

Date: _____

Banker's Reference Section
SOC - Banking Operations
The Hongkong and Shanghai Banking Corporations Limited
Robinson Road P O Box 896
Singapore 901746

REQUEST FOR BANKER'S REFERENCE

Name of Applicant Company: _____

Account number of Applicant Company: _____

Please provide _____ copy of banker's reference to the following person(s) or organisation:

Name of person(s) (if applicable) : _____

Designation : _____

Name of organisation (if applicable) : _____

Email address : _____

Address : _____

Country _____ Postal Code _____

- Please state our account balance in the reference letter.
- Please indicate the range of the account balance in the reference letter.
- Do not mention our account balance or range of account balance in the reference letter.
- Please indicate in the reference letter that you have granted banking facilities to us (if any).

We agree to pay S\$25.00 (plus prevailing GST) as administrative charge per copy of the banker's reference. Kindly debit the fees to our account. The reference letter(s) shall be:

- mailed to our mailing address
- held for collection by our authorised signatory at your _____ branch in Singapore

Yours faithfully,

Confirmed by Authorised Signatory of the Account.

(If the account requires two signatories to sign jointly, kindly endorse both signatures above)

Instruction to fill up the form

- 1) Please indicate how you would like the reference letter to be forwarded / collected by your company.
- 2) We would require 3 working days to process the letter from the point we receive your original request letter at the processing department.
- 3) Please note that the Bank reserves the right to decline your request for a banker's reference at its sole discretion.
- 4) Please indicate the individual or organisation to receive the banker's reference.
- 5) Banker's reference will only be issued in English and not other language.