

Please complete the form in BLOCK LETTERS & submit the completed form to any of our OCBC Branch.

**NOTES:**

All references to "OCBC" shall mean OCBC Al-Amin Bank Berhad, as the case may be.

All references to "I/We" shall mean the Company whose Registered Name first appears on the top of this Form.

### Part 1: BUSINESS PARTICULAR

**Registered Name**

**Registration No.**

**Malaysia Tax Identification Number [TIN] :**

(Malaysia TIN prefix can be either C, CS, D, F, FA, PT, TA, TC, TN, TR, TP, J, LE. If your TIN begins with a "0" after the prefix, please remove the "0". If your TIN does not end with a "0", please ensure that you add a "0" at the end. For e.g. if the TIN is "C0123456789", please input "C1234567890")

**Malaysia Sales and Service Tax [SST] Registration Number :**

**Accounts to be updated** (Please tick only one box as applicable)

- ☐ All OCBC accounts
- ☐ Only the following OCBC accounts

- |                         |                         |
|-------------------------|-------------------------|
| 1. <input type="text"/> | 4. <input type="text"/> |
| 2. <input type="text"/> | 5. <input type="text"/> |
| 3. <input type="text"/> | 6. <input type="text"/> |

### Part 2: CHANGE IN CONTACT PERSON (Authorised to communicate customer information)

- ☐ Add ☐ Remove ☐ Update

**Name** (as in NRIC)

**NRIC / Passport**

**Mobile No.**

e.g. +601234567890

**Email** (required)

**Telephone No.**

e.g. +601234567890

- ☐ Add ☐ Remove ☐ Update

**Name** (as in NRIC)

**NRIC / Passport**

**Mobile No.**

e.g. +601234567890

**Email** (required)

**Telephone No.**

e.g. +601234567890

- ☐ Add ☐ Remove ☐ Update

**Name** (as in NRIC)

**NRIC / Passport**

**Mobile No.**

e.g. +601234567890

**Email** (required)

**Telephone No.**

e.g. +601234567890

- ☐ Add ☐ Remove ☐ Update

**Name** (as in NRIC)

**NRIC / Passport**

**Mobile No.**

e.g. +601234567890

**Email** (required)

**Telephone No.**

e.g. +601234567890

### Part 3: CHANGE IN FAX NUMBER/ADDRESS

- ☐ Add Fax Number

- ☐ Remove Fax Number

Note: To amend your trade fax number, please complete the Trade Service Authorisation Form which is made available on our website.

- ☐ Mailing Address  
(DO NOT use P.O. Box)

Address

Address

Postal Code

State

- ☐ Business Operating Address  
(if differs from Mailing Address)

City

Country

### Part 4: CHANGE IN AUTHORISED SIGNATORIES/SIGNATURE/SIGNING MANDATE

**Signing Conditions** (Please tick only one box as applicable)

- ☐ No Change ☐ Any  from Group A jointly with any  from Group B
- ☐ Grouping and signing limit as follows: ☐ Any  of the following persons

Action	Authorised Signatories Details		Signing Limit (if any)	Group (if any)	Specimen Signature (Sign within the box)
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update	Full Name				
	NRIC				
	Designation				
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update	Full Name				
	NRIC				
	Designation				
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update	Full Name				
	NRIC				
	Designation				

## Part 5: OTHER REQUEST/MAINTENANCE

### 1. Reprint Hardcopy Documents

Document Type	Month/Year
<input type="checkbox"/> Account Statement	
<input type="checkbox"/> Audit Confirmation	

### 2. Documents Mailing Mode *(Only applicable for monthly CA/-i, TD/TD-i or FD/-i statements)*

- ☐ eStatement  
☐ Normal Mail

**Note:** Fees & charges may apply

### 3. Information on the Customer

☐ The Company/Firm/Business consents, and represents and warrants that it has obtained/will obtain the consent of the Authorised Person(s), Authorised Signatory(ies) and Authorised User(s) appointed from time to time, to disclose their contact details (excluding the information relating to the Company/Firm/Business's affairs or accounts) to OCBC Group\* for marketing of products and services distributed by the OCBC Group\*, which may be of interest to the Company/Firm/Business. The Company/Firm/Business may at any time withdraw such consent. \*OCBC Group means OCBC Bank (Malaysia) Berhad and its related corporations in Malaysia.

☐ The Company/Firm/Business does not consent to disclose its contact details for marketing of any product or service.

## Part 6: DECLARATION : DIRECTOR/SHAREHOLDING IN THE COMPANY

### 1. Is there any change in Director in the company?

- ☐ Yes *(Provide relevant document (e.g. Form 49) & proceed to Part 7)*  
☐ No

### 2. Is there any change in Shareholding in the company?

- ☐ Yes *(Provide relevant document (e.g. Form 24, Form 32A/Annual Return) & proceed to Part 7)*  
☐ No

## Part 7: DECLARATION : BENEFICIAL OWNER(S)

I/We certify and confirm that the following individual(s) ultimately own(s) or has/have effective control over the Account ("Beneficial Owners"):

<input type="checkbox"/> Add <input type="checkbox"/> Update Details <input type="checkbox"/> Remove		<i>For removal, please complete Name &amp; NRIC/Passport No. only</i>	
<b>Name</b> <i>(as in NRIC)</i> <input type="text"/>	<b>Occupation/Public Position Held</b> <input type="text"/>	<b>Residential Address</b> <input type="text"/>	
<b>NRIC/Passport No.</b> <input type="text"/>	<b>Contact Number</b> Office <input type="text"/> <i>e.g.+601234567890</i> Mobile <input type="text"/> <i>e.g.+601234567890</i>	<b>Postcode</b> <input type="text"/>	
<b>Nationality</b> <input type="text"/>	<b>Residency Status</b> <input type="checkbox"/> Resident <input type="checkbox"/> Non-resident		

<input type="checkbox"/> Add <input type="checkbox"/> Update Details <input type="checkbox"/> Remove		<i>For removal, please complete Name &amp; NRIC/Passport No. only</i>	
<b>Name</b> <i>(as in NRIC)</i> <input type="text"/>		<b>Occupation/Public Position Held</b> <input type="text"/>	
<b>NRIC/Passport No.</b> <input type="text"/>		<b>Contact Number</b> Office <input type="text" value="e.g.+601234567890"/> Mobile <input type="text" value="e.g.+601234567890"/>	
<b>Nationality</b> <input type="text"/>		<b>Residential Address</b> <input type="text"/> <b>Postcode</b> <input type="text"/> <b>Residency Status</b> <input type="checkbox"/> Resident <input type="checkbox"/> Non-resident	

\* Please furnish certified true copies of their identity documents. If the list is more than spaces provided, please attach separate listing.

### Part 8: DECLARATION : BENEFICIARY OF TRUST/ CLIENT ACCOUNT

As trustee(s), I/we am/are obliged to disclose to the Bank under Malaysia Deposit Insurance Corporation (Disclosure Requirements for Trust Accounts and Joint Accounts) Regulations 2012 that I/we hold as trustee(s) all deposits in the trust account, the trust account number, my/our name(s), address(s) and identity card number(s) or passport number(s) or any other identification acceptable to the Bank, and the following information:

<input type="checkbox"/> Add <input type="checkbox"/> Update Details <input type="checkbox"/> Remove <i>For removal, please complete Name &amp; NRIC/Passport/ Business Reg. No. only</i>	
<b>Name / Identifier Code</b> <input type="text" value="Enter Here"/>	<b>Address / Identifier Code</b> <input type="text" value="Enter Here"/>
<b>NRIC / Passport/ Business Reg No.</b> <input type="text" value="Enter Here"/>	
<b>% of interest of the amount</b> <i>For e.g. RM50 of the account balance of RM200 belongs to this beneficiary therefore the % of interest is 25%</i> <input type="text" value="25%"/>	
<b>Residency Status</b> <input type="checkbox"/> Resident <input type="checkbox"/> Non-resident <i>For non-resident, please state the country of residence</i>	
<b>Country of Residence</b> <input type="text" value="Enter Here"/>	
<b>Institutional Sector</b> <input type="checkbox"/> Individual <input type="checkbox"/> Non-individual <i>For non-individual, please select one institutional sector below</i>	
<input type="checkbox"/> Asset Management <input type="checkbox"/> Banking Institution <input type="checkbox"/> Central Bank <input type="checkbox"/> Government <input type="checkbox"/> Financial Corporation <input type="checkbox"/> Non-Financial Corporation <input type="checkbox"/> Insurance Company <input type="checkbox"/> Nominees/ Custodian <input type="checkbox"/> Pension Funds <input type="checkbox"/> Not classified as any of the above	

<input type="checkbox"/> Add <input type="checkbox"/> Update Details <input type="checkbox"/> Remove <i>For removal, please complete Name &amp; NRIC/Passport/ Business Reg. No. only</i>	
<b>Name / Identifier Code</b> <input type="text" value="Enter Here"/>	<b>Address / Identifier Code</b> <input type="text" value="Enter Here"/>
<b>NRIC / Passport/ Business Reg No.</b> <input type="text" value="Enter Here"/>	
<b>% of interest of the amount</b> <i>For e.g. RM50 of the account balance of RM200 belongs to this beneficiary therefore the % of interest is 25%</i> <input type="text" value="25%"/>	
<b>Residency Status</b> <input type="checkbox"/> Resident <input type="checkbox"/> Non-resident <i>For non-resident, please state the country of residence</i>	
<b>Country of Residence</b> <input type="text" value="Enter Here"/>	
<b>Institutional Sector</b> <input type="checkbox"/> Individual <input type="checkbox"/> Non-individual <i>For non-individual, please select one institutional sector below</i>	
<input type="checkbox"/> Asset Management <input type="checkbox"/> Banking Institution <input type="checkbox"/> Central Bank <input type="checkbox"/> Government <input type="checkbox"/> Financial Corporation <input type="checkbox"/> Non-Financial Corporation <input type="checkbox"/> Insurance Company <input type="checkbox"/> Nominees/ Custodian <input type="checkbox"/> Pension Funds <input type="checkbox"/> Not classified as any of the above	

\* If the list is more than spaces provided, please attach separate listing.

### Part 9: CUSTOMER DECLARATION & CONSENT

- I/We have voluntarily provided my/our personal data to OCBC and consent to OCBC processing my/our personal data for the purpose of this maintenance. If I/we do not provide any data required in this maintenance, OCBC may not be able to proceed further on my/our request for this maintenance. I/We have read OCBC's Privacy Policy and confirm that I/we have been notified of the following matters via the Privacy Policy (i) OCBC may collect my/our personal data directly from me/us or from third party sources; (ii) purpose for which my/our personal data is collected; (iii) my/our right to access my/our personal data and correct it; (iv) the class of third parties to whom OCBC may disclose my/our personal data; (v) the choices and means for limiting the processing of my/our personal data; (vi) whether the personal data requested is obligatory or voluntary, and if obligatory, the consequences for not providing such data; (vii) to update my/our personal data as soon as there are changes; and (viii) OCBC's contact details if I/we wish to make inquiries or give feedback.
- I/We irrevocably grant consent to the relevant credit reporting agency(ies) (as defined under the Credit Reporting Agencies Act, 2010) ("CRAs") with whom OCBC conduct credit checks to disclose my/our credit report/information to OCBC for the purpose of this maintenance and for OCBC's risk management and review. OCBC is hereby authorised but is under no obligation to convey my/our consent and the purpose of such disclosure to the relevant credit reporting agency(ies).
- I/We have provided data of other individuals such as my/our director(s), shareholder(s), relevant manager(s), partner(s), office bearer(s), officer(s), Authorised Person(s), Authorised Signatory(ies) and Authorised User(s) for this application, I/we confirm that I/we have obtained consent from them (i) to disclose their personal data to OCBC to be processed for purposes of the products and services with OCBC and in accordance with OCBC's Privacy Policy; (ii) for OCBC's verification of their personal data with credit agencies and have obtained their consent for the relevant CRAs to disclose their credit report/information to OCBC for the purpose of this maintenance and for OCBC's risk management and review; (iii) for OCBC to disclose their personal data to classes of third parties described in OCBC's Privacy Policy. I/We have also informed them to read OCBC's Privacy Policy posted on OCBC's website and available at OCBC's branches on request.
- I/We confirm that the Authorised Person(s), Authorised Signatory(ies), Authorised User(s) have consented to disclose their personal data to OCBC for marketing of products and services distributed by OCBC, which may be of interest to our Company/Firm/Business. I/We have informed them that they may at any time withdraw such consent.

Authorised by:

Signature *[Authorised Person]*

Name  
*(as in NRIC)*  
Date

Signature *[Authorised Person]*

Name  
*(as in NRIC)*  
Date

Signature *[Authorised Person]*

Name  
*(as in NRIC)*  
Date

FOR BANK USE ONLY

- ☐ Changes in Contact Person/Address  
*(WFI: Change of Address/Customer Details)*
- ☐ Changes in Signatories/Signature/Signing condition/Declaration/  
Beneficial Owner(s)  
*(WFI: Change of Signatory/Mode of Operations)*
- ☐ Request for Audit Confirmation  
*(WFI: Audit Confirmation)*

Please complete this section only if there is a change to any of the code/ corporate status. If there is no change, please leave this section blank.

SSIC	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	BNM Sectorial Code	<div></div> <div></div> <div></div> <div></div>	Class & Sub-Class Code	<div></div> - <div></div>
MSIC	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	BNM Counterparty Code	<div></div> <div></div>	Start-up Financing Code	<div></div> <div></div>
Corp Status	<div></div>				

For Branch/BU Use (with signing code, if applicable)

For Operations Use

Processed By / Date

Authorised By / Date

Branch / Dept Name

Signature Verified By / Date