

Change of payment frequency form

Important notes:

For Singaporeans/PRs, submit a CLEAR copy of your NRIC (front & back).

For foreigners, submit a CLEAR copy of an identification (front & back) (e.g. employment pass, passport) and a CLEAR copy of documentary proof of the address, such as copies of utility bills, bank statements or letters issued by statutory or government bodies (dated within past 6 months) with letterhead, name, address and date clearly shown.

Details of policyholder or assignee

Full name (as in NRIC/Passport/Long-Term Pass)

NRIC/Passport number/FIN

Details

Policy number	Please select your preferred payment frequency (Choose 1 only)
	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Half Yearly <input type="checkbox"/> Yearly
	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Half Yearly <input type="checkbox"/> Yearly
	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Half Yearly <input type="checkbox"/> Yearly
	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Half Yearly <input type="checkbox"/> Yearly
	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Half Yearly <input type="checkbox"/> Yearly

Important notes

- 1 For change of premium frequency from higher frequency (e.g. monthly) to lower frequency (e.g. yearly), you may need to pay a pro-rated premium up to the next policy's anniversary date.
- 2 If your policy is under cash mode and payment is required to effect the change, **please arrange to make the payment within 14 days from date of submission.**
- 3 If your policy is on GIRO,
 - (i) we will deduct the supplement amount via GIRO on 6th or 18th of the month;
 - (ii) we will not process the change of premium frequency between 25th of the month and 8th of the following month. We will process your request after the GIRO payment is completed.
- 4 The changes will take effect only when Income accepts and approves the request and notify you of the effective date of the change.
- 5 The revised premium after change of frequency may not match the premium shown on your illustration due to rounding difference.
- 6 **You can scan the QR code below to login to our customer online portal (<https://me.income.com.sg>) and submit your request online (under Manage - Change payment frequency).** We will send you an email confirmation once your request is successful.



Signature of policyholder or assignee¹

Date:

¹ For policies that are assigned, the assignee needs to sign this form.