

Standing Order Instruction

Date of Application:

To: Sumitomo Mitsui Banking Corporation Singapore Branch

1. Customer's Particulars

Please Complete and return this form at least 3 business days before the first payment date

New Application	Amendment	Cancellation
Account Name		
Account Number (SGD):		

2. Payment Instructions

Full Name of Payee		
Payee Account Number		
Bank Name		
Bank Identifier Code (BIC)		
Frequency of Payment	Monthly (M01) Quarterly (M03)	Half-Yearly (M06) Yearly (M12)
Type of Payment	Salary Rental	Sundry Expenses Others: _____
Payment Amount	SGD _____	
Day of Payment	_____ (DD)	
Date Payment Adjustment (if payment date falls on a non-business day)	Preceding	Following
First Payment Month	_____ (MM/YYYY)	
Final Payment Month (inclusive)	_____ (MM/YYYY)	
Reference Number		
Remarks		

3. Authorisation & Agreement

I/We authorise Sumitomo Mitsui Banking Corporation Singapore Branch (“**Bank**”) to debit my/our account with the payment indicated in this standing order (“**Standing Order**”) and credit the same to the payee’s account.

I/We have agreed that:

- a. when any payment date falls on a non-business day, the payment shall be made on the next business day, except that any payment type marked as “Salary” shall be made on the business day immediately preceding the payment date,
- b. a service charge, as set out in the prevailing Schedule of Bank Charges, will be debited, together with the payment amount, from my/our account,
- c. the Bank shall not be obliged to make payment if my/our account does not have sufficient funds to meet it or to meet payment of all charges, fees or other sums payable to the Bank, Arrangements will be made by me/us to pay the payee directly. In such case, the Bank is authorized to collect any incidental bank charges as the Bank deems fit,
- d. the Standing Order shall remain in force until the Bank receives a written notice from me/us,
- e. any cancellation, variation or correction to the Standing Order must be made in writing and informed to the Bank at least 3 business days prior to any payment date to which the cancellation, variation or correction relates.
- f. the Bank shall have the right to reject any Standing Order without assigning any reason.

In addition to any consent provided by me/us in the terms and conditions governing accounts or elsewhere, I/we hereby further consent to the Bank disclosing any information (including without limitation, my/our account number, address and such other information as the Bank deems fit) to any third party at the Bank’s discretion for the purpose of effecting the Standing Order.

I/We acknowledge that the Bank shall have the right at any time and from time to time, without prior notice to me/us, to (a) revise the applicable charges, and (b) add, alter, vary and modify any terms of the Standing Order.

In consideration of the Bank agreeing to the Standing Order, I/we hereby irrevocably and unconditionally agree and undertake, as a continuing obligation, to fully indemnify the Bank, its successors in title and assigns and at all times to keep the Bank fully and completely indemnified from and against all liabilities, damages, claims, demands, actions and proceedings, losses, costs and expenses including legal fees on a full indemnity basis and any applicable taxes and all other liabilities of whatsoever nature or description which may be incurred or suffered by the Bank in relation to or arising out of the Bank acting in accordance with the Standing Order. I/We shall pay and reimburse all such sums to the Bank on the Bank’s respective first demands.



I/We will also irrevocably and unconditionally agree not to hold the Bank liable or responsible for any consequences arising out of or in relation to the Bank acting on my/our requests/instructions as contained in the Standing Order including, without limitation, if it is not possible to effect the instructions or if a payment is inadvertently made.

The indemnity hereabove is in addition to, and is not to prejudice or be prejudiced by, any other indemnity which has been or may now or hereafter be executed by me/us.

This Standing Order shall be governed by and construed in accordance with the laws of Singapore.

Signature Verified

(For Bank Use Only)

Authorised Signature(s) & Company Stamp *(If applicable)*

Section for Our Bank Use

For Remittance

Updated on:

Approver	Checker	Maker