# **General guide - Update of Particulars**

# 1. Address update

To update address, please take the following steps

- I. Complete the Update of Particulars form; AND
- II. Provide a copy of your identification document<sup>1</sup>(ID); OR
- III. Provide an <u>original/electronic copy</u> of ONE of the following supporting documents (required if your ID does not reflect your new address as stated on the form):
  - a) Bank statement from any Monetary Authority of Singapore ("MAS") licensed banks; **OR**
  - b) Central Provident Fund ("CPF") statement; OR
  - c) Notice of tax assessment (latest copy from Inland Revenue Authority of Singapore "IRAS")

Note: Supporting document should not be more than 3 months from date of request. It should reflect your name and current residential/mailing address for the update request.

# 2. Name, Nationality, Passport details and/or PR status

To update any of the above listed information, please visit our office or any OCBC Branches with this update form and your <u>original</u> ID.

\*For updating of your name, please also bring along your deed poll if your ID does not reflect your current name.

Note: For joint applicants, please complete separate update form individually (i.e. 2 update forms required, 1 from each account holder)

# Note:

1. Identification document refers to:

- For Singaporean or Singapore PR = Singapore pink Identification card (NRIC) or Singapore blue Identification card (PR NRIC)
- For Singapore Armed Forces ("SAF") / Singapore Police Force (SPF)/ Singapore Civil Defence Force ("SCDF") Identification card holder = SAF/SPF/SCDF card and Passport (with more than 6 months validity)
- For Malaysian = Malaysia Identification card
- For other foreigners (excluding Malaysian) = Passport (with more than 6 months validity)

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For clients with existing CDP accounts, it is mandatory to complete the relevant CDP update of particulars form (individual / joint) to update your details with CDP directly. For Joint Account, each individual will have to sign on a separate form.

Name of Account Holder 
As in our Records

| IRIC / IVIAIAYSia                                  | an IC / Passport  | no.                                   | Account numb  | er(s).  |  |  |
|--|---|---------------------------------------|---|---|--|--|
| Update of p  | articulars  |                                       |   |   |  |  |
| <b>count details*</b><br>Applicable if             | New name  |                                       | NRIC /  | NRIC / Malaysian IC / Passport number   |  |  |
| ur particulars<br>ive changed                      | Nationality   |                                       | -   | Are you a Singapore PR? □ Yes □ No Only for foreigners  |  |  |
|  | *Please bring along original NRIC/Malaysian IC/Passport (for foreigne |                                       | or foreigner) to update the a   | gner) to update the above.  |  |  |
| l <b>dress</b> ^<br>Applicable if<br>e address has | Mailing address ► All statements and correspondence will be           |                                       | dence will be sent to this  | address Country   | Postal Code                                    |  |
| anged  | Residential add   | ress ► If different from above        |   | Country   | Postal Code                                    |  |
|  | Please specify r  | easons ► If above residential add     | dress is different from m   | ailing address  | [  |  |
|  | ^Please attached S  | upporting document as proof of addres | s (Eg. Latest telco, utility bill/  | statement or bank statement date  | ed less than 3 months)                         |  |
| ontact details                                     | Mobile number   |                                       | Home  | number  |  |  |
| Applicable if<br>e contact                         | +( )  |                                       | +(  | )   |  |  |
|  | mployment det   | ails ► Applicable if your employr     |   | ed  |  |  |
| ,<br>Occupation                                    |   | • •                                   | Annual income   |   |  |  |
| Company nam  | e   |                                       | □ <\$\$30,000<br>□ \$\$30,000-\$\$<br>□ \$\$60,001-\$\$                               | \$60,000 🗆 \$\$150  | 0,001-S\$150,000<br>0,001-S\$300,000<br>00,000 |  |
| Office number                                      | Compulsory  |                                       |   |   | _  |  |
| L <sup>+(</sup> )<br>Company addr                  | ess   |                                       | Are you the business owner/partner? □ Yes □ No What is the industry of your business? |   |  |  |
| LCountry   |   | Postal code                           | L   |   |  |  |
| L  |   | [                                     | OR  |   |  |  |
| Unemployed   |   |                                       |   |   |  |  |
| Retiree  | Housewife   | □ Student ► School name               |   | thers ► Please specify  |  |  |
|  | <b>y<sup>1</sup> Declaration</b><br>Country(ies) of T                 |                                       |   | If you were born in the U.S<br>Resident, please provide t<br>• Certificate of loss of nat<br>• Form I-407 | he following documents:                        |  |
| United Stat  | es of America <sup>2</sup>  | ► Social Security No. ("SSN")         |   | :   |  |  |
| 🗆 Other Coun                                       | tries   | Please provide information of ot      | her tax residency(ies) in the   | e table below.  |  |  |
| Country  |   | TIN                                   |   | s not available, select a reaso   | on   |  |
|  |   |                                       |   | s not issued by country   |  |  |
|  |   |                                       |   | s not required by country<br>ole to obtain a TIN > Provide reason   |  |  |
|  |   |                                       | L   |   |  |  |



# Update of Particulars (Individuals)

| Country | TIN | If TIN is not available, select a reason                               |
|---------|-----|--|
|         |     | □ TIN is not issued by country   |
|         |     | $\Box$ TIN is not required by country                                  |
|         |     | □ Unable to obtain a TIN > Provide reason                              |
|         |     |  |
|         |     |  |
| Country | TIN | If TIN is not available, select a reason                               |
| Country | TIN | If TIN is not available, select a reason  TIN is not issued by country |
| Country | TIN |  |
| Country | TIN | TIN is not issued by country   |

### Country of address outside Tax Residency

| ► | Please explain why the country of your residential address differs from the Tax Residency(ies) | declared. |
|---|--|-----------|
|   | $\Box$ This is one of my many addresses  |           |

- □ This is the address of a trusted person (e.g. family member, relative, personal assistant)
- □ This is a temporary address (e.g. for studies, work)
- $\Box$  Others  $\_$

Please explain why the country of your mailing address differs from the Tax Residency(ies) declared.
 This is one of my many addresses

□ This is the address of a trusted person (e.g. family member, relative, personal assistant)

□ This is a temporary address (e.g. for studies, work)

 $\Box$  Others

### Your declaration and agreement

I confirm that all the information I have provided is true, accurate and complete and I have not withheld any information. I undertake to keep OCBC Securities Private Limited ("OSPL") informed in writing, within 30 days, of any changes in circumstances that may cause any of the information in this application to become incorrect or incomplete and also undertake to provide any other additional information as may be required by OSPL and/or applicable law.

I hereby unconditionally and irrevocably agree with OSPL that I shall not hold OSPL responsible for any loss or damage suffered by me as a result of my failure to furnish OSPL with true accurate and complete information such that OSPL is unable to carry out in part or in full any of my requests or instructions, and/or otherwise arising in any other way whatsoever out of any of my above requests. In addition, I also agree to fully indemnify and hold harmless OSPL at all times from and against all actions, proceedings, claims, demands, charges, damages, payments, costs, expenses, losses and other liabilities of whatever nature which OSPL may at any time and from time to time sustain, incur or suffer as a result of OSPL relying and acting upon the untrue, inaccurate and incomplete information furnished by me, and/or by reason of OSPL acceding to any of my above requests.

I agree and consent to the terms of OSPL's (i) Data Protection Policy, (ii) FATCA Policy and (iii) CRS Policy, available at www.iocbc.com/security-privacy or upon request, which may require the reporting of information supplied by me to relevant tax authorities.

| Signature of Account Holder |  |  |  |  |  |  |
|-----------------------------|--|--|--|--|--|--|
|                             |  |  |  |  |  |  |
|                             |  |  |  |  |  |  |
|                             |  |  |  |  |  |  |
| Date: (dd) / (mm) / (yyyy)  |  |  |  |  |  |  |

Notes:

1. Tax residency is defined by each country's local tax laws. This may be dependent on factors including, but not limited to, nationality, physical presence, employment and place of abode. Guidance on tax residency is also available at the following link: <a href="https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/">https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/</a>

- 2. Definition of 'U.S. Tax Resident'
  - A citizen or permanent resident of the United States (e.g. US Green Card holder or someone who meets the requirements to be considered a resident under the 'substantial
    presence test'); or
    - Any other person that is not a foreign person (as defined under US federal tax law).

3. Government issued document may include any documents issued by the local law for the purposes of identification and may vary for different jurisdictions. This may include driving license, employment/residence pass and birth certificate.

| For OSPL's use only |                     |                  |  |                               |  |
|---------------------|---------------------|------------------|--|-------------------------------|--|
| CS                  | Multiple Account(s) | U.S. Person      | <ul> <li>No Change in Risk rating</li> <li>No CIC</li> </ul> | OTC / SV & checked by & date: |  |
| ASD                 | Processed By/Date:  | Checked By/Date: | Remarks(s):  |                               |  |

Please provide one of the following documents from ALL of the countries which you are a tax resident of: • Passport

- National identity card
- Government issued identity document<sup>3</sup>

v. Apr 2017 Co. Reg. No. 196600262R

# **SGX** Group

# **Update Account Particulars**

Please complete one form per account holder, in BLOCK letters and countersign against any amendments.

Note: You can update your contact details by logging into your Profile on investors.sgx.com using Singpass. No supporting documents required.

| 1 Your Details   |                         |
|--|-------------------------|
| Title Dr Mdm Mr Mrs Ms   |                         |
| Name (as in CDP Records)   |                         |
| NRIC / Malaysian IC / Passport Number (as in CDP records)  |                         |
| 2 What would like to update? (Only fill in the fields which you would like to update)<br>Please submit with supporting documents. Refer to Section 7 for required documents.<br>Name (as per NRIC / Passport)                      | (Maximum 60 Characters) |
| NRIC / Malaysian IC / Passport Number  | Singapore PR            |
| If Passport is provided as supporting document, Passport Expiry $igsquire D D D / igsquire M M / Y Y$ Passport Country of Issue $igsquire$ Foreign Identification Number <i>(FIN is required for online access using Singpass)</i> |                         |
| Contact Number     + ( )     (Mobile)     + ( )     (Home)       Email Address   |                         |
| Residential Address (as per Singapore / Malaysian IC)  |                         |
| Mailing Address (Complete only if Mailing Address is different from Residential Address)   | Postal Code             |
|  | Postal Code             |
| Corporate Actions Mailing Address in Singapore (Applicable only if Mailing Address is not in Singapore)  | Postal Code             |
| <b>Tax Residency</b> (Mandatory). Please complete the following table indicating ALL Countries where you are a tax resident:   |                         |

\*All U.S. persons must provide a completed Form W-9, available at https://www.irs.gov/businesses/corporations/fatca-related-forms. \*All non-U.S. persons with U.S. details must provide a completed Form W-8BEN, available at https://www.irs.gov/businesses/corporations/fatca-related-forms. \*Considered no longer U.S. persons must provide 1) Form W-8BEN; and 2) Copy of Certificate of Loss of Nationality of the U.S.; and 3) New Identification Document

Reason A: I am resident of a country/jurisdiction which does not issue TIN to its residents. Reason B: I am otherwise unable to obtain TIN or equivalent number. (Please explain why you are unable to obtain a TIN if you have selected this reason.)

Reason C: TIN is not required (to be selected only if domestic law of relevant country/jurisdiction of tax residence indicated above does not require the collection of the TIN issued by such country or jurisdiction.)

|                  | Country | TIN or equivalent | If no TIN available<br>Indicate Reason A,B,C | Explanation if Reason B is indicated |
|------------------|---------|-------------------|--|--------------------------------------|
| Tax Residency 1: |         |                   |  |                                      |
| Tax Residency 2: |         |                   |  |                                      |
| Tax Residency 3: |         |                   |  |                                      |

Close My Account Please indicate the CDP Securities Account number to close:

1)

2)

# **Terms and Conditions**

I/We hereby authorize and consent to the update of the above information to the selected CDP accounts and approved trading accounts linked to my/our CDP securities account(s) specified above. I/We have read and understood and important information, stated in Section 8.

Signature

Name

The Central Depository (Pte) Limited

Company Reg No. 198003912M (A wholly owned subsidiary of Singapore Exchange limited)

202401

I/We confirm that I/We have witnessed and verified the particulars and signature(s) of the above Securities Account applicant(s).

Authorized Signatory & Company Stamp

Name & Designation

### Supporting Documents Required

Alternatively, you may wish to bring along your original document(s) and visit your Broker to submit your change request.

| Tolladate                  | Supporting Documents Required  |  |   |  |  |
|----------------------------|--|--|---|--|--|
| To Update                  | Singaporean / Singapore PR   | Malaysian  | Other Nationality   |  |  |
| Name                       | <ul><li>(i) Singapore NRIC; <u>and</u></li><li>(ii) Deed Poll (or equivalent)</li></ul>  | (i) Malaysian IC; <u>and</u><br>(ii) Deed Poll (or equivalent)                             | <ul> <li>(i) Passport (passport number<br/>remains unchanged); <u>and</u></li> <li>(ii) Deed Poll (or equivalent)</li> </ul>  |  |  |
| IC / Passport Number       | N.A  | Malaysian IC (both new and old)  | Passport (both new and old)   |  |  |
| FIN                        | N.A  | Work Pass (both new and old)   | Work Pass (both new and old)  |  |  |
| Country of Citizenship     | Singapore NRIC   | Malaysian IC or<br>(i) Passport (both new and old); <u>and</u><br>(ii) Renunciation letter | <ul> <li>(i) Passport (both new and old); <u>and</u></li> <li>(ii) Renunciation letter</li> </ul>   |  |  |
| <b>Residential Address</b> | Singapore NRIC   | Any <b>one</b> of the following documents  | Any one of the following documents  |  |  |
| Mailing Address            | <ul> <li>Singapore NRIC</li> <li>Any <u>one</u> of the following documents below<br/>that contains the name and address for<br/>update: <ul> <li>(a) Singapore NRIC</li> <li>(b) Statement dated within last 3<br/>months from Government body<br/>(e.g. CPF / IRAS)</li> <li>(c) Bank statement dated within last 3<br/>months from any Monetary<br/>Authority of Singapore (MAS)<br/>licensed banks</li> <li>(d) Proof of PO Box ownership</li> </ul> </li> <li>Any <u>one</u> of the following documents<br/>below that contains the name and<br/>address for update: <ul> <li>(a) Malaysia IC</li> <li>(b) Statement dated within last 3<br/>months from Government body<br/>(e.g. CPF / IRAS)</li> <li>(c) Bank statement dated within last 3<br/>months from any Monetary<br/>Authority of Singapore (MAS)</li> <li>(d) Proof of PO Box ownership</li> </ul></li></ul> |  | <ul> <li>Any <u>one</u> of the following documents<br/>below that contains the name and<br/>address for update: <ul> <li>(a) Passport</li> <li>(b) Statement dated within last 3<br/>months from Government body<br/>(e.g. CPF / IRAS)</li> </ul> </li> <li>(c) Bank statement dated within last<br/>3 months from any Monetary<br/>Authority of Singapore (MAS)<br/>licensed banks</li> <li>(d) Proof of PO Box ownership</li> </ul> |  |  |
| Singapore PR Status        | (i) Singapore NRIC; <u>and</u><br>(ii) Passport  |  |   |  |  |
| Tax Residency              | Any one of the following documents:         (i)       Valid government issued ID (e.g. Driver's license, Employment Pass/Visa, Student Pass); Or         (ii)       Document from government agencies (e.g. Tax assessment, Employment visa).         If you have any questions about this form or your entity's classification status, please visit http://www.oecd.org/tax/automatic-exchange/common-reponting-standard/ or consult your tax advisor.  |  |   |  |  |

### 3 Important Information

- 1. The contact details will be used as communication on all CDP Services (e.g. PSN, SMS OTP for CDP Internet Services).
- 2. I/We have authority to make this update. I/We represent, warrant and certify that the information provided in this application (including without limitation the information relating to my tax residence status, tax identification number(s), and all supporting documentation and forms furnished in connection herewith) (collectively "Information") are true, complete and accurate. I/We understand that information captured in this form is for regulatory requirements under the Foreign Account Tax Compliance Act and Common Reporting Standard. We acknowledge that information contained in this form and information regarding the Securities Account may be provided to the Singapore tax authority and exchanged with tax authorities of another country or countries pursuant to intergovernmental, bilateral or multilateral competent tax authority agreements to exchange financial account information.
- 3. If any information (including any self-certification) changes or becomes invalid, incorrect, inaccurate and/or unreliable ("Change") in any way, I shall promptly inform CDP in writing within 30 days from the date I had knowledge of the Change and undertake to provide CDP with such information, certification, documents or evidence that CDP may require in connection with such Change.
- 4. Any updates made to the contact details will be automatically applied to your Individual Account and (where applicable) Joint Account(s) for which you are the Main Applicant.
- 5. Documents not in English must be translated
  - (i) Translations provided by the embassy of the country that issued the document
  - (ii) Translations produced by a notary public in Singapore or the country that issued the document
  - (iii) Privately created translations attested by the embassy of the country that issued the document or notarized by a notary public in Singapore or the country that issued the document.

### 9 What happens next?



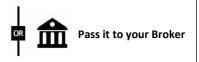
Email to CDP Email the completed form to <u>asksgx@sgx.com</u>.

Please state "Update Account Particulars

Form" in the email subject title.



The Central Depository (Pte) Limited P.O. BOX 2002 Robinson Road Singapore 904002



### You will receive a CDP notification once your request is processed.

#### The Central Depository (Pte) Limited

Company Reg No. 198003912M (A wholly owned subsidiary of Singapore Exchange limited) 11 North Buona Vista Drive, #05-07, The Metropolis Tower 2, Singapore 138589 main: +65 6535 7511 email: <u>asksgx@sgx.com</u> website: <u>investors.sgx.com</u>