

GUIDE TO UPDATING YOUR PARTICULARS WITH ONEPIP

For Individual customers

(Use the left column “FOR INDIVIDUAL CUSTOMERS” only)

1. Indicate your name as per your identification card i.e. NRIC / HKID / Passport.
2. Indicate your unique identification number i.e. NRIC / HKID / Passport.
3. Please tick on the box of the changes that you would like to update ONEPIP of your profile.
4. Indicate your current registered profile with ONEPIP.
5. Indicate your new profile that you would like to update ONEPIP.
6. Please sign with your registered signature with ONEPIP, with indication of your name and date.
7. Kindly attach relevant supporting documents together with your completed Particulars Update Form and email to customerservice@onepip.net using your existing registered email with ONEPIP. Do note that email subject title shall be “ONEPIP – Change in Particulars”.

Supporting documents required as follows:

- a. Residential Address / Mailing Address – Proof of Address within the last 3 months indicating own name.
- b. Identification documentation (i.e. Passport / Work Permit etc) – A copy of your previous and latest Identification Document.

For Corporate / MSO customers

(Use the right column “FOR CORPORATE / MSO CUSTOMERS” only)

1. Indicate your company name as per ACRA / Business Registration.
2. Indicate your unique identification number i.e. UEN / Business Registration number.
3. Identify what you would like to update ONEPIP with.
 - a. If you would like to update ONEPIP on your company profile, please continue with step 4.
 - b. If you would like to update ONEPIP on your existing authorised user’s profile, please proceed to step 5.
4. For updating of company’s profile,
 - a. Please tick on the box of the changes that you would like to update ONEPIP of your profile.
 - b. Indicate your current registered profile with ONEPIP.
 - c. Indicate your new profile that you would like to update ONEPIP.
5. For changes in existing authorised user’s profile,
 - a. Please indicate the name of existing authorised user.
 - b. Please indicate his / her unique identification number i.e. NRIC / HKID / Passport number.
 - c. Please tick on the box of the changes that you would like to update ONEPIP of his / her profile.
 - d. Indicate his / her current registered profile with ONEPIP.
 - e. Indicate his / her new profile that you would like to update ONEPIP.
6. Please sign with your registered signature with ONEPIP, with indication of your name and date.
7. Kindly attach relevant supporting documents together with your completed Particulars Update Form and email to customerservice@onepip.net using your existing registered email with ONEPIP. Do note that email subject title shall be “ONEPIP – Change in Particulars”.

Supporting documents required as listed in the table on the following page:

PARTICULARS UPDATE FORM



Company Profile Changes	For Singapore Customers	For Hong Kong Customers
Company Name	- Latest ACRA reflecting the change	- Certificate of Change of Name
Company Registered Address		- Notice of Change of Address of Registered Office - Updated BR Certificate
Mailing Address	- Proof of Address within the last 3 months	- Proof of Address within the last 3 months
Company Director's Details	- Latest ACRA reflecting the change - A copy of your previous and latest Identification Document	- Notice of Change in Particulars of Company Secretary and Director - For changes in Identification document of Company's Directors – A copy of your previous and latest Identification Document
Business Registration	Not Applicable	- Updated BR Certificate
Money Service License	- Latest MAS Remittance License	- Latest MSO License / Acknowledgement Receipt of renewal applications issued by Hong Kong Customs & Excise Department
Existing Authorised User's Identification Document	- A copy of your previous and latest Identification Document	- A copy of your previous and latest Identification Document

* For changes in Company Directorship, kindly fill our Corporate Account Review form / MSO Account Review form.

PARTICULARS UPDATE FORM



FOR INDIVIDUAL CUSTOMERS	FOR CORPORATE / MSO CUSTOMERS
NAME* <i>(as per NRIC / HKID / Passport)</i>	COMPANY NAME* <i>(as per ACRA / Business Registration)</i>
IDENTITY NO.* <i>(as per NRIC / HKID / Passport)</i>	UEN NO. / BUSINESS REGISTRATION NO.*
INDIVIDUAL PROFILE CHANGES: * <i>(please tick on the box of which changes are relevant)</i> <input type="checkbox"/> RESIDENTIAL ADDRESS <input type="checkbox"/> MAILING ADDRESS <input type="checkbox"/> CONTACT NO. <input type="checkbox"/> EMAIL ADDRESS <input type="checkbox"/> IDENTIFICATION DOCUMENT	COMPANY PROFILE CHANGES: * <i>(please tick on the box of which changes are relevant)</i> <input type="checkbox"/> COMPANY NAME <input type="checkbox"/> COMPANY REGISTERED ADDRESS <input type="checkbox"/> MAILING ADDRESS <input type="checkbox"/> COMPANY DIRECTOR'S DETAILS <input type="checkbox"/> BUSINESS REGISTRATION / MSO LICENCE NO.
CURRENT PROFILE: <i>(please indicate current profile registered with ONEPIP)</i>	CURRENT PROFILE: <i>(please indicate current profile registered with ONEPIP)</i>
NEW PROFILE: <i>(please indicate new profile to be updated)</i>	NEW PROFILE: <i>(please indicate new profile to be updated)</i>
INDIVIDUAL'S ACKNOWLEDGEMENT*	FOR EXISTING AUTHORISED PERSONS
SIGNATURE*	NAME OF EXISTING AUTHORISED PERSON*
	IDENTITY NO.* <i>(as per NRIC / HKID / Passport)</i>
NAME* DATE	AUTHORISED USER PROFILE CHANGES: <input type="checkbox"/> CONTACT NO. <input type="checkbox"/> EMAIL ADDRESS <input type="checkbox"/> IDENTIFICATION DOCUMENT
	CURRENT PROFILE: <i>(please indicate current profile registered with ONEPIP)</i>
FOR OFFICIAL USE ONLY	NEW PROFILE: <i>(please indicate new profile to be updated)</i>
DATE RECEIVED	DIRECTOR'S ACKNOWLEDGEMENT*
ATTENDED BY	SIGNATURE*
VERIFIED BY	NAME*
	DATE

*Mandatory fields to be completed for each relevant section. Some fields may be left blank if there are no changes.