobile banking**

Selection applies to every user. If you do not make a selection, the default 2FA mode will be the digital token.

**Digital Token**

- Free of charge
- You will need to provide a mobile number above to activate the digital token on your mobile phone.

*Note: If no mobile number is provided, we will issue you with a Hardware Token, charges applicable as per Pricing Guide*



OR


**Hardware Token**

- Charges applicable as per Pricing Guide



**Standard** ▶ *Authoriser to submit NRIC/Passport and residential address proof*

How do you want it to work?

 **The SAME user** will create and approve a transaction

**Authoriser & Maker**

- Create transactions
- Approve transactions
- View statement
- Book FX

Full name ▶ *As per NRIC/Passport*

User ID

ID Type ▶ *NRIC / Passport*

NRIC/ Passport Number

ID Issue Country

Mobile number ▶ *+(country code)- (contact number)*

Email address

Please provide mobile number and email address to gain faster access to internet/ mobile banking and receive notifications

+ Add user to

View statement only

Create, approve transactions, view statements and book FX

Full name ▶ *As per NRIC/Passport*

User ID

ID Type ▶ *NRIC / Passport*

NRIC/ Passport Number

ID Issue Country

Mobile number ▶ *+(country code)- (contact number)*

Email address

Please provide mobile number and email address to gain faster access to internet/ mobile banking and receive notifications

**Your 2-Factor Authentication (2FA) for Internet/mobile banking**

Selection applies to every user. If you do not make a selection, the default 2FA mode will be the digital token.

**Digital Token**

- Free of charge
- You will need to provide a mobile number above to activate the digital token on your mobile phone.

*Note: If no mobile number is provided, we will issue you with a Hardware Token, charges applicable as per Pricing Guide*



OR

**Hardware Token**

- Charges applicable as per Pricing Guide



**Classic** ▶ Authoriser to submit NRIC/Passport and residential address proof

How do you want it to work? (Select one option only)

**1 authoriser** required to approve a transaction

OR

**2 authorisers** required to approve a transaction jointly

**Maker**

- Create transactions
- OCBC Velocity administration
- View statement

Full name ▶ *As per NRIC/Passport*

User ID

ID Type ▶ *NRIC / Passport*

NRIC/ Passport Number

ID Issue Country

Mobile number ▶ *+ (country code)- (contact number)*

Email address

**Please provide mobile number and email address to gain faster access to internet/ mobile banking and receive notifications**

**Authoriser 1**

- Approve transactions
- OCBC Velocity administration
- View statement
- Book FX

Full name ▶ *As per NRIC/Passport*

User ID

ID Type ▶ *NRIC / Passport*

NRIC/ Passport Number

ID Issue Country

Mobile number ▶ *+ (country code)- (contact number)*

Email address

**Please provide mobile number and email address to gain faster access to internet/ mobile banking and receive notifications**

**Authoriser 2**

- Approve transactions
- OCBC Velocity administration
- View statement
- Book FX

Full name ▶ *As per NRIC/Passport*

User ID

ID Type ▶ *NRIC / Passport*

NRIC/ Passport Number

ID Issue Country

Mobile number ▶ *+ (country code)- (contact number)*

Email address

**Please provide mobile number and email address to gain faster access to internet/ mobile banking and receive notifications**

**+ Add user**

- OCBC Velocity administration
- OR
- View statement only
- OR
- Create transactions
- + View statement
- OR
- Approve transactions
- + View statement
- + Book FX

Full name ▶ *As per NRIC/Passport*

User ID

ID Type ▶ *NRIC / Passport*

NRIC/ Passport Number

ID Issue Country

Mobile number ▶ *+ (country code)- (contact number)*

Email address

**Please provide mobile number and email address to gain faster access to internet/ mobile banking and receive notifications**

**Your 2-Factor Authentication (2FA) for Internet/mobile banking**

Selection applies to every user. If you do not make a selection, the default 2FA mode will be the digital token.

**Digital Token**

- Free of charge
- You will need to provide a mobile number above to activate the digital token on your mobile phone.

*Note: If no mobile number is provided, we will issue you with a Hardware Token, charges applicable as per Pricing Guide*



OR

**Hardware Token**

- Charges applicable as per Pricing Guide



**Flex** ▶ Authoriser to submit NRIC/Passport and residential address proof

**USER 1**

**Roles** ▶ please select min. one

- View statement
- Create transactions
  - Book FX
- Approve transactions
  - Book FX

Please indicate authorisation group for this user:  
(e.g. A, B, C if applicable to Authorisation Policy)

Authorisation group: \_\_\_\_\_

- OCBC Velocity administrator  
*Minimum 2 administrators to add or edit statement viewer/maker, unlock user and reset password in OCBC Velocity*

**User can make transactions for**  
▶ default all if none is selected

- Payments & collections
- Payroll ▶ includes viewing of details
- Trade Finance module

Full name ▶ As per NRIC/Passport

User ID

\_\_\_\_\_

ID Type ▶ NRIC / Passport

NRIC/ Passport Number

ID Issue Country

\_\_\_\_\_

Mobile number ▶ +(country code)- (contact number)

Email address

\_\_\_\_\_

▶ Please provide mobile number and email address to gain faster access to internet/mobile banking and receive notifications

**USER 2**

**Roles** ▶ please select min. one

- View statement
- Create transactions
  - Book FX
- Approve transactions
  - Book FX

Please indicate authorisation group for this user:  
(e.g. A, B, C if applicable to Authorisation Policy)

Authorisation group: \_\_\_\_\_

- OCBC Velocity administrator  
*Minimum 2 administrators to add or edit statement viewer/maker, unlock user and reset password in OCBC Velocity*

**User can make transactions for**  
▶ default all if none is selected

- Payments & collections
- Payroll ▶ includes viewing of details
- Trade Finance module

Full name ▶ As per NRIC/Passport

User ID

\_\_\_\_\_

ID Type ▶ NRIC / Passport

NRIC/ Passport Number

ID Issue Country

\_\_\_\_\_

Mobile number ▶ +(country code)- (contact number)

Email address

\_\_\_\_\_

▶ Please provide mobile number and email address to gain faster access to internet/mobile banking and receive notifications

**USER 3**

**Roles** ▶ please select min. one

- View statement
- Create transactions
  - Book FX
- Approve transactions
  - Book FX

Please indicate authorisation group for this user:  
(e.g. A, B, C if applicable to Authorisation Policy)

Authorisation group: \_\_\_\_\_

- OCBC Velocity administrator  
*Minimum 2 administrators to add or edit statement viewer/maker, unlock user and reset password in OCBC Velocity*

**User can make transactions for**  
▶ default all if none is selected

- Payments & collections
- Payroll ▶ includes viewing of details
- Trade Finance module

Full name ▶ As per NRIC/Passport

User ID

\_\_\_\_\_

ID Type ▶ NRIC / Passport

NRIC/ Passport Number

ID Issue Country

\_\_\_\_\_

Mobile number ▶ +(country code)- (contact number)

Email address

\_\_\_\_\_

▶ Please provide mobile number and email address to gain faster access to internet/mobile banking and receive notifications

**USER 4**

**Roles** ▶ please select min. one

- View statement
- Create transactions
  - Book FX
- Approve transactions
  - Book FX

Please indicate authorisation group for this user:  
(e.g. A, B, C if applicable to Authorisation Policy)

Authorisation group: \_\_\_\_\_

- OCBC Velocity administrator  
*Minimum 2 administrators to add or edit statement viewer/maker, unlock user and reset password in OCBC Velocity*

**User can make transactions for**  
▶ default all if none is selected

- Payments & collections
- Payroll ▶ includes viewing of details
- Trade Finance module

Full name ▶ As per NRIC/Passport

User ID

\_\_\_\_\_

ID Type ▶ NRIC / Passport

NRIC/ Passport Number

ID Issue Country

\_\_\_\_\_

Mobile number ▶ +(country code)- (contact number)

Email address

\_\_\_\_\_

▶ Please provide mobile number and email address to gain faster access to internet/mobile banking and receive notifications



How do you want your transactions to be approved?		
Approval Limits	Approval Required	Grouping (A, B, C etc. if required)
<input type="checkbox"/> Any Amount	<input type="checkbox"/> Any one <input type="checkbox"/> Any two	___ OR ___ + ___
<input type="checkbox"/> Customised Limits Up to* \$ _____	<input type="checkbox"/> Any one <input type="checkbox"/> Any two	___ OR ___ + ___
Above \$ _____ & Up to* \$ _____	<input type="checkbox"/> Any one <input type="checkbox"/> Any two	___ OR ___ + ___
Above \$ _____ & Up to* \$ _____	<input type="checkbox"/> Any one <input type="checkbox"/> Any two	___ OR ___ + ___
Above \$ _____ *Up to & including	<input type="checkbox"/> Any one <input type="checkbox"/> Any two	___ OR ___ + ___

### Your 2-Factor Authentication (2FA) for Internet/mobile banking

Selection applies to every user. If you do not make a selection, the default 2FA mode will be the digital token.

**Digital Token**

- Free of charge
- You will need to provide a mobile number above to activate the digital token on your mobile phone.

*Note: If no mobile number is provided, we will issue you with a Hardware Token, charges applicable as per Pricing Guide*



OR

**Hardware Token**

- Charges applicable as per Pricing Guide



#### 4 Business PhoneBanking and eAlerts@ocbc

<input type="checkbox"/> Business PhoneBanking ▶ Access to all current accounts (SGD & Foreign Currency)  Application will be processed within <b>7 business days</b> upon receipt of duly completed form.	Services available are: ▶ PBCS3 <ul style="list-style-type: none"> <li>• Balance enquiry</li> <li>• Cheque book request</li> <li>• Cheque status enquiry</li> <li>• Incoming funds</li> <li>• Recent account activity</li> <li>• Statement request</li> <li>• Stop cheque</li> </ul>
--	--

<input type="checkbox"/> eAlerts@ocbc ▶ Optional, tick one or more  <input type="checkbox"/> Daily Available Account Balance Alert - Always be alerted even though account balance does not change from previous day to current day.  <input type="checkbox"/> SGD Time Deposit Alert – Account number _____  Application will be processed within <b>3 business days</b> upon receipt of duly completed form.	Debit monthly fees from account number: _____
--	--

#### Authorised User(s) details for Business PhoneBanking and eAlerts@ocbc

**USER 1**

Name \_\_\_\_\_ NRIC/Passport number \_\_\_\_\_

Details below applicable to eAlerts@ocbc user only

Cash eAlerts@ocbc

<p><b>A</b> To be alerted for account number: _____</p> <p>▶ Select one      ▶ Select one      Mobile number</p> <p><input type="checkbox"/> English      <input type="checkbox"/> SMS      _____</p> <p style="text-align: center;"><b>via</b> ▶</p> <p><input type="checkbox"/> Chinese      <input type="checkbox"/> Email      _____</p> <p><input type="checkbox"/> Trade Finance eAlerts@ocbc ▶ Alert via email in English only Email address _____</p>	<p><b>B</b> Incoming and Outgoing Funds ▶ Select one</p> <p><input type="checkbox"/> Per transaction \$300 &amp; above (English only)</p> <p><input type="checkbox"/> Per transaction \$500 &amp; above (English only)</p> <p><input type="checkbox"/> Per transaction \$1,000 &amp; above (English only) ▶ Default</p> <p><input type="checkbox"/> Cumulative amount \$5,000 &amp; above</p> <p><input type="checkbox"/> Cumulative amount \$20,000 &amp; above</p> <p><input type="checkbox"/> Cumulative amount \$50,000 &amp; above</p>
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**USER 2**

Name \_\_\_\_\_ NRIC/Passport number \_\_\_\_\_

Details below applicable to eAlerts@ocbc user only

Cash eAlerts@ocbc

<p><b>A</b> To be alerted for account number: _____</p> <p>▶ Select one      ▶ Select one      Mobile number</p> <p><input type="checkbox"/> English      <input type="checkbox"/> SMS      _____</p> <p style="text-align: center;"><b>via</b> ▶</p> <p><input type="checkbox"/> Chinese      <input type="checkbox"/> Email      _____</p> <p><input type="checkbox"/> Trade Finance eAlerts@ocbc ▶ Alert via email in English only Email address _____</p>	<p><b>B</b> Incoming and Outgoing Funds ▶ Select one</p> <p><input type="checkbox"/> Per transaction \$300 &amp; above (English only)</p> <p><input type="checkbox"/> Per transaction \$500 &amp; above (English only)</p> <p><input type="checkbox"/> Per transaction \$1,000 &amp; above (English only) ▶ Default</p> <p><input type="checkbox"/> Cumulative amount \$5,000 &amp; above</p> <p><input type="checkbox"/> Cumulative amount \$20,000 &amp; above</p> <p><input type="checkbox"/> Cumulative amount \$50,000 &amp; above</p>
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**5 Agreement** ▶ To be signed by person(s) authorised to apply for banking services

To Oversea-Chinese Banking Corporation Limited ("OCBC Bank")

I/We confirm that all information provided by me/us in this form is true, accurate and complete.

I/We agree to abide and be bound by the Business Account Terms and Conditions (available at all OCBC Bank branches and at OCBC Bank's website) which I/we have read and any amendments, alterations and additions thereto as may from time to time be made. I/We consent to disclosures as provided therein and agree that all payments be debited from my/our account(s) with you.

The person(s) whose information appear(s) in the Authorised User section above and/or in other letter(s) of instruction is/are authorised to perform and effect the above services opted by me/us at any time and from time to time for and on my/our behalf in relation to the abovementioned accounts. I/We confirm that the abovementioned Authorised User(s) has/have sufficient authority to perform and effect all transactions of such services for and on our behalf and all such transactions shall be binding and conclusive on me/us.

I/We confirm that the abovementioned Authorised User(s) (as named in this form) has/have sufficient authority to perform and effect all transactions of such services for and on our behalf and all such transactions shall be binding and conclusive on me/us, even if the authorisations or instructions (in this form) may contradict any other authorisation (including a treasury board resolution in OCBC Bank's standard template or otherwise) or instructions provided by us to OCBC Bank.

I/We agree that any Authorised User who has a specimen signature maintained with OCBC Bank will be allowed to give instructions singly to OCBC Bank to instruct OCBC Bank to unlock the OCBC Velocity user account/request for a new password/request for a new token.

I/We agree that the number appearing in the [mobile number] section above shall be used by OCBC Bank for security, authentication and/or verification purposes and procedures.

I/We agree that OCBC Bank is entitled to debit any fees and charges payable for any of the above services opted by me/ us from:

- a) if I/we have a Singapore dollar debit account with OCBC Bank, from my/ our Singapore dollar [debit] account, or
- b) if I/we do not have a Singapore dollar debit account with OCBC Bank, from my/our foreign currency debit account with OCBC Bank.

If I/we have more than one Singapore dollar debit account or more than one foreign currency debit account with OCBC Bank, the relevant account to be debited shall follow the chronological order in which such account was authorised by me/ us as a debit account. All statements relating to the fees and charges payable shall be sent to the mailing address of my/ our debit account.

I/We agree to abide and be bound by the Standard Terms and Conditions Governing Foreign Exchange Transactions and the Supplemental Agreement to the Standard Terms and Conditions Governing Foreign Exchange Transactions and Business Account Terms and Conditions and/or such other terms and conditions applicable to FX Online (available at all OCBC Bank branches and at OCBC Bank's website) which I/we have read and any amendments, alterations and additions thereto as may from time to time be made

**Applicable only for OCBC Velocity Standard Service Package: Risk Disclosure Statement In Connection With Single Control:**

In the case of dual access or control ("Dual Control"), two or more people are required to be actively involved in order to complete a transaction. This involves having a person responsible for initiating or creating the transaction and another individual of higher authority to approve the transaction in the system. In the case of single access or control ("Single Control") only one person is required to complete a transaction. For all transactions initiated through OCBC Velocity, the system defaults to have Dual Control in place as account fraud and identity theft are frequently the result of Single Control.

I/We fully understand and acknowledge the characteristics and risks of having Single Control, which carries risk of compromise when compared with the benefit of Dual Control scheme, which provides an extra layer of security. I/We hereby authorise OCBC Bank to proceed with Single Control setup in OCBC Velocity. I/We shall assume and be responsible for the risks inherent in Single Control scheme. I/We undertake to indemnify and hold the bank fully indemnified from and against any loss, costs (including solicitor and client costs on a fully indemnity basis), charges, damages, claims, demands, actions, proceedings and all other liabilities of whatever nature and however incurred or suffered by me/us or the Bank as a result of the Bank agreeing to act on my/our said authorisation. I/We also understand and agree that the bank may modify the Business Account Terms and Conditions relating to OCBC Internet Banking Service or terminate the provision of Single Control scheme by notice to me/us at any time.

By signing below, I am/we are authorised to sign the application form for and on behalf of the company/association/club/society/partnership.

Signature

Authorised person

Name

Date ▶ DD/MM/YY

Signature

Authorised person

Name

Date ▶ DD/MM/YY

Signature

Authorised person

Name

Date ▶ DD/MM/YY



**Please check that you have provided the mobile number and email address of all Business Internet Banking (OCBC Velocity) users.**  
Complete and return this form to us at:  
Oversea-Chinese Banking Corporation Limited, Account Services, Bras Basah Post Office, Locked Bag Service No. 8, Singapore 911886

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

For bank's use

Attended by

**(This page is meant to be left blank intentionally.)**

All fields must be completed for your application to be processed.

**This card is only for :** Sole proprietors/partnerships and companies.  
SGD business accounts without an overdraft facility.  
Cardholders that are aged 18 and above.

## 1 Applicant details

Registered name of business (the "Applicant") \_\_\_\_\_ Business registration number \_\_\_\_\_

SGD Business Account to be linked **All Card(s), respective PINs and correspondence will be sent to the mailing address of this account.**

SGD Account to be opened pursuant to the Business Account application form submitted in conjunction with this Business Debit Card  
 Existing Account: \_\_\_\_\_

## 2 Cardholder 1 details

▶ A copy of NRIC (front and back) or Passport showing the residential address of Cardholder must be attached to this form. The copy must be signed by person(s) authorised to apply for banking services.

▶ If residential address is different from that shown on the NRIC or is not found on the Passport, an original copy of phone bill/ bank statement/correspondence from a Government agency within the last 3 months showing residential address must be attached as well.

Full name ▶ As in NRIC / Passport  Dr  Mr  Mrs  Ms  Mdm \_\_\_\_\_ Date of birth \_\_\_\_\_  
 D D | M M | Y Y

NRIC no. ▶ For SG/PR \_\_\_\_\_ Passport no. ▶ For foreigners \_\_\_\_\_ Country of Issue ▶ For Passports only \_\_\_\_\_

Residential address ▶ Include Postal Code \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Nationality ▶ Tick one only  
 Singaporean  Singaporean PR  Foreigner  
 Country ▶ If not Singaporean \_\_\_\_\_

Email \_\_\_\_\_  
 Mobile number + (country code) - (foreign no. area code) - (contact no.)  
 + \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 ▶ Please also refer to clause [ix] of the Declaration & Agreement by the Cardholder  
 Occupation ▶ Tick one only  
 Director / Owner  Sales executive  
 General manager  Others:  
 Financial officer \_\_\_\_\_  
 Your personal account notifications for all your personal accounts with OCBC Bank will be sent to this mobile number and email address.

**Daily limits** ▶ You agree to the default limits if the below boxes are left unchecked (limits are subject to available funds in your operating current account)

NETS/ATM withdrawal .....  S\$0  S\$1,000  S\$3,000 ▶ Default  S\$5,000  
 Signature-based payment .....  S\$1,000  S\$2,000 ▶ Default  S\$5,000  S\$10,000

Name to appear on card ▶ Max 19 letters including spaces \_\_\_\_\_  
 By signing here, I certify that I have read and accept the "Declaration & Agreement by Cardholder(s)" found overleaf.

Company Name to appear under name ▶ Max 19 letters including spaces \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Cardholder 1 \_\_\_\_\_  
 Date \_\_\_\_\_

## 3 Cardholder 2 details

▶ A copy of NRIC (front and back) or Passport showing the residential address of Cardholder must be attached to this form. The copy must be signed by person(s) authorised to apply for banking services.

▶ If residential address is different from that shown on the NRIC or is not found on the Passport, an original copy of phone bill/ bank statement/correspondence from a Government agency within the last 3 months showing residential address must be attached as well.

Full name ▶ As in NRIC / Passport  Dr  Mr  Mrs  Ms  Mdm \_\_\_\_\_ Date of birth \_\_\_\_\_  
 D D | M M | Y Y

NRIC no. ▶ For SG/PR \_\_\_\_\_ Passport no. ▶ For foreigners \_\_\_\_\_ Country of Issue ▶ For Passports only \_\_\_\_\_

Residential address ▶ Include Postal Code \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Nationality ▶ Tick one only  
 Singaporean  Singaporean PR  Foreigner  
 Country ▶ If not Singaporean \_\_\_\_\_

Email \_\_\_\_\_  
 Mobile number + (country code) - (foreign no. area code) - (contact no.)  
 + \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 ▶ Please also refer to clause [ix] of the Declaration & Agreement by the Cardholder  
 Occupation ▶ Tick one only  
 Director / Owner  Sales executive  
 General manager  Others:  
 Financial officer \_\_\_\_\_  
 Your personal account notifications for all your personal accounts with OCBC Bank will be sent to this mobile number and email address.

**Daily limits** ▶ You agree to the default limits if the below boxes are left unchecked (limits are subject to available funds in your operating current account)

NETS/ATM withdrawal .....  S\$0  S\$1,000  S\$3,000 ▶ Default  S\$5,000  
 Signature-based payment .....  S\$1,000  S\$2,000 ▶ Default  S\$5,000  S\$10,000

Name to appear on card ▶ Max 19 letters including spaces \_\_\_\_\_  
 By signing here, I certify that I have read and accept the "Declaration & Agreement by Cardholder(s)" found overleaf.

Company Name to appear under name ▶ Max 19 letters including spaces \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Cardholder 2 \_\_\_\_\_  
 Date \_\_\_\_\_

#### 4 Declaration and Agreement by the Cardholders

By signing this application form, I/we understand that I/we am/are requesting for OCBC to issue a Card to me/us. I/We acknowledge that the Card may only be used upon approval subject to the terms and conditions of the OCBC Business Debit Card Agreement (the "Business Debit Card Agreement") and the Terms and Conditions Governing OCBC Business Debit Card Rebates Programme, copies of which are available on the OCBC website (www.ocbc.com). I/We jointly and severally agree to be bound by the same which shall include any amendments, alterations and additions 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 amendments and additions 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. I/We agree and consent to the disclosure of any of my/our particulars as provided in the Business Debit Card Agreement.

**I/We jointly and severally:**

- i. represent and warrant that all information provided by me/us in this application is true and complete and undertake to notify OCBC immediately of any change in such information;
- ii. represent and warrant that I/we have read, understood and agree to be bound by the Business Debit Card Agreement;
- iii. confirm that I/we am/are not undischarged bankrupt(s);
- iv. authorise OCBC to conduct credit checks and verify information given in this application with any party (including, without limitation, with any credit bureau or any other organisation or corporation set up for the purpose of collecting and providing information relating to the credit standing of persons) without reference to me/us;
- v. irrevocably and unconditionally consent for OCBC to disclose any information whatsoever relating to me/us as OCBC shall consider appropriate to any person to whom disclosure is permitted or required by any applicable law or to any other person wherever situated for any purpose. Without prejudice to the foregoing, I/we consent to such disclosure to any credit bureau or any other organisation or corporation set up for the purpose of collecting and providing information relating to the credit standing of persons, and to the disclosure by such credit bureau or other organisation or corporation to any member thereof, for the purposes of assessing my/our credit worthiness or for other purpose whatsoever;
- vi. agree that OCBC has the absolute discretion to decline the application for the Card without giving any reason and to retain documents submitted as property of OCBC;
- vii. agree that in relation to the Card(s) issued to me/us, I/we represent and warrant that I/we have the right to provide instructions for OCBC to activate any overseas magnetic stripe (the "Instructions") at any time and I/we further agree that the amount I/we can charge from such overseas signature-based payment shall not exceed (a) the signature-based payment limit as set/instructed by the Applicant or (b) such lower amount as may be determined by OCBC in its absolute discretion. I/We further agree that my/our entitlement to charge from such overseas signature-based payment shall at all times be subject to the availability of funds in the relevant account(s) and that I/we shall indemnify and hold OCBC harmless from any losses, damages, liabilities or claims that OCBC may suffer or incur as a result of or in relation to OCBC acting in accordance with the instructions given by me/us;
- viii. agree and consent for OCBC to communicate with me/us with regard to any promotion relating to the Card by electronic mail, SMS or any other means which OCBC may deem appropriate at my/our contact details set out in this application or which I/we may furnish to OCBC from time to time. I/We hereby authorise OCBC to accept and act upon all communications or instructions from me/us to OCBC via electronic mail or SMS with regard to such promotions and OCBC shall not be liable if it acts upon such communications or instructions in good faith; and
- ix. understand that the mobile phone number(s) and email address(es) in this application may be used to update (where applicable) any of the records maintained by OCBC in connection with my/our personal accounts with OCBC, including but not limited to my/our personal savings, current and time deposit accounts, credit cards, unit trust/CPF investments/SRS accounts and loans.

#### 5 Declaration and Agreement on behalf of the applicant ▶ To be signed by person(s) authorised to apply for banking services

The Applicant is desirous for Oversea-Chinese Banking Corporation Limited ("OCBC") to issue MasterCard debit card(s) (the "Card") to the above named Cardholder(s) for the convenience of such persons who are required to go on overseas business trips and generally to incur expenses on behalf of the Applicant. I/We am/are duly authorised by the Applicant to request OCBC to issue the Card to the above-named Cardholder(s) and that the information provided by me/us on the Cardholder(s) is/are accurate and correct.

The person(s) whose information appear in the Cardholder section(s) above and/or in other letter(s) of instruction is/are authorised to perform and effect the transactions through the respective Card(s) issued to them at any time and from time to time for and on behalf of the Applicant in relation to the above-mentioned OCBC business account. The Applicant confirms that all such transactions shall be binding and conclusive on the Applicant.

By signing below, I/we understand that I/we am/are on behalf of the Applicant requesting for OCBC to issue a Card to each of the above-named Cardholder(s). I/We acknowledge that the Card may only be used upon approval subject to the terms and conditions of the OCBC Business Debit Card Agreement (the "Business Debit Card Agreement"), and the Terms and Conditions Governing OCBC Business Debit Card Rebates Programme, copies of which are available on the OCBC website. I/We jointly and severally agree to be bound by the same which shall include any amendments, alterations and additions made thereto 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 amendments and additions 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. I/We agree and consent to the disclosure of any particulars of my/our accounts and the business account as provided in the Business Debit Card Agreement.

**I/We jointly and severally and on behalf of the Applicant:**

- i. represent and warrant that all information provided by me/us in this application is true and complete and undertake to notify OCBC immediately of any change in such information and to provide any information and documents required by OCBC on request;
- ii. represent and warrant that I/we have read, understood and agree to be bound by the Business Debit Card Agreement and the Business Account Terms and Conditions;
- iii. confirm that I am/we are not an undischarged bankrupt(s) and there has been no statutory demand served on me/us;
- iv. authorise OCBC to conduct credit checks and verify information given in this application with any party (including, without limitation, with any credit bureau or any other organisation or corporation set up for the purpose of collecting and providing information relating to the credit standing of persons) without reference to me/us;
- v. irrevocably and unconditionally consent for OCBC to disclose any information whatsoever relating to me/us or my/our account as OCBC Bank shall consider appropriate to any person to whom disclosure is permitted or required by any applicable law or to any other person wherever situated for any purpose. Without prejudice to the foregoing, I/we consent to such disclosure to any credit bureau or any other organisation or corporation set up for the purpose of collecting and providing information relating to the credit standing of persons, and to the disclosure by such credit bureau or other organisation or corporation to any member thereof, for the purposes of assessing my/our credit worthiness or for other purpose whatsoever;
- vi. agree that OCBC has the absolute discretion to decline the application for the Card without giving any reason and to retain documents submitted as property of OCBC;
- vii. agree and consent for OCBC to communicate with me/us with regard to any promotion relating to the Card by electronic mail, SMS or any other means which OCBC may deem appropriate at my/our contact details set out in this application or which I/we may furnish to OCBC from time to time. I/We hereby authorise OCBC to accept and act upon all communications or instructions from me/us to OCBC via electronic mail or SMS with regard to such promotions and OCBC shall not be liable if it acts upon such communications or instructions in good faith;
- viii. confirm, agree and acknowledge that notwithstanding that the mandate for the operation of the OCBC business account is "Joint" or "All to Sign", the use of the Card(s) by the Cardholder(s) will result in the operation of the OCBC business account "singly" by a person who may or may not have been otherwise authorised to operate the OCBC business account;
- ix. agree that in relation to the Card(s) issued to the Cardholder(s), OCBC is entitled and authorised to receive and act on instructions given by the relevant Cardholder(s) to activate any overseas magnetic stripe (the "Instructions") at any time without the consent of or the notification to me/us and the Instructions shall be deemed to be binding and conclusive on me/us. I/We further agree to indemnify and hold OCBC harmless from any losses, damages, liabilities or claims that OCBC may suffer or incur as a result of or in relation to OCBC acting in accordance with the Instructions;
- x. agree that in relation to the Card(s) issued to the Cardholder(s), if such Card(s) has/have an ATM withdrawal limit of S\$1,000 or more, OCBC is entitled and authorised to receive and act on instructions given by the relevant Cardholder(s) to activate any overseas ATM cash withdrawal (the "Instructions") at any time without the consent of or the notification to me/us and the Instructions shall be deemed to be binding and conclusive on me/us. I/We further agree to indemnify and hold OCBC harmless from any losses, damages, liabilities or claims that OCBC may suffer or incur as a result of or in relation to OCBC acting in accordance with the Instructions; and
- xi. agree to hold harmless and to indemnify and keep OCBC indemnified against all actions, proceedings, liabilities, losses, damages, claims, demands and expenses and including all legal costs (on a solicitor and client basis) and other costs charges and expenses which OCBC may incur or sustain by reason of or in connection with the issue of the Card(s); and
- xii. (where the Applicant is a corporation) confirm that the Applicant is not insolvent, wound up and that it is not placed in liquidation, judicial management or receivership.

By signing below, I/we confirm that I/we am/are authorised to sign this application form for and on behalf of the Applicant. I/We further confirm that I/we (for and on behalf of the Applicant) have read and I/we (for and on behalf of the Applicant) fully agree to all the relevant terms and conditions set out in this application form.

Signature of Authorised person 1
Date

Signature of Authorised person 2
Date

Signature of Authorised person 3
Date

Name of Authorised person 1

Name of Authorised person 2

Name of Authorised person 3

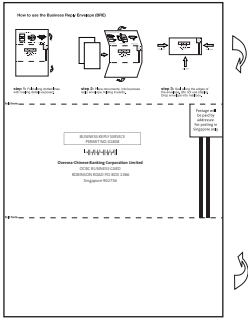


Complete and return this form to us at:  
 Oversea-Chinese Banking Corporation Limited, OCBC Business Debit Card, Robinson Road P.O. Box 1386, Singapore 902736  
 We will process your request within 7 business days from receiving this form.

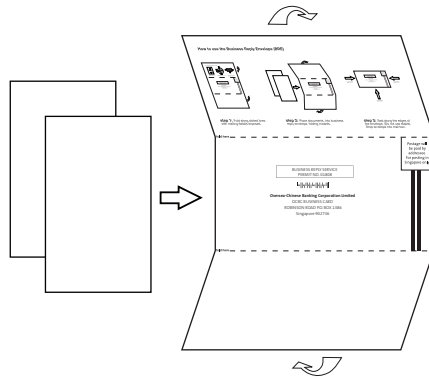
For bank's use

Attended by: Staff ID, stamp & signature	Checked by: CSM/BM name, stamp & signature (for branches only)	Branch stamp (for branches only)	Verified as Business Account in conjunction with BDC: Document Checker name & signature (for HQ only)
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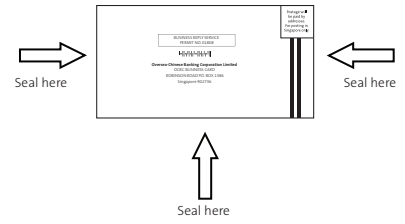
# How to use the Business Reply Envelope (BRE)



**Step 1**  
Fold along the dotted lines. Fold the top and bottom sections inwards with the mailing address in front.



**Step 2**  
Enclose your documents within the sleeve created in Step 1.



**Step 3**  
Seal the edges with clear tape to secure your documents inside.

BUSINESS REPLY SERVICE  
PERMIT NO. 01808



**Oversea-Chinese Banking Corporation Limited**  
OCBC BUSINESS DEBIT CARD  
ROBINSON ROAD P.O. BOX 1386  
Singapore 902736

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



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All information is required unless stated.

## 1 Business details

Registered name of business (the "Applicant")

Deduct from this OCBC Account

\_\_\_\_\_

Business registration number / Unique Entity Number (UEN):

\_\_\_\_\_

## 2 What do you want to pay? ▶ Fill in where applicable

### Government Organisation

Housing Development Board (HDB) ▶ Provide 11-digit account number for Rent Payment

\_\_\_\_\_

### Telecommunications and utilities ▶ Provide account number

M1 Ltd

\_\_\_\_\_

SingTel Ltd

\_\_\_\_\_

Starhub Ltd ▶ Provide payment code

\_\_\_\_\_

SP Services Ltd

\_\_\_\_\_

### Insurance ▶ Provide insurance policy number

NTUC Income Insurance Cooperative Limited

\_\_\_\_\_

The Great Eastern Life Assurance Co Ltd

a) Life policy (8-digit)

\_\_\_\_\_

b) Life policy (10-digit)

\_\_\_\_\_

c) Accident & health policies

\_\_\_\_\_

## 3 Authorised signature(s)

By signing this application, I/we confirm that I/we have read, understood and agree to be bound by Terms and Conditions on the overleaf. I/We hereby authorise the above Billing Organisation(s) to debit my/our account for payment of my bill(s).

Signature

Signature

Signature

Name of Authorised Signatory

Name of Authorised Signatory

Name of Authorised Signatory

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Date

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Declaration & Agreement

"I/We" refers to the "Applicant". "You" refers to OCBC Bank.

### GIRO Arrangement:

1. I/We authorise you to act on the Billing Organisation(s) instructions to deduct from my/our account.
2. I/We agree that :
  - a. You can reject the Billing Organisation(s) instructions to debit my/our account if it does not have sufficient money and charge me/us a fee for this. You may also allow the deduction even if this results in an overdraft on the account and charge me/us a fee accordingly.
  - b. This authorisation will end only when you terminate it by sending me/us a written notice or when you receive my/our written cancellation through the relevant Billing Organisation (s).
  - c. You may disclose relevant information about me/us and my/our account to any person and any organisation, and I/we agree to such person and/or organisation collection and using my/our information, as may be necessary to facilitate and process this GIRO arrangement.
  - d. The application processing may take at least 6 weeks.
3. I/We understand that this GIRO set-up is subject to approval of the Billing Organisation(s). I/We will continue to pay my bills to the various Billing Organisations until my/our bill is deducted from my OCBC account.
4. I/We authorise you to fill in the account number of the current account for which I/we have made this application.
5. I/We am/are aware that if I/we have existing GIRO arrangements with other banks, those will end once this GIRO arrangement is in effect.
6. I/We agree that you are not responsible for any of my loss or damage caused by arising from my action, inaction or delay in relation to the Interbank GIRO arrangement, or any failure to terminate any existing GIRO arrangement with any other bank. I/We agree that you are not liable for any claims by any party in relation to Interbank GIRO arrangement, or any failure to terminate any existing GIRO arrangement.
7. I/We have received and read a copy of the Business Account Terms and Conditions (available at all OCBC Bank branches and at <http://www.ocbc.com>) and have fully understood its contents. I/We agree to abide and be bound by them and any amendments, alterations and additions thereto as may from time to time be made.

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

BUSINESS REPLY SERVICE  
PERMIT NO. 08066



### OVERSEA-CHINESE BANKING CORPORATION LIMITED

ACCOUNT SERVICES  
BRAS BASAH POST OFFICE  
LOCKED BAG SERVICE NO. 8  
SINGAPORE 911886

## Have you

- filled in all the relevant fields?
- signed against any alterations?
- signed section 3?

**Please mail this completed form back to us. Thank you!**

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