

Email the completed form to us at [paynow@maybank.com.sg](mailto:paynow@maybank.com.sg)  
Allow up to 10 business days for processing

Tick only one

## Application

- My business does not have an SGQR, how do I get one?  
Fill up all sections except *existing SGQR ID*.
- I have existing SGQR for my outlet and I need new SGQR labels for my other outlet.  
Fill up all sections except *existing SGQR ID*.
- My outlet is moving to a new location, I need a new SGQR.  
Fill up all sections.

## Amendment

- I want to change my outlet name, how do I amend the SGQR label name?  
Fill up all sections. For section 3, only 3.1.
- I want to change the SGQR Payment Reference.  
Fill up all sections. For section 3, only 3.5.
- I want to add PayNow to my SGQR.  
Fill up all sections. For section 3, only 3.5.

## De-registration

- I am closing my outlet.  
Fill up sections 1, 2 & 5.
- I no longer need PayNow on my SGQR.  
Fill up sections 1, 2 & 5.

## 1. Account Relationship

Tick only one

- Maybank Singapore Limited**  
SME / Commercial Banking
- Malayan Banking Berhad (Singapore Branch)**  
Global Banking

## 2. Business Details

Business Name

.....

Unique Entity Number (UEN)

.....

PayNow ID

.....

Existing SGQR ID *if applicable*

.....

## 3. SGQR

**3.1 Name on SGQR label** *max. 25 characters including spaces*

.....

*Name to be displayed on SGQR label e.g. ABC Co. Raffles Place*

**3.2 Postal Code**

.....

**3.3 Level & Unit**

..... - .....

**3.4 Miscellaneous** *optional, do not use special characters*

.....

*e.g. Counter / Terminal ID*

**3.5 Payment Reference** *optional, max. 25 characters including spaces, do not use special characters*

.....

*Information will be shown on your bank statement*

## 4. SGQR Label

**No. of labels** *labels will be sent to address as per bank's record*

.....  
*S\$5/label (minimum 5 per order)  
Promotion (until 30 June 2022): 5 labels free for first order*

**Account Number** *label charges will be deducted from this account*

.....

**Email Address** *for follow-up on SGQR matters*

.....

## 5. Declaration, Acceptance & Consent

I/We wish to apply for your services as set out in this form and/or update of my/our PayNow Corporate proxy with the central repository for the SGQR (the “CR”) and such other related services for facilitating payments from my/our customers to me/us through the SGQR scheme. By submitting this application form, I/we warrant, represent and undertake as follows:

### True and Accurate Information

I/We confirm that the information and documents given in this application are complete, true and accurate. I/We understand that you are under no duty or obligation to verify and authenticate any information and documents provided by me/us and that I/we bear all responsibility in any errors and all matters arising from any incomplete, untrue or inaccurate information.

### Terms and Conditions

By signing and submitting this form, we have read, understood and agree to abide by the “Terms and Conditions Governing SGQR Service” (the “Terms”), which is available at [maybank.sg/tnc](http://maybank.sg/tnc). Terms used in this application which are defined in the Terms shall bear the same meanings.

### Personal Data

I/We consent to you collecting, using, archiving, storing and/or disclosing any and all information and Personal Data (as defined under the Personal Data Protection Act 2012) which I/we provide to you or arising from our use of the Services or Transactions (the “Data”) for any and all purposes relating to my/our use of or participation in the Singapore Quick Response Code (SGQR) Scheme (the “Scheme”) and/or your provision of any services to me/us.

Without limitation to the foregoing, I/we authorise and consent to:

- (a) you disclosing to the operator of the Scheme (the “Operator”) and the SGQR Scheme owners (the “Owners”) the Data for the purpose of providing, maintaining and enhancing the Scheme and related services;
- (b) your uploading the Data to the CR; and
- (c) the disclosure to the public (by the Operator, Owners or you) of any of the following as may be derived or generated from the Data:
  - (i) my/our SGQR quick response code;
  - (ii) my/our unique identification(s) in the CR, comprising such information and particulars as required by you and/or the Operator from time to time; and
  - (iii) any file or output as provided by the Operator to you or generated by you in such format approved by the Owners; and
- (d) you, the Operator or any third party service providers of the Operator or Owners disclosing, processing and using the Data for conducting analysis to understand market behaviour, preferences and trends, and to review, develop and improve the quality of any services;
- (e) the Operator receiving, processing, archiving and retransmitting the Data to all members of the Scheme, their affiliates and customers.

I/We confirm the accuracy, truthfulness and completeness of the Data provided to you and where Personal Data or information of any other person is provided to you, I/We confirm that I/we have provided notice to and procured such person’s consent for disclosure and use of such Personal Data and information for the purposes stated above. I/We undertake to inform you promptly in writing where there are any changes in the Data.

My/Our consent and authorization herein shall be without prejudice to and does not limit or derogate from any other consent or authorization given to you pursuant to any other agreement.

### Delivery, Despatch or Mailing of SGQR code(s)

Where I/we are applying for an SGQR code, I/We consent to you sending the SGQR code(s) to our mailing address in your records by delivery by hand, courier or mail as you deem fit and shall not hold you liable in the event such delivery, despatch or mail is delayed, intercepted, lost or fails to reach us or if its contents, including the SGQR code(s), are disclosed to any third party during the process of delivery, transit and/or service.

### Authorised Signatory

The person(s) signing and submitting this application (the “Signatory”) has/have been duly authorised by us to do so and I/we have passed, obtained and/or executed all necessary internal and/or corporate resolutions, authorisations and other action in accordance with our constitutional documents for the Signatory to sign and submit this application and to be my/our sole representative to you in all matters relating to the agreement comprised herein and in the Terms.

### Indemnity

I/We undertake to indemnify you for any and all losses, liabilities, damages, costs, charges and expenses (including legal costs), actions, demands and proceedings including those incurred or sustained in connection with any enquiry, investigation, action, suit, proceeding, claim, demand, judgment, award, order or settlement, arising from any breach of my/our obligations herein.

### Testing

Upon receipt of the SGQR code(s) from you, I/we undertake to test the SGQR code(s) to ensure that the account linked to the SGQR code(s) is credited correctly before deploying the SGQR code(s) for use.

I/We acknowledge and agree that you have the absolute discretion to reject this application without giving any reason.

Authorised Signatory / Date

Name

Designation

Authorised Signatory / Date

Name

Designation

## 6. For Bank’s Use

Verified by	Processed by	Checked by
Name / PF No. / Signature / Date		

**Maybank Singapore Limited**  
Business Banking 1800 777 0022 / (65) 777 0022 (Overseas)  
9 am - 6 pm Mondays to Fridays excluding Public Holidays

For queries

**Malayan Banking Berhad (Singapore Branch)**  
Contact your Relationship Manager or email us at  
[sgtbimp@maybank.com.sg](mailto:sgtbimp@maybank.com.sg)