



# AIA SINGAPORE UPDATE OF ADDRESS & CONTACT DETAILS

You may update your address and contact information online. Log in to My AIA SG at [myaia.aia.com.sg](http://myaia.aia.com.sg)

## Particulars of Insured/Policy Owner/Trustee/Assignee

Name of Policy Owner/Trustee/Assignee

NRIC/Passport/FIN/Entity Registration No.



## Details of Change

- Update all Life/ILP/Healthshield and Accident policies
- Update Personal Lines Policy – Please select the type of change below
- The change of address is for     Location of Risk & Mailing Address     Location of Risk Only     Mailing Address Only
- Update the following policies only (Please list down the policy numbers below)

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

### New Mailing Address [Please submit proof of Mailing Address\*]

(Use of P O Box is not allowed)

|   |   |   |
|---|---|---|
| Block/House No.                           | Unit No.                                  | Building Name                             |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Street Name

|   |   |
|---|---|
| Country                                   | Postal Code                               |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Note: For update of mailing address requests, acknowledgements will be sent to your former address and your new address as a precaution against unauthorized changes to address. But rest assured that the notification letter sent to your former address does not contain any personal information.

### New Residential Address [Please submit proof of Residential Address\*]

|   |   |   |
|---|---|---|
| Block/House No.                           | Unit No.                                  | Building Name                             |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Street Name

|   |   |
|---|---|
| Country                                   | Postal Code                               |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Note: For update of Residential Address, all existing policies that you own will be updated.

\*Please submit the following document(s) reflecting your name and the new Residential / Mailing Address :

(i) A clear copy of the front and back of your NRIC, or (ii) If the new address is not shown in your NRIC, please submit a proof of address (Letters from government or banks, or utility or telephone bills that are dated within the last 6 months)

## Remove Mailing Address

I would like to remove my Mailing Address:     Foreign     Local

\*please note that you must maintain at least one address with us

## Other Contact Details (Please indicate country code as well)

|  |  |  |
|--|--|--|
| Phone (Residential Number)                                   | (Mobile Number - Your New Mobile number will be used to receive future One-Time-Pin (OTP) from My AIA SG, if applicable) | (Office Number)  |
| <input style="width: 100%;" type="text"/>                    | <input style="width: 100%;" type="text"/>  | <input style="width: 100%;" type="text"/>                    |
| <small>(Country Code) (Area Code + Telephone Number)</small> | <small>(Country Code) (Area Code + Telephone Number)</small>   | <small>(Country Code) (Area Code + Telephone Number)</small> |

Email Address



PT0022112 (02/2018 07/2019 02/2020)

## Declaration on U.S. Person Status

I/We hereby declare and agree that I am/we are not a "U.S. person" for U.S. federal income tax purposes and that I am/we are not acting for, or on behalf of a U.S. person. I/We understand that AIA Singapore, believing this statement to be true, will rely on it and act on it. In the event this statement is false, AIA Singapore reserves the right and shall be entitled to cancel or terminate this Policy/Policies and pay reasonable compensation to me/us in consideration of such cancellation or termination as may be required under Singapore laws.

I/We agree to notify AIA Singapore within 30 days of any change in my/our status as a U.S. person for the purposes of U.S. federal income tax. I/We agree to indemnify AIA Singapore in respect of any false or misleading information regarding my/our "U.S. person" status for U.S. federal income tax purposes.

I/We hereby declare and agree that I am/we are a "U.S. person" for U.S. federal income tax purposes.

I/We agree to notify AIA Singapore within 30 days of any change in my/our status as a U.S. person for the purposes of U.S. federal income tax. I/We agree to indemnify AIA Singapore in respect of any false or misleading information regarding my/our "U.S. person" status for U.S. federal income tax purposes.

*Note: Please submit W-9 form to us.*

## Declaration on Common Reporting Standard (Not required to complete if the change of indices is within the same country)

I/We acknowledge that AIA Singapore Private Limited (AIA Singapore) is a reporting Singaporean financial institution as defined in the Income Tax (International Tax Compliance Agreements)(Common Reporting Standard) Regulations 2016 with reporting obligations to the Comptroller of Income Tax (Comptroller) under the Income Tax Act, Chapter 134, Singapore (Income Tax Act), and its regulations. I/We warrant that the information provided in this form is true, complete and correct and understand and agree that AIA Singapore will rely on such information given by me/us in fulfilling its reporting obligations to the Comptroller.

Where I/we have furnished information concerning a third party (including but not limited to a Controlling Person), I/we confirm that such information has been provided to me/us directly or indirectly by the third party, and I/we know or have reason to believe that such information is not false or misleading in any material particular.

I/We understand and accept that should any information furnished by me/us be known to be false or misleading in any material particular, I/we may be prosecuted under the Income Tax Act for an offence which carries a penalty of a fine of up to S\$10,000 and/or imprisonment of up to two (2) years or such other penalties as may be prescribed under the Income Tax Act or its regulations, or any re-enactment or replacement thereof, at the time of commission of the offence.

(For individuals)

I/We further undertake to notify AIA Singapore within 30 days of any change to my/our country of residence for tax purposes or TIN (if any), and to complete, sign and submit to AIA Singapore my/our relevant particulars in the format prescribed by AIA Singapore in order for it to fulfil its reporting obligations under the Income Tax Act. I/we further undertake to provide AIA Singapore any documents and information that may be reasonably required in relation to the change of my/our country of residence for tax purposes.

(For entities and other non-individuals)

I/We further undertake to notify AIA Singapore within 30 days of any change to the Policyholder's or a Controlling Person's country of residence for tax purposes or TIN (if any) and to complete, sign and submit to AIA Singapore the relevant particulars of the Policyholder or Controlling Person relating to such change in the format prescribed by AIA Singapore in order for it to fulfil its reporting obligations under the Income Tax Act. I/we further undertake to provide AIA Singapore any documents and information that may be reasonably required in relation to the change of the Policyholder's or Controlling Person's country of residence for tax purposes.

Note: The term "Controlling Person" has the meaning given to it in the Common Reporting Standard in the Schedule to the Income Tax Act (International Compliance Agreements)(Common Reporting Standard) Regulations 2016.

I/We acknowledge and accept that AIA Singapore will rely on the self-certification relating to the Policyholder's/Controlling Persons' country of tax residence contained in this form as applicable to all policies and products issued to the same person(s), and any information in any earlier self-certification inconsistent with the information provided above will be disregarded for the purposes of fulfilling its reporting obligations to the Comptroller.

Have you declared your tax residency with AIA before?

- No Please complete a Self-Certification Form.
- No Not required to submit Self-Certification Form (change of indices is within the same country).
- Yes, but there are changes to my tax residency. I have completed the self-certification below.
- Yes, but there are no changes to my tax residency.

*Note: Do note that a separate Self-Certification Form is required for each Policyowner/Trustee/Assignee.*

**Declaration and Authorisation**

1. I/We understand and agree that AIA Singapore is entitled not to accept or process this application should a person connected with the relevant Policy be found to be a Prohibited Person, meaning a person or entity (including any director or direct / indirect shareholder or person having executive authority or natural persons appointed to act on my/our behalf, beneficiaries or my/our beneficial owners or beneficiaries' beneficial owners therein) subject to any laws, regulations and/or sanctions administered by any regulatory authorities in any country, which have the effect of prohibiting AIA Singapore from providing insurance coverage, transacting business with or otherwise offering any economic benefits to me/us or any other beneficiaries or assignees under the relevant Policy, and the decision of AIA Singapore shall be final. I/We further agree that in the event that AIA Singapore becomes aware subsequently that a person connected with the relevant Policy has become a Prohibited Person, AIA Singapore may block and/or terminate the relevant Policy, including but not limited to, making or receiving any payments under the relevant Policy. As an ongoing obligation, I/we will immediately inform AIA Singapore if there are any changes to the identities, status/constitution/establishment, particulars and identification documents of these persons. If an application is accepted or processed by AIA Singapore despite a person connected with the relevant Policy being a Prohibited Person, AIA Singapore shall be entitled to block and/or terminate the relevant Policy at any time, whether with effect from inception of the relevant Policy or otherwise.
2. I/We hereby authorise, agree and consent to AIA Singapore, its associated persons/organisations, its and their third party service providers and its and their representatives, whether within or outside Singapore (collectively "**AIA Persons**") to collect, use, disclose, store, retain and/or process (collectively, "**Use**") all personal data and information ("**Personal Data**") that had/has been provided to AIA Persons and/or that AIA Persons possess about me/us (whether from me/us or a third party), in the manner and for the purposes described in the AIA Personal Data Policy ("**PD Policy**"), including but not limited to, processing of this Application/form and/or to provide subsequent advice or services to me/us in relation to this Application/Policy/form/AIA Vitality Programme and/or any other existing or future policy/policies/programmes that I/we may hold/participate with AIA Singapore. Without prejudice to the foregoing, I/we agree to comply with the terms of the PD Policy, including where such PD Policy is amended from time to time by AIA Singapore in accordance with its terms. Where Personal Data of another person is disclosed by me/us, I/we represent and warrant that I/we have obtained the consent of the individual concerned, except to the extent such consent is not required under relevant laws: (i) to collect such Personal Data; (ii) to disclose such Personal Data to the AIA Persons; and (iii) for the AIA Persons to Use such Personal Data in the manner and for the purposes described in the PD Policy. I/We hereby specifically waive (on our own behalf and on behalf of each such other person, and I/we represent and warrant that such other person has granted me/us authority to so waive) any right to bring a claim of any nature against any of the AIA Persons in respect of any above-mentioned Use and/or any Use of Personal Data in the nature of or for any of the purposes described above or in the PD Policy. I/We hereby agree to indemnify AIA Persons for all losses and damages that AIA Persons may suffer in the event that I/we are in breach of any representation and warranty provided by me/us herein. This authorisation shall bind my/our successors and assignees, and remains valid, notwithstanding death, irrespective of whether or not my/our Application/form is accepted by AIA Singapore. A photocopy of this authorisation shall be valid and effective as the original.

Signature of Policy Owner / Assignee

|                 |
|-----------------|
|                 |
| Date            |
| *Contact Number |

Signature of Trustee

|                 |
|-----------------|
|                 |
| Date            |
| *Contact Number |

**\* We will call you at this contact number if we need any clarifications regarding your address update request.  
This contact number will not be updated into our records.  
But if you wish to update your contact details, please complete the Other Contact Details section on page 1 of the form.**

| FSC/IR's Name | FSC/IR's Code | FSC/IR Unit Name | Mobile No. |
|---------------|---------------|------------------|------------|
|               |               |                  |            |



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