

## **BANK ACCOUNT OPENING PROCEDURES**

### **Procedures**

E-mail IEEE Singapore Section Secretariat at [sec.singapore@IEEE.org.sg](mailto:sec.singapore@IEEE.org.sg) the following info: -

1. Name of the Bank Account to be opened. Standard format is “IEEE, followed by the Year and Abbreviations of the Conference”. i.e. “**IEEE 2007 ICES**”.
2. Following details of minimum \*3 to 4 Authorized Signatories: -
  - a) Name as in I/C or Passport
  - b) I/C & Passport No. (if Foreign Passport No. is different from I/C)
  - c) Date of Birth
  - d) Position for the Conference/ Workshop i.e. Conference Chair or Finance Chair etc
  - e) Tel No. (Hand Phone number preferred)
  - f) Fax No.
  - g) E-mail Address
  - h) Detailed Office Addresses for **all Authorized Signatories**, incl. Dept, Building and/ or Street Name plus Room No. etc
  - i) **\*\* Indicate if all Authorized Signatories have Personal Bank Account with OCBC**
3. Signing Limit. Is it any amount?
4. Section Secretariat, based on the information received, will prepare the Account Opening Application Form, as well as the Resolution for the Section Chairman and Section Secretary’s signature.
5. The Account Opening Application Form and Resolution will then be mailed to the contact person of the new Conference Account for signatures of all Authorized Signatories.

However, if the Authorized Signatories do not have personal accounts with OCBC, Section Secretariat will arrange an appointment with the Branch Manger to witness the signing of the documents.

### **IEEE SINGAPORE SECTION SECRETARIAT**

70 Bukit Tinggi Road, Singapore 289758 Tel:(65) 64611234 Fax:(65) 6467 1108  
Email: [sec.singapore@ieee.org](mailto:sec.singapore@ieee.org) <http://www.ewh.ieee.org/r10/singapore/>

6. The following should then be mailed to the Section Secretariat for processing: -
- a) Signed Bank Account Opening Application Form
  - b) Signed Resolution
  - c) Clear back and front photo copy of I/Cs of all Authorized Signatories
  - d) A cheque of minimum S\$5,000.00 payable to the new Conference Account, i.e. **“IEEE 2007 ICES”**.

### **Lead Time**

10 days to 2 weeks after application request received by IEEE Singapore Section. Secretariat will inform the contact person once the account is opened followed by mailing the Cheque Book to the Conference Treasurer. This will be approx 7 days after the account has been opened.

#### Remarks:

- \* Signature Requirements instruction given to the bank is usually joint signatures of any 2, out of the 3 or 4 Authorized Signatories provided.
- \*\* This is to decide whether Witness of Signature in front of OCBC Bank Officer or IEEE Singapore Section Treasurer is required, **subject to, if the Signature in the Personal Account will be used for the IEEE Account to be opened.**

### **IEEE SINGAPORE SECTION SECRETARIAT**

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