



### Instruction Form for Salary Crediting

This form is prepared by Bank of China Limited, Singapore Branch for your reference only. Please complete this form and submit to your Human Resource Department for processing

To: Human Resource Department,

\_\_\_\_\_ (Name of Employer)

I wish to set up/change the bank account to which my salary is to be credited. Please arrange for my salary to be credited into my Bank of China Limited, Singapore Branch ("BOCSG") account as indicated below with immediate effect.

Name of Bank : Bank of China Limited, Singapore Branch

Name of Account Holder : \_\_\_\_\_

Bank Account No.: \_\_\_\_\_

Input into GIRO System from here

6	5	0	0														
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Note: BOCSG Account No. has 15 digits. Please ignore the first 4 digits of "6500" if your bank's GIRO system requires a maximum of 11 digits.

Swift Code : BKCHSGSGXXX  
Bank Code : 7083  
Branch Code : 011

Yours faithfully,

Employee's signature/Date

Name of Employee (as in NRIC/Passport) : \_\_\_\_\_

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

Employee Work/Permit No. (if applicable) : \_\_\_\_\_

Employee No. (if applicable) : \_\_\_\_\_