

INSTRUCTIONS FOR FILLING UP THE PRESCRIBED STATUTORY FORMS

With effect from 2 Jan 2024, 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 filing up the statutory form.

- 1 Policy owner who has attained the age of 18 years may make a nomination.
- 2 Nomination must be submitted on the relevant statutory form. The statutory form must be properly filled up and completed in full.
- 3 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.
- 4 A new statutory form must be completed in the event that there is any amendment and/or alteration. Initialling against an amendment/alteration is not allowed.
- 5 Statutory Form 1 must be signed by the policy owner in person in the presence of 2 appropriate signatories (who must make the declarations in Part 3). The date of signing this Form by policy owner and 2 appropriate signatories must be the same date.
- 6 Statutory Form 2 must be signed:
 - (a) by the policy owner;
 - (b) by either:
 - (i) any trustee of the policy moneys payable under the relevant policy specified in Part 1 (not being the policy owner); or
 - (ii) each nominee who attained age of 18 years and a parent or legal guardian (not being the policy owner) of each nominee who is below age of 18 years; and
 - (c) by 2 appropriate signatories, both of whom must either:
 - (i) witness the signing of this Form by the policy owner and each of the persons mentioned in (b)(i) or (b)(ii) (as the case may be) in person or by means of any audiovisual link, and make the declarations in Part 3 (date specified in this part must have same signed date as policy owner); or
 - (ii) without witnessing the signing mentioned (c)(i) and make declarations in Part 3 (date specified in this part must be within 7 calendar days starting on the signed date of the policy owner).

Note: Currently, electronic nomination form submission is not available. The option for "without witnessing" is not applicable for hard copy form submission.

- 7 Statutory Form 3 must be signed:
 - (a) by the policy owner; and
 - (b) by 2 appropriate signatories, both of whom must either:
 - (i) witness the signing of this Form by the policy owner in person or by means of any audiovisual link, and make declarations in Part 3 (date specified in this part must have same signed date as policy owner); or
 - (ii) without witnessing the signing mentioned in (b)(i) and make the declarations in Part 3 (date specified in this part must be within 7 calendar days starting on the signed date of the policy owner).

Note: Currently, electronic nomination form submission is not available. The option for "without witnessing" is not applicable for hard copy form submission.

- 8 The statutory form must clearly state the full address and at least 1 contact number of each appropriate signatory.
- 9 Each appropriate signatory must have attained the age of 21 years. An appropriate signatory must not be a nominee or the spouse of a nominee.
- 10 The total shares of all nominees must add up to 100%.
- 11 If a policy owner wishes to name more than 4 nominees, additional copies of the statutory Form 1 (trust nomination) to cover all nominees must be submitted. The additional Form 1 must be completed in full by the policy owner and signed by the same 2 appropriate signatories. Attachment in any other form will be rejected.
- 12 A policy owner must appoint at least 1 trustee. However, if the policy owner wishes 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 appropriate signatories as Form 1. Attachment in any other form is not allowed.
- 13 You cannot make a nomination if your policy falls into any of the following categories.
 - (i) Your policy is an annuity purchased under the Minimum Sum Scheme (MSS).
 - (ii) The life insured under your policy is not the same person as the policyholder.
- 14 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 <https://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 & CRS SELF-CERTIFICATION FORM FOR ENTITY/INDIVIDUAL ACCOUNT HOLDER

Income Insurance Limited (“Income”) is required to collect and report certain information about an account holder’s tax residency in order to comply with the Singapore Income Tax Act 1947 and related regulations including Income Tax (International Tax Compliance Agreements) (United States of America) Regulations 2015 (FATCA) and Income Tax (International Tax Compliance Agreements) (Common Reporting Standard) Regulation 2016 (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 Income Insurance Limited (Income) for our registration. Any statutory form that is submitted by fax or email attachment will be rejected.

Enquiry on Nomination Matters

For enquiry on nomination matters, please contact our Customer Service Officer at 6788 1122 or submit via www.income.com.sg/enquiry. You may also approach your Financial Consultant for assistance.

INSURANCE ACT 1966
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. The hard copy form of this Form must also be used.
- 3 A trust nomination must comply with section 132(2) and (3) of the Insurance Act 1966 (“Insurance Act”), 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 1A.
- 5 Only a policy owner who has attained the age of 18 years may make a trust nomination.
- 6 A person must agree to be appointed as a trustee before the policy owner makes the trust nomination, and the person may only agree so after being informed by the policy owner of the following matters in Parts 1A and 1B:
 - (a) the details of the relevant policy (Policy No. or other reference, and name of insurer);
 - (b) the person or persons whom the policy owner intends to nominate; and
 - (c) the share of the policy moneys that each of the persons mentioned in sub-paragraph (b) will receive.
- 7 If the policy owner wishes to amend Parts 1A or 1B after obtaining a person’s agreement to be appointed as a trustee, the policy owner must inform the person of the amendments to Part 1A and 1B and obtain the person’s agreement again.
- 8 The policy owner must sign this Form in person in the presence of 2 witnesses (who must make the declarations in Part 3), in order to make a valid trust nomination.
- 9 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. If Form 2 is completed in electronic form, the policy owner may provide the licensed insurer a printed copy of Form 2 or the reference number (if any) of the completed Form 2.
- 10 This Form must be lodged with the licensed insurer that issued the relevant policy specified in Part 1A. Otherwise, the licensed insurer will not be bound to give effect to the trust nomination purportedly made using this Form.

Part 1A: POLICY OWNER’S INSTRUCTIONS	
<p>In accordance with section 132(2) of the Insurance Act, I nominate each person named in Part 1B (called in this Form a nominee) to receive the share (of the policy moneys payable under the relevant policy specified below) set down against his or her name.</p> <p>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 1B. 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 132(9) of the Insurance Act.</p>	
<p>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.</p>	
Name of insurer	Income Insurance Limited
Name of policy owner	
NRIC or Passport No. of policy owner	
Signature or right thumb print* of policy owner	
Email Address of policy owner	
Date (dd/mm/yyyy)	

* Please delete as appropriate.

Part 1B: 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 or herself as a nominee. A trust nomination will not be valid if any person other than the spouse or a child of the policy owner is named as a nominee.
- 2 A trust nomination will not be valid if any nominee's share is not specified.
- 3 The shares of the nominee(s) must be reflected as a percentage (up to 2 decimal places).
- 4 A trust nomination will not be valid if the total of the shares of all nominees does not add up to 100%.
- 5 A policy owner who wishes to name more than 4 nominees must attach to this Form as many additional copies of Form 1 as may be necessary to cover all nominees.

	(1)	(2)	(3)	(4)
Name of nominee				
NRIC, Birth Certificate or Passport No. of nominee				
Date of birth of nominee (dd/mm/yyyy)				
Address of nominee				
Telephone No. of nominee				
Email Address of nominee				
Relationship of nominee to policy owner				
Share of nominee (%)				
Total shares of all nominees (%)				

Note:

- 1 If there is no additional Form 1 attached to this Form, the total shares of the nominees listed in this Form must add up to 100%.
- 2 If there is any additional Form 1 attached to this Form, the sum of the total shares of all nominees listed in all Forms must add up to 100%.

Is there any additional copy of Form 1 attached to this Form?	<input type="checkbox"/> Yes <input type="checkbox"/> No*
If the answer to the preceding question is "Yes", please state the number of additional copies of Form 1 attached to this Form.	

* Please delete as appropriate.

Part 2: 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 or she 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 trustee:
 - (a) he or she will not be able to consent to the revocation of the trust nomination;
 - (b) he or she 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 or she 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 meanings given by section 2 of the Trust Companies Act 2005.

	(1) (mandatory)	(2) (optional)
Name of trustee		
NRIC or Passport No. of trustee (if trustee is an individual) or Unique Entity No. of trustee (if trustee is a licensed trust company)		
Date of Birth of trustee (if trustee is an individual) or date of incorporation of trustee (if trustee is a licensed trust company)		
Address of trustee		
Telephone No. of trustee		
Email Address of trustee		
Signature or right thumb print* of trustee (if trustee is an individual) or signature or right thumb print*, name and designation of authorised director or resident manager of trustee (if trustee is a licensed trust company)	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 1A.	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 1A.
Date (dd/mm/yyyy)		

* Please delete as appropriate.

Part 3: DECLARATIONS BY APPROPRIATE SIGNATORIESNotes:

- 1 Each appropriate signatory must have attained the age of 21 years.
- 2 An appropriate signatory 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 Part 1A must be the same date.

Declaration:

By signing below, I confirm that to the best of my knowledge and belief:

- (a) the policy owner completed and signed this Form;
- (b) the policy owner understands the purpose of this Form and the effect of his or her completion and signing of this Form; and
- (c) no fraud or undue pressure has been used to induce the policy owner to make the nomination as set out in Parts 1A and 1B of this Form.

	(1)	(2)
Name of appropriate signatory		
NRIC or Passport No. of appropriate signatory		
Address of appropriate signatory		
Telephone No. of appropriate signatory		
Email Address of appropriate signatory		
Signature or right thumb print* of appropriate signatory	I confirm that this Form was signed by the policy owner in person in my presence.	I confirm that this Form was signed by the policy owner in person in my presence.
Date (dd/mm/yyyy)		

* Please delete as appropriate.