

<b>A. ACCOUNT DETAILS</b>	
Customer Name (as per the bank's records):  _____ (the "Customer")	
Accounts with The Bank of East Asia, Limited, Singapore Branch (the "Bank") to be updated:	
<input type="checkbox"/> All accounts	
<input type="checkbox"/> Only the following account(s) with the Bank:	
Account Number: _____	Account Number: _____
Account Number: _____	Account Number: _____
<b>B. REMOVAL OF EXISTING AUTHORISED SIGNATORIES</b>	
<b>Authorised Signatory 1 to Remove</b>	
Name: _____	
NRIC/Passport No.: _____	
<b>Authorised Signatory 2 to Remove</b>	
Name: _____	
NRIC/Passport No.: _____	
<b>Authorised Signatory 3 to Remove</b>	
Name: _____	
NRIC/Passport No.: _____	
<b>Authorised Signatory 4 to Remove</b>	
Name: _____	
NRIC/Passport No.: _____	

<b>FOR BANK USE</b>		
Attended By: _____	Checked By: _____	Approved By: _____

<b>C. ADDITION OF NEW AUTHORISED SIGNATORIES</b>	
<b>New Authorised Signatory 1</b>	
Name:	
NRIC/Passport No.:	Email:
Nationality:	Mobile Number:
Occupation:	Office Number:
Date of Birth:	Specimen Signature:
Signing Group:	
<b>New Authorised Signatory 2</b>	
Name:	
NRIC/Passport No.:	Email:
Nationality:	Mobile Number:
Occupation:	Office Number:
Date of Birth:	Specimen Signature:
Signing Group:	
<b>New Authorised Signatory 3</b>	
Name:	
NRIC/Passport No.:	Email:
Nationality:	Mobile Number:
Occupation:	Office Number:
Date of Birth:	Specimen Signature:
Signing Group:	
<b>D. SIGNING CONDITIONS FOR OPERATION OF ACCOUNTS</b>	
<input type="checkbox"/> Singly <input type="checkbox"/> Any _____ jointly (please specify) <input type="checkbox"/> All <input type="checkbox"/> Other signing conditions, (please specify): _____	

Notes: If you have more than above Authorised Signatory provided, you may fill up more than one page of the document.

<b>FOR BANK USE</b>		
Attended By:	Checked By:	Approved By:

I/we, the undersigned, being \*the sole proprietor/all the present partners of the Customer, hereby confirm that the signatory/signatories set out in Section C (*Addition of New Authorised Signatories*) is/are \*the sole proprietor/all the present partners of the Customer and that the specimen signatures submitted are those of the respective signatories.

\* Please delete as appropriate.

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Name:	Name:	Name:
Date:	Date:	Date:
Designation:	Designation:	Designation:

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Name:	Name:	Name:
Date:	Date:	Date:
Designation:	Designation:	Designation:

**Instruction for Change of Authorised Signatories and/or Account Mandate for Sole Proprietorships / Partnerships**

1. All new authorised signatories are required to provide the documents below:
  - Clear photocopies of their identification card or unexpired passport (6 months before expiry).
  - Proof of address by new signatories who are foreigners. Examples of proof of address include utility bills or bank statements dated within 3 months.
2. Certified true copies of identification documents are to be provided by bank staff, a notary public, lawyer, certified public or professional accountant or chartered corporate secretary.
3. The Bank may request additional documents.