

## 1 Company information

Company Name ▶ *as per bank's record*

Account No\*

+ (country code) - (contact number)

Contact Person

Mobile + -

+ (country code) - (area code for non SG numbers) - (contact number)

Office + - -

## 2 Addressee and content

*If the addressee is a Bank, please indicate the name of the Bank and the SWIFT Code. Additional cable charges will apply.*

Name of Addressee ▶ *Mandatory and the Addressee has to be a company/business name*

Address

Please select one ▶ *more than one is allowed*
☐ Date account was opened

☐ Account Number

☐ Account balance as at  D  D /  M  M /  Y  Y (within the last 3 months only)

☐ OCBC SWIFT Code

*Please note that the Bank will not be able to process requests for other information which are not listed in the options above.*

## 3 Authorisation & charges ▶ *to be signed by person(s) authorised to operate the account(s)*

I/We hereby authorise the Bank to debit my/our account (stated above\*) for any related charges and mail/deliver the letter of reference to the delivery address stated below.

### Charges

Letter of Reference /Foreign Endorsement (non-loans related)

S\$30 per request

Letter of Reference /Foreign Endorsement (loans related)

S\$32.10 per request (inclusive of GST)

**Delivery Address** ▶ *please select one*
☐ Account Mailing Address

☐ OCBC Branch (self-collection). Please specify the branch

☐ SWIFT Code


Complete and return this form to us at:

Oversea-Chinese Banking Corporation Limited, Account Services, Bras Basah Post Office, Locked Bag Service No. 8, Singapore 911886

**We will process your request within 5 business days from receiving this form.**

Signature

Name of Authorised Signatory

Date ▶ DD / MM / YY

Signature

Name of Authorised Signatory

Date ▶ DD / MM / YY