



## BULK CASH DEPOSIT 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 Bank may change these guidelines from time to time in accordance with the Terms and Conditions Governing DBS Bulk Cash Deposit Service.

New Application

Update

Termination

### Section A – Customer Details

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

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

### Section B – Customer’s Service Provider Details (please tick where applicable)

Cash-In-Transit (for purposes of delivering Customer’s cash to the Bank)

**Vendor:** AETOS Security / Brink’s Singapore / Certis Cisco / Logistics Security Solutions / Others: \_\_\_\_\_

### Section C – Customer’s Service Provider Details (please tick where applicable) and Crediting Account

Cash Processing (for purposes of counting the Customer’s cash and notifying the Bank on the amount to credit)

**Vendor:** Brink’s Singapore / Certis Cisco

#### DBS/POSB Crediting Account (please attach list to include additional crediting accounts)

All fields are mandatory

Account Name: _____	PayNow Proxy (UEN + Suffix): _____	Account No: _____
Account Name: _____	PayNow Proxy (UEN + Suffix): _____	Account No: _____
Account Name: _____	PayNow Proxy (UEN + Suffix): _____	Account No: _____

### Agreement and Acceptance

I/We are duly authorised by the organisation above (“Customer”) to apply for the Bulk Cash Deposit Service and hereby agree to the Terms and Conditions Governing DBS Bulk Cash Deposit 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 AND CONDITIONS GOVERNING DBS BULK CASH DEPOSIT SERVICE ("TERMS")

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

### 1. THE SERVICE

- 1.1. DBS Bank Ltd (the "**Bank**") shall provide the services set out in these Terms ("**Bulk Cash Deposit Service**") to the Customer, and the Customer agrees that the provision of the Bulk Cash Deposit Service shall be on the basis of these Terms read with the prevailing General Banking Terms and Conditions, and applicable Jurisdiction Schedules (each as may be amended, supplemented, substituted and/or replaced from time to time) (collectively, the "**Account Terms**"). In the event of any inconsistency between these Terms and the Account Terms, these Terms will prevail.
- 1.2. To use the Bulk Cash Deposit Service, the Customer must maintain a bank account with us which the Bank deems eligible for use with the Bulk Cash Deposit Service and which you designate for receiving the cash deposited through the Bulk Cash Deposit 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 and will not accept cash in any other manner from the Customer or the Customer's Service Provider (as defined in Clause 4.1 below) (where applicable). 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 ("**Bank's Service Provider**") to provide some or all of the Bulk Cash Deposit Service.
- 3.2. The Bank shall credit the Customer's 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. CUSTOMER'S USE OF THIRD-PARTY PROVIDERS

- 4.1. The Customer may, at its own risk and expense, appoint its own third party provider ("**Customer's Service Provider**") to (i) deliver the cash to the Bank's Service Provider's premises for processing or (ii) to count its cash, notify the Bank of the amount to be credited using such method as the Bank may permit, and subsequently deliver the cash to or credit the amount of cash in favour of the Bank.
- 4.2. The Customer is required to inform the Bank prior to using the Customer's Service Provider in connection with the Bulk Cash Deposit Service, using such methods as the Bank permits. The Customer's appointment of a Customer's Service Provider to count its cash and to notify the Bank of the amount to be credited will be subject to the Bank's consent.
- 4.3. The Customer shall provide the Bank with 30 days prior written notice before it terminates or changes the Customer's Service Provider. Any change in the Customer's Service Provider is subject to the Bank's consent.

4.4 The Customer agrees that it will be responsible for any acts and/or omissions on the part of the Customer's Service Provider in connection with the Bulk Cash Deposit Service, and the Bank shall be entitled to rely on any information or instruction provided by the Customer's Service Provider to the Bank without further inquiry.

## 5. DISCREPANCY

5.1 The Customer agrees that where cash is delivered to the Bank's 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 Customer's Designated Account shall be based on the Bank's count of the cash.

5.2 Where the Bank agrees to credit the Designated Account based on information provided by the Customer's Service Provider and there is a discrepancy or shortfall between the amount credited and the amount received by the Bank, the Customer will be liable for the shortfall and the Customer shall repay the Bank on demand. Any dispute in relation to the shortfall should be resolved between the Customer and the Customer's Service Provider.

5.3 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.

## 6. COUNTERFEIT/MUTILATED NOTES

6.1 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.

## 7. DISCLOSURE OF INFORMATION AND PERSONAL DATA

7.1 The Customer agrees and consents to the disclosure of any Customer information, information in relation to the Bulk Cash Deposit 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 Bulk Cash Deposit 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 Bank's Service Provider and Customer's Service Provider.

7.2 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.

## 8. CHANGES TO TERMS AND CONDITIONS

- 8.1 At any time, we may make changes to these Terms, the Account Terms, or the Bank's operating procedures (including the guidelines) at any time. We will give you reasonable notice of changes by either sending you the revised Terms or Account 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.
- 8.2 If you do not accept the revised Terms or Account Terms, you have the option to terminate the Bulk Cash Deposit Service before they take effect. If you do not terminate the Bulk Cash Deposit Service after the date the revised Terms or Account Terms come into effect, we will treat you as having agreed to the changes.

## 9. FEES

- 9.1 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.
- 9.2 **Should the Customer provide illegible or incomplete account particulars for crediting on the deposit slip, thereby necessitating manual intervention for crediting and result in delayed processing, the Bank reserves the right to impose a service charge for such additional processing. The Customer acknowledges and agrees that any such service charge shall be in accordance with the Bank's prevailing fee schedule, as may be amended from time to time with prior notice.**

## 10. TERMINATION AND/OR SUSPENSION

- 10.1 This Bulk Cash Deposit 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 Bulk Cash Deposit Service.
- 10.2 The Bank may suspend or terminate the Bulk Cash Deposit Service immediately if:
- (a) the Customer fails to comply with these Terms or Account 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 Bulk Cash Deposit Service and/or the Customer's 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 Customer's 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 Bulk Cash Deposit Service and/or the Customer's Designated Account.
- 10.3 The termination of the Bulk Cash Deposit Service shall not affect the rights, obligations or liabilities that have accrued or arisen before the date of such termination.

## 11. INDEMNITY AND LIMITATION OF LIABILITY

- 11.1 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.
- 11.2 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.

## 12. SET OFF AND PAYMENTS TO THE BANK

- 12.1 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.

12.2 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.

**13. GENERAL**

13.1 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 Bulk Cash Deposit Service.

13.2 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.

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