

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).** _____

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?** Yes 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**
 <\$30,000 \$100,001-\$150,000
Company name _____ \$30,000-\$60,000 \$150,001-\$300,000
 \$60,001-\$100,000 >\$300,000
Office number ▶ Compulsory
+ () _____ **Are you the business owner/partner?** Yes No
Company address _____ ▶ What is the industry of your business?

Country _____ **Postal code** _____

OR

Unemployed

Retiree Housewife Student ▶ School name _____ Others ▶ Please specify _____

3 Tax Residency¹ Declaration ▶ Mandatory

What are your Country(ies) of Tax Residence?

- Singapore** ▶ Refer to NRIC for Taxpayer Identification Number ("TIN").
If NRIC is not the TIN, please specify: _____
- United States of America²** ▶ Social Security No. ("SSN")
|_|_|_| - |_|_| - |_|_|_|_|_|
- 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

/ /

