

GENERAL BANKING

CORPORATE ACCOUNT APPLICATION FORM (NEW CLIENTS)



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:
(DD/MM/YYYY)

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 Related Information Including Account Transactions

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}

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 | SIGNING REQUIREMENTS (SELECT ONE)

For Company / Organisations

- ☐ Signing Conditions and Authorised
Signatories as set out in the Certified
Extract of Resolution provided to the Bank

Sole Proprietorship (without resolutions)

- ☐ Single
☐ Joint (state number of joint signatories: _____)
☐ Others: _____

Signatory 1 _____
Name:
NRIC/ Passport No.:
Designation:

Signatory 2 _____
Name:
NRIC/ Passport No.:
Designation:

7 | DECLARATIONS

To be Signed by Authorised Signatory(ies)

Declaration UN Sanction

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

UEN/Registration Number _____
hereby declare and confirm that the Applicant 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 Applicant 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
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January 2025

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. My/our specimen signatures are set out herein. 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 Applicant hereby irrevocably consents to the collection, use, disclosure and/or transfer by the Bank of the information provided by the Applicant 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 Applicant provides the Bank with the Personal Data of any of the Applicant's employees, customers, directors, officers, shareholders and authorized signatories, the Applicant hereby represents and warrants that the Applicant has obtained their consent to disclose their Personal Data to the Bank in connection with the administration and maintenance of the Applicant's Account(s) for the provision of the services to the Applicant pursuant to the Terms and Conditions.
6. The Applicant confirms in particular that all information provided in this application is complete and accurate and that the Applicant 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 Applicant to verify the information provided and that the Bank may compare any information obtained with the Applicant's information, and use the results for taking any actions including actions that may be adverse to the Applicant'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 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 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

Name:

NRIC/ Passport No.:

Designation:

Date:

Signature

Name:

NRIC/ Passport No.:

Designation:

Date:

Signature

Name:

NRIC/ Passport No.:

Designation:

Date:

Signature

Name:

NRIC/ Passport No.:

Designation:

Date:

For a partnership, all partners are required to sign. For a sole proprietorship, sole proprietor is required to sign.

Account Opening Resolution

To: HL Bank (the "Bank")

CERTIFIED EXTRACT OF RESOLUTION

The following resolutions in respect of _____ (the "Applicant") dated _____ have been duly adopted and passed by:

- ☐ **where the Applicant is a Corporation,**
the Board of Directors of the Corporation pursuant to its constitutive documents,
- ☐ **where the Applicant is a Limited Liability Partnership ("LLP")**
the partners of the LLP pursuant to its LLP agreement,
- ☐ **where the Applicant is a Limited Partnership ("LP")**
the partners of the LP pursuant to its LP agreement,
- ☐ **where the Applicant is a Partnership**
the partners of the Partnership pursuant to its Partnership agreement,
- ☐ **where the Applicant is a Society, Association or Club,**
the duly authorized committee or body of the Society, Association or Club pursuant to its rules, charter or constitution,
- ☐ **where the Applicant is a Management Corporation of a building as defined under the Land Titles (Strata) Act 1967 of Singapore ("Management Corporation"),**
the council of the Management Corporation pursuant to the Building Maintenance and Strata Management Act 2004 of Singapore

and which 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 Applicant 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 (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 Applicant 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 Applicant.
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 Applicant, 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 Applicant, 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 Applicant 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 Applicant 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 Applicant 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 Applicant 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 Applicant, 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 Applicant 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 Applicant 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 Applicant 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 Applicant.
- 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 Applicant 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 Applicant 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 Applicant 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 Applicant agrees to be responsible for any and all consequences resulting or arising from the closure of such Account.
5. That the Applicant 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 Applicant to arrange with the Bank for advance to the Applicant 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 Applicant 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 Applicant and the Applicant 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 Applicant'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 Applicant'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 Applicant'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 Applicant if signed by the Authorized Signatory(ies) whose signature(s) shall be a sufficient authority and shall bind the Applicant to all transactions between the Applicant and the Bank.
 - 5.4 That the Bank be forthwith supplied with an up-to-date certified true copy of the constitutive documents in respect of the Applicant and with a copy of each amending resolution as soon as the same has been passed.
 - 5.5 That as between the Applicant and the Bank:
 - (i) Where the Applicant is a Corporation, any one director and company secretary, or any two directors or such person(s) authorised under its constitutive documents
 - (ii) Where the Applicant is a LLP, LP or Partnership, all its partners or such person(s) authorised under its LLP agreement, LP agreement or partnership agreement
 - (iii) Where the Applicant is a society, association, club or a management corporation, any two of its office bearers*,

be and are hereby authorised to certify to the Bank a true copy or extract of any resolution passed by the Applicant (including these Resolutions) in connection with the Account and such certification is to be relied upon by the Bank as conclusive evidence of the passing of the resolutions so certified.

* A reference to an "office bearer" shall refer to a person who is the president, the secretary, the treasurer, of the committee or other governing body (or persons holding similar or equivalent positions) of an Applicant which is a society, an association, a club or a management corporation.

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 RESOLUTION

I/We HEREBY CERTIFY on behalf of the Applicant that:

- a) The foregoing is a true copy of the resolutions which were duly passed.
- b) The names of the Authorized Signatory(ies), their specimen signatures and the impression of the Applicant's stamp, as supplied to the Bank, are correct and genuine.

Name:

NRIC/ Passport No.:
Designation:

Name:

NRIC/ Passport No.:
Designation:

Dated this _____