



## CASH DEPOSIT BAG SERVICE MULTI-PURPOSE FORM

Please read the following guidelines before completing the form:

1. DBS Bank Ltd (“**Bank**”) will only accept cash deposits of Singapore and Brunei dollar notes. The Bank will not accept cheques, foreign currency cash (except Brunei dollars) and coins.
2. The Customer shall separate old series notes from current series notes, soiled/mutilated notes from usable notes, polymer notes from paper notes and ensuring that notes of the same denominations are to be bundled in packs of 100 pieces.
3. The Customer shall provide details of the deposit either (a) by placing its deposit together with a deposit slip (in the Bank’s prescribed form) duly completed into a sealed, tamper-evident bag acceptable to the Bank. The Customer should only provide one deposit slip for each bag.
4. The sealed, tamper-evident bags shall be deposited in the cash deposit bag machines at locations determined by the Bank.
5. The Bank may change these guidelines from time to time in accordance with the Terms and Conditions Governing DBS Cash Deposit Bag Service.

New Application

Update

Termination

### Section A – Customer Details

Name of Organisation: \_\_\_\_\_

ACRA Number/ UEN: \_\_\_\_\_

### Section B - Crediting Account (please attach list to include additional crediting accounts)

Account Name: _____	Account No: _____
Account Name: _____	Account No: _____
Account Name: _____	Account No: _____

### Agreement and Acceptance

I/We are duly authorised by the organisation above (“Customer”) to apply for the Cash Deposit Bag Service and hereby agree to the Terms and Conditions Governing Cash Deposit Bag Service (as may be amended, supplemented, substituted and/or replaced by DBS Bank Ltd. (the “**Bank**”) from time to time). I/We confirm that the information given in this form is complete, true and accurate in all respects. If any information given herein changes or becomes inaccurate in any way, I/we shall immediately notify the Bank in writing of any such change and/or inaccuracy. (Note: Authorized signatories will be required for every account included and according to the highest account mandate.)

\_\_\_\_\_  
Name(s) of authorised signatory(ies)

Date:

To be completed by the Bank: Verified by RM/ branch officer: \_\_\_\_\_

Date:

## Terms & Conditions Governing Cash Deposit Bag Service (“Terms”)

Unless otherwise defined or the context requires otherwise, capitalised terms in these Terms shall have the meanings given to them in the Cash Deposit Bag Service Multi-Purpose Form.

### 1. THE SERVICE

- 1.1 The Bank shall provide the services set out in these Terms (“**Deposit Bag Service**”) to the Customer, and the Customer agrees that the provision of the Deposit Bag Service shall be on the basis of these Terms read with the Terms and Conditions Governing Accounts (Applicable for Businesses/Non-Individuals) (“**Account Terms**”). In the event of any inconsistency between these Terms and the Account Terms, these Terms will prevail.
- 1.2 To use the Deposit Bag Service, the Customer must maintain a bank account with the Bank which the Bank deems eligible for use with the Deposit Bag Service and which the Customer designates for receiving the cash deposited through the Service (“**Designated Account**”).

### 2. SORTING, PACKING OF CASH

- 2.1 The Customer shall be responsible for sorting and packing the cash in accordance with the Bank’s prevailing requirements and guidelines.
- 2.2 The Bank will only accept cash placed in sealed, tamper-evident bags provided by the Bank and will not accept cash in any other manner from the Customer. The Bank reserves the right to reject in its sole discretion cash which are placed in bags not of acceptable security standard to the Bank.
- 2.3 Any foreign currency cash (except Brunei dollars), local or foreign currency cheques and coins deposited will be at the Customer’s own risk and the Bank shall be entitled to deal with such cash, cheques or coins as the Bank deems fit. The Bank reserves the right to impose fees and charges for the handling of any foreign currency, cheques and coins deposited.

### 3. PROCESSING OF CASH BY THE BANK’S SERVICE PROVIDER

- 3.1 The Customer agrees and acknowledges that the Bank may appoint any third party in its sole discretion (“**Service Provider**”) to provide some or all of the Deposit Bag Service.
- 3.2 The Bank shall credit the Designated Account, with the amount of cash counted after deducting the value represented by mutilated notes and/or notes suspected to be counterfeit, within two (2) Business Days from the time the sealed, tamper-evident security bag is deemed to be received by the Bank provided that the cash is sorted and packed in accordance with the Bank’s sorting and packing requirements.

“**Business Day**” means a day (excluding Sunday and public holidays) on which the Bank is generally open for banking business.

### 4. DISCREPANCY

- 4.1 The Customer agrees that where cash is delivered to the Service Provider’s or the Bank’s premises for processing and counting, the Bank’s determination of the cash counted shall be final and conclusive and binding on the Customer, notwithstanding any contrary information provided in the deposit slip. If there is any discrepancy between the cash counted by the Bank and the deposit slip, the amount to be credited to the Designated Account shall be based on the Bank’s count of the cash.
- 4.2 Where the Customer requests for supporting evidence of any discrepancy in the Bank’s Service Provider’s or the Bank’s count of cash, the Bank may but shall not be obliged to provide (where available) the supporting evidence, and the Bank reserves the right to impose fees and charges for the retrieval of such supporting evidence.

### 5. COUNTERFEIT/MUTILATED NOTES

- 5.1 If the Bank is of the view that the cash deposit received by the Bank contains:
- (a) notes which it suspects to be counterfeit or fake, such notes shall be retained by the for further investigation; or

- (b) notes which the Bank is of the view are mutilated or damaged, such notes shall be sent to the relevant government authorities for further assessment,

and in each case the value of such notes shall not be taken into account for the purposes of computing the amount of cash deposits received by the Bank

## **6. DISCLOSURE OF INFORMATION AND PERSONAL DATA**

- 6.1 The Customer agrees and consents to the disclosure of any Customer information, information in relation to the Deposit Bag Service (including without limitation particulars of any payment transactions and/or the Customer's bank accounts, any details and/or transactions) or any other information provided to the Bank in connection with the provision of the Deposit Bag Service to (a) any person to whom such disclosure is required or permitted under any law or regulation or required by any court, government authority or regulator; (b) any person to whom the Bank assigns or transfers (or intend to assign or transfer) any of the Bank's rights or obligations under these Terms; (c) any person for the purposes of enforcing or protecting the Bank's rights and interests; (d) any entity of the DBS Group; and (e) any person in connection with the provision of insurance or services to meet DBS Group's operational, administrative or risk management requirements, including without limitation the Service Provider.
- 6.2 The Customer may provide personal data to the Bank (including without limitation personal data of any office holder, employee, shareholder, beneficial owner or customer) in connection with the Customer establishing and maintaining its relationship with the Bank. When providing any personal data to the Bank, the Customer confirms that the Customer is lawfully providing the data for the Bank to use and disclose for the purposes of: (a) providing products or services to the Customer; (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.

## **7. CHANGES TO TERMS AND CONDITIONS**

- 7.1 At any time, we may make changes to these Terms. We will give you reasonable notice of changes by either sending you the revised Terms, putting them on our website and telling you about them or publishing them in the media. All changes will apply from the date stated in the notice or public announcement.
- 7.2 If you do not accept the revised Terms, you have the option to terminate the Cash Deposit Bag Service before they take effect. If you do not terminate the Cash Deposit Bag Service after the date the revised Terms come into effect, we will treat you as having agreed to the changes.

## **8. FEES**

- 8.1 The Bank may impose a service charge for processing the cash deposits or change the amount of any existing service charge by giving one month's notice. Any service charge paid is not refundable.

## **9. TERMINATION AND/OR SUSPENSION**

- 9.1 This Deposit Bag Service may be terminated by either the Bank or the Customer, provided prior written notice of at least 30 days is given by the party proposing to terminate the Deposit Bag Service.
- 9.2 The Bank may suspend or terminate the Deposit Bag Service immediately if:
- (a) the Customer fails to comply with these Terms;
  - (b) a receiver and/or manager or liquidator or similar officer is appointed over the Customer or any part of the Customer's undertaking or assets or if the Customer passes a resolution for winding-up or dissolution;
  - (c) the Bank is required by any law, rule or regulation to do so.
  - (d) if the Bank decides or have reason to suspect that the Deposit Bag Service and/or the Designated Account is being used for or in connection with any fraudulent or illegal activities or transactions (including gambling, money laundering, funding, terrorism or tax evasion);
  - (e) if the Designated Account is closed, frozen or suspended; or
  - (f) if the Customer is in any way involved in forgery or other unauthorised use of the Deposit Bag Service and/or the Designated Account.

9.3 The termination of the Deposit Bag Service shall not affect the rights, obligations or liabilities that have accrued or arisen before the date of such termination.

#### **10. Indemnity and Exclusion of Liability**

10.1 The Customer undertakes to indemnify and keep the Bank indemnified on demand against all claims, losses, costs (including legal costs on a full indemnity basis), charges, damages, expenses, actions, proceedings and any liability of whatsoever nature or description which may be sustained or incurred by the Bank arising out of or in connection with the Bank acting in accordance with the arrangement herein, or failing/refusing to act (“Losses”), except where such Losses arise as a direct result of the Bank’s gross negligence or fraud.

10.2 The Customer hereby waives any rights, claims, actions or proceedings which it may have against the Bank for any losses or liabilities which it may suffer as a consequence of the arrangement herein.

#### **11. Set off and Payments to the Bank**

11.1 Notwithstanding any other term or agreement the Customer may have with the Bank, the Bank has the right, at any time, without giving the Customer notice, to set off and deduct from any account the Customer has with the Bank any amount due, owing or payable to the Bank under these Terms, even if this would make that account overdrawn.

11.2 The Customer must make all payments owed to the Bank under these Terms free and clear of, and without deduction, withholding or set-off on account of any tax or levy or any other charges present and future.

#### **12. General**

12.1 The Customer shall not assign or transfer (whether by way of security or otherwise), or declare or permit to subsist any trust arrangement over, or otherwise dispose of any interest, benefit or obligation under these Terms without the Bank’s written consent. The Bank may, at any time and without having to obtain the Customer’s consent, assign or transfer any or all of its rights or obligation under these Terms or sub-contract or outsource any of the Deposit Bag Service.

12.2 If the Bank decides not to enforce any of its rights under these Terms, it will not mean that the Bank will not do so in the future. It also does not mean the right no longer exists.

12.3 If any provision under these Terms is unlawful or unenforceable under any applicable law, it will, to the extent permitted by law, be severed from these Terms and rendered ineffective but without modifying the other provisions of these Terms.

12.4 The Customer confirms that all information or documents provided by the Customer to the Bank are true, complete and accurate. The Customer must tell the Bank promptly in writing of any change in any information or documents given to the Bank.

12.5 If there is any discrepancy between the Bank’s records and the Customer’s records, the Bank’s records shall prevail.

12.6 Any other person who is not a party to these Terms shall have no right under the Contracts (Right of Third Parties) Act (Cap. 53B) to enforce or enjoy the benefit of any term of these Terms. Notwithstanding any term of these Terms, the consent of any person who is not a party to these Terms is not required to rescind or vary these Terms at any time.

11.8 These Terms shall be governed by and construed in accordance with the laws of Singapore and the Customer agrees to submit to the non-exclusive jurisdiction of the Singapore courts.