



# REQUEST FOR STATEMENT(S)/DOCUMENT(S)

**Mail To:** DBS Bank Ltd, T&O Account Services,  
2 Changi Business Park Crescent, #07-05, DBS Asia Hub Lobby B Singapore 486029

**Please complete form in BLOCK letters**

## Applicant's Particulars

**Account Name** : \_\_\_\_\_  
**NRIC/PP/Co. Reg No.** : \_\_\_\_\_  
**Account Number** : \_\_\_\_\_

## Service Required (Please tick the appropriate box)

- Statement of Account for period      (MM/YY) to      (MM/YY)
- Consolidated Statements dated      (MM/YY)
- Cheque Copy / Other types of document  
Cheque No.: \_\_\_\_\_ Amount: \_\_\_\_\_ Clearing Date: \_\_\_\_\_
- Document type: \_\_\_\_\_ Amount: \_\_\_\_\_ Transaction Date: \_\_\_\_\_

## Collection of Document / Authorisation

- Mail to my/our address in Bank's records.
- Collect personally at \_\_\_\_\_ Branch
- I authorise \_\_\_\_\_ NRIC/PP No. \_\_\_\_\_ to collect the document on my behalf at \_\_\_\_\_ Branch.

I hereby authorise the bank to debit my above account for the cost of the retrieval.

\_\_\_\_\_  
Authorised Signature(s) with Company Stamp (if applicable) \_\_\_\_\_  
Date

## Acknowledgement

I/we \_\_\_\_\_, NRIC/PP no: \_\_\_\_\_ acknowledge receipt of document.

\_\_\_\_\_  
Authorised Signature(s) with Company Stamp (if applicable) \_\_\_\_\_  
Date

For Bank Use Only			
Attended By (Name/Signature/Spec.No. /Date)  <div style="text-align: center;"> <input type="radio"/> SV   <input type="radio"/> CS            IDS: _____         </div>	Approved By (Name/Signature/Spec. No./Date)  <div style="text-align: center;"> <input type="radio"/> SV   <input type="radio"/> CS            IDS: _____         </div>	Released By (Name/Signature/Spec.No/Date)  <div style="text-align: center;"> <input type="radio"/> SV   <input type="radio"/> CS            IDS: _____         </div>	Branch Name/ Code