

DBS IDEAL MAINTENANCE FORM (FOR SUBMISSION TO BANK)

Company Name* _____
Organisation ID* _____

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

*Mandatory Fields

4 ADD NEW/EDIT EXISTING USER

Tick where applicable ☒

Note: 2 Contact Persons must be provided.

As part of our enhanced security process, we require you to provide us with a **valid mobile number & email address**.

An invalid mobile number or email address may result in the inability to authenticate you and affect your login.

Your email address will be your login ID. Do not use address shared by multiple parties in your organization (e.g admin@company.com)

The 2FA mode will be the IDEAL digital token.

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

Name (as in NRIC/Passport)* _____ NRIC/Passport No.* _____
Nationality* _____ Date of Birth (DD/MM/YYYY)* _____
Preferred IDEAL User ID (8-12 alphanumeric characters, ie. A-Z, 0-9) _____ Mobile No.* _____
Email* _____

Service(s) & Role(s)

Role(s) Service(s)	Transaction Maker	Transaction Authoriser	Please indicate authoriser group for this user: (e.g. A, B, C, D, or E, if applicable to Authorisation Policy)
Payment			
Payroll			
Collection			
Trade			
Loan ^{2,3}			
Others			

☐ Enquiry ☐ Loan Enquiry ☐ Customer Self Administrator³
(at least 2 required)
Administrator(s) will have the ability to add or remove a Transaction maker and authoriser, modify any user access to accounts and services, unlock Security Device, manage company authorisation policy, and more as listed in Section C - Service Types & User Roles.

☐ DealOnline (Foreign Exchange)¹

☐ Contact Person

Additional Information

Access to which Account(s)?

☐ All IDEAL Accounts **OR** ☐ The Accounts Listed Below

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1 Separate control policy applies, refer to **Reference Notes** section **C**

2 Authoriser groups are not available for Loan. Please fill up section 6.

By signing this form, I/we hereby confirm that I/we have read "Maintenance Form Reference - Section 10 (Agreement and Authorised Signatories)", and agree to abide and be bound by the terms and conditions.

Authorised signatories required

Name: _____ Signature: **SIGN HERE**
Date: _____

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3 Please submit the Electronic Banking Board Resolution (EBBR) when signing up for Loan or Customer Self Administrator service. Refer to the last two pages of this document.

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