

## DBS IDEAL Maintenance Supporting Documents Checklist

This checklist outlines the key documents and requirements for submitting an IDEAL Maintenance request for your company DBS IDEAL profile, to ensure successful submission and smooth processing. Please ensure that all supporting documents are/translated in English.

[A] DOCUMENTS REQUIRED <sup>1</sup>	Sole Proprietorship	Partnership	Company	Society / Club / Association / MCST
Certified true copy <sup>2</sup> of IC/Passport of all New Transaction Approver, Customer Self-Administration (CSA) user, Electronic Banking (EB) Signatories.	✓	✓	✓	✓
Certified true copy <sup>2</sup> of Proof of Residential Address in English, bearing the name and address of all New Transaction Approver, Customer Self-Administration (CSA) user, Electronic Banking (EB) Signatories. <ul style="list-style-type: none"> <li>• Document is dated within the last 3 months</li> <li>• Document Examples: Utility/Phone Bill, Bank Statement, Government Correspondence, Identity Card, etc.</li> </ul>	✓	✓	✓	✓
Constitution/Bye-Law <sup>3</sup> if there are changes to previous copy submitted to the Bank	Not Applicable			✓
Certificate of Incumbency <sup>3</sup> OR Register of Directors <sup>3</sup> or equivalent, if signed by Company Director(s) and Company is not registered in Singapore <ul style="list-style-type: none"> <li>• Document validity is within 12 months from this application</li> </ul>	Not Applicable		✓	Not Applicable

<b>[B] REQUIREMENTS TO TAKE NOTE</b>	<b>Sole Proprietorship</b>	<b>Partnership</b>	<b>Company</b>	<b>Society / Club / Association / MCST</b>
<p><b>When Authorized Parties sign off the instruction, if Authorized Party:</b></p> <ul style="list-style-type: none"> <li>• 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<sup>3</sup></li> <li>• <u>Has</u> existing DBS/POSB account/product, please ensure the specimen signature is in accordance to the Bank records</li> </ul>	<p><b>Types of Instruction accepted:</b></p> <p><b>IDEAL Maintenance Form</b> Signed by Sole Proprietor</p>	<p><b>Type of Instruction accepted:</b></p> <p><b>IDEAL Maintenance Form</b> Signed by All Partners</p>	<p><b>Types of Instruction accepted:</b></p> <p><b>Board Resolution</b> Signed by 2 Directors, or 1 Director + 1 Company Secretary</p> <p><b>IDEAL Maintenance Form</b> Signed by current authorized person(s) as specified in the Board Resolution or Minutes of Meeting</p> <p><b>IDEAL Maintenance Form (based on Highest Mandate)</b> 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. &lt;S\$100:1B, Any amount:1C – Highest mandate will be 1C. Signers who are tagged to group C can sign off the instruction</p>	<p><b>Types of Instruction accepted:</b></p> <p><b>IDEAL Maintenance Form</b> Signed by 2 Existing/Outgoing Officer Bearers with different positions held based on constitution rights (E.g. existing Chairman and Treasurer) Or 1 Existing/Outgoing and 1 Incoming Officer Bearer with different positions held based on constitution rights (E.g. existing Chairman and new Secretary)</p>

<sup>1</sup> The Bank may request additional documents.

<sup>2</sup> The party certifying the IC/Passport cannot certify his/her own IC/Passport. 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 (refer [here](#) for the list of FATF member countries) OR by Bank Staff.

If the country is **not** listed in the FATF [list](#), the document is to be certified true by a member of the Judiciary/ Officer of an Embassy, Consulate or High Commission/ Justice of the Peace in the country/jurisdiction concerned OR by Bank Staff who has sighted the original documents.

<sup>3</sup> 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 (e.g. 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