Change of Company Mandate Checklist

This checklist outlines the key documents and requirements for submitting a Change of Mandate request for your corporate account(s), to ensure successful submission and smooth processing.

[A] DOCUMENTS REQUIRED[1]	Sole Proprietorship	Partnership	Company	Society / Club / Association / MCST
Certified true copy[2] of IC/Passport of New Authorized Signatory	✓	✓	✓	✓
Certified true copy[2] of Proof of Residential Address in English, bearing the name and address of all New Authorized Signatories • Document is dated within the last 3 months • Document Examples: Utility/Phone Bill, Bank Statement, Government Correspondence, Identity Card, etc.	✓	✓	✓	✓
Constitution/Bye-Law[3] if there are changes to previous copy submitted to the Bank	Not Applicable		✓	✓
Certificate of Incumbency[3] OR Register of Directors[3] or equivalent, if signed by Company Director(s) and Company is not registered in Singapore • Document validity is within 12 months from this application	Not Applicable		✓	Not Applicable

Updated: 13 Oct 2025

[B] REQUIREMENTS TO TAKE NOTE	Sole Proprietorship	Partnership	Company	Society / Club / Association / MCST
When Authorized Parties sign off the instruction, if Authorized Party: • Does <u>not</u> have existing DBS/POSB account/product, please arrange for the Authorized Party to be verified by RM/Branch staff or Suitable Certifier listed[3] • <u>Has</u> existing DBS/POSB account/product, please ensure the specimen signature is in accordance to the Bank records	**Types of Instruction accepted:** **Change of Mandate Form** Signed by Sole Proprietor	**Type of Instruction accepted:** **Change of Mandate Form** Signed by All Partners	**Types of Instruction accepted:** **Board Resolution** Signed by 2 Directors, or 1 Director + 1 Company Secretary **Change of Mandate Form** Signed by current authorized person(s) as specified in the Board Resolution or Minutes of Meeting **Change of Mandate Form** (based on **Highest Mandate)** Only applicable if Board Resolution covers the clauses whereby the Highest Mandate can instruct the Bank. Highest Mandate refers to Signer(s) who is/are able to operate the highest tier amount .e.g. <S$100:1B, Any amount:1C – Highest mandate will be 1C. Signers who are tagged to group C can sign off the instruction	**Types of Instruction accepted:** **Minutes of Meeting or Change of Mandate Form** Signed by 2 Outgoing Officer Bearers with different positions held based on constitution rights (E.g existing Chairman and Treasurer) Or 1 Outgoing and 1 Incoming Officer Bearer with different positions held based on constitution rights (E.g existing Chairman and new Secretary) *Minutes of Meeting is not required if you are submitting Change of Mandate PWEB Form,

Change of Mandate updates **must comply with the Signature Requirements / Constitution Rights**	E.g. If existing Signature Requirements is Any amount: 1A+1B, Add signatory either from group A or B, or revise the existing Signature Requirements. If you would like to add signatory from group C, do also make changes to existing Signature Requirements to Any amount: 1A+1B+1C E.g. If existing Signature Requirements is Any amount: Any Two and have only two signatories, Change existing Signature Requirements to Any amount: Anyone, if the intent is to remove one signatory	E.g. If the Constitution is cheque to be signed by Chairman and Treasurer/ Secretary, Indicate the position held i.e. either Chairman/Treasurer/Secretary, if you are adding a new signatory When assigning groupings for adding or changing an account signatory, the groupings must comply with the Constitution. E.g. if the Constitution specifies the Chairman and Treasurer/Secretary, the Chairman must be in a unique group. The Chairman should be the compulsory signer in Group A, and the Treasurer/Secretary cannot be included in the same group.
Ensure full **list of Active Office Bearers** are being listed	Not Applicable	All New term and Existing Term Officer Bearers have to be indicated under the "Declaration of Full List Active Office Bearers" section

Old Office Bearers should be deleted	Not Applicable	Office Bearers who are Authorized Signatories but are no longer elected in the new term should be **removed** as Authorized Signatories.

[1] The Bank may request additional documents.
[2] IC/Passport is to be certified true* by practising Solicitor/Lawyer/Notary Public/Certified Public or Professional Accountant/Auditor/Chartered Secretary in a FATF member country OR by Bank Staff. The party certifying the IC/Passport cannot certify his/her own IC/Passport. Please refer **here** for the list of FATF member countries.
[3] To be certified true* by following external certifiers (e.g. not a company's employee): practising Solicitor/Lawyer/Notary Public/Certified Public or Professional Accountant/Auditor/Chartered Secretary in a FATF member country OR by Bank Staff. Please refer **here** for the list of FATF member countries.
* The following information is required:

a) Insert wording: "Certified True Copy"
b) Name and Signature of certifier
c) Occupation/Title of certifier
d) Name of certifier's Firm/Company (eg. CPA Firm/Law Firm/corporate service provider/corporate secretarial services)
e) Country of practice of certifier
f) Professional Registration/ID number of certifier (where applicable)
g) Date