

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 document¹ (ID); OR
- III. Provide an original/electronic copy 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 original 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

NRIC / Malaysian IC / Passport no.	Account number(s).
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1 Update of particulars

Account details*
▶ Applicable if your particulars have changed

New name	NRIC / Malaysian IC / Passport number
Nationality	Are you a Singapore PR? <input type="checkbox"/> Yes <input type="checkbox"/> No ▶ Only for foreigners

*Please bring along original NRIC/Malaysian IC/Passport (for foreigner) to update the above.

Address^
▶ Applicable if the address has changed

Mailing address ▶ All statements and correspondence will be sent to this address	Country	Postal Code
Residential address ▶ If different from above	Country	Postal Code

Please specify reasons ▶ If above residential address is different from mailing address

^Please attached Supporting document as proof of address (Eg. Latest telco, utility bill/statement or bank statement dated less than 3 months)

Contact details
▶ Applicable if the contact details have changed

Mobile number +()	Home number +()
Email address ▶ If you are updating your Futures/Leverage Forex Account(s), your E-statement will be sent to this new email address	

2 Update of Employment details ▶ Applicable if your employment details have changed

Select only one ▶ **Employed** **Self-employed**

Occupation	Annual income
Company name	<input type="checkbox"/> <\$30,000 <input type="checkbox"/> \$100,001-\$150,000
Office number ▶ Compulsory +()	<input type="checkbox"/> \$30,000-\$60,000 <input type="checkbox"/> \$150,001-\$300,000
Company address	<input type="checkbox"/> \$60,001-\$100,000 <input type="checkbox"/> >\$300,000
Country	Postal code
Are you the business owner/partner? <input type="checkbox"/> Yes <input type="checkbox"/> No ▶ What is the industry of your business?	

OR

Unemployed

<input type="checkbox"/> Retiree	<input type="checkbox"/> Housewife	<input type="checkbox"/> Student ▶ School name	<input type="checkbox"/> Others ▶ Please specify
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3 Tax Residency¹ Declaration ▶ Mandatory

What are your Country(ies) of Tax Residence?

<input type="checkbox"/> Singapore	▶ Refer to NRIC for Taxpayer Identification Number ("TIN"). If NRIC is not the TIN, please specify:
<input type="checkbox"/> United States of America²	▶ Social Security No. ("SSN") - -
<input type="checkbox"/> Other Countries	▶ Please provide information of other tax residency(ies) in the table below.

If you were born in the U.S. but are no longer a U.S. Tax Resident, please provide the following documents:
• Certificate of loss of nationality of the U.S.
• Form I-407

Country	TIN	If TIN is not available, select a reason
		<input type="checkbox"/> TIN is not issued by country <input type="checkbox"/> TIN is not required by country <input type="checkbox"/> Unable to obtain a TIN ▶ Provide reason

Country	TIN	If TIN is not available, select a reason <input type="checkbox"/> TIN is not issued by country <input type="checkbox"/> TIN is not required by country <input type="checkbox"/> Unable to obtain a TIN > Provide reason _____
Country	TIN	If TIN is not available, select a reason <input type="checkbox"/> TIN is not issued by country <input type="checkbox"/> TIN is not required by country <input type="checkbox"/> Unable to obtain a TIN > Provide reason _____

Country of address outside Tax Residency

► Please explain why the country of your **residential 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)
- Others _____

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 document³

► 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)
- Others _____

4 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 or otherwise in connection with or arising in any other way whatsoever out of, such request.

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: <https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/>
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 <input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> No Change in Risk rating <input type="checkbox"/> No CIC
			OTC / SV & checked by & date:
ASD	Processed By/Date:	Checked By/Date:	Remarks(s):

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) Date of Birth / /

2 What would like to update? (Only fill in the fields which you would like to update)

Please submit with supporting documents. Refer to Section 7 for required documents.

Name (as per NRIC / Passport) (Maximum 60 Characters)

NRIC / Malaysian IC / Passport Number Country of Citizenship Singapore PR

If Passport is provided as supporting document, Passport Expiry / / Passport Country of Issue

Foreign Identification Number (FIN is required for online access using Singpass)

Contact Number (Mobile) (Home)

Email Address

Residential Address (as per Singapore / Malaysian IC)

Postal Code

Mailing Address (Complete only if Mailing Address is different from Residential Address)

Postal Code

Corporate Actions Mailing Address in Singapore (Applicable only if Mailing Address is not in Singapore)

Postal Code

3 Tax Residency (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 Indicate Reason A,B,C	Explanation if Reason B is indicated
Tax Residency 1:				
Tax Residency 2:				
Tax Residency 3:				

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

1)

2)

5 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

/ /

6 To be completed by Broker (SGX-ST Member) (Do not need to complete this section if you are mailing in the documents)

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

D	D	/	M	M	/	Y	Y		

7 Supporting Documents Required




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

To Update	Supporting Documents Required		
	Singaporean / Singapore PR	Malaysian	Other Nationality
Name	(i) Singapore NRIC; and (ii) Deed Poll (or equivalent)	(i) Malaysian IC; and (ii) Deed Poll (or equivalent)	(i) Passport (passport number remains unchanged); and (ii) Deed Poll (or equivalent)
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 (i) Passport (both new and old); and (ii) Renunciation letter	(i) Passport (both new and old); and (ii) Renunciation letter
Residential Address	Singapore NRIC	Any one of the following documents below that contains the name and address for update: (a) Malaysia IC (b) Statement dated within last 3 months from Government body (e.g. CPF / IRAS) (c) Bank statement dated within last 3 months from any Monetary Authority of Singapore (MAS) licensed banks (d) Proof of PO Box ownership	Any one of the following documents below that contains the name and address for update: (a) Passport (b) Statement dated within last 3 months from Government body (e.g. CPF / IRAS) (c) Bank statement dated within last 3 months from any Monetary Authority of Singapore (MAS) licensed banks (d) Proof of PO Box ownership
Mailing Address	Any one of the following documents below that contains the name and address for update: (a) Singapore NRIC (b) Statement dated within last 3 months from Government body (e.g. CPF / IRAS) (c) Bank statement dated within last 3 months from any Monetary Authority of Singapore (MAS) licensed banks (d) Proof of PO Box ownership		
Singapore PR Status	(i) Singapore NRIC; and (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-reporting-standard/ or consult your tax advisor.		

8 Important Information

- The contact details will be used as communication on all CDP Services (e.g. PSN, SMS OTP for CDP Internet Services).
- 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.
- 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.
- 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.
- Documents not in English must be translated
 - Translations provided by the embassy of the country that issued the document
 - Translations produced by a notary public in Singapore or the country that issued the document
 - 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?

 <p>Email to CDP Email the completed form to asksgx@sgx.com. Please state "Update Account Particulars Form" in the email subject title.</p>	<p>OR</p> 	<p>Mail to CDP The Central Depository (Pte) Limited P.O. BOX 2002 Robinson Road Singapore 904002</p>	<p>OR</p>  <p>Pass it to your Broker</p>
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You will receive a CDP notification once your request is processed.