|  |  |
| --- | --- |
| http://upload.wikimedia.org/wikipedia/en/d/d8/Logo_perbankan_islam.png | **Business Account****Account Maintenance & Update Form** |
| **Please complete the form in BLOCK LETTERS** |  |
|  |
| **Part 1: BUSINESS PARTICULAR** |
|  |
| **Registered Name**

|  |
| --- |
|  |

 | **Registration No.**

|  |
| --- |
|  |

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

|  |  |
| --- | --- |
| [ ]  | All OCBC accounts |
| [ ]  | Only the following OCBC accounts

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. |

|  |
| --- |
|   |

 | 4. |

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|   |

 |
| 2. |

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| --- |
|   |

 | 5. |

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| 3. |

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|   |

 | 6. |

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|  |
| **Note:** All references to "I/we" below shall mean the Company whose name first appears on the top of this maintenance & update form. |
|  |
|  |
| **Information on the customer** *(Please tick only one box as applicable)* |
| [ ]  | As the Bank customer, I/we allow my/our name(s) and contact details (excluding my/our account information) to be disclosed within the OCBC Group to offer OCBC Group and third party products/services distributed by OCBC Group. |
|  |
| [ ]  | As a customer of the Bank, I/we do not allow my/our name(s) and contact details to be disclosed within the OCBC Group to offer OCBC Group and third party products/services not distributed by the Bank. |
|  |
| **Part 2: CHANGE IN CONTACT PERSON** *(Authorised to communicate customer information)*  |
|  |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Add | [ ]  | Remove | [ ]  | Update Details |

 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Add | [ ]  | Remove | [ ]  | Update Details |

 |
| **Name** *(as in NRIC)*

|  |
| --- |
|  |

|  |  |
| --- | --- |
| NRIC / Passport |   |

|  |  |
| --- | --- |
| Mobile No. |   |
|  |
| Email |   |
|  |
| Telephone No. |   |

 | **Name** *(as in NRIC)*

|  |
| --- |
|  |

|  |  |
| --- | --- |
| NRIC / Passport |   |

|  |  |
| --- | --- |
| Mobile No. |   |
|  |
| Email |   |
|  |
| Telephone No. |   |

 |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Add | [ ]  | Remove | [ ]  | Update Details |

 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Add | [ ]  | Remove | [ ]  | Update Details |

 |
| **Name** *(as in NRIC)*

|  |
| --- |
|  |

|  |  |
| --- | --- |
| NRIC / Passport |   |

|  |  |
| --- | --- |
| Mobile No. |   |
|  |
| Email |   |
|  |
| Telephone No. |   |

 | **Name** *(as in NRIC)*

|  |
| --- |
|  |

|  |  |
| --- | --- |
| NRIC / Passport |   |

|  |  |
| --- | --- |
| Mobile No. |   |
|  |
| Email |   |
|  |
| Telephone No. |   |

 |
|  |  |

|  |
| --- |
| **Part 3: CHANGE IN FAX NUMBER/ADDRESS** |
|  |
|

|  |  |  |
| --- | --- | --- |
| [ ]  | Add Fax Number

|  |
| --- |
|  |

 |
| [ ]  | Remove Fax Number

|  |
| --- |
|  |

 |
| [ ]  | The above applies for Trade Related Fax Number |

 |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Mailing Address *(DO NOT use P.O. Box)* | [ ]  | Business Operating Address *(if differs from Mailing Address)* |
|

|  |
| --- |
|   |

 |
| Postal Code |

|  |
| --- |
|   |

 |

 |

|  |
| --- |
| **Part 4: CHANGE IN AUTHORISED SIGNATORIES/SIGNATURE/SIGNING MANDATE** |
|  |
| **Signing Conditions** *(Please tick only one box as applicable)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | No Change | [ ]  | All Jointly | [ ]  | Others |
| [ ]  | Any One (1) | [ ]  |

|  |  |
| --- | --- |
| Any |   |

 |  |

|  |
| --- |
|   |

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|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Authorised Signatories Details** | **Signing Limit***(if any)* | **Group***(if any)* | **Specimen Signature***(Sign within the box)* |
|

|  |  |
| --- | --- |
| [ ]  | Add |
| [ ]  | Remove |
| [ ]  | Update |

 | Full Name |

|  |
| --- |
|  |

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 |  |
| NRIC |

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|  |

 |
| Designation |

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|  |  |
| --- | --- |
| [ ]  | Add |
| [ ]  | Remove |
| [ ]  | Update |

 | Full Name |

|  |
| --- |
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| NRIC |

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 |
| Designation |

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|  |  |
| --- | --- |
| [ ]  | Add |
| [ ]  | Remove |
| [ ]  | Update |

 | Full Name |

|  |
| --- |
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| NRIC |

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 |
| Designation |

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|  |
| --- |
| **Part 5: OTHER REQUEST/MAINTENANCE** |
|  |
| **Reprint Hardcopy Documents**

|  |  |  |
| --- | --- | --- |
|  | Document Type | Month/Year |
| [ ]  | Account Statement |

|  |
| --- |
|  |

 |
| [ ]  | Audit Confirmation |

|  |
| --- |
|  |

 |

**Note:** Fees & charges may apply | **Documents Mailing Mode** *(Please tick only one box as applicable)*

|  |  |
| --- | --- |
| [ ]  | Normal Mail |
| [ ]  | Self-Collection at home branch*(For each collection, customer is required to provide instruction letter to appoint authorised recipient)* |

**Note:** Documents include all auto-generated account statement, tax invoice, and transaction advices |

|  |
| --- |
| **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”): |
|

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** *(as in NRIC)*

|  |
| --- |
|  |

 | **Occupation/Public Position Held**

|  |
| --- |
|  |

 | **Residential Address**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Postcode |  |

 |
| **NRIC/Passport No.**

|  |
| --- |
|  |

 | **Contact Number**

|  |  |
| --- | --- |
| Office |  |

|  |  |
| --- | --- |
| Mobile |  |

 |
| **Nationality** |

|  |
| --- |
|  |

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** *(as in NRIC)*

|  |
| --- |
|  |

 | **Occupation/Public Position Held**

|  |
| --- |
|  |

 | **Residential Address**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Postcode |  |

 |
| **NRIC/Passport No.**

|  |
| --- |
|  |

 | **Contact Number**

|  |  |
| --- | --- |
| Office |  |

|  |  |
| --- | --- |
| Mobile |  |

 |
| **Nationality** |

|  |
| --- |
|  |

 |

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

|  |
| --- |
| **Part 8: CUSTOMER DECLARATION & CONSENT** |
|  |
| 1. I/We have voluntarily provided my/our personal data to the Banks and consent to the Banks processing my/our personal data for the purpose of this maintenance. If I/we do not provide any data required in this maintenance, the Banks may not be able to proceed further on my/our request for this maintenance. I/We have read the Banks’ Privacy Policy and confirm that I/we have been notified of the following matters via the Privacy Policy (i) the Banks 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 the Banks 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) the Banks’ contact details if I/we wish to make inquiries or give feedback.
2. I/We irrevocably grant consent to the relevant credit reporting agency(ies) (as defined under the Credit Reporting Agencies Act, 2010) (“CRAs”) with whom the Banks conduct credit checks to disclose my/our credit report/information to the Banks for the purpose of this maintenance and for the Banks’ risk management and review. The Banks are 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).
3. I/We have provided data of other individuals such as my/our directors, shareholders, relevant managers, partners, office bearers, officers, Authorised Person(s), Authorised Signatory(ies) and Authorised Users for this application, I/we confirm that I/we have obtained consent from them (i) to disclose their personal data to the Banks; (ii) for the Banks’ verification of their personal data with credit agencies and have obtained their consent for the relevant CRAs to disclose their credit report/information to the Banks for the purpose of this maintenance and for the Banks’ risk management and review; (iii) for the Banks to disclose their personal data to classes of third parties described in the Banks’ Privacy Policy. I/We have also informed them to read the Banks’ Privacy Policy posted on the Banks’ website and available at the Banks’ branches on request.
 |
| **Authorised by:** |
|

|  |
| --- |
| Signature *[Authorised Person]* |
| Name*(as in NRIC)* |

|  |
| --- |
|  |

 |
| Date |

|  |
| --- |
|  |

 |

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|  |
| --- |
| Signature *[Authorised Person]* |
| Name*(as in NRIC)* |

|  |
| --- |
|  |

 |
| Date |

|  |
| --- |
|  |

 |

 |

|  |
| --- |
| Signature *[Authorised Person]* |
| Name*(as in NRIC)* |

|  |
| --- |
|  |

 |
| Date |

|  |
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|  |

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|  |
| --- |
| * **FOR BANK USE ONLY -**
 |
|

|  |  |
| --- | --- |
| □ | Changes in Contact Person/Address*(WFI: Change of Address/Customer Details)* |

 |

|  |  |
| --- | --- |
| □ | Changes in Signatories/Signature/Signing condition/Declaration*(WFI: Change of Signatory/Mode of Operations)* |

 |

|  |  |
| --- | --- |
| □ | Request for Audit Confirmation*(WFI: Audit Confirmation)* |

 |
| **SSIC** |

|  |  |  |  |  |  |
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|  |  |  |  |  |  |

 | **BNM Sectorial Code** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

 | **Class & Sub-Class Code** |

|  |  |  |
| --- | --- | --- |
|  | **-** |  |

 |
| **MSIC** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

 | **BNM Counterparty Code** |

|  |  |
| --- | --- |
|  |  |

 | **Start-up Financing Code** |

|  |  |
| --- | --- |
|  |  |

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

|  |  |  |
| --- | --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Processed By / Date | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Authorised By / Date | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Branch / Dept Name |

 | **For Operations Use**

|  |
| --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature Verified By / Date |

 |