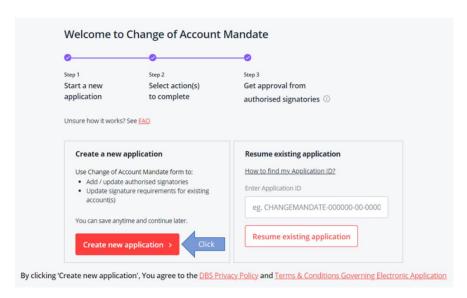
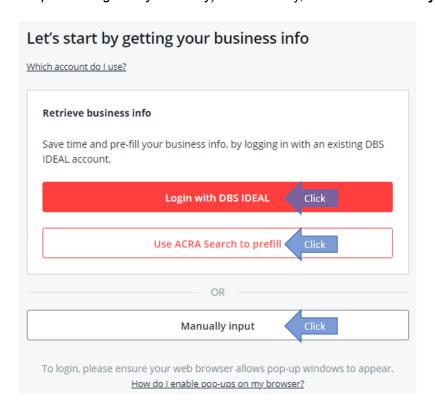


GUIDE TO COMPLETE THE ONLINE CHANGE OF MANDATE FORM

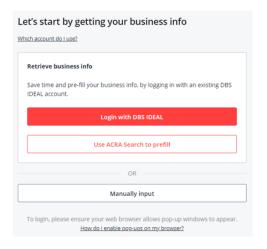
1. Click on "Create new application" to start a new application.



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.







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.

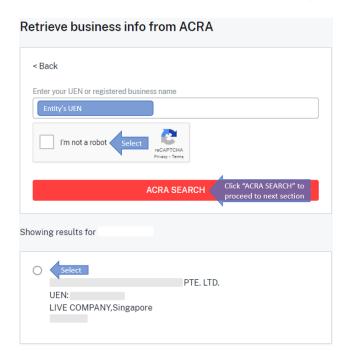
Manual Input

This option does not retrieve any information.

Note:

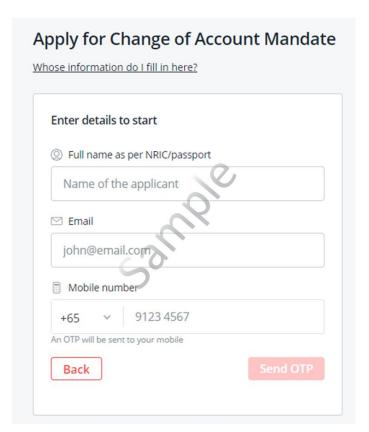
If you are updating Parent / Subsidiary Linkage, please select Manual Input.

3. 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.

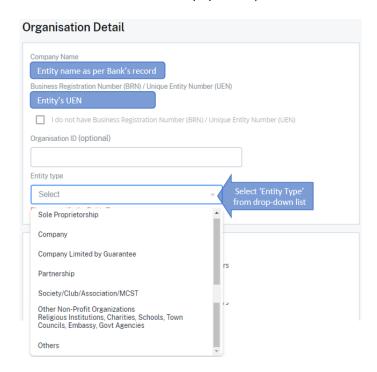




4. As the form applicant, enter your name and relevant contact details. This is required as a one-time password (OTP) will be sent to you via SMS to proceed.

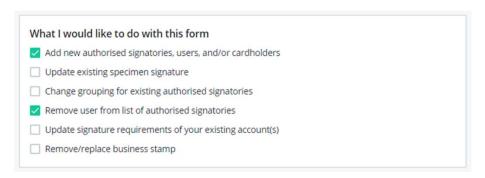


Input details of your organisation.
 (Note: If you had selected the "Use ACRA Search to prefill" option, your company name and UEN will be auto populated)

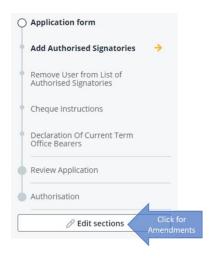




6. Select the relevant options (you may select more than one option).

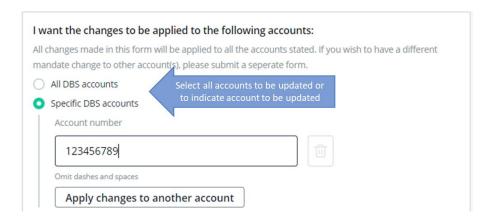


Note: Sections can be amended on the left side of the page anytime during the process of completing the form.



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 <u>all accounts</u>, you may select the option "All DBS accounts".

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



Click HERE for steps for Society/Club/Association/MCST/Other Non-Profit Organisation.

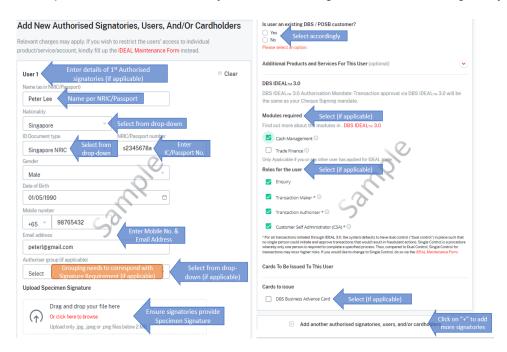


Steps for Company/Sole Proprietorship/Partnership

8. If you had selected the "Add new authorised signatories" option, enter the details of the Authorised signatories.

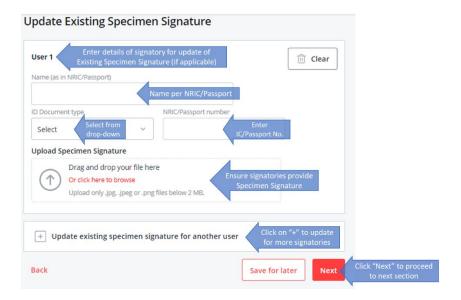
Click on "Next" after completing the details of all Authorised signatories.

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



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

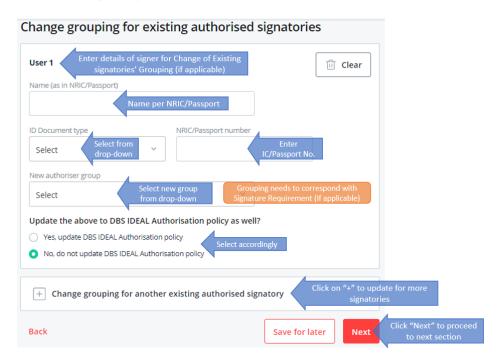
This option can be unselected anytime if you are not updating a specimen signature of an existing authorised signatory.





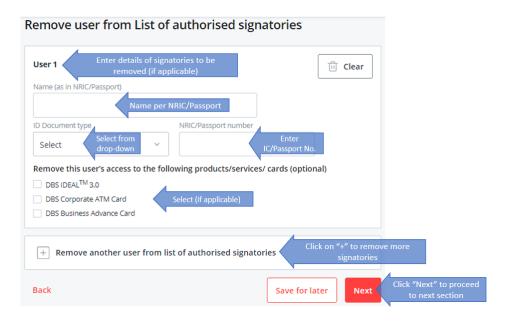
10. If you had selected the option "Change grouping for existing authorised signatories", enter the details of the existing authorised signatory. Click "Next" after completing the details.

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



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.

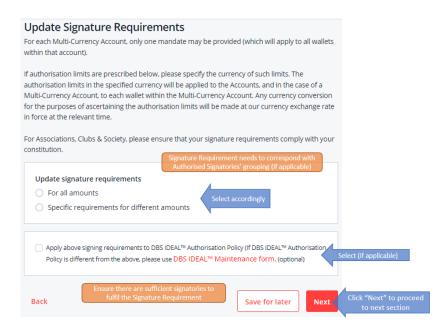
This option can be unselected anytime if you are not removing an existing authorised signatory.





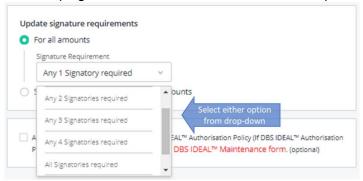
12. If you had selected the option "Update signature requirements of your existing account(s)", enter the details of the new signature requirements. Click "Next" after completing the details.

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



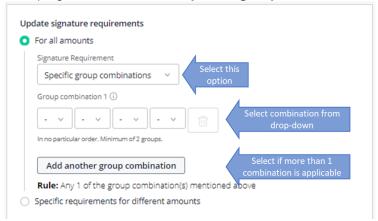
Scenario 1: If you had selected the option "For all amounts".

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



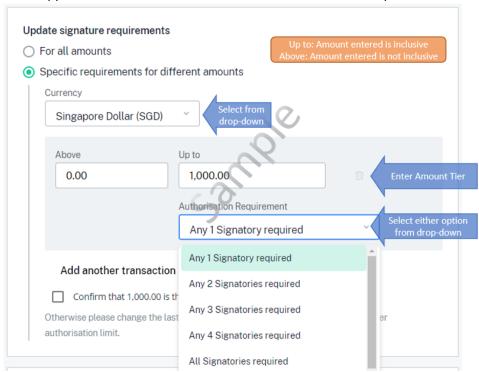


b) Groupings involved: Select "Specific group combinations"



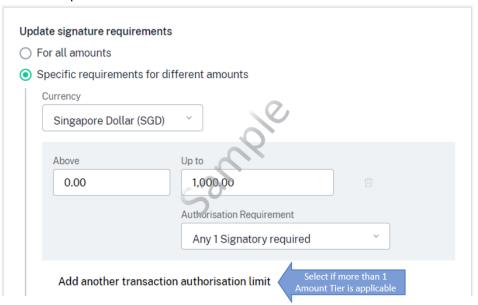
Scenario 2: If you had selected "Specific requirements for different amounts".

- a) No Groupings involved.
 - i. Enter Upper Limit of the Amount Tier and select either of the options below.

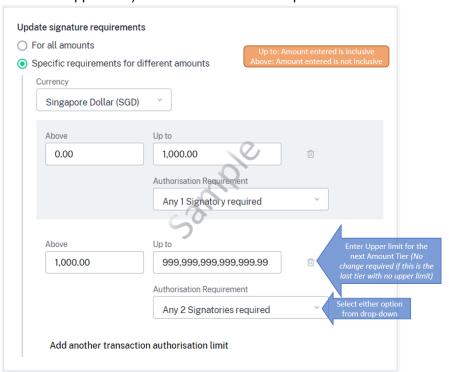




ii. Select the option below to add authorisation limit for the next amount tier.



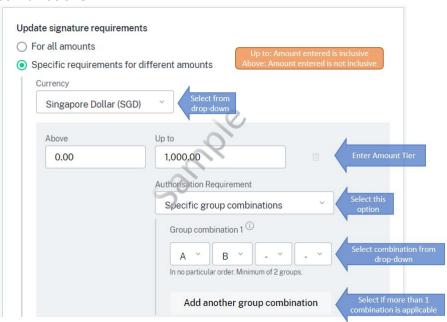
iii. Enter Upper Limit of the Next Amount Tier (No change to the "Up to" field if there is no upper limit) and select either of the options below.



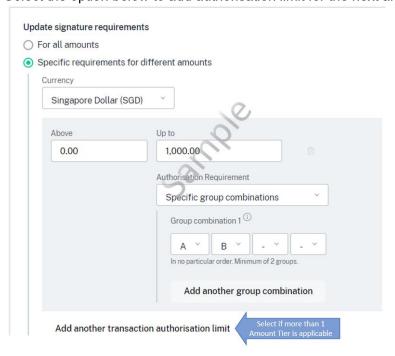
iv. Repeat from Step (ii) to add multiple amount tiers.



- b) Groupings involved.
 - Enter Upper Limit of the Amount Tier and select "Specific group combinations".

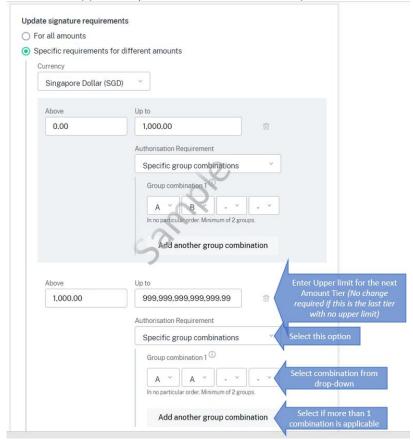


ii. Select the option below to add authorisation limit for the next amount tier.





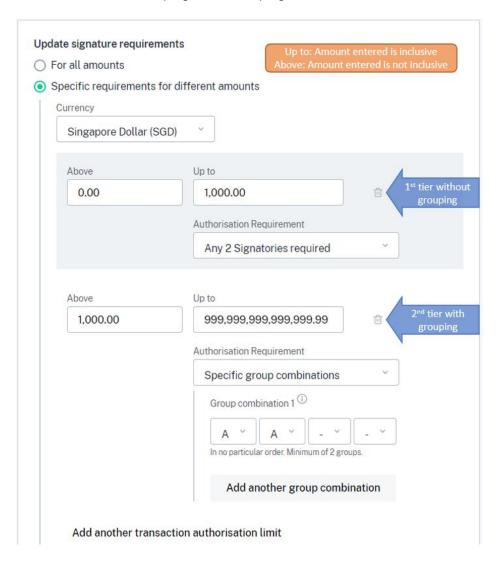
iii. Enter Upper Limit of the Next Amount Tier (No change to the "Up to" field if there is no upper limit) and select either of the options below.



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



c) Combination of No Groupings and Groupings involved



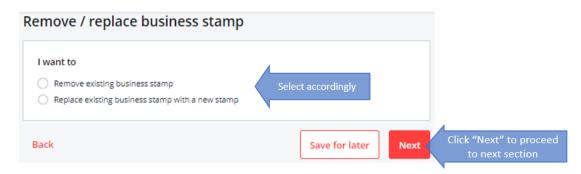
Note: The option below will appear if the last amount entered is not 999,999,999,999,999.99. Please tick on the checkbox if the last amount entered corresponds to your desired maximum authorisation limit.



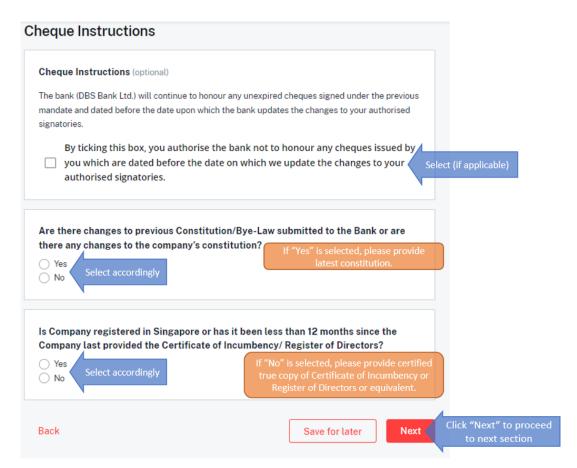


13. If you had selected the option "Remove / Replace Business Stamp", enter the details to either remove or replace the business stamp. Click on "Next" after completing the details.

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



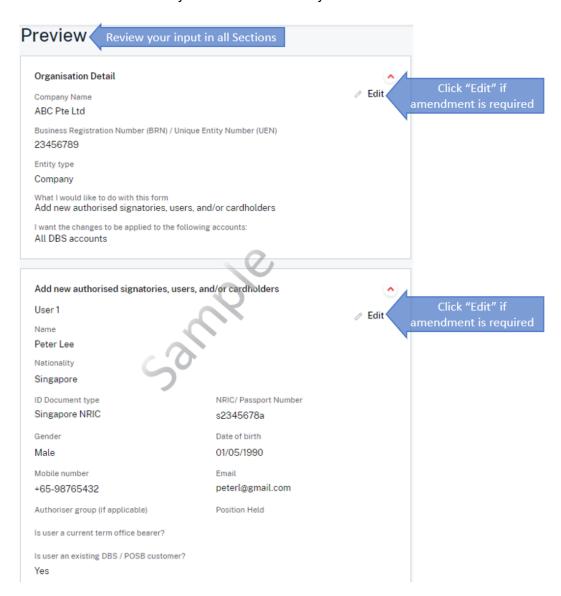
14. Complete the section on "Cheque Instructions", if applicable:





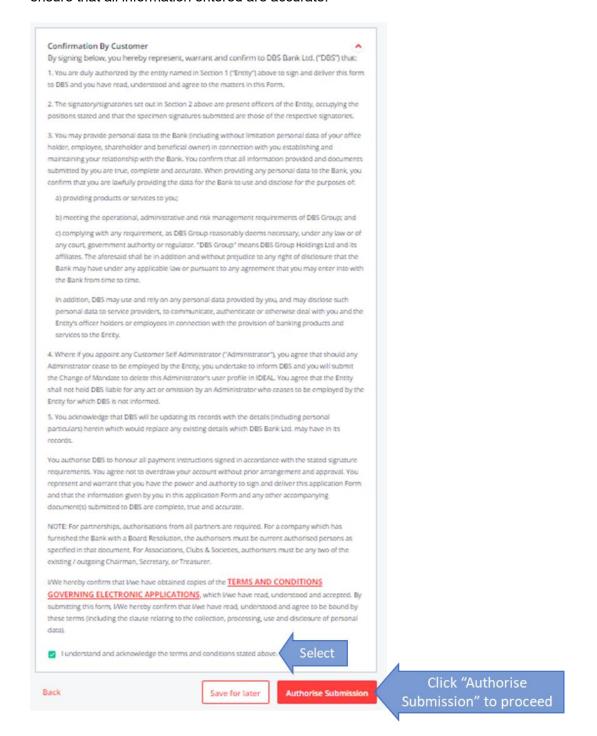
15. After completing all the required sections, please review your application in the **Preview** page.

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



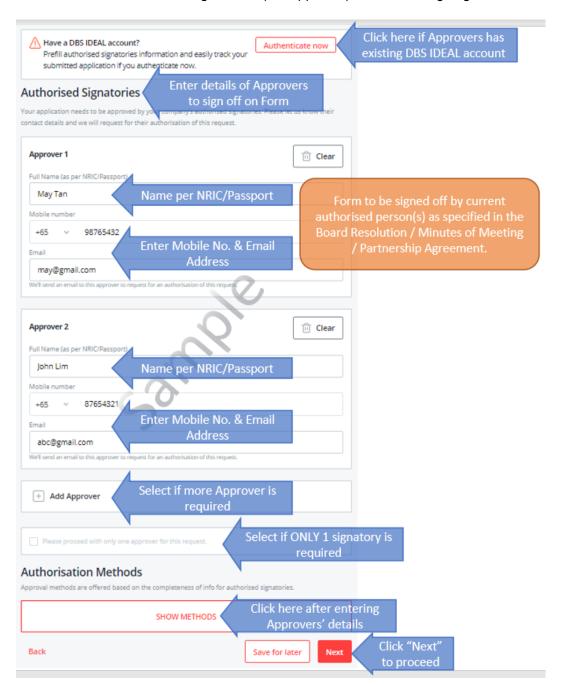


16. Click "Authorise Submission" at the end of the page after reviewing the application and ensure that all information entered are accurate.





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

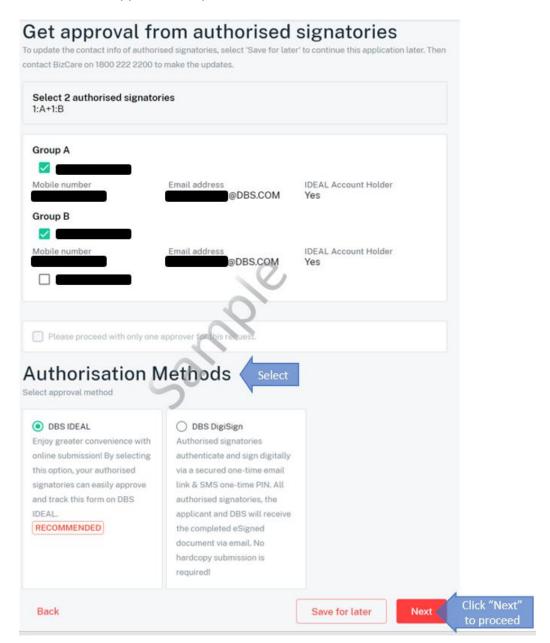




18. You can select either "DBS IDEAL" or "DBS DigiSign" if they appear on the screen and click on "Next" to complete the online application.

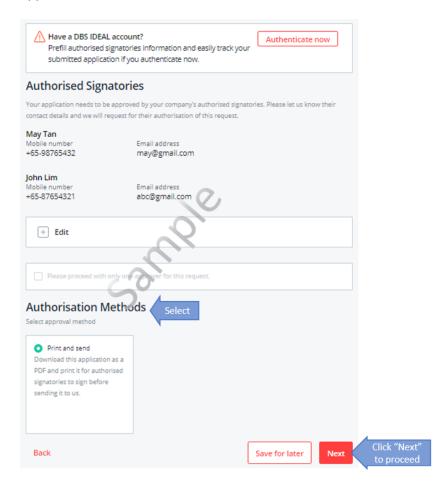
These options are only available if you had selected "**Login with DBS IDEAL**" earlier when retrieving your business information and both approvers have verified the contact details maintained with the bank.

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

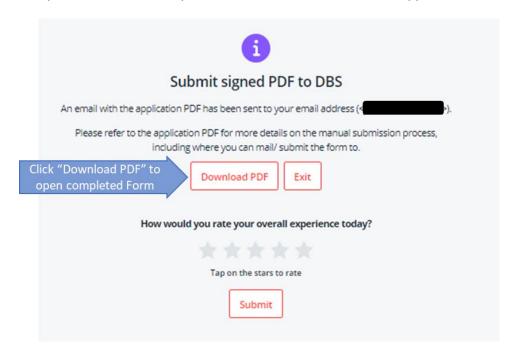




19. Alternatively, select "**Print and Send**" and click on "**Next**" to complete the online application.



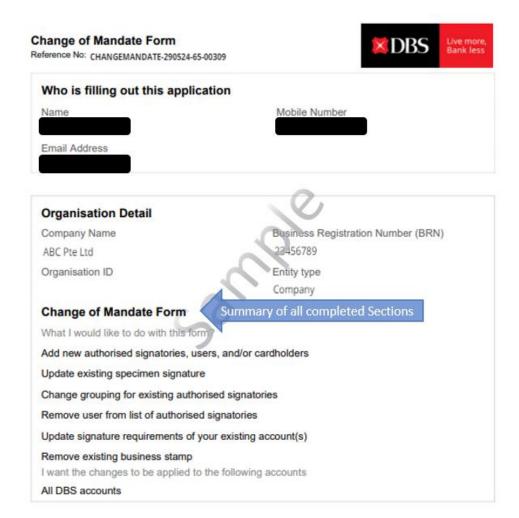
20. For "**Print and Send**" option, click on "**Download PDF**" to download the completed form. The password for the completed form will be sent to the form Applicant via SMS.





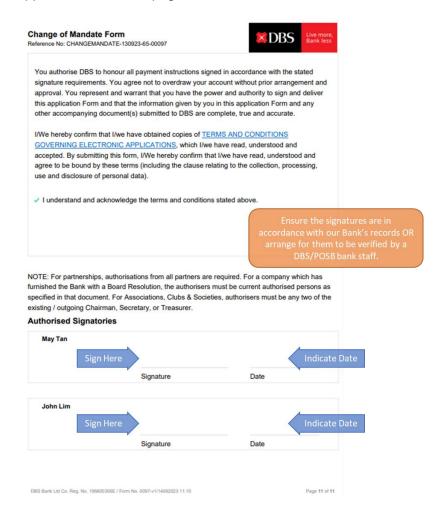
21. Review the PDF form that you have downloaded and ensure that all information is accurate.

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.





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.



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.

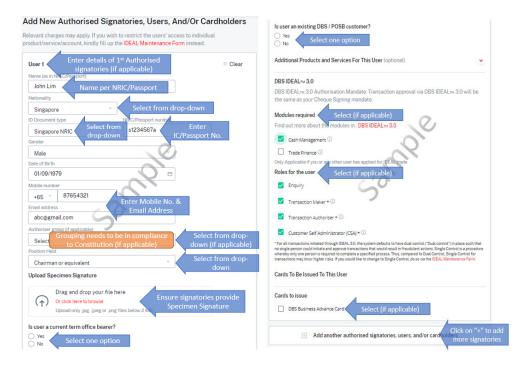


<u>Steps for Society/Club/Association/MCST/Other Non-Profit Organisation</u>

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.



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

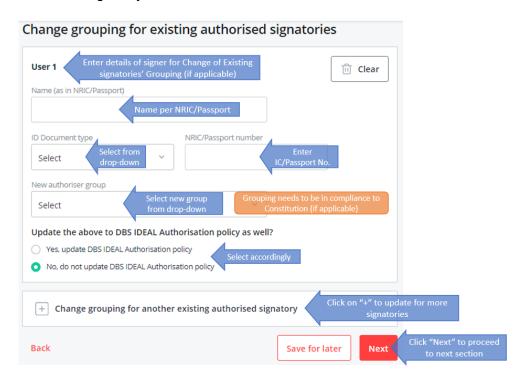
This option can be unselected anytime if you are not updating a specimen signature of an existing authorised signatory.





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.

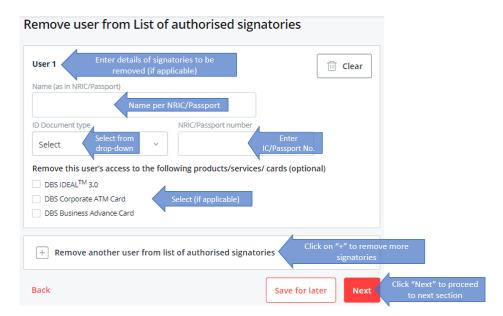
This option can be unselected anytime if you are not changing the grouping of an existing authorised signatory.





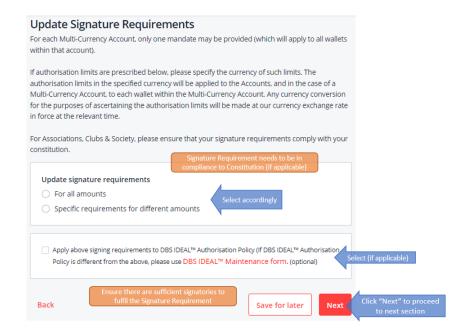
28. If you had selected the option "Remove user from list of authorised signatories", enter the details of the authorised signatory to be removed. Click "Next" after completing the details.

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



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.

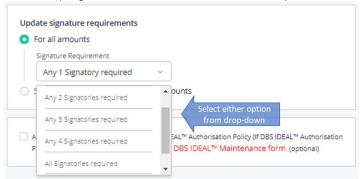
This option can be unselected anytime if you are not updating any signature requirements.



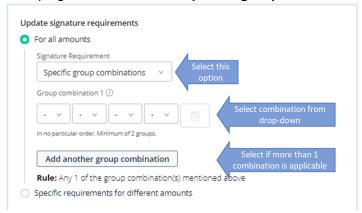


Scenario 1: If you had selected "For all amounts".

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



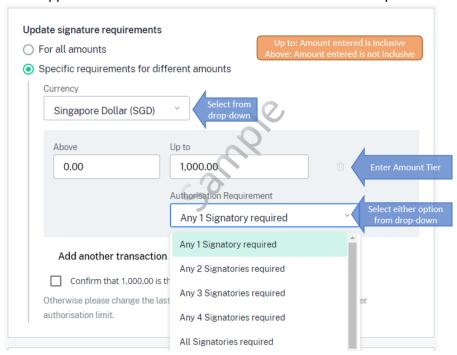
b) Groupings involved: Select "Specific group combinations"



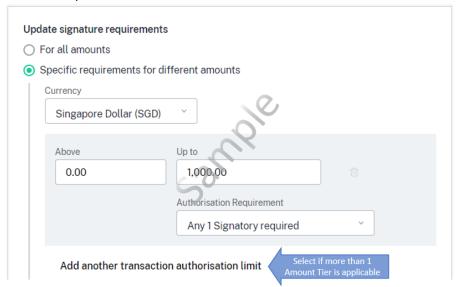


Scenario 2: If you had selected "Specific requirements for different amounts".

- a) No Groupings involved.
 - i. Enter Upper Limit of the Amount Tier and select either of the options below.

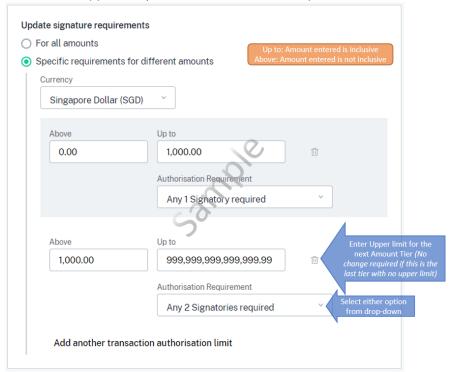


ii. Select the option below to add the authorisation limit for the next amount tier.

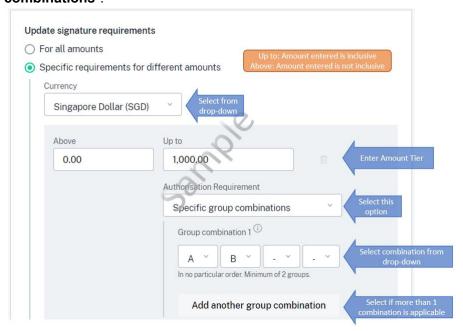




iii. Enter the Upper Limit of the Next Amount Tier (No change to the "Up to" field if there is no upper limit) and select either of the options below.

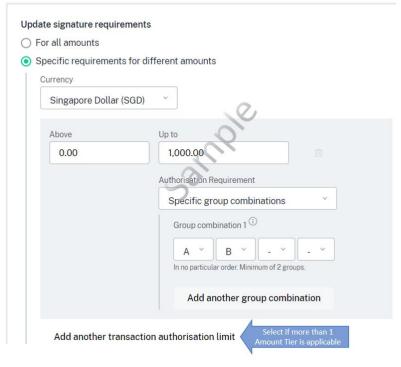


- iv. Repeat from Step (ii) to add multiple Amount Tiers
- b) Groupings involved.
 - i. Enter Upper Limit of the Amount Tier and select "Specific group combinations".

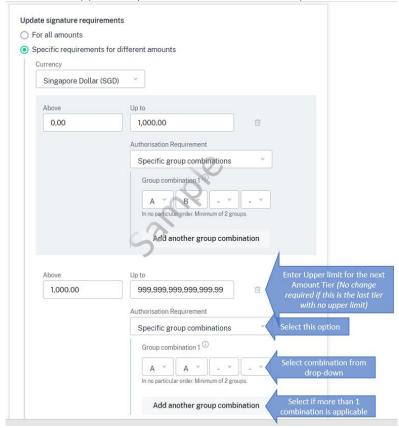




ii. Select option below to add authorisation limit for the next amount tier.

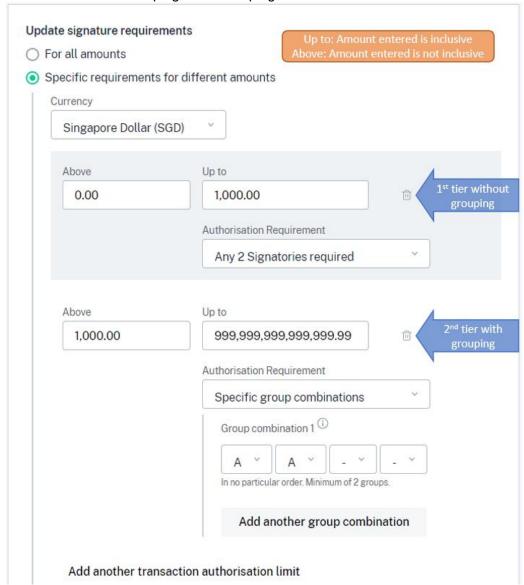


iii. Enter Upper Limit of the Next Amount Tier (No change to the "Up to" field if there is no upper limit) and select either of the options below.





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



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

| | Select if last amount is not |
|---|------------------------------|
| Confirm that 1,000.00 is the maximum authorisation limit. | 999,999,999,999,99 |
| Otherwise please change the last amount to 999,999,999,999,999.99 | or add another authorisation |
| limit. | |



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.

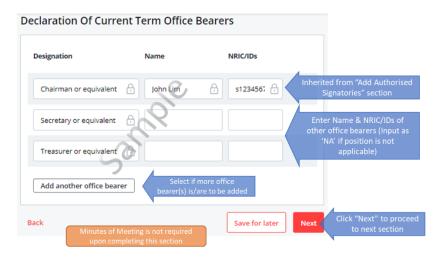
| Remove / replace business stamp | | |
|---|--------------------|---|
| I want to Remove existing business stamp Replace existing business stamp with a new stamp | Select accordingly | |
| Back | Save for later Ne | Click "Next" to proceed to next section |

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

| heque Instructions | |
|--|---|
| Cheque Instructions (optional) | |
| THE RESIDENCE OF THE PROPERTY | our any unexpired cheques signed under the previous ich the bank updates the changes to your authorised |
| | the bank not to honour any cheques issued by ate on which we update the changes to your |
| Are there changes to previous Constitutere any changes to the company's of | itution/Bye-Law submitted to the Bank or are constitution? 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".

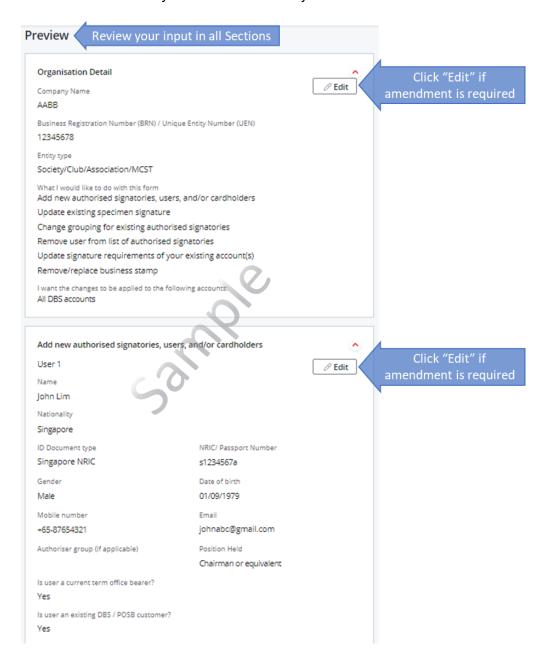
Note: Minutes of Meeting is not required for submission upon completion of this section.





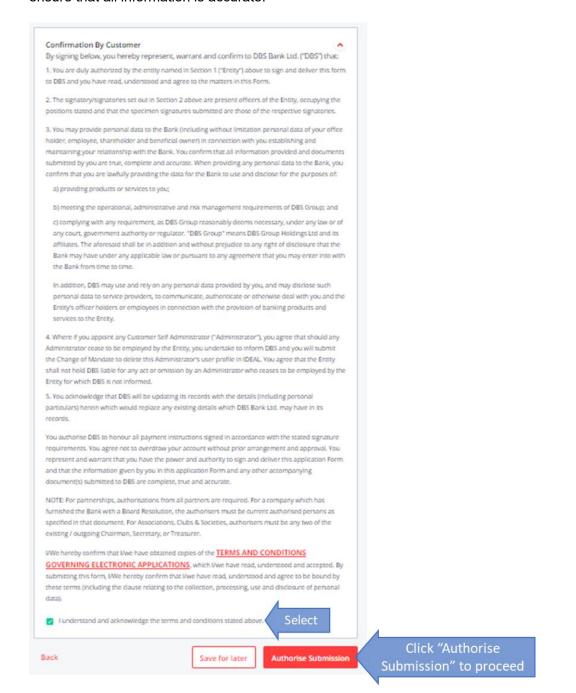
33. After completing all required sections, please review your application in the **Preview** page.

You can click "Edit" if you need to amend any information for that section.



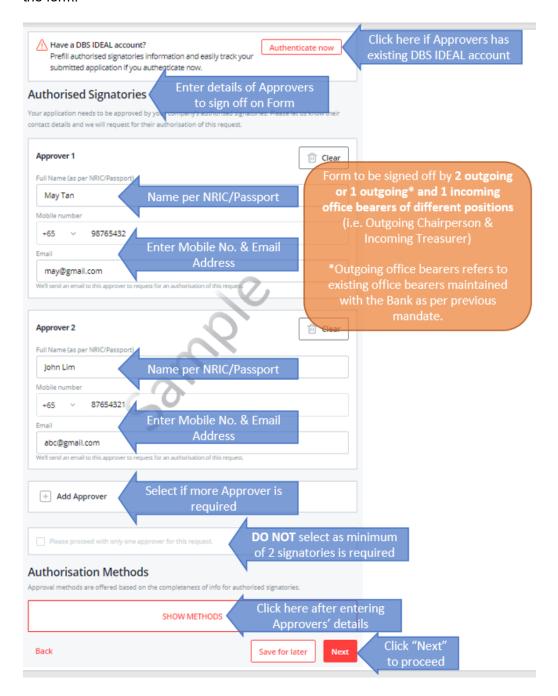


34. Click "Authorise Submission" at the end of the page after reviewing the application and ensure that all information is accurate.





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

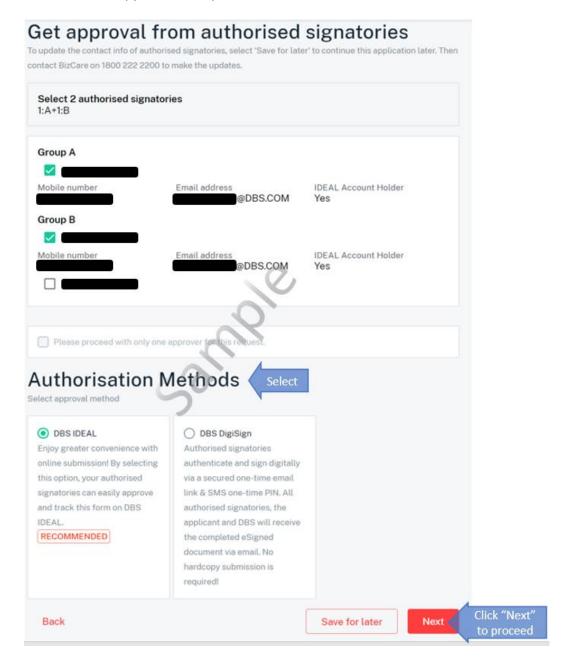




36. You can select either "DBS IDEAL" or "DBS DigiSign" if they appear on the screen, please click on "Next" to complete the online application.

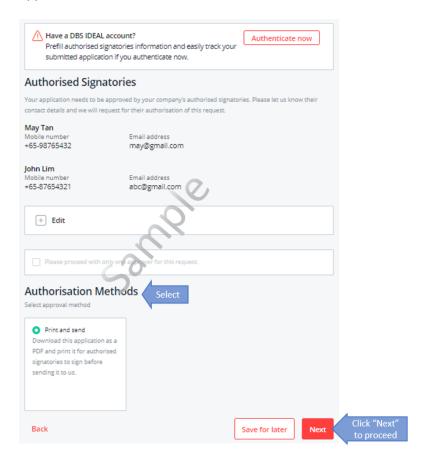
These options are only available if you had selected "**Login with DBS IDEAL**" earlier when retrieving business information, and both approvers have verified their contact details maintained with the bank.

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

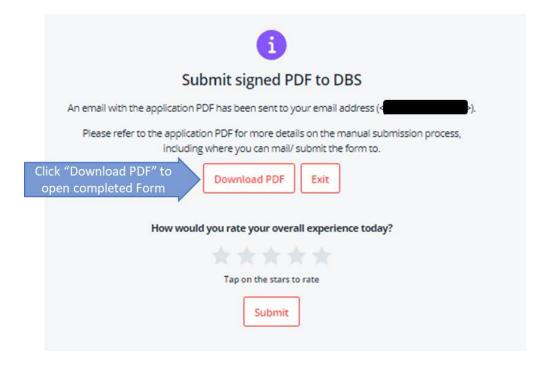




37. Alternatively, select "**Print and Send**" and click "**Next**" to complete the online application.



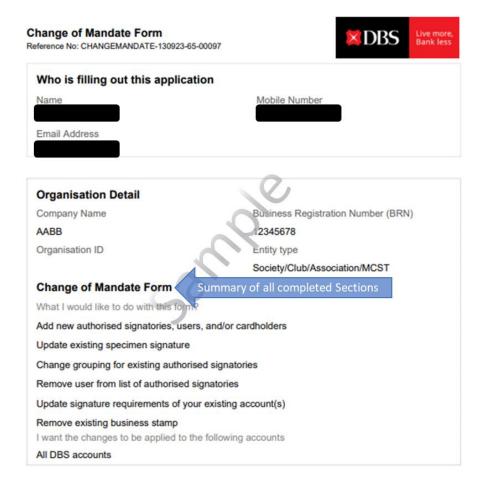
38. For "**Print and Send**" option, click "**Download PDF**" to download the completed form. The password for the form will be sent to the form applicant via SMS.





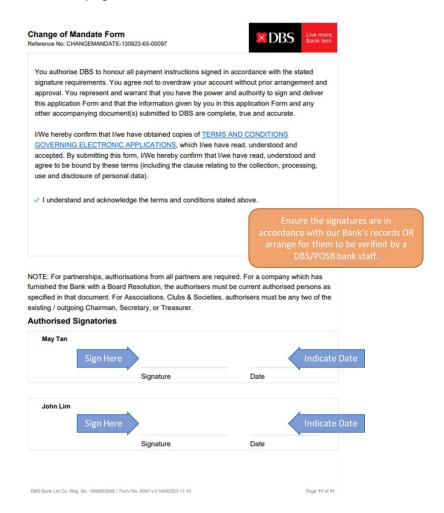
39. Review the PDF Form that you had downloaded and ensure that all information is accurate.

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.





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.



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.