

# 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 <ul style="list-style-type: none"> <li>• Document is dated within the last 3 months</li> <li>• Document Examples: Utility/Phone Bill, Bank Statement, Government Correspondence, Identity Card, etc.</li> </ul>	✓	✓	✓	✓
Constitution/Bye-Law <sup>2</sup> if there are changes to previous copy submitted to the Bank			✓	✓
Certificate of Incumbency <sup>2</sup> OR Register of Directors <sup>2</sup> or equivalent, if signed by Company Director(s) and Company is not registered in Singapore <ul style="list-style-type: none"> <li>• Document validity is within 12 months from this application</li> </ul>			✓	

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

<sup>2</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. 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





# 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.

# DBS FORM FOR CHANGE OF ACCOUNT MANDATE



## 7. SIGNING AND CONFIRMATION BY CUSTOMER

By signing below, you hereby represent, warrant and confirm to DBS Bank Ltd. ("DBS") that:

1. You are duly authorized by the entity named in Section 1 ("Entity") above to sign and deliver this form to DBS and you have read, understood and agree to the matters in this Form.
2. The signatory/signatories set out in Section 2 above are present officers of the Entity, occupying the positions stated and that the specimen signatures submitted are those of the respective signatories.
3. You may provide personal data to the Bank (including without limitation personal data of your office holder, employee, shareholder and beneficial owner) in connection with you establishing and maintaining your relationship with the Bank. You confirm that all information provided and documents submitted by you are true, complete and accurate. When providing any personal data to the Bank, you confirm that you are lawfully providing the data for the Bank to use and disclose for the purposes of: a) providing products or services to you; b) meeting the operational, administrative and risk management requirements of DBS Group; and c) complying with any requirement, as DBS Group reasonably deems necessary, under any law or of any court, government authority or regulator. "DBS Group" means DBS Group Holdings Ltd and its affiliates. The aforesaid shall be in addition and without prejudice to any right of disclosure that the Bank may have under any applicable law or pursuant to any agreement that you may enter into with the Bank from time to time. In addition, DBS may use and rely on any personal data provided by you, and may disclose such personal data to service providers, to communicate, authenticate or otherwise deal with you and the Entity's officer holders or employees in connection with the provision of banking products and services to the Entity.
4. Where if you appoint any Customer Self Administrator ("Administrator"), you agree that should any Administrator cease to be employed by the Entity, you undertake to inform DBS and you will submit the IDEAL Maintenance Form to delete this Administrator's user profile in IDEAL. You agree that the Entity shall not hold DBS liable for any act or omission by an Administrator who ceases to be employed by the Entity for which DBS is not informed. You authorise DBS to honour all payment instructions signed in accordance with the stated signature requirements. You agree not to overdraw your account without prior arrangement and approval. You represent and warrant that you have the power and authority to sign and deliver this application Form and that the information given by you in this application Form and any other accompanying document(s) submitted to DBS are complete, true and accurate.
5. You acknowledge that DBS will be updating its records with the details (including personal particulars) herein which would replace any existing details of any relevant persons (in their corporate capacities) which DBS Bank Ltd. may have in its records.

NOTE: For partnerships, authorisations from all partners are required. For a company which has furnished the Bank with a Board Resolution, the authorisers must be current authorised persons as specified in that document. For Associations, Clubs & Societies, authorisers must be any two of the existing / outgoing Chairman, Secretary, or Treasurer.

Signature:	Signature:
Name:	Name:
Date:	Date:
Email Address:	Email Address:
Mobile Number: (+ )	Mobile Number: (+ )

**Mail this Form to:**  
 DBS T&O IBG OPS  
 Corporate Account Services  
 2 Changi Business Park Crescent    OR    Any DBS Branch or your  
 #04-06 DBS Asia Hub                      Relationship Manager  
 Singapore 486029

DBS CORPORATE ATM CARD	DBS BUSINESS ADVANCE CARD
<p><b>IMPORTANT: Your Card(s) will be implemented with these default setting</b></p> <ol style="list-style-type: none"> <li>1) Language at DBS ATM: English</li> <li>2) Choice of Service Option: Allow withdrawal transactions</li> <li>3) Monthly Card limit: \$30,000</li> <li>4) Card NOT enabled for overseas at VISA Plus ATMs/Interlink Outlets</li> <li>5) Daily Limits               <ul style="list-style-type: none"> <li>· Nets: S\$2,000</li> <li>· Transactions at Branch Counters: \$2,000</li> <li>· ATM Cash Withdrawal (and EZ Link/Cash Card Top-up): \$2,000</li> <li>· ATM Funds Transfer to 3rd Party DBS Account(s): \$3,000</li> <li>· ATM Funds Transfer to Your Own DBS Account(s) (not subject to monthly card limit): \$3,000</li> </ul> </li> </ol>	<p>Annual Fee: S\$30 p.a. per card</p> <p><b>IMPORTANT: Your Card(s) will be implemented with these default setting</b></p> <p><b>PIN-based (ATM &amp; NETS) Transactions:</b></p> <ul style="list-style-type: none"> <li>· ATM Cash Withdrawals : S\$5,000</li> <li>· NETS: S\$5,000</li> <li>· Counter Card Operated Transactions: S\$5,000</li> <li>· ATM Fund Transfer to Non-Designated DBS Current Account(s): S\$5,000</li> <li>· ATM Fund Transfer to Designated DBS Current Account(s): S\$20,000 (not subject to card limit)</li> </ul> <p><b>Signature-based VISA Transactions:</b></p> <ul style="list-style-type: none"> <li>· Transaction Limit: S\$3,000. This is the maximum amount you can spend per transaction.</li> <li>· Consolidated monthly Card Limit of signature-based &amp; PIN-base (ATM &amp; NETS): S\$50,000. (This limit will be reset on the last day of every calendar month.)</li> </ul>
<p>If you wish your card(s) settings to be different, please approach our branch staff for the necessary form.</p>	

# 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		