

Please allow 3 business days (with the exception of your "Hold Marketing" instructions) from the receipt of this instruction for your records to be updated. Please mail the completed form to: **MAYBANK**, CAPS-Kovan, 996B Upper Serangoon Road, Singapore 534736 or submit it to any of our 22 Branches. For further enquiries, please call **1800-MAYBANK** (1800-629 2265) or **(65) 6533 5229** (Overseas).

<p><i>* Please delete whichever is not applicable</i> <input checked="" type="checkbox"/> <i>Please tick the relevant boxes</i></p>		
<p>Your Particulars (As per existing Bank's record)</p>		
<p>Salutation : *Dr/ Mr/ Miss/ Mrs/ Mdm/ Others: _____ (Please indicate accordingly)</p>		
<p>Name (as per NRIC/ Passport) : _____ (Please underline surname if applicable)</p>		
<p>NRIC/ Passport/ Business Registration No: _____</p>		
<p>Update of Contact Details</p>		
<p>I wish to update all my records and related services with the Bank :</p>		
<p>Home: _____ Office: _____ Fax: _____</p>		
<p>^ Mobile: _____ Pager: _____</p>		
<p>^ Email : _____</p>		
<p>^ Your email and mobile number will be updated to receive notifications on all banking services including eStatement, SMS-OTP/Authorisation Code, SMS Alert/OTP for Card transactions and other SMS eServices.</p>		
<p>Update of Registered / Mailing Address</p>		
<p>Old Mailing Address _____</p>		
<p><input type="checkbox"/> Registered / Residential Address (as per NRIC): _____ Postal Code: _____</p>		
<p>NOTE: The Bank will update your Registered / Residential Address for <u>all your existing accounts & all your future correspondences / accounts, unless otherwise specified below.</u></p>		
<p><input type="checkbox"/> Please update this Registered / Residential Address to the following account(s) only:</p>		
<p>_____</p>		
<p>_____</p>		
<p><input type="checkbox"/> Mailing Address (If different from Registered / Residential Address): _____ Postal Code : _____</p>		
<p>Please update this Mailing Address to:</p>		
<p><input type="checkbox"/> All my / our existing accounts for all future correspondences</p>		
<p><input type="checkbox"/> The following account(s) only: _____</p>		
<p>_____</p>		
<p>Hold Mail</p>		
<p>I wish to hold mail on the following for 12 months, after which the Bank may destroy the mails collected on my behalf:</p>		
<p><input type="checkbox"/> All my / our existing accounts & all future correspondences / accounts</p>		
<p><input type="checkbox"/> Only the following account(s):</p>		
<p>_____</p>		
<p>_____</p>		
<p>The above hold mail instructions will not be applicable to credit card statements. To withhold marketing communications, please fill up the following section on "Hold Marketing". For mail collection at branch, an annual fee as per our Bank Fees and Charges is applicable.</p>		
<p>Hold Marketing</p>		
<p>I do not wish to receive marketing materials through the following communication channels:</p>		
<p><input type="checkbox"/> Direct Mail <input type="checkbox"/> Telesales <input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Fax</p>		
<p>Please allow 4 weeks for your request to be effected. Please note that you will continue to receive communications that are enclosed with your account statements. Communications pertaining to privileges or benefits, customer service and / or account maintenance will continue to be sent to you. Hold marketing for SMS will not affect the sending of SMS OTP for Maybank2u.com.sg (Online Banking) access, Authorisation Codes for online purchases using cards and adding of account payees via Online Banking and SMS transaction alerts on cards purchases.</p>		
<p>Declaration (For account(s) that require 2 or more signatures, joint account holder(s) / authorised signatory(s) are required to sign below)</p>		
<p>I / We declare that the above information provided by me / us is correct as at _____ (date).</p>		
<p>Signature & NRIC of Main Account Holder/ Authorised Signatory _____</p>		
<p>Signature & NRIC of Joint Account Holder/ Authorised Signatory _____</p>		
<p>Signature & NRIC of Joint Account Holder/ Authorised Signatory _____</p>		
<p>For Bank Use</p>		
<p>Verified by / Date _____</p> <p>Processed by / Date _____</p>	<p>Instruction to CAPS - Kovan* *Tick where applicable</p> <p><input type="checkbox"/> Remove Hold Mail tagged at CIF level <input type="checkbox"/> Untag TLAST "Update Customer's Address" on all account(s)</p> <p><input type="checkbox"/> Remove Hold Mail tagged on the following accounts</p> <p>Account number(s) _____</p> <p>_____</p> <p><input type="checkbox"/> Other instructions _____</p>	<p>_____ Authorised Signatory/ Date</p>