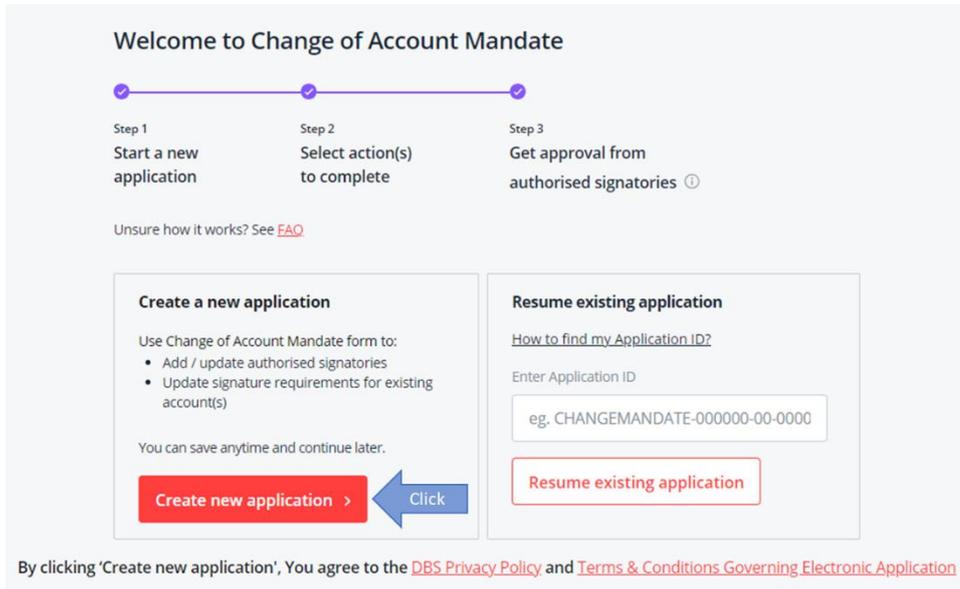


GUIDELINE TO COMPLETE CHANGE OF MANDATE FORM

1. Click on “Create new application” to start a new application.



Welcome to Change of Account Mandate

Step 1 Start a new application

Step 2 Select action(s) to complete

Step 3 Get approval from authorised signatories ⓘ

Unsure how it works? See [FAQ](#)

Create a new application

Use Change of Account Mandate form to:

- Add / update authorised signatories
- Update signature requirements for existing account(s)

You can save anytime and continue later.

Create new application > **Click**

Resume existing application

[How to find my Application ID?](#)

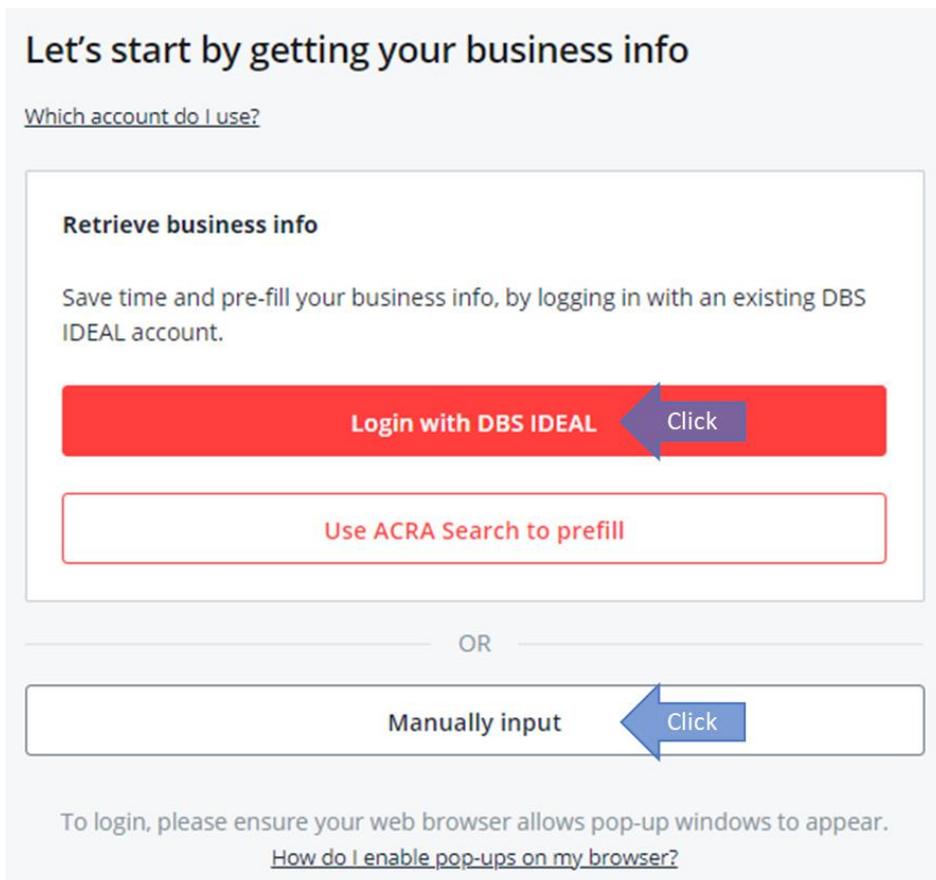
Enter Application ID

eg. CHANGEMANDATE-000000-00-0000

Resume existing application

By clicking 'Create new application', You agree to the [DBS Privacy Policy](#) and [Terms & Conditions Governing Electronic Application](#)

2. Select “Login with DBS IDEAL” (only if you have DBS IDEAL Account) or “Manually input”.



Let's start by getting your business info

[Which account do I use?](#)

Retrieve business info

Save time and pre-fill your business info, by logging in with an existing DBS IDEAL account.

Login with DBS IDEAL **Click**

Use ACRA Search to prefill

OR

Manually input **Click**

To login, please ensure your web browser allows pop-up windows to appear.
[How do I enable pop-ups on my browser?](#)

3. As the Form Applicant, enter your own name and related contact details. This is required as a OTP will be sent to you to proceed; and a SMS (with password to open the Form) will be sent to you once you complete the Form application.

Apply for Change of Account Mandate

Whose information do I fill in here?

Enter details to start

Full name as per NRIC/passport

Email

Mobile number

+65

An OTP will be sent to your mobile

4. Input details of your Organisation

Organisation Detail

Company Name

Business Registration Number (BRN) / Unique Entity Number (UEN)

I do not have Business Registration Number (BRN) / Unique Entity Number (UEN)
Business Registration Number (BRN) is required

Organisation ID (optional)

Entity type

5. Select the relevant options which you need to make a change (eg. Addition & Deletion of Authorised signatories)

What I would like to do with this form

- Add new authorised signatories, users, and/or cardholders
- Update existing specimen signature
- Change grouping for existing authorised signatories
- Remove user from list of authorised signatories
- Update signature requirements of your existing account(s)
- Remove/replace business stamp

Note: Sections can be amended on the left side of the page anytime during completion of Form

○ Application form

● **Add Authorised Signatories** →

● Remove User from List of Authorised Signatories

● Cheque Instructions

● Declaration Of Current Term Office Bearers

● Review Application

● Authorisation

 Edit sections

 Click for Amendments

6. If you have an existing Fixed Deposit account or have more than 1 account with DBS, and intend to apply the same authorised signatories changes to all the accounts, you may select “**All DBS accounts**”. Otherwise, you can select “**Specific DBS accounts**” and enter those specific account numbers to be updated.

I want the changes to be applied to the following accounts:

All changes made in this form will be applied to all the accounts stated. If you wish to have a different mandate change to other account(s), please submit a separate form.

- All DBS accounts
- Specific DBS accounts

Account number

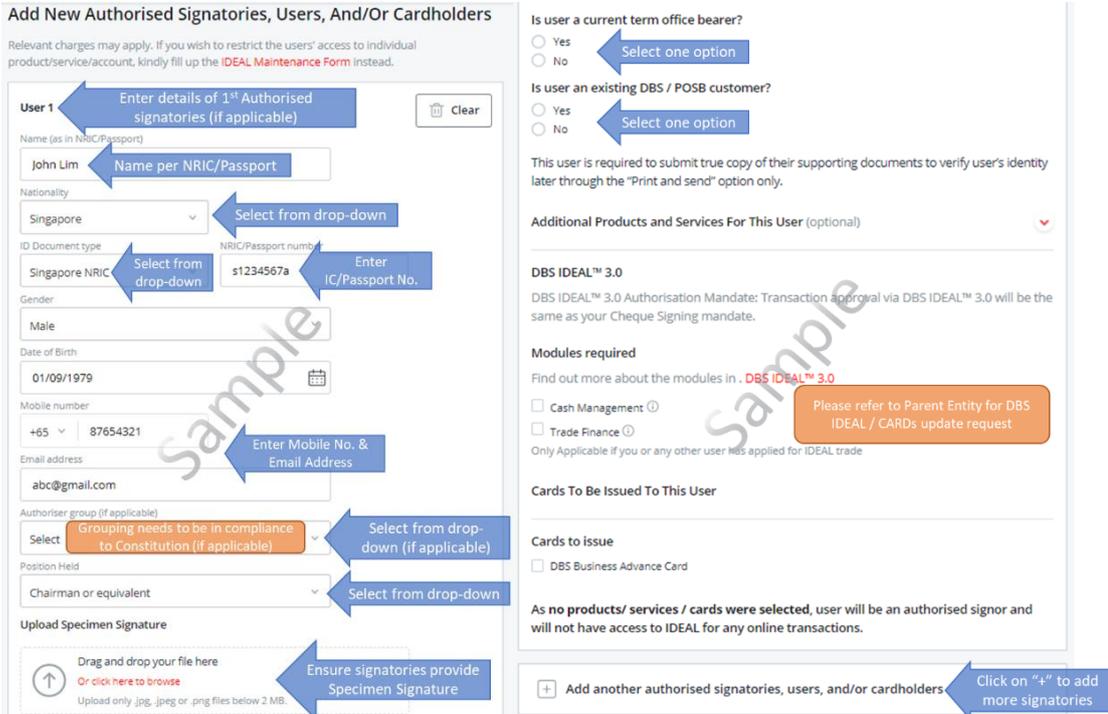


Omit dashes and spaces

- If you had selected the 1st option (Add new authorised signatories), enter the details of the Authorised signatories

Click on **“Next”** after completing the details of all Authorised signatories.

This 1st option can be unselected if you are not adding a new authorised signatory.



Add New Authorised Signatories, Users, And/Or Cardholders

Relevant charges may apply. If you wish to restrict the users' access to individual product/service/account, kindly fill up the **IDEAL Maintenance Form** instead.

User 1 Enter details of 1st Authorised signatories (if applicable) Clear

Name (as in NRIC/Passport): John Lim Name per NRIC/Passport

Nationality: Singapore Select from drop-down

ID Document type: Singapore NRIC Select from drop-down NRIC/Passport number: s1234567a Enter IC/Passport No.

Gender: Male

Date of Birth: 01/09/1979

Mobile number: +65 87654321 Enter Mobile No. & Email Address

Email address: abc@gmail.com

Authoriser group (if applicable): Select Grouping needs to be in compliance to Constitution (if applicable) Select from drop-down (if applicable)

Position Held: Chairman or equivalent Select from drop-down

Upload Specimen Signature: Drag and drop your file here Or click here to browse Upload only .jpg, .jpeg or .png files below 2 MB. Ensure signatories provide Specimen Signature

Is user a current term office bearer? Yes No Select one option

Is user an existing DBS / POSB customer? Yes No Select one option

This user is required to submit true copy of their supporting documents to verify user's identity later through the "Print and send" option only.

Additional Products and Services For This User (optional)

DBS IDEAL™ 3.0
DBS IDEAL™ 3.0 Authorisation Mandate: Transaction approval via DBS IDEAL™ 3.0 will be the same as your Cheque Signing mandate.

Modules required
Find out more about the modules in [DBS IDEAL™ 3.0](#)

Cash Management Trade Finance Please refer to Parent Entity for DBS IDEAL / CARDS update request

Only Applicable if you or any other user has applied for IDEAL trade

Cards To Be Issued To This User

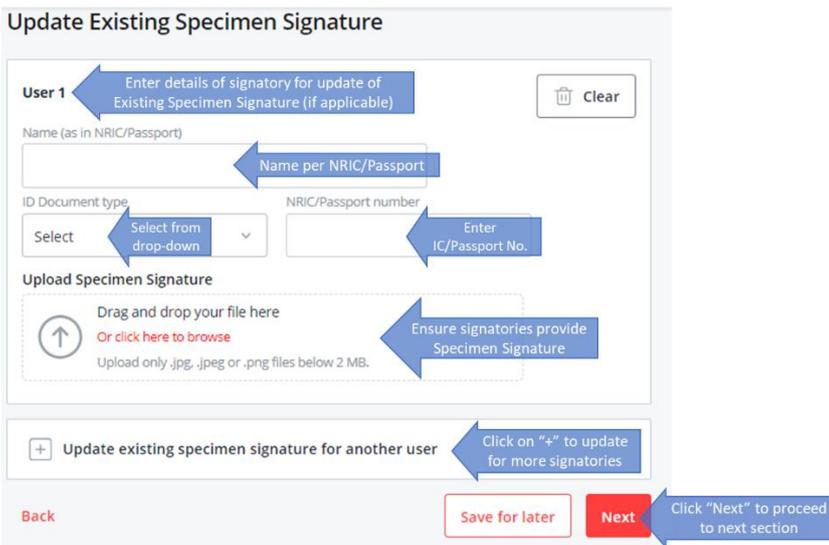
Cards to issue
 DBS Business Advance Card

As no products/ services / cards were selected, user will be an authorised signor and will not have access to IDEAL for any online transactions.

+ Add another authorised signatories, users, and/or cardholders Click on "+" to add more signatories

- If you had selected the 2nd option (**Update existing specimen signature**), enter the details of the authorised signatory. Click on **“Next”** after completing the details.

This 2nd option can be unselected anytime if you are not updating a specimen signature of an existing authorised signatory.



Update Existing Specimen Signature

User 1 Enter details of signatory for update of Existing Specimen Signature (if applicable) Clear

Name (as in NRIC/Passport): Name per NRIC/Passport

ID Document type: Select Select from drop-down NRIC/Passport number: Enter IC/Passport No.

Upload Specimen Signature: Drag and drop your file here Or click here to browse Upload only .jpg, .jpeg or .png files below 2 MB. Ensure signatories provide Specimen Signature

+ Update existing specimen signature for another user Click on "+" to update for more signatories

[Back](#) [Save for later](#) [Next](#) Click "Next" to proceed to next section

- If you had selected the 3rd option (**Change grouping for existing authorised signatories**), enter the details of the existing authorised signatory. Click on **“Next”** after completing the details.

This 3rd option can be unselected anytime if you are not changing the grouping of an existing authorised signatory.

Change grouping for existing authorised signatories

User 1
← Enter details of signer for Change of Existing signatories' Grouping (if applicable)
Clear

Name (as in NRIC/Passport)

← Name per NRIC/Passport

ID Document type

Select

← Select from drop-down

NRIC/Passport number

← Enter IC/Passport No.

New authoriser group

Select

← Select new group from drop-down

Grouping needs to be in compliance to Constitution (if applicable)

Update the above to DBS IDEAL Authorisation policy as well?

Yes, update DBS IDEAL Authorisation policy

No, do not update DBS IDEAL Authorisation policy

← Select No. Please refer to Parent Entity for DBS IDEAL / CARDS update request

+ Change grouping for another existing authorised signatory
← Click on “+” to update for more signatories

Back
Save for later
Next
← Click “Next” to proceed to next section

- If you had selected the 4th option (**Remove user from list of authorised signatories**), enter the details of the authorised signatory to be removed. Click on **“Next”** after completing the details.

This 4th option can be unselected anytime if you are not removing an existing authorised signatory.

Remove user from List of authorised signatories

User 1
← Enter details of signatories to be removed (if applicable)
Clear

Name (as in NRIC/Passport)

← Name per NRIC/Passport

ID Document type

Select

← Select from drop-down

NRIC/Passport number

← Enter IC/Passport No.

Remove this user's access to the following products/services/ cards (optional)

DBS IDEAL™ 3.0

DBS Corporate ATM Card

DBS Business Advance Card

← DO NOT tick. Please refer to Parent Entity for DBS IDEAL / CARDS update request

+ Remove another user from list of authorised signatories
← Click on “+” to remove more signatories

Back
Save for later
Next
← Click “Next” to proceed to next section

11. If you had selected the 5th option (**Update signature requirements of your existing account(s)**), enter the details of the new signature requirements. Click on **“Next”** after completing the details. This 5th option can be unselected anytime if you are not updating any signature requirements.

Update Signature Requirements
For each Multi-Currency Account, only one mandate may be provided (which will apply to all wallets within that account).

If authorisation limits are prescribed below, please specify the currency of such limits. The authorisation limits in the specified currency will be applied to the Accounts, and in the case of a Multi-Currency Account, to each wallet within the Multi-Currency Account. Any currency conversion for the purposes of ascertaining the authorisation limits will be made at our currency exchange rate in force at the relevant time.

For Associations, Clubs & Society, please ensure that your signature requirements comply with your constitution.

Signature Requirement needs to be in compliance to Constitution (if applicable)

Update signature requirements

For all amounts ← Select accordingly

Specific requirements for different amounts

Apply above signing requirements to DBS IDEAL™ Authorisation Policy (If DBS IDEAL™ Authorisation Policy is different from the above, please use **DBS IDEAL™ Maintenance form**, (optional) ← DO NOT select. Please refer to Parent Entity for DBS IDEAL / CARDS update request.

Back Ensure there are sufficient signatories to fulfil the Signature Requirement Save for later **Next** ← Click “Next” to proceed to next section

Scenario 1: “For all amounts” selection

- a) No Groupings involved: Select either of the below options

Update signature requirements

For all amounts

Signature Requirement

Any 1 Signatory required

Any 2 Signatories required

Any 3 Signatories required

Any 4 Signatories required

All Signatories required

← Select either option from drop-down

Apply above signing requirements to DBS IDEAL™ Authorisation Policy (If DBS IDEAL™ Authorisation Policy is different from the above, please use **DBS IDEAL™ Maintenance form**, (optional)

- b) Grouping involved: Select “Specific group combinations”

Update signature requirements

For all amounts

Signature Requirement

Specific group combinations ← Select this option

Group combination 1 ⓘ

- - - - ← Select combination from drop-down

In no particular order. Minimum of 2 groups.

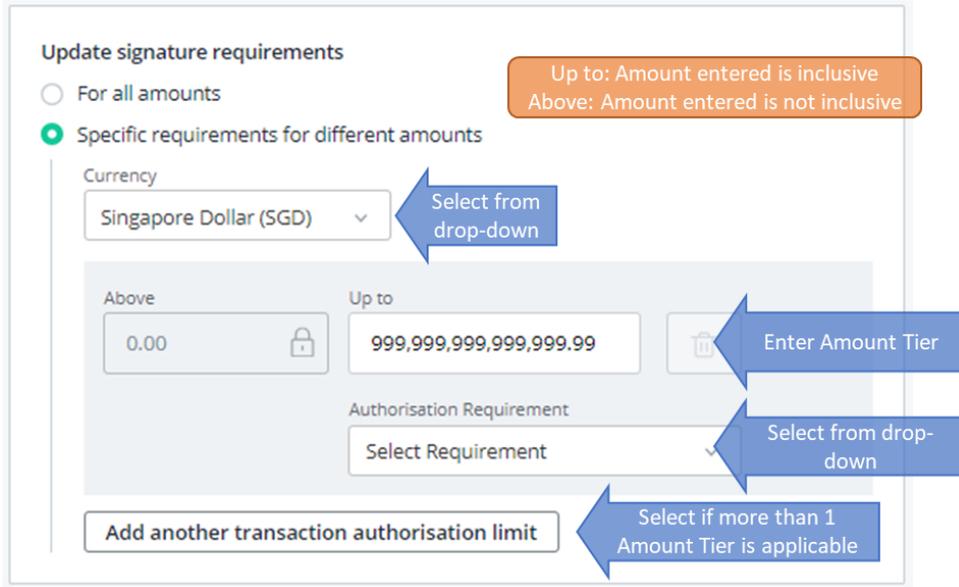
Add another group combination ← Select if more than 1 combination is applicable

Rule: Any 1 of the group combination(s) mentioned above

Specific requirements for different amounts

Scenario 2: Specific requirements for different amounts

For "Authorisation Requirement" selection, refer to Scenario 1 of Point 11



Update signature requirements

For all amounts

Specific requirements for different amounts

Currency: Singapore Dollar (SGD) ← Select from drop-down

Above: 0.00 Up to: 999,999,999,999,999.99 ← Enter Amount Tier

Authorisation Requirement: Select Requirement ← Select from drop-down

← Select if more than 1 Amount Tier is applicable

Up to: Amount entered is inclusive
Above: Amount entered is not inclusive

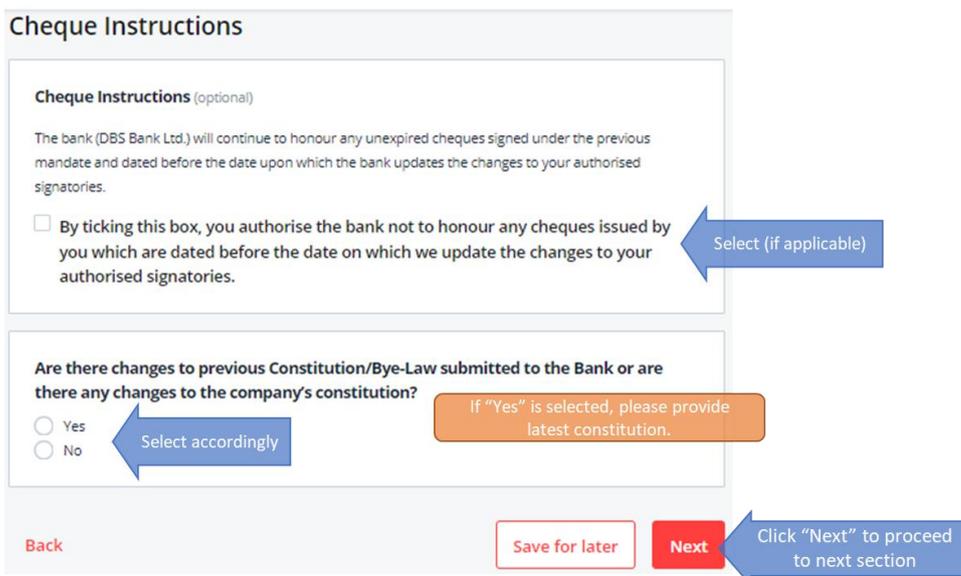
Note: Below option will appear if last amount is not 999,999,999,999,999.99, tick on the checkbox if last amount enter is the maximum authorisation limit.



Confirm that 1,000.00 is the maximum authorisation limit. ← Select if last amount is not 999,999,999,999,999.99

Otherwise please change the last amount to 999,999,999,999,999.99 or add another authorisation limit.

12. Complete the section (Cheque Instructions):



Cheque Instructions

Cheque Instructions (optional)

The bank (DBS Bank Ltd.) will continue to honour any unexpired cheques signed under the previous mandate and dated before the date upon which the bank updates the changes to your authorised signatories.

By ticking this box, you authorise the bank not to honour any cheques issued by you which are dated before the date on which we update the changes to your authorised signatories. ← Select (if applicable)

Are there changes to previous Constitution/Bye-Law submitted to the Bank or are there any changes to the company's constitution?

Yes ← Select accordingly If "Yes" is selected, please provide latest constitution.

No

← Click "Next" to proceed to next section

13. Complete the section (**Declaration of Current Term Office Bearers**).

Minutes of Meeting is not required for submission upon completion of this section.

Declaration Of Current Term Office Bearers

Designation	Name	NRIC/IDs
Chairman or equivalent	John Lim	s1234567
Secretary or equivalent		
Treasurer or equivalent		

Add another office bearer

Back **Save for later** **Next**

Minutes of Meeting is not required upon completing this section

Inherited from "Add Authorised Signatories" section

Enter Name & NRIC/IDs of other office bearers (Input as 'NA' if position is not applicable)

Select if more office bearer(s) is/are to be added

Click "Next" to proceed to next section

14. After completing all required Sections, please review your application in the Preview page.

You can click on "Edit" if you need to amend any information for that Section.

Preview

Review your input in all Sections

Organisation Detail

Company Name
AABB

Business Registration Number (BRN) / Unique Entity Number (UEN)
12345678

Entity type
Society/Club/Association/MCST

What I would like to do with this form
 Add new authorised signatories, users, and/or cardholders
 Update existing specimen signature
 Change grouping for existing authorised signatories
 Remove user from list of authorised signatories
 Update signature requirements of your existing account(s)
 Remove/replace business stamp

I want the changes to be applied to the following accounts:
All DBS accounts

[Edit](#)

Add new authorised signatories, users, and/or cardholders

User 1

Name
John Lim

Nationality
Singapore

ID Document type
Singapore NRIC

NRIC/ Passport Number
s1234567a

Gender
Male

Date of birth
01/09/1979

Mobile number
+65-87654321

Email
johnabc@gmail.com

Authoriser group (if applicable)
Chairman or equivalent

Position Held
Chairman or equivalent

Is user a current term office bearer?
Yes

Is user an existing DBS / POSB customer?
Yes

[Edit](#)

Click "Edit" if amendment is required

Click "Edit" if amendment is required

15. Click on **“Authorise Submission”** at the end of the page after reviewing the application and all information is correct as entered.

Confirmation By Customer

By signing below, you hereby represent, warrant and confirm to DBS Bank Ltd. (“DBS”) that:

1. You are duly authorized by the entity named in Section 1 (“Entity”) above to sign and deliver this form to DBS and you have read, understood and agree to the matters in this Form.
2. The signatory/signatories set out in Section 2 above are present officers of the Entity, occupying the positions stated and that the specimen signatures submitted are those of the respective signatories.
3. You may provide personal data to the Bank (including without limitation personal data of your office holder, employee, shareholder and beneficial owner) in connection with you establishing and maintaining your relationship with the Bank. You confirm that all information provided and documents submitted by you are true, complete and accurate. When providing any personal data to the Bank, you confirm that you are lawfully providing the data for the Bank to use and disclose for the purposes of:
 - a) providing products or services to you;
 - 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. The aforesaid shall be in addition and without prejudice to any right of disclosure that the Bank may have under any applicable law or pursuant to any agreement that you may enter into with the Bank from time to time.

In addition, DBS may use and rely on any personal data provided by you, and may disclose such personal data to service providers, to communicate, authenticate or otherwise deal with you and the Entity’s officer holders or employees in connection with the provision of banking products and services to the Entity.

4. Where if you appoint any Customer Self Administrator (“Administrator”), you agree that should any Administrator cease to be employed by the Entity, you undertake to inform DBS and you will submit the Change of Mandate to delete this Administrator’s user profile in IDEAL. You agree that the Entity shall not hold DBS liable for any act or omission by an Administrator who ceases to be employed by the Entity for which DBS is not informed.
5. You acknowledge that DBS will be updating its records with the details (including personal particulars) herein which would replace any existing details which DBS Bank Ltd. may have in its records.

You authorise DBS to honour all payment instructions signed in accordance with the stated signature requirements. You agree not to overdraw your account without prior arrangement and approval. You represent and warrant that you have the power and authority to sign and deliver this application Form and that the information given by you in this application Form and any other accompanying document(s) submitted to DBS are complete, true and accurate.

NOTE: For partnerships, authorisations from all partners are required. For a company which has furnished the Bank with a Board Resolution, the authorisers must be current authorised persons as specified in that document. For Associations, Clubs & Societies, authorisers must be any two of the existing / outgoing Chairman, Secretary, or Treasurer.

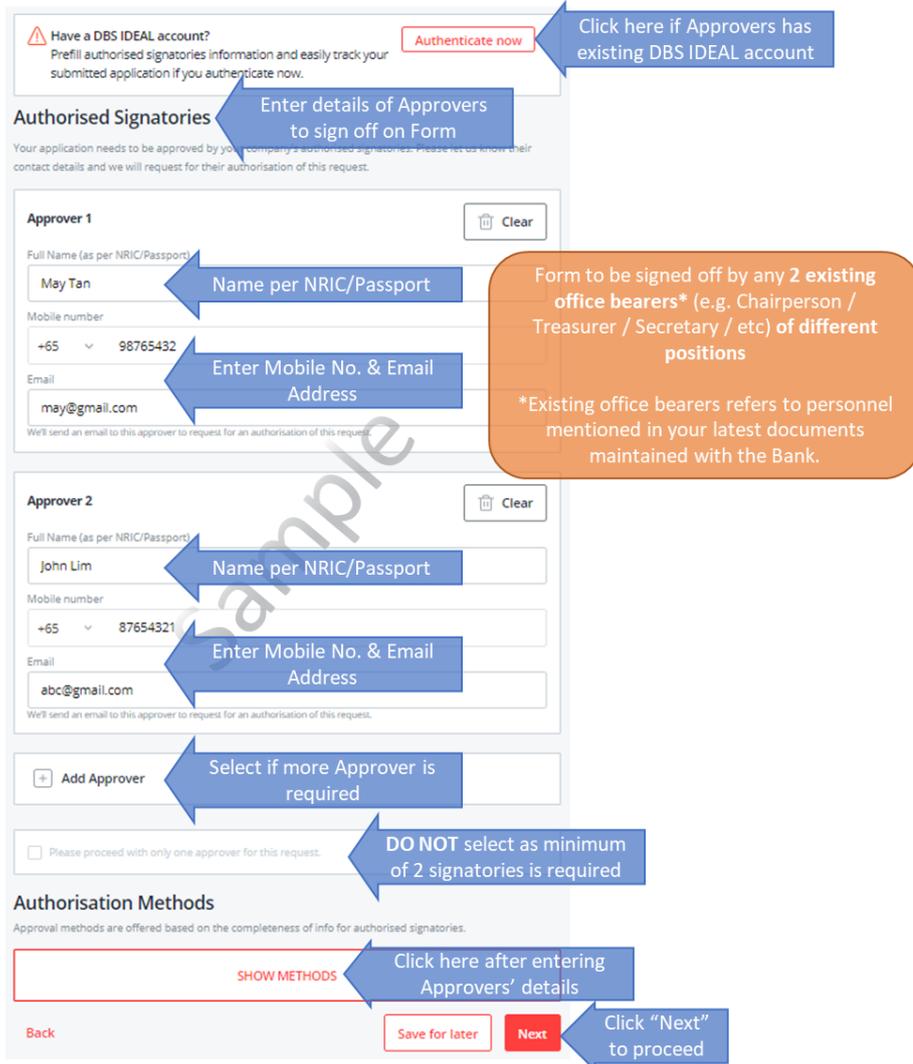
I/We hereby confirm that I/we have obtained copies of the **TERMS AND CONDITIONS GOVERNING ELECTRONIC APPLICATIONS**, which I/we have read, understood and accepted. By submitting this form, I/We hereby confirm that I/we have read, understood and agree to be bound by these terms (including the clause relating to the collection, processing, use and disclosure of personal data).

I understand and acknowledge the terms and conditions stated above.

[Back](#) [Save for later](#) [Authorise Submission](#)

Click “Authorise Submission” to proceed

16. Enter details of the person(s) (ie. Approver) who will be signing off on the Form.



Have a DBS IDEAL account?
Prefill authorised signatories information and easily track your submitted application if you authenticate now. [Authenticate now](#)

Authorised Signatories
Your application needs to be approved by your company's authorised signatories. Please let us know their contact details and we will request for their authorisation of this request.

Approver 1 [Clear](#)

Full Name (as per NRIC/Passport): **Name per NRIC/Passport**

Mobile number: **Enter Mobile No. & Email Address**

Email:

We'll send an email to this approver to request for an authorisation of this request.

Approver 2 [Clear](#)

Full Name (as per NRIC/Passport): **Name per NRIC/Passport**

Mobile number: **Enter Mobile No. & Email Address**

Email:

We'll send an email to this approver to request for an authorisation of this request.

[+ Add Approver](#) **Select if more Approver is required**

Please proceed with only one approver for this request. **DO NOT select as minimum of 2 signatories is required**

Authorisation Methods
Approval methods are offered based on the completeness of info for authorised signatories.

[SHOW METHODS](#) **Click here after entering Approvers' details**

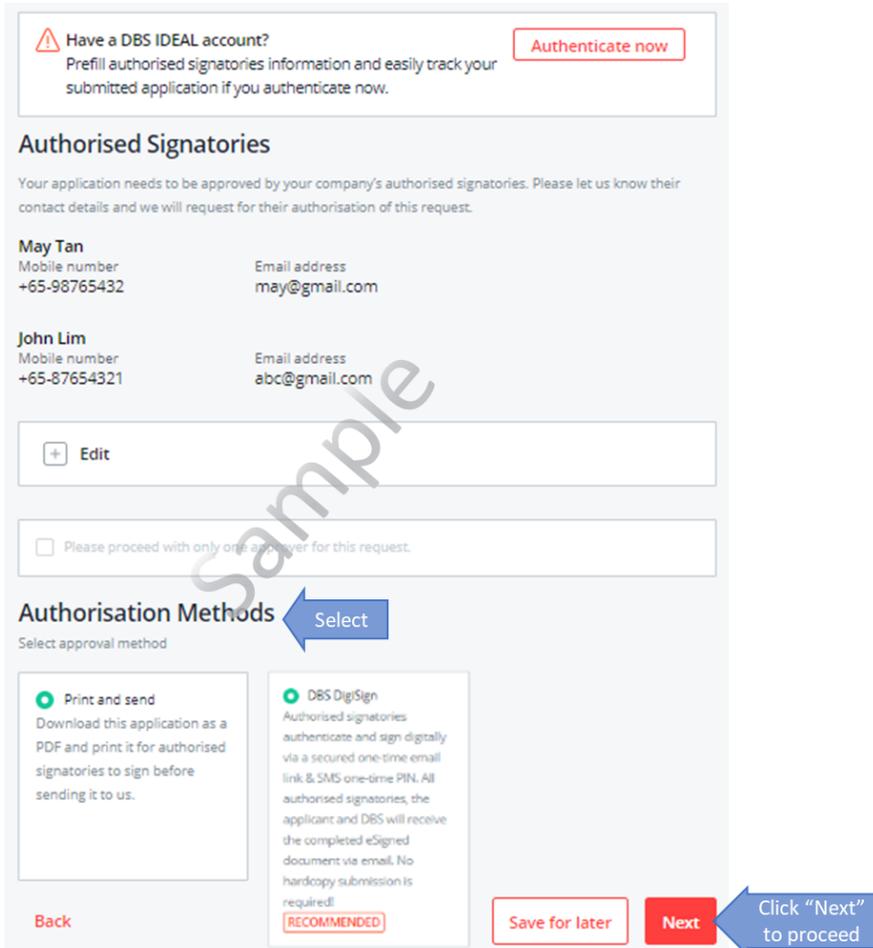
[Back](#) [Save for later](#) [Next](#) **Click "Next" to proceed**

Form to be signed off by any 2 existing office bearers* (e.g. Chairperson / Treasurer / Secretary / etc) of different positions

***Existing office bearers refers to personnel mentioned in your latest documents maintained with the Bank.**

17. Select either “**DBS DigiSign**” or “**Print and Send**” and click on “**Next**” to complete the online application.

“**DBS DigiSign**” option is only available if both Approvers have verified contact details maintained with the Bank. No hardcopy submission is required.



Have a DBS IDEAL account?
Prefill authorised signatories information and easily track your submitted application if you authenticate now. [Authenticate now](#)

Authorised Signatories

Your application needs to be approved by your company's authorised signatories. Please let us know their contact details and we will request for their authorisation of this request.

May Tan Mobile number +65-98765432	Email address may@gmail.com
John Lim Mobile number +65-87654321	Email address abc@gmail.com

[+ Edit](#)

Please proceed with only one approver for this request.

Authorisation Methods

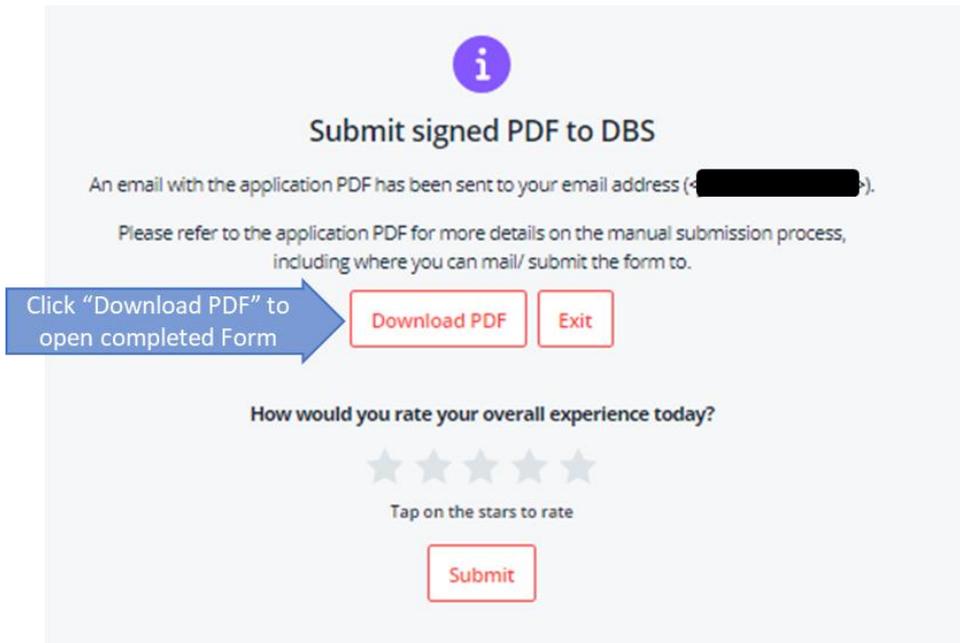
Select approval method

Print and send
Download this application as a PDF and print it for authorised signatories to sign before sending it to us.

DBS DigiSign
Authorised signatories authenticate and sign digitally via a secured one-time email link & SMS one-time PIN. All authorised signatories, the applicant and DBS will receive the completed eSigned document via email. No hardcopy submission is required!
RECOMMENDED

[Back](#) [Save for later](#) [Next](#) [Click "Next" to proceed](#)

18. For **“Print and Send”** option, click on **“Download PDF”** to download the completed Form. The password for the Form will be sent to the Form Applicant via SMS.



Submit signed PDF to DBS

An email with the application PDF has been sent to your email address (██████████).

Please refer to the application PDF for more details on the manual submission process, including where you can mail/ submit the form to.

Click **“Download PDF”** to open completed Form

Download PDF **Exit**

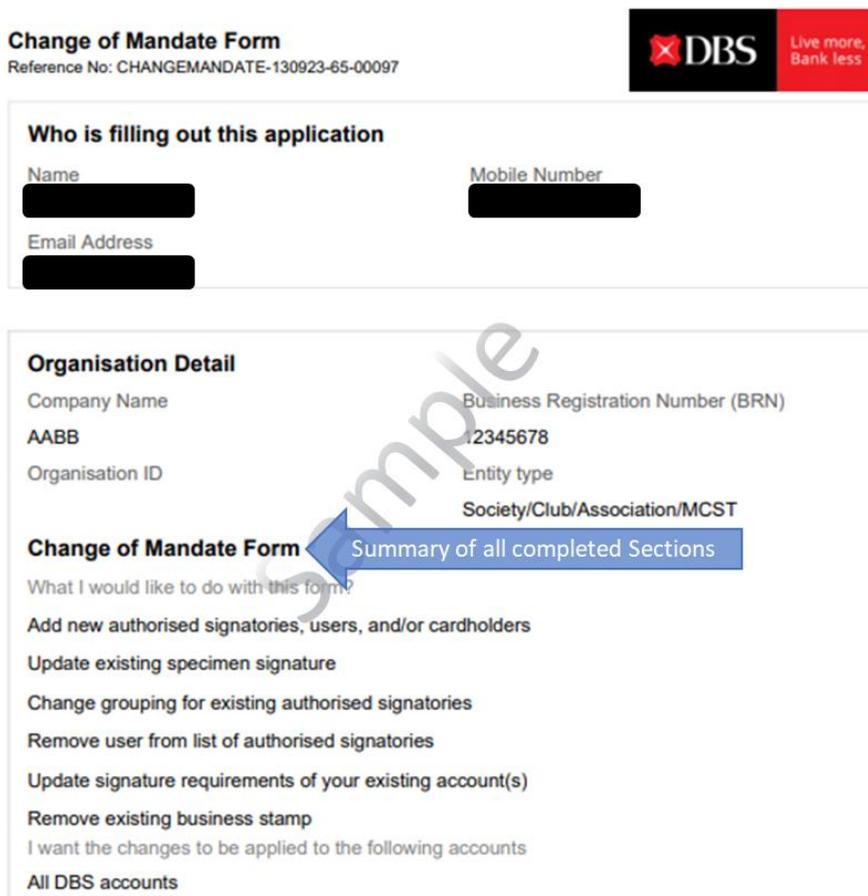
How would you rate your overall experience today?

★★★★★

Tap on the stars to rate

Submit

19. Review the pdf Form that you had downloaded, and ensure all information is entered correctly.



Change of Mandate Form
Reference No: CHANGEMANDATE-130923-65-00097

 **Live more, Bank less**

Who is filling out this application

Name: ██████████ Mobile Number: ██████████

Email Address: ██████████

Organisation Detail

Company Name: ██████████ Business Registration Number (BRN): 2345678

AAB: ██████████

Organisation ID: ██████████ Entity type: Society/Club/Association/MCST

Change of Mandate Form Summary of all completed Sections

What I would like to do with this form:

- Add new authorised signatories, users, and/or cardholders
- Update existing specimen signature
- Change grouping for existing authorised signatories
- Remove user from list of authorised signatories
- Update signature requirements of your existing account(s)
- Remove existing business stamp

I want the changes to be applied to the following accounts

All DBS accounts

20. Proceed to print out the Form using your printer; and request your Form Approvers to sign on the last page of the Form.

Change of Mandate Form
Reference No: CHANGEMANDATE-130923-65-00097

 **DBS** Live more, Bank less

You authorise DBS to honour all payment instructions signed in accordance with the stated signature requirements. You agree not to overdraw your account without prior arrangement and approval. You represent and warrant that you have the power and authority to sign and deliver this application Form and that the information given by you in this application Form and any other accompanying document(s) submitted to DBS are complete, true and accurate.

I/We hereby confirm that I/we have obtained copies of [TERMS AND CONDITIONS GOVERNING ELECTRONIC APPLICATIONS](#), which I/we have read, understood and accepted. By submitting this form, I/We hereby confirm that I/we have read, understood and agree to be bound by these terms (including the clause relating to the collection, processing, use and disclosure of personal data).

I understand and acknowledge the terms and conditions stated above.

Ensure the signatures are in accordance with our Bank's records OR arrange for them to be verified by a DBS/POSB bank staff.

NOTE: For partnerships, authorisations from all partners are required. For a company which has furnished the Bank with a Board Resolution, the authorisers must be current authorised persons as specified in that document. For Associations, Clubs & Societies, authorisers must be any two of the existing / outgoing Chairman, Secretary, or Treasurer.

Authorised Signatories

May Tan

Sign Here _____ Indicate Date _____
Signature Date

John Lim

Sign Here _____ Indicate Date _____
Signature Date

DBS Bank Ltd Co. Reg. No. 196800306E / Form No. 0097-v1/14092023 11:10 Page 11 of 11

21. Submit all pages of the Signed Form, together with all necessary documents (i.e Certified True Copy of Identification Document, Constitution, etc)

Mail to:
T&O-SG IBG Ops
Corporate Account Services
2 Changi Business Park Crescent
#04-06 DBS Asia Hub
Singapore 486029

22. Upon receipt of the Form, the Bank will process the request within 7 working days. A notification letter will be sent to you upon completion of **Change of Mandate** updates.