



## PERSONAL ACCOUNT CHEQUE BOOK REQUEST FORM

### ACCOUNT PARTICULARS

☐ Plus! Savings Account    ☐ NTUC-OCBC Starter Account    ☐ Other Accounts (Please Tick )

Account Name: \_\_\_\_\_

Account No.: \_\_\_\_\_

Delivery Address: ☐ Account Mailing Address    ☐ OCBC Branch (self-collection)    ☐ Other address (please select one)

Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

I/We hereby request Overseas-Chinese Banking Corporation (the Bank) to send me/us \_\_\_\_\_ cheque book(s) (up to 5 cheque books per request). I/We hereby authorize the Bank to debit my/our account for any related charges and mail/deliver the new cheque book(s) to the delivery address stated above.

### I/We would like to receive my/our cheque book(s) through:

Delivery Mode (please tick one):	Charges for SGD Cheque Book <sup>1</sup>	Charges for USD Cheque Book <sup>†</sup>	Form Submission:
<input type="checkbox"/> Normal (Delivered in 5 working days to account mailing address only)	S\$10 per cheque book	N.A.	Mail-in <sup>3</sup> or submit at any OCBC Branch <sup>4</sup> . Alternatively you may request for a new Cheque book via any OCBC ATM <sup>5</sup> with your ATM card.
<input type="checkbox"/> Express (Courier delivery <sup>^</sup> on next working day)	S\$18 per cheque book <sup>2</sup>	USD12 per cheque book	Submit at any OCBC Branch only <sup>6</sup>
<input type="checkbox"/> Same Day (Courier delivery <sup>^</sup> by 5pm, same day if form is received by 11am)	S\$27 per cheque book <sup>2</sup>	USD18 per cheque book	Submit at any OCBC Branch only <sup>6</sup>

### IMPORTANT NOTES:

<sup>1</sup>S\$10 cheque book fee is waived for all Premier and Private Bank EasiSave accounts. Only delivery charges for Express and Same Day delivery will apply.

<sup>2</sup>Inclusive of S\$10 per cheque book fee.

<sup>3</sup>Please complete this form and mail to: OCBC Bank, Account Services, Bras Basah Post Office, Locked Bag Service No. 8, Singapore 911886.

<sup>4</sup>For cheque book request (via Normal delivery) on Plus! Savings / NTUC-OCBC Starter account, branches are to batch the forms to Account Services.

<sup>5</sup>Cheque book request for Plus! Savings / NTUC-OCBC Starter account is not applicable via the ATM.

<sup>6</sup>For Express / Same day cheque request on Plus! Savings / NTUC-OCBC Starter account, please call 1800 820 2020 (press Option 2).

<sup>†</sup>Cheque book type for Plus! Savings / NTUC-OCBC Starter account is not available in USD

<sup>^</sup>For Courier delivery, if there is no one to receive the Cheque book at the delivery address provided, the Cheque book will be delivered to the nearest OCBC Branch. Account Holder will have to collect the Cheque book from the branch. There will be a flat fee of S\$10 applicable if the delivery has to be diverted to an OCBC branch which will be debited from the account.

Account Holder's Signature (please sign as per your account record): \_\_\_\_\_

Remarks (if any): \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OCBC BANK USE ONLY

Staff Fax No.:	Staff Contact No.:	Fax Date & Time:	Attended By:	Approved by:
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For Express / Same Day Delivery, please select the cheque book type:

Personal Cheque: <input type="checkbox"/> SGD <input type="checkbox"/> USD*	Personal Premier: <input type="checkbox"/> SGD <input type="checkbox"/> USD*	Personal Al Wadi'ah A/c: <input type="checkbox"/> SGD
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Remarks: \_\_\_\_\_

### FOR TOPPAN'S USE ONLY

Cheque Range &amp; Contact Person: \_\_\_\_\_