

**AUTHORISATION FOR CLOSURE OF ACCOUNT  
(NON-CORPORATE CUSTOMER ONLY)**

To: DBS Bank Ltd, Technology & Operations – Account Services, Simpang Bedok Post Office, PO Box 216, Singapore 914808

**NOTE:** Please use the guide overleaf to assist you in completing this form.

Please fill in the application form in BLOCK LETTERS.

Fields in Section marked with \* is mandatory, unless stated otherwise. Incomplete fields in mandatory section will result in the rejection of this application.

**(A) My Account Information \***

**I/We authorise you to close my/our following account with immediate effect.**

Account Number: \_\_\_\_\_ Account Type:  Personal  Joint-alt  Joint-all

Account Holder Name(s): \_\_\_\_\_ NRIC/PP No.(s): \_\_\_\_\_

Un-used Cheque numbers for cancellation (if applicable): From: \_\_\_\_\_ To: \_\_\_\_\_ Contact No.: \_\_\_\_\_

**(B) My Mailing Address\***

**Final statement/advice will be mailed to address provided below:**

Block No. \_\_\_\_\_ Unit No: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Street Name: \_\_\_\_\_ Country: \_\_\_\_\_

**(C) Payment Mode for Balance in Account To Be Closed (where applicable) \***

**I/We authorise you to pay me/us the balance amount from the above account via the payment mode indicated below:**

Credit to DBS/POSB Account No: \_\_\_\_\_

Cashier's Order payable to: \_\_\_\_\_

Demand Draft (*To provide Demand Draft application form*)  Telegraphic Transfer (*To provide Telegraphic Transfer application form*)

**(D) My/Our Other Banking Facilities Relating To The Account To Be Closed**

**I/We authorise you to update/cancel my related Banking facilities as indicated below:**

**Cards - Please change my Primary account linkage of the following ATM/Debit Card(s):**

Card No: \_\_\_\_\_ link to Primary Account No: \_\_\_\_\_

Card No: \_\_\_\_\_ link to Primary Account No: \_\_\_\_\_

**Internet Banking (iB)**

**Please change my/our Primary account linkage of my/our Internet Banking:**

**Please terminate my Internet Banking:**

iB of NRIC/PP No: \_\_\_\_\_ Primary Account No: \_\_\_\_\_ iB of NRIC/PP No: \_\_\_\_\_

iB of NRIC/PP No: \_\_\_\_\_ Primary Account No: \_\_\_\_\_ iB of NRIC/PP No: \_\_\_\_\_

**I/We hereby confirm that I/we have read and agree to the following (where applicable), and authorise DBS Bank to proceed with closing my/our above account:**

- (1) I/We agree that the Cashier's Order Terms and Conditions stated on page 2 of this form shall apply if I choose Cashier's Order as the payment mode for the balance in the account to be closed.
- (2) MySavings Account  
If my/our account to be closed is a MySavings Account and it has been nominated for my/our MSA Value Insurance policy, I/we understand I/we will not be entitled to the fixed-sum \$25/\$50 bonus interest and Family Benefit as per the Terms and Conditions Governing MSA Value Bonus Interest and the MSA Value Insurance policy terms once the account is closed.
- (3) Multi-Currency Autosave Account  
I/We understand that if the account to be closed is a Multi-Currency Autosave Account and it has been nominated as Primary Account for my/our DBS VISA Debit Card(s), the bank will proceed to terminate the DBS VISA Debit Card(s) as per the Terms and Conditions Governing the Multi-Currency Autosave Account and DBS Debit Card Agreement.
- (4) All my/our facilities and services will be terminated from the date of this request, including the following (where applicable):
  - a. ATM/Debit Card where there is no request to change the Primary account linkage in this form.
  - b. GIRO – I/we will make alternative arrangement(s) for payment(s) linked to the account to be closed.
  - c. Overdraft (OD) Facility linked to the account to be closed.
  - d. POSB Current Account linked to the account to be closed.

Authorised Signature/Thumbprint Account Holder	Authorised Signature/Thumbprint Account Holder
<b>Date:</b>	<b>Date:</b>

## Account Closure Guide - What you need to know:

<b>Section A</b>	<ul style="list-style-type: none"> <li>Please ensure all account holder(s) name is/are indicated on the form.</li> <li>If your account to be closed comes with a Cheque book, please provide the un-used cheque no. range and enclose them for our cancellation.</li> </ul>
<b>Section B</b>	<ul style="list-style-type: none"> <li>Mailing Address will be used for sending of correspondences relating to the account to be closed.</li> <li>If the provided mailing address is new, you may like to have it updated via iBanking.</li> </ul>
<b>Section C</b>	<ul style="list-style-type: none"> <li>Balance amount in the account to be closed will be paid to you via the payment mode indicated.</li> <li>If payment is made to a 3<sup>rd</sup> party via Cashier's Order, a fee will be chargeable and deducted from the balance of your account to be closed.</li> </ul>
<b>Section D</b>	<p><b><u>ATM/Debit Cards</u></b></p> <ul style="list-style-type: none"> <li>The Card No. and NRIC/PP No. provided must belong to any of the account holder(s) of the account to be closed.</li> <li>If the account to be closed <u>is the only account linked</u> to your existing ATM/Debit Cards, your card will be terminated automatically.</li> <li>If the account to be closed <u>is not the only account linked</u> to your existing ATM/Debit Cards, you may re-designate your account linked to the cards via this application form. The mailing address of Card and PIN will thus follow the re-designated Primary Account.</li> </ul> <p><b><u>Internet Banking (iB)</u></b></p> <ul style="list-style-type: none"> <li>The NRIC/PP No. provided must belong to any of the account holder(s) of the account to be closed.</li> <li>If the account to be closed is linked to your iB, please provide an active account for linking to your iB, failing which your iB will be terminated.</li> </ul>
<b>Authorised Signature</b>	<ul style="list-style-type: none"> <li>The required authorised signatory(ies) for closure of account will be according to the mandate of the account to be closed.</li> <li>If your account is a joint-all account, please ensure that all account holders signed this form.</li> <li>If you are unable to remember your registered signature with us, you may visit any POSB/DBS Branch for closure of the account. However, if you are residing overseas, please arrange for the Notary Public, Embassy, High Commission or Consulate of the country to issue documentary evidence of identity and witness your above signatures. Please also provide a copy of your passport(s) for our reference.</li> <li>To affix your thumbprint(s), please visit any DBS/POSB Branch with your passport(s)/identity card(s).</li> </ul>

## Cashier's Order Terms and Conditions

- In the event a refund from or repurchase by the Bank of the amount of the Cashier's Order is desired, refund or repurchase shall be made, at the Bank's discretion, to or from the Applicant, less all costs, charges and expenses. The Cashier's Order must be duly endorsed by the Applicant and returned to the Bank. The amount of the Cashier's Order refunded or repurchased may at the Bank's absolute discretion be credited into any of the account(s) the Applicant keeps or maintains with the Bank. The credit entry shall be reflected in your account statement/Savings Passbook.
- The Bank reserves the right to refuse to accept any application without assigning any reason.
- In the event that the Cashier's Order purchased is lost, stolen or destroyed, the Applicant may request for payment on the Cashier's Order to be stopped and for a replacement Cashier's Order to be issued, or a refund of the amount of the Cashier's Order purchased, and such request shall be subject to the Bank's consent and upon such conditions that the Bank may in its absolute discretion impose, including but not limited to the execution of an indemnity in favour of the Bank in such form as the Bank may specify and/or the provision of a notarized consent of the Payee in writing, in addition to any fees or charges that the Bank impose.
- The Bank shall not be liable for any loss or damage howsoever incurred save where such loss or damage is directly caused by the gross negligence or willful misconduct of itself or its employees.
- The Applicant consents to the Bank, its official employees, correspondents and agents disclosing any information relating to the Applicant's particulars, this application, the subject matter thereof and any transaction connected therewith and the Applicant's accounts and affairs as the Bank deems appropriate, and the Applicant agrees to be bound by the DBS Privacy Policy. The DBS Privacy Policy is available at [www.dbs.com/privacy](http://www.dbs.com/privacy) or from any DBS or POSB branch.
- A debit entry for the amount transacted and charges (if any) shall be reflected in your account statements/savings passbook, where applicable. No transaction advice will be sent to you with regards to this application.
- The Bank reserves the right to revise all charges from time to time, or to add, alter, vary and modify any or all of the above terms and conditions at any time at its discretion without prior notice.
- These Terms and Conditions are subject to the laws of Singapore and the Applicant submits to the exclusive jurisdiction of the Singapore Courts.