

# CHECKLIST FOR CHANGE OF ACCOUNT MANDATE

CHECKLIST OF DOCUMENTS REQUIRED <sup>1</sup>				
	Sole Proprietorship	Partnership	Company	Society/Club/Association/MCST
Certified true copy <sup>2</sup> of IC/Passport of New Authorised Signatory	✓	✓	✓	✓
Certified true copy <sup>2</sup> of Proof of Residential Address in English, bearing the name and address of All New Authorised Signatories • Document is dated within the last 3 months • Document Examples: Utility/Phone Bill, Bank Statement, Government Correspondence, Identity Card, etc.	✓	✓	✓	✓
Constitution/Bye-Law <sup>3</sup> if there are changes to previous copy submitted to the Bank			✓	✓
Certificate of Incumbency <sup>3</sup> OR Register of Directors <sup>3</sup> or equivalent, if signed by Company Director(s) and Company is not registered in Singapore • Document validity is within 12 months from this application			✓	

<sup>1</sup> The Bank may request additional documents.

<sup>2</sup> IC/Passport is to be certified true\* by practising Solicitor/Lawyer/Notary Public/Certified Public or Professional Accountant/Auditor/Chartered Secretary in a FATF member country OR by Bank Staff. The party certifying the IC/Passport cannot certify his/her own IC/Passport. Please refer **here** for the list of FATF member countries.

<sup>3</sup> To be certified true\* by following external certifiers (e.g. not a company's employee): practising Solicitor/Lawyer/Notary Public/Certified Public or Professional Accountant/Auditor/Chartered Secretary in a FATF member country OR by Bank Staff. Please refer **here** for the list of FATF member countries.

\* The following information is required:

- a. Insert wording: "Certified True Copy"
- b. Name and Signature of certifier
- c. Occupation/Title of certifier
- d. Name of certifier's Firm/Company (eg. CPA Firm/Law Firm/corporate service provider/corporate secretarial services)
- e. Country of practice of certifier
- f. Professional Registration/ID number of certifier (where applicable)
- g. Date





# DBS FORM FOR CHANGE OF ACCOUNT MANDATE

### 3. CHANGE OF GROUPING FOR EXISTING AUTHORISED SIGNATORIES

1. Name:	NRIC/Passport No.:	New Group:
2. Name:	NRIC/Passport No.:	New Group:
3. Name:	NRIC/Passport No.:	New Group:

**For change of grouping of authorised signatories to DBS IDEAL™ Authorisation Policy, please fill up the IDEAL Maintenance form.**

### 4. DELETION OF AUTHORISED SIGNATORIES, USERS, AND/OR CARDHOLDERS

Details of authorised signatories to delete	Please tick all applicable products or services for which the authorised signatory named on the left should be removed as a user. Please also tick all applicable cards to be cancelled for the authorised signatory named to the left.
1. Name:	<input type="checkbox"/> DBS IDEAL™ 3.0 (User ID: _____) <input type="checkbox"/> DBS Corporate ATM Card (Card No.: _____) <input type="checkbox"/> DBS Business Advance Card (Card No.: _____)
NRIC/Passport No.:	
2. Name:	<input type="checkbox"/> DBS IDEAL™ 3.0 (User ID: _____) <input type="checkbox"/> DBS Corporate ATM Card (Card No.: _____) <input type="checkbox"/> DBS Business Advance Card (Card No.: _____)
NRIC/Passport No.:	
3. Name:	<input type="checkbox"/> DBS IDEAL™ 3.0 (User ID: _____) <input type="checkbox"/> DBS Corporate ATM Card (Card No.: _____) <input type="checkbox"/> DBS Business Advance Card (Card No.: _____)
NRIC/Passport No.:	

### 5. UPDATE OF SIGNATURE REQUIREMENTS

Authorisation Limit	Signature Requirement <sup>5</sup>
<input type="checkbox"/> Any Amount	<input type="checkbox"/> Any One <input type="checkbox"/> Any Two Jointly <input type="checkbox"/> Others: _____
<input type="checkbox"/> Up to \$	<input type="checkbox"/> Any One <input type="checkbox"/> Any Two Jointly <input type="checkbox"/> Others: _____
Up to \$	<input type="checkbox"/> Any One <input type="checkbox"/> Any Two Jointly <input type="checkbox"/> Others: _____
Up to \$	<input type="checkbox"/> Any One <input type="checkbox"/> Any Two Jointly <input type="checkbox"/> Others: _____
Up to \$	<input type="checkbox"/> Any One <input type="checkbox"/> Any Two Jointly <input type="checkbox"/> Others: _____
<input type="checkbox"/> Other Signature Requirements (please specify)	
<input type="checkbox"/> Proceed with authorised instruction without requiring Company stamp	
<input type="checkbox"/> Apply above signing requirements to DBS IDEAL™ Authorisation Policy (If DBS IDEAL™ Authorisation Policy is different from the above, please use DBS IDEAL™ Maintenance form)	

### 6. CHEQUE INSTRUCTIONS

The bank (DBS Bank Ltd.) will continue to honour any unexpired cheques signed under the previous mandate and dated before the date upon which the bank updates the changes to your authorised signatories.

By ticking this box, you authorise the bank not to honour any cheques issued by you which are dated before the date on which we update the changes to your authorised signatories.

<sup>5</sup> For each Multi-Currency Account, only one mandate may be provided (which will apply to all wallets within that account). If authorisation limits are prescribed below, please specify the currency of such limits. The authorisation limits in the specified currency will be applied to the Accounts, and in the case of a Multi-Currency Account, to each wallet within the Multi-Currency Account. If the authorisation limit currency is not specified, the default currency will be SGD. Any currency conversion for the purposes of ascertaining the authorisation limits will be made at our currency exchange rate in force at the relevant time. If you wish to change the Specimen Signature for existing signatories, please fill up the **Signature Update Form**.

For Associations, Clubs & Society, please ensure that your signature requirements comply with your constitution.



# REFERENCE DBS IDEAL™ - NOTES

DBS IDEAL™ 3.0		
DBS IDEAL™ 3.0 is a corporate internet banking platform designed to make banking faster, simpler and smarter.		
Package Type	Enquiry and Transaction Package	
	Cash Management	Trade Finance
Product Offering	<b>Information Reporting</b> Account Statement eAlerts Loan Accounts Inquiry  <b>Transaction Application</b> Account Transfer Domestic Transfer (GIRO, MEPS, FAST & Direct Debit Authorisation) Telegraphic Transfer Payroll Report Scheduler	<b>Information Reporting</b> Trade transaction inquiry Trade notifications Interest projection calculator  <b>Transaction Application</b> Documentary Credit Documentary Collection Standby Letter of Credit/Banker's Guarantee Trade Loan
DBS IDEAL™ - NOTES		
1. USER ROLES		
<b>Transaction Maker</b> User who creates transactions.	<b>Transaction Authoriser</b> User who approves transactions.	<b>Contact Person</b> The bank will liaise directly with him/her on matters relating to IDEAL sign up and services.
<b>Customer Self Administrator</b> Nominated Customer Self Administrator(s) will have the full power to administer and operate DBS IDEAL on behalf of the organisation, including: <ul style="list-style-type: none"> <li>• Add or remove a Transaction maker and authoriser</li> <li>• Modify any user access to accounts and services</li> <li>• Suspending and re-activate a User's IDEAL access</li> <li>• Requesting for a new Security Device</li> <li>• Managing company profile in IDEAL</li> <li>• Manage company authorisation policy</li> <li>• Unlocking Security Device</li> </ul>		
<b>IMPORTANT NOTES</b> Given the wide powers conferred on the appointed Customer Self Administrator(s), Customer Self Administrator(s) should be persons within the organisation with sufficient executive power and authority to take on the role and the organisation is responsible for ensuring that it has appropriate and adequate internal controls procedures and security measures in place to prevent any fraud, abuse or unauthorised acts/omissions by Customer Self Administrators.  For security reasons, we would recommend at least 2 Customer Self Administrators to be appointed and single control for Customer Self Administration should not be selected, so that any action initiated by one Customer Self Administrator will be required to be approved by at least one other Customer Self Administrator. This means, <ol style="list-style-type: none"> <li>a) Customer Self Administrator cannot act alone to add/modify any setup.</li> <li>b) Dual control is always required for any actions performed.</li> </ol> It is mandatory to provide a valid mobile number and submit a Certified True Copy of identification document for all Customer Self Administrators together with this application.		
2. TRANSACTION MAKER & AUTHORISER		
Users who wish to have the authority to create and approve his/her transactions are required to understand the risk associated with single access and sign against the Risk Disclosure for Single Control. (Please refer above)		
3. DBS IDEAL™ 3.0 AUTHORISATION MANDATE		
Transaction approval via DBS IDEAL™ 3.0 will be the same as your Cheque Signing mandate		