OCBC Bank

All information is required unless stated.

1 Tell us about your company

Business details

Registered name of business

Business registration number

Contact person ▸ *You are authorised to receive communication from us (including Velocity@ocbc starter kit) and to communicate your company's information to us. Your contact details (ie. name, office/mobile numbers) will also be printed in the contact section of the Remittance Advice sent to your beneficiary.*

Mobile number
▸ *+(country code)-(contact number)*

+ ___ - _____

Email address

Office number
▸ *+(country code)- (area code, for non SG number)-(contact number)*

+ ___ - ___ - _____

*Application will be processed within **7 business days (exclude delivery time)** upon receipt of duly completed form*

A Starter Kit will be sent to the company's assigned contact person:
• if Hardware Token is selected, or
• users' mobile number are not registered with us,

Otherwise, an email with instructions to log in will be sent to each user's email address (if both mobile number and email address are registered with us)

Online account details

Organisation ID ▸ *Kindly note that if you change from Premium Service Package to Basic/Standard/Classic Service Package, the bank needs to terminate your existing Organisation ID and assign a new one. Conditions on termination will apply.*

Account number for us to deduct token fees from ▸ *If applicable*   Currency

Business accounts to be linked

☐ All accounts
▸ *for Current, Call, Time Deposits and Trade accounts*

OR

Specific accounts

☐ Current, Call or Time Deposits

① Account number   Currency

② Account number   Currency

☐ All Trade ▸ *e.g. Letter of Credit, Banker's Guarantee, Trade Loan, Invoice Financing*

2 What you need to bring

For All Velocity@ocbc Authorisers (Standard & Classic Service Packages)
• Certified true copies of NRIC / Passport
• Certified true copies of residential address proof e.g. NRIC, Telco bill, Bank statement
(Bill dated within last 3 months from date of application)

A bank staff, corporate secretary or notary public can certify.

③ Choose your service package ▸ Select one package only

Instructions indicated in this form shall supersede and cancel all previous service configurations prior to the change.

Basic

How do you want it to work?

☐ 👤 User(s) will only be able to view the account statement(s)

This user can
☑ View statement

Full name ▸ *As per NRIC/Passport*

User ID

Mobile number
▸ *+(country code)- (contact number)*
+_____ - _____

Email address

> Please provide mobile number and email address to use our digital token to gain faster access to internet/mobile banking, and receive notifications.

⊕ Add user to
☑ View statement

Full name ▸ *As per NRIC/Passport*

User ID

Mobile number
▸ *+(country code)-(contact number)*
+_____ - _____

Email address

> Please provide mobile number and email address to use our digital token to gain faster access to internet/mobile banking, and receive notifications.

Your 2-Factor Authentication (2FA) for Internet/mobile banking

Selection applies to every user. If you do not make a selection, the default 2FA mode will be the digital token.

☐ **Digital Token**
- Free of charge
- You will need to provide a mobile number above to activate the digital token on your mobile phone.

Note: If no mobile number is provided, we will issue you with a Hardware Token, chargeable at S$20 each

OR

☐ **Hardware Token**
- S$20 fee apply (per token)

Standard ▸ *Authoriser to submit NRIC/Passport and residential address proof*

How do you want it to work?

☐ 👤 **The SAME user** will create and approve a transaction

Authoriser & Maker
☑ Create transactions
☑ Approve transactions
☑ View statement

Full name ▸ *As per NRIC/Passport*

User ID

Mobile number
▸ *+(country code)-(contact number)*
+_____ - _____

Email address

> Please provide mobile number and email address to use our digital token to gain faster access to internet/mobile banking, and receive notifications.

⊕ Add user to
☐ View statement only
········ **OR** ········
☐ Create, approve transactions & view statement

Full name ▸ *As per NRIC/Passport*

User ID

Mobile number
▸ *+(country code)-(contact number)*
+_____ - _____

Email address

> Please provide mobile number and email address to use our digital token to gain faster access to internet/mobile banking, and receive notifications.

Your 2-Factor Authentication (2FA) for Internet/mobile banking

Selection applies to every user. If you do not make a selection, the default 2FA mode will be the digital token.

☐ **Digital Token**
- Free of charge
- You will need to provide a mobile number above to activate the digital token on your mobile phone.

Note: If no mobile number is provided, we will issue you with a Hardware Token, chargeable at S$20 each

OR

☐ **Hardware Token**
- S$20 fee apply (per token)

Classic ▸ *Authoriser to submit NRIC/Passport and residential address proof*

How do you want it to work? (Select one option only)

- ☐ **1 authoriser** required to approve a transaction

OR

- ☐ **2 authorisers** required to approve a transaction jointly

Maker
- ☑ Create transactions
- ☑ Velocity@ocbc administration
- ☑ View statement

Full name ▸ *As per NRIC/Passport*

User ID

Mobile number
▸ *+(country code)- (contact number)*

\+ _____ - _____

Email address

> Please provide mobile number and email address to use our digital token to gain faster access to internet/mobile banking, and receive notifications.

Authoriser 1
- ☑ Approve transactions
- ☑ Velocity@ocbc administration
- ☑ View statement

Full name ▸ *As per NRIC/Passport*

User ID

Mobile number
▸ *+(country code)- (contact number)*

\+ _____ - _____

Email address

> Please provide mobile number and email address to use our digital token to gain faster access to internet/mobile banking, and receive notifications.

Authoriser 2
- ☑ Approve transactions
- ☑ Velocity@ocbc administration
- ☑ View statement

Full name ▸ *As per NRIC/Passport*

User ID

Mobile number
▸ *+(country code)- (contact number)*

\+ _____ - _____

Email address

> Please provide mobile number and email address to use our digital token to gain faster access to internet/mobile banking, and receive notifications.

⊕ Add user
- ☐ Velocity@ocbc administration

OR

- ☐ View statement only

OR

- ☐ Create transactions
  ⊕
  View statement

OR

- ☐ Approve transactions
  ⊕
  View statement

Full name ▸ *As per NRIC/Passport*

User ID

Mobile number
▸ *+(country code)- (contact number)*

\+ _____ - _____

Email address

> Please provide mobile number and email address to use our digital token to gain faster access to internet/mobile banking, and receive notifications.

Your 2-Factor Authentication (2FA) for Internet/mobile banking

Selection applies to every user. If you do not make a selection, the default 2FA mode will be the digital token.

- ☐ **Digital Token**
  - Free of charge
  - You will need to provide a mobile number above to activate the digital token on your mobile phone.

  Note: If no mobile number is provided, we will issue you with a Hardware Token, chargeable at S$20 each

OR

- ☐ **Hardware Token**
  - S$20 fee apply (per token)

- ☐ **Premium** For customised authorisation controls.
  - ▸ *We will contact you for further documentation and implementation details.*

Co.Reg.No: 193200032W   GTB/CHGVELSERVPKG/130120

4 **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(s) 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.

I/We agree that any Authorised User who has a specimen signature maintained with OCBC Bank will be allowed to give instructions singly to OCBC Bank to instruct OCBC Bank to unlock the Velocity@ocbc user account/request for a new password/request for a new token.

I/We agree that the number appearing in the [mobile number] section above shall be used by OCBC Bank for security, authentication and/or verification purposes and procedures.

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

This Authorised User(s) and authorisation herein shall supercede and cancel all previous notifications on Authorised users, contact or other information, relevant accounts and conditions of usage howsoever communicated.

Applicable only for Velocity@ocbc Standard Service Package: Risk Disclosure Statement In Connection With Single Control:

In the case of dual access or control ("Dual Control"), two or more people are required to be actively involved in order to complete a transaction. This involves having a person responsible for initiating or creating the transaction and another individual of higher authority to approve the transaction in the system. In the case of single access or control ("Single Control") only one person is required to complete a transaction. For all transactions initiated through Velocity@ocbc, the system defaults to have Dual Control in place as account fraud and identity theft are frequently the result of Single Control.

I/We fully understand and acknowledge the characteristics and risks of having Single Control, which carries risk of compromise when compared with the benefit of Dual Control scheme, which provides an extra layer of security. I/We hereby authorise OCBC Bank to proceed with Single Control setup in Velocity@ocbc. I/We shall assume and be responsible for the risks inherent in Single Control scheme. I/We undertake to indemnify and hold the bank fully indemnified from and against any loss, costs (including solicitor and client costs on a fully indemnity basis), charges, damages, claims, demands, actions, proceedings and all other liabilities of whatever nature and however incurred or suffered by me/us or the Bank as a result of the Bank agreeing to act on my/our said authorisation. I/We also understand and agree that the bank may modify the Business Account Terms and Conditions relating to OCBC Internet Banking Service or terminate the provision of Single Control scheme by notice to me/us at any time.

Signature	*Signature*	*Signature*
Authorised person	Authorised person	Authorised person
Name	Name	Name
Date ▸ *DD / MM / YY*	Date ▸ *DD / MM / YY*	Date ▸ *DD / MM / YY*

✉ **Please check that you have provided the mobile number and email address of all users.**
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

We will process your request within 7 business days from receiving this form.

For bank's use

Attended by	
Client account number	*CIF number*