

**Part 1: Particulars**

Name													
<input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mdm <i>Tick one</i>													
NRIC/Passport/Business Registration Number													
Passport expiry date <small>(Applicable to foreigners only. Please provide a photocopy of the passport for Bank's records.)</small>		D D / M M / Y Y Y Y											

**Part 2: Address**

**New Registered Address/Residential Address (P.O. Box address is not allowed)**

Block/ House No.	Unit no. #	Postal/ Zip Code
Street		
City <sup>1</sup>		

**New Mailing Address (If different from the above)**

Block/ House No.	Unit no. #	Postal/ Zip Code
Street		
City <sup>1</sup>		

Note 1: For foreign address only

**Part 3: Contact Details**

Mobile Number <sup>^</sup> + (Country Code) - (Mobile Number)	Fax Number + (Country Code) - (Fax Number)
Home Number + (Country Code) - (Home Number)	Email Address
Office Number + (Country Code) - (Office Number)	

<sup>^</sup>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). This mobile number will supersede all mobile number(s) currently in our record. Please note that only Singapore registered numbers will receive SMS, alerts and notifications on all banking services.

**Part 4: Accounts**

Complete either (A) or (B)

(A) Please use the new mailing address(es) and/ or contact(s) for the accounts selected below:

- |  |  |
|--|--|
| <input type="checkbox"/> All Maybank Retail accounts   | <input type="checkbox"/> All Maybank <i>Private Wealth</i> accounts  |
| <input type="checkbox"/> Etiqa Insurance Pte Ltd<br><i>Only changes from Part 2 &amp; 3 will be updated.</i> | <input type="checkbox"/> Maybank Kim Eng Securities Pte Ltd account(s)<br><i>Only changes from Part 2 &amp; 3 will be updated.<br/>Address update must be accompanied by "SGX Update of Particulars Form (Individual/Joint)" form duly witnessed by a Branch Officer</i> |

(B) Please use the new mailing address(es) and/ or contact(s) for the account(s) listed below:


**Part 5: Authorisation and Declaration**

*\*Please delete whichever is not applicable*

I/We\* agree and allow the Bank to disclose information to Etiqa Insurance Berhad (Singapore Branch) and Maybank Kim Eng Securities Pte Ltd (where applicable) by giving them a copy of this signed form, so that they can update their records according to my/our\* instructions indicated in Part 4 of this form. I/We\* agree that the Bank or the companies listed above 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	Authorised Signatory	Authorised Signatory
Date	Date	Date

For thumbprints, please visit any Maybank branch for update.

**For Bank's Use**

CIF

**Instruction to PSC - 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

Account number(s) \_\_\_\_\_

Other instructions \_\_\_\_\_

Verified By	Processed By	Checked By
Signature/ Name/ PF Number/ Date		

For queries

Get in touch at 1800-MAYBANK (1800-629 2265) or (65) 6533 5299 (Overseas).

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Please glue and seal here. Do not staple.

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## What to do next?

Mail this form to us

Allow 5 business days for processing

Confirmation Letter will be mailed to you

### Submission Checklist. Have you:

- o filled in all fields?
- o signed against any amendments?
- o signed Part 5 as per the bank's record and your account mandate?
- o attached the required document(s) for update of
  - passport details (applicable to foreigners)
    - o Copy of passport with 6 months validity
  - Residential address (applicable to all customers)
    - o Copy of Singapore NRIC (Front and Back) reflecting new residential address.  
Or
    - o Copy of one of the documents below as proof of residence (within last 3 months)
      - Utility/telephone bill or
      - Bank/credit card statement or
      - Letters from Government/other public bodies or
      - Rental agreement

**BUSINESS REPLY SERVICE  
PERMIT NO. 00452**



**MAYBANK**  
Payments & Services Centre 2 (KOVAN)  
ROBINSON ROAD P.O.BOX 479  
Singapore 900929

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