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FOR OFFICE USE ONLY

Received Date:

Tax Residency Self-Certification Form (Individual)

Who can complete this form

Policyholder / Proposer, Assignee, Claimant, Trustee or Beneficiary whichever is applicable.

This form is submitted for: *(Please tick at least one, or whichever applicable)* New Business Policy Servicing Claims**3 Simple Steps to file a declaration**

- (1) Read the “Before you proceed” section for some important reminders
- (2) Complete this form
- (3) You can submit this form through any 1 of these channels:
 - (a) By Post to:-
Operations Dept
HSBC Life (Singapore) Pte. Ltd.
Robinson Road Post Office
P.O. Box 1094
Singapore 902144
 - (b) By Hand to; (i) your Financial Planner; or (ii) By Email via cc.life@mail.life.hsbc.com.sg

1. BEFORE YOU PROCEED

Regulations based on the OECD Common Reporting Standard (“CRS”) require Financial Institutions including HSBC Life to collect and report certain information about an account holder’s tax residence. Each jurisdiction has its own rules for defining tax residence, and jurisdictions have provided information on how to determine if you are resident in the jurisdiction on the following website: www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/.

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 (or the account holder, if you are completing the form on their behalf) 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 Inland Revenue Authority of Singapore and they may exchange this information with tax authorities of another jurisdiction or jurisdictions pursuant to intergovernmental agreements to exchange financial account information.

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.

You can find summaries of defined terms such as an account holder, and other terms, in the Appendix.

2. IDENTIFICATION OF ACCOUNT HOLDER

Full Name

(as shown in NRIC or Passport please underline surname)

Date of Birth

Current Residential Address

Mailing Address (if different from current residential address)

Please let us know the capacity of the above individual in relation to the policy. Please tick where it applies:

- Policyholder
 Assignee
 Claimant
 Trustee
 Beneficiary
 Others: _____

3. TAX RESIDENCY AND RELATED TAX IDENTIFICATION NUMBER

	Country/Jurisdiction of tax residence	TIN	If no TIN available, enter Reason A, B or C
1			
2			
3			
4			
5			

If the Account Holder is tax resident in more than five countries/jurisdictions, please use a separate sheet

If a TIN is unavailable, please provide the appropriate reason:

Reason A - The country/jurisdiction where the Account Holder is resident does not issue TINs to its residents

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)

Reason C - The laws of my jurisdiction of tax residence do not require me to provide a TIN.

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

1	
2	
3	
4	
5	

4. CLARIFICATION ON TAX RESIDENCE INFORMATION

If your residential address or mailing address in Part 2 differs from the jurisdiction(s) where you are a tax resident in Part 3, please tick against one of the following reasons that applies:

- I am a student studying in the country/jurisdiction in Part 2 and have not lived there long enough to become a tax resident.
 I am working in the country/jurisdiction in Part 2 and have not lived there long enough to become a tax resident.
 I am a diplomat or a member of the armed forces posted to the country/jurisdiction in Part 2.
 I have recently moved to Singapore and I am not yet a tax resident. I am still a tax resident in the jurisdiction(s) in Part 3.
 None of the above – please provide details in the space below.

5. DECLARATIONS AND AGREEMENT

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 HSBC Life (Singapore) Pte. Ltd. setting out how HSBC Life (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 HSBC Life (Singapore) Pte. Ltd. promptly of any change in circumstances which affects the tax residency status of the Account Holder identified in Part 2 of this form or causes the information contained herein to become incorrect or incomplete, and to provide HSBC Life (Singapore) Pte. Ltd. with a new self-certification within 30 days of such change in circumstances.

The information I have provided is my personal data and, where it is not my personal data, that I have the consent of the owner of such personal data to provide such information.

By providing this information, I understand and give my consent for HSBC Life (Singapore) Pte. Ltd. ("HSBC Life") and its representatives or agents to:

- i. Collect, use, store, transfer and/or disclose the information, to or with all such persons (including any member of the HSBC Group or any third party service provider, and whether within or outside of Singapore) for the purpose of enabling HSBC Life to provide me with services required of an insurance provider, including the evaluating, processing, administering and/or managing of my or our relationship and policy/policies with HSBC Life, and for the purposes set out in the Data Use Statement which can be found at www.hsbc.life.com.sg ("Purposes").
- ii. Collect, use, store, transfer and/or disclose personal data about me, the Life Assured and those whose personal data I have provided from sources other than myself for the Purposes.

Name

NRIC / Passport No.

Signature

Signature Date

Note: If signing under a power of attorney please also attach a certified copy of the power of attorney.

If you are not the Account Holder, please indicate the capacity in which you are signing this form.

Capacity of Signatory (pls tick against one of the following that applies)

- Parent Legal Guardian Lasting Power of Attorney (please also attach a certified copy of the power of attorney)
- Others (Please Specify _____)

6. TRACK STATUS OF YOUR REQUEST

If you have any query on your request, please reach us via



Your Financial
Planner



+65 6880 4888



cc.life@mail.life.hsbc.com.sg

HSBC Life is committed to making your service experience as easy and stress-free as possible. Thank you for insuring with us. We are always glad to be of service.

Appendix – 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, other than a Financial Institution, 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.

“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.