

HOW TO COMPLETE THE STANDING INSTRUCTION AMENDMENT AND CANCELLATION FORM

Please complete the form using **BLOCK LETTERS**. If there are more boxes in a line than you need, leave the extra boxes blank.

In order to avoid any delay in processing, it is best that you provide all information requested in the application form. The table below indicates what information is Mandatory (which means you must provide) and what is Conditional/Optional (which means you must provide only when your application needs to meet certain criteria or when the information is available).

	Mandatory	Conditional/ Optional
DETAILS OF STANDING INSTRUCTION (SI)		
1. Name of Account Holder.	✓	
2. Debit Account Number & Account Currency : Indicate your OCBC account number and account currency for the SI.	✓	
3. Contact Person / Contact No: This is the name and telephone number to contact for this form.	✓	
4. Bank Reference No: The Bank reference number for this SI. It can be found in the acknowledgement advice sent to you after the SI Application was processed by the bank.	✓	
5. Beneficiary's Name: Name of individual/organisation the SI was paid to.	✓	
6. Beneficiary's Account Number and Account Currency : Account number and account currency of individual/organisation the SI was paid to.	✓	
7. Remitting Currency & Amount: The currency and amount to be paid to the beneficiary.	✓	
AMENDMENT DETAILS (not applicable for cancellation)		
8. Frequency: The payment will be effected and recurring : Daily – means every business day in a week. Weekly – means once a week. Please indicate the day of the week, eg every Tuesday Monthly – means once every month. Please indicate the day of the month, eg 15th day of every month Yearly – means once annually. Please indicate the month and day, eg every January 15th Note: <i>Business day is in accordance to Singapore calendar.</i> <i>Whenever a payment is due on a Saturday, Sunday or Public Holiday, the payment will be effected on the next business day.</i>		✓
9. Date of last payment: The date of Final payment for this SI.		✓
10. Message/Purpose of Payment: This refers to payment details which will be made known to the beneficiary. It is mandatory for: a) All payments to India b) THB payment to Thailand. Please provide description for: i) goods and services purchased, together with the invoice number quoted as purpose of payment ii) purpose of payment, if it is not for purchase of goods and services		✓
11. Charges (applicable for Telegraphic Transfer only): Please select ONE option on how you want the charges to be amended and applied.	✓	
ACCOUNT HOLDER'S SIGNATURE		
12. To be signed by the authorised signatory/ies per account mandate.	✓	