



## MERCHANT GENERAL INFORMATION UPDATE FORM (BANK ACCOUNT / MAILING ADDRESS)

Step 1: Complete the form in CAPITAL LETTERS and sign off by Authorized Signatory  
 Step 2: Send the completed **ORIGINAL** form with supporting documents to:  
**UOB Cards & Payments (Merchant Partnership & Development)**  
**Robinson Road P.O. Box 1111 Singapore 902211**

**MANDATORY FIELDS**

REQUESTOR NAME : \_\_\_\_\_ DATE OF REQUEST : \_\_\_\_\_

MERCHANT NAME : \_\_\_\_\_ ROC NUMBER : \_\_\_\_\_  
 (as in ACRA)

CONTACT EMAIL : \_\_\_\_\_ CONTACT NUMBER : \_\_\_\_\_

Indicate all Merchant ID(s) \_\_\_\_\_  
 to be updated : \_\_\_\_\_  
 (Please indicate ALL 15 DIGIT MIDs (eg, VISA/MASTER/JCB/IPP/E-COM) and attach a separate sheet for more than 1 set of MIDs)

**1) CHANGE OF BANK ACCOUNT DETAILS**

(Please submit the Merchant Interbank GIRO form to arrange for GIRO Debit Instruction.)

Bank Name^ :  UOB  Far Eastern Bank  Other Bank\*: \_\_\_\_\_

Bank Branch : \_\_\_\_\_ Swift Code (for foreign account): \_\_\_\_\_

Bank Account Number : \_\_\_\_\_

^Please enclose a copy of the bank's cheque for verification

\*Subjected to business re-evaluation by UOB

**2) CHANGE OF MAILING ADDRESS**

Address :	
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*All representations made by, and undertakings and indemnities given by the Merchant to the Bank in the Indemnity For Taking and Accepting Instructions By Facsimile, Telex and Email are deemed to be repeated by the Merchant and shall apply to this Merchant General Information Update Form (Bank Account / Mailing Address).*

**FOR BANK USE ONLY**

Received By : \_\_\_\_\_

Received Date : \_\_\_\_\_

Processed Date : \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
COMPANY STAMP

We will require 5 working days to process your request, upon receiving the original form with correct submission details and sign-off by the Authorized Signatory registered with Merchant Team. Please take note that your request will be rejected if the form is incomplete or wrongly filled.