

CHECKLIST FOR CHANGE OF ACCOUNT MANDATE

CHECKLIST OF DOCUMENTS REQUIRED ¹				
	Sole Proprietorship	Partnership	Company	Society/Club/Association/MCST
Certified true copy ² of IC/Passport of New Authorised Signatory	✓	✓	✓	✓
Certified true copy ² of Proof of Residential Address in English, bearing the name and address of All New Authorised Signatories <ul style="list-style-type: none"> • Document is dated within the last 3 months • Document Examples: Utility/Phone Bill, Bank Statement, Government Correspondence, Identity Card, etc. 	✓	✓	✓	✓
Constitution/Bye-Law ² if there are changes to previous copy submitted to the Bank			✓	✓
Certificate of Incumbency ² OR Register of Directors ² or equivalent, if signed by Company Director(s) and Company is not registered in Singapore <ul style="list-style-type: none"> • Document validity is within 12 months from this application 			✓	

¹ The Bank may request additional documents.

² 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. The party certifying the IC/Passport cannot certify his/her own IC/Passport. 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