


**CHANGE OF ADDRESS / CONTACT DETAILS FORM**

Cash Management Operations Centre, Bras Basah P O Box 106 Singapore 911804

**Non-Individual**
**CUSTOMER'S PARTICULARS**

Name of Company / Association \_\_\_\_\_  
 \_\_\_\_\_  
 Business Registration Number \_\_\_\_\_

**CUSTOMER'S NEW ADDRESS**

Address Type  New Mailing Address  New Registered Address (a copy of proof of new Registered Address is required) Note 2 overleaf

Block/House No. \_\_\_\_\_ Unit No. \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Street \_\_\_\_\_  
 \_\_\_\_\_

City Note 1 \_\_\_\_\_

Country  Singapore  Foreign (Please Specify) \_\_\_\_\_

Note 1: City is only applicable for Foreign Addresses
**CHANGE THE MAILING ADDRESS OF THE BELOW ACCOUNT(S) TO THE NEW ADDRESS STATED ABOVE**

Please select one of the following if you wish to also update your account(s) mailing address to the new address indicated above

Please update ALL our account(s)  Please update the following account(s) only:  
 \_\_\_\_\_  
 \_\_\_\_\_

**UPDATE CONTACT PERSON NUMBER(S) & EMAIL ADDRESS**
IMPORTANT: For sole proprietorship (owned by individual), please complete the E-payment Transaction Notification form to update your contact details

 Please shade 1 ● circle only  Please replace ALL existing contact person(s) and contact details with the new information below; OR  
 Please add the following to the existing company contact details (Maximum 5 of each type)

**Contact Person 1** \_\_\_\_\_  
 Mobile No. + \_\_\_\_\_ (Country Code) \_\_\_\_\_ (Area Code) \_\_\_\_\_ (Mobile No.)  
 Office No. + \_\_\_\_\_ (Country Code) \_\_\_\_\_ (Area Code) \_\_\_\_\_ (Office No.)  
 Email Address \_\_\_\_\_

**Contact Person 2** \_\_\_\_\_  
 Mobile No. + \_\_\_\_\_ (Country Code) \_\_\_\_\_ (Area Code) \_\_\_\_\_ (Mobile No.)  
 Office No. + \_\_\_\_\_ (Country Code) \_\_\_\_\_ (Area Code) \_\_\_\_\_ (Office No.)  
 Email Address \_\_\_\_\_

**Contact Person 3** \_\_\_\_\_  
 Mobile No. + \_\_\_\_\_ (Country Code) \_\_\_\_\_ (Area Code) \_\_\_\_\_ (Mobile No.)  
 Office No. + \_\_\_\_\_ (Country Code) \_\_\_\_\_ (Area Code) \_\_\_\_\_ (Office No.)  
 Email Address \_\_\_\_\_

**Contact Person 4** \_\_\_\_\_  
 Mobile No. + \_\_\_\_\_ (Country Code) \_\_\_\_\_ (Area Code) \_\_\_\_\_ (Mobile No.)  
 Office No. + \_\_\_\_\_ (Country Code) \_\_\_\_\_ (Area Code) \_\_\_\_\_ (Office No.)  
 Email Address \_\_\_\_\_

Please note that the maximum number of contact details retain in the Bank's system at any one time is 5. If this is exceeded, the Bank will not be able to process the update.
**AUTHORISATION & AGREEMENT**

We agree that the Bank may verify our signatures below against the same in the Bank's records and may effect the change of address for all accounts as stated above even though the signatures on record for one account may differ from those on record for another account.

_____ Authorised Signature Name _____ NRIC/Passport No. _____	_____ Authorised Signature Name _____ NRIC/Passport No. _____	_____ Authorised Signature Name _____ NRIC/Passport No. _____	_____ Authorised Signature Name _____ NRIC/Passport No. _____	_____ Date
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**FOR BANK USE ONLY**

Attended By Name _____ LAN ID _____ Signature _____ Staff ID _____	Signature(s) Verified By (For Thumbprint, Witnessed By) Name _____ LAN ID _____ Signature _____ Staff ID _____
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## Submission Checklist

Have you:

- √ Filled in all applicable fields?
- √ Signed against any alterations?
- √ Signed in the "Authorisation & Agreement" section?
- √ Attached copies of required documents below?
- √ Completed the E-payment Transaction Notification Form if you are a sole proprietorship (owned by individual)?

<b>Type of Changes</b>	<b>Documents required</b>
Note 2 Change in Registered Address	Copy of either one of the documents below reflecting the entity's registered address can be accepted as proof of residence (within last 6 months):- <ul style="list-style-type: none"><li>√ Accounting and Corporate Regulatory Authority (ACRA); or</li><li>√ Certificate of Incorporation / Incumbency of Foreign Companies; or</li><li>√ Foreign Business Profile Search equivalent</li><li>√ Utility Bills (only applicable to Non-Profit Organization, for example, entities registered with Registry of Societies, Management Corporation Strata Title, etc.)</li></ul>



## To: United Overseas Bank Limited

### Contact Details for Transaction Notifications (Sole Proprietor) for outgoing e-payment transactions from our bank account(s)

#### Section I: Customer's Particulars

Registered business name

Business registration number

#### Section II: Mode of Notification

Do not fill in this section if you wish to opt out of the e-payment transaction notifications.

##### Select ONE mode only for receipt of transaction notifications.

Transaction notifications will be sent to only 1 mobile number or 1 email address only.

Email address

Mobile number +65   
Singapore mobile number only

#### Section III: Threshold Setting/Opting Out Optional

We wish to set the following threshold for outgoing e-payment transaction notifications:

Thresholds can only be set in SGD and will apply to all accounts under the sole proprietorship. The SGD equivalent will apply for e-payment transactions from foreign currency accounts. If no threshold is indicated, the default is SGD0.01.

SGD  .00 and above (Please input figures in whole dollars.)

We do not wish to receive e-payment transaction notifications.

We understand that by selecting a threshold/opting out of the transaction notifications, we may not be covered/be fully covered under the liability framework of the E-payments User Protection Guidelines issued by the Monetary Authority of Singapore.

To be signed by the Sole Proprietor

Name

ID number (NRIC/Passport)

Date (DD/MM/YYYY)