

GENERAL BANKING

CORPORATE ACCOUNT APPLICATION FORM (NEW CLIENTS)



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Thank you for choosing HL Bank Singapore. We are pleased to deliver your business needs.

In ensuring a pleasant banking experience with us, we have included a document checklist along with this Corporate Account Application Form. The documents stated in the checklist must be provided to the Bank to facilitate the account opening process.

If you require assistance, please contact your Relationship Manager or our HL Bank Contact Centre at +65 6028 9800 (Monday - Friday, 9am to 6pm).

DOCUMENT CHECKLIST FOR ACCOUNT OPENING (BUSINESS & CORPORATE)					
DOCUMENTS	Private limited/ Public company	Limited liability partnership	Partnership/ Limited partnership	Sole Proprietorship	Society / Club/ Association/ MCST
Corporate Account Application Form	✓	✓	✓	✓	✓
Certified true copies of NRIC/ Passport of all Authorised Signatories/ Directors/ Partners/ Guarantors/ Office Bearers/ Authorised Persons/ Ultimate Beneficiary Owners	✓	✓	✓	✓	✓
Certified true copies of residential address proof (e.g. NRIC, Telco bill, Bank Statement of all Authorised Signatories/ Directors/ Partners/ Guarantors/ Office Bearers/ Authorised Persons/ Ultimate Beneficiary Owners)	✓	✓	✓	✓	✓
Board Resolution(as per the Bank's standard copy)/ Resolution of the Board of Directors/ Committee	✓	✓			✓
Certified true copy of Memorandum & Articles of Association (M&AA)/ Constitution/ By-Laws	✓				✓
Certificate of Registration/ ACRA Business Profile	✓	✓	✓	✓	✓
Certified Official Listing of Office Bearers/ Minutes of Meeting reflecting List of Office Bearers					✓
Partnership Agreement		✓	✓		
The following signatories must be present with their NRIC/Passports at point of account opening:	Any 2 Directors (unless otherwise specified in Board Resolution)	Any 2 Partners	All Partners (For Partnership only)	Business Owner	Any 2 Office Bearers
			All General Partners (For Limited Partnership Only)		
Required additional documents if company is incorporated outside of Singapore					
Certificate of Incorporation/ Registration^	✓	✓	✓		
Certificate of Incumbency (for companies incorporated in tax-haven countries)#	✓	✓	✓		

[^] To be issued by Registrar of Companies.

[#] Issued not more than 6 months from the date of account opening

NOTE:

- 1) Please ensure that all documents submitted are in English. Non-English documents are to be translated into English by an official translator and certified true copy.
- 2) The Bank may request additional documents, depending on the set-up of your organisation
- 3) Signature and identification (Singapore NRIC/ Malaysia NRIC/ Passport) are to be verified by a HL Bank Officer, Lawyer, Certified Public Accountant, Notary Public, or practicing chartered secretaries.
- 4) Proof of residential address (document must be issued in the last 3 months) required if passport is used as a means of identification.

CORPORATE ACCOUNT APPLICATION FORM

FOR NEW CLIENTS

Please complete all sections in Block Letters and mark "✓" where applicable**1 | TYPE OF ACCOUNT****New Account Type:**

Current Account ☐ SGD

HL Premier Eight Account ☐ SGD ☐ USD

Call Account ☐ USD ☐ Others: _____

Fixed Deposit Account ☐ SGD ☐ USD ☐ Others: _____

2 | BUSINESS PARTICULARS

Registered Name of Business:

UEN/ Registration Number:

Account Name:
(if different from registered name)

Business Entity Type (please tick one):

☐ Private Limited/
Public Limited Company ☐ Limited Liability Partnership ☐ Partnership/Limited
Partnership

☐ Sole Proprietorship ☐ Association/Club/Society/MCST ☐ Others: _____

Country of Incorporation:

Date of Incorporation:

Registered Address:

Mailing Address:
(if different from
registered address)
Nature of Business/
Principal Activities:
GST Registered: ☐ Yes ☐ NoPurpose of Account(s): ☐ Business Operations ☐ Investment ☐ Others: _____Primary Source of Funds: ☐ Business Income ☐ Capital Contribution ☐ Others: _____

3 | AUTHORISED CONTACT PERSONNEL

To Receive and Communicate Account Information

Contact Person 1	
Name	
NRIC/ Passport No.	
Designation	
Email *	
Office	(Contact Number) (Ext)
Mobile	

* ☐ Preferred email to receive eStatement

Contact Person 2	
Name	
NRIC/ Passport No.	
Designation	
Email *	
Office	(Contact Number) (Ext)
Mobile	

* ☐ Preferred email to receive eStatement

Contact Person 3	
Name	
NRIC/ Passport No.	
Designation	
Email *	
Office	(Contact Number) (Ext)
Mobile	

* ☐ Preferred email to receive eStatement

☐ I/We would like to opt-in for paper statement

Effective from the date hereof, I/we, the approving person(s) of these Account(s) maintained with HL Bank Singapore hereby irrevocably and unconditionally authorise the Bank (without the Bank being obliged) to receive and communicate account information ("Communication") given from/with or purporting to be from/with the Authorised Contact Personnel appointed, with or without separate

independent verification by the Bank's officers as to the genuineness of such Communication, so long as the Bank's officers receiving or acting on such Communication believed the Communication to be genuine at the time it was given. I/We shall be bound by any acts or omissions taken by the Bank in reliance on such Communication, regardless whether such Communication has been given by me/ us or with my/our authority or consent and regardless whether such Communication is forged, fraudulent, ambiguous or misunderstood, provided that the Bank's officers receiving or acting on such Communication believed the Communication to be genuine at the time it was given.

This authority shall take immediate effect and continue to be in force until I/we have expressly revoked it by notice in writing delivered to you. I/We undertake to keep HL Bank Singapore informed of any change to the particulars of the Authorised Contact Personnel provided in this form. The Bank will not be held responsible in any manner for my/our failure to notify the Bank of such change.

The personnel whose information appear(s) in the Authorised Contact Personnel to Receive and Communicate Account Information section in this form shall at any time be authorised to perform and effect the following services for and on my/our behalf of me/us:

- Account balance enquiry • Account number enquiry
- Account statement request • Transaction status enquiry
- Account fee waiver enquiry/request

I/We confirm that the abovementioned Authorised Contact Personnel appointed has/have sufficient authority to receive and communicate account information stipulated in this form for and on my/our behalf and all such Communication shall be binding and conclusive on me/us.

4 | US FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA) DECLARATION

Please tick [✓] only one box

Entities

☐

We confirm that we are **"US person"***note

If you are US person, please provide your US Taxpayer Identification number (TIN):

You will also need to complete the W-9 Form

or

☐

We confirm that we are **not/no longer a "US person"** *note

If you are no longer a US person, you will need to complete the W-8BEN-E Form and provide the following supporting documents

- copy of non-US passport of the shareholders and/or
- non-US government issued identification of the company and its shareholders

Note:

1. For entity with a single owner only, to sign both W-8BEN and W-8BEN-E Form
2. If you are no longer a US Person, to provide documentary evidence that is acceptable to the Bank

*Note: Definition of 'US person'

- a) A citizen or permanent resident of the United States (eg. US Green Card holder or someone who meets the requirements to be considered a resident under the 'substantial presence test');
- b) US corporations including corporations where US person owns, directly or indirectly, more than 10% of the shareholding, partnerships, estates and trusts;
- c) Any other person that is not a foreign (i.e., non-US) person (as defined under US federal tax law).

5 | DEPOSIT INSURANCE SCHEME

Singapore dollar deposits of non-bank depositors are insured by the Singapore Deposit Insurance Corporation, for up to S\$100,000 in aggregate per depositor per Scheme member by law. Foreign currency deposits, dual currency investments, structured deposits and other investment products are not insured.

The Bank's General Banking Standard Terms and Conditions Governing Accounts ("the **Terms and Conditions**") governs the operation of the Account(s) selected. A copy of the Terms and Conditions is enclosed.

The collection, use and disclosure of Customer Data and the Personal Data of each Account Holder provided in this Corporate Account Application Form will be governed by the Terms and Conditions. Please also refer to the Bank's Privacy Policy found on the Bank's website.

6 | DECLARATIONS

To be Signed by Authorised Signatory(ies)

Declaration UN Sanction

1. I/We, on behalf of _____
("the Company"), with

UEN/Registration Number _____
hereby declare and confirm that the Company does not engage in any activity that deals with designated persons¹ or entities either as principal or agent, whether directly or indirectly.
2. I/We further understand that HL Bank Singapore may suspend all transactions or terminate our relationship should I/we be found to be involved in such activities listed in paragraph 1 above.
3. Should there be any change in the circumstances as set out above, I/we undertake to immediately notify HL Bank Singapore in writing.
4. I/We further declare and confirm that HL Bank Singapore shall not be liable for any loss, damage or expense suffered or incurred by the Company arising from paragraph 2 above and I/we undertake to hold harmless and fully indemnify HL Bank Singapore and its related corporations (together with their respective officers and employees) from and against any liability arising from HL Bank Singapore's reliance on the declarations made by me/us.

¹ 'designated persons' refers to individuals or entities in the United Nations list or any other list that HL Bank Singapore would be required under law to comply.

Declaration

1. I/We acknowledge that I/we:
 - (i) have received, read and fully understood the Bank's Terms and Conditions which comprises:
[A] General Terms and Conditions; [B] Current Accounts; [C] Fixed Deposit Accounts; [D] Foreign Currency Fixed & Call Deposit Accounts; and [E] Remote Instructions & Indemnity; and
 - (ii) agree that the operation of the Accounts (and any additional account(s) I/we may from time to time open) will be governed by the Terms and Conditions, as may be supplemented and/or varied from time to time. I/We also agree to be bound by any other terms and conditions governing any facilities, features and services relating to such Account(s) as I/we may apply for and/or utilize from time to time.
2. I/We may open additional accounts by signing the Corporate Account Application Form (Existing Clients), subject to satisfaction of the Bank's validity check. If such application form is returned by facsimile, I/we shall be bound by Section E of the Terms and Conditions – 'Remote Instruction & Indemnity'.

3. In addition to any disclosure permitted and/or required by law (including but not limited to requirements and/or provisions of prevailing common law in Singapore and/or the Banking Act), I/we hereby irrevocably consent and authorize the Bank to furnish, disclose, divulge or reveal any and all information relating to my/our particulars and all other information relating to my/our Account(s), credit standing, financial position and all other information of whatsoever nature pertaining to me/us to any person or relevant authority in Singapore or elsewhere as the Bank considers appropriate, or to any of the Bank's Head Office, Regional Office, branches, subsidiary or related companies, or any other person, and/or their respective officers, employees or agents for the purposes of, inter alia, credit appraisal, review or reporting or data transfer arising from any outsourcing arrangement or to any potential transferee or other person with whom the Bank enters into any contractual relationship with respect to the Account(s) or for any other purpose as the Bank may from time to time deem fit at its sole discretion.
4. I/We hereby confirm in particular that all information provided in this Corporate Account Application Form and in any document(s) furnished or to be furnished by me/us is true, accurate and complete and that I/we will inform the Bank of any material changes to that information as soon as possible. The Bank is authorized to conduct credit inquiries on me/us to verify the information provided and that the Bank may compare any information obtained with that provided by me/us, and use the results for taking any actions including actions that may be adverse to my/our interest (including declining this application).
5. The Company hereby irrevocably consents to the collection, use, disclosure and/or transfer by the Bank of the information provided by the Company provided that such collection, use, disclosure and/or transfer is/are made in accordance with the Bank's obligations as set out in the Terms and Conditions concerning disclosure of personal data in accordance with the Personal Data Protection Act and the Bank's Privacy Policy. Where the Company provides the Bank with the Personal Data of any of the Company's employees, customers, directors, officers, shareholders and authorized signatories, the Company hereby represents and warrants that the Company has obtained their consent to disclose their Personal Data to the Bank in connection with the administration and maintenance of the Company's Account(s) for the provision of the services to the Company pursuant to the Terms and Conditions.
6. The Company confirms in particular that all information provided in this application is complete and accurate and that the Company will inform the Bank of any material changes to that information as soon as possible. The Bank is authorized to conduct credit inquiries on the Company to verify the information provided and that the Bank may compare any information obtained with the Company's information, and use the results for taking any actions including actions that may be adverse to the Company's interest (including declining this application).
7. Unless the Bank receives notice in writing of change in signature, the specimen signature(s)/stamp(s) indicated in the extract of Board Resolution as attached shall be the specimen signature(s)/stamp(s) to operate all of the Bank's services, facilities and all of the Accounts with immediate effect and for opening of any other accounts with the Bank.
8. I/We authorize the Bank to accept, honour and act upon all instructions (payment or otherwise) which appear to conform to the Signing Conditions stated in the extract of Board Resolution as attached.
9. (Where we are a partnership) Our agreements and warranties in this application including this declaration are joint and several. Upon any partner ceasing to be a member of the partnership by death, bankruptcy or retirement or otherwise, the Bank shall treat the surviving or continuing partner or partners for the time being as having full power to carry on the business of the partnership and to deal with its assets, as if there had been no change in the partnership.
10. (Where we are a company) We confirm that we are authorised to sign and deliver to the Bank this application on behalf of the Company pursuant to the extract of Board Resolution as attached.
11. (Where we are a club, association or society) We confirm that we are authorised to sign and deliver to the Bank this application on behalf of the club/ association/ society pursuant to the Resolution as attached.

Signature

Signature

Name:

Name:

NRIC/ Passport No.:

NRIC/ Passport No.:

Designation:

Designation:

Date:

Date:

For a partnership, all partners are required to sign.

Board Resolution Account Opening

To: HL Bank, Singapore ("the Bank")

CERTIFIED EXTRACT OF BOARD RESOLUTION

The following resolutions were passed at a Meeting of the Directors of the Company duly convened and held on the date, as indicated below, at which a quorum was present and acting throughout, and in accordance with the Articles of Association or other constitutional documents of the Company, which shall constitute the resolution of the Company to the Bank (hereinafter "this Resolution"), and are now in full force and effect.

IT WAS RESOLVED:

1. That the Bank is hereby authorized and requested to open the Account (as defined in Clause 3) in the name of the Company and to continue and close such Account with the Bank as may be subsequently directed by the authorized signatory(ies) required to operate the Account indicated in Annex A attached hereto (the "Authorized Signatory(ies)"), as indicated below.
2. That *[any two Authorized Signatories/ the Authorized Signatory (applicable if only one Authorized Signatory is provided)] be authorized to sign the Declarations section of the Corporate Account Application Form (New Clients) and Corporate Account Application Form (Existing Clients).
3. That in this resolution, "Account" means the account(s) now opened and all other accounts of whatever nature hereafter to be opened in the name of the Company with the Bank. The authority, undertakings and agreements contained in this Resolution shall apply to each and every Account except otherwise expressly agreed between the Bank and the Company.
4. That the Bank be instructed as follows:
 - 4.1 To honor and comply with all cheques, bills of exchange, promissory notes and other orders drawn and all bills accepted on behalf of the Company, whether the Account be in credit or overdrawn, to comply with all directions given for or in connection with any Account of any kind whatsoever on behalf of the Company, and to accept and act upon all receipts as a valid discharge to the Bank for monies deposited with or owing by the Bank on any Account in the name of the Company provided that such cheques, promissory notes, orders, bills, directions or receipts are signed by the Authorized Signatory(ies).
 - 4.2 To collect or receive any cheques, orders, instruments, interest or dividends payable to the Company and to credit the proceeds thereof to the Account notwithstanding that such cheque, order or instrument has not been properly endorsed by the payee thereof or there is irregularity in the endorsement and irrespective of whether such instrument bears a crossing restricting its negotiability and the Company undertakes to hold the Bank harmless and keep the Bank indemnified against all liabilities which the Bank may incur in its dealing on behalf of the Company of such cheque, order or instrument.
 - 4.3 To deliver and deal with any securities, valuables or other property which may be deposited with the Bank by the Company, whether for safe-keeping or otherwise, provided that written instructions to such effect are given to the Bank and any documents relating thereto which the Bank may require are signed by the Authorized Signatory(ies).
 - 4.4 To exercise a lien over all property of the Company coming into the possession or control of the Bank for any reason whatsoever, and whether or not in the ordinary course of banking business, with power to sell such property, if necessary, to satisfy any liabilities of the Company of whatever nature to the Bank.
 - 4.5 Subject to relevant rules and regulations destroy at the discretion of the Bank any cheques, records or documents relating to the Account (such discretion being reasonably exercised by the Bank).
 - 4.6 To charge and debit the Account at any time without notice to the Company so as to obtain reimbursement of or payment for any fees, expenses and other charges of whatever nature which the Bank may incur, sustain or impose in connection with its services to the Company.
 - 4.7 The Bank may levy deposit and other charges, make such arrangements and otherwise to conduct the Account in such manner as the Bank reasonably considers to be appropriate or expedient with reference to the regulations, directions and specifications promulgated by any regulatory authority and/or The Association of Banks in Singapore from time to time and the Bank shall, provide the Company with notice as soon as reasonably practicable, after the deposit or other charges are levied.
 - 4.8 To close with immediate effect upon written notice to the Company at its last known address any Account that in the Bank's opinion has not been satisfactorily operated or maintained. The Bank shall send to the Company a cheque for the balance standing to the credit of such Account after deduction of

all charges payable to the Bank in connection therewith, but the Bank shall not be obliged to give any reason for such closure. Upon dispatch by the Bank of the notice of closure, the Bank shall immediately be released from any further obligations and the Bank shall have the right to refuse payment of any cheque drawn on such Account which is presented for payment subsequent to closure. The Company agrees to be responsible for any and all consequences resulting or arising from the closure of such Account.

5. That the Company hereby agrees and undertakes to the Bank as follows:
 - 5.1 To comply with and be bound by the Bank's rules, regulations, terms and conditions governing the operation and conduct of the appropriate type of account for the time being in force.
 - 5.2 That the Authorized Signatory(ies) are authorized and empowered, on behalf of the Company to arrange with the Bank for advance to the Company by way of credit, discount, loan, mortgage or otherwise and the issue of letters of credit or guarantees by the Bank, from time to time, and to sign on behalf of the Company any document relating thereto, any mortgage, pledge or other securities therefor and any undertaking, counter-indemnities or other documents which the Bank may require in so far as they are not required to be executed under the Common Seal of the Company and the Company shall be responsible for the repayment thereof with interest thereon at the current rate charged by the Bank on advances of a similar nature together with costs, charges and expenses.
 - 5.3 That the names of the Authorized Signatory(ies), their specimen signatures and the impression of the Company's stamp, as supplied to the Bank, are correct and genuine and that the Bank is hereby supplied with a list of the names and specimen signatures of the Authorized Signatory(ies) and the Bank be notified from time to time by any two of the Company's Authorized Signatories of any changes thereto and that the Bank is entitled to act upon any instructions given by the Authorized Signatory(ies) until its receipt of further instructions from the Company's Authorized Signatories. That all cheques, bills of exchange, promissory notes, instruments, written instructions, directions and orders, and other documents relating to the Account and matters concerning this Resolution shall be binding upon the Company if signed by the Authorized Signatory(ies) whose signature(s) shall be a sufficient authority and shall bind the Company to all transactions between the Company and the Bank.
 - 5.4 That the Bank be forthwith supplied with an up-to-date certified true copy of the Company's Memorandum and Articles of Association (or other constitutional documents, as applicable) and with a copy of each amending resolution as soon as the same has been passed.
 - 5.5 That a copy of any resolution of the Company's Board of Directors (including this Resolution), if purporting to be certified as correct by any one Director and by the Company Secretary or another Director, shall, as between the Bank and Company, be conclusive evidence of the passing of such resolution.

AUTHORISED SIGNATORIES

Signature	Signature
Name:	Name:
NRIC/ Passport No.:	NRIC/ Passport No.:
Designation:	Designation:
Group (e.g. A, B, or C):	Group (e.g. A, B, or C):

Signature	Signature
Name:	Name:
NRIC/ Passport No.:	NRIC/ Passport No.:
Designation:	Designation:
Group (e.g. A, B, or C):	Group (e.g. A, B, or C):

Signature	Signature
Name:	Name:
NRIC/ Passport No.:	NRIC/ Passport No.:
Designation:	Designation:
Group (e.g. A, B, or C):	Group (e.g. A, B, or C):

SIGNING CONDITIONS

- ☐ Singly
 ☐ Any Two Jointly
 ☐ Others (Grouping and signing limits per table below)

Authorisation Limit		Signature Requirements
<input type="checkbox"/> Any Amount		
Up to \$		
Above \$	Up to \$	
Above \$	Up to \$	
Above \$	Up to \$	

CERTIFIED TRUE COPY OF BOARD RESOLUTION

I HEREBY CERTIFY that:

- a) The foregoing is a true copy of the resolutions which were passed in accordance with the Memorandum and Articles of Association (or other constitutional documents, as applicable) of the Company * at a meeting of the Board of Directors held on / by the directors in writing on _____ (enter date of resolutions passed) and entered in the Minutes Book of the Company.
- b) The names of the Authorized Signatory(ies), their specimen signatures and the impression of the Company's stamp, as supplied to the Bank, are correct and genuine.

Director

Name:

NRIC/ Passport No.:

Director/ Company Secretary

Name:

NRIC/ Passport No.:

Dated this _____

FOR BANK USE ONLY

Account attended by: _____
Name of Bank Staff

Date _____

Verified by: _____
Name of Bank Staff

Date _____

	Number	Approved/Date	Opened by/Date
<input type="checkbox"/> CIF	_____	_____	_____
<input type="checkbox"/> Current Account	_____	_____	_____
<input type="checkbox"/> HL Premier Eight Account	_____	_____	_____
<input type="checkbox"/> Fixed Deposit Account	_____	_____	_____
<input type="checkbox"/> Foreign Currency Fixed Deposit Account	_____	_____	_____
<input type="checkbox"/> Call Account	_____	_____	_____
<input type="checkbox"/> Others	_____	_____	_____

Any Remark:

Applicable Interest Rate : ☐ BR ☐ CR ☐ PR ☐ IB