

# Application Form For Change In Salary Crediting Account

**Instructions:**

Please complete this form and send it to your Human Resource personnel for processing.

Do NOT return it to Standard Chartered Bank (Singapore) Limited.

Date: \_\_\_\_\_

To: Name of Human Resource Officer \_\_\_\_\_

Dear Sir / Madam

I would like to request for a change in the bank account which my salary is to be credited to. Please arrange for my salary to be credited to my Standard Chartered deposit account with immediate effect via GIRO.

My existing and new bank account information are as follows:

|                            | Existing Salary Crediting Bank Account | New Salary Crediting Bank Account with Standard Chartered Bank (Singapore) Limited |
|----------------------------|--|--|
| Name of Bank:              |  | Standard Chartered Bank (Singapore) Limited  |
| BIC:                       |  | SCBLSGSGXXX  |
| Name of Account Holder(s): |  |  |
| Account Number:            |  |  |
| Purpose Code:              |  | "SALA – Salary Payment"  |

If you need clarification, please contact me at:

Office : \_\_\_\_\_

Mobile : \_\_\_\_\_

Home : \_\_\_\_\_

Thank you.

Yours sincerely

\_\_\_\_\_

Name of Employee : \_\_\_\_\_

NRIC / Passport No. : \_\_\_\_\_

Employee No. : \_\_\_\_\_