

SingFinance Car Loan Portal Maintenance Form

Use this form to update the following, where applicable:

- Registered Business Name*
- Master Dealer / Contact Person's Mobile No. and/or Email Address
- Add New User(s) / Update Existing User(s)**
- Termination of Portal Access

*To update the Registered Business Name, please provide the latest ACRA Business Profile.

**Note: If an existing user's role changes, the current profile will be deactivated and a new profile with the updated role will be created.

Please read all sections of this maintenance form and the role descriptions carefully before proceeding. In the event of incomplete or inaccurate information, your application may be delayed or rejected without further notice to you.

Each user can be assigned only one role in the portal. Available roles and functions are listed below:

Master Dealer	• Create and reassign loan applications • Admin Right: To create and manage Deputy Dealer and Dealer access • Broadcasting Right: To broadcast interest rate packages to all staff members
Deputy Dealer	• Create and reassign loan applications • Admin Right: To create and manage Dealer access • Broadcasting Right: To broadcast interest rate packages to all staff members
Dealer	• Create loan application • View interest rate packages broadcasted by Master Dealer / Deputy Dealer • View Commission: Commission details will be visible to the dealer when this is selected as "Yes"

Please submit the signed and completed maintenance form and supporting document (where applicable) to:

Mail to:
Credit Operations Department
Sing Investments & Finance Limited
96 Robinson Road, #07-01, SIF Building
Singapore 068899

Email to: enquiries@singfinance.com.sg

SingFinance will process your application within 2 business days upon receipt of the completed form.

Master Dealer Business Details

Registered Business Name (as per ACRA)

Business Registration No.

Update Master Dealer / Contact Person's Mobile No. and/or Email Address

Name of Master Dealer / Contact Person

Designation

Email Address ¹

Mobile No.²

Alternate Contact No.

Add New User(s) / Update Existing User(s)

User 1

Request Type (Fill in where applicable)

Add ☐ **OR** Edit* ☐ **OR** Remove* ☐

Full Name (As per NRIC/Passport)

Designation

Role:

Deputy Dealer ☐

Broadcasting Right:

Yes ☐ No ☐

Admin Right:

Yes ☐ No ☐

User ID (Applicable for 'Request Type - Edit or Remove*')

Email Address ¹

Mobile No.²

Role:

Dealer ☐

View Commission:

Yes ☐ No ☐

User 2

Request Type (Fill in where applicable)

Add ☐ **OR** Edit* ☐ **OR** Remove* ☐

Full Name (As per NRIC/Passport)

Designation

Role:

Deputy Dealer ☐

Broadcasting Right:

Yes ☐ No ☐

Admin Right:

Yes ☐ No ☐

User ID (Applicable for 'Request Type - Edit or Remove*')

Email Address ¹

Mobile No.²

Role:

Dealer ☐

View Commission:

Yes ☐ No ☐

User 3

Request Type (Fill in where applicable)

Add ☐ **OR** Edit* ☐ **OR** Remove* ☐

Full Name (As per NRIC/Passport)

Designation

Role:

Deputy Dealer ☐

Broadcasting Right:

Yes ☐ No ☐

Admin Right:

Yes ☐ No ☐

User ID (Applicable for 'Request Type - Edit or Remove*')

Email Address ¹

Mobile No.²

Role:

Dealer ☐

View Commission:

Yes ☐ No ☐

Termination of Portal Access

☐ I would like to terminate my SingFinance Car Loan Portal access with Sing Investments & Finance Limited

Declaration and Authorisation

1. By signing this maintenance form, I/We (the "Master Dealer") hereby:
 - a. agree to be bound by the change, amendments or variations made in this form;
 - b. declare that any variation, modification, amendment and/or revision of and/or addition and/or supplement to the mandate and/or instructions hereof shall not in any way affect or diminish the Master Dealer's obligations or liability under SingFinance's prevailing E-Services T&Cs available at www.singfinance.com.sg;
 - c. confirm that all information provided herein is complete, true and accurate to the best of our knowledge as at the date of this maintenance form;
 - d. authorise SingFinance to debit all fees and charges relating to this maintenance form (if any) from the designated account or any other account of the Organisation;
 - e. agree to indemnify and hold SingFinance harmless from and against all costs, claims, losses, damages, charges and/ or expenses which SingFinance may sustain, incur or liable for, in reliance of this maintenance form;
 - f. undertake that where we provide or otherwise make available similar access, use and/or provision of the E-Services or any part thereof, to any person acting or purporting to act on our behalf, we will be solely and fully responsible and liable for all losses, costs and consequences arising from or in connection with any instructions sent or deemed to be sent by us in relation to the facilities extended to us. In this regard, we further undertake to indemnify, defend and hold harmless SingFinance from and against any and all losses which may be sustained or alleged against, or suffered or incurred by SingFinance and which arise (whether directly or indirectly) out of or in connection with our and/or user's act and/or omission, and
 - g. confirm that except as otherwise stated in this maintenance form, all our existing instructions to SingFinance remain unchanged.
2. I/we shall furnish together with this maintenance form a complete and accurate copy of such document(s) (including such information and further assurances) as SingFinance may specify from time to time.

Name	
Designation	
For and on Behalf of	
UEN	
Date	
Signature	

Name	
Designation	
For and on Behalf of	
UEN	
Date	
Signature	

For Sing Investments & Finance Limited Use Only

Attended by: Staff Name	Signature Verified by: Staff Name	Processed by: Staff Name	Approved by: Staff Name
Date	Date	Date	Date
Signature	Signature	Signature	Signature
Remarks 			