Citibank Credit Limit Adjustment Form
Request to Adjust Credit Limit between Citibank Credit Card and Citibank Ready Credit

Step 1 **Please complete the form below, indicating clearly your preferred choice of credit limit assignment proportion between Citibank Credit Card and Citibank Ready Credit**

Step 2 **Simply complete this form and email to creditcardprocessing@citi.com**[1]

Please indicate **any** of your Citibank Credit Card account number(s):

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Citibank Ready Credit account number:

☐ – ☐☐☐☐☐☐ – ☐☐☐

Full Name as in NRIC/Passport : _____

NRIC/Passport No. : _____

The following section is to be completed if you have a recent change in employment:

Primary Mobile Number*: _____

Your second level of authentication for online transactions will be sent via SMS to this mobile phone number

Preferred Email address (in BLOCK LETTERS)*: _____

Electronic communication may be sent to this email address

Employer name : _____ Length of employment _____ Years _____ Months

Nature of Business (Please indicate or circle accordingly): _____

Banking&Finance	Transportation	Property	Services	Retail	Trading	Manufacturing	Shipping	Government	IT	F&B

Job Title : _____

Please state your preferred choice of credit limit assignment: (subject to approval of Citibank)

☐ 50% on Citibank Credit Card; 50% on Citibank Ready Credit

☐ 75% on Citibank Credit Card; 25% on Citibank Ready Credit

☐ 25% on Citibank Credit Card; 75% on Citibank Ready Credit

☐ Others please specify: _____

Overlimit Fee: I agree that I will be charged an overlimit fee if, pursuant to the review and revision of my Combined Credit Card Credit Limit and Citibank Ready Credit Credit Limit as requested by me in this form, (i) the current aggregate balance (including unposted transactions) of all my Citibank Credit Card account(s) exceeds my Combined Credit Card Credit Limit or (ii) if the current balance on my Citibank Ready Credit account exceeds my Citibank Ready Credit Credit Limit.

An increase in the Combined Credit Card Credit Limit of the Main Cardholder will not be applied to the Supplementary Card Holder(s), if any. However, if the Combined Credit Card Credit Limit of the Main Cardholder is reduced such that the Supplementary Credit Card Credit Limit is higher than the Main Cardholder's revised Combined Credit Card Credit Limit, the Supplementary Credit Card Credit Limit will be reduced accordingly.

_____ Main Account Holder's Signature

_____ Date

* Should the Primary Mobile number and/or email address as stated above be different from that in our records, we will proceed to update our records with the Primary Mobile number and/or email address as stated above.

[1] For your personal data protection, it is advisable to encrypt and password protect any confidential documents sent to us. Kindly send your password to us in a separate email. For the avoidance of doubt, any unencrypted documentation sent to us will still be used to process your application. You may follow the steps below to SecureZIP your file.

1. Right click on your documents and select SecureZIP
2. To select add files to your new Zip file
3. Enter your password when the encrypt displays on screen
4. Click on ok to complete encryption

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