

APPLICATION FORM FOR DBS CORPORATE ACCOUNT AND SERVICES



Live more,
Bank less

Note: Please complete in BLOCK LETTERS and tick where appropriate

1. ACCOUNT TYPE

Please tick your account of choice:

- ☐ Multi-Currency Account
 ☐ SGD Current Account
 ☐ Foreign Currency Current Account (_____)+

☐ Fixed Deposit Account

+ Please state the currency

2. BUSINESS PARTICULARS

Registered Name:		Does your company have operations in Singapore? ¹ : Y <input type="checkbox"/> N <input type="checkbox"/>	Email Address (main email for electronic correspondences)						
Telephone No.: + _____ - _____	Fax: + _____ - _____	Mailing Address (if different from Registered Address below):							
Postal Code:									
Principal Place of Business ² (if different from Registered Address below):									
Postal Code:									
<input type="checkbox"/> Please refer to our particulars contained in the attached ACRA# Business Profile, OR <input type="checkbox"/> Refer to particulars below (if this option is selected, please ensure that all fields are completed)									
Business Entity Type (please tick one): <input type="checkbox"/> Private Ltd. Co. <input type="checkbox"/> Public Ltd. Co. (listed in Singapore) <input type="checkbox"/> Public Ltd. Co. (not listed in Singapore) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Association / Clubs / Society / Co-op <input type="checkbox"/> Others (Please specify) _____	Registered Address:	Nature of Business:	Date of Incorporation: <table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y				
	Postal Code:	Registration/Unique Entity No. (UEN):							
Country of Incorporation: <input type="checkbox"/> Singapore <input type="checkbox"/> Others: _____									

3. ACCOUNT USERS AND SERVICES

Name:		Please tick the services that you want. (For more information on the products, please refer to 'REFERENCE FOR DBS CORPORATE ACCOUNT & SERVICES')							
		ELECTRONIC CHANNELS							
NRIC/Passport No.:	Telephone No.: + _____ - _____ (Mobile) ³	DBS IDEAL™ 3.0 Internet Banking Note: IDEAL digital token – 2 Factor Authentication (2FA) will be via your registered smartphone							
Nationality:	+ _____ - _____ (Office)	<input type="checkbox"/> Enquiry <input type="checkbox"/> Transaction Maker ⁵ <input type="checkbox"/> Customer Self Administrator ⁵ <input type="checkbox"/> Transaction Authoriser ⁵							
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Modules Required	
D	D	M	M	Y	Y				
		<input type="checkbox"/> Cash Management <input type="checkbox"/> Trade Finance <input type="checkbox"/> Loan							
Email:		OTHERS							
<input type="checkbox"/> Contact Person for DBS Services ⁴		<input type="checkbox"/> Authorised Signatory							

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3. ACCOUNT USERS AND SERVICES

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Telephone No.:		Modules Required							
+ _____ - _____ (Mobile) ³		<input type="checkbox"/> Cash Management <input type="checkbox"/> Trade Finance <input type="checkbox"/> Loan							
Nationality:		OTHERS							
+ _____ - _____ (Office)		<input type="checkbox"/> Authorised Signatory							
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y		
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4. CUSTOMISE MY ACCOUNT(S)

A. ACCOUNT NAME

Account name will follow Registered name, you can add in suffix for customization (up to 40 characters in total including space)

Registered Name -

B. AUTOCHQUE MAILING SERVICE⁶

Please select chequebook delivery method⁷:

☐ Ordinary Mail (default) ☐ Registered Mail

Please send me _____ (state number of) _____ (state currency) Current Accounts/ Multi-Currency Accounts chequebooks for each chequebook request

C. SIGNING REQUIREMENTS⁸ (PLEASE SELECT ONE)

For Company/Organisations

☐ Signing Requirement & Authorised Signatories as per attached resolution¹¹

Other Entities (without resolutions)

☐ Single
☐ Joint (please state number of joint signers: _____)
☐ Others: _____

D. CHARGE CURRENCY⁹ IN MULTI-CURRENCY ACCOUNT

☐ SGD (Default)
☐ USD
☐ Other Currency¹⁰

The Charge Currency determines the currency in which charges and fees are applied, including fall-below and account service fees, but excluding interest charges.

E. OPT-OUT/OPT-IN CURRENCY IN MULTI-CURRENCY ACCOUNT (OPTIONAL)

Opt in ☐ CNH¹⁰

Opt out ☐ AUD ☐ CAD ☐ CHF ☐ EUR ☐ GBP ☐ HKD ☐ JPY ☐ NOK ☐ NZD ☐ SEK ☐ USD

Charge currency (if different from SGD) cannot be opted out.

F. PAYNOW AND SGQR REGISTRATION

- **PayNow** allows you to receive payments using your Unique Entity Number (UEN) without the sender having to indicate your account number.
- Singapore Quick Response Code (**SGQR**) consolidates different payment QR codes, including PayNow QR, into a single QR for ease of QR display and acceptance.

For Company/Organisations

I/We agree to register for PayNow and consent to DBS Bank Ltd (the "Bank") registering my/our Unique Entity Number ("UEN") and the SGD account¹² opened with this application for PayNow. I/We acknowledge that the Bank will not proceed with the registration if our UEN is already registered for PayNow. For successful registrations, I/we understand the Bank will send an email notification to the email address provided in the Business Particulars section of this form.

☐ I/We do not wish to register for PayNow.

SGQR Registration:

I/We agree to register my/our PayNow corporate proxy with SGQR and consent to the Bank registering my/our PayNow corporate proxy with the SGQR central repository to facilitate PayNow collections using SGQR. I/We acknowledge that the Bank will not proceed with the registration if the information I/we provided for SGQR registration is incomplete or incorrect. For successful registrations, I/we understand the Bank will send an email notification (including the QR Code which the Bank obtained from SGQR at the time of registration) to the email address provided in the Business Particulars section of this form. Should I/we request for printed SGQR labels, the labels will be mailed to my/our Mailing Address provided in the Business Particulars section of this form.

REGISTER PAYNOW FOR NEW SGQR

Name on SGQR Label: _____
Max 25 characters including spaces

Outlet Postal Code: _____
Outlet Level & Unit Number: _____ - _____ (optional)

Payment Reference: _____ (optional)
Max 25 characters including spaces. This reference cannot be edited by payee and will be included for all PayNow-SGQR transactions on your bank statement.

Need printed SGQR labels? ☐ Yes ☐ No

If Yes, ☐ 4 ☐ 8 ☐ 12 ☐ 16 ☐ 20

Note: 4 free SGQR labels will be provided. Charges may apply for additional labels as per pricing guide. Labels will be mailed to your mailing address provided in this form.

REGISTER PAYNOW TO AN EXISTING SGQR

SGQR ID: _____
Max 12 characters

Name on SGQR Label: _____
Max 25 characters including spaces

Payment Reference: _____ (optional)
Max 25 characters including spaces. This reference cannot be edited by payee and will be included for all PayNow-SGQR transactions on your bank statement.

Need printed SGQR labels? ☐ Yes ☐ No

If Yes, ☐ 4 ☐ 8 ☐ 12 ☐ 16 ☐ 20

Note: 4 free SGQR labels will be provided. Charges apply for additional labels as per pricing guide.

☐ I/We do not wish to register for SGQR.

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5. ESTATEMENTS VIA DBS IDEAL

As a DBS IDEAL™ user, you can view and download your account statement as an eStatement on DBS IDEAL™ under "Statements and Reports". The eStatement functionality is automatically enabled for you as a DBS IDEAL™ user, and printed statements will not be sent to you.

If you do not sign up as a DBS IDEAL™ user or if you wish to opt in to receive printed statements, please tick the following:

☐ I/We instruct the Bank to deliver account statements by post to my/our mailing address for the new accounts to be opened with this Application Form

For more information, please refer to our [eStatement](#) website

6. RISK DISCLOSURE FOR CUSTOMER SELF ADMINISTRATION

☐ All Administrators can authorise own requests (Single Control)

Risk Disclosure Statement

For all requests made through Customer Self Administration on DBS IDEAL where two or more Administrators are appointed, the system will have Dual Control in place such that no single Administrator could create and approve request. Where only one Administrator is appointed, the system will only have Single Control in place.

Dual Control

A procedure that involves two or more people to complete a request – one person to create a transaction and another to approve it in the system. This makes the system more secure as both persons would need to be in collusion to commit fraud.

Single Control

A procedure that needs only one person to complete a request, thus may incur higher risk compared with Dual Control.

7. IDEAL LOAN AUTHORISATION POLICY

This authorisation policy is for Loan Only and would apply for the 5 main servicing transactions: Loan Drawdown, Interest Rate Fixing, Loan Rollovers, Partial Repayment, Full Repayment. Any disbursements/repayments will be made to or from your DBS loan servicing account and will be based on the number of authorisers you have selected below.

If no option is given below, the default setting will be:

(i) For sole proprietors (owned by individuals) or single-director companies, any **one** Authoriser to approve a request.

(ii) For all other entity types, any **two** Authorisers are required to approve a request.

☐ Any 1 Authoriser required to approve a request

☐ Any 2 Authorisers required to approve a request

8. ACCOUNT HOLDERS' AGREEMENT & SIGN OFF

I/We request DBS Bank Ltd (the "Bank") to open the above stated account(s) and register for PayNow (where applicable), and I/we agree to the Bank's prevailing Terms and Conditions Governing Accounts (Applicable to Businesses/Non-Individuals) ("Account Terms"), Terms and Conditions governing Electronic Services and Fee Schedule, DBS PayNow Terms and Conditions, the DBS SGQR Service Terms and Conditions and the Terms and Conditions governing the other respective services linked to these account(s) (collectively, the "Terms"), copies of which are available at www.dbs.com and from any branch of the bank. Where the account I/we open with the Bank is a multi-currency account, I/we agree that where the context so requires, the term "Account" in the Account Terms means each wallet within the multi-currency account.

By signing this application form, I/We have read and understood the Terms in the Singapore Supplementary Terms of our Account Terms relating to the collection, processing, use and collection of personal data and agree to abide and be bound by such terms and conditions (as each may be amended, supplemented, substituted and/or replaced by the Bank from time to time).

I/We may provide personal data to the Bank (including without limitation personal data of my/our office holders, employees, shareholders, guarantors and beneficial owners) in connection with this application and establishing and maintaining my/our relationship with the Bank. When providing any personal data to the Bank, I/we confirm that I/we are lawfully providing the data for the Bank to use and disclose for the purposes of: (a) providing products or services to me/us; (b) meeting the operational, administrative and risk management requirements of DBS Group; and (c) complying with any requirement, as DBS Group reasonably deems necessary, under any law or of any court, government authority or regulator. "DBS Group" means DBS Group Holdings Ltd and its affiliates. In addition, the Bank may use and rely on any personal data provided by me/us, and may disclose such personal data to service providers, to communicate, authenticate or otherwise deal with me/us and my/our officer holders or employees in connection with the provision of banking products and services to me/us.

I/We also acknowledge that the Bank will be updating its records with the details provided in this form and/or in the Appendix (if applicable), which would replace any existing details of any relevant persons (in their corporate capacities) which the Bank may have in its records.

Where I/we appoint any Customer Self Administrator ("Administrator"), I/we agree that should any Administrator cease to be employed by my/our company, I/we undertake to inform the Bank and I/we will submit the IDEAL Maintenance Form to delete this Administrator's user profile in IDEAL. I/We agree that the company shall not hold the Bank liable for any act or omission by an Administrator who ceases to be employed by the company for which the Bank is not informed.

I/We authorise you to honour all payment instructions signed in accordance with the stated signature requirements. I/We agree not to overdraw my/our account without prior arrangement and approval. I/We represent and warrant that I/we have the power and authority to sign and deliver this application form and the resolution attached and that the information given by me/us in this form and any other document(s) submitted to the Bank are complete, true and accurate.

For Application of Single Control in DBS IDEAL™ 3.0 or Customer Self Administration: I/We have read the relevant Risk Disclosure for Single Control (please refer to the next page) and authorise the Bank to proceed with Single Control setup. I/We fully understand and acknowledge the characteristics of Single Control and the risks with this authorisation, and agree to assume and be responsible for all the risks associated with and losses arising out of or in connection with the application and use of Single Control in or through either DBS IDEAL™ 3.0 or Customer Self Administration. I/We undertake to indemnify and hold the bank fully indemnified from and against any loss, costs (including solicitor and client costs on a full indemnity basis), charges, damages, claims, demands, actions, proceedings and all other liabilities of whatever nature and howsoever incurred or suffered by the Bank or which may be brought or preferred against the Bank as a result of the Bank agreeing to act on our said authorisation. We also understand that the bank may terminate the provision of Single Control procedure by notice to us at any time.

REFERENCE FOR DBS CORPORATE ACCOUNT AND SERVICES



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8. ACCOUNT HOLDERS' AGREEMENT & SIGN OFF

Note: For Partnerships, signatures of all partners are required. For Companies, signatures of the authorised officers are required. For Sole Proprietorships & Partnerships, signature is required for all appointed cheque signers.)

Name: Date: Signature:	Name: Date: Signature:
Name: Date: Signature:	Name: Date: Signature:

- ¹ The question is to assist the bank to identify the GST status of a customer.
- ² Principal Place of Business is the address of your main operating office or location of your senior management.
- ³ Required for DBS IDEAL™ 3.0.
- ⁴ Two people will be required to be Contact Persons whom the bank can liaise with on matters relating to DBS services, enquiries and notifications for all accounts. If not specified, the first two names will be the default Contact Persons.
- ⁵ **Administrator(s)** will have authority and responsibility for the set-up, administration, maintenance and ongoing use of and access to IDEAL on behalf of the company, including without limitation appointing or removing users, modifying any user access to accounts and services, managing company authorisation policy and managing company profile in IDEAL. Please refer to "RISK DISCLOSURE FOR CUSTOMER SELF ADMINISTRATION" above to enable Single Control / Dual control for Administrator." By default **one** Customer Self Administrator is required to create a set-up, administration and/or maintenance request on Customer Self Administration Service and **one** other Customer Self Administrator is required to approve the request. To change the default set-up, kindly fill up the IDEAL Maintenance Form instead.
- Relevant charges may apply. Please refer to "REFERENCE FOR DBS CORPORATE ACCOUNT & SERVICES" below to understand the **different user roles, products and account access** that will be granted to the **new users**. If you wish to restrict the users' access to individual product/service/account, kindly fill up the IDEAL Maintenance Form instead.
- ⁶ Autocheque mailing service is a facility where the cheque book(s) is mailed to you automatically when you are down to your last few cheques. No reminders, requests or trips to the bank are needed.
- ⁷ Selection of delivery method is at customer's own cost and risk (including the risk of any information concerning the account arising thereby); and the relevant delivery charges will be debited from the account.
- ⁸ Transaction approval via DBS IDEAL™ 3.0 will be the same as your Cheque Signing mandate. To change the DBS IDEAL™ 3.0 set up, please approach the branch officers for assistance.
- ⁹ Where you elect a charge currency in a currency other than SGD, the applicable charges and fees will be calculated based on the fees specified in SGD as converted to the charge currency at our currency exchange rate in force at the relevant time.
- ¹⁰ If CNH is opted in/chosen, please submit RMB Declaration Form.
- ¹¹ Only one mandate may be provided for each Multi-Currency Account (which will apply to all wallets within that account). If authorisation limits are prescribed in your resolution, please specify the currency of such limits in the resolution. The authorisation limits in the specified currency will be applied to the Accounts, and in the case of a Multi-Currency Account, to each wallet within the Multi-Currency Account. If the authorisation limit currency is not specified, the default currency will be SGD. Any currency conversion for the purposes of ascertaining the authorisation limits will be made at our currency exchange rate in force at the relevant time.
- ¹² Eligible account types to register for PayNow include SGD Current Account and Multi-Currency Account (SGD wallet only).
- # Terms: i) ACRA = Accounting and Corporate Regulatory Authority;
ii) NRIC = National Registration Identity Card (applicable for Singapore nationals only);
iii) IPC = Institutions of Public Character (IPCs are non-profit or not-for-profit organizations, as registered with the Ministry of Community Development, Youth and Sports, Singapore)
- Note: All your DBS corporate accounts will be enabled to be used on DBS IDEAL™ 3.0 for all users.

DEPOSIT INSURANCE SCHEME

Singapore dollar deposits of non-bank depositors and monies and deposits denominated in Singapore dollars under the Supplementary Retirement Scheme are insured by the Singapore Deposit Insurance Corporation, for up to S\$75,000 in aggregate per depositor per Scheme member by law. Foreign currency deposits, dual currency investments, structured deposits and other investment products are not insured.

RISK DISCLOSURE FOR SINGLE CONTROL

For all transactions initiated through IDEAL™ 3.0, the system defaults to have dual control ("Dual control") in place such that no single person could initiate and approve transactions that would result in fraudulent actions. Dual Control is a procedure whereby the active involvement of two or more people is required to complete a specified process. This involves having a person responsible for creating the transaction and another individual of higher authority to approve the transaction in the system.

Dual Control is one of the foundations of Information Security as it is based upon the premise that, for a breach to be committed, then both parties would need to be in collusion and, because one should always alternate the pairs of people, it would require a much greater level of corruption in order to breach dual control procedures; especially if such procedures require nested dual control access, such that (say) 2 pairs of people are required to enable access.

Single Control is a procedure whereby only one person is required to complete a specified process. Thus, compared to Dual Control, Single Control for transactions may incur higher risks.

FOR BANK'S USE ONLY

Account Number(s):	<input type="checkbox"/> Account <input type="checkbox"/> DBS IDEAL™ 3.0	
Attended by (Name / Signature / Date):	System updated by:	Other Reference: CL No. CIN ORG ID
Approved by (Name / Signature / Date):	System Authorised / Report checked by:	

REFERENCE FOR DBS CORPORATE ACCOUNT AND SERVICES



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DBS CORPORATE ACCOUNT

Opening a Current Account is your first step towards starting a relationship with DBS and accessing all the solutions we offer. With a DBS Corporate Account, you will have the opportunity to access to a slew of banking products and services. These include account receivables, account payables, trade financing and treasury solutions. Whether you are a sole proprietor, a partnership, a company, or a society, a DBS Corporate Account will help you better manage your business finances. Take your pick from a current account or a fixed deposit. Then choose to open it in a local or foreign currency, depending on whichever suits your business better.

Additional Information on Autocheque Mailing Service:

- Chequebooks issued for SGD Accounts contain 50 Cheques each.
- Chequebooks issued for Foreign Currency Current Accounts contain 25 Cheques each.
- Autocheque mailing service is a facility where the cheque book(s) is mailed to you automatically when you are down to your last few cheques. No reminders, requests or trips to the bank are needed.

DBS MULTI-CURRENCY ACCOUNT

In addition to SGD, the Multi-Currency Account can hold the following currencies: AUD, CAD, CHF, EUR, GBP, HKD, JPY, NOK, NZD, SEK, USD and (if applicable) CNH.

If you open a Multi-Currency Account, a Singapore dollar wallet will be automatically added under this account. Unless you instruct us in advance that you do not wish to add a particular foreign currency wallet to your Multi-Currency Account, we may add a new foreign currency wallet under this account when:

- you receive funds in that foreign currency;
- you apply for and we grant you an overdraft limit in that foreign currency;
- you indicate your choice of charge currency as a currency other than Singapore dollar; or
- we make available to you certain facility or service or in any other case where we deem is necessary or desirable for that foreign currency wallet to be added.

Once added to the Multi-Currency Account, a wallet cannot be closed unless the entire Multi-Currency Account is closed.

Charges and fees (including fall-below and account service fees) are payable in relation to your account at the rates which apply at the relevant time or as you and we agree. Where you elect a charge currency in a currency other than SGD, the applicable charges and fees will be calculated based on the fees specified in SGD as converted to the charge currency at our currency exchange rate in force at the relevant time, and will be deducted from the charge currency wallet.

Interest payments and charges will be independently calculated for each currency wallet under a Multi-Currency Account based on our prevailing interest rates applicable to each relevant currency.

DBS IDEAL™ 3.0

DBS IDEAL™ 3.0 is a corporate internet banking platform designed to make banking faster, simpler and smarter.

Package Type	Enquiry and Transaction Package		
	Cash Management	Trade Finance	Loan
Product Offering	Information Reporting Account Statement eAlerts Transaction Application Account Transfer Domestic Transfer (GIRO, MEPS, FAST & Direct Debit Authorisation) Telegraphic Transfer Payroll Report Scheduler	Information Reporting Trade Transaction Inquiry Trade notifications Interest Projection Calculator Transaction Application Documentary Credit Documentary Collection Standby Letter of Credit/Banker's Guarantee Trade Loan	Information Reporting Loan Transaction Inquiry Transaction Application Loan Drawdown Interest Rate Fixing Loan Rollovers Scheduled Payment Partial Prepayment Full Repayment
Setup Fee	Free		
Monthly Maintenance Fee	Free		
Digital Token (Default)	Free (unlimited users)		
Physical Token (Optional and if requested)	\$50 per device		
All DBS corporate accounts are enabled to be used on DBS IDEAL™ 3.0 for all users. For more information on the extensive functionalities of DBS IDEAL™ 3.0, transaction pricing and cut-off times, please visit www.dbs.com/ideal .			

DBS IDEAL™ – NOTES

1. USER ROLES

Transaction Maker

User who creates transactions.

Transaction Authoriser

User who approves transactions.

Contact Person

The bank will liaise directly with him/her on matters relating to IDEAL sign up and services.

Customer Self Administrator

Nominated Customer Self Administrator(s) will have the full power to administer and operate DBS IDEAL on behalf of the organisation, including:

- Add or remove a Transaction maker and authoriser
- Modify any user access to accounts and services
- Suspending and re-activate a User's IDEAL access
- Requesting for a new Security Device
- Managing company role in IDEAL
- Manage company authorisation policy
- Unlocking Security Device

IMPORTANT NOTES

Given the wide powers conferred on the appointed Customer Self Administrator(s), Customer Self Administrator(s) should be persons within the organisation with sufficient executive power and authority to take on the role and the organisation is responsible for ensuring that it has appropriate and adequate internal controls procedures and security measures in place to prevent any fraud, abuse or unauthorised acts/omissions by Customer Self Administrators.

For security reasons, we would recommend at least 2 Customer Self Administrators to be appointed and single control for Customer Self Administration should not be selected, so that any action initiated by one Customer Self Administrator will be required to be approved by at least one other Customer Self Administrator. This means,

- Customer Self Administrator cannot act alone to add/modify any setup.
- Dual control is always required for any actions performed.

It is mandatory to provide a valid mobile number and submit a Certified True Copy of identification document for all Customer Self Administrators together with this application.

2. TRANSACTION MAKER & AUTHORISER

Users who wish to have the authority to create and approve his/her transactions are required to understand the risk associated with single access and sign against the Risk Disclosure for Single Control. (Please refer to page 5 of the Corporate Account & Services Form)

3. DBS IDEAL™ 3.0 AUTHORISATION MANDATE

Transaction approval via DBS IDEAL™ 3.0 will be the same as your Cheque Signing mandate

DBS IDEAL™ – WHAT'S NEXT?



1

Complete the Corporate Account and Services Form and Board Resolution



2

Submit the completed forms and required documents to any DBS branch/your relationship manager



3

Receive acknowledgement email that informs you that your application is being processed



4

Receive the Welcome Pack upon successful application (after 7 business days)

Welcome Pack includes:
Organisation ID, User ID, Security Device*, and One Time Registration Code
+ For users who have opted in for Security Device (Physical Token)