A division of
SECOM (SINGAPORE) PTE LTD
81 Toh Guan Road East
#01-01 SECOM Centre
Singapore 608606
Tel: (65) 3157 3666 Fax: (65) 6820 1182
Co. Reg. No. 199200612M

THINGS TO BRING
For opening of personal/corporate account

Personal Account

Please bring your NRIC or passport (if you are a foreigner) when opening an account with us.

Up to two names (above 21 years old) are accepted for each box. All renters must be present during registration.

Access is on an **either/any** basis. Both renters have access and administrative rights, including the closing of account.

Corporate Account

When opening a corporate account, please bring the documents below.

- Company's letter authorizing the appointed representative(s) to open an account
- A copy of the company's registration certificate
- Company stamp to formalize the Contract

Up to 2 representatives are allowed for each box. You may change the names of the representatives. There will be an administrative charge of $20 before GST for the change.

Access is on an **either/any** basis. All renters have access and administrative rights. For the surrender of safe box, either renter can close it by presenting the company's instructions and letter of authorization of the appointed representative. Kindly bring along the company stamp.

Payment

For personal account, kindly make the first year rental payment through NETS and subsequent annual fee payments through GIRO arrangement.

For corporate account, kindly make the first year rental payment through company cheque and subsequent annual payments through GIRO.

GIRO form is available at our office for your completion.

* Deposit of $150 nett per box would be refunded after the surrender of the box, subject to full settlement of any outstanding payment and issue.

Please see a copy of the registration form:
Form 100A for personal account
Form 102A for corporate account

Please call us at office tel: 3157 3666 or email dbox@secom.com.sg should you need any assistance.

We look forward to be of service to you.

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REGISTRATION FORM – CORPORATE ACCOUNT

FORM 102A

Section A: To be completed by Customer

Please complete the information below	
Company Name	
Incorporation Date (mm/dd/yy)	**Business Registration**
Address **Postal Code**	
Authorised Personnel Contact Detail	
Name (1)	**Name (2)**
NRIC/Passport No	**NRIC/Passport No**
Contact No	**Contact No**
Email Address	**Email Address**
Invoice	
Attention	**Email address**

By signing this registration form, I accept that SECOM Dbox Safe Deposit may collect, use and disclose my personal data as provided for the following purposes in accordance to the Personnel Data Act and SECOM Data Protection Policy.

a. Account registration, account transfer, termination of account
b. Verification of identity for access to my safe deposit box
c. Processing payment
d. Any other matters relating to the administration of my safe Deposit Box Rental
e. Upon demand by the authorities of Singapore for the purpose of conducting investigations and / or related police work.

Authorised Personnel Signature	
Name (1) - Please sign within the dotted box	**Name (2) - Please sign within the dotted box**

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Section B: Safe Deposit Box

Box Size	Box Dimension (H x W x L)	Quantity	Annual Fees	GST (9%)	Amount	Total Amount (with key Deposit)
Small	3" x 10" x 24"		$ 168.00	$ 15.12	$ 183.12	$ 333.12
Medium	5" x 10" x 24"		$ 260.00	$ 23.40	$ 283.40	$ 433.40
Large	10" x 10" x 24"		$ 390.00	$ 35.10	$ 425.10	$ 575.10
X-Large	16" x 16" x 24"		$ 550.00	$ 49.50	$ 599.50	$ 749.50

Key Deposit
$150 nett per box. Deposit will be refunded without interest after surrender of the box, subject to full settlement of payment and any issue outstanding

Section C: For official use

Payment Verification Name	Box Number	Box Group	Billing Code	Access Card (1)	Access Card (2)

Remarks : _____

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Attended by: **Signature:** **Date:**

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