

# GUIDE TO COMPLETE THE ONLINE CHANGE OF MANDATE FORM

1. Click on **“Create new application”** to start a new application.

Welcome to Change of Account Mandate

Step 1 Start a new application

Step 2 Select action(s) to complete

Step 3 Get approval from authorised signatories ⓘ

Unsure how it works? See [FAQ](#)

**Create a new application**

Use Change of Account Mandate form to:

- Add / update authorised signatories
- Update signature requirements for existing account(s)

You can save anytime and continue later.

**Create new application >** Click

**Resume existing application**

[How to find my Application ID?](#)

Enter Application ID

eg. CHANGEMANDATE-000000-00-0000

**Resume existing application**

By clicking 'Create new application', You agree to the [DBS Privacy Policy](#) and [Terms & Conditions Governing Electronic Application](#)

2. Select either **“Login with DBS IDEAL”** (only if you have a DBS IDEAL Account) or **“Use ACRA Search to prefill”** (only if your company is registered with Accounting and Corporate Regulatory Authority). Alternatively, select the **“Manually input”** option.

Let's start by getting your business info

[Which account do I use?](#)

**Retrieve business info**

Save time and pre-fill your business info, by logging in with an existing DBS IDEAL account.

**Login with DBS IDEAL** Click

**Use ACRA Search to prefill** Click

OR

**Manually input** Click

To login, please ensure your web browser allows pop-up windows to appear.  
[How do I enable pop-ups on my browser?](#)

Let's start by getting your business info

[Which account do I use?](#)

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[Login with DBS IDEAL](#)

[Use ACRA Search to prefill](#)

OR

Manually input

To login, please ensure your web browser allows pop-up windows to appear.  
[How do I enable pop-ups on my browser?](#)

**Which option do I choose?**

**For ease of completing this form, please select one of the options for retrieval of your company information**

**Login with DBS IDEAL (preferred)**

With DBS IDEAL login, your company's profile will be retrieved for the form filling.

Please ensure that your pop-up blocker is turned off as there will be a pop up for your DBS IDEAL login.

Please key in your Login credentials accordingly.

**ACRA Search**

If you do not have your own DBS IDEAL Access, you may also select ACRA Search.

This is available for locally registered entities.

Your companies UEN or registered business name will be required for the search.

**Manual Input**

This option does not retrieve any information.

**Note:**

If you are updating Parent / Subsidiary Linkage, please select Manual Input.

- If you have selected **"Use ACRA Search to prefill"**, please enter your UEN or registered business name in the field. Choose and select your company from the list of results.

Retrieve business info from ACRA

< Back

Enter your UEN or registered business name

I'm not a robot [Select](#)

[ACRA SEARCH](#) [Click "ACRA SEARCH" to proceed to next section](#)

Showing results for

[Select](#)  PTE. LTD.

UEN:

- As the form applicant, enter your name and relevant contact details. This is required as a one-time password (OTP) will be sent to you via SMS to proceed.

### Apply for Change of Account Mandate

[Whose information do I fill in here?](#)

**Enter details to start**

An OTP will be sent to your mobile

- Input details of your organisation.  
(Note: If you had selected the **“Use ACRA Search to prefill”** option, your company name and UEN will be auto populated)

### Organisation Detail

Company Name

Business Registration Number (BRN) / Unique Entity Number (UEN)

I do not have Business Registration Number (BRN) / Unique Entity Number (UEN)

Organisation ID (optional)

Entity type

*Note: A blue arrow points to the 'Entity type' dropdown menu with the text: 'Select 'Entity Type' from drop-down list'*

6. Select the relevant options (you may select more than one option).

**What I would like to do with this form**

- Add new authorised signatories, users, and/or cardholders
- Update existing specimen signature
- Change grouping for existing authorised signatories
- Remove user from list of authorised signatories
- Update signature requirements of your existing account(s)
- Remove/replace business stamp

*Note: Sections can be amended on the left side of the page anytime during the process of completing the form.*

- Application form
- **Add Authorised Signatories** →
- Remove User from List of Authorised Signatories
- Cheque Instructions
- Declaration Of Current Term Office Bearers
- Review Application
- Authorisation

✎ Edit sections
➔ Click for Amendments

7. If you have an existing Fixed Deposit account or have more than one account with DBS, and you are planning to apply the same authorised signatories' changes to all accounts, you may select the option **"All DBS accounts"**.

Otherwise, please select **"Specific DBS accounts"** and enter the specific account numbers to be updated.

**I want the changes to be applied to the following accounts:**

All changes made in this form will be applied to all the accounts stated. If you wish to have a different mandate change to other account(s), please submit a separate form.

- All DBS accounts
- Specific DBS accounts

Account number

✕

Omit dashes and spaces

Apply changes to another account

Click [HERE](#) for steps for Society/Club/Association/MCST/Other Non-Profit Organisation.

## Steps for Company/Sole Proprietorship/Partnership

- If you had selected the **“Add new authorised signatories”** option, enter the details of the Authorised signatories.

Click on **“Next”** after completing the details of all Authorised signatories.

This option can be unselected if you are not adding a new authorised signatory.

### Add New Authorised Signatories, Users, And/Or Cardholders

Relevant charges may apply. If you wish to restrict the users' access to individual product/service/account, kindly fill up the [IDEAL Maintenance Form](#) instead.

**User 1** Clear

Name (as in NRIC/Passport)  
 Name per NRIC/Passport

Nationality  
 Select from drop-down

ID Document type  
 Select from drop-down

NRIC/Passport number  
 Enter IC/Passport No.

Gender

Date of Birth

Mobile number  
 Enter Mobile No. & Email Address

Email address

Authoriser group (if applicable)  
 Grouping needs to correspond with Signature Requirement (if applicable) Select from drop-down (if applicable)

Upload Specimen Signature  

Drag and drop your file here  
Or click here to browse  
 Upload only .jpg, .jpeg or .png files below 2 MB.

Ensure signatories provide Specimen Signature

Is user an existing DBS / POSB customer?  
 Yes  No Select accordingly

Please select an option.

Additional Products and Services For This User (optional)

**DBS IDEAL™ 3.0**  
 DBS IDEAL™ 3.0 Authorisation Mandate: Transaction approval via DBS IDEAL™ 3.0 will be the same as your Cheque Signing mandate.

Modules required Select (if applicable)  
 Find out more about the modules in [DBS IDEAL™ 3.0](#)

Cash Management (i)

Trade Finance (i)

Only Applicable if you or any other user has applied for IDEAL™ 3.0

Roles for the user Select (if applicable)

Enquiry

Transaction Maker \* (i)

Transaction Authoriser \* (i)

Customer Self Administrator (CSA) \* (i)

\* 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. 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. If you would like to change to Single Control, do so via the [IDEAL Maintenance Form](#).

Cards To Be Issued To This User

Cards to issue

DBS Business Advance Card Select (if applicable)

Add another authorised signatories, users, and/or cardholders Click on "+" to add more signatories

- If you had selected the **“Update existing specimen signature”** option, enter the details of the authorised signatory. Click on **“Next”** after completing the details.

This option can be unselected anytime if you are not updating a specimen signature of an existing authorised signatory.

### Update Existing Specimen Signature

**User 1** Clear

Name (as in NRIC/Passport)  
 Name per NRIC/Passport

ID Document type  
 Select from drop-down

NRIC/Passport number  
 Enter IC/Passport No.

Upload Specimen Signature  

Drag and drop your file here  
Or click here to browse  
 Upload only .jpg, .jpeg or .png files below 2 MB.

Ensure signatories provide Specimen Signature

Update existing specimen signature for another user Click on "+" to update for more signatories

Click "Next" to proceed to next section

10. If you had selected the option “**Change grouping for existing authorised signatories**”, enter the details of the existing authorised signatory. Click “**Next**” after completing the details.

This option can be unselected anytime if you are not changing the grouping of an existing authorised signatory.

**Change grouping for existing authorised signatories**

**User 1** Enter details of signer for Change of Existing signatories' Grouping (if applicable) Clear

Name (as in NRIC/Passport) Name per NRIC/Passport

ID Document type Select from drop-down Select NRIC/Passport number Enter IC/Passport No.

New authoriser group Select new group from drop-down Grouping needs to correspond with Signature Requirement (if applicable) Select

Update the above to DBS IDEAL Authorisation policy as well?

Yes, update DBS IDEAL Authorisation policy Select accordingly

No, do not update DBS IDEAL Authorisation policy

+ Change grouping for another existing authorised signatory Click on "+" to update for more signatories

Back Save for later Next Click "Next" to proceed to next section

11. If you had selected the option “**Remove user from list of authorised signatories**”, enter the details of the authorised signatory to be removed. Click “**Next**” after completing the details.

This option can be unselected anytime if you are not removing an existing authorised signatory.

**Remove user from List of authorised signatories**

**User 1** Enter details of signatories to be removed (if applicable) Clear

Name (as in NRIC/Passport) Name per NRIC/Passport

ID Document type Select from drop-down Select NRIC/Passport number Enter IC/Passport No.

Remove this user's access to the following products/services/ cards (optional)

DBS IDEAL™ 3.0 Select (if applicable)

DBS Corporate ATM Card

DBS Business Advance Card

+ Remove another user from list of authorised signatories Click on "+" to remove more signatories

Back Save for later Next Click "Next" to proceed to next section

12. If you had selected the option “**Update signature requirements of your existing account(s)**”, enter the details of the new signature requirements. Click “**Next**” after completing the details.

This option can be unselected anytime if you are not updating any signature requirements.

### Update Signature Requirements

For each Multi-Currency Account, only one mandate may be provided (which will apply to all wallets within that account).

If authorisation limits are prescribed below, please specify the currency of such limits. 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. 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.

For Associations, Clubs & Society, please ensure that your signature requirements comply with your constitution.

Signature Requirement needs to correspond with Authorised Signatories' grouping (if applicable)

**Update signature requirements**

For all amounts

Specific requirements for different amounts

← Select accordingly

Apply above signing requirements to DBS IDEAL™ Authorisation Policy (If DBS IDEAL™ Authorisation Policy is different from the above, please use **DBS IDEAL™ Maintenance form**. (optional)

← Select (if applicable)

Back

Ensure there are sufficient signatories to fulfil the Signature Requirement

Save for later

Next

← Click “Next” to proceed to next section

Scenario 1: If you had selected the option “**For all amounts**”.

- a) No Groupings involved: Select either of the below options

### Update signature requirements

For all amounts

Signature Requirement

Any 1 Signatory required

Any 2 Signatories required

Any 3 Signatories required

Any 4 Signatories required

All Signatories required

← Select either option from drop-down

DBS IDEAL™ Authorisation Policy (If DBS IDEAL™ Authorisation Policy is different from the above, please use **DBS IDEAL™ Maintenance form**. (optional)

b) Groupings involved: Select **“Specific group combinations”**

**Update signature requirements**

For all amounts

Signature Requirement  
 *Select this option*

Group combination 1 ⓘ  
     *Select combination from drop-down*

In no particular order. Minimum of 2 groups.

*Select if more than 1 combination is applicable*

**Rule:** Any 1 of the group combination(s) mentioned above

Specific requirements for different amounts

Scenario 2: If you had selected **“Specific requirements for different amounts”**.

a) No Groupings involved.

i. Enter Upper Limit of the Amount Tier and select either of the options below.

**Update signature requirements**

For all amounts

Specific requirements for different amounts

Up to: Amount entered is inclusive  
Above: Amount entered is not inclusive

Currency  
 *Select from drop-down*

Above

Up to  
 *Enter Amount Tier*

Authorisation Requirement  
 *Select either option from drop-down*

**Add another transaction**

Confirm that 1,000.00 is the  
 Otherwise please change the last  
 authorisation limit.

- Any 1 Signatory required
- Any 2 Signatories required
- Any 3 Signatories required
- Any 4 Signatories required
- All Signatories required



- ii. Select the option below to add authorisation limit for the next amount tier.

**Update signature requirements**

For all amounts  
 Specific requirements for different amounts

Currency  
 Singapore Dollar (SGD)

Above	Up to	
0.00	1,000.00	
Authorisation Requirement Any 1 Signatory required		

Select if more than 1 Amount Tier is applicable

- iii. Enter Upper Limit of the Next Amount Tier (No change to the “Up to” field if there is no upper limit) and select either of the options below.

**Update signature requirements**

For all amounts  
 Specific requirements for different amounts

Up to: Amount entered is inclusive  
 Above: Amount entered is not inclusive

Currency  
 Singapore Dollar (SGD)

Above	Up to	
0.00	1,000.00	
Authorisation Requirement Any 1 Signatory required		

Above	Up to	
1,000.00	999,999,999,999.99	
Authorisation Requirement Any 2 Signatories required		

Enter Upper limit for the next Amount Tier (No change required if this is the last tier with no upper limit)

Select either option from drop-down

- iv. Repeat from Step (ii) to add multiple amount tiers.

b) Groupings involved.

- i. Enter Upper Limit of the Amount Tier and select **“Specific group combinations”**.

**Update signature requirements**

For all amounts  
 Specific requirements for different amounts

Up to: Amount entered is inclusive  
Above: Amount entered is not inclusive

Currency: Singapore Dollar (SGD) Select from drop-down

Above: 0.00      Up to: 1,000.00 Enter Amount Tier

Authorisation Requirement: Specific group combinations Select this option

Group combination 1 <sup>ⓘ</sup>  
 A   B   -   - Select combination from drop-down  
In no particular order. Minimum of 2 groups.

Add another group combination Select if more than 1 combination is applicable

- ii. Select the option below to add authorisation limit for the next amount tier.

**Update signature requirements**

For all amounts  
 Specific requirements for different amounts

Currency: Singapore Dollar (SGD)

Above: 0.00      Up to: 1,000.00

Authorisation Requirement: Specific group combinations

Group combination 1 <sup>ⓘ</sup>  
 A   B   -   -  
In no particular order. Minimum of 2 groups.

Add another group combination

Add another transaction authorisation limit Select if more than 1 Amount Tier is applicable

- iii. Enter Upper Limit of the Next Amount Tier (No change to the “Up to” field if there is no upper limit) and select either of the options below.

Update signature requirements

For all amounts  
 Specific requirements for different amounts

Currency  
 Singapore Dollar (SGD)

Above: 0.00      Up to: 1,000.00

Authorisation Requirement: Specific group combinations

Group combination 1: A, B, -, -

In no particular order. Minimum of 2 groups.

Add another group combination

Above: 1,000.00      Up to: 999,999,999,999,999.99

Authorisation Requirement: Specific group combinations

Group combination 1: A, A, -, -

In no particular order. Minimum of 2 groups.

Add another group combination

Enter Upper limit for the next Amount Tier (No change required if this is the last tier with no upper limit)

Select this option

Select combination from drop-down

Select if more than 1 combination is applicable

- iv. Repeat from Step (ii) to add multiple Amount Tiers

c) Combination of No Groupings and Groupings involved

**Update signature requirements**

For all amounts
 Up to: Amount entered is inclusive  
Above: Amount entered is not inclusive

Specific requirements for different amounts

Currency

Singapore Dollar (SGD) ▾

Above:  Up to:  🗑️

1<sup>st</sup> tier without grouping

Authorisation Requirement

Any 2 Signatories required ▾

Above:  Up to:  🗑️

2<sup>nd</sup> tier with grouping

Authorisation Requirement

Specific group combinations ▾

Group combination 1  ⓘ

A ▾

A ▾

- ▾

- ▾

In no particular order. Minimum of 2 groups.

Add another group combination

Add another transaction authorisation limit

*Note: The option below will appear if the last amount entered is not 999,999,999,999,999.99. Please tick on the checkbox if the last amount entered corresponds to your desired maximum authorisation limit.*

Confirm that 1,000.00 is the maximum authorisation limit.
 Select if last amount is not 999,999,999,999,99.99

Otherwise please change the last amount to 999,999,999,999,999.99 or add another authorisation limit.

13. If you had selected the option “**Remove / Replace Business Stamp**”, enter the details to either remove or replace the business stamp. Click on “**Next**” after completing the details.

This option can be unselected anytime if you are not updating existing business stamp.

### Remove / replace business stamp

**I want to**

Remove existing business stamp

Replace existing business stamp with a new stamp

←
Select accordingly

Back

Save for later
Next

←
Click “Next” to proceed to next section

14. Complete the section on “**Cheque Instructions**”, if applicable:

### Cheque Instructions

**Cheque Instructions** (optional)

The bank (DBS Bank Ltd.) will continue to honour any unexpired cheques signed under the previous mandate and dated before the date upon which the bank updates the changes to your authorised signatories.

By ticking this box, you authorise the bank not to honour any cheques issued by you which are dated before the date on which we update the changes to your authorised signatories.

←
Select (if applicable)

**Are there changes to previous Constitution/Bye-Law submitted to the Bank or are there any changes to the company’s constitution?**

Yes

No

←
Select accordingly

If “Yes” is selected, please provide latest constitution.

**Is Company registered in Singapore or has it been less than 12 months since the Company last provided the Certificate of Incumbency/ Register of Directors?**

Yes

No

←
Select accordingly

If “No” is selected, please provide certified true copy of Certificate of Incumbency or Register of Directors or equivalent.

Back

Save for later
Next

←
Click “Next” to proceed to next section

15. After completing all the required sections, please review your application in the **Preview** page.

You can click on “**Edit**” if you need to amend any information for that section.

Preview
Review your input in all Sections

**Organisation Detail**

Company Name  
ABC Pte Ltd

Business Registration Number (BRN) / Unique Entity Number (UEN)  
23456789

Entity type  
Company

What I would like to do with this form  
Add new authorised signatories, users, and/or cardholders

I want the changes to be applied to the following accounts:  
All DBS accounts

**Edit**

Click “Edit” if amendment is required

**Add new authorised signatories, users, and/or cardholders**

**User 1**

Name  
**Peter Lee**

Nationality  
**Singapore**

ID Document type <b>Singapore NRIC</b>	NRIC/ Passport Number s2345678a
Gender <b>Male</b>	Date of birth 01/05/1990
Mobile number <b>+65-98765432</b>	Email peterl@gmail.com
Authoriser group (if applicable)	Position Held

Is user a current term office bearer?

Is user an existing DBS / POSB customer?  
Yes

**Edit**

Click “Edit” if amendment is required

16. Click **“Authorise Submission”** at the end of the page after reviewing the application and ensure that all information entered are accurate.

**Confirmation By Customer** ▲

By signing below, you hereby represent, warrant and confirm to DBS Bank Ltd. (“DBS”) that:

1. You are duly authorized by the entity named in Section 1 (“Entity”) above to sign and deliver this form to DBS and you have read, understood and agree to the matters in this Form.
2. The signatory/signatories set out in Section 2 above are present officers of the Entity, occupying the positions stated and that the specimen signatures submitted are those of the respective signatories.
3. You may provide personal data to the Bank (including without limitation personal data of your office holder, employee, shareholder and beneficial owner) in connection with you establishing and maintaining your relationship with the Bank. You confirm that all information provided and documents submitted by you are true, complete and accurate. When providing any personal data to the Bank, you confirm that you are lawfully providing the data for the Bank to use and disclose for the purposes of:
  - a) providing products or services to you;
  - 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. The aforesaid shall be in addition and without prejudice to any right of disclosure that the Bank may have under any applicable law or pursuant to any agreement that you may enter into with the Bank from time to time.

In addition, DBS may use and rely on any personal data provided by you, and may disclose such personal data to service providers, to communicate, authenticate or otherwise deal with you and the Entity’s officer holders or employees in connection with the provision of banking products and services to the Entity.

4. Where if you appoint any Customer Self Administrator (“Administrator”), you agree that should any Administrator cease to be employed by the Entity, you undertake to inform DBS and you will submit the Change of Mandate to delete this Administrator’s user profile in IDEAL. You agree that the Entity shall not hold DBS liable for any act or omission by an Administrator who ceases to be employed by the Entity for which DBS is not informed.
5. You acknowledge that DBS will be updating its records with the details (including personal particulars) herein which would replace any existing details which DBS Bank Ltd. may have in its records.

You authorise DBS to honour all payment instructions signed in accordance with the stated signature requirements. You agree not to overdraw your account without prior arrangement and approval. You represent and warrant that you have the power and authority to sign and deliver this application Form and that the information given by you in this application Form and any other accompanying document(s) submitted to DBS are complete, true and accurate.

NOTE: For partnerships, authorisations from all partners are required. For a company which has furnished the Bank with a Board Resolution, the authorisers must be current authorised persons as specified in that document. For Associations, Clubs & Societies, authorisers must be any two of the existing / outgoing Chairman, Secretary, or Treasurer.

I/We hereby confirm that I/we have obtained copies of the [TERMS AND CONDITIONS GOVERNING ELECTRONIC APPLICATIONS](#), which I/we have read, understood and accepted. By submitting this form, I/We hereby confirm that I/we have read, understood and agree to be bound by these terms (including the clause relating to the collection, processing, use and disclosure of personal data).

I understand and acknowledge the terms and conditions stated above.

Back

Save for later
Authorise Submission

Select

Click “Authorise Submission” to proceed

17. Enter details of the relevant signatories (i.e. Approver) who will be signing off on the form.

**Have a DBS IDEAL account?**  
Prefill authorised signatories information and easily track your submitted application if you authenticate now.

**Authenticate now** → Click here if Approver has existing DBS IDEAL account

**Authorised Signatories** → Enter details of Approvers to sign off on Form

Your application needs to be approved by your company's authorised signatories. Please let us know their contact details and we will request for their authorisation of this request.

**Approver 1** Clear

Full Name (as per NRIC/Passport) → Name per NRIC/Passport  
May Tan

Mobile number → Enter Mobile No. & Email Address  
+65 98765432

Email → Enter Mobile No. & Email Address  
may@gmail.com

We'll send an email to this approver to request for an authorisation of this request.

**Approver 2** Clear

Full Name (as per NRIC/Passport) → Name per NRIC/Passport  
John Lim

Mobile number → Enter Mobile No. & Email Address  
+65 87654321

Email → Enter Mobile No. & Email Address  
abc@gmail.com

We'll send an email to this approver to request for an authorisation of this request.

**+ Add Approver** → Select if more Approver is required

Please proceed with only one approver for this request. → Select if ONLY 1 signatory is required

**Authorisation Methods**  
Approval methods are offered based on the completeness of info for authorised signatories.

**SHOW METHODS** → Click here after entering Approvers' details

**Back** **Save for later** **Next** → Click "Next" to proceed

*Sample*

Form to be signed off by current authorised person(s) as specified in the Board Resolution / Minutes of Meeting / Partnership Agreement.



18. You can select either “**DBS IDEAL**” or “**DBS DigiSign**” if they appear on the screen and click on “**Next**” to complete the online application.

These options are only available if you had selected “**Login with DBS IDEAL**” earlier when retrieving your business information and both approvers have verified the contact details maintained with the bank.

*Note: No hardcopy form is required for submission to the bank.*

### Get approval from authorised signatories

To update the contact info of authorised signatories, select 'Save for later' to continue this application later. Then contact BizCare on 1800 222 2200 to make the updates.

**Select 2 authorised signatories**  
1:A+1:B

Group	Mobile number	Email address	IDEAL Account Holder
Group A	<input checked="" type="checkbox"/> [Redacted]	[Redacted]@DBS.COM	Yes
Group B	<input checked="" type="checkbox"/> [Redacted]	[Redacted]@DBS.COM	Yes
	<input type="checkbox"/> [Redacted]		

Please proceed with only one approver for this request.

### Authorisation Methods ← Select

Select approval method

**DBS IDEAL**

Enjoy greater convenience with online submission! By selecting this option, your authorised signatories can easily approve and track this form on DBS IDEAL.

RECOMMENDED

**DBS DigiSign**

Authorised signatories authenticate and sign digitally via a secured one-time email link & SMS one-time PIN. All authorised signatories, the applicant and DBS will receive the completed eSigned document via email. No hardcopy submission is required!

Back
Save for later
Next
Click “Next” to proceed

19. Alternatively, select **“Print and Send”** and click on **“Next”** to complete the online application.

**Have a DBS IDEAL account?**  
Prefill authorised signatories information and easily track your submitted application if you authenticate now. [Authenticate now](#)

**Authorised Signatories**  
Your application needs to be approved by your company's authorised signatories. Please let us know their contact details and we will request for their authorisation of this request.

**May Tan**  
Mobile number: +65-98765432 | Email address: may@gmail.com

**John Lim**  
Mobile number: +65-87654321 | Email address: abc@gmail.com

[+ Edit](#)

Please proceed with only one approval for this request.

**Authorisation Methods** [Select](#)  
Select approval method

- Print and send**  
Download this application as a PDF and print it for authorised signatories to sign before sending it to us.

[Back](#) [Save for later](#) [Next](#) [Click "Next" to proceed](#)

20. For **“Print and Send”** option, click on **“Download PDF”** to download the completed form. The password for the completed form will be sent to the form Applicant via SMS.

**Submit signed PDF to DBS**

An email with the application PDF has been sent to your email address (██████████).

Please refer to the application PDF for more details on the manual submission process, including where you can mail/ submit the form to.

[Click "Download PDF" to open completed Form](#) [Download PDF](#) [Exit](#)

**How would you rate your overall experience today?**

★ ★ ★ ★ ★


Tap on the stars to rate

[Submit](#)

21. Review the PDF form that you have downloaded and ensure that all information is accurate.

If there are inaccurate information, you can retrieve your previous submission using the Reference Number and make the necessary amendments before submitting the form as a new request.

**Change of Mandate Form**  
Reference No: CHANGEMANDATE-290524-65-00309



**Who is filling out this application**

Name	Mobile Number
[REDACTED]	[REDACTED]
Email Address	
[REDACTED]	

**Organisation Detail**

Company Name	Business Registration Number (BRN)
ABC Pte Ltd	23456789
Organisation ID	Entity type
	Company

**Change of Mandate Form** ← Summary of all completed Sections

What I would like to do with this form

- Add new authorised signatories, users, and/or cardholders
- Update existing specimen signature
- Change grouping for existing authorised signatories
- Remove user from list of authorised signatories
- Update signature requirements of your existing account(s)
- Remove existing business stamp

I want the changes to be applied to the following accounts

All DBS accounts

22. Proceed to print out the PDF form and request for the signatures from your form approvers on the last page of the PDF form.

**Change of Mandate Form**  
Reference No: CHANGEMANDATE-130923-65-00097

Live more,  
Bank less

You authorise DBS to honour all payment instructions signed in accordance with the stated signature requirements. You agree not to overdraw your account without prior arrangement and approval. You represent and warrant that you have the power and authority to sign and deliver this application Form and that the information given by you in this application Form and any other accompanying document(s) submitted to DBS are complete, true and accurate.

I/We hereby confirm that I/we have obtained copies of [TERMS AND CONDITIONS GOVERNING ELECTRONIC APPLICATIONS](#), which I/we have read, understood and accepted. By submitting this form, I/We hereby confirm that I/we have read, understood and agree to be bound by these terms (including the clause relating to the collection, processing, use and disclosure of personal data).

I understand and acknowledge the terms and conditions stated above.

Ensure the signatures are in accordance with our Bank's records OR arrange for them to be verified by a DBS/POSB bank staff.

NOTE: For partnerships, authorisations from all partners are required. For a company which has furnished the Bank with a Board Resolution, the authorisers must be current authorised persons as specified in that document. For Associations, Clubs & Societies, authorisers must be any two of the existing / outgoing Chairman, Secretary, or Treasurer.

**Authorised Signatories**

**May Tan**

→ Sign Here →

\_\_\_\_\_

Signature

← Indicate Date ←

\_\_\_\_\_

Date

**John Lim**

→ Sign Here →

\_\_\_\_\_

Signature

← Indicate Date ←

\_\_\_\_\_

Date

DBS Bank Ltd Co. Reg. No. 196800306E / Form No. 0097-v1/14092023 11:10

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23. Submit all pages of the signed PDF form, together with all necessary documents (i.e. Certified True Copy of Identification Document, Constitution, etc) if applicable.

Mail to:  
**T&O-SG IBG Ops**  
**Corporate Account Services**  
**2 Changi Business Park Crescent**  
**#04-06 DBS Asia Hub**  
**Singapore 486029**

24. Upon receipt of the signed PDF form, the bank will process the request within seven working days. A notification letter will be sent to you upon completion of Change of Account Mandate updates.

## Steps for Society/Club/Association/MCST/Other Non-Profit Organisation

25. If you had selected the option “**Add new authorised signatories**”, enter the details of the Authorised signatories.

Click “**Next**” after completing the details of all authorised signatories.

This option can be unselected if you are not adding a new authorised signatory.

**Add New Authorised Signatories, Users, And/Or Cardholders**

Relevant charges may apply. If you wish to restrict the users' access to individual product/service/account, kindly fill up the [IDEAL Maintenance Form](#) instead.

**User 1** Enter details of 1<sup>st</sup> Authorised signatories (if applicable) Clear

Name (as in NRIC/Passport) Name per NRIC/Passport  
John Lim

Nationality Select from drop-down  
Singapore

ID Document type Select from drop-down NRIC/Passport number Enter IC/Passport No.  
Singapore NRIC s1234567a

Gender Select from drop-down  
Male

Date of Birth Enter Mobile No. & Email Address  
01/09/1979

Mobile number  
+65 87654321

Email address  
abc@gmail.com

Authoriser group (if applicable) Select from drop-down (if applicable)  
Select

Position Held Select from drop-down  
Chairman or equivalent

Upload Specimen Signature Ensure signatories provide Specimen Signature  
Drag and drop your file here  
Or click here to browse  
Upload only .jpg, .jpeg or .png files below 2 MB.

Is user a current term office bearer?  
 Yes  No Select one option

Is user an existing DBS / POSB customer?  
 Yes  No Select one option

Additional Products and Services For This User (optional)

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

Modules required Select (if applicable)  
Find out more about the modules in [DBS IDEAL™ 3.0](#)

Cash Management  Trade Finance  
Only Applicable if you or any other user has applied for IDEAL trade

Roles for the user Select (if applicable)  
 Enquiry  Transaction Maker  Transaction Authoriser  Customer Self Administrator (CSA)

\*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. 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. If you would like to change to Single Control, do so via the [IDEAL Maintenance Form](#).

Cards To Be Issued To This User

Cards to issue Select (if applicable)  
 DBS Business Advance Card

Add another authorised signatories, users, and/or cardholders Click on "+" to add more signatories

26. If you had selected the option “**Update existing specimen signature**”, enter the details of the authorised signatory. Click “**Next**” after completing the details.

This option can be unselected anytime if you are not updating a specimen signature of an existing authorised signatory.

**Update Existing Specimen Signature**

**User 1** Enter details of signatory for update of Existing Specimen Signature (if applicable) Clear

Name (as in NRIC/Passport) Name per NRIC/Passport

ID Document type Select from drop-down NRIC/Passport number Enter IC/Passport No.  
Select

Upload Specimen Signature Ensure signatories provide Specimen Signature  
Drag and drop your file here  
Or click here to browse  
Upload only .jpg, .jpeg or .png files below 2 MB.

Update existing specimen signature for another user Click on "+" to update for more signatories

[Back](#) [Save for later](#) [Next](#) Click "Next" to proceed to next section

27. If you had selected the option “**Change grouping for existing authorised signatories**”, enter the details of the existing authorised signatory. Click “**Next**” after completing the details.

This option can be unselected anytime if you are not changing the grouping of an existing authorised signatory.

### Change grouping for existing authorised signatories

**User 1** Clear

Enter details of signer for Change of Existing signatories' Grouping (if applicable)

Name (as in NRIC/Passport) Name per NRIC/Passport

ID Document type NRIC/Passport number

Select Select from drop-down  Enter IC/Passport No.

New authoriser group Select new group from drop-down Grouping needs to be in compliance to Constitution (if applicable)

Select

Update the above to DBS IDEAL Authorisation policy as well?

Yes, update DBS IDEAL Authorisation policy Select accordingly

No, do not update DBS IDEAL Authorisation policy

+ Change grouping for another existing authorised signatory Click on “+” to update for more signatories

Back

Save for later
Next Click “Next” to proceed to next section

28. If you had selected the option **“Remove user from list of authorised signatories”**, enter the details of the authorised signatory to be removed. Click **“Next”** after completing the details.

This option can be unselected anytime if you are not removing an existing authorised signatory.

**Remove user from List of authorised signatories**

**User 1** ← Enter details of signatories to be removed (if applicable) Clear

Name (as in NRIC/Passport) ← Name per NRIC/Passport

ID Document type ← Select from drop-down NRIC/Passport number ← Enter IC/Passport No.

Remove this user's access to the following products/services/ cards (optional)

- DBS IDEAL™ 3.0
- DBS Corporate ATM Card ← Select (if applicable)
- DBS Business Advance Card

Remove another user from list of authorised signatories ← Click on “+” to remove more signatories

[Back](#) [Save for later](#) [Next](#) ← Click “Next” to proceed to next section

29. If you had selected the option **“Update signature requirements of your existing account(s)”**, enter the details of the new signature requirements. Click **“Next”** after completing the details.

This option can be unselected anytime if you are not updating any signature requirements.

**Update Signature Requirements**

For each Multi-Currency Account, only one mandate may be provided (which will apply to all wallets within that account).

If authorisation limits are prescribed below, please specify the currency of such limits. 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. 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.

For Associations, Clubs & Society, please ensure that your signature requirements comply with your constitution.

**Signature Requirement needs to be in compliance to Constitution (if applicable)**

Update signature requirements

- For all amounts
- Specific requirements for different amounts ← Select accordingly

Apply above signing requirements to DBS IDEAL™ Authorisation Policy (if DBS IDEAL™ Authorisation Policy is different from the above, please use **DBS IDEAL™ Maintenance form**. (optional) ← Select (if applicable)

**Ensure there are sufficient signatories to fulfil the Signature Requirement**

[Back](#) [Save for later](#) [Next](#) ← Click “Next” to proceed to next section

Scenario 1: If you had selected “**For all amounts**”.

a) No Groupings involved: Select either of the options below

The screenshot shows the 'Update signature requirements' form with the 'For all amounts' radio button selected. A dropdown menu for 'Signature Requirement' is open, showing options: 'Any 1 Signatory required', 'Any 2 Signatories required', 'Any 3 Signatories required', 'Any 4 Signatories required', and 'All Signatories required'. A blue arrow points to the dropdown with the text 'Select either option from drop-down'. Below the dropdown, there is a note: 'IDEAL™ Authorisation Policy (If DBS IDEAL™ Authorisation DBS IDEAL™ Maintenance form. (optional))'.

b) Groupings involved: Select “**Specific group combinations**”

The screenshot shows the 'Update signature requirements' form with the 'For all amounts' radio button selected. The 'Signature Requirement' dropdown is set to 'Specific group combinations'. Below it, 'Group combination 1' is shown with four dropdown menus and a trash icon. A blue arrow points to the 'Specific group combinations' dropdown with the text 'Select this option'. Another blue arrow points to the 'Group combination 1' dropdowns with the text 'Select combination from drop-down'. A third blue arrow points to the 'Add another group combination' button with the text 'Select if more than 1 combination is applicable'. Below the button, the text reads: 'Rule: Any 1 of the group combination(s) mentioned above'. At the bottom, there is an unselected radio button for 'Specific requirements for different amounts'.



Scenario 2: If you had selected “**Specific requirements for different amounts**”.

a) No Groupings involved.

i. Enter Upper Limit of the Amount Tier and select either of the options below.

ii. Select the option below to add the authorisation limit for the next amount tier.

- iii. Enter the Upper Limit of the Next Amount Tier (No change to the “Up to” field if there is no upper limit) and select either of the options below.

**Update signature requirements**

For all amounts
 Up to: Amount entered is inclusive  
Above: Amount entered is not inclusive

Currency: Singapore Dollar (SGD)

Above	Up to	
0.00	1,000.00	
Authorisation Requirement		
Any 1 Signatory required		

Above	Up to	
1,000.00	999,999,999,999.99	
Authorisation Requirement		
Any 2 Signatories required		

Enter Upper limit for the next Amount Tier (No change required if this is the last tier with no upper limit)
  
Select either option from drop-down

Add another transaction authorisation limit

- iv. Repeat from Step (ii) to add multiple Amount Tiers

b) Groupings involved.

- i. Enter Upper Limit of the Amount Tier and select “**Specific group combinations**”.

**Update signature requirements**

For all amounts
 Up to: Amount entered is inclusive  
Above: Amount entered is not inclusive

Currency: Singapore Dollar (SGD)

Above	Up to	
0.00	1,000.00	
Authorisation Requirement		
Specific group combinations		
Group combination 1		
A	B	-
-	-	

Select from drop-down
  
Enter Amount Tier
  
Select this option
  
Select combination from drop-down
  
Select if more than 1 combination is applicable

Add another group combination

- ii. Select option below to add authorisation limit for the next amount tier.

**Update signature requirements**

For all amounts  
 Specific requirements for different amounts

Currency  
 Singapore Dollar (SGD)

Above	Up to
0.00	1,000.00

Authorisation Requirement  
 Specific group combinations

Group combination 1  
 A B - -  
In no particular order. Minimum of 2 groups.

Add another group combination

Add another transaction authorisation limit Select if more than 1 Amount Tier is applicable

- iii. Enter Upper Limit of the Next Amount Tier (No change to the “Up to” field if there is no upper limit) and select either of the options below.

**Update signature requirements**

For all amounts  
 Specific requirements for different amounts

Currency  
 Singapore Dollar (SGD)

Above	Up to
0.00	1,000.00

Authorisation Requirement  
 Specific group combinations

Group combination 1  
 A B - -  
In no particular order. Minimum of 2 groups.

Add another group combination

---

Above	Up to
1,000.00	999,999,999,999,999.99

Authorisation Requirement  
 Specific group combinations

Group combination 1  
 A A - -  
In no particular order. Minimum of 2 groups.

Add another group combination

Enter Upper limit for the next Amount Tier (No change required if this is the last tier with no upper limit)  
Select this option  
Select combination from drop-down  
Select if more than 1 combination is applicable

- iv. Repeat from Step (ii) to add multiple Amount Tiers.
- c) Combination of No Groupings and Groupings involved

**Update signature requirements**

For all amounts
 

Up to: Amount entered is inclusive  
 Above: Amount entered is not inclusive

Specific requirements for different amounts

Currency

Singapore Dollar (SGD)

Above	0.00	Up to	1,000.00	<input type="button" value="✕"/>
<b>1<sup>st</sup> tier without grouping</b>				
Authorisation Requirement				
Any 2 Signatories required				

Above	1,000.00	Up to	999,999,999,999,999.99	<input type="button" value="✕"/>
<b>2<sup>nd</sup> tier with grouping</b>				
Authorisation Requirement				
Specific group combinations				
Group combination 1 <span style="font-size: small;"> ⓘ</span>				
<div style="border: 1px solid #ccc; padding: 2px 5px;">A</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">A</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">-</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">-</div>				
In no particular order. Minimum of 2 groups.				
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">             Add another group combination           </div>				

*Note: The option below would appear if last amount entered is not 999,999,999,999,999.99. Please tick on the checkbox if the last amount entered corresponds to your desired maximum authorisation limit.*

Confirm that 1,000.00 is the maximum authorisation limit.

Otherwise please change the last amount to 999,999,999,999,999.99 or add another authorisation limit.

Select if last amount is not 999,999,999,999,999.99

30. If you had selected the option “**Remove / Replace Business Stamp**”, enter the details to either remove or replace the business stamp. Click “**Next**” after completing the details.

This option can be unselected anytime if you are not updating existing business stamp.

**Remove / replace business stamp**

I want to

Remove existing business stamp

Replace existing business stamp with a new stamp

Select accordingly

Back Save for later Next

Click “Next” to proceed to next section

31. Complete the section (Cheque Instructions), if applicable:

**Cheque Instructions**

**Cheque Instructions** (optional)

The bank (DBS Bank Ltd.) will continue to honour any unexpired cheques signed under the previous mandate and dated before the date upon which the bank updates the changes to your authorised signatories.

By ticking this box, you authorise the bank not to honour any cheques issued by you which are dated before the date on which we update the changes to your authorised signatories.

Select (if applicable)

**Are there changes to previous Constitution/Bye-Law submitted to the Bank or are there any changes to the company's constitution?**

Yes

No

Select accordingly

If “Yes” is selected, please provide latest constitution.

Back Save for later Next

Click “Next” to proceed to next section

32. Complete the section “**Declaration of Current Term Office Bearers**”.

*Note: Minutes of Meeting is not required for submission upon completion of this section.*

**Declaration Of Current Term Office Bearers**

Designation	Name	NRIC/IDs
Chairman or equivalent	John Lim	s1234567
Secretary or equivalent		
Treasurer or equivalent		

Add another office bearer

Select if more office bearer(s) is/are to be added

Inherited from “Add Authorised Signatories” section

Enter Name & NRIC/IDs of other office bearers (Input as ‘NA’ if position is not applicable)

Minutes of Meeting is not required upon completing this section

Back Save for later Next

Click “Next” to proceed to next section

33. After completing all required sections, please review your application in the **Preview** page.

You can click **“Edit”** if you need to amend any information for that section.

Preview
← Review your input in all Sections

**Organisation Detail** ⬆

Company Name  
AABB [✎ Edit](#)

Business Registration Number (BRN) / Unique Entity Number (UEN)  
12345678

Entity type  
Society/Club/Association/MCST

What I would like to do with this form  
 Add new authorised signatories, users, and/or cardholders  
 Update existing specimen signature  
 Change grouping for existing authorised signatories  
 Remove user from list of authorised signatories  
 Update signature requirements of your existing account(s)  
 Remove/replace business stamp

I want the changes to be applied to the following accounts:  
All DBS accounts

**Add new authorised signatories, users, and/or cardholders** ⬆

User 1 [✎ Edit](#)

Name  
John Lim

Nationality  
Singapore

ID Document type	NRIC/ Passport Number
Singapore NRIC	s1234567a
Gender	Date of birth
Male	01/09/1979
Mobile number	Email
+65-87654321	johnabc@gmail.com
Authoriser group (if applicable)	Position Held
	Chairman or equivalent

Is user a current term office bearer?  
Yes

Is user an existing DBS / POSB customer?  
Yes

Click “Edit” if amendment is required

Click “Edit” if amendment is required

34. Click **“Authorise Submission”** at the end of the page after reviewing the application and ensure that all information is accurate.

**Confirmation By Customer** ▲

By signing below, you hereby represent, warrant and confirm to DBS Bank Ltd. (“DBS”) that:

1. You are duly authorized by the entity named in Section 1 (“Entity”) above to sign and deliver this form to DBS and you have read, understood and agree to the matters in this Form.
2. The signatory/signatories set out in Section 2 above are present officers of the Entity, occupying the positions stated and that the specimen signatures submitted are those of the respective signatories.
3. You may provide personal data to the Bank (including without limitation personal data of your office holder, employee, shareholder and beneficial owner) in connection with you establishing and maintaining your relationship with the Bank. You confirm that all information provided and documents submitted by you are true, complete and accurate. When providing any personal data to the Bank, you confirm that you are lawfully providing the data for the Bank to use and disclose for the purposes of:
  - a) providing products or services to you;
  - 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. The aforesaid shall be in addition and without prejudice to any right of disclosure that the Bank may have under any applicable law or pursuant to any agreement that you may enter into with the Bank from time to time.

In addition, DBS may use and rely on any personal data provided by you, and may disclose such personal data to service providers, to communicate, authenticate or otherwise deal with you and the Entity’s officer holders or employees in connection with the provision of banking products and services to the Entity.
4. Where if you appoint any Customer Self Administrator (“Administrator”), you agree that should any Administrator cease to be employed by the Entity, you undertake to inform DBS and you will submit the Change of Mandate to delete this Administrator’s user profile in IDEAL. You agree that the Entity shall not hold DBS liable for any act or omission by an Administrator who ceases to be employed by the Entity for which DBS is not informed.
5. You acknowledge that DBS will be updating its records with the details (including personal particulars) herein which would replace any existing details which DBS Bank Ltd. may have in its records.

You authorise DBS to honour all payment instructions signed in accordance with the stated signature requirements. You agree not to overdraw your account without prior arrangement and approval. You represent and warrant that you have the power and authority to sign and deliver this application Form and that the information given by you in this application Form and any other accompanying document(s) submitted to DBS are complete, true and accurate.

NOTE: For partnerships, authorisations from all partners are required. For a company which has furnished the Bank with a Board Resolution, the authorisers must be current authorised persons as specified in that document. For Associations, Clubs & Societies, authorisers must be any two of the existing / outgoing Chairman, Secretary, or Treasurer.

I/We hereby confirm that I/we have obtained copies of the [TERMS AND CONDITIONS GOVERNING ELECTRONIC APPLICATIONS](#), which I/we have read, understood and accepted. By submitting this form, I/We hereby confirm that I/we have read, understood and agree to be bound by these terms (including the clause relating to the collection, processing, use and disclosure of personal data).

I understand and acknowledge the terms and conditions stated above.

Back

Save for later
Authorise Submission

Select

Click “Authorise Submission” to proceed

35. Enter the details of the authorised signatories (i.e. Approver) who will be signing off on the form.

**Have a DBS IDEAL account?**  
Prefill authorised signatories information and easily track your submitted application if you authenticate now. [Authenticate now](#)

**Authorised Signatories**  
Your application needs to be approved by your company's authorised signatories. Please let us know their contact details and we will request for their authorisation of this request.

**Approver 1** [Clear](#)

Full Name (as per NRIC/Passport):  **Name per NRIC/Passport**

Mobile number:  **Enter Mobile No. & Email Address**

Email:  **Enter Mobile No. & Email Address**

We'll send an email to this approver to request for an authorisation of this request.

**Approver 2** [Clear](#)

Full Name (as per NRIC/Passport):  **Name per NRIC/Passport**

Mobile number:  **Enter Mobile No. & Email Address**

Email:  **Enter Mobile No. & Email Address**

We'll send an email to this approver to request for an authorisation of this request.

[+ Add Approver](#) **Select if more Approver is required**

Please proceed with only one approver for this request. **DO NOT select as minimum of 2 signatories is required**

**Authorisation Methods**  
Approval methods are offered based on the completeness of info for authorised signatories.

[SHOW METHODS](#) **Click here after entering Approvers' details**

[Back](#) [Save for later](#) [Next](#) **Click "Next" to proceed**

**Form to be signed off by 2 outgoing or 1 outgoing\* and 1 incoming office bearers of different positions (i.e. Outgoing Chairperson & Incoming Treasurer)**

**\*Outgoing office bearers refers to existing office bearers maintained with the Bank as per previous mandate.**



36. You can select either “**DBS IDEAL**” or “**DBS DigiSign**” if they appear on the screen, please click on “**Next**” to complete the online application.

These options are only available if you had selected “**Login with DBS IDEAL**” earlier when retrieving business information, and both approvers have verified their contact details maintained with the bank.

*Note: No hardcopy Form is required to be submitted to the bank.*

### Get approval from authorised signatories

To update the contact info of authorised signatories, select 'Save for later' to continue this application later. Then contact BizCare on 1800 222 2200 to make the updates.

**Select 2 authorised signatories**  
1:A+1:B

Group	Mobile number	Email address	IDEAL Account Holder
<b>Group A</b>	<input checked="" type="checkbox"/> [Redacted]	[Redacted]@DBS.COM	Yes
<b>Group B</b>	<input checked="" type="checkbox"/> [Redacted]	[Redacted]@DBS.COM	Yes
	<input type="checkbox"/> [Redacted]		

Please proceed with only one approver for this request.

### Authorisation Methods Select

Select approval method

**DBS IDEAL**

Enjoy greater convenience with online submission! By selecting this option, your authorised signatories can easily approve and track this form on DBS IDEAL.

RECOMMENDED

**DBS DigiSign**

Authorised signatories authenticate and sign digitally via a secured one-time email link & SMS one-time PIN. All authorised signatories, the applicant and DBS will receive the completed eSigned document via email. No hardcopy submission is required!

Back
Save for later
Next
Click "Next" to proceed

37. Alternatively, select **“Print and Send”** and click **“Next”** to complete the online application.

**Have a DBS IDEAL account?**  
 Prefill authorised signatories information and easily track your submitted application if you authenticate now. [Authenticate now](#)

**Authorised Signatories**  
 Your application needs to be approved by your company's authorised signatories. Please let us know their contact details and we will request for their authorisation of this request.

**May Tan**  
 Mobile number: +65-98765432 | Email address: may@gmail.com

**John Lim**  
 Mobile number: +65-87654321 | Email address: abc@gmail.com

[+ Edit](#)

Please proceed with only one approval for this request.

**Authorisation Methods** [Select](#)

Select approval method

- Print and send**  
 Download this application as a PDF and print it for authorised signatories to sign before sending it to us.

[Back](#) [Save for later](#) [Next](#) [Click "Next" to proceed](#)

38. For **“Print and Send”** option, click **“Download PDF”** to download the completed form. The password for the form will be sent to the form applicant via SMS.

**Submit signed PDF to DBS**

An email with the application PDF has been sent to your email address (██████████).

Please refer to the application PDF for more details on the manual submission process, including where you can mail/ submit the form to.

[Click "Download PDF" to open completed Form](#) [Download PDF](#) [Exit](#)

**How would you rate your overall experience today?**

★ ★ ★ ★ ★

Tap on the stars to rate

[Submit](#)

39. Review the PDF Form that you had downloaded and ensure that all information is accurate.

If there are incorrect information, you can retrieve your previous submission using the Reference Number and make the necessary amendments before submitting the form as a new request.

**Change of Mandate Form**  
Reference No: CHANGEMANDATE-130923-65-00097

Live more,  
Bank less

**Who is filling out this application**

Name [REDACTED]	Mobile Number [REDACTED]
Email Address [REDACTED]	

**Organisation Detail**

Company Name	Business Registration Number (BRN)
AABB	2345678
Organisation ID	Entity type
	Society/Club/Association/MCST

**Change of Mandate Form** ← Summary of all completed Sections

What I would like to do with this form?


- Add new authorised signatories, users, and/or cardholders
- Update existing specimen signature
- Change grouping for existing authorised signatories
- Remove user from list of authorised signatories
- Update signature requirements of your existing account(s)
- Remove existing business stamp

I want the changes to be applied to the following accounts

All DBS accounts

40. Proceed to print out the PDF Form and request for the signatures of your form approvers' on the last page of the PDF form.

**Change of Mandate Form**  
Reference No: CHANGEMANDATE-130923-65-00097



You authorise DBS to honour all payment instructions signed in accordance with the stated signature requirements. You agree not to overdraw your account without prior arrangement and approval. You represent and warrant that you have the power and authority to sign and deliver this application Form and that the information given by you in this application Form and any other accompanying document(s) submitted to DBS are complete, true and accurate.

I/We hereby confirm that I/we have obtained copies of [TERMS AND CONDITIONS GOVERNING ELECTRONIC APPLICATIONS](#), which I/we have read, understood and accepted. By submitting this form, I/We hereby confirm that I/we have read, understood and agree to be bound by these terms (including the clause relating to the collection, processing, use and disclosure of personal data).

I understand and acknowledge the terms and conditions stated above.

Ensure the signatures are in accordance with our Bank's records OR arrange for them to be verified by a DBS/POSB bank staff.

NOTE: For partnerships, authorisations from all partners are required. For a company which has furnished the Bank with a Board Resolution, the authorisers must be current authorised persons as specified in that document. For Associations, Clubs & Societies, authorisers must be any two of the existing / outgoing Chairman, Secretary, or Treasurer.

**Authorised Signatories**

**May Tan**

→ Sign Here →

\_\_\_\_\_

Signature

← Indicate Date ←

\_\_\_\_\_

Date

**John Lim**

→ Sign Here →

\_\_\_\_\_

Signature

← Indicate Date ←

\_\_\_\_\_

Date

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41. Submit all pages of the signed PDF form, together with all necessary documents (i.e. Certified True Copy of Identification Document, Constitution, etc), if applicable.

Mail to:  
**T&O-SG IBG Ops**  
**Corporate Account Services**  
**2 Changi Business Park Crescent**  
**#04-06 DBS Asia Hub**  
**Singapore 486029**

42. Upon receipt of the signed PDF Form, the bank will process the request within seven working days. A notification letter will be sent to you upon completion of the Change of Account Mandate updates.