

**DBS**

Commercial Cards

SSB9A: INSTRUCTION FORM FOR DBS BUSINESS ADVANCE CARD

Please send the completed form to:
DBS Bank Ltd, 2 Changi Business Park Crescent, #07-05, DBS Asia Hub Lobby A, Singapore 486029
 We seek your kind understanding that an incomplete form will not be processed and will be returned to the company.

| | |
|--|--|
| Name of Company: | |
| DBS S\$ Current Account Number Linked to DBS Business Advance Card: | |
| Name of DBS Business Advance Cardholder: | |
| NRIC/Passport No: | |
| DBS Business Advance Cardnumber: | |

CARD REPLACEMENT / TERMINATION / VISA TRANSACTION LIMIT INCREASE

| | | |
|-----|---|---|
| (1) | Replace Card Due To: | <input type="checkbox"/> Damaged/Faulty (<i>Existing PIN to be used with the new Card issued</i>) |
| | | <input type="checkbox"/> Non - Receipt/Forgotten PIN/Retained/Lost |
| | | <input type="checkbox"/> Change of embossed name <i>(Supporting documents are required for any change to Cardholder's Name. Maximum 19 characters inclusive of spaces. Embossed name cannot contain special symbols such as !@.()#-)</i> |
| (2) | <input type="checkbox"/> Terminate Card and Do Not Replace Card <i>(Card will be terminated within 3 working days upon receipt of this form. DBS Points/rebates, if applicable, will be forfeited upon termination of the Card)</i> | |
| (3) | <input type="checkbox"/> Change Visa Single Transaction Limit <i>(Maximum amount allowed per transaction)</i> | S\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Min: S\$3,000; Max: S\$10,000) |
| (4) | <input type="checkbox"/> Change Visa Monthly Card Limit <i>(Maximum consolidated Visa spend allowed per calendar month)</i> | S\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Min: S\$10,000; Max: S\$100,000) |
| (5) | <input type="checkbox"/> Change in Authorised Person to Receive all Card Applied by the Company | Name of Authorised Signatory to receive all cards applied for, on behalf of the company <i>(It is important to notify the bank of any subsequent change to this authorised signatory via written notice duly signed by the authorised signatories)</i> |

CARD ACTIVATION / ATM SERVICE & DAILY LIMIT / MAGNETIC STRIPE (OVERSEAS USE)

| | | | |
|--|--|---|---|
| (6) | Card Activation | <input type="checkbox"/> I authorise DBS to activate my Card. I acknowledge that I have received my Card and/or PIN via mail. | |
| (7) | <input type="checkbox"/> Cancel all existing ATM Service | | |
| | Change Existing ATM Services/Daily Limits | | |
| | <input type="checkbox"/> Allow ATM deposits only | <input type="checkbox"/> Allow all ATM services (Excluding Balance Enquiry) | <input type="checkbox"/> Allow all ATM services (Including Balance Enquiry) |
| | <i>If 'Allow all ATM services' has been selected, tick (✓) your choice(s) of service below and specify your limits (in multiples of S\$500) where applicable, otherwise default limits will apply.</i> | | |
| | <input type="checkbox"/> ATM Cash Withdrawals | S\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | (Default: S\$5,000) |
| | <input type="checkbox"/> NETS | S\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | (Default: S\$5,000) |
| <input type="checkbox"/> ATM Funds Transfer to Non-designated S\$ DBS A/Cs | S\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | (Default: S\$5,000) | |
| <input type="checkbox"/> ATM Funds Transfer to Designated DBS A/Cs | S\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | (Default: S\$20,000) | |
| (8) | Magnetic Stripe For Overseas Use <i>(Note: It is recommended that you set the magnetic stripe on your Card(s) to disallow overseas use when you are in Singapore because the risk of unauthorised transactions occurring on the Card is higher when the magnetic stripe is enabled for overseas use, as the magnetic stripe data can be easily copied.)</i> | <input type="checkbox"/> Allow from _____(dd/mm/yyyy) to _____(dd/mm/yyyy) | |
| | | <input type="checkbox"/> Allow from _____(dd/mm/yyyy) with No Expiry Date | |
| | | <input type="checkbox"/> Disallow | |



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DECLARATION (Important: Please read before signing)

1. I confirm that the information given in this application is complete, true and accurate. If any of the information given herein changes or becomes inaccurate in any way, I shall immediately inform DBS Bank Ltd ("DBS") of such change or inaccuracy.
2. I understand that incomplete form will not be processed, and DBS's default threshold amount will continue to apply.
3. I acknowledge that DBS has the absolute right to approve or reject my application without notice and without assigning any reason whatsoever.
4. I understand and acknowledge that this application will be processed within 5 working days upon DBS' receipt of the completed form.

Declaration on Card's magnetic stripe for overseas use (where applicable)

I acknowledge and agree that:

- i. allowing the Card's magnetic stripe for overseas use will enable me to perform (where applicable) (a) Cash withdrawal at overseas ATMs (except for American Express® Card); (b) Credit Card overseas Cash Advance; and/or (c) Credit Card and Debit Card overseas retail transactions at magnetic stripe (swipe) terminals;
- ii. the magnetic stripe for overseas use can be subsequently allowed/disallowed via written instructions. (Note: It is recommended that you set the magnetic stripe on your Card(s) to disallow overseas use when you are in Singapore because the risk of unauthorised transactions occurring on the Card is higher when the magnetic stripe is enabled for overseas use, as the magnetic stripe data can be easily copied.); and
- iii. DBS reserves its rights to disable the magnetic stripe for overseas use at its discretion at any time without notice or liability to any party.

Important notes (where applicable)

- a. This POSB/DBS Debit Card ("Card") can be used at ATMs and for PIN-based transactions at selected merchants in Singapore and at Maestro or Cirrus or PLUS enabled merchants overseas. It also allows you to sign for local and overseas purchases and perform card-not-present transactions (such as online, mail and phone orders), which shall be paid for by directly deducting the transaction amount(s) from your bank account.
- b. Debit Card carries risks of unauthorised signature-based or card-not-present transactions.
- c. If your Card is lost, stolen or if the PIN has been compromised, you must notify DBS immediately. You should also make a police report and provide DBS with a copy of the report and in certain circumstances accompanied by written confirmation of the loss/theft/disclosure and any other information that DBS may require. Once DBS establish, with your assistance, that the loss or theft of your Card or PIN compromise was not due to your fault or negligence, your liability for unauthorised transactions effected after such loss, theft or unauthorised disclosure but before the bank is notified thereof shall be limited to S\$100.
- d. You will not be liable for any transactions carried out after you have notified the bank. DBS will refund the amount(s) deducted from your bank account for unauthorised transactions, in excess of the applicable liability cap, within 14 working days from the time you submit all the necessary information to DBS.
- e. MasterCard/Visa Debit Limit is shared between signature-based transactions and card-not-present (such as online, phone and mail orders) transactions. The limit on the Card is subject to your available bank balance, whichever is lower.

Authorised Signatories & Stamp (if applicable). Please sign as per Bank account record.

For partnership, all partners to sign.

For Companies, signatories authorised to sign for "Any Amount" to sign.

| | | | |
|------------|-------|------------|-------|
| Signature: | | Signature: | |
| Name: | Date: | Name: | Date: |
| Signature: | | Signature: | |
| Name: | Date: | Name: | Date: |

FOR BANK USE ONLY

Action by Branch

| | |
|------------|-------------------|
| Signature: | Branch Name/Code: |
| | Verified by: |
| | Authorised by: |