



SIF BIZ Maintenance Form

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

Please read through thoroughly before submitting the form. Incorrect/Incomplete form may 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)
- Approval Settings
- Approving Conditions
- Other Instructions

*We require certified true copy(ies) of NRIC(s)/Passport(s) of all new users

Business Details

Registered Business Name (as per ACRA)

Business Registration No.

Existing Organisation ID

Update Contact Person's Mobile and/or Email ID

Name of Contact Person¹ (as per NRIC/Passport)

Designation

Email Address²

Mobile No.

Office No.

Update Business Accounts

Business Accounts to be linked and/or delinked

Link/Add all active accounts held at SingFinance's processing date of this application

OR

Link/Add only the account(s) listed below:

Account No.

Account No.

Account No.

Account No.

Account No.

Account No.

Delink/Remove the account(s) listed below:

Account No.

Account No.

Account No.

Account No.

Account No.

Account No.

¹To receive communications from SingFinance on the application and email notifications for outstanding SIF BIZ transactions.²Required to receive email notifications.

Authorised signatories required

Name

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 if you have a Current Account and/or Overdraft Account. ²Required to receive email notifications. ³Required to receive SMS notifications.

User 1

<input type="checkbox"/> Add		OR	<input type="checkbox"/> Edit		OR	<input type="checkbox"/> Remove	
Full Name (as per NRIC/Passport**)				NRIC/Passport**			
Designation				Mobile No. ³			
User ID (for existing user only)				Email ID ²			
Role(s) (tick where applicable)		Access to which Account(s)?			Signing Group		
Inquirer	<input type="checkbox"/>	All Accounts	<input type="checkbox"/>	OR	The Accounts listed below	<input type="checkbox"/>	(e.g. A, B or C)
Maker	<input type="checkbox"/>						
Administrator	<input type="checkbox"/>						
Approver	<input type="checkbox"/>						
Maker cum Approver	<input type="checkbox"/>						
Delink/Remove the account(s) listed below:							
Account No.				Account No.			
Account No.				Account No.			

User 2

<input type="checkbox"/> Add		OR	<input type="checkbox"/> Edit		OR	<input type="checkbox"/> Remove	
Full Name (as per NRIC/Passport**)				NRIC/Passport**			
Designation				Mobile No. ³			
User ID (for existing user only)				Email ID ²			
Role(s) (tick where applicable)		Access to which Account(s)?			Signing Group		
Inquirer	<input type="checkbox"/>	All Accounts	<input type="checkbox"/>	OR	The Accounts listed below	<input type="checkbox"/>	(e.g. A, B or C)
Maker	<input type="checkbox"/>						
Administrator	<input type="checkbox"/>						
Approver	<input type="checkbox"/>						
Maker cum Approver	<input type="checkbox"/>						
Delink/Remove the account(s) listed below:							
Account No.				Account No.			
Account No.				Account No.			

**If the residential address is not stated in the identification document, please provide the latest copy (within the last 3 months) of a bank statement (exclude credit card statement), utility bill, stamped tenancy agreement or letter issued by the Singapore authorities with the residential address stated in it.

Authorised signatories required			
Name		Name	
Date	Signature	Date	Signature



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

User 3

Add OR		Edit OR		Remove
Full Name (as per NRIC/Passport**)		NRIC/Passport**		
Designation		Mobile No. ³		
User ID (for existing user only)		Email ID ²		
Role(s) (tick where applicable)		Access to which Account(s)?		Signing Group
Inquirer	<input type="checkbox"/>	All Accounts <input type="checkbox"/> OR The Accounts listed below <input type="checkbox"/>		(e.g. A, B or C)
Maker	<input type="checkbox"/>			
Administrator	<input type="checkbox"/>			
Approver	<input type="checkbox"/>			
Maker cum Approver	<input type="checkbox"/>			
Delink/Remove the account(s) listed below:				
Account No.		Account No.		
Account No.		Account No.		

User 4

<input type="checkbox"/> Add OR		<input type="checkbox"/> Edit OR		<input type="checkbox"/> Remove
Full Name (as per NRIC/Passport**)		NRIC/Passport**		
Designation		Mobile No. ³		
User ID (for existing user only)		Email ID ²		
Role(s) (tick where applicable)		Access to which Account(s)?		Signing Group
Inquirer	<input type="checkbox"/>	All Accounts <input type="checkbox"/> OR The Accounts listed below <input type="checkbox"/>		(e.g. A, B or C)
Maker	<input type="checkbox"/>			
Administrator	<input type="checkbox"/>			
Approver	<input type="checkbox"/>			
Maker cum Approver	<input type="checkbox"/>			
Delink/Remove the account(s) listed below:				
Account No.		Account No.		
Account No.		Account No.		

Note: Please use SIF BIZ Supplemental Form to add more user(s)

***If the residential address is not stated in the identification document, please provide the latest copy (within the last 3 months) of a bank statement (exclude credit card statement), utility bill, stamped tenancy agreement or letter issued by the Singapore authorities with the residential address stated in it.*

Authorised signatories required			
Name		Name	
Date	Signature	Date	Signature

Approval Settings (the details provided below will supersede your current settings)

Authorise own transactions

Yes – Single Control

Maker cum Approver can create and approve the same transaction.

Note: For Single Control, the user can create and approve all transactions, including own transactions, thus may incur higher risk as compared to Dual Control, where another person can verify and confirm the transactions.

No – Dual Control

Maker cum Approver can create but cannot approve the same transaction which must be approved by another Approver.

Approving Conditions

Authorisation Requirement		
Transaction Limit		<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px;">Any 1 Approver <input type="checkbox"/></div> <div style="color: red; font-weight: bold;">OR</div> <div style="border: 1px solid #ccc; padding: 5px;">Any 2 Approvers <input type="checkbox"/></div> </div>
From	To	
Any Amount		

Note: Default maximum transaction limit is \$20,000,000.00

OR

Transaction Limit	Required Combination of Approving Signatories (e.g. Group A, B or C)										
From	To										
\$0	\$0										
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Group <input style="width: 80%;" type="text"/></td> <td style="text-align: center; vertical-align: middle;">&</td> <td style="text-align: center;">Group <input style="width: 80%;" type="text"/></td> </tr> <tr> <td style="text-align: center;">(No. of Approver)</td> <td></td> <td style="text-align: center;">(No. of Approver)</td> </tr> <tr> <td style="text-align: center;">1</td> <td></td> <td style="text-align: center;">1</td> </tr> </table>	Group <input style="width: 80%;" type="text"/>	&	Group <input style="width: 80%;" type="text"/>	(No. of Approver)		(No. of Approver)	1		1
Group <input style="width: 80%;" type="text"/>	&	Group <input style="width: 80%;" type="text"/>									
(No. of Approver)		(No. of Approver)									
1		1									
		OR									
		<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;"> Any <input style="width: 30px;" type="text"/> (i.e. 1 or 2) Approver(s) from Group <input style="width: 100px;" type="text"/> </div>									

Transaction Limit	Required Combination of Approving Signatories (e.g. Group A, B or C)										
From	To										
\$0	\$0										
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Group <input style="width: 80%;" type="text"/></td> <td style="text-align: center; vertical-align: middle;">&</td> <td style="text-align: center;">Group <input style="width: 80%;" type="text"/></td> </tr> <tr> <td style="text-align: center;">(No. of Approver)</td> <td></td> <td style="text-align: center;">(No. of Approver)</td> </tr> <tr> <td style="text-align: center;">1</td> <td></td> <td style="text-align: center;">1</td> </tr> </table>	Group <input style="width: 80%;" type="text"/>	&	Group <input style="width: 80%;" type="text"/>	(No. of Approver)		(No. of Approver)	1		1
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(No. of Approver)		(No. of Approver)									
1		1									
		OR									
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Transaction Limit	Required Combination of Approving Signatories (e.g. Group A, B or C)										
From	To										
\$0	\$0										
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Group <input style="width: 80%;" type="text"/></td> <td style="text-align: center; vertical-align: middle;">&</td> <td style="text-align: center;">Group <input style="width: 80%;" type="text"/></td> </tr> <tr> <td style="text-align: center;">(No. of Approver)</td> <td></td> <td style="text-align: center;">(No. of Approver)</td> </tr> <tr> <td style="text-align: center;">1</td> <td></td> <td style="text-align: center;">1</td> </tr> </table>	Group <input style="width: 80%;" type="text"/>	&	Group <input style="width: 80%;" type="text"/>	(No. of Approver)		(No. of Approver)	1		1
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(No. of Approver)		(No. of Approver)									
1		1									
		OR									
		<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;"> Any <input style="width: 30px;" type="text"/> (i.e. 1 or 2) Approver(s) from Group <input style="width: 100px;" type="text"/> </div>									

Authorised signatories required			
	Name	Name	
Date	Signature	Date	Signature

Approving Conditions - Continued

OR

Transaction Limit		Authorisation Requirement (No. of Approver(s) from Selected Group(s))
From	To	
\$0		

Other Instruction(s)

Full Name (as per NRIC/Passport)

User ID

Please tick where applicable:

- Activate/Unlock User ID
 Unlock Mobile Token
 Suspend User ID

Full Name (as per NRIC/Passport)

User ID

Please tick where applicable:

- Activate/Unlock User ID
 Unlock Mobile Token
 Suspend User ID

Full Name (as per NRIC/Passport)

User ID

Please tick where applicable:

- Activate/Unlock User ID
 Unlock Mobile Token
 Suspend User ID

Terminate SIF BIZ Mobile and SIF BIZ Online Services

- I would like to terminate my SIF BIZ Mobile and SIF BIZ Online services with Sing Investments & Finance Limited

Authorised signatories required

Name	Signature	Date	Signature

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;
 - d. 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
 - f. confirm that except as otherwise stated in this maintenance form, all our existing instructions to SingFinance remain unchanged.

Name of Authorised Signatory

Designation

For and on Behalf of

UEN

Date

Signature

Name of Authorised Signatory

Designation

For and on Behalf of

UEN

Date

Signature

Declaration and Authorised Signatories - *Continued*

Name of Authorised Signatory

Designation

For and on Behalf of

UEN

Name of Authorised Signatory

Designation

For and on Behalf of

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

<p>Attended by: Staff Name</p> <input type="text"/> <p>Date</p> <input type="text"/> <p>Signature</p> <input type="text"/>	<p>Signature Verified by: Staff Name</p> <input type="text"/> <p>Date</p> <input type="text"/> <p>Signature</p> <input type="text"/>	<p>Processed by: Staff Name</p> <input type="text"/> <p>Date</p> <input type="text"/> <p>Signature</p> <input type="text"/>	<p>Approved by: Staff Name</p> <input type="text"/> <p>Date</p> <input type="text"/> <p>Signature</p> <input type="text"/>
<p>Remarks</p> <input type="text"/>			