



To : The Officer-In-Charge  
United Overseas Bank – IBG Section  
396 Alexandra Road, #23-00  
Singapore 119954

Fax: 6272 5547

## INSTRUCTION TO STOP IBG ITEMS PROCESSING

Dear Sir/Madam

We hereby authorise you to Stopped Processing of the following items on best-effort basis:

### **Stop Processing Item Details**

Originating Account Number: \_\_\_\_\_

Total \$ Amount for \* Payment / Collection: \_\_\_\_\_

Total No. of Records: \_\_\_\_\_

Value Date: \_\_\_\_\_

Total No. of Stopped \* Payment / Collection  
(as listed below): \_\_\_\_\_

| Name of Receiving Account | Receiving Account Number |        |             | Amount (\$) |
|---------------------------|--------------------------|--------|-------------|-------------|
|                           | Bank                     | Branch | Account No. |             |
|                           |                          |        |             |             |
|                           |                          |        |             |             |
|                           |                          |        |             |             |
|                           |                          |        |             |             |
|                           |                          |        |             |             |

*\*delete where applicable*

Please contact \_\_\_\_\_ (name) at \_\_\_\_\_ (office tel/mobile tel) if you need further assistance or clarification. Thank you very much for your kind assistance and cooperation in this matter.

Yours faithfully,

.....  
Authorised Signature

Name :

Designation :

Company Name & Stamp :

### **Important Notes:**

- a) Stop Processing Instructions are only accepted on business days, and not accepted on Saturdays, Sundays or Public Holidays.
- b) The instructions should reach IBG Section by 11am on (V-1) for Normal File or by 11am on (V) for Express File.
- c) Please use separate Stop Processing Instruction Form for each file
- d) All forms to be sign by at least One authorized signatory
- e) A charge of S\$5 is applicable for each item successfully stopped
- f) All Stop Processing Instructions are always done on best-efforts basis.

**Please fax the instruction to UOB – IBG Section and call the officers at [6413 5396](tel:64135396) / [6413 5386](tel:64135386) / [6413 5391](tel:64135391) / [6413 5385](tel:64135385) to ensure receipt of instruction. The Original Stop Processing Instruction Form will also need to be sent to UOB – IBG Section.**