

CONFIDENTIAL



For existing customers only

CUSTOMER INFORMATION UPDATE FORM (CORPORATE)

Dear Valued Customer,

Kindly complete this form to enable us serve you better (All changes in current information must be supported by documentary evidence).

1. Photocopy of certificate of incorporation of your company.
3. Copy of a utility bill issued within the last three months. Please bring along original(s) for sighting.
4. Copy of certified Memorandum & Articles of Association of your company.
5. Board Resolution authorising account information update.

Account Update Account Reactivation Reason for Dormancy

Domicile Branch

Receiving Branch

Account Name

Account Number

Tin Number

Incorporation Date

D	D	M	M	Y	Y	Y	Y

Registered Address/ Correspondent Address

Valid Business Email Address

Business Website (if any)

Nature of Business

Business Telephone 1 Preferred Replacement Additional

Business Telephone 2 Preferred Replacement Additional

- I / WE CONFIRM THAT THE INFORMATION PROVIDED BY ME/ US IS TRUE, CORRECT AND COMPLETE
- I / WE HEREBY AGREE THAT THE INFORMATION I/WE HAVE PROVIDED ABOVE WILL BE USED BY THE BANK TO UPDATE MY/OUR BANKING RECORDS FROM TIME TO TIME
- I / WE AGREE TO INFORM THE BANK FROM TIME TO TIME, IF THE INFORMATION PROVIDED ABOVE CHANGES

Name	<input type="text"/>	Signature	<input type="text"/>	Date:	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	D	D	M	M	Y	Y	Y	Y								
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D	D	M	M	Y	Y	Y	Y														

For Bank use only

Initiator

Signature Date:

D	D	M	M	Y	Y	Y	Y

Authoriser

Signature Date:

D	D	M	M	Y	Y	Y	Y

CHECKLIST

(Original of the underlisted documents must be sighted).

- 1. Photocopy of certificate of Incorporation of your company
- 2. Copy of form 4 (Particulars of Directors)
- 3. Copy of a utility bill issued within the last three months
- 4. Copy of certified memorandum & Articles of Association
- 5. Board Resolution authorizing account update

Please note that the update should define the document to be presented. E.g. for address update, only utility bill and board resolution would be require.