

<b>To : DBS Bank Ltd – Channel Management</b> Newton Post Office PO Box 069 Singapore 912203	 * 0 3 *	Use this form for the following: <ul style="list-style-type: none"> <li>▪ Update Contact Person</li> <li>▪ Addition/Deletion of Account(s)</li> <li>▪ Change of Authorisation Policy</li> <li>▪ Other Additional / Special Request</li> </ul>
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1. COMPANY PROFILE			
Organisation ID			
Company Name			
Contact Person 1		Contact Person 2	
Office / Mobile / Fax No		Office / Mobile / Fax No	
Email Address		Email Address	

2. ACCOUNT(S) TO BE ADDED / DELETED (if applicable)			
Applicable to SGD & Foreign Currency Current Accounts, SGD & Foreign Currency Fixed Deposit Accounts & AutoSave Accounts			
	Account Number		Account Number
<input type="checkbox"/> Add <input type="checkbox"/> Del		<input type="checkbox"/> Add <input type="checkbox"/> Del	
<input type="checkbox"/> Add <input type="checkbox"/> Del		<input type="checkbox"/> Add <input type="checkbox"/> Del	
<input type="checkbox"/> Add <input type="checkbox"/> Del		<input type="checkbox"/> Add <input type="checkbox"/> Del	
<input type="checkbox"/> Add <input type="checkbox"/> Del		<input type="checkbox"/> Add <input type="checkbox"/> Del	
<b>Notes:</b> <ul style="list-style-type: none"> <li>▪ All Users will be granted access to the accounts listed above</li> <li>▪ All accounts are granted as Trade Settlement if you have signed up for Trade Services. If there is/are any account(s) to be excluded from Trade Settlement, please indicate clearly in Additional Request section.</li> </ul>			

3. AUTHORISATION POLICY TO BE AMENDED (if applicable)			
Authorisation Limit (SGD)		Authorisation Requirement	
From \$	to \$	<input type="checkbox"/> Any 1 Authoriser	<input type="checkbox"/> Any 2 Authorisers
From \$	to \$	<input type="checkbox"/> Any 1 Authoriser	<input type="checkbox"/> Any 2 Authorisers

4. FILE TRANSFER AND OTHER ADDITIONAL/SPECIAL REQUESTS	
The File Transfer function allows you to upload a file generated from your accounting or payroll system generated in a specific file format. An Implementation Officer will get in touch with you regarding the generation and testing of the file format. Do you require File Transfer?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Quick2ePay – If your accounting or payroll system is unable to generate the required file format, you can opt to use our Quick2ePay data converter <input type="checkbox"/> DeLink – This function allows you to move transaction(s) out from an uploaded file to be amended and sent at a later date
Other Additional/Special Requests	

5. AUTHORISED SIGNATORIES		
Name of Authoriser		
Signature		
Date		

For partnership, the signatures of all partners are required. For a company which has furnished DBS Bank Ltd with a standalone Electronic Banking Board Resolution, the authorised signatories must be the current authorised signatories specified in that document. For a company which has furnished DBS Bank Ltd with a Board Resolution for the opening of the current account that covers Electronic Banking services, the authorised signatories must be the current authorised signatories with the highest authorisation limit as specified in that document.

FOR BANK USE ONLY			
CHANNEL CREATOR		CHANNEL AUTHORISER	
Name	Signature	Name	Signature
Date		Date	

To : **DBS Bank Ltd – Channel Management**

Newton Post Office  
 PO Box 069  
 Singapore 912203



1. COMPANY PROFILE	
Organisation ID	
Company Name	
Contact Person	
Office / Mobile / Fax No	
Email Address	

Use this form for the following:

- Addition/Deletion of Users
- Update User's Profile

**2. USER PROFILE**

Action Code*	Enquiry	Admin Officer	Maker	Authoriser	User Full Name / NRIC or Passport No	Nationality	Email Address	Email Alert	Cash / Trade	Payroll	Specimen Signatures (For IDEAL™ authorisers only)	For Bank Use
												User ID
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- \*Action Code: AS = Add Service, RS = Remove Service, A = Add New User, D = Delete User from DBS IDEAL™
- Please specify the name of user to be granted access with the various access rights in DBS IDEAL™
- For deletion of users, it is not required to return the Security Access Device
- Cash excludes Payroll for Maker and Authoriser, please tick on payroll separately if required
- The Admin Officer will be given access to Unlock User / Unlock Security Device / Request for new Login PIN
- At least two (2) Admin Officers will be required to process the administrative functions
- Enquiry services will be granted to makers and authorisers by default
- The specimen signature is required for all Authorisers only. This signature will be used to match the signature of the Acknowledgement Letters
- The email address will be used for notification purposes to individual users for any requests relating to DBS IDEAL™
- The email alert is to notify the makers if there are transactions rejected by the authorizers via email. It is also to notify the authorizers that there are transactions pending authorization and transactions authorized.
- There will be a downtime for users whose profile is being updated

3. AUTHORISED SIGNATORIES		
Name of Authoriser(S)		
Signature		
Date		
For partnership, the signatures of all partners are required. For a company which has furnished DBS Bank Ltd with a standalone Electronic Banking Board Resolution, the authorised signatories must be the current authorised signatories specified in that document. For a company which has furnished DBS Bank Ltd with a Board Resolution for the opening of the current account that covers Electronic Banking services, the authorised signatories must be the current authorised signatories with the highest authorisation limit as specified in that document.		

FOR BANK USE ONLY	
<b>CHANNEL CREATOR</b>	
Name	Signature
Date	
<b>CHANNEL AUTHORISER</b>	
Name	Signature
Date	