



Instruction To Maintain Critical Fields on Bank Questionnaire Form



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For GIRO Bank Account Number, please update the following fields:

1. Bank Type *[Domestic]*
2. Country / Region *[SG - The country where the Bank Account is registered]*
3. Bank Name *[The name of Bank]*
4. Account Holder Name *[The Beneficiary Name to be aligned with the Supplier Registered Name in Ariba System]*
5. Bank Key/ABA Routing Number *[[ACH BANK & BRANCH CODE GUIDEs \(uob.com.sg\)](http://uob.com.sg)]*
 - a. All bank account holder (**Except OCBC / HSBC / SBI**), please refer to the above link on how to input Bank Key which made up of Bank Code and Branch Code (e.g: 7171081)
 - b. For the bank account holder of **OCBC / HSBC / SBI**, please input the following Bank Code (4 digits) without Brach Code

Bank	Bank Key/ABA Routing Number
OCBC	7339
HSBC	7232
State Bank of India (SBI)	7791

6. Account Number *[Bank Account Number]*
7. IBAN *[Please leave it blank. This is not applicable for the bank account registered in Singapore]*
8. Bank Control Key *[No choice]*
9. Please attach a latest copy of **Bank Statement** or **Bank Cheque** showing the Bank Account Name and Bank Account Number.



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For Corporate PayNow UEN, please update the following fields:

**Please create a new set of "Bank Information", if you would like to add the Corporate PayNow UEN in addition to the GIRO Bank Account Number.*

- 1. Bank Type *[Domestic]*
- 2. Country / Region *[SG - The country where the Bank Account is registered]*
- 3. Bank Name *[The name of Bank]*
- 4. Account Holder Name *[The Beneficiary Name to be aligned with the Supplier Registered Name in Ariba System]*
- 5. Bank Key/ABA Routing Number *[[ACH BANK & BRANCH CODE GUIDEs \(uob.com.sg\)](http://uob.com.sg)]*
 - a. All bank account holder (**Except OCBC / HSBC / SBI**), please refer to the above link on how to input Bank Key which made up of Bank Code and Branch Code (e.g: 7171081)
 - b. For the bank account holder of **OCBC / HSBC / SBI**, please input the following Bank Code (4 digits) without Brach Code

Bank	Bank Key/ABA Routing Number
OCBC	7339
HSBC	7232
State Bank of India (SBI)	7791

- 6. Account Number *[Corporate PayNow UEN Number]*
- 7. IBAN *[Please leave it blank. This is not applicable for the bank account registered in Singapore]*
- 8. Bank Control Key *[UE]*
- 9. Please attach **Bank Endorsement Form** or **Letter** or **ACRA Report** showing the Bank Account Name and Corporate PayNow UEN number.



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For Bank Account Not Registered in Singapore (Foreign), please update the following fields

1. Bank Type *[Foreign]*
2. Country / Region *[The country where the Bank Account is registered]*
3. Bank Name *[The name of Bank]*
4. Account Holder Name *[The Beneficiary Name to be aligned with the Supplier Registered Name in Ariba System]*
5. Bank Key/ABA Routing Number *[SWIFT Code]*
6. Account Number *[Bank Account Number]*
7. IBAN *[Applicable to European Bank Account Holder only]*
 - a. For Non-European Bank Account Holder, please leave it blank
 - b. For European Bank Account Holder, please update IBAN number after verifying [IBAN checker: Validate an IBAN – Wise](#)

Example of an IBAN in the United Kingdom

GB	12	ABCD	123***	123*****
Country code	Check digits	Bank code	Branch code	Bank account number

8. Bank Control Key *[No choice]*
9. Please attach a latest copy of **Bank Statement** showing the Bank Account Name and Bank Account Number.