

All information are mandatory unless stated.

Type of Changes	Document(s) Required
<b>Change in Authorised Signatories/Signature/Signing Condition</b>	<ol style="list-style-type: none"> <li>1. Certified true copies of the following for New Authorised Signatories <ul style="list-style-type: none"> <li>• NRIC (Singaporean and Malaysian); or</li> <li>• Passport (Foreigner)</li> </ul> </li> <li>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)</li> </ol> <p>A bank staff, corporate secretary or notary public can certify.</p> <p><b>For Foreign Incorporated Companies only</b></p> <ul style="list-style-type: none"> <li>• Certificate of Incumbency (issued no earlier than 12 months prior to the date indicated on this update form)</li> <li>• Copies of Certificate of Incumbency must be certified true by Notary Public, Law Firm or Accountants/Chartered Secretary of the Institute of Chartered Secretaries and Administrators (ICSA)</li> </ul>
<b>Change in NRIC/Passport Number</b>	Certified true copy of <ul style="list-style-type: none"> <li>• NRIC (Singaporean and Malaysian); or</li> <li>• Passport (Foreigner)</li> </ul>
<b>Change of Business Name or Business Registration Number</b>	Latest ACRA Business Profile (Local Incorporated Companies) or Certified True Copy of Certificate of Incumbency (Foreign Incorporated Companies) (issued no earlier than 12 months prior to the date indicated on this update form) with New Business Name
<b>Change in Business Registered Address</b>	Latest ACRA Business Profile (Local Incorporated Companies) or Certified True Copy of Certificate of Incumbency (Foreign Incorporated Companies) (issued no earlier than 12 months prior to the date indicated on this update form) with New Registered Address
<b>Change in Contact Person Details and E-Services Update</b>	No additional document required

**Note: ACRA Business Profile (where required) must be dated within 3 months**

Please refer below if there are changes to:

1. Board Resolution/Minutes of Meeting and/or
2. 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/School/MCST/Religious Organisation](#)

► If new Minutes of Meeting (bank's standard/association's) 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/School/MCST/Religious Organisation](#)

► If there are changes to your By-Laws, please submit a copy of such new By-Laws of your society/club/association/school/MCST/religious organisation certified by 2 office bearers of different functions.

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



All information are mandatory unless stated.

## 1 Your Account Details

Name of Company  
MCST PLAN NO. 3104

Business registration number  
T06MC3104G

## 2 What would you like to change?

- ☐ Update Authorised Signatories/Signature/Signing Conditions  
▶ Update the authorised signatories, signature(s) and signing condition(s) for my account(s).
- ☒ Update Contact Details  
▶ Update my Authorised Contact Person(s) and contact details of my banking services.
- ☒ Update Business Details  
▶ Update my company information (e.g. changes to ACRA) and account mailing address.
- ☐ Update E-Service  
▶ Update my preferences for the banking services (eAlerts@ocbc, PhoneBanking, Corporate ATM SMS Alert).

## 3 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 ▶ up to 6 accounts

Name of Company MCST PLAN NO.3104  
Business registration number T06MC3104G

☐ Tick to instruct bank to replace **all Authorised Contact Person record(s)** with the information below.

► *Tick one only* ☒ Add ☐ Update Details ☐ Remove

NRIC/Passport No.

S8822197D

**Mobile** ▶ + (country code)- (area code, for foreign numbers) - (contact number)

+ 6 5      -      - 9 8 2 0 1 1 9 7

Email Address

CLARENCE.YEO@SMARTPROPERTY.SG

☒ Authorised Contact Person

► Authorised to receive communication from us and communicate customer information to us for all accounts under the same company

For addition of users to ebanking services, please refer to 'E-Service Update' Form

1. For update of details, only customer with existing information/services will be updated.
2. For update of contact details for Velocity, please use [this form](#)
3. For other services not listed here (including Business Debit Card), please refer to the respective forms [found here](#)

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Update Business Details

## 1 Your Account Details

Name of Company MCST PLAN NO. 3104  
Business registration number T06MC3104G

## 2 For which account(s) does this update apply?

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

## 3 Your change in Business Registration Number

New Business Registration Number\*

## 4 Your change In Address

☐ New Business Registered Address\*

Type   
Block No.  Street   
Street   
  
Storey No.  Unit No.   
Building   
Country SINGAPORE Postal Code

☒ New mailing address

Type  Building  
Block No. 38C Street JALAN PEMIMPIN  
Street   
  
Storey No. 03 Unit No. 01  
Building BOSCH BUILDING  
Country SINGAPORE Postal Code 577180

## 5a Your change in Business Name\* ▶ Please specify new business name

\*Please provide latest ACRA Business Profile

All information are mandatory unless stated.

## 4 Agreement ▶ To be signed by person(s) authorised to apply for banking services

Name of Company MCST PLAN NO. 3104  
Business registration number T06MC3104G

**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 and Authorised User(s) (if applicable) 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/society/club/association/school/MCST/religious organisation/partnership.

For eAlerts@ocbc and/or Business PhoneBanking only

I/We consent to disclosures as provided therein and agree that all payments be debited from my/our account(s) with you. All statements relating to the fees and charges payable for the relevant service shall be sent to the mailing address of the debit account. In the event that we have more than one account with the bank and have subscribed for a service for more than one account, I/we agree that the fees and charges payable in respect of any service for all such accounts may be consolidated into one statement and the consolidated statements be sent to the mailing addresses of all the respective debit accounts.

### 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.

#### Signing Mandate:

In most cases, it may take up to 7 working days from the date of our receipt of this form (accompanied by the evidence of corporate authorisation, if relevant) to complete processing of this form and effecting this change in your mandate. Consequently, in the interim, cheques will not be processed based on the revised mandate. On and after the completion of your requested update, OCBC Bank shall continue to honour any cheque dated prior to the date of this form if it is signed in accordance with the mandate as at the date of such cheque. This form does not constitute a countermand or stop payment instruction in respect of any cheque.

#### Please ensure that 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 Society/Club/Association/School/MCST/Religious Organisation, refer to Minutes of Meeting

<i>Signature</i>	<i>Signature</i>	<i>Signature</i>
Name of Authorised Person	Name of Authorised Person	Name of Authorised Person
Date ▶ DD/MM/YY	Date ▶ DD/MM/YY	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**

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)