

Change of Mandate – Checklist of Supporting Documents Required and Important Notes

Supporting Documents Required ¹

	Local Corporation			Foreign Corporation	Society/Club/ Association
	Sole Proprietorship	Partnership	Limited Company		
Certified True Copies* of NRIC/Passport of All New Authorised Signatories/Office Bearers	√	√	√	√	√
Certified True Copies* of Proof of Residential Address of All New Authorised Signatories (e.g.: Utility/Phone Bill, Bank Statement, Government Correspondence or National Identity Card). Document should be dated within the last three months.	√	√	√	√	√
Certificate Of Incumbency (COI) (Validity is within 12 months from this application) OR Register of Directors (or equivalent)				√	
Certified true copy* of the Latest Constitution OR Bye-Law (or equivalent)					√

Important Notes

* Documents to be certified true copies by (The certifying party cannot certify his/her own IC/Passport copy and Proof of Residential Address)	Sole Proprietor	Any Partner	Company Director OR Secretary	Chairman OR Secretary
Change of Mandate request form to be duly signed off by [#]	Sole Proprietor	All Partners	2 Company Directors OR 1 Company Director & 1 Secretary	Outgoing Chairman & Secretary

[#] If the signature cannot be verified against the existing bank records, we will require it to be verified by a Bank Staff at any DBS/POSB branch or notarised by Notary Public (if overseas).

¹ The bank may request additional supporting documents depending on the type of your entity.