OCBC Bank

Oversea-Chinese Banking Corporation Limited
65 Chulia Street OCBC Centre Singapore 049513
Tel: (65) 6538 1111
www.ocbc.com

APPLICATION PROCEDURE FOR PHONEBANKING & ATM

1. Complete the relevant section(s) of the application form

At least 1 Authorised User is to be appointed for each service applied. The Authorised User(s) must be present at the branch to personally collect the Corporate ATM card(s).

2. Application will be processed as follows upon receipt of completed forms

PhoneBanking : Same day for application processed at the branch
ATM : Same day for application processed at the branch

3. Notes on PhoneBanking & ATM

PhoneBanking Services

Service Type 1	Service Type 2	Service Type 3
• Balance Enquiry • Bill Payment • Cheque Book Request • Cheque Status Enquiry • Funds Transfer • Statement Enquiry • Statement Request • Stop Cheque	• Balance Enquiry • Bill Payment • Funds Transfer • Statement Enquiry	• Balance Enquiry • Cheque Book Request • Cheque Status Enquiry • Statement Enquiry • Statement Request • Stop Cheque

Corporate ATM Services

All Services	Service Type 1	Service Type 2	Service Type 3
• Balance Inquiry • Bill Payment • Cash Deposit • Cash Withdrawal • Cashcard Refund • Cashcard Top-up • Cheque Book Request • Cheque Inquiry • Funds Transfer • Nets • Pin Change • Statement Printout	• Balance Inquiry • Bill Payment • Cash Deposit • Cash Withdrawal • Cashcard Refund • Cashcard Top-up • Funds Transfer • Nets • Pin Change	• Balance Inquiry • Cash Deposit • Cashcard Refund • Cheque Book Request • Cheque Inquiry • Pin Change • Statement Printout	• Cash Deposit • Cashcard Refund • Pin Change

4. Billing Organisations

Country Clubs and Societies:
National University of Singapore Society
Orchid Country Club
Raffles Country Club
SAFRA National Service Association
Singapore Cricket Club
Singapore Soka Association
Singapore Island Country Club
Singapore Swimming Club
The American Club
The Law Society of Singapore
National Service Resort & Country Club

Credit Cards:
American Express International Inc.
OCBC/Fairprice Plus Credit Card*#
OCBC/FP Plus Card
Diners Club (S) Pte Ltd

Departmental Stores and Retail Services:
C K Tang Ltd
Courts (Singapore) Ltd
Isetan (S) Limited
Singapore Press Holdings Ltd

Education:
National University of Singapore
Republic Polytechnic

Financial Institutions:
GE Personal Credit Pte Ltd
OCBC Auto Loan
iFAST Financial Pte Ltd

Government and Statutory Boards:
Housing & Development Board
URA Property Mkt Info Svc
URA Housing Developer License
URA Processing Fee (DC Submission)

Insurance:
American International Assurance Co Ltd
Great Eastern Life Assurance Co Ltd
NTUC Income Insurance Co-operative Limited
Overseas Assurance Corp Ltd (General)
Overseas Assurance Corp Ltd (Life)

Internet and Other Service Providers:
Pacific Internet Limited
StarHub Cable Vision Limited#
Metro Parking (S) Pte Ltd
Bukit Batok Driving Centre Ltd

Securities Firms:
DMG & Partners Securities Pte Ltd
AMFraser Securities Pte Ltd
CIMB-GK Securities Pte Ltd
Kim Eng Securities Pte Ltd
Lim & Tan Securities Pte Ltd
OCBC Securities Pte Ltd
OCBC-SOS
Phillip Securities Pte Ltd
Westcomb Securities Pte Ltd

Taxes and Fines:
Income Tax
Property Tax
LTA - Fine Payment*
URA Fines*

Town Councils:
Aljunied Town Council
Ang Mo Kio Town Council
Bishan-Toa Payoh Town Council
East Coast Town Council
Holland-Bukit Panjang Town Council
Hong Kah Town Council
Hougang Town Council
Jalan Besar Town Council
Jurong Town Council
Marine Parade Town Council
Pasir Ris - Punggol Town Council
Potong Pasir Town Council
Sembawang Town Council
Tampines Town Council
Tanjong Pagar Town Council
West Coast Ayer Rajah Town Council

Utilities and Telecommunications:
MobileOne Ltd
Nexwave Telecoms Pte Ltd
(formerly known as ST SunPage)
SP Services Limited
Singapore Telecoms
StarHub Ltd#

* Default Bill Payee Organisations
\# The following billing organisations are only available on the channels specified:
1. Starhub Ltd and Starhub Cable Vision Limited are only available on Internet Banking, Mobile Banking and Phone Banking.
2. OCBC/Fairprice Plus Credit Cards are only available on ATM, Internet Banking, Mobile Banking and Consumer Phone Banking.

For an up-to-date listing of Billing Organisations, please refer to http://www.ocbc.com/personal-banking/banking/Bnk_Pmt_BillPayeeOrg.shtm

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PHONEBANKING & ATM APPLICATION FORM

Please mail completed documents to:
Oversea-Chinese Banking Corporation Limited
Account Services
Bras Basah Post Office, Locked Bag Service No.8,
Singapore 911886

Please complete this form in BLOCK LETTERS and tick/cancel where appropriate. Application will be processed within 7 business days upon receipt of duly completed form.

COMPANY'S PARTICULARS

Company Name		Registration/Gazette No.	
Contact Person	Telephone	Fax	Mobile

AUTHORISED USER 1 PARTICULARS FOR PHONEBANKING

Name (Dr/Mr/Mrs/Miss/Mdm)		NRIC/Passport No.
Telephone	Fax	Mobile
Signature		PhoneBanking Code: (required if requesting for update on PhoneBanking Services)

PHONEBANKING SERVICES FOR YOUR AUTHORISED USER 1

☐ ***Apply for PhoneBanking Service***

☐ ***Terminate PhoneBanking Service***

☐ ***Re-issue PhoneBanking PIN***
(Please re-issue PhoneBanking PIN as the authorised user has forgotten his/her PIN)

☐ ***Re-activate PhoneBanking Service***
(Please re-activate Phone Banking Service as the authorised user has exceeded the maximum PIN tries)

☐ ***Access all accounts*** (Current and Foreign Currency)

☐ ***Accounts to be accessed*** (Please add/delete the following Accounts that the authorised user can access using the PhoneBanking Service)

Add	Delete	Account Number	Add	Delete	Account Number
☐	☐		☐	☐	
☐	☐		☐	☐	

☐ ***Select/Change PhoneBanking Services*** (Please tick only one box below)

☐ **Service Type 1**
(PBCS1)
- Balance Enquiry
- Bill Payment
- Cheque Book Request
- Cheque Status Enquiry
- Funds Transfer
- Statement Enquiry
- Statement Request
- Stop Cheque

☐ **Service Type 2**
(PBCS2)
- Balance Enquiry
- Bill Payment
- Funds Transfer
- Statement Enquiry

☐ **Service Type 3**
(PBCS3)
- Balance Enquiry
- Cheque Book Request
- Cheque Status Enquiry
- Statement Enquiry
- Statement Request
- Stop Cheque

AUTHORISED USER 2 PARTICULARS FOR PHONEBANKING

Name (Dr/Mr/Mrs/Miss/Mdm)		NRIC/Passport No.
Telephone	Fax	Mobile
Signature		PhoneBanking Code: (required if requesting for update on PhoneBanking Services)

PHONEBANKING SERVICES FOR YOUR AUTHORISED USER 2

☐ ***Apply for PhoneBanking Service***

☐ ***Terminate PhoneBanking Service***

☐ ***Re-issue PhoneBanking PIN***
(Please re-issue PhoneBanking PIN as the authorised user has forgotten his/her PIN)

☐ ***Re-activate PhoneBanking Service***
(Please re-activate PhoneBanking Service as the authorised user has exceeded the maximum PIN tries)

☐ ***Access all accounts*** (Current and Foreign Currency)

☐ ***Accounts to be accessed*** (Please add/delete the following Accounts that the authorised user can access using the PhoneBanking Service)

Add	Delete	Account Number	Add	Delete	Account Number
☐	☐		☐	☐	
☐	☐		☐	☐	

☐ ***Select/Change PhoneBanking Services*** (Please tick only one box below)

☐ **Service Type 1**
(PBCS1)
- Balance Enquiry
- Bill Payment
- Cheque Book Request
- Cheque Status Enquiry
- Funds Transfer
- Statement Enquiry
- Statement Request
- Stop Cheque

☐ **Service Type 2**
(PBCS2)
- Balance Enquiry
- Bill Payment
- Funds transfer
- Statement Enquiry

☐ **Service Type 3**
(PBCS3)
- Balance Enquiry
- Cheque Book Request
- Cheque Status Enquiry
- Statement Enquiry
- Statement Request
- Stop Cheque

AUTHORISED USER 1 PARTICULARS FOR CORPORATE ATM SERVICES

Name (Dr/Mr/Mrs/Miss/Mdm)		NRIC/Passport No.	
Signature	Telephone	Fax	Mobile

CORPORATE ATM SERVICES FOR YOUR AUTHORISED USER 1 (Can only be processed at the Branches)

☐ ***Apply for Corporate ATM Card***
(Apply for new ATM card for authorised user)

☐ ***Update Corporate ATM Card***
(To update the following particulars for existing ATM card held by authorised user)

Please indicate the card particulars below:

- ***Account for Fast Cash/Nets Shared ATM /EFTPOS Services***
- ***Other Account(s) to be Accessed***

Add	Delete	Account Number	Add	Delete	Account Number
☐	☐		☐	☐	

☐ ***Re-issue new Corporate ATM Card for Your Authorised User***

☐ The old card is returned for your cancellation.

☐ The authorised user has lost/stolen/damaged his/her card and I/we hereby agree and undertake to indemnify the bank and keep the bank indemnified fully and completely at all times from and against claims, demands, actions, proceedings, loss, cost and expenses, including legal costs as between solicitor and client, and all other liabilities of whatsoever nature or description which may be made, paid, taken, incurred, or suffered by you in consequence of, in connection with or in any manner, arising out of your issuing the new card and PIN or in the event of my card being in any way dealt with or any future time. I also undertake to return you my card when it is found.

• ***Corporate ATM Services for Application/Re-issuance of Corporate ATM Card*** (Please tick only one box below)

All Services	Service Type 1	Service Type 2	Service Type 3
• Bal Inquiry • Bill Payment • Cash Deposit • Cash Withdrawal • Cashcard Refund • Cashcard Top-up • Chq Book Request • Chq Inquiry • Funds Transfer • Nets • Pin Change • Statement Printout Daily Withdrawal Limits : ☐ **$1000** ATC1-SVA ☐ **$5000** ATC5-SVA ☐ **$3000** ATC3-SVA	• Bal Inquiry • Bill Payment • Cash Deposit • Cash Withdrawal • Cashcard Refund* • Cashcard Top-up • Funds Transfer • Nets • Pin Change Daily Withdrawal Limits : ☐ **$1000** ATC1-SVB ☐ **$5000** ATC5-SVB ☐ **$3000** ATC3-SVB	• Bal Inquiry • Cash Deposit • Cashcard Refund • Chq Book Request • Chq Inquiry • Pin Change • Statement Printout ☐ **Service Type 2** ATC0-SVC	• Cash Deposit • Cashcard Refund • Pin Change ☐ **Service Type 3** ATC0-SVD

☐ ***Re-activation of Corporate ATM Card for Your Authorised User***
I/We wish to reactivate the authorised user's existing Corporate ATM Card which was hotlisted (lost/stolen).

CARD NUMBER ____ – ____ – ____ – ____

☐ ***Cancellation of Corporate ATM Card for Your Authorised User***
I/We wish to cancel the authorised user Corporate ATM Card facility with immediate effect. The card is returned for your cancellation.

CANCELLED CARD NUMBER ____ – ____ – ____ – ____

Reason for Cancellation:

AUTHORISED USER 2 PARTICULARS FOR CORPORATE ATM SERVICES

Name (Dr/Mr/Mrs/Miss/Mdm)		NRIC/Passport No.	
Signature	Telephone	Fax	Mobile

CORPORATE ATM SERVICES FOR YOUR AUTHORISED USER 2 (Can only be processed at the Branches)

☐ ***Apply for Corporate ATM Card***
(Apply for new ATM card for authorised user)

☐ ***Update Corporate ATM Card***
(To update the following particulars for existing ATM card held by authorised user)

Please indicate the card particulars below:

- ***Account for Fast Cash/Nets Shared ATM /EFTPOS Services***
- ***Other Account(s) to be Accessed***

Add	Delete	Account Number	Add	Delete	Account Number
☐	☐		☐	☐	

☐ ***Re-issue new Corporate ATM Card for Your Authorised User***

☐ The old card is returned for your cancellation.

☐ The authorised user has lost/stolen/damaged his/her card and I/we hereby agree and undertake to indemnify the bank and keep the bank indemnified fully and completely at all times from and against claims, demands, actions, proceedings, loss, cost and expenses, including legal costs as between solicitor and client, and all other liabilities of whatsoever nature or description which may be made, paid, taken, incurred, or suffered by you in consequence of, in connection with or in any manner, arising out of your issuing the new card and PIN or in the event of my card being in any way dealt with or any future time. I also undertake to return you my card when it is found.

• ***Corporate ATM Services for Application/Re-issuance of Corporate ATM Card*** (Please tick only one box below)

All Services	Service Type 1	Service Type 2	Service Type 3
• Bal Inquiry • Bill Payment • Cash Deposit • Cash Withdrawal • Cashcard Refund • Cashcard Top-up • Chq Book Request • Chq Inquiry • Funds Transfer • Nets • Pin Change • Statement Printout Daily Withdrawal Limits : ☐ **$1000** ATC1-SVA ☐ **$5000** ATC5-SVA ☐ **$3000** ATC3-SVA	• Bal Inquiry • Bill Payment • Cash Deposit • Cash Withdrawal • Cashcard Refund* • Cashcard Top-up • Funds Transfer • Nets • Pin Change Daily Withdrawal Limits : ☐ **$1000** ATC1-SVB ☐ **$5000** ATC5-SVB ☐ **$3000** ATC3-SVB	• Bal Inquiry • Cash Deposit • Cashcard Refund • Chq Book Request • Chq Inquiry • Pin Change • Statement Printout ☐ **Service Type 2** ATC0-SVC	• Cash Deposit • Cashcard Refund • Pin Change ☐ **Service Type 3** ATC0-SVD

☐ ***Re-activation of Corporate ATM Card for Your Authorised User***
I/We wish to reactivate the authorised user's existing Corporate ATM Card which was hotlisted (lost/stolen).

CARD NUMBER ____ – ____ – ____ – ____

☐ ***Cancellation of Corporate ATM Card for Your Authorised User***
I/We wish to cancel the authorised user Corporate ATM Card facility with immediate effect. The card is returned for your cancellation.

CANCELLED CARD NUMBER ____ – ____ – ____ – ____

Reason for Cancellation:

BILL PAYMENT ARRANGEMENT (Applicable to ATM and PhoneBanking Services)

Add	Delete	Name of Organisation	Bill Reference Number
☐	☐		
☐	☐		
☐	☐		
☐	☐		

AGREEMENT (To be signed by person(s) authorised to apply for banking services)

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

I/We agree to abide and be bound by the Business Account Terms and Conditions (available at all OCBC Bank branches and at www.ocbc.com) which I/we have read and any amendments, alterations and additions thereto as may from time to time be made. I/We consent to disclosures as provided therein and agree that all payments be debited from my/our account(s) with you.

The person(s) whose information appear in the Authorised User section above and/or in other letter(s) of instruction 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 accounts. I/We confirm that the abovementioned Authorised User(s) has/have sufficient authority to perform and effect all transactions of such services for and on our behalf and all such transactions shall be binding and conclusive on me/us.

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

Authorised Signatory	Authorised Signatory	Authorised Signatory
Name	Name	Name
Date	Date	Date

FOR BANK'S USE

Resolution ☐ Existing ☐ New

Remarks	Attended by	Authorised by	Input Checked by

ACKNOWLEDGEMENT OF RECEIPT/RE-ISSUE OF CORPORATE ATM CARD FOR AUTHORISED USER 1

For application/re-issue of Corporate ATM Card, I, _____ (name)

with NRIC/Passport No. _____ acknowledge receipt of the Corporate ATM Card specified.

Authorised User's Signature
Name
Date

ACKNOWLEDGEMENT OF RECEIPT/RE-ISSUE OF CORPORATE ATM CARD FOR AUTHORISED USER 2

For application/re-issue of Corporate ATM Card, I, _____ (name)

with NRIC/Passport No. _____ acknowledge receipt of the Corporate ATM Card specified.

Authorised User's Signature
Name
Date