

# **SIF BIZ Maintenance Form**

SIF BIZ Mobile / SIF BIZ Online ("SIF BIZ")

Please read through thoroughly before submitting the form. Incorrect/Incomplete form my cause delays in processing. This form is for purpose of updating the following section(s) where applicable:

- Contact Person's Mobile and/or Email ID
- Business Accounts
- Add New User(s)\*/Update Existing User(s)
- Approving Conditions

- Other Instruct  *We require certifie	:IONS d true copy(ies) of NRIC(s)/Passport(s) of all new	/ users		
Business D	etails			
Registered Bu	siness Name (as per ACRA)			
Business Regi	stration No.			
F : # 0	i di ID			
Existing Organ	isation ID			
Update Con	tact Person's Mobile and/or Er	mail ID		
Name of Conta	act Person¹ (as per NRIC/Passport)			
Designation		Email Address <sup>2</sup>		
Mobile No.		Office No.		
Update Bus	iness Accounts			
Business Acco	ounts to be linked and/or delinked			
Link/Add a	all active accounts held at SingFinar	nce's processing date of this ap	oplication	
OR				
Link/Add	only the account(s) listed below:			
Account No.		Account No.		
Account No.		Account No.		
Account No.		Account No.		
Delink/Rer	move the account(s) listed below:			
Account No.		Account No.		
Account No.		Account No.		
Account No.		Account No.		
			2	
<sup>1</sup> To receive comi notifications.	munications from SingFinance on the applica	ion and email notifications for outstan	nding SIF BIZ transactions. <sup>2</sup> Required to receive emai	I
A				-
Authorised signat Name	ories required	Name		
		_		
Date	Signature	Date	Signature	



### Add New User(s)\*/Update Existing User(s)

Please read the roles carefully before filling up the appropriate section:

- Inquirer: views account summary/statement and transactions
- Maker\*: creates transactions and views account details
- Maker cum Approver\*: creates transactions, approves transactions and views account details
- Administrator: suspends users access
- Approver\*: approves transactions and views account details

*Applicable only User 1	if you have a Current Accou	nt and/or Overdraft Account.	Required to receive en	nail notifications. <sup>3</sup> Required	d to receive SMS notifications.
OSCI I	Add	OD.	Edit	OD.	Remove
Full Name (ee n		OR		OR **	<b>∟</b> Remove
ruii ivaille (as p	er NRIC/Passport**)		NRIC/Passpo	n.	
<b>-</b>					
Designation			Mobile No. <sup>3</sup>		
User ID (for exis	sting user only)		Email ID <sup>2</sup>		
Role(s) (tick who	ere applicable)		to which Account		Signing Group (e.g. A, B or C)
Inquirer Maker Administrator Approver Maker cum App	orover	All Accounts	OR The Accoun	ts listed below	(ö.g. 71, 5 ö. ö)
Delink/Remove	the account(s) listed	below:			
Account No.			Account No.		
Account No.			Account No.		
User 2					
USEI Z			<b>—</b>		
	Add	OR	Edit	OR	Remove
	Add er NRIC/Passport**)	OR	Edit NRIC/Passpor		Remove
	_	OR	_		Remove
	_	OR	_		Remove
Full Name (as p	_	OR	NRIC/Passpoi		Remove
Full Name (as p	er NRIC/Passport**)	OR	NRIC/Passpoi		Remove
Full Name (as p Designation User ID (for exis	er NRIC/Passport**)		NRIC/Passpor	rt**	
Full Name (as p	er NRIC/Passport**)  sting user only)  ere applicable)	Access	NRIC/Passpor  Mobile No.3  Email ID2  to which Account	rt**	Signing Group (e.g. A, B or C)
Full Name (as p Designation  User ID (for exis  Role(s) (tick who Inquirer Maker Administrator Approver Maker cum App	er NRIC/Passport**)  sting user only)  ere applicable)	Access	NRIC/Passpor  Mobile No.3  Email ID2  to which Account	rt**	Signing Group
Full Name (as p Designation  User ID (for exis  Role(s) (tick who Inquirer  Maker  Administrator  Approver  Maker cum App Delink/Remove	er NRIC/Passport**)  sting user only)  ere applicable)	Access	Mobile No.3  Email ID2  to which Account  OR The Account  Account No.	rt**	Signing Group
Full Name (as p Designation  User ID (for exis  Role(s) (tick who Inquirer  Maker  Administrator  Approver  Maker cum App Delink/Remove	er NRIC/Passport**)  sting user only)  ere applicable)	Access	Mobile No.3  Email ID2  to which Account	rt**	Signing Group
Full Name (as p Designation  User ID (for exis  Role(s) (tick who Inquirer Maker Administrator Approver Maker cum App Delink/Remove Account No.	er NRIC/Passport**)  eting user only)  ere applicable)  orover  the account(s) listed	Access All Accounts	NRIC/Passpore  Mobile No.3  Email ID2  to which Account  OR The Account  Account No.	rt** is(s)? ts listed below	Signing Group (e.g. A, B or C)
Full Name (as p Designation  User ID (for exis  Role(s) (tick whilinquirer  Maker  Administrator  Approver  Maker cum App  Delink/Remove  Account No.  **If the residential acredit card statement	er NRIC/Passport**)  eting user only)  ere applicable)  prover	Access All Accounts  below:	NRIC/Passpor  Mobile No.3  Email ID2  to which Account  OR The Account  Account No.  Account No.	t(s)? Its listed below	Signing Group
Full Name (as p Designation  User ID (for exis  Role(s) (tick who Inquirer  Maker  Administrator  Approver  Maker cum App  Delink/Remove  Account No.  **If the residential a	er NRIC/Passport**)  eting user only)  ere applicable)  prover	Access All Accounts  below:	NRIC/Passpor  Mobile No.3  Email ID2  to which Account  OR The Account  Account No.  Account No.	t(s)? Its listed below	Signing Group (e.g. A, B or C)



# Add New User(s)/Update Existing User(s) - continued

User 3						
Ad	d	OR	Edit	OR	Remov	е
Full Name (as per NRIC	/Passport**)		NRIC/Pass	port**		
Designation			Mobile No. <sup>3</sup>			
3						
In an ID (for a viction was	l · l		F: LID2			
User ID (for existing use	r only)		Email ID <sup>2</sup>			
Dala(a) (tial, where appli	aabla)	Aggagg	to which Acce	) unt(a)?	Cianin	a Croup
Role(s) (tick where appli	cable)		s to which Acco			g Group A, B or C)
Inquirer		All Accounts	or The Acco	unts listed below	(e.g. /	1, 2 01 0)
Maker	4					
Administrator	╡					
Approver	=					
Maker cum Approver						
Delink/Remove the acco	ount(s) listed b	elow:	Λ c c c · · · · · · · · · · · · · · · ·			
Account No.			Account No	).		
Account No.			Account No			
Account No.			Account No	).		
Jser 4						
Ad	d	OR	Edit	OR	Remov	Δ
Full Name (as per NRIC)			NRIC/Passp		remov	o e
un Marie (as per Mico)	r assport )		NNIC/Fassp	Joit		
Designation			Mobile No. <sup>3</sup>			
User ID (for existing user	ronly)		Email ID <sup>2</sup>			
Role(s) (tick where appli	cable)	Acces	s to which Acc	ount(s)?	Signin	g Group
Inquirer				unts listed below	_	A, B or C)
Maker	₹	_				
Administrator	5					
Approver						
Maker cum Approver						
Delink/Remove the acco	ount(s) listed h	elow.				
Account No.	zarit(o) noteu D	0.0W.	Account No			
Account No.			Account No			
Note: Please use SIF BIZ S	upplemental For	m to add more user(s)				
**If the residential address is n credit card statement), utility b	ot stated in the id ill, stamped tenar	entification document, pleas acy agreement or letter iss	se provide the lates sued by the Singa	at copy (within the last appore authorities with t	3 months) of a bank state the residential address s	ement (exclude tated in it.
Authorised signatories require Name	ed		Name			
Date	Signature		Date	Signatu	ire	
Date	Signature		Date	Signatu	ile.	



Note: For Singl compared to D						
Note: For Singl compared to D	pprover can cr	and the second second				
compared to D		reate and approve the same transaction				
		er can create and approve all transactions, in the canother person can verify and confirm the				
Maker cum A	ontrol					
	pprover can cr	eate but cannot approve the same tran	saction wh	nich must be approved by another A		
proving Con	ditions					
		Authorisation Require	ement			
Transac	tion Limit	· .				
From	То			A 2 A		
Any A	mount	Any 1 Approver	OR	Any 2 Approvers		
Note: Default m	naximum transa	ction limit is \$20,000,000.00  OR —				
Transacti	on Limit	Required Combination of Appro	oving Signa	atories (e.g. Group A, B or C)		
From	То	Group		Group		
		(No. of Approver)	&	(No. of Approver)		
\$0		1		1		
40			OR			
		Any 1 (i.e.1 or 2)	) Approver(	(s) from Group		
Transacti	on Limit	Required Combination of Appro	oving Signa	atories (e.g. Group A, B or C)		
From	То	Group		Group		
		(No. of Approver) 1	&	(No. of Approver) 1		
		OR				
		Any (i.e.1 or 2)	) Approver(	(s) from Group		
Transacti		Required Combination of Appro	oving Signa	atories (e.g. Group A, B or C)		
From	То	Group		Group		
		(No. of Approver) 1	&	(No. of Approver) 1		
			OR			
		Any (i.e.1 or 2)	) Approver(	(s) from Group		

Date

Signature

Signature

Date



## Approving Conditions - Continued

Transacti	on Limit	Authorisation Requirement		
From	То	(No. of Approver(s) from Selected Group(s))		
\$0				

her Instruction(s)		
ull Name (as per NRIC/Passpo	rt)	User ID
Please tick where applicable:		
Activate/Unlock User ID		
Unlock Mobile Token		
Suspend User ID		
ull Name (as per NRIC/Passpo	rt)	User ID
Please tick where applicable:		
Activate/Unlock User ID Unlock Mobile Token		
Suspend User ID		
		User ID
ull Name (as per NRIC/Passpo	11)	User ID
Please tick where applicable:		
Activate/Unlock User ID		
Unlock Mobile Token		
Suspend User ID		
erminate SIF BIZ Mobile and S	SIF BIZ Online Services	
I would like to terminate my	SIF BIZ Mobile and SIF BIZ	Online services with Sing Investments & Finance Limited
i would like to tollilliate my	on biz woone and on biz	Commo do Mario Mario Companyo da Mario Commo de
Authorised signatories required Name		Name

Date

Signature

Signature

Date



### **Declaration and Authorised Signatories**

- 1. By signing this maintenance form, I/We (the "Organisation") hereby:
  - a. confirm that the organisation agrees to be bound by the change, amendments or variations made in this form;
  - b. declare that any variation, modification, amendment and/or revision of and/or addition and/or supplement to the mandate and/or instructions hereof shall not in any way affect or diminish the Organisation's obligations or liability under SingFinance's prevailing eServices T&Cs. For Corporate customers (available at www.singfinance.com.sg) as well as the terms and conditions applicable to each of the services that the Organisation has applied for;
  - c. confirm that all information provided herein is complete, true and accurate to the best of our knowledge as at the date of this maintenance form;
  - authorise SingFinance to debit all fees and charges relating to this maintenance form (if any) from the designated account or any other account of the Organisation;
  - e. agree to indemnify and hold SingFinance harmless from and against all costs, claims, losses, damages, charges and/ or expenses which SingFinance may sustain, incur or liable for, in reliance of this maintenance form; and
  - confirm that except as otherwise stated in this maintenance form, all our existing instructions to SingFinance remain unchanged.

Name of Authorised Signatory	Name of Authorised Signatory	
Designation	Designation	
For and on Behalf of	For and on Behalf of	
UEN	UEN	
	_	
Date	Date	
Signature	Signature	



#### **Declaration and Authorised Signatories - Continued**

Name of Authorised Signatory	Name of Authorised Signatory	
Designation	Designation	
For and on Behalf of	For and on Behalf of	
UEN	UEN	
Date	Date	
Signature	Signature	

Please send the completed SIF BIZ Maintenance Form to Credit Operations Department, Sing Investments & Finance Limited, 96 Robinson Road, #01-01, SIF Building, Singapore 068899.

SingFinance will process your application within 10 business days upon receipt of this form and complete set of documents.

For new users, a Welcome Letter which contains your log in credentials will be emailed to your Email ID stated in this form, where applicable. Please call Sing Investments & Finance Limited at 6438 7060 if you did not receive the Welcome Letter within 14 business days upon submission of this maintenance form and documents.

By enabling SIF BIZ Mobile app, you will have access to SIF BIZ Online.

### For Sing Investments & Finance Limited Use Only

Attended by: Staff Name	Signature Verified by: Staff Name	Processed by: Staff Name	Approved by: Staff Name
Date	Date	Date	Date
Signature	Signature	Signature	Signature
Remarks			