AIA SINGAPORE
UPDATE OF ADDRESS & CONTACT DETAILS

Particulars of Insured/Policy Owner/Trustee/Assignee

Name of Policy Owner/Trustee/Assignee

NRIC/Passport/FIN/Entity Registration No.

Details of Change (Use of P.O Box is not allowed)

☐ **Update of address for all policies**
- This update will apply to both your residential and mailing addresses.
- This new address will be reflected across all your policies.
- It will replace any existing local and overseas address(es).

☐ **Update of residential address for all policies**
- This update will apply to your residential address.
- It will replace any existing local and overseas address(es).

Address

Town/City/Province/ County/State

Country

Postal Code/Zip Code

☐ **Update of mailing address only for selected policies**
- Ensure this new address is where policy documents should be mailed to.
- It will replace any existing local and overseas address(es).

Please list down the policy number below

Address

Town/City/Province/ County/State

Country

Postal Code/Zip Code

☐ **Update Risk Address (For HomeCare Policy)**
- Ensure this new address is where policy documents should be mailed to.
- It will replace any existing local and overseas address(es).

Please input the new property type:

Please list down the policy number below

PT0022112 (03/2023 07/2025 10/2025)

AIA Singapore Private Limited (Reg. No. 201106386R)
Postal Address: 3 Tampines Grande #09-01, Singapore 528799
Website: www.aia.com.sg
AIA Customer Service Hotline (SG): 1800 248 8000
AIA Customer Service Hotline (Overseas): +65 6248-8000

P5207250102O4

Details of Change (Use of P.O Box is not allowed) *(continued)*

Address

Town/City/Province/ County/State

Country

Postal Code/Zip Code

Please submit the following document(s) to show proof of the Residential/Mailing Address.

(i) For Singaporeans and PRs – A clear copy of the front and back of your NRIC
(ii) For Pass holders - Letters from government or banks, or utility or telephone bills (dated within the last 6 months)*

**For copy of your bank statement, we accept truncated e-statement downloaded from the banks' mobile application, as long as the document shows the account holder's name and address on the same page.*

Remove Mailing Address

I would like to remove my Mailing Address:
*please note that you must maintain at least one address with us

☐ **Foreign** ☐ **Local**

Other Contact Details (Please indicate country code as well)

Phone (Residential Number)
(Country Code) (Area Code + Telephone Number)

(Mobile Number - Your New Mobile number will be used to receive future One-Time-Pin (OTP) from AIA+, if applicable)
(Country Code) (Area Code + Telephone Number)

(Office Number)
(Country Code) (Area Code + Telephone Number)

Email Address

Declaration on U.S. Person Status

☐ I/We hereby declare and agree that I am/we are not a "U.S. person" for U.S. federal income tax purposes and that I am/we are not acting for, or on behalf of a U.S. person. I/We understand that AIA Singapore, believing this statement to be true, will rely on it and act on it. In the event this statement is false, AIA Singapore reserves the right and shall be entitled to cancel or terminate this Policy/Policies and pay reasonable compensation to me/us in consideration of such cancellation or termination as may be required under Singapore laws.

I/We agree to notify AIA Singapore within 30 days of any change in my/our status as a U.S. person for the purposes of U.S. federal income tax. I/We agree to indemnify AIA Singapore in respect of any false or misleading information regarding my/our "U.S. person" status for U.S. federal income tax purposes.

☐ I/We hereby declare and agree that I am/we are a "U.S. person" for U.S. federal income tax purposes.

I/We agree to notify AIA Singapore within 30 days of any change in my/our status as a U.S. person for the purposes of U.S. federal income tax. I/We agree to indemnify AIA Singapore in respect of any false or misleading information regarding my/our "U.S. person" status for U.S. federal income tax purposes.

Note: Please submit W-9 form to us.

Declaration on Common Reporting Standard (Not required to complete if the change of indices is within the same country)

I/We acknowledge that AIA Singapore Private Limited (AIA Singapore) is a reporting Singaporean financial institution as defined in the Income Tax (International Tax Compliance Agreements)(Common Reporting Standard) Regulations 2016 with reporting obligations to the Comptroller of Income Tax (Comptroller) under the Income Tax Act, Chapter 134, Singapore (Income Tax Act), and its regulations. I/We warrant that the information provided in this form is true, complete and correct and understand and agree that AIA Singapore will rely on such information given by me/us in fulfilling its reporting obligations to the Comptroller.

Where I/we have furnished information concerning a third party (including but not limited to a Controlling Person), I/we confirm that such information has been provided to me/us directly or indirectly by the third party, and I/we know or have reason to believe that such information is not false or misleading in any material particular.

I/We understand and accept that should any information furnished by me/us be known to be false or misleading in any material particular, I/we may be prosecuted under the Income Tax Act for an offence which carries a penalty of a fine of up to S$10,000 and/or imprisonment of up to two (2) years or such other penalties as may be prescribed under the Income Tax Act or its regulations, or any re-enactment or replacement thereof, at the time of commission of the offence.

(For individuals)
I/We further undertake to notify AIA Singapore within 30 days of any change to my/our country of residence for tax purposes or TIN (if any), and to complete, sign and submit to AIA Singapore my/our relevant particulars in the format prescribed by AIA Singapore in order for it to fulfil its reporting obligations under the Income Tax Act. I/we further undertake to provide AIA Singapore any documents and information that may be reasonably required in relation to the change of my/our country of residence for tax purposes.

Declaration on Common Reporting Standard (Not required to complete if the change of indices is within the same country) *(continued)*

(For entities and other non-individuals)
I/We further undertake to notify AIA Singapore within 30 days of any change to the Policyholder's or a Controlling Person's country of residence for tax purposes or TIN (if any) and to complete, sign and submit to AIA Singapore the relevant particulars of the Policyholder or Controlling Person relating to such change in the format prescribed by AIA Singapore in order for it to fulfil its reporting obligations under the Income Tax Act. I/we further undertake to provide AIA Singapore any documents and information that may be reasonably required in relation to the change of the Policyholder's or Controlling Person's country of residence for tax purposes.

Note: The term "Controlling Person" has the meaning given to it in the Common Reporting Standard in the Schedule to the Income Tax Act (International Compliance Agreements)(Common Reporting Standard) Regulations 2016.

I/We acknowledge and accept that AIA Singapore will rely on the self-certification relating to the Policyholder's/Controlling Persons' country of tax residence contained in this form as applicable to all policies and products issued to the same person(s), and any information in any earlier self-certification inconsistent with the information provided above will be disregarded for the purposes of fulfilling its reporting obligations to the Comptroller.

Have you declared your tax residency with AIA before?

☐ No Please complete a Self-Certification Form.

☐ No Not required to submit Self-Certification Form (change of indices is within the same country).

☐ Yes, but there are changes to my tax residency. I have completed the self-certification below.

☐ Yes, but there are no changes to my tax residency.

Note: Do note that a separate Self-Certification Form is required for each Policyowner/Trustee/Assignee.

Declaration and Authorisation

1. I/We understand and agree that should a Relevant Person be found at any time to be a Prohibited Person, AIA Singapore is entitled, at its absolute discretion and without any liability to me/us, to (i) decline, block, suspend or cancel this application or any request, instruction, or transaction including any payment, transfer or receipt of money; (ii) decline to provide cover or to pay any claim or benefit under the Policy; and (iii) immediately terminate or void the Policy. AIA Singapore's decision in exercising this right shall be final. This right may only be waived in writing; no delay or failure in exercising this right shall be deemed as a waiver of the same. "Relevant Person" includes (a) persons and entities who are the policy holders, insured persons, beneficiaries, trustees, payees, or assigns; (b) their beneficial owners or affiliates; (c) (in the case of an entity) their directors, partners, or direct / indirect shareholders or persons having executive authority, or (d) natural persons appointed to act on their behalf. "Prohibited Person" includes a person or entity that is subject to any sanction, prohibition or restriction administered by any regulatory authorities in any country or jurisdiction, such that the provision of such cover, payment of such claim or provision of such benefit may in AIA Singapore's opinion expose it to any, or any risk of, sanction, prohibition or restriction. 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 Relevant Persons. I/we will indemnify AIA Singapore and hold it harmless from and against any and all related losses, damages, costs and/or expenses suffered and/or incurred, including but not limited to legal costs.

2. I/We hereby authorise, agree and consent to AIA Singapore, its associated persons/organisations, its and their third party service providers and its and their representatives, whether within or outside Singapore (collectively "**AIA Persons**") to collect, use, disclose, store, retain and/or process (collectively, "**Use**") all personal data and information ("**Personal Data**") that had/has been provided to AIA Persons and/or that AIA Persons possess about me/us (whether from me/us or a third party), in the manner and for the purposes described in the AIA Personal Data Policy ("**PD Policy**"), including but not limited to, processing of this Application/form and/or to provide subsequent advice or services to me/us in relation to this Application/Policy/form/AIA Vitality Programme and/or any other existing or future policy/policies/programmes that I/we may hold/participate with AIA Singapore. Without prejudice to the foregoing, I/we agree to comply with the terms of the PD Policy, including where such PD Policy is amended from time to time by AIA Singapore in accordance with its terms. Where Personal Data of another person is disclosed by me/us, I/we represent and warrant that I/we have obtained the consent of the individual concerned, except to the extent such consent is not required under relevant laws: (i) to collect such Personal Data; (ii) to disclose such Personal Data to the AIA Persons; and (iii) for the AIA Persons to Use such Personal Data in the manner and for the purposes described in the PD Policy. I/We hereby specifically waive (on our own behalf and on behalf of each such other person, and I/we represent and warrant that such other person has granted me/us authority to so waive) any right to bring a claim of any nature against any of the AIA Persons in respect of any above-mentioned Use and/or any Use of Personal Data in the nature of or for any of the purposes described above or in the PD Policy. I/We hereby agree to indemnify AIA Persons for all losses and damages that AIA Persons may suffer in the event that I/we are in breach of any representation and warranty provided by me/us herein. This authorisation shall bind my/our successors and assignees, and remains valid, notwithstanding death, irrespective of whether or not my/our Application/form is accepted by AIA Singapore. A photocopy of this authorisation shall be valid and effective as the original.

Signature of Policy Owner / Assignee	Signature of Trustee
Date	**Date**
***Contact Number**	***Contact Number**

*** We will call you at this contact number if we need any clarifications regarding your address update request.**
This contact number will not be updated into our records.
But if you wish to update your contact details, please complete the Other Contact Details section on page 1 of the form.

FSC/IR's Name	FSC/IR's Code	FSC/IR Unit Name	Mobile No.

Have you

- ☐ *Indicated your Policy No(s)?*
- ☐ *Signed and dated all forms/letters?*
- ☐ *Obtained the name, I/C no, & signature of a witness who is not related to you?*

To avoid any delays, please also ensure that your signature is executed in the same manner as our records. You may want to refer to the application form in your contract for a specimen of the original signature.

Please fold along dotted line

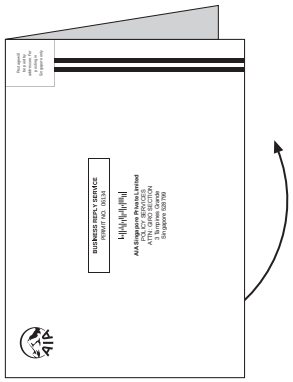
Postage will be paid by addressee. For posting in Singapore only.

BUSINESS REPLY SERVICE
PERMIT NO. 06134

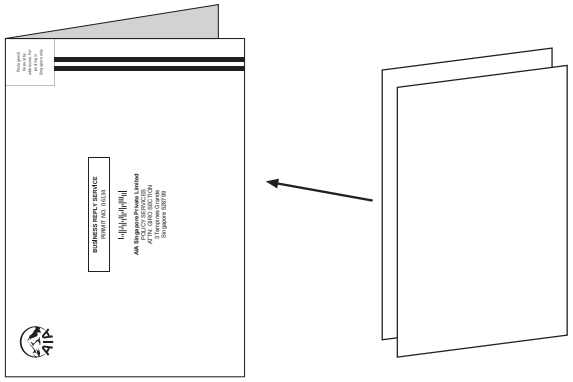
AIA Singapore Private Limited
POLICY SERVICES
3 Tampines Grande #09-01
AIA Tampines
Singapore 528799

How to use this postage-paid return envelope:

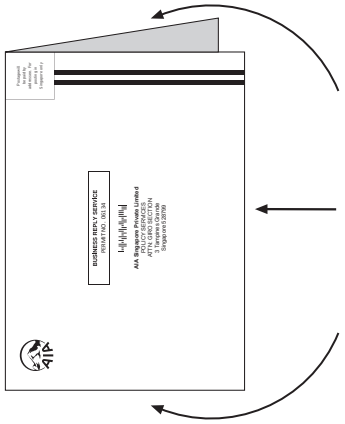
1) Fold this in half with the mailing details exposed



2) Attach your supporting documents within



3) Seal all 3 sides with glue encasing your supporting documents and mail



glue on all 3 sides