



Simply Possible

# 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

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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: \_\_\_\_\_