CONFIDENTIAL

Update of Customer Contacts (Company/Association)

(Not applicable for Trade Finance Services)

Please glue and seal here. Do not staple.

Please glue and seal here. Do not staple.

Part 1: Particulars

Company Name	
Business Registration Number / UEN	

Part 2: Change Address *NOTE: The Bank will update your Registered/Residential Address for all your existing accounts & all your future correspondences/ accounts, unless specified below:*

Registered Address / Residential Address *(Please enclose proof of your new Registered / Residential Address. P.O. Box address is not allowed.)*

Block/ House No.		Unit no. #		Postal/ Zip Code	
Street					
City		Country			

Mailing Address *(If different from the above)*

Block/ House No.		Unit no. #		Postal/ Zip Code	
Street					
City		Country			

Please apply my Mailing Address for: *(Please ✓ one)*

☐ All Accounts
☐ Only for the following Accounts:

Part 3: Change Contact Details (*Please ✓ one only) Note: For update of Business Internet Banking(BIB) user contacts, please also submit the BIB Maintenance Form*

☐ Replace ALL existing contact details with the information below. (Please indicate "SAME" if there is no change.)
☐ Add the following to the existing company contact details:-

Contact Person Name	*(Please ✓ one)*	☐ Dr	☐ Mr	☐ Miss	☐ Mrs	☐ Mdm			
Email Address^									
Mobile^ Number	*(Country Code)* +		*(Telephone Number)*		**Office Number**	*(Country Code)* +		*(Telephone Number)*	
Contact Person Name	*(Please ✓ one)*	☐ Dr	☐ Mr	☐ Miss	☐ Mrs	☐ Mdm			
Email Address^									
Mobile^ Number	*(Country Code)* +		*(Telephone Number)*		**Office Number**	*(Country Code)* +		*(Telephone Number)*	
Contact Person Name	*(Please ✓ one)*	☐ Dr	☐ Mr	☐ Miss	☐ Mrs	☐ Mdm			
Email Address^									
Mobile^ Number	*(Country Code)* +		*(Telephone Number)*		**Office Number**	*(Country Code)* +		*(Telephone Number)*	

^The new Mobile Number and Email Address provided here will be used for all your banking services, to receive alerts and One-Time Password (OTP). Please note that only Singapore registered numbers will receive SMS, alerts and notifications

Part 4: Authorisation and Declaration

***Please delete whichever is not applicable**

I/We* agree that the Bank may verify my/our* signatures against their records before acting on my/our* instructions. I/We* declare that the above information provided by me/us* is correct.

Authorised Signatory Name Date	Authorised Signatory Name Date	Authorised Signatory Name Date

For Bank's Use

CIF

Instruction to PSC2 – Kovan. ***Tick where applicable***
☐ Remove Hold Mail tagged at CIF level
☐ Untag TLAST "Update Customer's Address" on all accounts
☐ Remove Hold Mail tagged on the following accounts:-

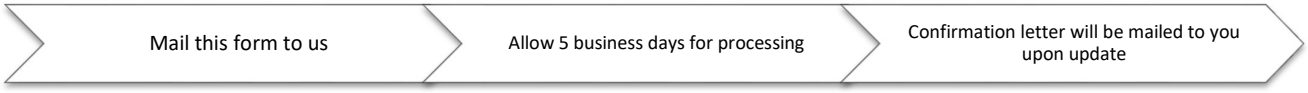
☐ Other instructions _____

Verified By	Processed By	Checked By

Signature / Name / PF Number / Date

For queries
Get in touch at **1800-MAYBANK** (1800-777 0022) or (65) 6777 0022 (Overseas)

What to do next?



Submission checklist. Have you:

- Filled in all fields?
- Signed against any alterations?
- Attached the required documents for updating
  - Registered address
    - Copy of one of the following (dated within last 3 months)
      - ACRA/ ROS
      - Certificate of Incorporation / Incumbency of Foreign Company
      - Foreign Business Profile Search equivalent
      - Utility Bills (only applicable to entities registered with Registry of Societies or Management Corporation Strata Title)

Postage will be paid by addressee.
For posting in Singapore only.

BUSINESS REPLY SERVICE
PERMIT NO. 00452

MAYBANK
Onboarding & Data Integrity Services
(MT LVL 11) – UCD
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Singapore 900929