

**IDEAL Maintenance Form**

To : **DBS Bank Ltd – London**  
4<sup>th</sup> Floor  
Paternoster House  
65 St Pauls Churchyard  
London EC4M 8AB  
Great Britain



Use this form for the following:

- Update Contact Person
- Update Company Address
- Add/Deletion of Account(s)
- Change of Authorisation Policy

**1. COMPANY PROFILE**

Organisation ID		
Company Name		
Address		
Contact Person		
Office / Mobile / Fax No		
Email Address		

**2. ACCOUNT(S) TO BE ADDED / DELETED (if applicable)**

**Applicable to Current Accounts only**

	Currency	Account Number		Currency	Account Number
<input type="checkbox"/> Add <input type="checkbox"/> Del			<input type="checkbox"/> Add <input type="checkbox"/> Del		
<input type="checkbox"/> Add <input type="checkbox"/> Del			<input type="checkbox"/> Add <input type="checkbox"/> Del		
<input type="checkbox"/> Add <input type="checkbox"/> Del			<input type="checkbox"/> Add <input type="checkbox"/> Del		

**3. AUTHORISATION POLICY TO BE AMENDED (if applicable)**

**Tick to assign Limit Checking at Company Level :** ☐ Highest Transaction Value ☐ Total Transaction Value

**Authorisation Limit (GBP)**

**Authorisation Requirement**

From £	to £	<input type="checkbox"/> Any 1 Authoriser	<input type="checkbox"/> Any 2 Authorisers
From £	to £	<input type="checkbox"/> Any 1 Authoriser	<input type="checkbox"/> Any 2 Authorisers

**5. AUTHORISED SIGNATORIES**

Name of Authoriser		
Signature		
Date		

**FOR BANK USE ONLY**

DBS BANK LTD, LONDON		CHANNEL CREATOR	CHANNEL AUTHORISER
Name	Name	Name	Name
Signature	Signature	Signature	Signature
Date	Date	Date	Date

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1. COMPANY PROFILE		
Organisation ID		
Company Name		
Contact Person		
Office / Mobile / Fax No		
Email Address		

Use this form for the following:

- Addition/Deletion of Users
- Update User's Profile

2. USER PROFILE									
Action Code	User Full Name	Date of Birth	Email Address	Admin Officer	Enquiry only	Transactions		Specimen Signatures (For IDEAL™ authorisers only)	For Bank Use
						Maker	Authoriser		User ID
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Notes:**

- Action Code: A = ADD, D = Delete, AS = Add Service, RS = Remove Service
- Cash excludes payroll for maker and authorizer, please tick on payroll if required
- The Welcome Pack and PIN will be mailed to the address as per our current records
- Enquiry services will be granted to maker and authoriser by default
- There will be a downtime for users whose profile is being updated

3. AUTHORISED SIGNATORIES		
Name of Authoriser		
Signature		
Date		

For partnership, the signatures of all partners are required. For a company which has furnished DBS Bank Ltd with a standalone Electronic Banking Board Resolution, the authorised signatories must be the current authorised signatories specified in that document. For a company which has furnished DBS Bank Ltd with a Board Resolution for the opening of the current account that covers Electronic Banking services, the authorised signatories must be the current authorised signatories with the highest authorisation limit as specified in that document.

FOR BANK USE ONLY			
DBS BANK LTD, LONDON			
Name	Signature	Name	Signature
Date		Date	
CHANNEL CREATOR		CHANNEL AUTHORISER	
Name	Signature	Name	Signature
Date		Date	