

1. Complete the Velocity@ocbc Application Form

To use Velocity@ocbc, you will need to ensure your computer operating system and internet browser are compatible with Velocity@ocbc. Please refer to <https://bb.ocbc.com> for the latest compatibility checklist.

2. Application will be processed within 7 business days upon receipt of duly completed form

If you are applying for the **Basic or Classic Service Package**, you will receive a starter kit containing:

- Digipass
- Getting Started Guide
- Velocity@ocbc eAcademy CD
- Cash Management Transaction Fees and Cut-off Times Guide

Individual password mailers will be mailed separately to each User. If you are an Authoriser for Velocity@ocbc and are logging in for the first time, please ensure the Digipass Acknowledgement Receipt has been acknowledged and returned to the bank. The Acknowledgement Receipt can be found in your Velocity@ocbc starter kit.

If you are applying for the **Premium Service Package**, we will contact you to discuss your service needs in more detail.

3. Attend training at Velocity@ocbc Academy, OCBC Centre, Chulia Street

Join us for a complimentary training course on the basics of using Velocity@ocbc. To register, email us at Velocity@ocbc.com or visit www.ocbc.com

4. For day-to-day transactional or service enquiries on Velocity@ocbc, please call us at (65) 6538 1111**Notes on Velocity@ocbc**

- 1. Account Information:** This is a service available on Velocity@ocbc which allows you to view your account balances and bank statements online.
- 2. Transactions:** Typically refers to payments, collections and trade services made electronically via Velocity@ocbc, described as follows:
 - Payments:** Telegraphic Transfer, MAS Electronic Payment System (MEPS), Demand Draft, Cashier's Order, GIRO Payment, GIRO Payroll, Internal Transfer, Own Account Transfer, Bill Payment, Stop Payment of Corporate Cheque
 - Collections:** GIRO Collection
 - Trade Finance:** Letter of Credit, Banker's Guarantee, Standby Letter of Credit, Import Bill under Letter of Credit, Import Collection
- 3. Digipass:** An access device that is issued by the bank to every User for login to Velocity@ocbc.
You are advised to keep your personal Digipass under lock and key, and not disclose your password to anyone.
- 4. Waiver of Annual Fee:** We will waive this fee subject to 250 transactions per annum, which may include Telegraphic Transfer, MAS Electronic Payment System (MEPS), Demand Draft, Cashier's Order, GIRO Payment/Collection, Letter of Credit, Banker's Guarantee or Standby LC.
- 5. Account Inquiry:** Allows viewing, printing and exporting of account balances and statements.
- 6. Creator:** A person who prepares your banking instructions such as a GIRO payment, in Velocity@ocbc. He/She is not permitted to authorise instructions for transmission to the bank to process.
- 7. Authoriser:** This User authorises instructions prepared by the Creator in Velocity@ocbc. Each transaction must be fully authorised, either singly or jointly (per your selection on the Application Form) before it is processed by OCBC Bank.
You are cautioned to consider carefully your internal control processes and risk of compromise in selecting the Creator and Authoriser and in determining single or dual access control. Account fraud and identity theft are frequently the result of single control exploitation.
Where single control or access is selected, OCBC Bank may, but is not bound to, notify the Authoriser via SMS or email that a transaction has been successfully authorised. You agree to notify us immediately of any change in the mobile no. or email address of your Authoriser.
- 8. Administrator:** Manages all users, such as resetting forgotten passwords, creating new users, etc. For control reasons, any action initiated by one Administrator in Velocity@ocbc must be approved by another. Accordingly, at least 2 Administrators are required to be appointed.

9. Billing Organisations:**Country Clubs and Societies:**

National University of Singapore Society
Orchid Country Club
Raffles Country Club
SAFRA National Service Association
Singapore Cricket Club
Singapore Soka Association
Singapore Island Country Club
Singapore Swimming Club
The American Club
The Law Society of Singapore
National Service Resort & Country Club

Credit Cards:

American Express International Inc.
OCBC/Fairprice Plus Credit Card**
OCBC/FP Plus Card
Diners Club (S) Pte Ltd

Departmental Stores and Retail Services:

C K Tang Ltd
Courts (Singapore) Ltd
Isetan (S) Limited
Singapore Press Holdings Ltd

Education:

National University of Singapore
Republic Polytechnic

Financial Institutions:

Orient Consumer Credit Pte Ltd
OCBC Auto Loan
iFAST Financial Pte Ltd

Government, Statutory Boards and Taxes:

Housing & Development Board
IRAS – Income Tax
IRAS – Property Tax
IRAS – Other Taxes (NEW)
URA Property Mkt Info Svc
URA Housing Developer License
URA Processing Fee (DC Submission)
MOE Post Secondary Education Account (PSEA) Contribution**

Insurance:

American International Assurance Co Ltd
Great Eastern Life Assurance Co Ltd
NTUC Income Insurance Co-operative Limited
Overseas Assurance Corp Ltd (General)
Overseas Assurance Corp Ltd (Life)

Internet and Other Service Providers:

Pacific Internet Limited
Bukit Batok Driving Centre Ltd
Metro Parking (S) Pte Ltd

Securities Firms:

DMG & Partners Securities Pte Ltd
AMFraser Securities Pte Ltd
CIMB-GK Securities Pte Ltd
Kim Eng Securities Pte Ltd
Lim & Tan Securities Pte Ltd
OCBC Securities Pte Ltd
OCBC-SOS
Phillip Securities Pte Ltd

Fines:

LTA - Fine Payment*
URA Fines*

Town Councils:

Aljunied Town Council
Ang Mo Kio Town Council
Bishan-Toa Payoh Town Council
East Coast Town Council
Holland-Bukit Panjang Town Council
Hong Kah Town Council
Hougang Town Council
Jalan Besar Town Council
Jurong Town Council
Marine Parade Town Council
Pasir Ris - Punggol Town Council
Potong Pasir Town Council
Sembawang Town Council
Tampines Town Council
Tanjong Pagar Town Council
West Coast Ayer Rajah Town Council

Travel Agencies:

Konsortium Express & Tours Pte Ltd*

Utilities and Telecommunications:

M1 Limited
Nexwave Telecoms Pte Ltd (formerly known as ST SunPage)
SP Services Limited
Singapore Telecoms
StarHub Ltd*

* These billing organisations will be available on Velocity@ocbc by default.

** The following billing organisations are only available on the channels specified:

1. MOE PSEA contribution is only available on ATM/ATM Plus.
2. Starhub Ltd is only available on Internet Banking, Mobile Banking and Phone Banking.
3. OCBC/Fairprice Plus Credit Cards are only available on ATM, Internet Banking, Mobile Banking and Consumer Phone Banking.
4. Konsortium Express & Tours Pte Ltd is only available on Internet Banking and Mobile Banking.

For an up-to-date listing of Billing Organisations, please refer to http://www.ocbc.com/personal-banking/banking/Bnk_Pmt_BillPayeeOrg.shtm

AGREEMENT (To be signed by person(s) authorised to apply for banking services)

To: Oversea-Chinese Banking Corporation Limited (“OCBC Bank”)

I/We agree to abide and be bound by the Business Account Terms and Conditions (available at all OCBC Bank branches and at www.ocbc.com) which I/we have read and any amendments, alterations and additions thereto as may from time to time be made. I/We consent to disclosures as provided therein and agree that all payments be debited from my/our account(s) with you.

The person(s) whose information appear in the Authorised User section above and/or in other letter(s) of instruction is/are authorised to perform and effect the above services opted by me/us at any time and from time to time for and on my/our behalf in relation to the abovementioned accounts. I/We confirm that the abovementioned Authorised User(s) has/have sufficient authority to perform and effect all transactions of such services for and on our behalf and all such transactions shall be binding and conclusive on me/us.

By signing below, I/we am/are authorised to sign the application form for and on behalf of the company/association/club/society/partnership.

Authorised Signatory

Name:

Date:

Authorised Signatory

Name:

Date:

Authorised Signatory

Name:

Date:

Note: For Private or Limited companies, a board resolution is required to apply for this service. For non-profit organisations, minutes of meeting is required to apply for this service.

RISK DISCLOSURE STATEMENT IN CONNECTION WITH SINGLE CONTROL (Applicable for Basic Plus Service Package)

In the case of dual access or control (“Dual Control”), two or more people are required to be actively involved in order to complete a transaction. This involves having a person responsible for initiating or creating the transaction and another individual of higher authority to approve the transaction in the system. In the case of single access or control (“Single Control”) only one person is required to complete a transaction. For all transactions initiated through Velocity@ocbc, the system defaults to have Dual Control in place as account fraud and identity theft are frequently the result of Single Control.

We fully understand and acknowledge the characteristics and risks of having Single Control, which carries risk of compromise when compared with the benefit of Dual Control scheme, which provides an extra layer of security. We hereby authorise OCBC Bank to proceed with Single Control setup in Velocity@ocbc. We shall assume and be responsible for the risks inherent in Single Control scheme. We undertake to indemnify and hold the bank fully indemnified from and against any loss, costs (including solicitor and client costs on a full indemnity basis), charges, damages, claims, demands, actions, proceedings and all other liabilities of whatever nature and howsoever incurred or suffered by us or the Bank as a result of the Bank agreeing to act on our said authorisation. We also understand and agree that the bank may modify the Terms and Conditions relating to OCBC Internet Banking Service or terminate the provision of Single Control scheme by notice to us at any time.

Authorised Signatory

Name:

Date:

Authorised Signatory

Name:

Date:

Authorised Signatory

Name:

Date: