

## **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 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**

Retiree  Housewife  Student ▶ School name  Others ▶ Please specify

**3 Tax Residency<sup>1</sup> 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 America<sup>2</sup> ▶ 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 document<sup>3</sup>

► 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 <https://portal.iocbc.com/help-and-support/Policies.html> 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 and countersign against all amendments

**Note:** You can update your contact details by logging into CDP Internet on investors.sgx.com using Singpass Mobile app. No supporting documents required.

## 1 Your Details

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)

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)

I am a tax resident of the following country/countries (if you are a US person, please provide us with a completed Form W-9, available at <https://www.irs.gov/businesses/corporations/fatca-related-forms>. Please attach separate sheets of paper if more space is needed.):

	Country	TIN or equivalent	If no TIN available, indicate Reason A,B,C* (see overleaf)	Explanation if Reason B is indicated (see overleaf)
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 (see overleaf)

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



To Update	Supporting Documents Required		
	Singaporean / Singapore PR	Malaysian	Other Nationality
<b>Name</b>	(i) Singapore NRIC; <b>and</b> (ii) Deed Poll (or equivalent)	(i) Malaysian IC or Passport; <b>and</b> (ii) Deed Poll (or equivalent)	(i) Passport (passport number remains unchanged); <b>and</b> (ii) Deed Poll (or equivalent)
<b>IC / Passport Number</b>	N.A	Malaysian IC (both new and old) or Passport (both new and old)	Passport (both new and old)
<b>FIN</b>	N.A	Work Pass (both new and old)	Work Pass (both new and old)
<b>Country of Citizenship</b>	Singapore NRIC	Malaysian IC or Passport	(i) Passport (both new and old); <b>and</b> (ii) Renunciation letter
<b>Singapore PR Status</b>	(i) Singapore NRIC; <b>and</b> (ii) Passport		
<b>Address</b>	Any <b>one</b> of the following documents below that contains the address for update: (a) Singapore NRIC (b) Malaysian IC (c) Passport (d) Statement dated within last 3 months from Government body (e.g. CPF / IRAS) (e) Bank statement dated within last 3 months from any Monetary Authority of Singapore (MAS) licensed banks (f) Proof of PO Box ownership		
<b>For any updates, if you are a US person, please also submit <u>FATCA Form W-9</u></b>			

Alternatively, you may wish to bring along your original document(s) and visit your Broker to submit your change request.  
Please refer to [investors.sgx.com](http://investors.sgx.com) for more details

## 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.
- Please indicate one of the following reasons if TIN is not available under tax residency declaration in Section 3: 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. 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).
- 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><b>Mail to CDP</b></p> <p>The Central Depository (Pte) Limited 11 North Buona Vista Drive #06-07 The Metropolis Tower 2, Singapore 138589</p>	<p>OR</p> 	<p><b>Pass it to your Broker</b></p>
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You will receive a CDP notification once your request is processed.