



Customer Information Update Form (Businesses, Churches, Schools, Clubs)

Account Name: Account Number: Branch:

SECTION 1-ENTITY TYPE

- Sole Proprietor Body Corporate Partnership PBC Pvt Ltd
- Public Entity Trust/Attorney Trust Church School Government
- Club Deceased Estate Company (including incorporated companies)
- Other specify

SECTION 2-ENTITY INFORMATION

a) **RESIDENCY** Resident Non Resident

Registered Name: _____

Name of Account/Trade Name: _____

Physical Business Address (if applicable): _____

Town: _____ Province: _____

Postal Address: _____

Head Office Address/Registered Address (if applicable): _____

Company/Identity/Trust Registration Number: _____ Registration Date(DD/MM/YYYY): _____

Business Partner Number(BPN): _____ VAT Number: _____

Establishment Date (DD/MM/YYYY) _____ Financial Year End(DD/MM/YYYY): _____

Anticipated Annual Turnover (in local currency): _____

Reason for opening an account with this institution: Savings Transaction Convenience

Type of activity conducted on account (eg. Cash Deposits, Debt Orders): _____

Source of funds (eg. Donation, Third Party Loan): _____

Source of income (eg. Profit from sales): _____

Type of business conducted: _____

No. of employees/members: _____ Business Telephone Number: _____

Business Fax Number: _____ Business Email Address: _____

b) CONTACT DETAILS

Contact Person	Capacity	Telephone Number	Email Address

c) REFERENCES

Record details of two business/trading associates the bank may contact to obtain trade references

Name of Company/Firm	Name of Contact Person	Telephone Number

SECTION 4-BANK STATEMENTS

Daily Weekly Monthly Quarterly Half Yearly
 Statement Day Statement Month Number of statements required
 Mail Collect

Delivery Instruction: _____

SECTION 5-GENERAL

Date (DD/MM/YYYY): _____

To POSB

RESOLUTION OF THE BOARD OF DIRECTORS

We hereby certify that the following Resolution of the Board of Directors/ Members/Trustees/Committee or Partners of _____ was passed at a meeting at the Board held on the _____ day of _____ and has duly been recorded in the minutes book of the said company. The Board of Directors/ Members/Trustees/Committee or Partners resolved that an account for _____ be opened with POSB at their _____ branch and that the signatories for the account be as follows

Name (in full and in capital letters): _____

Specimen Signature

Official Position: _____

Name (in full and in capital letters): _____

Specimen Signature

Official Position: _____

Name (in full and in capital letters): _____

Specimen Signature

Official Position: _____

Name (in full and in capital letters): _____

Specimen Signature

Official Position: _____

Name (in full and in capital letters): _____

Specimen Signature

Official Position: _____

AUTHORISED SIGNATORIES: Any one Any two Any three All

All resolutions pertaining the account to be communicated to POSB and constitute the company's mandate to remain in force until revoked in writing to POSB by the Chairman or any Director or the Secretary acting or purporting to act on behalf of the company and for this purpose any instruction varying or purporting to vary Mandate contained in these Resolutions shall be deemed a revocation.

SECTION 6-SPECIMEN SIGNATURE FORM-MANDATE FILE

1) Account Number: _____ 2) Name of applicant: _____

3) Type of Account (eg. current): _____ 4) Currency (eg. USD): _____

5) Signing instructions: Any one Any two Any three All

Full Names

Specimen Signature

Affix Photo of Signatory

Athourity/Signature Type

Full Names

Specimen Signature

Affix Photo of Signatory

Athourity/Signature Type

Full Names

Specimen Signature

Affix Photo of Signatory

Athourity/Signature Type

Full Names

Specimen Signature

Affix Photo of Signatory

Athourity/Signature Type

Full Names

Specimen Signature

Affix Photo of Signatory

Athourity/Signature Type

Full Names

Specimen Signature

Affix Photo of Signatory

Athourity/Signature Type

Date:(DD/MM/YYYY)

Chairman's/Director Signature

Director/Company Secretary's Signature

(Bank use only) **AUTHENTICATED BY** (initial): _____ Date: _____

Signatory 1

Signatory 2

Signatory 3

Signatory 4

Signatory 5

Signatory 6

MARKETING CAMPAIGN

What initially motivated you to open a POSB account. (please tick):

- Press Brochure Television Radio Internet
- Outdoor/Billboard
- Referral Full Name of Referrer
- Other specify

SECTION 8 BASIC DOCUMENTS REQUIRED OF ACCOUNT HOLDER (this list may change from time to time and is not exhaustive)

GENERAL (required for all legal entities)

- ID document/passport of related parties
- Acceptable physical business address verification document and/or head office address verification document if foreign company owned
- Power of attorney/Mandate/Resolution/Other legal documents(if applicable)

CLOSE CORPORATION

- Founding statement, amended founding statement for verification of registered name, number and address (also verification document)
- Certificate of incorporation (if not incorporated in founding statement) Constitution (Where applicable)

COMPANY

- Certificate of incorporation (also verification document)
- Certificate of registration (required for insurance/ societies)
- Memorandum of association
- Appointment of auditors
- Articles of association
- Proof of listing (required only for a listed company) (also verification document)
- Certificate to commence business
- Group structure (if wholly owned subsidiary of listed company)
- Certificate of change of name (if applicable)
- Consent to act as a director or officer
- Notice of registered office and postal address of company
- Contents of register of directors, auditors and officers (also verification document)
- Acceptable physical business and trade name verification document(s) (also verification document)
- Constitution (where available)

INFORMAL BODY/BODY CORPORATE

- Constitution/other founding document (if applicable (also verification document) Other certificates
- Minutes of the meeting or Rules of the body corporate

TRUSTS/FOREIGN TRUSTS/ATTORNEY TRUST

- Trust deed/ foreign trust deed (to verify name and number of trust and particulars of beneficiaries of the trust)
- Letter of authority (to verify address of the master of the high court and the particulars of the trustees)
- Official document issued by the authority in the country where the trust was created (foreign trusts)
- Fidelity fund certificate

ESTATE LATE/INSOLVENT ESTATE/IN LIQUIDATION

- Master's letter of executorship/Certificate of appointment Order of appointment as liquidator
- Death certificate (only applicable to estate late) Deed and notice of appointment of receiver

SECTION 9 APPROVAL (for bank use only)

Business address and/or trade name (s) verified

Premises visited

Premises verification undertaken by: _____ Signature: _____

TRADE REFERENCES, BANK REPORTS/STATEMENTS

Completed by: _____ Checked by: _____

Customer information correctly updated:

Captured by: _____ Checked by: _____