



CIS 4: CHANGE OF NAME AND NRIC/PASSPORT NO. (INDIVIDUALS)

Upon Completion of the form:

 **Mail To:** DBS Bank Ltd - Account Services, Simpang Bedok Post Office, PO Box 218, Singapore 914808
 OR
 **Visit any POSB/DBS Branch:** Present the completed form and your NRIC/Passport for verification.

CHANGE OF NAME

Customer's NRIC/Passport No. _____

Contact No (H) _____ (O) _____ (HP) _____ (PG) _____

Note: The new name must be as registered in the account holder's NRIC or passport. If not, the original Deed Poll supporting the change must be furnished for verification.

	EXISTING	NEW
Name (<u>Underline</u> surname)		
Alias		

CHANGE OF NRIC/PASSPORT NO.

Name _____

Contact No (H) _____ (O) _____ (HP) _____ (PG) _____

- Notes:**
1. The new IC/Passport must be presented at Branches.
- For mail in request: Notarized Copies of both old and new IC/Passport must be provided.
 2. When there is a change in Nationality (Country/Region), an Original copy of the renunciation letter must be presented at branches.
- For mail in request: Notarized or certified true copies of the letter must be provided.
 3. If you are using Electronic Payment for Shares (EPS) or Direct Crediting Service (DCS), please re-apply the EPS service at the respective stock broking firm or the DCS service at Central Depository (Pte) Ltd (CDP) with the new IC/Passport.
 4. Please note that your personal details updates under this form will not be processed by any insurance companies, DBS Vickers or Unit Trusts that you invested using CPF/SRS monies. If you wish to update/change your personal details with insurance companies or DBS Vickers, please approach them directly. As for Unit Trusts invested using CPF/SRS monies, please approach any of our branches to update your personal details with the relevant fund management companies
 5. If you have DBS Vickers Account, please inform Central Depository (Pte) Ltd (CDP) of the new IC/Passport.

	EXISTING	NEW
NRIC/Passport No.		
Nationality (Country/Region)		

Declaration:

I hereby authorise the Bank to update my particulars as indicated above to my DBS/POSB Bank account(s).

Signature/Thumbprint of Account Holder # _____

Date _____

* Thumbprint must be taken and witnessed at DBS/POSB Branch.

FOR BANK'S USE ONLY

Account No. (for signature reference)	Branch Name/Branch Code
Attended By (Name/Signature/Date)	Authorised By (Name/Signature/Date)