

DBS TREASURYeDOC APPLICATION / MAINTENANCE FORM (FOR SUBMISSION TO BANK)



Company Name* _____
Organisation ID* _____

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

*Mandatory Fields

Please read through thoroughly before submitting the form(s). We regret to inform you that applications completed incorrectly may cause delays in processing.

PRE-REQUISITE

- Having a DBS IDEAL account is a pre-requisite for DBS Treasury eDoc services. If your company has not signed up for DBS IDEAL, please also complete the DBS IDEAL Application Form and submit the completed DBS IDEAL Application Form and this DBS Treasury eDoc Application / Maintenance Form to the return address indicated in the DBS IDEAL Application Form.

Use this form if you are...

1

Applying for Treasury eDoc services.

Please complete Section 3 of the DBS IDEAL Maintenance Form and this DBS Treasury eDoc Application / Maintenance Form if:

In respect of Treasury and Markets Transactions*

- Your company wishes to receive Valuation Reports via Treasury eDoc.
- Your company wishes to receive Statements of Account via Treasury eDoc.
- Your company wishes to receive Transaction Confirmations & Fixing/Settlement Advices via Treasury eDoc, with the option of accepting the Transaction Confirmations online.

In respect of Derivatives Clearing & Execution (DCE) Services

- Your company wishes to receive Derivatives Clearing & Execution (DCE) Statements via Treasury eDoc.

In respect of Corporate Investment Services

- Your company wishes to receive Portfolio Statements via Treasury eDoc.

*Each service under this section is available in respect of selected transactions only.
Submit the completed forms to the return address indicated in the DBS IDEAL Maintenance Form.

2

Updating your current Treasury eDoc services.

Please complete only this DBS Treasury eDoc Application / Maintenance Form if:

- Your company's Treasury eDoc users are already accessing Treasury eDoc for Transaction Confirmations and wish to add Valuation Reports &/or Portfolio Statements &/or Derivatives Clearing & Execution (DCE) Statements service for the same users.
- Your company requires a change to the current Valuation Report frequency.
- Your company's existing Transaction Confirmation user(s) has/have new roles (eg. Transaction Enquiry access to Approver).

Submit the completed form to DBS Bank Ltd, Treasury eDoc, 10 Toh Guan Road, #04-10 (Level 4A), DBS Asia Gateway, S608838.

1 SERVICE(S)

Tick where applicable

TRANSACTION CONFIRMATIONS & FIXING/SETTLEMENT ADVICES
(Select this option to receive all Transaction Confirmations¹ & Fixing/Settlement Advices via Treasury eDoc.)

Please select one of the following options as appropriate:

- Transaction Confirmations¹ will be accepted by your company via Treasury eDoc.
Approval levels (single or dual-approval) will be set-up based on corporate authorisations relating to the acceptance of Transaction Confirmations¹ that have been furnished to the Bank.
- Transaction Confirmations¹ will be accepted by your company by signing on a hard copy downloaded from Treasury eDoc.
A signed copy of the downloaded Transaction Confirmation¹ will need to be returned to the Bank.

¹"Transaction Confirmations" refers to transaction confirmations and transaction amendment letters to such confirmations, and transaction termination letters. If you choose to receive Transaction Confirmations via Treasury eDoc, you will automatically receive fixing/settlement advices and event notices relating to your Transactions via Treasury eDoc as well.

STATEMENTS

Please select the following options as appropriate:

VALUATION REPORTS (Select this option to receive Valuation Reports for all outstanding Transactions via Treasury eDoc).

Frequency of Valuation Reports (Select and fill in as required)

- Monthly _____ Annually _____ (indicate month)
 Quarterly _____ (indicate months) Others _____ (indicate date/s)
 Semi-Annually _____ (indicate months)

Note: services will commence from the calendar month after the application is processed and approved

- PORTFOLIO STATEMENTS** (Select this option to receive Portfolio statements for all outstanding Transactions via Treasury eDoc. This option is only available for **Corporate Investments** customers).
- DERIVATIVES CLEARING & EXECUTION (DCE) STATEMENTS** (Select this option to receive DCE Statements for all outstanding Transactions via Treasury eDoc. This option is only available for **DCE** customers).
- STATEMENTS OF ACCOUNT** (Select this option to receive monthly statements of account in respect of your company's treasury and markets transactions, prepared pursuant to regulation 40 of the Securities and Futures (Licensing and Conduct of Business) Regulations).

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*Mandatory Fields

2 USER ROLE(S)

Tick where applicable

Note: For Supersede, your previous instructions will be overwritten. To add more users, click [here](#) for additional pages.

IDEAL User ID _____

IDEAL User ID _____

Additional email(s) for notifications on availability of new documents _____

Additional email(s) for notifications on availability of new documents _____

Service(s) & Role(s)

Service(s) & Role(s)

TRANSACTION CONFIRMATIONS

Add **OR** Supersede **OR** Remove

Product Type ² \ Role	Enquiry	Approver
FX & Money Market Products		
Interest Rate Products ³		
Credit Products		
Commodity Products		
Equity Products		
Structured Products		
All Products		

² By selecting a particular Product Type, the User will have access to Transaction Confirmations, fixing/settlement advices and event notices relating to Transactions of that Product Type via Treasury eDoc.

³ By selecting Interest Rate Products, the User will have the same access role for fixed income transactions, repurchase transactions and securities borrowing & lending transactions.

TRANSACTION CONFIRMATIONS

Add **OR** Supersede **OR** Remove

Product Type ² \ Role	Enquiry	Approver
FX & Money Market Products		
Interest Rate Products ³		
Credit Products		
Commodity Products		
Equity Products		
Structured Products		
All Products		

² By selecting a particular Product Type, the User will have access to Transaction Confirmations, fixing/settlement advices and event notices relating to Transactions of that Product Type via Treasury eDoc.

³ By selecting Interest Rate Products, the User will have the same access role for fixed income transactions, repurchase transactions and securities borrowing & lending transactions.

STATEMENTS

Add **OR** Remove

Valuation Reports (Applicable for treasury and markets transactions)	<input type="checkbox"/>	<input type="checkbox"/>
Statements of Account (Applicable for treasury and markets transactions)	<input type="checkbox"/>	<input type="checkbox"/>
Portfolio Statements (Applicable for Corporate Investments customers only)	<input type="checkbox"/>	<input type="checkbox"/>
Derivatives Clearing & Execution (DCE) Statements (Applicable for DCE customers only)	<input type="checkbox"/>	<input type="checkbox"/>

Other Specific Instructions:

STATEMENTS

Add **OR** Remove

Valuation Reports (Applicable for treasury and markets transactions)	<input type="checkbox"/>	<input type="checkbox"/>
Statements of Account (Applicable for treasury and markets transactions)	<input type="checkbox"/>	<input type="checkbox"/>
Portfolio Statements (Applicable for Corporate Investments customers only)	<input type="checkbox"/>	<input type="checkbox"/>
Derivatives Clearing & Execution (DCE) Statements (Applicable for DCE customers only)	<input type="checkbox"/>	<input type="checkbox"/>

Other Specific Instructions:

DBS TREASURY eDOC APPLICATION / MAINTENANCE FORM (FOR SUBMISSION TO BANK)



Company Name* _____
Organisation ID* _____

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

3 DECLARATIONS BY THE COMPANY

Tick where applicable

(A) Please select () one of the following options as appropriate.

- The Users specified in this DBS Treasury eDoc Application / Maintenance Form for approving Transaction Confirmations on Treasury eDoc are existing authorised signatories of hard copy Transaction Confirmations.
- All/some/one* of the Users specified in this DBS Treasury eDoc Application / Maintenance Form for approving Transaction Confirmations on Treasury eDoc are not existing authorised signatories of hard copy Transaction Confirmations. (Please furnish DBS Bank Ltd with corporate authorisations appointing the specified Users to approve Transaction Confirmations on Treasury eDoc.)

(B) I/We hereby confirm that I/we have obtained copies of the DBS Electronic Banking ("EB") Services Terms and Conditions ("EB Terms"), the Terms and Conditions for Treasury eDoc Service ("Treasury eDoc Terms") and Fee Schedule, which I/we have read, understood and accepted. In addition, I/we acknowledge that there are other terms and conditions and agreement(s) intended or expressed to govern the use of other relevant banking products and services offered by DBS Bank Ltd which may be used by me/us from time to time. By signing this application form, I/we hereby confirm that I/we have read, understood and agree to be bound by the EB Terms (including but not limited to the provisions therein relating to the collection, processing and use of personal data), the Treasury eDoc Terms (including but not limited to the provisions therein relating to acceptance of Treasury eDoc documents via Treasury eDoc) and such terms and conditions and agreement(s) intended or expressed to govern the use of other relevant banking products and services offered by DBS Bank Ltd which may be used by me/us from time to time. Copies of DBS Bank Ltd's prevailing terms and conditions can be found at www.dbs.com.sg.

Authorised signatories required*

Name: _____ Signature: _____	Name: _____ Signature: _____
Date: _____	Date: _____

For a company which has furnished DBS Bank Ltd with a standalone Electronic Banking Board Resolution, the authorised signatories for this DBS Treasury eDoc Application / Maintenance Form 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 for this DBS Treasury eDoc Application / Maintenance Form must be the current authorised signatories with the highest authorisation limit as specified in that document.

For partnerships, signatures of all partners are required. For companies, signatures of the authorised officers are required.

TERMS AND CONDITIONS FOR TREASURY eDOC SERVICE**Part A – General Terms and Conditions Governing Treasury eDoc Service**

This Treasury eDoc Service is offered by the Bank subject to the DBS Electronic Banking Services Terms and Conditions (“**EB Terms and Conditions**”, which term shall include the EB Terms and Conditions as the same may be amended, supplemented or modified from time to time) and such other terms and conditions and agreement(s) intended or expressed to govern the use of other relevant banking products and services offered by the Bank which may be used by you from time to time (“**Other Terms**”, which term shall include the Other Terms as the same may be amended, supplemented or modified from time to time). Unless otherwise specified, terms defined in the EB Terms and Conditions have the same meaning when used herein. In the event of any inconsistency between the EB Terms and Conditions, the Other Terms and these Terms and Conditions, these Terms and Conditions will prevail insofar as they relate to this Treasury eDoc Service.

The reference to “**these Terms and Conditions**” shall include these Terms and Conditions as the same may be amended, supplemented or modified from time to time. The reference to “**Transaction**” shall mean any treasury transaction which may be entered into by you with or through us including, without limitation and where applicable, futures transactions, options transactions, over-the-counter derivatives transactions, foreign exchange transactions and securities transactions. The reference to “**Transaction Documentation**”, in relation to any Transaction, shall mean the terms and conditions and all documents governing such Transaction, as may be amended, supplemented or modified from time to time.

- 1 Applicability. You agree that the following additional terms and conditions shall apply to your access to and/or use of our Treasury eDoc Service on the Treasury eDoc platform (“**Treasury eDoc**”) and our relationship with you in relation to Treasury eDocuments (defined below).
- 2 Use of Treasury eDoc Service. You agree that any document issued by us from time to time setting out instructions on the use of the Treasury eDoc Service (“**eDoc Instructions**”) constitutes an integral part of the agreement governing the use of the Treasury eDoc Service. You agree to use the Treasury eDoc Service in accordance with the eDoc Instructions.
- 3 Availability of Treasury eDoc Service. We may at anytime without notice to you and without giving any reason, and without liability for any inconvenience, loss, damage or injury that you may suffer, limit, suspend or terminate any or all of the services on Treasury eDoc, or revoke or suspend your, or your User’s right and authority to use the Treasury eDoc Service.
- 4 Treasury eDoc Service. To the extent the Treasury eDoc Service is available in respect of a Transaction and/or the relevant Treasury eDocument, the Treasury eDoc Service enables you or your Users to access Treasury eDoc to:
 - (a) retrieve, view and download:
 - (i) transaction confirmations and transaction amendment letters to such confirmations (together, the “**Confirmations**”), transaction termination letters or any other document containing or otherwise relating to the specific terms and conditions of a Transaction;
 - (ii) any document or notice setting out or recording any activity in respect of a Transaction including, without limitation and where applicable, periodic records, statements of accounts, valuation reports, commission summaries, tax invoices, fixing advices and settlement advices; and
 - (iii) any other document or notice relating to, in connection with or in respect of a Transaction as may be made available by us on Treasury eDoc from time to time (such documents, together with the documents listed in sub-paragraphs (i) and (ii) above, shall collectively be referred to as “**Treasury eDocuments**” and each a “**Treasury eDocument**”);

- (b) (where applicable) review, accept or reject Treasury eDocuments;
 - (c) (where applicable) monitor and manage the review and acceptance processes of Treasury eDocuments; and
 - (d) subject to paragraph 12, have access to records of past Treasury eDocuments made available through Treasury eDoc.
- 5 Treasury eDocument Validation Process. You will comply with the eDoc Instructions in the sending, review, matching, acceptance and/or rejection of a Treasury eDocument through Treasury eDoc. Once a Treasury eDocument has been accepted through the Treasury eDoc Service, you cannot subsequently reject such Treasury eDocument through the Treasury eDoc Service.
- 6 Binding Nature of Treasury eDocuments on Treasury eDoc. Notwithstanding anything to the contrary in the Transaction Documentation governing a Transaction, you agree that in respect of such Transaction, without prejudice to paragraph 11 below:
- (a) the acceptance of a Treasury eDocument through Treasury eDoc for any Transaction shall be an Electronic Instruction and shall be deemed to be equivalent to, and have the same effect as the signing of such Treasury eDocument by yourself and us, and, for the avoidance of doubt, amendments to Confirmations accepted through Treasury eDoc shall be valid and effective as an amendment in writing and executed between us;
 - (b) such accepted Treasury eDocument shall be final and binding on yourself and us as confirming evidence in relation to such Transaction;
 - (c) such accepted Confirmation shall be deemed to constitute a “Confirmation” or, as the case may be, amendment to the “Confirmation” for the purposes of such Transaction Documentation, even where not so specified in such Transaction Documentation; and
 - (d) where the Transaction Documentation provides that all transactions under such Transaction Documentation are entered into in reliance on the fact that the Transaction Documentation and Confirmations of all transactions under such Transaction Documentation form a single agreement between the parties, such accepted Confirmation will supplement, form a part of, and be subject to the Transaction Documentation governing such Transaction such that such Transaction Documentation and all Confirmations (whether accepted via Treasury eDoc or otherwise) for Transactions governed by such Transaction Documentation will constitute a single agreement between yourself and us in accordance with the terms of such Transaction Documentation and we would otherwise not enter into the Transactions.
- 7 Binding Nature of Transactions. A failure to accept or take any other action or a delay in accepting or taking any other action, in respect of a Treasury eDocument relating to a Transaction or a failure to inform us of any errors in a Treasury eDocument relating to a Transaction shall not affect the binding nature of such Transaction, which shall continue to be valid and enforceable.
- 8 Unavailability of Treasury eDoc Service. If the Treasury eDoc Service is unavailable for any reason, we may:
- (a) send, exchange and/or require you to accept Treasury eDocuments which relate to the specific terms and conditions of a Transaction in any other way as may be agreed, or have been agreed between yourself and us under the relevant Transaction Documentation; and
 - (b) provide you with any other Treasury eDocuments in accordance with the relevant Transaction Documentation, or where the Transaction Documentation does not provide or cater for the delivery of such Treasury eDocuments, in such manner as set out in the “Notices” section of Part A of the EB Terms and Conditions.

When the Treasury eDoc Service becomes available, any Treasury eDocument accepted or sent (as the case may be) in the foregoing manner shall be uploaded for record purposes only onto Treasury eDoc.

- 9 Treasury eDocuments to replace other forms of documents. Save as provided in paragraph 8 above, a document (whether sent by post, email or facsimile, or whether created by an exchange of telexes, electronic messages on an electronic messaging system or exchange of emails, as the case may be) will not be made available to you with respect to a Transaction in any other manner or through other channels for so long as such document is available on Treasury eDoc. You agree that the making available of Treasury eDocuments by us on Treasury eDoc shall be deemed as effective delivery of such documents by us to you, for purposes of the relevant Transaction Documentation, and we shall be deemed to have sent you a Treasury eDocument on the date we make available that Treasury eDocument on Treasury eDoc, regardless of whether or when you retrieve the Treasury eDocument from Treasury eDoc. We will generally send to you or your Users (as determined through Treasury eDoc) a relevant notification email when making available Treasury eDocuments on Treasury eDoc. Non-receipt of the notification email shall not affect the date on which we are deemed to have sent you the Treasury eDocuments.
- 10 Treasury eDocuments to be executed within a certain timeline. Where you have agreed in any Transaction Documentation to execute and return a Treasury eDocument within a certain timeline, you agree to carry out such execution and return by:
 - (a) (in the case where you have opted to accept the relevant Treasury eDocument through Treasury eDoc) accepting the Treasury eDocument using the Treasury eDoc Service within such timeline; or
 - (b) (in all other cases) downloading the Treasury eDocument using the Treasury eDoc Service, printing the Treasury eDocument, and executing and returning the printout to us within such timeline.
- 11 Correction of errors in Treasury eDocuments. Where you have agreed in any Transaction Documentation to request correction of errors in a Treasury eDocument within a certain timeline, or where we have stipulated in any document provided to you in connection with a Transaction that you may request correction of errors in a Treasury eDocument within a certain timeline, you agree to carry out such request by:
 - (a) (in the case where you have opted to accept the relevant Treasury eDocument through Treasury eDoc) rejecting the Treasury eDocument using the Treasury eDoc Service within such timeline; or
 - (b) (in all other cases) informing us in writing of any errors in the Treasury eDocument within such timeline.
- 12 Past Treasury eDocuments and Maintenance of Records. We may in our discretion determine the period for which past Treasury eDocuments are made available through Treasury eDoc. You or your Users may only access past Treasury eDocuments made available through Treasury eDoc for as long as you are subscribed to the Treasury eDoc Service. You should download and save, or print the relevant Treasury eDocument for your subsequent reference where necessary. You are responsible for the safekeeping of any documents made available to you via the Treasury eDoc Service.
- 13 General Terms and Conditions Governing EB Services. All provisions contained in Part A (*General Terms and Conditions Governing EB Services*) and Part C (*Supplementary Terms and Conditions for Specific Countries*) of the EB Terms and Conditions shall with any necessary modifications apply to these Terms and Conditions.

TERMS AND CONDITIONS FOR TREASURY eDOC SERVICE**Part B – Supplementary Terms and Conditions for Specific Countries****Section A – Supplementary Terms and Conditions for Taiwan**

This Section applies to and governs the provision of Treasury eDoc Service by DBS Bank (Taiwan) Ltd and the receipt and use of Treasury eDoc Service by customers of DBS Bank (Taiwan) Ltd. Please note that if you are receiving the Treasury eDoc Service in any country other than Taiwan, other local laws may apply.

To the extent indicated below, this Section supplements and amends Part A of these Terms and Conditions, and forms part of these Terms and Conditions.

- 1 Treasury eDocuments to replace other forms of documents. Paragraph 9 of Part A of these Terms and Conditions shall be amended by adding the following at the end thereof:

“For as long as you subscribe to the Treasury eDoc Service, you acknowledge and agree that the Treasury eDocuments which we are required to provide to you in writing pursuant to the Regulations Governing Internal Operating Systems and Procedures for Banks Conducting Financial Derivatives Business and all other applicable regulations and rules (as modified, extended or re-enacted from time to time), will be made available to you in electronic form (i.e. through Treasury eDoc) and such electronic document shall have the same legal effect as a paper document.”