

MERCHANT GENERAL INFORMATION UPDATE FORM

Step 1: Complete the form in CAPITAL LETTERS and sign off by Authorized Signatory
 Step 2: Email to Merchant.MgtAcquiring@UOBgroup.com with the subject header as follows:
 (e.g. ABC PTE LTD – Change of DBA Name ; XYZ PTE LTD – Change of outlet address)

MANDATORY FIELDS

REQUESTOR NAME :	_____	DATE OF REQUEST :	_____
MERCHANT NAME : (as in ACRA)	_____	ROC NUMBER :	_____
CONTACT EMAIL :	_____	CONTACT NUMBER :	_____

Indicate all Merchant ID(s) to be updated : _____
 (Please indicate ALL 15 DIGIT MIDs (eg, VISA/MASTER/JCB/IPP/E-COM) and attach a separate sheet for more than 1 set of MIDs)

1) CHANGE OF DOING BUSINESS AS NAME (DBA) NAME

DBA NAME:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table>																																						

(Must NOT exceed 25 characters in length, including spaces)
**Due to regulatory requirement, DBA Name is NOT allowed to contain URL (i.e. starting with WWW or ending with .SG, .COM, .BIZ, .NET, .ORG etc.)*

Is the DBA name registered with ACRA? No Yes, the ACRA Registration Number is _____

EFFECTIVE DATE^: ____/____/____

^Monday–Friday, excluding PH), at least 5 working days from submission date & subject to availability, any other cost may be applicable.
 *For merchant leased terminal, please liaise with the respective terminal vendor directly for Item 3.

2) CHANGE OF OUTLET ADDRESS **3) CHANGE OF URL ADDRESS**

Address:	_____
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EFFECTIVE DATE^: ____/____/____
(Applicable for Item 2 only)
^Monday–Friday, excluding PH), at least 5 working days from submission date & subject to availability, any other cost may be applicable.
 *For merchant leased terminal, please liaise with the respective terminal vendor directly for Item 3.

4) CHANGE OF BUSINESS NAME / CHANGE OF MANAGEMENT (subject to business' review)

Merchant Name:	_____
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(Please provide a copy of ACRA that is dated less than 1 month for this request)

ROC Number : _____

5) CHANGE OF MERCHANT BUSINESS CONTACT

<small>(Please submit the Merchant Update of Authorized Signatory Form to update the Authorized Signatory registered with Merchant Team. Do provide copies of identification document and proof of residential address of Authorized Party(ies) as part of regulatory compliance.)</small>	
Name of Person:	_____ Contact Number: _____
Email:	_____

6) CHANGE OF MERCHANT DISPUTE CONTACT

Name of Person:	_____ Contact Number: _____
Email:	_____

We will require 5 working days to process your request, upon submission with correct details and sign-off by the Authorized Signatory registered with Merchant Team. Please take note that your request will be rejected if the form is incomplete or wrongly filled.



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7) CHANGE OF MERCHANT IT CONTACT

Name of Person: _____	Contact Number: _____
Email: _____	

8) CHANGE OF MERCHANT FINANCE CONTACT

Name of Person: _____	Contact Number: _____
Email: _____	

All representations made by, and undertakings and indemnities given by the Merchant to the Bank in the Indemnity For Taking and Accepting Instructions By Email are deemed to be repeated by the Merchant and shall apply to this Merchant General Information Update Form.

SIGNATURE OF AUTHORIZED SIGNATURE

NAME

We will require 5 working days to process your request, upon submission with correct details and sign-off by the Authorized Signatory registered with Merchant Team. Please take note that your request will be rejected if the form is incomplete or wrongly filled.