

CHANGE OF ADDRESS & CONTACT DETAILS

- To enable us to update your contact details in our records, please complete this form in BLOCK LETTERS, and send it to Citibank Singapore Limited, Robinson Road P.O Box 330, Singapore 900630.
- Please call our CitiBusiness Service Hotline at (65) 6238 8833 between 8:30am to 6:30pm (Mondays to Fridays, except Public Holidays) if you have any queries.
- Note: This form pertains *only* to CitiBusiness Accounts.

Company Name _____

Account Number*

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* Please note that all CitiBusiness accounts will be updated.

Update of Mailing Address

- I/We wish to update my/our existing mailing address as follows.
- If the mailing address indicated below differs from the company's registered address, please submit supporting documents for the mailing address e.g. bank statement, utility bill, tenancy agreement.
 - If company is incorporated outside of Singapore, please provide your latest constitutional document with your registered address.

Attention To (Name of your company personnel) _____ (Optional)

Mailing Address Line 1 _____

Mailing Address Line 2 _____

Mailing Address Line 3 _____ Postal Code _____

Update of Primary Contact Person / Contact Details of Primary Contact Person

- I/We wish to update my/our Primary Contact Person as follows.
- Please indicate "NA" in a field if you wish to retain the existing information.

Name of Main Contact Mr / Mrs / Ms / Dr _____

Designation _____

Email Address (1) _____

Email Address (2) _____

Contact Number (Office) _____

Contact Number (Mobile) _____

Fax Number _____

Authorisation of Change^

^ Please note that in order for the change to be authorised, the signature of the highest mandate based on the Bank's record for instruction is required.

By signing below,

I/We hereby confirm that the information given above is updated and correct, and I/we give my/our instruction to Citibank Singapore Limited to update this information under my/our CitiBusiness account(s).

Name of Authorised Signatory

NRIC/Passport Number

Authorised Signature/Date
(Per Citibank's Record)

Name of Authorised Signatory
(If applicable)

NRIC/Passport Number

Authorised Signature/Date
(Per Citibank's Record)

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