

# SPECIAL STANDING INSTRUCTIONS FOR CHEQUE BOOKS (Non-Individual)

To: DBS Bank

## Part A : Particulars of Depositor

Name: \_\_\_\_\_

DBS \*Current/Autosave Account No. \_\_\_\_\_ NRIC/PP No. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact No.: (H) \_\_\_\_\_ (O) \_\_\_\_\_ (HP) \_\_\_\_\_ (PG) \_\_\_\_\_

## Part B : Application

1. Until instructed otherwise, for all future cheque book requisitions, you are hereby authorise to act on the following standing instructions:
  - To supply me/us with \_\_\_\_\_ new cheque book(s).
  - Please \*print/do not print my/our name(s) on my/our cheques.
  - Please forward my/our new cheque book(s) to me/us at my/our correspondence address in your records by post (ordinary or registered mail), courier or other similar mode of delivery which the Bank may deem appropriate at my/our cost and risk (including the risk of disclosure of any information concerning the account arising thereby) and I/we agree that you may debit my/our account for such cost.
  
2. I/We hereby consent to your disclosing the particulars of my/our account to your printers or assigned agents for the above purposes.

## Part C : Cancellation of Autocheque Mailing Service

- Please cancel my/our application for Autocheque Mailing service. I/We understand that I/we have to instruct the Bank whenever I/we need a new cheque book to be mailed to me/us.

\_\_\_\_\_  
Authorised Signature(s) of A/C Holder(s)  
with Company Stamp (if applicable)

\_\_\_\_\_  
Date

\* Please delete where applicable.

### For Bank Use Only

Verified By (Name/Signature/Date)	Checked By (Name/Signature/Date)	Updated# by (Name/Signature/Date)

#Update to CIS