



Merchant Name : \_\_\_\_\_  
Merchant ID : \_\_\_\_\_

Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ (office)  
\_\_\_\_\_ (mobile)

**\*Please select where applicable**

### Update/Maintenance Request

Effective Date: \_\_\_\_\_

☐ Company's Name (No change in ROC) ☐ Crediting to DBS/POSB Account

*\*Please provide a copy of ACRA for verification*

Existing Details : \_\_\_\_\_

New Details : \_\_\_\_\_

☐ Mailing Address ☐ Outlet Address ☐ Terminal Receipt Address ☐ All Addresses

Existing Mailing/Outlet/Receipt Address

New Mailing/Outlet/Receipt Address

Road Name : \_\_\_\_\_  
Building Name : \_\_\_\_\_  
Unit Number : \_\_\_\_\_ S( )

Road Name : \_\_\_\_\_  
Building Name : \_\_\_\_\_  
Unit Number : \_\_\_\_\_ S( )

☐ Change Terminal Model ☐ Change Vendor ☐ DBA/Receipt Name ☐ Terminal Settings ☐ Add Facility

Terminal ID : \_\_\_\_\_

New Details : \_\_\_\_\_

### New/Add/Temporary Request

☐ New Outlet ☐ Additional Terminal ☐ Temporary Terminal

☐ Wired ☐ Wireless

Merchant ID : \_\_\_\_\_  
Installation Address: \_\_\_\_\_  
S( )  
Installation Date : \_\_\_\_\_  
Crediting Account : \_\_\_\_\_  
Temp Retrieval Date and Time: \_\_\_\_\_ Time: \_\_\_\_\_

Receipt Header : \_\_\_\_\_  
Installation Contact: \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
Other Facility : ☐ AMEX ☐ DINERS  
Temp Retrieval Address: \_\_\_\_\_  
S( )

### Add MID/TID for E-commerce ONLY

**MID**

**TID**

Existing MID : \_\_\_\_\_  
Crediting Account: \_\_\_\_\_  
New URL Link : \_\_\_\_\_  
Facility Type : \_\_\_\_\_

DBA Name : \_\_\_\_\_  
Transaction Currency: \_\_\_\_\_  
Settlement Currency : ☐ SGD ☐ USD

### Termination Request

☐ Cease Business Operation ☐ Switch Acquiring Bank ☐ Change in Management  
☐ Others: \_\_\_\_\_

Merchant ID : \_\_\_\_\_  
Terminal ID : \_\_\_\_\_  
Contact Person : \_\_\_\_\_

Retrieval Address : \_\_\_\_\_  
S( )  
Retrieval Date : \_\_\_\_\_ Time: \_\_\_\_\_  
Contact Number : \_\_\_\_\_

### To Note:

- A programming fee per terminal will be chargeable by Vendor for any programming done on Card Terminals.
- For Company's Name / Crediting Account / Change of Mailing address authorized signature must be as per Bank Account Mandate.
- For other requests, authorized signature must be Company's Director or as per Bank Account Mandate.
- Additional one-time setup fee / annual fee may be imposed by DBS Bank for each request. Fees will be debited from existing Crediting Account upon acceptance.
- DBS Bank reserves the rights to vary Merchant Discount Rate (MDR) for each request.
- Please scan completed form to retailmerchant@dbs.com for processing. DBS will response your request within 5 working days upon receipt.

Authorised Signature/Company's Stamp

Authorised Signature/Company's Stamp

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_