

DBS IDEAL MAINTENANCE FORM (FOR SUBMISSION TO BANK)

Please complete this form in **BLOCK LETTERS**.

*Mandatory Fields

Company Name* _____
Organisation ID* _____

3 ADD NEW/EDIT EXISTING USER

Tick where applicable

Note: 2 Contact Persons must be provided.

As part of our enhanced security process, we require you to provide us with a **valid mobile number & email address**. An invalid mobile number or email address may result in the inability to authenticate you and affect your login.

The 2FA mode will be the **IDEAL digital token**. If a Physical Token is required, kindly indicate it in the Additional information section (SGD\$50.00 charge applies per token).

<input type="checkbox"/> Add	OR	<input type="checkbox"/> Supersede	OR	<input type="checkbox"/> Remove
Name (as in NRIC/Passport)*		NRIC/Passport No.*		
Nationality*		Date of Birth (DD/MM/YYYY)*		
Preferred IDEAL User ID (8-12 alphanumeric characters, ie. A-Z, 0-9)		Mobile No.*		
Email*				
Service(s) & Role(s)				
Role(s) Service(s)	Transaction Maker	Transaction Authoriser	Please indicate authoriser group for this user: (e.g. A, B, C, D, or E, if applicable to Authorisation Policy)	
Payment				
Payroll				
Collection				
Trade				
Loan ^{2,3}				
Others				

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Name (as in NRIC/Passport)*		NRIC/Passport No.*		
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Role(s) Service(s)	Transaction Maker	Transaction Authoriser	Please indicate authoriser group for this user: (e.g. A, B, C, D, or E, if applicable to Authorisation Policy)	
Payment				
Payroll				
Collection				
Trade				
Loan ^{2,3}				
Others				

¹ Separate control policy applies, refer to **Reference Notes** section **C**

² Authoriser groups are not available for Loan. Please fill up section 6.

³ Please submit the Electronic Banking Board Resolution (EBBR) when signing up for Loan or Customer Self Administrator service. Refer to the last two pages of this document.

By signing this form, I/we hereby confirm that I/we have read "Maintenance Form Reference - Section 9 (Agreement and Authorised Signatories)", and agree to abide and be bound by the terms and conditions.

Authorised signatories required			
Name:	Signature:	Name:	Signature:
Date:	SIGN HERE	Date:	SIGN HERE