

# Maintenance of Counterparty Addresses (W5)

[This version is superseded. Click here to view the latest guide.](#)

## **PURPOSE**

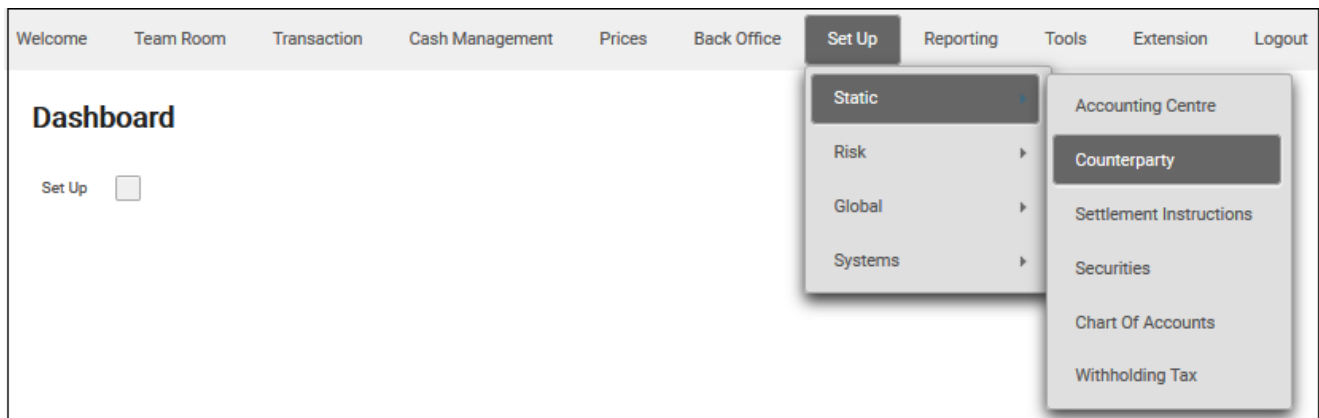
This shows the step by step process on how to set and maintain counterparty addresses.

## **WHY IS THIS IMPORTANT?**

This is important because it allows the users to save time when printing or sending out confirmation letters to a counterparty.

## **PROCEDURE**

1. Select Set Up > Static > Counterparty.



2. The Counterparty screen displays.

### Counterparty

Counterparty Type

	App? <input type="checkbox"/>	Short Name <input type="text"/>	Entity Name <input type="text"/>	Counterparty Type <input type="text"/>
<input type="checkbox"/>		<a href="#">ANZ-SY</a>	ANZ Centrepoint	Bank/FI
<input type="checkbox"/>		<a href="#">BARC-LN</a>	Barclays Holborn	Bank/FI
<input type="checkbox"/>		<a href="#">BOTM-SG</a>	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	Bank/FI
<input type="checkbox"/>		<a href="#">CAZE</a>	Cazenove Capital Management	Broker
<input type="checkbox"/>		<a href="#">CITI-HK</a>	Citibank N.A. Hong Kong	Bank/FI
<input type="checkbox"/>		<a href="#">CITI-LN</a>	Citibank, London	Bank/FI
<input type="checkbox"/>		<a href="#">CITI-NY</a>	Citibank Lower Manhattan	Bank/FI

3. Click on the Short Name of the counterparty to maintain. In this example, DBS-SG will be chosen and the Amend Counterparty screen displays.

### Amend Counterparty

Short Name\*

Ctpy Type\*

Long Name

GST Status\*

Tax Residence

Ctpy Classification

4. Click Address.

Addresses

dev01 ?

←

Save

Import

Short Name

DBS-SG

Add

Remove

Type	Description	Additional Text
<input type="checkbox"/> Settlement	ADDRESS: (Singapore) ATTN: Customer Service	
<input type="checkbox"/> Foreign Exchange Outright	ADDRESS: (Singapore) ATTN: Customer Service TEL: 6225 3575	

Product\*

Address

Fax

Tel

Attn

Email To

Email Cc

Additional Text

5. Fill in the fields on the left. In the Product field, Default will be chosen. This means that the values we will input will be seen in all confirmation letters that will be sent to counterparty DBS-SG. Note that there are other options in the dropdown, if you choose Money Market for example, then the values will only be reflected in money market confirmation letters only.

Addresses

← Save Import

Short Name

DBS-SG

Add

Remove

Product\*

Address

Fax

Tel

Attn

Email To

Email Cc

Additional Text

Default

Settlement

MM-Deposit

MM-Loan

Batch Payments

Call/Sweep

Contingent Liability

Coupon

6. Input the Address, Fax number, Telephone Number in their respective fields if needed. All information typed in these fields will be reflected in all confirmation letters printed.

7. Type in a name in the Attn field, and email addresses in

Email To and Email Cc as required.

8. Input the text to be put in all confirmation letters of DBS-SG in the Additional Text field.

9. The screen below shows the information entered for counterparty DBS-SG.

Addresses

←

Save

Import

Short Name

DBS-SG

Product\*

Default

Address

301 Upper Thomson Rd

Fax

64552684

Tel

64552684

Attn

Customer Service

Email To

customerservice@dbs.com

Email Cc

Additional Text

Please note our Deposit Account No is: 122.455.6452

Add

Remove

10. Click Add.

11. The values typed in will be moved to the right side of the screen.

Addresses

←

Save

Import

Short Name

DBS-SG

Product\*

Address

Fax

Tel

Attn

Email To

Email Cc

Additional Text

Add

Remove

Type	Description	Additional Text
<input type="checkbox"/> Settlement	ADDRESS: (Singapore) ATTN: Customer Service	
<input type="checkbox"/> Foreign Exchange Outright	ADDRESS: (Singapore) ATTN: Customer Service TEL: 6225 3575	
<input type="checkbox"/> Default	ADDRESS: 301 Upper Thomson Rd ATTN: Customer Service FAX: 64552684 EMAIL TO: customerservice@dbs.com	Please note our Deposit Account No is: 122.455.6452

12. To edit the address added, click on the product type. E.g. Default. The details will be populated at the fields on the

left side of the screen for you to edit.

Addresses

dev01

Save

Import

Short Name

DBS-SG

Product\*

Default

Address

301 Upper Thomson Rd

Fax

64552684

Tel

64552685

Attn

Customer Service

Email To

customerservice@dbs.com

Email Cc

Additional Text

Please note our Deposit Account No is: 122.455.6452

Add

Remove

Type	Description	Additional Text
<input type="checkbox"/> Settlement	ADDRESS: (Singapore) ATTN: Customer Service	
<input type="checkbox"/> Foreign Exchange Outright	ADDRESS: (Singapore) ATTN: Customer Service TEL: 6225 3575	
<input type="checkbox"/> Default	ADDRESS: 301 Upper Thomson Rd ATTN: Customer Service TEL: 64552685 FAX: 64552684 EMAIL TO: customerservice@dbs.com	Please note our Deposit Account No is: 122.455.6452

13. Make the necessary changes and click Add.

14. Click Save to save changes.

15. In order for the letters to be printed out with the information given, an approval is needed. To do that, click on the tick box beside the letter N in the Counterparty main menu.

Counterparty

Counterparty Type

Refresh

New

Delete

Group

Approve

	App? <div></div>	Short Name <div></div>	Entity Name <div></div>
<input checked="" type="checkbox"/>	N	DBS-SG	DBS Bank Ltd, Singapore
<input type="checkbox"/>		ANZ-SY	ANZ Centrepont
<input type="checkbox"/>		BARC-LN	Barclays Holborn
<input type="checkbox"/>		BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch

16. Click Approve . A popup will appear, click OK.

Confirm approving selected item?

OK

Cancel

17. When a confirmation letter is printed, the counterparty information set up will be included.

Reference: MMK101433.02

15 June 2016

DBS Bank Ltd, Singapore  
301 Upper Thompson Rd  
Attention: Customer Service

**CONFIRMATION OF FIXED DEPOSIT**

We confirm the new placement of fixed deposit as follows:

Currency	SGD
Principal	1,000,000.00
Interest	197.26
Proceeds at Maturity	1,000,197.26
Trade Date	25-Feb-16
Start Date	25-Feb-16
Maturity Date	14-Mar-16
Rate (%) p.a.	0.400000

For value date 25 February 2016 we remit to your account as follows:

Amount	SGD 1,000,000.00
Beneficiary	DBS Bank Ltd, Singapore
Account Number	111111
Bank	DBS Bank Ltd, Singapore

Upon maturity on 14 March 2016, unless otherwise advised, please credit account as follows:

Amount	SGD 1,000,197.26
Beneficiary	Timber Financial Services
Account Number	7667428
Bank	Citibank N.A. Singapore

Please note our Deposit Account No is: 122.455.6452

← This is where the texts in the Additional Text field goes.

Yours faithfully,  
**Timber Financial Services**

\_\_\_\_\_  
Authorised Signatories

## RELATED INFORMATION

[Money Market Confirmation](#)

[Foreign Exchange Confirmation](#)

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created
15-Jun-2016	Clarissa	Written. Formatted.
13-Apr-2018	Anuja	Updated instructions to edit address.
17-Aug-2018	Silpa	Updated step 1, 2 and screenshot of step 1, 2, 15.
08-Nov-2019	Lyra	Updated Screenshots.