 **TRADE-RELATED SERVICES AUTHORISATION FORM**

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| **FOR BANK USE ONLY (Please tick ✓):** |
| **[ ]** Authorised person to collect trade related documents (*for Account Services use*)**[ ]**  Trade enquiries via e-mail (*for GTF use*)**[ ]**  GIRO notification (*for GTF use*)**[ ]**  Auto-fax advices (*for Trade Action Line use*) |

**OCBC Bank (Malaysia) Berhad (295400-W)**Trade Finance Operations: 1300-88-7000
**OCBC Al-Amin Bank Berhad (818444-T)**
Trade Finance Operations: 1300-88-0255
Menara OCBC, No 18, Jalan Tun Perak, 50050 Kuala Lumpur, Malaysia
[www.ocbc.com.my](http://www.ocbc.com.my)

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| **ACCOUNT INFORMATION** |
| Company/Account Name: |       |

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| **PART A: AUTHORISED PERSON TO COLLECT TRADE RELATED DOCUMENTS OVER THE COUNTER ON BEHALF OF THE COMPANY***Please tick one :* [ ]  To discontinue this service (Note: all records of authorized persons to collect trade related documents will be removed)[ ]  To update records with the following name(s) listed herein to collect trade related documents :  |
| **Name** | **NRIC No** |
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| **PART B: TRADE RELATED ENQUIRIES / GIRO NOTIFICATION***Please tick one :* [ ]  To discontinue this service  (Note: all records of authorized persons for trade related enquiries and Giro notification will be removed)[ ]  To update records with the following personnel to :1. confirm and/or clarify any queries via e-mail pertaining to trade related transactions 2. receive via e-mail notification of successful outward Interbank GIRO fund transfers performed for trade transactions. |
| **Name** | **Email Add.** | **Applicable for:** |
|       |       | **[ ]**  E-mail enquiries**[ ]**  GIRO notification |
|       |       | **[ ]**  E-mail enquiries**[ ]**  GIRO notification |
|       |       | **[ ]**  E-mail enquiries**[ ]**  GIRO notification |
|       |       | **[ ]**  E-mail enquiries**[ ]**  GIRO notification |
|       |       | **[ ]**  E-mail enquiries**[ ]**  GIRO notification |
| **Part B Condition:** 1. We understand that it is the Bank’s Information Security policy to send only encrypted and password protected files to us. In the event that such encrypted software and password protected files are not available for any reasons whatsoever, we unconditionally agree to receive the communication via facsimile to the fax number(s) above.
2. We shall accept full responsibility for all requests enquiries confirmation or communication given to the Bank or received by the Bank whether such requests enquiries or confirmation or communication were given by the above authorised person or purported to be given by the authorised person without our knowledge or consent.
3. Without affecting the generality of the foregoing, we are aware that e-mail communication to the Bank may be sent without proper authority and we give you such enquiries or confirmation or communication assuming such risks. The Bank shall not be held liable for any losses, damages, expenses, claims or liabilities suffered by us as a result of the Bank acting upon e-mail enquiries or confirmation or communication so long as any such e-mail communication emanated from the specified e-mail address.
4. Without prejudice to any provisions herein, while the Bank may at its sole discretion act on any requests enquiries confirmation or communication which in the Bank’s sole opinion is incomplete, not in accordance with the Bank’s procedure, suspicious in its contents, authorisation and/or origination, the Bank may (but is not obliged to) at its sole discretion decline (without giving any reasons therefore) to comply with any requests enquiries confirmation or communication where the Bank reasonably doubts or unsure of its contents, authorisation, origination or its compliance with the procedures of the Bank.
5. The Bank shall provide prompt notice, which may be by email/telephone/telefax or any other modes as the Bank deems fit, to us of any declined requests of enquiries, confirmation or communication. Under no circumstances shall the Bank be obliged to (but the Bank may through such means as the Bank in its sole discretion decides) verify the contents, authorisation, origination, delivery or receipt of any requests enquiries, confirmation, communication or documents.
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| **PART C: AUTO-FAX ADVICE(S)***Please tick one :* [ ]  To remove Auto-Fax Service [ ]  To update records to receive trade transaction advice(s) via facsimile per the number(s) listed herein :  |
| Primary Number  |       |
| Secondary Number: *To be used only when fax to Primary Number is unsuccessful*  |       |
| **Part C Condition**: 1. We unconditionally agree that all such faxed advice(s) shall not be sent to us by postal mail. We shall notify the Bank in writing in the event we require the faxed advices to be sent by postal mail and the Bank shall accede to our request(s) on best effort basis.
2. We acknowledge that the Bank will reach out to us using the Primary Number assigned. The Secondary Number is only to be used when fax to the Primary Number is unsuccessful.
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| **PART D: CONTACT PERSON** For further clarifications regarding trade services authorization listed in this form, the Bank is to contact:  |
| **Name :** | **Contact No :**  | **Email Add. :**  |
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| **OTHER CUSTOMER DECLARATION & CONSENT** |
| 1. We will immediately notify you in writing if there are any changes in the above authorised personnel, telephone/telefax number(s) and/or email address(es), as applicable. The Bank may rely on the authority of the authorised person(s) for the Service(s) (as mentioned under Part A, B, C and D) until the Bank has received written notice or other notice acceptable to it of any change from us and the Bank has had reasonable time to act (after which time it may rely on the change). Upon our request to update the information in Part A, B, C and D, we acknowledge that this instruction will supercede the earlier information maintained with the Bank. For sections in this form which are left blank or stated as not applicable, we confirm that no changes are required to the existing instructions with the Bank. The Bank shall continue to recognize the existing mandated authorised personnel, telephone/telefax number(s) and/or email address(es), as applicable. The Bank shall rely on the nominated contact person stated in Part D of this form as the latest contact person for purpose of clarifications on the latest trade services authorization listed herein only.
2. The Bank shall not be liable or responsible for any losses, damages, expenses, claims or liabilities suffered by us as a result of or related to any delay/malfunction/failure/disruption of any machines, computers, mechanical or electronic device, data processing system, transmission line, communication system, power or utilities, or hacking, unlawful or unauthorised interference with the security or interception of any communication, mis-delivery of any communications, or any discrepancies or errors in the figures, requests enquiries or messages. The Bank gives no warranty or representation whatsoever on level of security of the encryption and/or password protection technology used for the communication sent by the Bank.
3. We undertake to indemnify the Bank and to keep the Bank indemnified against all demands, claims, liabilities, losses, actions, proceedings, damages, costs and expenses incurred or sustained by the Bank of whatever nature and howsoever arising, out of or in connection with the service(s) or the provisions herein and we shall immediately reimburse the Bank any sums demanded.
4. Any sums certified by an officer of the Bank as payable by us under this letter and indemnity shall be accepted by us as conclusive save for manifest error and we agree that the Bank be entitled (but not bound) to debit the aforesaid sum(s) from any of our accounts with the Bank.
5. The terms of this letter shall remain in full force and effect unless and until the Bank receives fourteen (14) business days’ notice of termination from us in writing, save that such termination will not release us from any liability and/or indemnity in respect of any act done or performed or carried out or any step taken by the Bank in accordance with the terms of this letter prior to the date of such termination or date of such notice whichever is later.
6. You represent and warrant to the Bank that you have obtained consent from the persons named in Part A, B and D above to process their personal data to the Bank in connection with this letter of authorization and that you have informed them:
	1. That the Bank may if required, disclose their personal data to classes of third parties described in the Bank’s privacy policy posted at the Bank’s website at [www.ocbc.com.my](http://www.ocbc.com.my) (the “**Privacy Policy**”);
	2. That the Privacy Policy sets out the choices and means for limiting the processing of their personal data;
	3. To read the Privacy Policy posted in the website at www.ocbc.com; and
	4. To update their personal data as soon as there are any changes.
7. A notice under paragraphs (1) and (5) hereof shall be effective if signed by the authorised person(s) mandated or where there is no authorized person mandated, to be signed by signatory(ies) of our accounts and is received by the Bank at the following address:

 CENTRAL SERVICES2ND FLOOR MENARA OCBC18 JALAN TUN PERAK 50050 KUALA LUMPUR  |
| **AUTHORISED PERSON(S):**(To be signed by persons authorised to make the above changes.)  |
| ------------------------------------------------Name (*as in NRIC*):      Date:       | ------------------------------------------------Name (*as in NRIC*):      Date:       |