

# DBS IDEAL™

## MAINTENANCE FORM (FOR SUBMISSION TO BANK)

Please complete this form in BLOCK LETTERS.

Company Name\* \_\_\_\_\_

Organisation ID\* \_\_\_\_\_

4

### UPDATE EXISTING USER

\*Mandatory Fields

Tick where applicable

☐ Admin Officer

☐ Contact Person

☐ Admin Officer

☐ Contact Person

User Name\*

KTP/Passport No.\*

Nationality\*

Date of Birth (DD/MM/YYYY)\*

Current IDEAL™ User ID

Office No.

Email Address\*

Mobile No.\*

#### Service(s) & Role(s)

☐ Add

OR

☐ Remove

OR

☐ Supersede

☐ Transaction

Role(s) Service(s)	Transaction Maker	Transaction Authoriser	Please indicate authoriser group for this user: (e.g. A, B, C, D, or E, if applicable to Authorisation Policy)
Payment			
Payroll			Verifier / Releaser
Trade			<input type="checkbox"/> Transaction Verifier
Others			<input type="checkbox"/> Transaction Releaser

☐ Enquiry

☐ Trade Access

☐ DealOnline

Other Specific Instructions

Access to which Account(s)?

☐ All IDEAL™ Accounts

OR

☐ The Accounts Listed Below

Company Stamp

User Name\*

KTP/Passport No.\*

Nationality\*

Date of Birth (DD/MM/YYYY)\*

Current IDEAL™ User ID

Office No.

Email Address\*

Mobile No.\*

#### Service(s) & Role(s)

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OR

☐ The Accounts Listed Below

Authorised Person signatories required

SIGN HERE \_\_\_\_\_

SIGN HERE \_\_\_\_\_