



**HSBC Life (Singapore) Pte. Ltd.** (Reg. No. 199903512M)  
www.hsbclife.com.sg  
Customer Care Hotline: +65 6880 4888 Email: e-surance@hsbc.com.sg  
Mailing Address: Robinson Road Post Office P.O. BOX 1538 Singapore 903038

## Personal Particulars Update Form

Full Name as shown  
in NRIC/Passport  
including alias \*

Policy Number \*

NRIC / Passport No \*

### \* Mandatory field to complete

**Please complete and mail the signed form with the required documents to us.**

Please allow up to 5 business days from the date of receipt of the form and supporting documents, if any, for the changes to be effected.

#### Consent to use of personal data

I understand that HSBC's Data Privacy Policy (which may be found at <https://www.insurance.hsbc.com.sg/privacy-and-security/>) forms a part of the terms and conditions governing my relationship with HSBC. I consent to the collection, use and disclosure of my personal data for the purposes set out in the Data Privacy Policy.

### UPDATE OF PERSONAL PARTICULARS (RA1) (Please tick and complete where applicable)

☐

#### Change of Address

##### Note:

- For residential and permanent address, PO Box and C/O address is not allowed.  
If you reside in a country/region where complete legal addresses do not exist, please provide a description of the location of your property (which should include exact street/ building name, apartment/ villa number, city, country/region and the closest landmark, etc).
- For change of residential address, please submit proof of address change.
  - A copy of NRIC / Passport (with minimum 6 months' validity) which shows the address or
  - A copy of utility bills, statement / letters issued by bank / financial institution or letter from a Government department or agency issued within the last 3 months

#### New Residential Address

  
  
  

Postal Code

Country/Region

At this Residential Address since (DDMMYYYY)

#### New Permanent Address (For foreigners, please indicate your overseas permanent address as the permanent address)

(If different from residential address)

  
  
  

Postal Code

Country/Region

**Mailing Address***(If different from residential address)*


Postal Code

Country/Region

**Please update Mailing Address for:**☐ **ALL** my policies with HSBC Life (Singapore) Pte. Ltd.☐ Only the above policies**AND** (where you are also a customer of HSBC Bank (Singapore) Limited)☐ **ALL** my accounts, products & services with HSBC Bank (Singapore) Limited  
(For Joint-AND account(s), signatures of ALL account holders are required)☐ My Credit Card account only☐ **Change of Name****Note:** Please submit a copy of Deed Poll and NRIC / Passport as proof of changeSalutation ☐ Mr ☐ Mrs ☐ Madam ☐ Ms ☐ Others 

Full Name (as in NRIC / Passport including alias)

Last Name / Surname

First / Given Name (including alias)

☐ **Change of NRIC / Passport number / Nationality****Note:** Please submit a copy of NRIC / Passport as proof of change

Please also submit a copy of your old NRIC / passport if your current identification document type is different from that on our records.

Identification Type New ☐ NRIC ☐ Passport ☐ Malaysian IC

NRIC / Passport No

Passport Expiry Date  
(DDMMYYY)

Country/Region of Birth

Multiple Nationalities ☐ Yes ☐ No

Nationality 1

Nationality 2

Nationality 3

☐ **Change of Contact Details**Mobile No 

Country/Region

Dialing Code Area Code &amp; Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Home No 

Country/Region

Dialing Code Area Code &amp; Telephone

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Office No 

Country/Region

Dialing Code Area Code &amp; Telephone

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E-mail  
Address

**Electronic (e)-Statement Service** ☐ Opt in (Yes, I would like to receive e-statement) ☐ Opt out (No, I prefer to receive hardcopy)

Please Note:

- 1) Unless you opt-out, you will automatically be enrolled into the e-statement service if you have an email address registered with us.
- 2) Should you still prefer to receive paper statement to your mailing address, you can select opt out from e-Statement.
- 3) The e-Statement Service is currently available for all policy statements – Annual, Bonus and Monthly Statements.
- 4) We will notify you of any changes to your e-Statement option.
- 5) The e-Statement Service is not available for Jade Universal Life policies.

☐ **Change of Employment Details**

Employment Status ☐ Self-Employed (Sole Proprietor / Freelance) ☐ Self-Employed (Business Owner) ☐ Key Controller (such as CEO, CFO, COO, MD)  
☐ Employed Staff ☐ Homemaker ☐ Retired ☐ Unemployed ☐ Student (Course End Date: \_\_\_\_\_)

Employer / Business Name

Nature of Business /  
Industry Type

- ☐ Money service business  
☐ Involvement in production/distribution of military products  
☐ Casino/other types of gaming/gambling operations  
☐ Charities, Non-Profit Organisations, Non-Governmental Organisations  
☐ Government and state-owned bodies  
☐ Others, \_\_\_\_\_

Occupation

Job Title

Annual Income

☐ SGD ☐ USD

a) Earned Income (Total including Salary and Bonus): \$ \_\_\_\_\_

b) Other Income\* (Total of Investment Income + Dividends + Rental Income + Other Income) : \$ \_\_\_\_\_

\*Compulsory for key controller and business owner:

Length of service

years  months

Work Address

  

Postal Code

 Country/Region 

**Declaration and Authorisation**

Compliance with US laws and regulations and other laws having extra-territorial effect:

- The Policyowner and Assignee are not physically present in the US when executing the policy servicing request(s);
- The Policyowner and Assignee are aware of and understand the policy servicing restrictions\* applicable to any and all persons residing temporarily or permanently in the US; and
- The Policyowner and Assignee will inform HSBC Life (Singapore) Pte. Ltd. should I/we decide to reside in the US either temporarily or permanently.

\*List of policy servicing restrictions is set out in our website <http://www.insurance.hsbc.com.sg/1/2/sghi/customer-service>

I confirm that the information provided in this form is correct and complete. By providing my signature, I authorise HSBC Life (Singapore) Pte. Ltd. to update my particulars according to this form and disclose my information to HSBC Bank (Singapore) Limited to update their records accordingly if I am a customer of HSBC Bank (Singapore) Limited.

Signature of Policyowner / Trustee

Date (DDMMYYYY)