

To: Customer Experience Branch

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

I / We, (Name) \_\_\_\_\_ of NRIC/ ROC/ FIN No: \_\_\_\_\_  
(Name of Registered Customer / Executor / Administrator / Liquidator/ Next of Kin)

at (Address) \_\_\_\_\_ Tel: \_\_\_\_\_  
(Premise Address)

**(A) Hereby declare: -**

- That I am / we are the legal owner / authorised occupier of the said premises;
- That I am / we are the Executor / Administrator / Liquidator for the registered customer
- That I am the legally recognised parent / spouse / son / daughter / others of \_\_\_\_\_  
(Delete where applicable) (Name of Deceased)
- Holder of Utilities Account no [s]: \_\_\_\_\_
- That I am the parent / spouse / son / daughter of \_\_\_\_\_  
(Name of Third Party)

**(B) Hereby authorise SP Services Ltd: -**

- To transfer any debit / credit balance from Utilities Account No: \_\_\_\_\_ to  
 Utilities Account No or to third party: \_\_\_\_\_  
(Utilities Account No or Name of Third Party)
- To refund credit balance of \$ \_\_\_\_\_ from my / our Utilities Account No: \_\_\_\_\_ to  
 me / us or my / our Utilities Account No or to third party: \_\_\_\_\_  
(Utilities Account No or Name of Third Party)
- at \_\_\_\_\_  
(Mailing Address of Third Party for cheque refund)
- To open a utilities account for \_\_\_\_\_ NRIC/ ROC/ FIN No: \_\_\_\_\_  
 At the above premises (Name of Third Party)

**TO BE COMPLETED BY THIRD PARTY**

In consideration of SP Services Ltd agreeing to the above request,

I / We (Name) \_\_\_\_\_ of NRIC/ROC/FIN No: \_\_\_\_\_ Hereby undertake and agree:

- (i) To be responsible for all outstanding debit balance of Utilities Account No. \_\_\_\_\_
- (ii) To indemnify SP Services Ltd against all liabilities, claims, damages and losses whatsoever, which SP Services Ltd may sustain or suffer as a result acting on the above authorisation and declaration.
- (iii) That SP Services Ltd may, at its absolute discretion, terminate or close the account under my / our name at any time without my / our consent or act in any manner it deems fit.
- (iv) That SP Services Ltd shall be entitled to freeze any of the said Utilities Account(s) and to retain the credit balances in such Utilities Account(s) until such time when the Next of Kin produces a Grant of Probate or Letters of Administration if applicable.
- (v) That SP Services reserves all rights to demand the credited balance in the event of dispute/fraud and is entitled to transfer any debit incurred on or as a result of the above transaction, to my existing account(s).

Signature of Third Party / Next of Kin (Date)

Please sign here + company stamp

X

Signature of Registered Customer / Executor / Administrator / Liquidator (Date)

Please sign here + company stamp

X

\*\*Rubber stamp imprint required for corporate customers

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**Please attach relevant documents as below:**

- |  |   |   |
|--|---|---|
| <p><b>1. DIRECT REFUND/TRANSFER:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of NRIC/ROC/work permit</li> <li><input type="checkbox"/> Letter of Request</li> </ul> | <p><b>2. THIRD PARTY REFUND/TRANSFER:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Marriage certificate</li> <li><input type="checkbox"/> Death Certificate of registered customer (RC)</li> <li><input type="checkbox"/> Birth Certificate of RC's child</li> <li><input type="checkbox"/> Copy of NRIC of third party/transferee</li> <li><input type="checkbox"/> Authorization Letter from RC</li> <li><input type="checkbox"/> Copy of incorporation documents from ACRA</li> <li><input type="checkbox"/> Letter of consent signed by all directors/ partners</li> <li><input type="checkbox"/> Proof of Ownership/tenancy agreement</li> <li><input type="checkbox"/> Grant of Probate/Letters of Administration</li> </ul> | <p><b>3. OPENING OF ACCOUNT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> HDB In-principle approval</li> <li><input type="checkbox"/> Option to Purchase</li> <li><input type="checkbox"/> Lawyer's Letter stating completion date</li> </ul> |
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