

Request Form for Suppliers to Exceptionally Update Bank Account Details *

(TO BE SENT TO THE SUPPLIER TO FILL OUT)

UNOPS is under no obligation to update your company's/organization's bank account if we determine the submission to be invalid or does not fulfill UNOPS requirements. UNOPS reserves the right to validate the information provided as per its internal procedures. UNOPS will continue to pay according to the original submitted bank information. If the change of bank details is accepted, during the process of validating your request, UNOPS will reach out to your company/organization to confirm the request.

To be filled out by the Supplier			
Supplier's full name as stated on contract/agreement with UNOPS			
Reason for exceptional change of bank account details	<input type="checkbox"/> Change of company's/organization's name <input type="checkbox"/> Merger with another company/organization <input type="checkbox"/> Other reasons (please specific): _____ 		
Existing bank account Please provide the existing bank account information where previous payments have been received from UNOPS	Bank Name: Bank address: Bank account number: IBAN: Swift code: Branch code and Bank code: Bank account holder name:		
New bank account Please provide the new bank account information which is being submitted/requested for update	Bank Name: Bank address: Bank account number: IBAN: Swift code: Branch code and Bank code: Bank account holder name:		
Supporting document that must be attached to your request All documents must be provided	<input type="checkbox"/> Bank confirmation letter from the new bank account (must include bank account details and contain the bank's letterhead, stamped/signature).	<input type="checkbox"/> Copy of original contract/agreement (signed)	<input type="checkbox"/> Filled out supplier registration form (signed)
Full name of Signer <u>as stated in the signed contract/agreement</u>	Position	Date of request	Signature

* This request applies to Suppliers with a current contract/agreement with UNOPS.