

All information is required unless stated.

Please complete this form in BLOCK LETTERS and tick/cancel where appropriate.

Application will be processed at the branch upon receipt of duly completed form. The Authorised User(s) must be present at the branch to personally collect the Corporate ATM Card(s).

## 1 Notes on Corporate ATM Services

<b>All Services</b> <ul style="list-style-type: none"> <li>Balance Inquiry</li> <li>Bill Payment</li> <li>Cash Deposit</li> <li>Cash Withdrawal</li> <li>Cashcard Refund</li> <li>Cashcard Top-up</li> <li>Cheque Book Request</li> </ul>	<ul style="list-style-type: none"> <li>Cheque Inquiry</li> <li>Funds Transfer</li> <li>NETS</li> <li>PIN Change</li> <li>Statement Printout</li> </ul>	<b>Service Type 1</b> <ul style="list-style-type: none"> <li>Balance Inquiry</li> <li>Bill Payment</li> <li>Cash Deposit</li> <li>Cash Withdrawal</li> <li>Cashcard Refund</li> <li>Cashcard Top-up</li> </ul>	<ul style="list-style-type: none"> <li>Funds Transfer</li> <li>NETS</li> <li>PIN Change</li> </ul>	<b>Service Type 2</b> <ul style="list-style-type: none"> <li>Balance Inquiry</li> <li>Cash Deposit</li> <li>Cashcard Refund</li> <li>Cheque Book Request</li> <li>Cheque Inquiry</li> <li>PIN Change</li> <li>Statement Printout</li> </ul>	<b>Service Type 3</b> <ul style="list-style-type: none"> <li>Cash Deposit</li> <li>Cashcard Refund</li> <li>PIN Change</li> </ul>
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## 2 Business details

Registered name of business	Business registration number	
Contact person	Office number	Fax number

## 3 Authorised user details for Corporate ATM services

**USER 1** ▶ Can only be processed at the branches

Name  Dr  Mr  Mrs  Miss  Mdm

\_\_\_\_\_

NRIC / Passport number      Mobile number      Fax number

\_\_\_\_\_

Signature

### Apply for Corporate ATM Card

▶ Apply for new ATM card for authorised user

Please indicate the card particulars below:

- Account for Fast Cash/NETS Shared ATM/EFTPOS Services
- Other Account(s) to be accessed

Add     Delete

Account number

\_\_\_\_\_

### Update Corporate ATM Card

▶ To update the following particulars for existing ATM card held by authorised user

\_\_\_\_\_

Add     Delete

Account number

\_\_\_\_\_

### Re-issue new Corporate ATM Card for your Authorised User

The old card is returned for your cancellation.

The authorised user has lost/stolen/damaged his/her card and I/we hereby agree and undertake to indemnify the bank and keep the bank indemnified fully and completely at all times from and against claims, demands, actions, proceedings, loss, cost and expenses, including legal costs between solicitor and client, and all other liabilities of whatsoever nature or description which may be made, paid, taken, incurred, or suffered by you in consequence of, in connection with or in any manner, arising out of your issuing the new card and PIN or in the event of my card being in any way dealt with now or in any future time. I also undertake to return my card when it is found.

### • Corporate ATM Services for Application/Re-issuance of Corporate ATM Card ▶ Please select only **one** service type below

<b>All Services</b> <ul style="list-style-type: none"> <li>Bal Inquiry</li> <li>Bill Payment</li> <li>Cash Deposit</li> <li>Cash Withdrawal</li> <li>Cashcard Refund</li> <li>Cashcard Top-up</li> </ul>	<ul style="list-style-type: none"> <li>Chq Book Request</li> <li>Chq Inquiry</li> <li>Funds Transfer</li> <li>NETS</li> <li>PIN Change</li> <li>Statement Printout</li> </ul>	<b>Service Type 1</b> <ul style="list-style-type: none"> <li>Bal Inquiry</li> <li>Bill Payment</li> <li>Cash Deposit</li> <li>Cash Withdrawal</li> <li>Cashcard Refund</li> <li>Cashcard Top-up</li> </ul>	<ul style="list-style-type: none"> <li>Funds Transfer</li> <li>NETS</li> <li>PIN Change</li> </ul>	<b>Service Type 2</b> <ul style="list-style-type: none"> <li>Bal Inquiry</li> <li>Cash Deposit</li> <li>Cashcard Refund</li> <li>Chq Book Request</li> <li>Chq Inquiry</li> <li>PIN Change</li> <li>Statement Printout</li> </ul>	<b>Service Type 3</b> <ul style="list-style-type: none"> <li>Cash Deposit</li> <li>Cashcard Refund</li> <li>PIN Change</li> </ul>
<b>All Allow Overseas ATM Cash Withdrawal Service*:</b> ▶ If Yes, please indicate overseas daily withdrawal limit. By selecting this service, the local daily withdrawal limit will correspond to the overseas limit. Eg. If overseas daily withdrawal limit is S\$3,000, the local daily withdrawal limit will also be S\$3,000.	<b>All Allow Overseas ATM Cash Withdrawal Service*:</b> ▶ If Yes, please indicate overseas daily withdrawal limit. By selecting this service, the local daily withdrawal limit will correspond to the overseas limit. Eg. If overseas daily withdrawal limit is S\$3,000, the local daily withdrawal limit will also be S\$3,000.	<b>Service Type 2</b> <input type="checkbox"/> ATCO-SVC	<b>Service Type 3</b> <input type="checkbox"/> ATCO-SVD		
<input type="checkbox"/> Yes <input type="checkbox"/> No Daily Withdrawal Limit: <input type="checkbox"/> S\$1000 ATC1-SVA <input type="checkbox"/> S\$3000 ATC3-SVA	<input type="checkbox"/> Yes <input type="checkbox"/> No Daily Withdrawal Limit: <input type="checkbox"/> S\$1000 ATC1-SVA <input type="checkbox"/> S\$3000 ATC3-SVA <input type="checkbox"/> S\$5000 ATC5-SVA	<input type="checkbox"/> Yes <input type="checkbox"/> No Daily Withdrawal Limit: <input type="checkbox"/> S\$1000 ATC1-SVB <input type="checkbox"/> S\$3000 ATC3-SVB	<input type="checkbox"/> Yes <input type="checkbox"/> No Daily Withdrawal Limit: <input type="checkbox"/> S\$1000 ATC1-SVB <input type="checkbox"/> S\$3000 ATC3-SVB <input type="checkbox"/> S\$5000 ATC5-SVB		

\*Overseas ATM Cash Withdrawal Service will be enabled for 12 months from date of application.



## 4 Agreement

► To be signed by person(s) authorised to apply for banking services

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

I/We agree to abide and be bound by the Business Account Terms and Conditions (available at all OCBC Bank branches and at [www.ocbc.com](http://www.ocbc.com)) 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 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.

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

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

Signature	Signature	Signature
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#### Authorised Signatory

Name

Date ► DD / MM / YY

#### Authorised Signatory

Name

Date ► DD / MM / YY

#### Authorised Signatory

Name

Date ► DD / MM / YY

For bank's use			
Resolution	<input type="checkbox"/> Existing	<input type="checkbox"/> New	
Remarks	Attended by	Authorised by	Input Checked by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 5 Acknowledgement of receipt/re-issue of Corporate ATM card for authorised user 1

For application/re-issue of Corporate ATM Card, I,  (name) with NRIC/Passport No.  acknowledge receipt of the Corporate ATM Card specified.

Name

Date ► DD / MM / YY

Authorised User's Signature

## 6 Acknowledgement of receipt/re-issue of Corporate ATM card for authorised user 2

For application/re-issue of Corporate ATM Card, I,  (name) with NRIC/Passport No.  acknowledge receipt of the Corporate ATM Card specified.

Name

Date ► DD / MM / YY

Authorised User's Signature

All information is required unless stated.

Please complete this form **ONLY** if this is the first time your company is applying for a Corporate ATM Card.

Please allow 7 business days for SMS alert setup to be effective.

## 1 Business details

Registered name of business

Business registration number

## 2 Part A: Authorised person to receive SMS alerts

Name  Dr  Mr  Mrs  Miss  Mdm

Mobile number ▶

+( )

*Mandatory for alerts & notifications. Delivery of SMS is dependent on mobile subscriber's telco operator's network in each country*

! SMS alert(s) will only be sent to ONE Authorised Person within the company regardless of number of cards issued.

## Part B: Local ATM withdrawal

Activate SMS alert ▶ *Default*

Select SMS alert limit

S\$100

S\$300

S\$500

S\$1000 ▶ *Default*

S\$3000

S\$5000

Deactivate SMS alert

Note : By default, SMS alert is activated with alert limit of S\$1000 if no selection is made.

SMS alert limit is on cumulative basis per day. The Authorised Person will only receive the SMS alert if the daily withdrawal reaches the selected SMS alert limit.

## Part C: Overseas ATM withdrawal

Activate SMS alert ▶ *Default*

Select SMS alert limit

S\$1 ▶ *Default*

S\$100

S\$300

▶ *S\$ equivalent*

S\$500

S\$1000

S\$3000

Deactivate SMS alert

Note : By default, SMS alert is activated with alert limit of S\$1 if no selection is made.

SMS alert limit is on per withdrawal basis. The Authorised Person will receive SMS alert for each withdrawal if the amount reaches the selected SMS alert limit.

## Part D: Other ATM transactions

Activate SMS alert ▶ *Default*

Select SMS alert limit

S\$100

S\$300

S\$500

S\$1000 ▶ *Default*

S\$3000

S\$5000

Deactivate SMS alert

Note : By default, SMS alert is activated with alert limit of S\$1000 if no selection is made.

SMS alert limit is on a per withdrawal basis. The Authorised Person will only receive SMS alert for each withdrawal if the amount reaches the selected SMS alert limit.

## 3 Agreement ▶ *To be signed by person(s) authorised to apply for banking services*

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

I/We have read, understood and agree to be bound by the terms and conditions governing the user of the OCBC Alert Notification Service found within OCBC's Business Account Terms and Conditions (available at all OCBC Bank branches and at [www.ocbc.com](http://www.ocbc.com)).

Signature

Authorised Signatory

Name

Date ▶ DD/MM/YY

Signature

Authorised Signatory

Name

Date ▶ DD/MM/YY

Signature

Authorised Signatory

Name

Date ▶ DD/MM/YY

For bank's use

Resolution

Existing

New

Remarks

Attended by

Authorised by

Input Checked by