

## Reinstatement Form

**I would like to reinstate my credit card and / or Personal Credit Line/Overdraft account(s).**

Please submit the completed form together with your latest income document(s) (as listed below) by mail using this reply envelope.

### Details of Client

Please note that completion of the following fields, and submission of your latest income document(s) are mandatory. Your application for reinstatement will not be processed if this submission is incomplete.

**Full Name as in NRIC/Passport:**

**Employer name:**

**NRIC/Passport no.:**

**Years in service:**

Years	Months
Y	Y
M	M

**Please tick one:**  **Salaried/Commission earner**  
 **Self-employed**

### Income documents required:

Salaried	100% Commission Earners	Self-employed
Latest month's computerised payslip OR Latest 6 month's CPF Contribution History Statement OR Latest Income Tax Notice of Assessment and latest month computerised payslip	Latest Income Tax Notice of Assessment OR Latest 3 months of Commission Statement from the same employer  <b>Partial Commission Earners</b> Latest 3 months computerised payslips OR Latest 6 months CPF Contribution History Statement OR Latest Income Tax Notice of Assessment and latest 3 months computerised payslips/Latest 6 months CPF Contribution History Statement	Latest Income Tax Notice of Assessment (must be in business for a minimum of 2 years)

By signing or submitting this application, I/we confirm that I/we have read, understood and agree to be bound by the terms and conditions of Reinstatement, and the terms set out in the Declaration section printed overleaf of this form.

Applicant's signature

Date

**ALL joint account holder(s) are required to sign on this form.**

**Joint account holder 1**

**Joint account holder 2**

**Joint account holder 3**

Full Name as in NRIC/Passport

Full Name as in NRIC/Passport

Full Name as in NRIC/Passport

Signature

Date

Signature

Date

Signature

Date

**For Bank's Use:**

- |  |  |
|--|--|
| <input type="checkbox"/> Non-Staff Application | <input type="checkbox"/> No Joint Account  |
| <input type="checkbox"/> Staff Application     | <input type="checkbox"/> Has Joint Account |

Bank ID:

Signature / Date:



**Terms and Conditions of Reinstatement**

1. Applications for reinstatement of your unsecured credit facilities with Standard Chartered Bank (Singapore) Limited (“Bank”) are subject to the Bank’s approval.
2. The Bank will review and determine, at its sole discretion, your eligibility for reinstatement based on the latest income document(s) you submitted to the Bank, and subject to the prevailing regulatory requirements and guidelines.
3. If your latest income document(s) reflect that your prevailing annual income is of a lower amount than that which is currently in the Bank’s records, your credit limit(s) applicable to all your unsecured credit facilities will be revised accordingly.
4. Where applicable, the Bank will update its records based on the information you have given in connection with the application.

**Declaration**

**By signing or submitting this application:**

1. You represent and warrant that all information (including all documents) You have given to us in connection with the application is correct, complete and not misleading. If this is not the case, You may be personally liable.
2. You authorise the Bank to verify any of the information You have given to us or Your credit standing from anyone we may consider appropriate (such as Your employer or an authority or with any credit bureau or credit reference agency). For Personal Line of Credit or Overdraft joint account(s), You consent to the Bank contacting the joint account holder(s) in relation to this request to reinstate the joint account(s).
3. You acknowledge that we may decline Your application without giving You any reason for doing so. You consent to us retaining all supporting documents submitted by You for the processing of this application, regardless of whether this application is approved or not.
4. You are aware that there will be no change to the credit limit(s) applicable to your unsecured credit facilities, should Your application be successful. However, if your latest income document(s) reflect that your prevailing annual income is of a lower amount than that which is currently in the Bank’s records, your credit limit(s) applicable to all your unsecured credit facilities will be revised accordingly.
5. You agree that at Your sole risk, we are authorised but not obliged, to receive any instructions given by or over telephone, mobile telephone, telex, facsimile transmission, telegraph, cable, computer, email or any other electronic equipments, short message services (SMS) from mobile telephone (collectively “Oral Instructions”) from or purporting to be from You without separate verification by us as to the genuineness of the Oral Instructions.
6. You have read, understood and are bound by our Customer Terms, Credit Card Terms and/or Personal Loan/Personal Line of Credit/Overdraft Terms forming our banking agreement.

**Before returning this form, have you:**

- completed and signed the form?
- enclosed a copy of your latest income document(s)?

Postage will be paid by addressee. For posting in Singapore only.

Business Reply Service  
Permit No. 04529



**Standard Chartered Bank (Singapore) Limited**  
Banking Operations  
Tampines Central Post Office  
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Singapore 915208