


















Type of Changes	Document(s) Required									
Change in Authorised Signatories/Signature/Signing Condition	1. Certified true copies of NRIC/Passport of New Authorised Signatories									
	2. Certified true copies of proof of residential address for new Authorised Signatories eg. NRIC, Telco bill, Bank statement (Telco bill and Bank statement dated within last 3 months from the date indicated on this update form)									
	(Person certifying cannot certify his/her own NRIC/Passport/Residential address proof)									
	Photocopied identification documents must be certified true by*									
	<table><tr><td>Private Limited</td><td>Partnership / Limited Partnership</td><td>Limited Liability Partnership</td><td>Sole Proprietor</td><td>Society / Club / Association</td></tr><tr><td><div> Any 1 Director</div></td><td><div><div> Any 2 Partners (For Partnership only)</div><div> Any General Partner (For Limited Partnership only)</div></div></td><td><div> Any 2 Partners</div></td><td><div> Business Owner</div></td><td><div> Any 2 Office Bearers</div></td></tr></table>	Private Limited	Partnership / Limited Partnership	Limited Liability Partnership	Sole Proprietor	Society / Club / Association	<div> Any 1 Director</div>	<div><div> Any 2 Partners (For Partnership only)</div><div> Any General Partner (For Limited Partnership only)</div></div>	<div> Any 2 Partners</div>	<div> Business Owner</div>
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<p><i>* Only applicable for local incorporated company. Requirement may differ for foreign incorporated company.</i></p>										
<p><b>For Foreign Incorporated Companies only</b></p> <p>► <i>Certificate of Incumbency (Issued no earlier than 6 months prior to the date indicated on this update form)</i></p>										
Change in NRIC/Passport Number	Singaporean and Malaysian: New NRIC copy Foreigner: New passport copy									
Change of Business Name	Latest ACRA Business Profile with New Business Name									
Change in Business Registered Address	Latest ACRA Business Profile with New Registered Address									
Change in Contact Person Details	No additional document required									

Please refer below if there are changes to:

- Board Resolution/Minutes of Meeting and/or
- Constitution of the Company/By-Laws

## 1. Board Resolution/Minutes of Meeting

### (A) Pte Ltd/LLP

- ▶ If a new Board Resolution has been passed (bank's standard/company's), please submit such new Board Resolution certified by 2 Directors or a Director and the Company Secretary.

### (B) Society/Club/Association

- ▶ If new Minutes of Meeting have been passed, please submit such new Minutes of Meeting certified by 2 office bearers of different functions.

## 2. Constitution of the Company/By-Laws

### (A) Pte Ltd

- ▶ If there are changes to the Constitution of your company, please submit the latest Constitution of the Company certified by a Director or the Company Secretary.

### (B) Society/Club/Association

- ▶ If there are changes to your By-Laws, please submit a copy of such new By-Laws of your Society/Association/Club certified by 2 office bearers of different functions.

If there are changes to the Authorised Users of ebanking services such as Velocity@ocbc, eAlerts@ocbc and Business Phonebanking, please submit the respective forms found on our website: [www.ocbc.com/business-banking/forms.html](http://www.ocbc.com/business-banking/forms.html)

**(This page is meant to be left blank intentionally.)**

All information is required unless stated.

## 1 Your account details

Name of Company/Account Name

Business registration number

## 2 For which account(s) does this update apply? ▶ Please tick/fill in accordingly

☐ All OCBC Accounts (Current/Time Deposit/Call Accounts)

☐ Only the following OCBC accounts    1.     2.

3.     4.

## 3 What are your changes in Authorised Signatories/Signature/Signing Condition\*?

For additional authorised signatories, please list all person(s) authorised to sign or accept for and on behalf of the company/association/club/society/firm cheques, bills of exchange, orders to pay and any other instruments in respect of the Account(s). This shall be in addition to existing Authorised Signatories to the Account(s).

Change Required	Details	Group (if applicable)	Specimen Signature (mandatory for new authorised signatory)
<input type="checkbox"/> Add	Name		
<input type="checkbox"/> Update Details	NRIC/Passport No.		
<input type="checkbox"/> Remove	Designation		
<input type="checkbox"/> Add	Name		
<input type="checkbox"/> Update Details	NRIC/Passport No.		
<input type="checkbox"/> Remove	Designation		
<input type="checkbox"/> Add	Name		
<input type="checkbox"/> Update Details	NRIC/Passport No.		
<input type="checkbox"/> Remove	Designation		
<input type="checkbox"/> Add	Name		
<input type="checkbox"/> Update Details	NRIC/Passport No.		
<input type="checkbox"/> Remove	Designation		
<input type="checkbox"/> Add	Name		
<input type="checkbox"/> Update Details	NRIC/Passport No.		
<input type="checkbox"/> Remove	Designation		

### Signing conditions ▶ Tick one only

☐ As per existing records

☐ To replace existing records with the following condition (Please circle accordingly)

1. Singly      2. Any Two      3. Others

☐ To update for signatories indicated above with the following condition (Please circle accordingly)

1. Singly      2. Any Two      3. Others

### Note\*

- The above changes are applicable only for Authorised Signatories (person(s) authorised to sign or accept cheques and any other instruments) of the account. Any amendment to the list of Authorised Persons shall only be made by amending resolutions duly passed or otherwise in accordance with your Board Resolution.
- Signature specimen of new Authorised signatories with no existing bank's record have to be duly verified by a bank officer.

**4 What are your changes for contact person?** ▶ *authorised to receive communication from us and communicate customer information to us*

☐ Tick to instruct bank to **replace all existing contact person record(s) with the information below.**  
Otherwise please indicate the type of change required.

Change Required	Details	
<input type="checkbox"/> Add	Contact Name	NRIC/Passport No.
<input type="checkbox"/> Update Details	Office number ▶ <i>+(country code) - (area code, for non SG number) - (contact number)</i>   +	Office Fax No.
	Mobile number ▶ <i>+(country code) - (contact number)</i>   +	Email Address
<input type="checkbox"/> Remove		
<input type="checkbox"/> Add	Contact Name	NRIC/Passport No.
<input type="checkbox"/> Update Details	Office number ▶ <i>+(country code) - (area code, for non SG number) - (contact number)</i>   +	Office Fax No.
	Mobile number ▶ <i>+(country code) - (contact number)</i>   +	Email Address
<input type="checkbox"/> Remove		
<input type="checkbox"/> Add	Contact Name	NRIC/Passport No.
<input type="checkbox"/> Update Details	Office number ▶ <i>+(country code) - (area code, for non SG number) - (contact number)</i>   +	Office Fax No.
	Mobile number ▶ <i>+(country code) - (contact number)</i>   +	Email Address
<input type="checkbox"/> Remove		

## 5 Your change In Address

☐ Business Registered Address\* ☐ Mailing Address

Postal code

*\* Change in business registered address will be updated for all OCBC accounts.*

**6a Your change in Business Name** ▶ *Please specify new business name*

**6b** With the change in your Business Name, is there a change in the principal activity(ies) for your business?

► Please tick only if your principal activity(ies) has changed

☐ I declare that the principal activity(ies) for my business has changed as updated in ACRA.

☐ I declare that the principal activity(ies) for my business has changed but not updated in ACRA. ▶ Please describe your new principal activity(ies) below

## Important notes

**Cheque instruction:**

OCBC Bank will continue to honour any unexpired cheques signed under the previous mandate dated prior to the date upon which the bank completes its update of your requested changes.

**Please ensure this form is signed accordingly:**

- For Sole proprietor: the Sole proprietor to sign
- For Partnership: All partners to sign
- For Pte Ltd or LLP, refer to Board Resolution
- For Association/clubs/school/management committee, refer to Minutes of Meeting

## 7 Agreement

To: Oversea-Chinese Banking Corporation Limited ("OCBC Bank")

I/We hereby certify and confirm that the person(s) whose signature(s) appear above and acting according to the signing condition/mandate indicated above are authorised to draw, sign, endorse, accept or make for or on my/our behalf all cheques, bills of exchange, orders to pay and other instructions (even if, where permitted by the Bank the relevant account is or will become overdrawn) in respect of or in connection with the Account(s), even though the payment is for the benefit of any employee, authorised person/signatory or individual order of any signing person without the Bank having to enquire into the circumstances or being liable in any way in respect of such payment and the Bank be and is authorised to honour any such cheques, bill of exchange, orders to pay and any other instruments.

The person(s) whose information appear(s) above is/are authorised to perform and effect the above services opted by me/us at any time and from time to time for and on my/our behalf in relation to the abovementioned Account(s). I/We confirm that the abovementioned Authorised Signatories has/have sufficient authority to perform and effect all transactions of such services for and on my/our behalf and all such transactions shall be binding and conclusive on me/us.

I/we have read and understood the Bank's Business Account Terms and Conditions. We agree to abide and be bound by the aforesaid Terms and Conditions and any amendments, alterations and additions thereto as may from time to time be made.

By signing below, I/we confirm that I am/we are authorised to sign the account update form for and on behalf of the company/association/club/society/partnership.

Signature	Signature	Signature
Authorised Person Name	Authorised Person Name	Authorised Person Name
<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
Date ▶ DD/MM/YY	Date ▶ DD/MM/YY	Date ▶ DD/MM/YY
<div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 15px;"></div></div><div>/</div><div><div style="border-bottom: 1px solid black; width: 15px;"></div></div></div> <div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 15px;"></div></div><div>/</div><div><div style="border-bottom: 1px solid black; width: 15px;"></div></div></div>	<div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 15px;"></div></div><div>/</div><div><div style="border-bottom: 1px solid black; width: 15px;"></div></div></div> <div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 15px;"></div></div><div>/</div><div><div style="border-bottom: 1px solid black; width: 15px;"></div></div></div>	<div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 15px;"></div></div><div>/</div><div><div style="border-bottom: 1px solid black; width: 15px;"></div></div></div> <div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 15px;"></div></div><div>/</div><div><div style="border-bottom: 1px solid black; width: 15px;"></div></div></div>



Complete and return this form to us at:

**Oversea-Chinese Banking Corporation Limited, Account Services, Bras Basah Post Office, Locked Bag Service No. 8, Singapore 911886**

For bank's use

For Bank's use (with signing code, if applicable)				For Account Services' use	
Industry code*	Attended By**	Verified/Authorised By/Date	Branch/Dept Name	Input By/Date	Verified/Authorised By/Date

\*Business unit to furnish industry code if customer has specified the new principal activity(ies)

\*\*ACRA Business Profile is required (ACRA printout must be dated within 3 months)