



# Change of Personal Details

## Part A Your details

Name of Assured / Assignee / Trustee

NRIC / Passport number

Policy number

## Part B Alterations on Client's Personal Details

### 1. Correction / Change of Name / Identity Number / Nationality\* to:

(Please enclose documentary evidence – photocopy of Deed Poll, Identity Card, Passport or Birth Certificate)

\*For Change of Nationality: Please fill up the Declaration of US Indicia and Declaration of Tax Residency under the CRS

**Declaration of US Indicia (This portion needs to be completed by Assured / Assignee / Trustee)**

Do you have one or more US Indicia\*?  Yes  No

Do you give standing instructions to transfer funds to an account maintained in the US?  Yes  No

Do you give effective power of attorney or signatory granted to a person with a US address?  Yes  No

If **yes**, please complete the **United States of America (US) Person Declaration form** (available at <http://www.aviva.com.sg/fatca/resources-downloads.html>) and return to Aviva.

*\*US Resident / Citizen / Place of Birth / Taxpayer ID number / Mailing or Residential Address / Contact Number/US "in-care-of" or "hold mail" address*

**Declaration of Tax Residency under the Common Reporting Standard (This portion needs to be completed by Assured/Assignee/Trustee)**

Is there any change in the information that you have provided to Aviva Ltd that would result in a change in your tax residency status (for e.g. change in your residence/ mailing/in-care of address, telephone number)?  Yes  No

If **yes**, please complete the **CRS Self-Certification Form for Individual/Entity/Controlling Person (whichever is applicable)** (available at <http://www.aviva.com.sg/CRS/resources-downloads.html>) and return to Aviva.

<b>Signature of Assured(s)/Assignee(s)/Trustee(s)</b>	<b>Date</b>
Name :	
NRIC/Passport No. :	
Mobile No. :	
Email Address :	

### 2. Change of Signatory

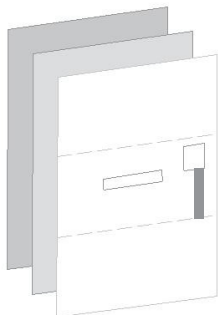
(Please ensure that the previous signature is signed and it must be consistent with our record. Please come personally to Aviva if you are unable to sign the previous signature)

<b>Name of Signatory</b>	<b>Previous Signature</b>	<b>New Signature</b>	<b>Date</b>
NRIC/Passport No. :			
Mobile No. :			
Email Address :			

**Note : Mobile number and email address provided above will replace our records accordingly**

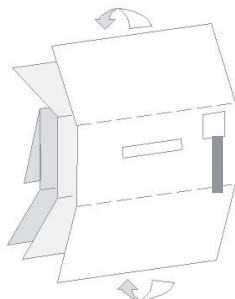
## How to use the Business Reply Envelope (BRE)

**Step 1:** Print the Aviva Business Reply Envelope (BRE) on a fresh sheet of A4 paper.

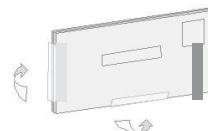


FOLD HERE

**Step 2:** Enclose your completed documents in the BRE. Fold inwards carefully along the dotted lines shown below.



**Step 3:** Seal the edges with clear tape. Take care not to stick the tape onto the documents. Do not staple. Post the sealed BRE and its contents back to us.



**BUSINESS REPLY SERVICE  
PERMIT No. 00645**



**ATTN: CUSTOMER SERVICE**

**Aviva Ltd**  
4 Shenton Way #01-01  
SGX Centre 2  
Singapore 068807

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



FOLD HERE

Please send us your application with this prepaid business reply folder

- 1) Fold along the dotted lines.
- 2) Fold and insert your application form or any other required document into this prepaid business reply folder.
- 3) Glue and seal along the edges firmly. Stapling & spot sealing disallowed.