

# Singapore Quick Response Code (SGQR) Service Request Form

Please mail the completed form to:

**CIMB Bank Berhad, Data & Document Management Department,  
1 Changi Business Park Crescent Plaza 8 #03-13, Singapore 486025**

Tick only one that applies. All sections on this form are compulsory unless otherwise stated.

## Registration

- My business does not have SGQR yet, and I would like to register for it
- I have existing SGQR code(s)/label(s) for some outlet(s)/cashier counter(s), and I need additional SGQR code(s)/label(s) for my other outlet(s)/cashier counter(s)
- My outlet is moving to a new location, I need a new SGQR code/label

## Amendment

- I want to add PayNow payment to my existing SGQR
- I am changing the name of my outlet, and need to amend the name on my SGQR code/label
- I want to change the SGQR Payment Reference that appears on my statement

## De-Registration *(Please fill up section 3)*

- I am closing my outlet(s)/business(es)/cashier counter(s), and would like to de-register from SGQR
- I no longer need PayNow on my SGQR code(s)/label(s)

## 1 | Business/Organisation Details

Business Registered Name:

Business Registered No./UEN:

## 2 | SGQR Details

### Create new SGQR Label for Outlet 1

PayNow ID:  
(UEN + Suffix)

Suffix:

(Leave blank if no suffix)

Existing SGQR ID (If applicable):

Name to Display on SGQR Label (max. 25 characters including space):

Payment Reference (Optional max. 25 characters including space, do not use special characters):

This will be reflected on your bank statement and cannot be edited by payee.

Outlet Address: Postal Code:

Outlet Level:

Unit No.:

Miscellaneous (Optional E.g. Counter ID - Alphanumeric only):

Mailing Address (For mailing of the SGQR Code(s)/Label(s)): **As per mailing address of your Registered PayNow linked account**

Number of SGQR Label(s) required:

Note: 2 free SGQR labels with each new registration. Thereafter, S\$5 per SGQR label will be debited from your account with us (requests for additional SGQR labels must be in multiples of 2).

### Create new SGQR Label for Outlet 2

PayNow ID:             
(UEN + Suffix)

Suffix:

(Leave blank if no suffix)

Existing SGQR ID (If applicable):

Name to Display on SGQR Label (max. 25 characters including space):

Payment Reference (Optional max. 25 characters including space, do not use special characters):

This will be reflected on your bank statement and cannot be edited by payee.

Outlet Address: Postal Code:       Outlet Level:   Unit No.:

Miscellaneous (Optional E.g. Counter ID - Alphanumeric only):

Mailing Address (For mailing of the SGQR Code(s)/Label(s)): **As per mailing address of your Registered PayNow linked account**

Number of SGQR Label(s) required:  Note: 2 free SGQR labels with each new registration. Thereafter, S\$5 per SGQR label will be debited from your account with us (requests for additional SGQR labels must be in multiples of 2).

### 3 | De-Registration (Only applicable for de-registration request)

Business Registered Name:  Business Registered No./UEN:

Existing SGQR ID:

### Terms & Conditions

I/We agree to abide and be bound by the Terms and Conditions Governing CIMB PayNow Service (Corporate) and the Terms and Conditions Governing SGQR Service (available at [www.cimb.com.sg/paynow-corporate](http://www.cimb.com.sg/paynow-corporate))

### Acknowledgement

By signing below, I/we confirm that I am/we are authorised to sign the application form.

*Signature of Authorised Person*

Name:

Designation:

Date (DD/MM/YYYY):

*Signature of Authorised Person*

Name:

Designation:

Date (DD/MM/YYYY):

FOR BANK USE ONLY		
Verified By:	Processed By:	Checked By: