

Please complete the form in BLOCK LETTERS

NOTES:

All references to "OCBC" shall mean OCBC Bank (Malaysia) Berhad and/or 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 PARTICULARS

Registered Name <input style="width: 95%; height: 25px;" type="text"/>	Registration No. <input style="width: 95%; height: 25px;" type="text"/>
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Accounts to be updated *(Please tick only one box as applicable)*

All OCBC accounts

Only the following OCBC accounts

1. <input style="width: 95%;" type="text"/>	4. <input style="width: 95%;" type="text"/>
2. <input style="width: 95%;" type="text"/>	5. <input style="width: 95%;" type="text"/>
3. <input style="width: 95%;" type="text"/>	6. <input style="width: 95%;" type="text"/>

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

<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update Details Name <i>(as in NRIC)</i> <input style="width: 95%;" type="text"/> NRIC / Passport <input style="width: 95%;" type="text"/> Mobile No. <input style="width: 95%;" type="text"/> Email <input style="width: 95%;" type="text"/> Telephone No. <input style="width: 95%;" type="text"/>	<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update Details Name <i>(as in NRIC)</i> <input style="width: 95%;" type="text"/> NRIC / Passport <input style="width: 95%;" type="text"/> Mobile No. <input style="width: 95%;" type="text"/> Email <input style="width: 95%;" type="text"/> Telephone No. <input style="width: 95%;" type="text"/>
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update Details Name <i>(as in NRIC)</i> <input style="width: 95%;" type="text"/> NRIC / Passport <input style="width: 95%;" type="text"/> Mobile No. <input style="width: 95%;" type="text"/> Email <input style="width: 95%;" type="text"/> Telephone No. <input style="width: 95%;" type="text"/>	<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update Details Name <i>(as in NRIC)</i> <input style="width: 95%;" type="text"/> NRIC / Passport <input style="width: 95%;" type="text"/> Mobile No. <input style="width: 95%;" type="text"/> Email <input style="width: 95%;" type="text"/> Telephone No. <input style="width: 95%;" type="text"/>

Part 3: CHANGE IN FAX NUMBER/ADDRESS

<input type="checkbox"/> Add Fax Number <input style="width: 95%;" type="text"/> <input type="checkbox"/> Remove Fax Number <input style="width: 95%;" type="text"/> <input type="checkbox"/> The above applies for Trade Related Fax Number	<input type="checkbox"/> Mailing Address <i>(DO NOT use P.O. Box)</i> <input type="checkbox"/> Business Operating Address <i>(if differs from Mailing Address)</i> <div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;"> Click or tap here to enter text. </div> Postal Code <input style="width: 150px;" type="text"/>
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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

Action	Authorised Signatories Details		Signing Limit <i>(if any)</i>	Group <i>(if any)</i>	Specimen Signature <i>(Sign within the box)</i>
<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	

Note: Fees & charges may apply

3. Information on the Customer

I/we consent do not consent to disclose my/our personal data to OCBC for marketing of products and services distributed by OCBC, which may be of interest to our Company/ Firm/ Business.

2. Documents Mailing Mode *(Please tick only one box as applicable)*

- eStatement
 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"):

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

* 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 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.
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 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).
3. 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.
4. 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]	Signature [Authorised Person]	Signature [Authorised Person]
Name <i>(as in NRIC)</i>	Name <i>(as in NRIC)</i>	Name <i>(as in NRIC)</i>
Date	Date	Date

- FOR BANK USE ONLY -

- | | | |
|--|---|---|
| <input type="checkbox"/> Changes in Contact Person/Address
<i>(WFI: Change of Address/Customer Details)</i> | <input type="checkbox"/> Changes in Signatories/Signature/Signing condition/Declaration/
Beneficial Owner(s)
<i>(WFI: Change of Signatory/Mode of Operations)</i> | <input type="checkbox"/> Request for Audit Confirmation
<i>(WFI: Audit Confirmation)</i> |
|--|---|---|

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	BNM Sectorial Code	Class & Sub-Class Code	
MSIC	BNM Counterparty Code	Start-up Financing Code	
Corp Status			

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