

1 Company information

Company Name ▶ *as per bank's record*

Account No*

+ (country code) - (contact number)

Contact Person

Mobile + _____

+ (country code) - (area code for non SG numbers) - (contact number)

Office + _____ - _____ - _____

2 Addressee and content

If the addressee is a Bank, please indicate the name of the Bank and the SWIFT Code. Additional cable charges will apply.

Name of Addressee ▶ *Mandatory and the Addressee has to be a company/business name*

Address

Please select one ▶ *more than one is allowed*

☐ Date account was opened

☐ Account Number

☐ Account balance as at D D / M M / Y Y (within the last 3 months only)

☐ OCBC SWIFT Code

Please note that the Bank will not be able to process requests for other information which are not listed in the options above.

3 Authorisation & charges ▶ *to be signed by person(s) authorised to operate the account(s)*

I/We hereby authorise the Bank to debit my/our account (stated above*) for any related charges and mail/deliver the letter of reference to the delivery address stated below.

Charges

Letter of Reference /Foreign Endorsement (non-loans related)

S\$30 per request (exempted from GST)

Letter of Reference /Foreign Endorsement (loans related)

S\$32.70 per request (inclusive of GST)

Delivery Address ▶ *please select one*

☐ Account Mailing Address

☐ OCBC Branch (self-collection). Please specify the branch _____

☐ SWIFT Code _____



Complete and return this form to us at:

OVERSEA-CHINESE BANKING CORPORATION LIMITED, ACCOUNT SERVICES, PRIVY BOX NO. 920340, SINGAPORE 929292

We will process your request within 5 business days from receiving this form.

Signature

Name of Authorised Signatory

Date ▶ DD / MM / YY

____ / ____ / ____

Signature

Name of Authorised Signatory

Date ▶ DD / MM / YY

____ / ____ / ____