

# REQUEST FOR BALANCE CONFIRMATION CERTIFICATE



To: DBS BANK LTD

Dated: \_\_\_\_\_

Please fill in BLOCK letters

## Details of the Account Holder (s)

Account Name\* :

Account No.\* :

CIF No. :   
(To be mentioned in case all a/c details are required)

Address :   
(as in bank records)

Contact No.:  Tel/ Mobile No.:

## Purpose (Please ✓ the appropriate box)

☐ Opening of account ☐ Overseas Studies ☐ Others, please specify: \_\_\_\_\_

## Collection of Certificate (Please ✓ the appropriate box)

☐ Mail to address as in Bank's Records  
☐ Collect personally at DBS, \_\_\_\_\_ branch on \_\_\_\_\_ (Date & time)  
☐ I authorize \_\_\_\_\_ holding \_\_\_\_\_ (as proof of identity) to collect the certificate on my behalf at DBS, \_\_\_\_\_ branch on \_\_\_\_\_ (Date & time),

## Authorization

Please furnish me/us with a balance confirmation certificate to the above named party and debit the services charges\*\* from

DBS Account Number:  Date (DD/MM/YYYY): \_\_\_\_\_

Name & Signature of the Authorized Signatory: \_\_\_\_\_

\*Mandatory Fields

Form to be printed back to back

**For Bank Use Only**

Attended By (Name/Signature/Spec no./Date)	Signature verified By (Name/Signature/Spec no./Date)	Authorized By (Name/Signature/Spec no./Date)
Out-called Contact number (in case of Bearer/Inward mail )	Signature verified By (Name/Signature/Spec no./Date)	

**TERMS AND CONDITIONS OF REQUEST FOR BALANCE CONFIRMATION CERTIFICATE**

BY SUBMITTING THIS REQUEST ("Request") for a balance confirmation certificate ("Statement") to DBS Bank Ltd. ("Bank"), which term shall include successors and assigns, you ("Customer"), agree to be bound to the following terms and conditions:

1. Customer warrants and represents to the Bank that the information and authorizations set out by Customer in this Request is true and correct. The Bank is not obliged to enquire into any such information or authorizations.
2. Customer acknowledges and agrees to the following:
  - a) The Bank reserves the right at its sole and absolute discretion not to process the Request or to issue or re-issue any Statement without being required to give any reason, provided that the Bank shall not charge any service charge to Customer in such event;
  - b) The terms of the Statement shall be at the Bank's sole and absolute discretion, and the Bank is not obliged to provide a Statement in any form or to use any words or terms that Customer may request for.
  - c) The Bank shall at its sole and absolute discretion be at liberty to provide a Statement based on the net value of the Customer's total assets with and liabilities to the Bank. The Bank shall however endeavour to consult with Customer prior to the provision of such Statement.
3. Whereas the Bank shall exercise care in preparing the Statement, it is the Customer's sole responsibility to ensure that the details of the Statement represents a true and accurate account of the Customer's financial standing with the Bank prior to disclosure to any third party. In the event of an error, the Customer's sole recourse shall be to notify the Bank in writing and request for a rectified Statement.
4. Customer agrees to indemnify and hold the Bank harmless from any liabilities arising from the use of the Statement other than for the purpose stated, from any use or misuse of the Statement, and against any third party claim thereof or arising from Customer's breach of these terms and conditions or any warranties and representations given by Customer to the Bank.
5. The Bank does not warrant that the Statement provided to the Customer shall be fit for the purpose specified or have the effect that Customer may intend. The Bank disclaims any express or implied warranties whatsoever in respect of the Statement.
6. The Bank shall not be responsible for any loss or damage to the Statement during delivery by mail. Any replacement of lost or damage Statement shall be solely at the Bank's discretion. In the event that the Customer fails to collect the Statement personally or through an authorized third party, the Bank shall not be obliged to retain the Statement for collection after [ 7 ] calendar days from the date of collection as advised to Customer.