

## 1 Business details

Registered business

Name of company

Velocity@ocbc Organisation ID

Update contact person

► Is authorised to receive communication from us and to communicate customer information to us

Name

Office number

Mobile number

Email address




## 2 What do you like to do?

Reactivate user account

User name / user ID

Get new token

Defective token

► Send back your defective token to us

User name / user ID

Token serial number

Lost token

► A token fee of \$20 will be charged

User name / user ID

Reset password

User name / user ID

Add new user(s)

What do you want to do?

View statement only

Create + view

Approve + view

User name 1

Mobile number

+(65)

User ID

Email address

Use an existing token

► Any existing user tied to the token will be deleted

Token serial number

OR

Issue new token ► \$20 fee apply

What do you want to do?

View statement only

Create + view

Approve + view

User name 2

Mobile number

+(65)

User ID

Email address

Use an existing token

► Any existing user tied to the token will be deleted

Token serial number

OR

Issue new token ► \$20 fee apply

Delete user(s)

User name / user ID 1

User name / user ID 2

**Change user(s) role**

What do you want to do?

- View statement only
- Create + view
- Approve + view

User name / user ID 1

What do you want to do?

- View statement only
- Create + view
- Approve + view

User name / user ID 2

**3 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](http://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 my/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.

**Important note**

If the Authorised Cheque Signatory wants to reset or reactivate his/her password or replace his/her lost or defective token, only his/her signature is required.

If other users request to do the same, the request must be signed according to the signing condition stated in the application form

- For Pte Ltd Company,
  - refer to Board Resolution OR
  - get 2 Directors / Director + Co Sec to sign
- For Association/clubs/school/management committee,
  - refer to Minutes of Meeting OR
  - get Chairman + Director to sign OR
  - get Chairman + Treasurer to sign OR
  - Get 2 Directors to sign

Signature

Authorised person

Name

Date ► DD / MM / YY

Signature

Authorised person

Name

Date ► DD / MM / YY



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

**Request will be processed within 7 business days upon receipt of duly completed original form.**

For bank's use

Signature verified/ date	Maker/ date	Checked/ date	Contact customer/ date
Change address		Remarks	