

A. ACCOUNT DETAILS	
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. REMOVAL OF EXISTING AUTHORISED SIGNATORIES	
Authorised Signatory 1 to Remove	
Name:	
NRIC/Passport No.:	
Authorised Signatory 2 to Remove	
Name:	
NRIC/Passport No.:	
Authorised Signatory 3 to Remove	
Name:	
NRIC/Passport No.:	
Authorised Signatory 4 to Remove	
Name:	
NRIC/Passport No.:	

FOR BANK USE		
Attended By:	Checked By:	Approved By:

C. ADDITION OF NEW AUTHORISED SIGNATORIES	
New Authorised Signatory 1	
Name:	
NRIC/Passport No.:	Email:
Nationality:	Mobile Number:
Occupation:	Office Number:
Date of Birth:	Specimen Signature:
Signing Group:	
New Authorised Signatory 2	
Name:	
NRIC/Passport No.:	Email:
Nationality:	Mobile Number:
Occupation:	Office Number:
Date of Birth:	Specimen Signature:
Signing Group:	
New Authorised Signatory 3	
Name:	
NRIC/Passport No.:	Email:
Nationality:	Mobile Number:
Occupation:	Office Number:
Date of Birth:	Specimen Signature:
Signing Group:	
D. SIGNING CONDITIONS FOR OPERATION OF ACCOUNTS	
<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.

FOR BANK USE		
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.