

## INSTRUCTIONS FOR FILLING UP THE PRESCRIBED STATUTORY FORMS

With effect from 1 Sep 2009, the nomination of beneficiaries' framework is governed by the Insurance Act and Insurance (Nomination of Beneficiaries) Regulations 2009.

The prescribed statutory forms must be completed in full in order to be valid and duly registered by us. Any statutory form that is not properly filled up and completed in full will be rejected. You are therefore advised to read the instruction notes set out in each statutory form. We would also highlight and draw to your attention our following instruction notes for your reading before filling up the statutory form.

- a. Policy owner who has attained the age of 18 years may make a nomination.
- b. Nomination must be submitted on the relevant statutory form. The statutory form must be properly filled up and completed in full.
- c. The statutory form must clearly state the policy number. Where the policy number is not available, you can provide the plan name and basic sum insured of the plan.
- d. The statutory form must be signed by the policy owner in the presence of 2 witnesses. The 2 witnesses must sign the form upon the policy owner's signing of the form. Thus, the 2 witnesses must sign and date the form on the same date the policy owner signs the form.
- e. The statutory form must clearly state the full address and at least 1 contact number of witness.
- f. Each witness must have attained the age of 21 years. A witness must **not** be a nominee or the spouse of a nominee.
- g. A new statutory form must be completed in the event that there is any amendment and/or alteration. Initialing against an amendment/alteration is not allowed.
- h. The total shares of all nominees must add up to 100%.
- i. If you wish to name more than 4 nominees, additional copies of the statutory Form 1 (trust nomination) or Form 4 (revocable nomination) to cover all nominees must be submitted. The additional Form 1 or Form 4 must be completed in full by the policy owner and witnessed and signed by the same 2 witnesses. Attachment in any other form will be rejected.
- j. If you wish to appoint more than 2 trustees for a trust nomination, statutory Form 3 must be submitted. Form 3 must be completed in full and signed by the policy owner and, if submitted together with Form 1, witnessed and signed by the same 2 witnesses as Form 1. Attachment in any other form is not allowed.
- k. You cannot make a nomination if your policy falls into any of the following categories.
  - \* Your policy is an annuity purchased under the Minimum Sum Scheme (MSS).
  - \* The life insured under your policy is not the same person as the policyholder.
- l. With effect from 1 Jan 2017, Trustee(s) and nominee(s) in a trust nomination(s) must complete and submit FATCA & CRS SELF-CERTIFICATION FORM FOR INDIVIDUAL ACCOUNT HOLDER. The form can be downloaded and printed from via <http://www.income.com.sg/policy-downloads-and-forms>. One form is required for each trustee/nominee named in the Trust Nomination Form.

If the nominee is below 18 years old, Parent/Legal Guardian must complete the FATCA & CRS SELF-CERTIFICATION FORM FOR INDIVIDUAL ACCOUNT HOLDER on behalf of the nominee.

### FATCA AND CRS SELF-CERTIFICATION FORM FOR ENTITY / INDIVIDUAL ACCOUNT HOLDER

NTUC Income Insurance Co-operative Limited ("Income") is required to collect certain information about each person's tax residency and tax classifications under applicable tax regulations, including the Singapore Income Tax Act (Chapter 134), the Foreign Account Tax Compliance Act ("FATCA") and the OECD Common Reporting Standard for Common Exchange of Financial Account Information ("CRS"). We may be obliged to share information about the policy(ies) for which you are an Account Holder with the relevant tax authorities under certain circumstances.

### Submission of Statutory Form

The completed and signed original statutory form must be submitted by hand or post to NTUC Income (Income) for our registration. Any statutory form that is submitted by fax or email attachment will be rejected.

### Nomination Acknowledgement

An acknowledgement letter, listing the relevant policy number(s) will be sent to the policy owner after a statutory form has been registered by Income. No other document will be sent. If the statutory form is submitted together with any new proposal, a copy of the statutory form will be enclosed with the policy document. No acknowledgement letter will be sent.

### Enquiry on Nomination Matters

For enquiry on nomination matters, please contact our Customer Service Officer at 6788 1122 or email to [csquery@income.com.sg](mailto:csquery@income.com.sg). You may also approach your Financial Consultant for assistance.

### NTUC Income Insurance Co-operative Limited

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**INSURANCE ACT**

**INSURANCE (NOMINATION OF BENEFICIARIES)  
REGULATIONS 2009**

**FORM 1**

**TRUST NOMINATION**

**PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS FORM**

- 1 This Form can only be used to make a trust nomination in respect of one relevant policy.
- 2 Unless the context otherwise requires, this Form must be completed in full in order to make a valid trust nomination.
- 3 A trust nomination must comply with section 49L(2) and (3) of the Insurance Act (Cap. 142), and must be made using this Form, in order for it to be valid.
- 4 A trust nomination, if valid, will take effect from the date this Form is lodged with the licensed insurer that issued the relevant policy specified in Part 1.
- 5 Only a policy owner who has attained the age of 18 years may make a trust nomination.
- 6 The policy owner must sign this Form in the presence of 2 witnesses, in order to make a valid trust nomination.
- 7 If this Form pertains to a relevant policy in respect of which a trust nomination has been made, this Form must be accompanied by a copy of Form 2 which revokes the earlier trust nomination.
- 8 This Form must be lodged with the licensed insurer that issued the relevant policy specified in Part 1. Otherwise, the licensed insurer will not be bound to give effect to the trust nomination purportedly made using this Form.

**Part 1 INSTRUCTIONS**

In accordance with section 49L(2) of the Insurance Act, I nominate each person named in Part 3 (referred to in this Form as a nominee) to receive the share (of the policy moneys payable under the relevant policy specified below) set down against his/her name. I understand that this nomination will not be revoked by my marriage or divorce. I also understand that this nomination will create a trust of the policy moneys in favour of every nominee named in Part 3. I am aware that thereafter I will no longer have any interest in, or any right or control over, all or any of the policy moneys payable under the policy specified below (whether paid out during my lifetime or after my death). I will also not be allowed to vary any term or condition of the policy, or give any instruction in relation to the policy which may directly or indirectly alter the benefits payable under the policy, except in accordance with section 49L(9) of the Insurance Act.

**Policy No. or other reference of the relevant policy:**

Where the policy number or other reference is NOT available, please provide: (a) the Plan Name; and (b) the Basic Sum Insured.

**Name of insurer:**

**NTUC Income Insurance Co-operative Limited**

**Name of policy owner:**

**NRIC or Passport No. of policy owner:**

**Signature or right thumb print of policy owner:**

**Date:**

**Part 2 WITNESSES**Notes:

- 1 Each witness must have attained the age of 21 years.
- 2 A witness must not be a nominee or the spouse of a nominee. Otherwise, the trust nomination made using this Form will not be valid.
- 3 The date specified in this Part and the date specified in Part 1 must be same date.

<b>Name of witness</b>	(1)	(2)
<b>NRIC or Passport No. of witness</b>		
<b>Address of witness</b>		
<b>Telephone No. of witness</b>	Home	Home
	Office	Office
	Mobile	Mobile
<b>Signature of witness</b>	I confirm that this Form was signed by the policy owner in my presence.	I confirm that this Form was signed by the policy owner in my presence.
<b>Date</b>		

**Part 3 NOMINEE(S)**Notes:

- 1 Only the spouse, or a child, of the policy owner is eligible to become a nominee under a trust nomination. The policy owner cannot name himself as a nominee. A trust nomination will not be valid if any person other than the spouse or a child of the policyowner is named as a nominee.
- 2 A trust nomination will not be valid if any nominee's share is not specified.
- 3 A trust nomination will not be valid if the total of the shares of all nominees does not add up to 100%.
- 4 A policy owner who wishes to name more than 4 nominees shall attach to this Form as many additional copies of Form 1 as may be necessary to cover all nominees.

<b>Name of nominee</b>	<b>NRIC, Birth Certificate or Passport No. of nominee</b>	<b>Date of Birth of nominee</b>	<b>Address of nominee</b>	<b>Relationship of nominee to policy owner</b>	<b>Share of Nominee (%)</b>
Note: 1 If there is no additional Form 1 attached to this Form, the total must add up to 100%. 2 If there is any additional Form 1 attached to this Form, the sum of the totals for all Forms must add up to 100%.					Total (%)
<b>Is there any additional copy of Form 1 attached to this Form?</b>					Yes/No*
<b>If the answer to the preceding question is "Yes", please state the number of additional copies of Form 1 attached to this Form.</b>					

\* Please delete as appropriate.

**Part 4 TRUSTEE(S)**Notes:

- 1 A trustee who is an individual must have attained the age of 18 years.
- 2 A policy owner must appoint at least one trustee. However, a policy owner may appoint more than one trustee. If a policy owner wishes to appoint more than 2 trustees, he may do so by completing Form 3.
- 3 The policy owner, a witness or a nominee may be named as trustee. However, if the policy owner is named as a trustee:
  - (a) he will not be able to consent to the revocation of the trust nomination;
  - (b) he will not be able to consent to the variation of a term or condition of the relevant policy, or to the execution by the licensed insurer that issued the relevant policy of any instruction in relation to the relevant policy which may directly or indirectly alter the benefits payable under the relevant policy; and
  - (c) he will not be able to give a valid discharge to the licensed insurer that issued the relevant policy for any payment made, pursuant to the trust nomination, from the policy moneys payable under the relevant policy.
- 4 In this Part, "licensed trust company", "director" and "resident manager" have the same meanings as in the Trust Companies Act (Cap. 336)

<b>Name of trustee</b>	(1) (mandatory)	(2) (optional)
<b>NRIC or Passport No. of trustee (if trustee is an individual) or Unique Entity No. of trustee (if trustee is a licensed trust company)</b>		
<b>Date of Birth of trustee (if trustee is an individual) or Date of Incorporation of trustee (if trustee is a licensed trust company)</b>		
<b>Address of trustee</b>		
<b>Telephone No. of trustee</b>	Home	Home
	Office	Office
	Mobile	Mobile
<b>Signature or right thumb print of trustee (if trustee is an individual) or signature, name and designation of authorised director or resident manager of trustee (if trustee is a licensed trust company)</b>	I agree/The abovenamed licensed trust company agrees* to be appointed as a trustee of the policy moneys payable under the relevant policy specified in Part 1.	I agree/The abovenamed licensed trust company agrees* to be appointed as a trustee of the policy moneys payable under the relevant policy specified in Part 1.

\* Please delete as appropriate.