



# AIA SINGAPORE PRIVATE LIMITED ABSOLUTE ASSIGNMENT FORM

## Important Notes

1. AIA Singapore Private Limited ("AIA Singapore") has furnished this specimen form of assignment for the convenience of the parties. AIA Singapore is not a party to this assignment and will not be responsible for your use or reliance of this form, or for the validity or legality of this assignment. Parties are advised to seek their own legal and / or financial advice.
2. The following policies may not be assigned:
  - (a) policy that is not enforce.
  - (b) policies purchased with funds from Central Provident Fund contributions pursuant to the Central Provident Fund Investment Scheme (CPFIS);
  - (c) policies purchased with funds from Supplementary Retirement Scheme; and
  - (d) policies subject to trust under Section 49L of the Insurance Act or Section 73 of the Conveyancing and Law of Property Act unless trustee and all beneficiaries consent to revocation of trust.
  - (e) policies pledged in connection with the Home Protection Scheme (HPS) exemption unless the Assignor (Policy Owner) instructs AIA Singapore in this form to give notice to CPF Board of the assignment of the policy. Please note that giving of such notice by AIA Singapore may result in the Assignor's (Policy Owner) exemption from HPS being revoked by the CPF Board.
  - (f) policies with existing regular top-up arrangement and/or rider(s) insuring Assignor (Policy Owner) (e.g. Payor Benefit / Payor Benefit Comprehensive / Early Critical Protector Payor Benefit riders) unless the Assignor (Policy Owner) instructs AIA Singapore in this form to terminate such regular top-up and/or rider(s).
3. If the policy contains a declaration of trust or a clause which vests the policy in the life assured (Insured) at a certain age, the Insured will, once he reaches that age, automatically take over all rights and obligations under the policy as the absolute policy owner. Once this happens, the assignee's rights under this policy will end.
4. The policy cannot be assigned to an AIA Financial Service Consultant (FSC) / Financial Adviser (FA) unless proof of immediate family relationship between Assignee and Assignor is provided. This also applies to an ex-FSC/FA in the first year immediately after he/she leaves AIA. The term "immediate family" shall be taken to mean:
  - In respect of FSCs/FAs who are not married, their parents and siblings
  - In respect of FSCs/FAs who are married, their parents, spouse and children
5. Assignor (Policy Owner) must be 18 years old and above.
6. Witness must be 21 years old and above and should not be a beneficiary of the Policy or an immediate family member of either the Assignor (Policy Owner) and Assignee.
7. All fields in this form, and all forms required to be submitted for the assignment, must be completed (no blank fields).
8. All signatures must be in ink.
9. If the Assignor / Assignee / Witness fills up the form incorrectly, the person correcting his or her details has to sign against the correction.
10. An original copy of this form and Notice of Assignment (with all required documents and forms) must be provided to AIA Singapore at the address stated below:

**AIA Singapore Private Limited**  
3 Tampines Grande, #09-01  
AIA Tampines, Singapore 528799  
Attention: Policy Services Department

## **Please prepare the following supporting documents when submitting this form:**

### **For assignor (existing policy owner - Individual)**

- Photocopy of NRIC/Passport/Long-Term Pass or other relevant identity documents (ID) with (i) assignor's signature; and (ii) signature of an AIA Financial Services Consultant / Insurance Representative or an independent third party witnessing the assignor signing on the photocopy.

### **For assignor (existing policy owner - Entity)**

- A copy of Accounting and Corporate Regulatory Authority (ACRA) search or Certificate of Incumbency (dated within last 6 months); and
- Copy of ID of the authorized signatory of the company for this assignment. Please affix signature on the ID, witnessed by an AIA Financial Services Consultant / Insurance Representative or an independent third party witnessing signing on the photocopy.

### **Additional requirements where assignor is a Private Investment Company (PIC) or Trust:**

- A copy of Accounting and Corporate Regulatory Authority (ACRA) search or Certificate of Incumbency (dated within last 6 months); and
- Copy of ID of the authorized signatory of the company for this assignment. Please affix signature on the ID, witnessed by an AIA Financial Services Consultant / Insurance Representative or an independent third party witnessing signing on the photocopy.

### **For assignee (new policy owner - Individual)**

- Photocopy of NRIC/Passport/Long-Term Pass or other relevant identity documents with (i) assignee's signature; and (ii) signature of an AIA Financial Services Consultant / Insurance Representative or an independent third party witnessing the assignee signing on the photocopy;
- For assignment to an AIA Financial Service Consultant / Financial Adviser an additional photocopy of proof of relationship between Assignee and Assignor (i.e. marriage or birth certificate) will be required.

**AIA Singapore Private Limited (Reg No. 201106386R)**  
AIA Customer Service Centre, 1 Finlayson Green, Singapore 049246  
Monday to Friday: 8.45am – 5.30pm  
AIA Customer Care Hotline: 1800 248 8000 AIA.COM.SG

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- CRS Self-Certification form;  
(Note: 1. The assignee to submit CRS Individual Self Certification Form.  
2. Proof of Residential Address if your ID does not contain your residential address. We accept letters from government agency/ bank statement/ utility/ telephone bills addressed to you (dated within the last 6 months).

**For assignee (new policy owner - Entity)**

- Copy of Accounting and Corporate Regulatory Authority (ACRA) search or Certificate of Incumbency; copy of ID of the authorized signatory for this assignment. Please affix signature on the ID, witnessed by an AIA Financial Services Consultant / Insurance Representative or an independent third party witnessing signing on the photocopy;
- Enhanced Due Diligence Form;
- FATCA Declaration Form if Assignee declares that it is a US Person and complete:
  - W9 if Assignee is a U.S Person; or
  - W8BEN-E if Assignee is not a U.S Person.
- CRS Entity Self-Certification Form;
- CRS Controlling Person Self-Certification Form. To be completed by all Controlling Person(s) of an entity that is a Passive NFE; and
- Certified True Copy of Authorised Signatory List

**Additional requirements where assignee is a Private Investment Company (PIC):**

- Corporation Authorisation Form;
- True Copy of Accounting and Corporate Regulatory Authority (ACRA) search or Certificate of Incumbency (dated within last 6 months)
- A Certified True Copy of Minutes of Board Meeting/ Board Resolution (dated within the last 6 months);
- A Certified True Copy of Certificate of Incorporation;
- A Certified True Copy of Certificate of Good Standing.

**Additional requirements where assignee is a Trust Entity/ Private Investment Company with overlaying trust:**

- Verification of Trust Form;
- Trust Deed or First & Last Page of Trust Agreement;
- Photocopy of NRIC/Passport/Long-Term Pass or other identity document (ID) of all settlor(s) & Trust Protector(s)

**Additional requirement where policy is an AIA Centurion PA and insured is the parent of the policy owner:**

- Photocopy of NRIC/Passport/Long-Term Pass or other relevant identity documents (ID) with (i) insured's signature; and (ii) signature of an AIA Financial Services Consultant / Insurance Representative or an independent 3rd party who is above age 21 and not a party to the policy witnessing the insured signing on the photocopy.
- To indicate Insured's consent of Absolute Assignment on the witnessed copy of NRIC/other relevant identity documents (ID). Refer to sample acknowledgement wordings as follows: "I <name> agree for Policy Number <number> to be assigned to <name of assignee> and request AIA Singapore Private Limited to process the assignment."

**Details of Policy being Assigned**

Policy Number

Name of Insured (per NRIC/Passport/FIN)

NRIC/Passport/FIN No.

**Details of Assignor (Existing Policy Owner)**

Name (per NRIC/Passport/FIN/ACRA business profile)

NRIC/Passport number/FIN/  
Unique Entity Number (UEN)

Contact Details (Country Code) (Area Code + Telephone number)

Mobile:

Office:

Home:

**Termination of Regular Top-Up and/or Rider(s)**

- I, the Assignor, hereby instruct AIA Singapore Private Limited to terminate any existing regular top-up arrangement and/or rider(s) that insures the Policy Owner (the Assignor) (if any) under this Policy, in order for AIA Singapore Private Limited to perform the Absolute Assignment of the abovementioned policy to the Assignee named thereafter.

**GIRO / Credit Card Arrangement**

**GIRO Arrangement**

Is there any existing GIRO arrangement including Loan repayment, if any, for this Policy?

Yes  No

If yes, the Assignor, hereby instructs AIA Singapore Private Limited ("AIA Singapore") to

Retain  Terminate the existing arrangement including Loan repayment, if any.

**Credit Card Deductions Arrangement**

Is there any recurring Credit Card deductions arrangement for this Policy?

Yes  No

If yes, the Assignor, hereby instructs AIA Singapore Private Limited ("AIA Singapore") to

Retain  Terminate the existing Credit Card deductions arrangement

**Details of Assignee (New Policy Owner) <sup>##</sup>**

Name (per NRIC/Passport/FIN/ACRA business profile)	NRIC/Passport number/FIN/ Unique Entity Number (UEN)	Date of Birth/Date of Incorporation (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Details (Country Code) (Area Code + Telephone number)

Mobile:	Office:	Home:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mailing Address (All policy correspondences only for this policy will be sent to the address on your ID unless a different address is indicated here.)

Country	Postal Code
<input type="text"/>	<input type="text"/>

Are you now, or were you previously, an AIA Financial Services Consultant (FSC) or  No  Yes, FSC Code:

If yes, please state your relationship with the Assignor:

(Note: Proof of relationship is required between Assignee and Assignor for assignment to FSC or FA)

**## Please note that the Assignee is required to complete and submit the POS Enhanced Due Diligence Form, FATCA Declaration Form and CRS Self-Certification Form.**

**Payor Details (to be completed by Assignee)**

Will premium payment for the policy be made by the Assignee?  Yes  No  Not Applicable – Fully Paid policy

If No, please complete the following:

(a) Name of Payor  Please provide (i) Copy of Payor's identification document. OR (ii) Evidence of Incorporation, Ownership and Shareholdings (where the Payor is a Company).	
(b) Principal Business or Occupation of the Payor	
(c) Address of the Payor	
(d) Relationship to the Assignee	
(e) Source of Funds	

In consideration for payment made by the Assignee to the Assignor, I/we, the Policy Owner (Assignor) hereby assign and transfer to the above named Assignee (which shall include his executors, administrators and assigns), the full benefit of all moneys assured or to become payable by or under the aforementioned policy (the "Policy") issued by AIA Singapore Private Limited ("AIA Singapore") detailed below. This Assignment is inclusive of the cash surrender and loan value of the Policy and any dividends that may be declared upon the Policy from time to time. I/We hereby declare that:

- The Policy:  (policy number) is issued by AIA Singapore;
- Reason for assignment (tick one only):  
 Gift  
 Sale  
 Others (please specify):
- Payment by Assignee S\$  (To be completed if reason for assignment is Sale or Others)
- Relationship between Assignor and Assignee: ;
- I/We have not and will not do or knowingly cause anything to be done which may render the Policy void or voidable or prevent the Assignee from receiving or be deprived of the right to receive the moneys assured or to become payable under the Policy;
- With effect from the date of this Assignment, a receipt signed or any payment received by the Assignee shall fully discharge AIA Singapore from its liabilities and obligations under the Policy in respect of which the receipt or payment is given;
- I/We understand that a revocable nomination made under Section 49M(7) of the Insurance Act, Chapter 142, Singapore is deemed revoked if the policy owner assigns, encumbers or otherwise deals with the relevant policy or any interest under the relevant policy (applicable if nominations pursuant to Section 49M(2) of the Insurance Act was made previously);



**Payor Details (to be completed by Assignee) (continued)**

8. I am not an undischarged bankrupt and to my knowledge, there are no current, pending or threatened bankruptcy proceedings against me (For individuals);
9. No winding up petition has been presented and that there are no winding up proceedings (whether voluntary or otherwise) or winding up order made in respect of us (For entities);
10. I/We hereby acknowledge that if the Assignor and Assignee sign on different dates for this absolute assignment, the date of assignment shall be the date set out next to the Assignor's signature;
11. I/We hereby acknowledge and agree that once the Policy is assigned, the Assignor loses all rights to benefits under the Policy, the Assignee will receive all future correspondence on the Policy, and all future benefits and/or payment will be payable to the Assignee;
12. 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.
13. I/We agree and consent to furnish any information and/or document(s) requested for by AIA Singapore for the purpose of processing this form, including but not limited to information and/or document(s) in connection with the paragraph above on Prohibited Persons, and further understand and agree that AIA Singapore is entitled not to accept or process this form should such requested information or document be withheld or is not furnished; and
14. 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.
15. This absolute assignment is governed by and construed in accordance with the laws of the Republic of Singapore.

IN WITNESS WHEREOF, we, the Policy Owner/Assignor and the Assignee have set our hands on the date stated below.

Signature of Policy Owner/Assignor  
(or authorised signatory(ies))

**Date (DD/MM/YYYY)**

Signature of Assignee  
(or authorised signatory(ies))

**Date (DD/MM/YYYY)**

Signature of Witness  
(or authorised signatory(ies))

**Date (DD/MM/YYYY)**

Signature of Witness  
(or authorised signatory(ies))

**Date (DD/MM/YYYY)**

Name of Witness (per NRIC) :

NRIC No.:

Contact No.:

Address:

Name of Witness (per NRIC) :

NRIC No.:

Contact No.:

Address:

**Notice of Assignment**

To: AIA Singapore Private Limited

- 1. I/We, the Assignee, hereby give you notice of the absolute assignment of the Policy mentioned above issued by AIA Singapore Private Limited (“AIA Singapore”).
- 2. I/We hereby acknowledge that if the Assignor and Assignee signed on different dates for the absolute assignment, the date of the assignment shall be the date set out next to the Assignor’s signature.
- 3. I/We understand that AIA Singapore does not assume any responsibility for the validity, legality or effect of the Assignment.
- 4. I/We understand that AIA Singapore shall not be bound by the assignment unless it has received this notice of assignment. However, AIA Singapore reserves the right to not to acknowledge the notice of assignment until all required documents and forms are provided and in order.
- 5. I/We hereby hold AIA Singapore free of any liability or responsibility for any payments made to the Assignor and carrying out its other obligations to the Assignor prior to the receipt of this Notice of Assignment.

Yours sincerely

Signature of Assignee  
*(or authorised signatory(ies))*

Date (DD/MM/YYYY)

**Declarations, Authorisations and Consents**

**1. Declaration on U.S. Person Status (by Assignee)**

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.*

**2. Common Reporting Standard Declaration (by Assignee)**

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.

(For entities and other non-individuals)

I/We further undertake to notify AIA Singapore within 30 days of any change to the Assignee’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 Assignee 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 Assignee’s or Controlling Person’s country of residence for tax purposes.



**Declarations, Authorisations and Consents** (continued)

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 Assignee'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.

Note: Do note that a separate Self-Certification Form is required for the Assignee

**3. Personal Data Consent**

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/had 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.

**Additional Declarations**

I/We, the undersigned, confirm that:

1. I/We have read, understood and agreed to all the terms in this Absolute Assignment Form ("Form").
2. I/We understand that I/we cannot alter any of the wordings in this Form. Any attempt to do so will have no effect.
3. All details provided and declarations made in this Form are true, accurate and complete and I/we have not withheld any information. I/We undertake to inform AIA Singapore of any changes to the details. I/we have provided as soon as I/we become aware of such changes. I/We accept full responsibility for the details provided in this Form, whether written by me or by anyone else on my/our behalf.
4. I/We am/are not an undischarged bankrupt and no bankruptcy application (including any statutory order) or order has been made against me/us.
5. I/We understand and agree to the collection, use and disclosure of my/our personal data as stated in the "Personal Data Consent" section above.
6. I/We agree that this Form and the assignment made under this Form are governed by the laws of the Republic of Singapore and the courts of Singapore shall have exclusive jurisdiction.

Signature of Assignor  
(or authorised signatory(ies))

Date (DD/MM/YYYY)
-------------------

Signature of Assignee  
(or authorised signatory(ies))

Date (DD/MM/YYYY)
-------------------

I, the Witness, confirm that this Form was signed by the Assignor and the Assignee in my presence.

Signature of Witness  
(or authorised signatory(ies))

Date (DD/MM/YYYY)
-------------------

Signature of Witness  
(or authorised signatory(ies))

Date (DD/MM/YYYY)
-------------------

Signature of Witness (aged 21 and above):

Name of Witness (per NRIC) : 

--

NRIC No.: 

--

Contact No.: 

--

Address: 

--

Relationship of Witness to Assignor: 

--

Signature of Witness (aged 21 and above):

Name of Witness (per NRIC) : 

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NRIC No.: 

--

Contact No.: 

--

Address: 

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Relationship of Witness to Assignee: 

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## Assignment of Policy Checklist

Please check that you have included all the necessary documents. Any omissions may result in a delay of the processing of your Absolute Assignment.

### For assignee (new policy owner - Individual)

S/N	Required Documents	Points to Note	Tick
1	Absolute Assignment Form	All fields in this form must be completed (no blank fields).	<input type="checkbox"/>
2	Enhanced Due Diligence Form	Completed by new owner.	<input type="checkbox"/>
3	CRS Individual Self Certification Form	Completed by new owner.	<input type="checkbox"/>
		Proof of Residential Address if your ID does not contain your residential address.  We accept letters from government agency/ bank statement/ utility/ telephone bills addressed to you (dated within the last 6 months).	<input type="checkbox"/>
4	FATCA Declaration Form if Assignee declares that he/she is a US Person, to complete: - W9 if you are a U.S Person; or - W8BEN if you are not a U.S Person.	Completed by new owner	<input type="checkbox"/>
5	ID/ Passport Copy (Assignor)	Photocopy of NRIC/Passport/Long-Term Pass or other relevant identity documents (ID) with (i) assignor's/assignee's signature; and (ii) signature of an AIA Financial Services Consultant / Insurance Representative or an independent third party witnessing the assignor's/assignee's signing on the photocopy.	<input type="checkbox"/>
6	ID/ Passport Copy (Assignee)		
7	Photocopy of proof of relationship showing relation between Assignee and Assignor (i.e marriage or birth certificate)	Assignment to AIA Financial Service Consultant / Financial Advisor	<input type="checkbox"/>
8	Additional documents where policy is an <b>AIA Centurion PA</b> and insured is the parent of the policy owner	i. Photocopy of NRIC/Passport/Long-Term Pass or other relevant identity documents (ID) with (i) insured's signature; and (ii) signature of an AIA Financial Services Consultant / Insurance Representative or an independent 3rd party who is above age 21 and not a party to the policy witnessing the insured signing on the photocopy. ii. To indicate Insured's consent of Absolute Assignment on the witnessed copy of NRIC/other relevant identity documents (ID). Refer to sample acknowledgement wordings as follows: "I <name> agree for Policy Number <number> to be assigned to <name of assignee> and request AIA Singapore Private Limited to process the assignment."	<input type="checkbox"/>

### For assignee (new policy owner - Entity)

S/N	Required Documents	Points to Note	Tick
1	Absolute Assignment Form	All fields in this form must be completed (no blank fields).	<input type="checkbox"/>
2	A copy of Accounting and Corporate Regulatory Authority (ACRA) search or Certificate of Incumbency	Certified True Copy that is dated within the last 6 months	<input type="checkbox"/>
3	Enhanced Due Diligence Form	Completed by new owner.	<input type="checkbox"/>
4	CRS Entity Self Certification Form	Completed by new owner.	<input type="checkbox"/>
5	CRS Controlling Person Self-Certification Form.	Completed by all Controlling Person(s) of an entity that is a Passive Non-Financial Entity.	<input type="checkbox"/>
6	FATCA Declaration Form if Assignee declares that he/she is a US Person, to complete: - W9 if you are a U.S Person; or - W8BEN if you are not a U.S Person.	Completed by new owner	<input type="checkbox"/>
7	ID/ Passport Copy (Assignor)	Photocopy of NRIC/Passport/Long-Term Pass or other relevant identity documents (ID) with (i) assignor's/assignee's signature; and (ii) signature of an AIA Financial Services Consultant / Insurance Representative or an independent third party witnessing the assignor's/assignee's signing on the photocopy.	<input type="checkbox"/>
8	ID/ Passport Copy (Assignee)		
9	Authorised Signatory List (ASL) of entity	Certified True Copy dated within the last 6 months	<input type="checkbox"/>



10	Additional Documents for Private Investment Company	Corporation Authorisation Form	<input type="checkbox"/>
		Certified True Copy of Accounting and Corporate Regulatory Authority (ACRA) search or Certificate of Incumbency (dated within last 6 months)	<input type="checkbox"/>
		Certified True Copy of the Minutes of Board Meeting/ Board Resolution (dated within the last 6 month)	<input type="checkbox"/>
		Certified True Copy of Certificate of Incorporation	<input type="checkbox"/>
		A Certified True Copy of Certificate of Good Standing	<input type="checkbox"/>
11	Additional Documents for Trust Entity/ Private Investment Company with overlaying trust	Verification of Trust Form	<input type="checkbox"/>
		Trust Deed or 1st and last page of the Trust Agreement.	<input type="checkbox"/>
		Photocopy of NRIC/Passport/Long-Term Pass or other identity document (ID) of all settlor(s) & Trust Protector(s)	<input type="checkbox"/>
12	Additional documents where policy is an <b>AIA Centurion PA</b> and insured is the parent of the policy owner	<p>i. Photocopy of NRIC/Passport/Long-Term Pass or other relevant identity documents (ID) with (i) insured's signature; and (ii) signature of an AIA Financial Services Consultant / Insurance Representative or an independent 3rd party who is above age 21 and not a party to the policy witnessing the insured signing on the photocopy.</p> <p>ii. To indicate Insured's consent of Absolute Assignment on the witnessed copy of NRIC/other relevant identity documents (ID). Refer to sample acknowledgement wordings as follows: "I &lt;name&gt; agree for Policy Number &lt;number&gt; to be assigned to &lt;name of assignee&gt; and request AIA Singapore Private Limited to process the assignment."</p>	<input type="checkbox"/>



*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.*

*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?*

*Have you*

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

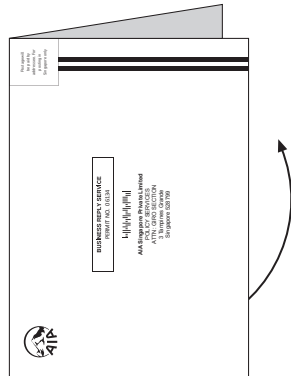
3 Tampines Grande #09-01

AIA Tampines

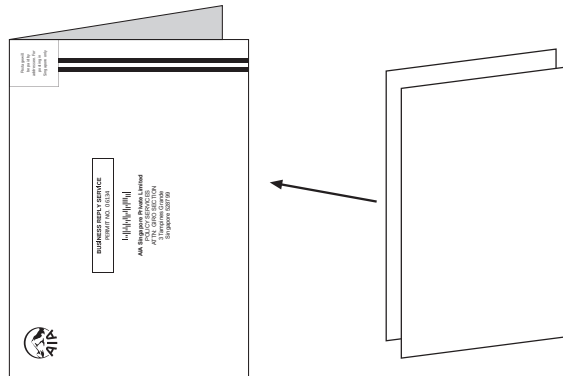
Singapore 528799

## 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

