

## **INDIVIDUAL TAX RESIDENCY SELF-CERTIFICATION FORM**

**Please read these instructions before completing the form.**

As per the Singapore income tax act (chapter 134) and income tax (international tax compliance agreements) (common reporting standard) regulations 2016, Life Insurance Corporation (Singapore) Pte Ltd is obliged to collect and report certain information about an account holder's tax residence.

In general, you will find that tax residence is the country/jurisdiction in which you live. Special circumstances may cause you to be resident elsewhere or resident in more than one country/jurisdiction at the same time (dual residency).

For more information on tax residence, please consult your tax adviser or the information at the [OECD automatic exchange of information portal](#).

If your tax residence is located outside Singapore, we may be legally obliged to pass on the information in this form and other financial information with respect to your financial accounts to with the Inland Revenue Authority of Singapore ("IRAS") and they may exchange this information with tax authorities of another jurisdiction or jurisdictions pursuant to intergovernmental agreements to exchange financial account information.

This form will remain valid unless there is a change in circumstances relating to information, such as the account holder's tax status or other mandatory field information that makes this form incorrect or incomplete. In that case you must notify us and provide an updated self-certification.

### **If you are filling in this form on behalf of someone else.**

Please tell us in what capacity you are signing in Part 3.

For example, you may be the custodian or nominee of an account on behalf of the account holder, or you may be completing the form under a power of attorney.

A legal guardian should complete the form on behalf of an account holder who is a minor.

### **As a financial institution, we are not allowed to give tax advice.**

Your tax adviser may be able to assist you in answering specific questions on this form. Your domestic tax authority can provide guidance regarding how to determine your tax status.

You can also find out more, including a list of jurisdictions that have signed agreements to automatically exchange information, along with details about the information being requested, on the [OECD automatic exchange of information portal](#).

## **INDIVIDUAL SELF-CERTIFICATION FORM**

Please complete parts I to III in BLOCK CAPITALS.

### **Part I – Identification of Account Holder**

#### **Policy No/Proposal**

<b>A. Name of Account Holder (according to NRIC/Passport/BC) – Please underline the surname: Mr / Mrs / Mdm / Ms / Dr</b>									
Family Name or Surname(s):									
First or Given Name:									
<b>B. Current Residence Address:</b>									
Line 1 (e.g. House/Apt/Suite Name, Number, Street, if any)									
Line 2 (e.g. Town/City/Province/County/State)									
Country:									
Postal Code/ZIP Code (if any):									
<b>C. Mailing Address: (please only complete if different than the address shown in Section B)</b>									
Line 1 (e.g. House/Apt/Suite Name, Number, Street)									
Line 2 (e.g. Town/City/Province/County/State)									
Country:									
Postal Code/ZIP Code:									
<b>D. Date of Birth (dd/mm/yyyy)</b>									
			/			/			
<b>E. Identification No.</b>									
<b>F. NIRC/Passport/ Birth Certificate No.</b>									
<b>G. Relationship to Life Insured (ie Beneficial Owner, Absolute Assignee)</b>									

Please attach one of the following supporting documents if the Residence Address indicated above is different from our records: -

- i) Copy of Identification card with your residential address (both front and back)
- ii) Utility Bill or Telephone Bill
- iii) Government Agency Letter (e.g. CPF Board, HDB, IRAS, LTA etc.)
- iv) Bank Statement / Rental Agreement

**Part 2 – Country/Jurisdiction of Residence for Tax Purposes and related Taxpayer Identification Number or equivalent number\* (“TIN”) (See Appendix)**

**FATCA Information**

Do you currently file a tax return in US:  Yes \*  No

\*Please submit W8BEN or W9 if you currently file a tax return in the US.

<p><b>CRS Declaration of Tax Residency</b> Please provide information on your Tax Residency and the associated Tax Identification Numbers(“TIN”) (This will usually be where you are liable to pay income taxes.)</p> <p>1. <input type="checkbox"/> I am a tax resident of Singapore Tax Identification Number (TIN): _____</p> <p>2. <input type="checkbox"/> I am a tax resident of other country(ies)/jurisdictions</p>	<p>Please provide details in Part-3 along with reasons A, B, C if required</p>
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**Part 3**

Please complete the following table indicating:

- (i) the country(ies) where the Account Holder is a tax resident.
- (ii) the Account Holder’s TIN for each country indicated.

If the Account Holder is a tax resident in more than three countries, please use a separate sheet.

Country/Jurisdiction of tax residence	TIN	If No TIN available, enter Reason A, B or C as below
1.		
2.		
3.		
<p>Reason A - The country/jurisdiction where the Account Holder is resident does not issue TINs to its residents.</p> <p>Reason B - The Account Holder is otherwise unable to obtain a TIN or equivalent number (Please explain why you are unable to obtain a TIN in the below table if you have selected this reason).</p> <p>Reason C - No TIN is required. (Note. Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction)</p>		

Please explain in the following boxes why you are unable to obtain a TIN if you selected Reason B above.
1.
2.
3.

**Part 3.1 (if applicable)**

Please help us to understand why your country of address or telephone number differs from the country of tax residency.

Reason	Please tick
1. Student at an educational institution in the country of residential/ mailing address/ telephone numbers	
2. Working in the country of residential/ mailing address/ telephone numbers for less than 6 months	
3. On an educational or cultural exchange visitor program in the country of residential/ mailing address/ telephone numbers for less than 6 months	
4. Regular travel between jurisdictions for work and home	
5. Others – Please state:	

\*Please also provide either your national identity card, passport or other government issued identity document of the country(s) you are tax resident of.

**Part 4**

<p><b>Acknowledgement of Tax Residency</b></p> <p><input type="checkbox"/> I confirm that I am not a tax resident of any country(ies) other than the one(s) that I have declared above. I also agree to provide assistance to Life Insurance Corporation Singapore for it to comply with relevant tax regulations.</p>
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## Part 5 – Declarations and Signature

I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the Account Holder's relationship with Life Insurance Corporation (Singapore) Pte Ltd setting out how Life Insurance Corporation (Singapore) Pte Ltd may use and share the information supplied by me.

I acknowledge that the information contained in this form and information regarding the Account Holder and any Reportable Account(s) may be provided to the tax authorities of the country/jurisdiction in which this account(s) is/are maintained and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions in which the Account Holder may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

I certify that I am the Account Holder (or am authorised to sign for the Account Holder) of all the account(s) to which this form relates.

I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.

I undertake to advise Life Insurance Corporation (Singapore) Pte Ltd within 30 days of any change in circumstances which affects the tax residency status of the individual identified in Part 1 of this form or causes the information contained herein to become incorrect or incomplete, and to provide [the Financial Institution that maintains the account/FI's name] with a suitably updated self-certification and Declaration within 90 days of such change in circumstances.

I understand that under the Singapore Laws on International Tax Compliance, it is an offence for a person to provide information regarding his/her tax residency status, which is false or misleading in a material, if such person knows or has reason to believe that such information is false or misleading. I am also aware that such offence is punishable with a fine not exceeding S\$10,000 or imprisonment for up to 2 years or to both.

By providing the information here, I agree and consent to Life Insurance Corporation (Singapore) Pte Ltd, its related corporations (collectively, the "Companies"), as well as their respective representatives and agents ("Representatives") collecting, using, disclosing and sharing amongst themselves my personal data, and disclosing such personal data to the Companies' authorized service providers and relevant third parties for purposes reasonably required by the Companies to provide products or services which I am applying for.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Note: If you are not the Account Holder, please indicate the capacity in which you are signing the form. If signing under a power of attorney, please also attach a certified copy of the power of attorney.

Capacity: \_\_\_\_\_

## Appendix 1 – Summary Descriptions of Select Defined Terms

Note: These are selected summaries of defined terms provided to assist you with the completion of this form. Further details can be found within the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information (the CRS”), the associated Commentary to the CRS, and domestic guidance. This can be found at the OECD automatic exchange of information portal.

If you have any questions, then please contact your tax adviser or domestic tax authority.

### “Account Holder”

The term “Account Holder” means the person listed or identified as the holder of a Financial Account. A person holding a Financial Account for the benefit of another person as an agent, a custodian, a nominee, a signatory, an investment advisor, an intermediary, or as a legal guardian, is not treated as the Account Holder. In these circumstances, that other person is the Account Holder. For example, in the case of a parent/child relationship where the parent is acting as a legal guardian, the child is regarded as the Account Holder. With respect to a jointly held account, each joint holder is treated as an Account Holder. An Account Holder for purposes of this self-certification may refer to a Proposer (eventually the Policyowner), Controlling Person, Beneficial Owner, Assignee, Trustee, Beneficiary under a Trust or a Trust Nominee named under section 49L of the Singapore Insurance Act (Chapter 142). Should any information provided change in the future, please ensure you advise us promptly.

Beneficial owner is the natural person(s) named in the policy by the Policyowner, as the beneficiary of the insurance policy.

Absolute Assignee is the natural person(s) who receive the irrevocable transfer by an assignor (original Policyowner) of all property rights, title, interests and incidents of ownership, both present and future, relating to the assigned insurance policy.

“**FATCA**” FATCA stands for the U.S. provisions commonly known as the Foreign Account Tax Compliance Act, which were enacted into U.S. law as part of the Hiring Incentives to Restore Employment (HIRE) Act on March 18, 2010. FATCA creates a new information reporting and withholding regime for payments made to certain non-U.S. financial institutions and other non-U.S. entities.

“**Control**” over an Entity is generally exercised by the natural person(s) who ultimately has a controlling ownership interest (typically on the basis of a certain percentage (e.g., 25%)) in the Entity. Where no natural person(s) exercises control through ownership interests, the Controlling Person(s) of the Entity will be the natural person(s) who exercises control of the Entity through other means. Where no natural person or persons are identified as exercising control of the Entity through ownership interests, the Controlling Person of the Entity is deemed to be the natural person who holds the position of senior managing official.

“**Controlling Person**” This is a natural person who exercises control over an entity. Where an entity Account Holder is treated as a Passive Non-Financial Entity (“NFE”) then a Financial Institution must determine whether such Controlling Persons are Reportable Persons. This definition corresponds to the term “beneficial owner” as described in Recommendation 10 and the Interpretative Note on Recommendation 10 of the Financial Action Task Force Recommendations (as adopted in February 2012). If the account is maintained for an entity of which the individual is a Controlling Person, then the “Controlling Person tax residency self-certification” form should be completed instead of this form.

” **Entity**” The term “Entity” means a legal person or a legal arrangement, such as a corporation, organisation, partnership, trust or foundation.

”**Financial Account**” A Financial Account is an account maintained by a Financial Institution and includes Depository Accounts; Custodial Accounts; Equity and debt interest in certain Investment Entities; Cash Value Insurance Contracts; and Annuity Contracts.

”**Participating Jurisdiction**” A Participating Jurisdiction means a jurisdiction with which an agreement is in place pursuant to which it will provide the information required on the automatic exchange of financial account information set out in the Common Reporting Standard and that is identified in a published list.

”**Reportable Account**” The term “Reportable Account” means an account held by one or more Reportable Persons or by a Passive NFE with one or more Controlling Persons that is a Reportable Person

”**Reportable Jurisdiction**” A Reportable Jurisdiction is a jurisdiction with which an obligation to provide financial account information is in place and that is identified in a published list.

”**Reportable Person**” A Reportable Person is defined as an individual who is tax resident in a Reportable Jurisdiction under the tax laws of that jurisdiction. Dual resident individuals may rely on the tiebreaker rules contained in tax conventions (if applicable) to solve cases of double residence for purposes of determining their residence for tax purposes.

”**TIN**” (including “functional equivalent”) The term “TIN” means Taxpayer Identification Number or a functional equivalent in the absence of a TIN. A TIN is a unique combination of letters or numbers assigned by a jurisdiction to an individual or an Entity and used to identify the individual or Entity for the purposes of administering the tax laws of such jurisdiction. Further details of acceptable TINs can be found at the OECD automatic exchange of information portal.

Some jurisdictions do not issue a TIN. However, these jurisdictions often utilise some other high integrity number with an equivalent level of identification (a “functional equivalent”). Examples of that type of number include, for individuals, a social security/insurance number, citizen/personal identification/service code/number, and resident registration number.

## Appendix 2 – Information which needs to be attached.

Copy of the Identification card with your residential address

Utility bill or Telephone bill

Government Agency Letter (Ex CPF Board, HDB, IRAS, LTA etc)

Bank Statement/ Rental Agreement

Copy of NRIC/Passport/ BC