



AIA SINGAPORE POLICY SERVICES

Enhanced Due Diligence Form

Particulars of Client / Business Entity

Name of Insured

NRIC/Passport/FIN No. of Insured

Name of Policy Owner / Business Entity

NRIC/Passport*/FIN No.*/
Company Registration No (UEN No.)
of Policy Owner

Residential Address of Policy Owner

Date of Birth of Policy Owner

Nationality of Policy Owner

Customer is required to submit a copy of identification document (NRIC/Passport/FIN/ACRA or its equivalent) if there is any change to the above particulars.

*If Passport/FIN is submitted, please provide documentary proof of residential address. You may provide either a page in passport that reflects the residential address of the customer or a recent copy of utility or telephone bill, bank statement or correspondence from a government agency (dated within the last 6 months).

Policy Number

Important Notes

It is compulsory to complete the section below and to provide the requested documents, in compliance with MAS Notice 314 - Prevention of Money Laundering and Countering the Financing of Terrorism Form

Section 1: Policies Owned By Individual

This section is compulsory for an INDIVIDUAL who owns policies.

In relation to customers, "**Beneficial Owner**" as defined in the MAS Notice 314 on Prevention of Money Laundering and Countering the Financing of Terrorism means *the individual person who ultimately owns or controls the customer or the individual person on whose behalf business relations are established.*

1. Is there a beneficial ownership arrangement? Yes No

If Yes, please provide their particulars below AND submit a copy of their NRIC/Passport/ FIN that contain a clear photograph.

Please note that this is NOT a nomination of beneficiary(ies) under the policy.

If there are any Beneficial Owners of a customer, we are required by law to request for the details of such Beneficial Owners.

Name (shown on NRIC/FIN/Passport)	NRIC/ FIN/ Passport No.	Date of birth (DD/MM/YY)	Relationship to the Policyholder	Gender (M/F)	Citizenship (if not Singaporean)

PT0022355 (11/2015 05/2016)



AIA Singapore Private Limited (Reg No. 201106386R)
AIA Customer Service Centre, 1 Finlayson Green, Singapore 049246
Monday to Friday: 8.45am – 5.30pm
AIA Customer Care Hotline: 1800 248 8000 AIA.COM.SG

Section 2: Policies Owned By Entity

This section is compulsory for an **ENTITY** who owns policies.

For changes relating to trusts, please submit the [Verification of Trust](#) form.

Please ensure that requested documents are attached and the sections below are duly completed in accordance to company registration to ACRA (Accounting and Corporate Regulatory Authority).

Role in the Business Entity	Documents Required for Verification Purposes
Business Entity (Applicant Owner)	<ul style="list-style-type: none"> • Business registration information, i.e. ACRA Bizfile or Certificate of Incumbency, or • For Clubs/ Societies, please provide the registration document and independent documentary evidence reflecting the list of board members' names (or equivalent), or • For Charities, please provide the registration document and independent documentary evidence reflecting the list of board members' and trustees' names (or equivalent). <p><i>*A copy of Business registration information or Certificate of Incumbency of the director / shareholder is needed if the director / shareholder is not a natural person, down to the ultimate individual director / shareholder.</i></p>
Beneficial Owner / Shareholders *	
Connected Parties – Directors *	
Connected Parties – Natural Person Having Executive Authority	<ul style="list-style-type: none"> ▪ Independent documentary evidence (e.g. company resolution) reflecting the appointment of the natural persons having executive authority.
Authorised Signatories	<ul style="list-style-type: none"> ▪ Copy of the NRIC/Passport/FIN containing a clear photograph of the Authorised Signatories, and ▪ Documentary evidence (e.g. list of authorised signatories) authorising the appointment of the authorised signatories, and ▪ Specimen signature(s) of the authorised signatories.

Part A: **Beneficial Owner / Trustee / Shareholder of the Business Entity**

“Beneficial Owner” as defined in the MAS Notice 314 on Prevention of Money Laundering and Countering the Financing of Terrorism means the natural person who ultimately owns or controls the customer or the natural person on whose behalf business relations are established, and includes any person who exercises ultimate effective control over a legal person or legal arrangement.

If the business entity type is Charities, please update the Trustee's information here.

Full Name (including alias and/or former name, if any)	NRIC/FIN/ Passport No.	Date of Birth (DD/MM/YY)	Gender (M/F)	Nationality

Part B: **Connected Parties of the Business Entity**

“Connected Party” in relation to a company (other than a partnership), means any director and/or any natural person having executive authority in the company; in relation to a partnership, means any partner and/or manager. Examples of natural persons with executive authority in a company include the Chairman and Chief Executive Officer; for partnership will be the partner and/or manager.

(a) Directors of the Business Entity

Full Name (including alias and/or former name, if any)	NRIC/FIN/ Passport No.	Date of Birth (DD/MM/YY)	Gender (M/F)

(b) Natural Persons Having Executive Authority of the Business Entity

Full Name (including alias and/or former name, if any)	NRIC/ FIN/ Passport No.	Date of Birth (DD/MM/YY)	Gender (M/F)	Designation

Part C: Authorised Signatories of the Business Entity

Full Name (including alias and/or former name, if any)	NRIC/FIN/ Passport No.	Date of Birth (DD/MM/YY)	Gender (M/F)	Nationality	Residential Address

Section 3: Declaration on Source of Wealth & Source of Funds

It is compulsory to declare source of wealth for all transactions.

Source of Wealth: (Where your wealth is derived from) (You may tick more than 1 box.)	<input type="checkbox"/> Employment / Trade Income <input type="checkbox"/> Investment Income <input type="checkbox"/> Rental Income <input type="checkbox"/> Others, please specify: <input type="text"/>
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This section is compulsory for the following transactions: Top-ups, Increase in Sum Assured/Premium, Addition of Rider, Reinstatement.

Source of Funds: (Origin of the funds used to pay premiums) (You may tick more than 1 box.)	<input type="checkbox"/> Employment / Trade Income <input type="checkbox"/> Sales of Property <input type="checkbox"/> Savings <input type="checkbox"/> Maturity or Surrender of Policy or Sale of Investments <input type="checkbox"/> Others, please specify: <input type="text"/>
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Section 4: Declaration on Political Exposed Person

Are you a Politically Exposed Person (PEP[#]) or related[^] to a PEP?

Yes

No

If Yes, please complete 4a to 4d.

a. What is the name of the Politically Exposed Person?

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b. What is your relationship to the Politically Exposed Person?

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c. What official position does the Politically Exposed Person hold?

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d. During what time period was the position held?

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[#] PEP means an individual who is or has been entrusted with prominent public functions in Singapore, a foreign country or an international organisation, which includes the roles held by a head of state, a head of government, government ministers, senior civil or public servants, senior judicial or military officials, senior executives of state owned corporations, senior political party officials, members of the legislature and senior management of international organisations.

[^] By “related”, we mean that you, or the insured, beneficiary or beneficial owner are closely connected to a PEP either socially or professionally, or are a parent, step-parent, child, step-child, adopted child, spouse, sibling, step-sibling and adopted sibling of a PEP.

Section 5: Declaration and Authorisation

- I, the Policyowner(s) and/or Insured(s) each confirm that the responses, information and documents provided pursuant to this form (“Information”) are full, complete and true, and I agree that the Information provided forms a part of any policy issued, amended or reinstated. I will provide assistance to address any queries including the provision of sufficient evidence to support the Information as may be requested by AIA Singapore, its representatives or other persons from time to time.
- I hereby authorise, agree and consent to AIA Singapore using and/or disclosing any information collected and/or held (whether contained in this document or otherwise obtained) to enable AIA Singapore, its agents, affiliates, related corporations and/or independent third parties and their respective employees, within or outside Singapore, with regard to any matters pertaining to the Policy and/or any other policies that I/we currently may have with AIA Singapore, including but not limited to, the processing of this document, and/or providing subsequent services to me/us and/or providing advice and/or information concerning products and/or services which AIA Singapore believes may be of interest to me/us and/or communicating with me/us for any purpose. I/We hereby specifically waive any right to bring a claim of any nature against AIA Singapore, its agents, affiliates, related corporations and/or independent third parties and their respective employees, within or outside Singapore, in respect of any above-mentioned disclosure and/or any disclosure in the nature described above. This authorisation shall bind my/our successors and assignees, and remains valid, notwithstanding death, irrespective of whether or this document is accepted by AIA Singapore. A photocopy of this authorisation shall be effective and valid as the original.
- I declare that any funds that I place with AIA Singapore, and any profits that they generate, are compliant with the tax laws of the countries where I live or of which I am citizen(s) or which I am otherwise subject to.

I/We understand and agree that AIA Singapore is entitled not to accept or process this application should I/we 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 behalf or my 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 beneficiary 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 I/we or my/our assignee have 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.

Signature of Insured

Name:	Date:

Signature of PolicyOwner/
Authorised Signatory with company stamp

Name:	Date:

Insurance Adviser's Name

Insurance
Adviser's Code

Insurance Adviser's Unit Name

Mobile No.

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