

# DBS TREASURYeDOC APPLICATION / MAINTENANCE FORM (FOR SUBMISSION TO BANK)



Company Name\* \_\_\_\_\_  
Organisation ID\* \_\_\_\_\_

Please complete this form in **BLOCK LETTERS**.

\*Mandatory Fields

Please read through thoroughly before submitting the form(s). We regret to inform you that applications completed incorrectly may cause delays in processing.

## PRE-REQUISITE

- Having a DBS IDEAL account is a pre-requisite for DBS Treasury eDoc services. If your company has not signed up for DBS IDEAL, please also complete the DBS IDEAL Application Form and submit the completed DBS IDEAL Application Form and this DBS Treasury eDoc Application / Maintenance Form to the return address indicated in the DBS IDEAL Application Form.

Use this form if you are...

1

### Applying for Treasury eDoc services.

Please complete Section 3 of the DBS IDEAL Maintenance Form and this DBS Treasury eDoc Application / Maintenance Form if:

In respect of Treasury and Markets Transactions\*

- Your company wishes to receive Valuation Reports via Treasury eDoc.
- Your company wishes to receive Statements of Account via Treasury eDoc.
- Your company wishes to receive Transaction Confirmations & Fixing/Settlement Advices via Treasury eDoc, with the option of accepting the Transaction Confirmations online.

In respect of Derivatives Clearing & Execution (DCE) Services

- Your company wishes to receive Derivatives Clearing & Execution (DCE) Statements via Treasury eDoc.

In respect of Corporate Investment Services

- Your company wishes to receive Portfolio Statements via Treasury eDoc.

\*Each service under this section is available in respect of selected transactions only.  
Submit the completed forms to the return address indicated in the DBS IDEAL Maintenance Form.

2

### Updating your current Treasury eDoc services.

Please complete only this DBS Treasury eDoc Application / Maintenance Form if:

- Your company's Treasury eDoc users are already accessing Treasury eDoc for Transaction Confirmations and wish to add Valuation Reports &/or Portfolio Statements &/or Derivatives Clearing & Execution (DCE) Statements service for the same users.
- Your company requires a change to the current Valuation Report frequency.
- Your company's existing Transaction Confirmation user(s) has/have new roles (eg. Transaction Enquiry access to Approver).

Submit the completed form to DBS Bank Ltd, Treasury eDoc, 10 Toh Guan Road, #04-10 (Level 4A), DBS Asia Gateway, S608838.

## 1 SERVICE(S)

Tick where applicable

**TRANSACTION CONFIRMATIONS & FIXING/SETTLEMENT ADVICES**  
(Select this option to receive all Transaction Confirmations<sup>1</sup> & Fixing/Settlement Advices via Treasury eDoc.)

Please select  one of the following options as appropriate:

- Transaction Confirmations<sup>1</sup> will be accepted by your company via Treasury eDoc.  
Approval levels (single or dual-approval) will be set-up based on corporate authorisations relating to the acceptance of Transaction Confirmations<sup>1</sup> that have been furnished to the Bank.
- Transaction Confirmations<sup>1</sup> will be accepted by your company by signing on a hard copy downloaded from Treasury eDoc.  
A signed copy of the downloaded Transaction Confirmation<sup>1</sup> will need to be returned to the Bank.

<sup>1</sup>"Transaction Confirmations" refers to transaction confirmations and transaction amendment letters to such confirmations, and transaction termination letters. If you choose to receive Transaction Confirmations via Treasury eDoc, you will automatically receive fixing/settlement advices and event notices relating to your Transactions via Treasury eDoc as well.

## STATEMENTS

Please select  the following options as appropriate:

**VALUATION REPORTS** (Select this option to receive Valuation Reports for all outstanding Transactions via Treasury eDoc).

Frequency of Valuation Reports (Select and fill in as required)

- Monthly \_\_\_\_\_  Annually \_\_\_\_\_ (indicate month)  
 Quarterly \_\_\_\_\_ (indicate months)  Others \_\_\_\_\_ (indicate date/s)  
 Semi-Annually \_\_\_\_\_ (indicate months)

Note: services will commence from the calendar month after the application is processed and approved

- PORTFOLIO STATEMENTS** (Select this option to receive Portfolio statements for all outstanding Transactions via Treasury eDoc. This option is only available for **Corporate Investments** customers).
- DERIVATIVES CLEARING & EXECUTION (DCE) STATEMENTS** (Select this option to receive DCE Statements for all outstanding Transactions via Treasury eDoc. This option is only available for **DCE** customers).
- STATEMENTS OF ACCOUNT** (Select this option to receive monthly statements of account in respect of your company's treasury and markets transactions, prepared pursuant to regulation 40 of the Securities and Futures (Licensing and Conduct of Business) Regulations).

# DBS TREASURYeDOC APPLICATION / MAINTENANCE FORM (FOR SUBMISSION TO BANK)



Company Name\* \_\_\_\_\_  
 Organisation ID\* \_\_\_\_\_

Please complete this form in BLOCK LETTERS.  
 \*Mandatory Fields

## 2 USER ROLE(S)

Tick where applicable

Note: For Supersede, your previous instructions will be overwritten. To add more users, click [here](#) for additional pages.

IDEAL User ID \_\_\_\_\_ IDEAL User ID \_\_\_\_\_  
 Additional email(s) for notifications on availability of new documents \_\_\_\_\_  
 Additional email(s) for notifications on availability of new documents \_\_\_\_\_

### Service(s) & Role(s) Service(s) & Role(s)

#### TRANSACTION CONFIRMATIONS

Add **OR**  Supersede **OR**  Remove

Product Type <sup>2</sup> \ Role	Enquiry	Approver
FX & Money Market Products		
Interest Rate Products <sup>3</sup>		
Credit Products		
Commodity Products		
Equity Products		
Structured Products		
All Products		

<sup>2</sup> By selecting a particular Product Type, the User will have access to Transaction Confirmations, fixing/settlement advices and event notices relating to Transactions of that Product Type via Treasury eDoc.  
<sup>3</sup> By selecting Interest Rate Products, the User will have the same access role for fixed income transactions, repurchase transactions and securities borrowing & lending transactions.

#### TRANSACTION CONFIRMATIONS

Add **OR**  Supersede **OR**  Remove

Product Type <sup>2</sup> \ Role	Enquiry	Approver
FX & Money Market Products		
Interest Rate Products <sup>3</sup>		
Credit Products		
Commodity Products		
Equity Products		
Structured Products		
All Products		

<sup>2</sup> By selecting a particular Product Type, the User will have access to Transaction Confirmations, fixing/settlement advices and event notices relating to Transactions of that Product Type via Treasury eDoc.  
<sup>3</sup> By selecting Interest Rate Products, the User will have the same access role for fixed income transactions, repurchase transactions and securities borrowing & lending transactions.

#### STATEMENTS

Add **OR** Remove

Valuation Reports (Applicable for treasury and markets transactions)	<input type="checkbox"/>	<input type="checkbox"/>
Statements of Account (Applicable for treasury and markets transactions)	<input type="checkbox"/>	<input type="checkbox"/>
Portfolio Statements (Applicable for Corporate Investments customers only)	<input type="checkbox"/>	<input type="checkbox"/>
Derivatives Clearing & Execution (DCE) Statements (Applicable for DCE customers only)	<input type="checkbox"/>	<input type="checkbox"/>

#### STATEMENTS

Add **OR** Remove

Valuation Reports (Applicable for treasury and markets transactions)	<input type="checkbox"/>	<input type="checkbox"/>
Statements of Account (Applicable for treasury and markets transactions)	<input type="checkbox"/>	<input type="checkbox"/>
Portfolio Statements (Applicable for Corporate Investments customers only)	<input type="checkbox"/>	<input type="checkbox"/>
Derivatives Clearing & Execution (DCE) Statements (Applicable for DCE customers only)	<input type="checkbox"/>	<input type="checkbox"/>

Other Specific Instructions:

Other Specific Instructions:

# DBS TREASURY eDOC APPLICATION / MAINTENANCE FORM (FOR SUBMISSION TO BANK)



Company Name\* \_\_\_\_\_  
Organisation ID\* \_\_\_\_\_

Please complete this form in **BLOCK LETTERS**.  
\*Mandatory Fields

## 3 DECLARATIONS BY THE COMPANY

Tick where applicable

(A) Please select (  ) one of the following options as appropriate.

- The Users specified in this DBS Treasury eDoc Application / Maintenance Form for approving Transaction Confirmations on Treasury eDoc are existing authorised signatories of hard copy Transaction Confirmations.
- All/some/one\* of the Users specified in this DBS Treasury eDoc Application / Maintenance Form for approving Transaction Confirmations on Treasury eDoc are not existing authorised signatories of hard copy Transaction Confirmations. (Please furnish DBS Bank Ltd with corporate authorisations appointing the specified Users to approve Transaction Confirmations on Treasury eDoc.)

(B) I/We agree to be bound by your prevailing General Banking Terms and Conditions, applicable Jurisdiction Schedules and relevant Service Schedule(s) (each as may be amended, supplemented, substituted and/or replaced from time to time). We confirm that we have been given such prevailing terms or accessed them, where published, at [go.dbs.com/gbtc](http://go.dbs.com/gbtc) and have reviewed them.

Authorised signatories required\*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

For a company which has furnished DBS Bank Ltd with a standalone Electronic Banking Board Resolution, the authorised signatories for this DBS Treasury eDoc Application / Maintenance Form must be the current authorised signatories specified in that document. For a company which has furnished DBS Bank Ltd with a Board Resolution for the opening of the current account that covers Electronic Banking services, the authorised signatories for this DBS Treasury eDoc Application / Maintenance Form must be the current authorised signatories with the highest authorisation limit as specified in that document.

For partnerships, signatures of all partners are required. For companies, signatures of the authorised officers are required.