

## 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 Person<sup>1</sup> (as per NRIC/Passport)

Designation

Email Address<sup>2</sup>

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.




<sup>1</sup>To receive communications from SingFinance on the application and email notifications for outstanding SIF BIZ transactions.<sup>2</sup>Required 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<sup>#</sup>: suspends users access
- Approver\*: approves transactions and views account details

<sup>\*</sup>Applicable only if you have a Current Account and/or Overdraft Account. <sup>2</sup>Required to receive email notifications. <sup>3</sup>Required to receive SMS notifications.

<sup>#</sup>It is mandatory to appoint an Administrator. If you have previously appointed an Administrator holding multiple roles, you are required to appoint more than one Administrator.

#### User 1

<input type="checkbox"/> Add	OR	<input type="checkbox"/> Edit	OR	<input type="checkbox"/> Remove
Full Name (as per NRIC/Passport**)		NRIC/Passport**		
<input type="text"/>		<input type="text"/>		
Designation		Mobile No. <sup>3</sup>		
<input type="text"/>		<input type="text"/>		
User ID (for existing user only)		Email ID <sup>2</sup>		
<input type="text"/>		<input type="text"/>		
Role(s) (tick where applicable)		Access to which Account(s)?		Signing Group
Inquirer <input type="checkbox"/>	<input type="checkbox"/> All Accounts <input type="checkbox"/> OR <input type="checkbox"/> 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.		
<input type="text"/>		<input type="text"/>		
Account No.		Account No.		
<input type="text"/>		<input type="text"/>		

#### User 2

<input type="checkbox"/> Add	OR	<input type="checkbox"/> Edit	OR	<input type="checkbox"/> Remove
Full Name (as per NRIC/Passport**)		NRIC/Passport**		
<input type="text"/>		<input type="text"/>		
Designation		Mobile No. <sup>3</sup>		
<input type="text"/>		<input type="text"/>		
User ID (for existing user only)		Email ID <sup>2</sup>		
<input type="text"/>		<input type="text"/>		
Role(s) (tick where applicable)		Access to which Account(s)?		Signing Group
Inquirer <input type="checkbox"/>	<input type="checkbox"/> All Accounts <input type="checkbox"/> OR <input type="checkbox"/> 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.		
<input type="text"/>		<input type="text"/>		
Account No.		Account No.		
<input type="text"/>		<input type="text"/>		
<small>**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.</small>				
Authorised signatories required				
Name		Name		
<input type="text"/>		<input type="text"/>		
Date	Signature	Date	Signature	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

#### User 3

Add <span style="color: red;">OR</span>		Edit <span style="color: red;">OR</span>		Remove
Full Name (as per NRIC/Passport**)		NRIC/Passport**		
Designation		Mobile No. <sup>3</sup>		
User ID (for existing user only)		Email ID <sup>2</sup>		
Role(s) (tick where applicable)		Access to which Account(s)?		Signing Group (e.g. A, B or C)
Inquirer	<input type="checkbox"/>	All Accounts <input type="checkbox"/> <span style="color: red;">OR</span> The Accounts listed below <input type="checkbox"/>		
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	<span style="color: red;">OR</span>	<input type="checkbox"/> Edit	<span style="color: red;">OR</span>	<input type="checkbox"/> Remove
Full Name (as per NRIC/Passport**)		NRIC/Passport**		
Designation		Mobile No. <sup>3</sup>		
User ID (for existing user only)		Email ID <sup>2</sup>		
Role(s) (tick where applicable)		Access to which Account(s)?		Signing Group (e.g. A, B or C)
Inquirer	<input type="checkbox"/>	All Accounts <input type="checkbox"/> <span style="color: red;">OR</span> The Accounts listed below <input type="checkbox"/>		
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			
From	To		
Any Amount		Any 1 Approver <input type="checkbox"/>	OR Any 2 Approvers <input type="checkbox"/>

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		Group <input type="text"/>	Group <input type="text"/>
		(No. of Approver) 1	(No. of Approver) 1
		&	
		OR	
		Any <input type="text"/> (i.e. 1 or 2) Approver(s) from Group <input type="text"/>	

Transaction Limit		Required Combination of Approving Signatories (e.g. Group A, B or C)	
From	To		
		Group <input type="text"/>	Group <input type="text"/>
		(No. of Approver) 1	(No. of Approver) 1
		&	
		OR	
		Any <input type="text"/> (i.e. 1 or 2) Approver(s) from Group <input type="text"/>	

Transaction Limit		Required Combination of Approving Signatories (e.g. Group A, B or C)	
From	To		
		Group <input type="text"/>	Group <input type="text"/>
		(No. of Approver) 1	(No. of Approver) 1
		&	
		OR	
		Any <input type="text"/> (i.e. 1 or 2) Approver(s) from Group <input type="text"/>	

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

Name

Date

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](http://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

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