

BANK OF INDIA
SINGAPORE BRANCH

REQUIREMENTS FOR OPENING OF CURRENT ACCOUNTS

Common Requirements for all categories:

1. Attached application form with annexures, duly completed and signed by ALL the authorised signatories
2. Photocopies of IC (Singapore Citizens) or NRIC/Employment Pass and Passport (for PRs / others), of all authorised signatories and directors/partners/joint account holders
3. Initial Minimum deposit of SGD\$2,000 for SGD a/c and USD1,000 for USD a/c

Other Requirements for different categories:

(A) Limited Companies:

Certified true copies of :

1. Board Resolution passed for opening the account, in the draft format attached herewith
2. Memorandum and Articles of Association of the Company
3. Certificate of Incorporation issued by ACRA
4. Latest Instant Information Report from ACRA (biz file)
5. List of Shareholders on Company's Letter head

(B) Partnership Firms:

1. Latest copy of Certificate of Registration (provided by Instant Information Services)
2. Mandate from all the partners, as per prescribed format attached herewith

(C) Sole Proprietorship Firms:

1. Latest copy of Certificate of Registration (provided by Instant Information Services)

Points to note:

1. In case of Limited Companies, please affix your Company's Common Seal on the Fax Indemnity if you wish to avail facility of sending instructions through fax and or as email attachments.
2. Please complete Special Instructions column in the Account Opening Form against initial of the authorised signatories.
3. Please affix your company/ firms chop, wherever signatory is signing on behalf of company/firm.
4. Please go through the Account opening rules as attached and keep a copy for your records.

You are welcome to contact us for any clarification and assistance in this regard at the contact details given hereunder:

Email id : deposits.sg@bankofindia.co.in
Tel (+65) : 63204635, 63204656, 63204620

BANK OF INDIA
SINGAPORE BRANCH

A/C No:-

Name :-

CURRENT ACCOUNT RULES

1. An applicant for current account shall complete and submit to the Bank all the forms required by the Bank.
2. The opening and continuation of an account with the Bank is subject to the Bank's approval/discretion.
3. No account is opened for a sum of less than SGD2000 or USD1000 unless the Bank specifically permits otherwise.
4. An account may be in the name of one person or in the names of two or more persons: arrangements can be made for one or more persons to operate upon the account and the balance to be paid to the survivors or survivor. The mode of operation of a joint account after it is opened can only be altered with the consent of ALL the joint account holders. The Bank is not bound to act on the instructions of one or some only of the joint account holders regarding such alteration.
5. In the event of death of a sole account holder or of the surviving or of the last surviving account holder, the amount payable in the account of such deceased account holder shall be paid to the legal representative of such sole account holder or the surviving or the last surviving account holder, as the case may be. The legal representative shall mean either the executor or the administrator who has obtained probate or letters of administration as the case may be.
6. Unless the Bank permits otherwise, all payments to the credit of an account with the Bank shall be accompanied by a Paying-in slip which shall be completed in accordance with instructions given by the Bank. Customers may obtain the books of Paying-in forms on application. The receipt of payment is valid only when the figures endorsed by the Bank are identical with the total amount described in the Paying-in form. Any material alteration of this receipt will invalidate it unless it bears the full signature of the relevant Bank Officer. The customer is required to see that this is done before leaving the premises of the Bank.
7. Cheques may not be drawn on the Bank except on the forms supplied and registered for each account. The conditions printed on the cheque book cover are to be strictly observed.
8. Applications for cheque forms must be made personally or on the printed forms. Request for delivery of cheque forms to third party needs to be accompanied by authority letter in favour of Person to whom delivery is to be made.
9. The Bank may refuse to honour cheques on which, in the opinion of the Officer dealing with the cheque, the signature differs from the specimen supplied to the Bank and/or the cheque is not signed as per operational instructions. The Bank shall be entitled to refuse to pay over the counter cheques in which the word "bearer" has been cancelled.
10. All alterations made in the writing of a cheque must be authenticated by the drawer's full signature as supplied to the bank, otherwise the Bank may dishonour it.
11. a) In view of Cheque Truncation System (CTS), in vogue in Singapore, cheques deposited in by the customers and which have been dishonoured, the Bank will give Image Return Document (IRD) instead of original cheque deposited by the customer, via messenger or post to the customer at the last address registered with the bank at the customers' own risk and expenses. The IRD is a legal document covered under the Singapore Bills of Exchange Act.
b) The Bank shall impose an additional retrieval fee, should the customer want the original returned cheque or any of the presented cheque back, because the bank has to retrieve the same from Warehouse meant for such clearing cheques. Such claims should be made within one year from the date of first presentation of the cheque, because of the fact that the Warehouse would destroy the clearing cheques of the bank after one year.
12. The amount of a cheque must be stated both in words and figures unless the amount is franked by a machine.
13. Cheques must be drawn in such a way as to prevent alteration or addition after issue.
14. In the case of an account in the names of two or more persons, the full title of the account should appear on the cheques drawn on the account. A rubber stamp should be used for this purpose, such stamp of the full title of the account to be in addition to the signature or signatures notified to the Bank.
15. The Bank will record any order countermanding payment of cheque only after a letter duly signed by the customer has been received, but shall not be responsible for any loss caused by an oversight in the implementation of such order.
16. The Bank may accept 'DIRECT MARK' from presenting Bank and in such case, the customer's account shall be debited immediately with the amount of the cheque so marked.
17. The Bank may debit the customer's account with any amount owing to the Bank at any time.
18. Outport cheques may be received for collection but the proceeds will not be credited until after receipt of payment by the Bank. Local cheques are credited to customers' accounts when paid in but except by special arrangement, may not be drawn against until the proceeds have been received by the Bank.
19. Cheques must not be issued before the necessary funds have been credited to the relative account. If cheques be presented when there are insufficient funds to meet them, payment will be refused and the cheques returned. Repeated disregard of these instructions will entail the summary closing of the account.
20. No interest will be paid on balances in current accounts.

One copy of this rules is required to be signed and returned to Bank along with Account Opening Forms.

21. When the Bank accepts or incurs liability for or at the request of a customer, any funds or securities and other valuables deposited with the Bank belonging to the customer and in the hands of the Bank automatically become security to the Bank; and the Bank shall have the right to retain such funds or securities or any part thereof and even dishonour the customer cheques until the liability is settled.
22. The customer will indemnify the Bank, as collecting banker, from any loss which the Bank may incur by reason of its relying upon any endorsements, discharge or discharges on any cheque, bill, note, draft dividend warrant or other instruments presented by the customer for collection; and in all such cases such reliance by the Bank shall be deemed to have been given at the customer's express request in every case.
23. The Bank reserves the right to impose a service charge on all accounts according to the Rules of the Association of Banks in Singapore or any other relevant body.
24. Accounts must not be overdrawn unless under arrangement with the Manager or other senior Officer at the Branch. In case temporary overdraft allowed at the discretion of the Bank, interest on daily debit balances will be calculated and charged monthly at the rate Prime +3.5% P.A. or at the rate prescribed by the Bank from time to time and minimum interest will be S\$25.00 per application.
25. The Bank may close any customer's account by notice, and shall not be bound to disclose any reason therefore. In addition the Bank may review the customer's account at any time at the Bank's discretion.
26. Upon the closing of any account either by the customer or by the Bank a) All cheque forms previously issued to the customer and not used shall become the property of the Bank and the customer shall forthwith deliver the same to the Bank. b) The remaining balances in the account closed are paid to customers in accordance with customers' instructions. Cash payment upon closure of account shall be made to account holder only.
27. Unless there is no transaction during the month, a statement of the customers' account will be rendered once a month. Customers are requested (1) to examine all entries in the statement of account; (2) to report at once to the Bank any error found therein; and (3) to return the confirmation slip if any duly signed. If the customer does not within fourteen (14) days after receipt of the statement of account object to any entry therein, the entries made in the statement of account will be deemed to have been accepted as correct. The Bank will not be responsible for any loss arising from the neglect of this precaution.
28. Although entries may have been made to the credit of the account, should such credits be made of cheques which have to be collected, the amount they represent is not available for drawing until the proceeds have been received by the Bank.
29. For audit purposes, a periodic statement of balance as on a certain day as decided by the Bank may be sent to all customers. Customers are requested to co-operate with the Bank by returning the confirmation slip duly signed. Without prejudice to rule 27 above, in the absence of any objection to the statement within fourteen (14) days after its receipts by the customer, the account shall be deemed to have been confirmed as correct.
30. Customers are requested to notify the Bank as early as possible of any change of relevant records such as change of authorised signatures, change of partners (for partnership accounts), change of Directors or Secretary and also change in Articles of Association (for company accounts) and until such notice the Bank is entitled to reply on the existing instructions of the customers.
31. Customers shall notify the Bank of any change of address. All communications sent by post or left at the last address notified to the Bank shall be deemed to have been delivered to the customer to whom it is addressed at the time when the notice is left at such address or would in the ordinary course be delivered notwithstanding that the letter may be returned through the post undelivered.
32. Current account depositors are required to pay the following service charges; if average balance in the Account, per annum is
 - a) Above SGD5000 / USD 2000 - No charges.
 - b) Between SGD 2000 to below 5000 - SGD 30 P.A.
Between USD 1000 to below 2000 - USD 20 P.A.
 - c) Below SGD 2000 / USD 1000 - SGD 60 / USD 30 P.A.
33. Current account holders are required to pay the following charges at the time of closure of account :
 - (i) Within one year of opening SGD 50 / USD 40
 - (ii) After one year SGD 30 / USD 25
34. Singapore Dollar deposits held by Individuals and non-bank depositors such as sole proprietorships, partnerships, companies and other unincorporated entities like associations, and societies are covered by the Deposit Insurance Scheme under the Deposit Insurance and Policy Owners' Protection Schemes Act 2011. This scheme protects depositors, in the event a Deposit Insurance Scheme member fails, by compensating insured deposits up to a maximum of S\$50,000.
35. The Bank reserves the right from time to time and without notice to make such further rules and regulations for the conduct of its business and such changes in the rules set out above as it may in its discretion deem necessary or desirable. The charges will be notified / displayed in branch premises.

I/We have read & received a copy of these rules and accept them as binding upon me/us.

Date

Signature

FULL NAME/S (BLOCK LETTERS)

SPECIMEN SIGNATURE /S

5)

6)

7)

8)

For office use :

AML / COMPLIANCE CHECKED : FULL / PARTIAL / NO MATCH

RISK CATEGORISATION : HIGH / MEDIUM / LOW

A/C OPENED By :

DATE

Dear Sirs,

**Cheques, Bills Drafts and other instruments with or without
Share Certificates or other Documents attached lodged with
you for Collection and/or Discount and/or Purchase from
time to time**

With reference to all cheques, bills, drafts and other instruments with or without share certificates or other documents attached, now lodged or, which may at any time hereafter be lodged by me/us with you for collection and/or discount and/or purchase the following arrangements are hereby agreed upon:—

1. You may at your option but at my/our risk and responsibility in all respects, appoint an agent, who shall be my/our agent to collect.

2. You or the agent, at your or his option, may send for collection or payment on my/our account at my/our entire risk and responsibility by post or by other manner to another agent or to the drawee thereof any cheques, bills, drafts or other instruments with or without share certificates or other documents attached. I/We agree that such other agent or the drawee shall be my/our agent for collection at my/our entire risk and responsibility in all respects.

3. You or an agent may, at your or his option but at my/our risk and responsibility, receive, in exchange for cheques, bills, drafts and other instruments, cheques, bank drafts or other mandates for payment in lieu of cash.

4. Receipt by you or by an agent of cheques, bank drafts or other mandates for payments, which are thereafter lost mutilated or dishonoured and/or of securities of any description, is not to prejudice your rights on any cheques, bills, drafts or other instruments in case of dishonour, nor shall any proceedings taken thereon or your granting time or entering into any arrangements with any parties to such cheques, bills, drafts or other instruments, (and I/we hereby consent to your so granting time or entering into arrangements) prejudice or affect your absolute recourse to me/us.

5. Should you or an agent receive, in exchange for such cheques, bills, drafts or other instruments payment by an instrument which you or the agent cannot conveniently collect through normal channels it is clearly understood that such instrument may be collected in any manner and by any agency (including despatch to the drawee) at my/our entire risk and responsibility and the agent or agents (including the drawee) employed in such collection shall be considered fully as my/our agent or agents.

6. I/We hereby agree that all cheques, bills, drafts or other instruments and/or share certificates or documents which I/We may from time to time hand you for discount or purchase, or against which you make advances or pass consideration to me/us and the shares or goods hereby represented and the proceeds hereof are to be held by you as a continuing security for the payment on demand of the said cheques, bills, drafts or other instruments so discounted or purchased

and of all advances, banking accommodation and/or expenses which you may make afford or incur to or for me/us in connection therewith and all other liabilities to you present and future, and you are to be at liberty to exercise all my/our rights (if any) as unpaid seller or sellers of the said shares or goods and without further reference to me/us to sell, insure, warehouse or otherwise deal with the said shares or goods as though you are the absolute owners thereof and you are expressly authorised by me/us (without being obliged to do so) to refuse to deliver share certificates or goods covered by the bills, drafts or other instruments, (whatever be their tenor) except against payment. I/We agree that your accounts of sale and accounts of your expenses shall be accepted by me/us as conclusive evidence of the correctness of the matter therein written, and I/We declare that this agreement and your rights hereunder shall in no way be affected by my or the death of any one of us or by any change in my/our name, style or constitution.

7. The transmission of any cheque, bills, drafts or other instruments or share certificates or other documents or goods or the instruments received in exchange or payments therefor, and the advices and correspondence relating thereto, whether by post or otherwise and whether by land, sea or air or by telex, telegram or cable shall be entirely at my/our risk and responsibility and any loss, damage or delay howsoever occasioned shall be on my/our account and be wholly borne by me/us. I/We agree that you and the agents shall be absolved from and indemnified against all loss or damage in connection with such cheques, bills, drafts or other instruments or share certificates or documents or goods or any instruments received in exchange or in payment therefor in general and by reason of the following in particular:—

- (a) loss or damage in transmission by any manner,
- (b) telex, telegraphic or cable error, irregularity, delay, mistake, omission, misreading, misinterpretation or mutilation,
- (c) loss, damage or deterioration to any share certificates or documents or goods during transit or wheresoever incurred,
- (d) loss or damage to or mutilation or alteration of any such cheques, bills, drafts or other instruments or share certificates or documents or any instruments issued or received in exchange or payment therefor,
- (e) loss or damage howsoever occasioned due to any failure of or delay in transmission by post, sea, air, telex, telegram or cable or relative advices or correspondence, or the non-despatch or non-receipt of such relative advices or correspondence.

Dated at Singapore this _____ day of _____ 20

Account No: _____

Address : _____

Dated : _____

Bank of India,

Singapore 068906

Dear Sirs,

I/We (or any one or more of us) shall be lodging with you from time to time for credit into the Current Account of myself/ourselves or any one or more of us, with you, hundies, pro-notes, cheques, demand drafts, dividend warrants or various other negotiable instruments (all of which are hereinafter referred to as the 'Said negotiable instruments') payable to third parties and either drawn upon you or your branches or other banks. At times all or some of the said negotiable instruments which may be so lodged with you may either bear irregular endorsement(s) or may not bear any endorsement(s) and the banks on whom the said negotiable instruments are drawn may require you to confirm and/or guarantee to them such irregular endorsement(s) and/or want of endorsement(s).

2. I/We jointly and each severally hereby request you whenever necessary to confirm and/or guarantee on my/our behalf that the endorsement(s) on the said negotiable instruments are genuine and/or in order and/or to give on my/our behalf such confirmation or guarantee to the paying banks as may be required by them on account of the want of endorsement(s) on such negotiable instruments.

3. In consideration of your agreeing to and acting on our said request I/we jointly and each severally agree and undertake so as to bind myself/ourselves, my/our respective heirs, executors, administrators, estate and effects to keep you indemnified and hold you harmless from and against all claims, demands, actions, proceedings, loss, damage, costs (between attorney and client) charges and expenses which may be made or brought or commenced against you or which you may or may have to pay, incur or suffer or to which you may be put (directly or indirectly) by reason of your having acted on our said request as aforesaid and I/we agree to pay to you on demand the amount of any such moneys, loss, damage, costs, charges and expenses paid by you as aforesaid together with interest thereon at 6% per annum from the date of payment by you until reimbursement to you by us.

4. I/We hereby further authorise you to debit my/our account (account of any one or more of us) forthwith with any amount which in your opinion may be payable by me/us to you as aforesaid.

Yours faithfully,

INDEMNITY FOR FACSIMILE/TELEX/EMAIL INSTRUCTIONS

(INDIVIDUAL, SOLE PROPRIETOR PARTNERSHIP A/Cs)

Name : _____

Account No : _____

To
Bank of India
138 Robinson Road
#01-01 The Corporate Office
Singapore 068906

In consideration of you at our request agreeing to act upon the instructions which have been/will be sent to you by facsimile or telex or email from time to time in relation to my / our account(s) with you or any facilities extended by you, I / we confirm that I / we am / are aware of the possible risks involved in connection with the giving of any instructions by facsimile or telex or email and that you will not be responsible in any way for any unauthorized instruction or orders given to you and that you will not be under any duty to verify the identity of the sender of the facsimile or telex or electronic mail instructions/orders or enquire into the genuineness or authenticity of such facsimile or telex or electronic mail instructions/orders.

You are hereby irrevocably and unconditionally authorised to act on any instructions/orders by facsimile or telex or email, which in your sole discretion, you believe emanate from me / us (without the need for any verification or investigation) and you shall not be liable for acting on instructions/orders by facsimile or telex or email which emanate from unauthorised individuals or in any other circumstances whatsoever.

I / we hereby undertake and agree to forthwith on demand indemnify you fully and save you harmless from and against all liabilities, loss, cost, actions, charges, damages, expenses, claims and demands which may be made against you or which you may sustain whether directly or indirectly by reason of or in connection with your acting on instructions or orders given to you by telex or facsimile or electronic mail in my / our names/s.

My / Our request and the indemnity herein shall continue until I / We give you written notice signed by me / us as per the operational instructions revoking or terminating the request and indemnity herein given, provided that notwithstanding such written notice, the indemnity herein shall continue to apply in respect of any action taken by you before the date of receipt by you of such notice.

This Deed of Indemnity shall be governed by and construed in accordance with the laws of the Republic of Singapore and any dispute, controversy or claim which may arise between the parties out of or in relation to or in connection with this Deed of Indemnity shall be finally settled by the exclusive jurisdiction of the Singapore Courts.

Date:

Bank of India
138 Robinson Road
#01-01 Corporate Office
Singapore 068906

Dear Sirs,

LETTER OF AUTHORITY AND INDEMNITY

THE MANDATE

I refer to the Mandate between the Bank and myself covering the operations of my account and credit of other facilities of banking arrangements with the Bank.

BANK TO ACCEPT POST-OFFICE BOXES AS MAILING ADDRESS

I hereby request the Bank to accept P O Box No _____ as my mailing address. All communications sent by post by the Bank to the above said address shall be deemed to have been duly given to me if sent by ordinary mail, 3 business days after posting.

INDEMNITY AGAINST LOSSES ETC

In consideration in the Bank acting in accordance with the terms of this letter, I understand to indemnify the Bank and to keep the Bank indemnified against all losses, claims, actions, proceeding, demands, damages, costs and expenses incurred or sustained by the Bank of whatever nature and howsoever arising, out of or in connection with such communications.

NOTICE OF TERMINATION

The terms of this shall remain in full course and effect unless and until the Bank receives, and has reasonable time to enact upon, Notice of Termination from me in writing, save that such termination will not release me from any liability under this authority and indemnity in respect of any act performed by the Bank in accordance with the terms of this letter prior to the expiry of such time.

Yours faithfully,

AUTHORISED SIGNATORY

To

Singapore, 20

Bank of India
Singapore

Please supply bearer with a Cheque Book containing
..... forms

Yours faithfully,

.....
(Please affix Company chop)