

**PART 1 – INFORMATION ABOUT CUSTOMERS, AGENTS, BENEFICIAL OWNERS AND POLITICALLY EXPOSED PERSONS** (Refer to definitions at the end of this document)

**Section A1 – Information of Customer/ Agent**

Individual Customer's / Agent's Information	
Capacity in which the individual is acting	<input type="checkbox"/> Self <input type="checkbox"/> Agent <input type="checkbox"/> Connected Party
Full Name (including any aliases)*	
Residential Address*	
Unique Identification Number/ Passport/FIN Number*	Expiry date of Identification Document (if applicable)
Date of Birth*	
Gender	<input type="checkbox"/> M <input type="checkbox"/> F
Nationality/Nationalities (where applicable)*	
Contact Number(s) with Country Code*	+
Email Address(es)	
Intended nature and purpose of business relationship	

\* Required information required under ACRA (Filing Agents and Qualified Individuals) Regulations 2015

Individual Customer's / Agent's Information	
Capacity in which the individual is acting	<input type="checkbox"/> Self <input type="checkbox"/> Agent <input type="checkbox"/> Connected Party
Full Name (including any aliases)*	
Residential Address*	
Unique Identification Number/ Passport/FIN Number*	Expiry date of Identification Document (if applicable)
Date of Birth*	
Gender	<input type="checkbox"/> M <input type="checkbox"/> F
Nationality/Nationalities (where applicable)*	
Contact Number(s) with Country Code*	+
Email Address(es)	
Intended nature and purpose of business relationship	

\* Required information required under ACRA (Filing Agents and Qualified Individuals) Regulations 2015

**Section A2 – Information on Business Entity**

Entity's information	
Name of entity or Name of proposed entity*	
Unique Entity Number (UEN) issued by the Registrar*	
Address or intended address of the registered office*	
Address of principal place of business (if different from above)	
Place or Proposed Place of registration*	
Date or Proposed Date of registration*	
Contact Number(s) with Country Code*	+
Email Address(es)	
Intended nature and purpose of business relationship	
Name(s) of all connected parties (directors/partners)*	

\* Required information required under ACRA (Filing Agents and Qualified Individuals) Regulations 2015

**Section B – Information on Customer’s Beneficial Owner(s)**

Beneficial Owner Details	
Full name of beneficial owner (including any aliases)	
Residential Address	
Nationality	
Unique Identification Number/Passport or FIN Number	Expiry date of Identification Document (if applicable)
Date of birth	
Contact Number(s) with Country Code	+
Email Address(es)	
Provide information of nature of beneficial ownership or person having executive authority (e.g. more than 25% of ownership of the customer)	
Information on ownership and control structure of, or over the customer	

Beneficial Owner Details	
Full name of beneficial owner (including any aliases)	
Residential Address	
Nationality	
Unique Identification Number/Passport or FIN Number	Expiry date of Identification Document (if applicable)
Date of birth	
Contact Number(s) with Country Code	+
Email Address(es)	
Provide information of nature of beneficial ownership or person having executive authority (e.g. more than 25% of ownership of the customer)	
Information on ownership and control structure of, or over the customer	

**Section C1 – Information relating to Politically Exposed Person(s).**

<b>Politically Exposed Persons</b>		
<p>Is the customer, agent, beneficial owner or any party connected to the customer, a Politically Exposed Person (PEP)<sup>10</sup>?</p> <p>A PEP includes the following:</p> <ul style="list-style-type: none"> <li>a) a person who is or has been entrusted with any prominent public function in Singapore, a country or territory outside Singapore, or by an international organisation at present; or</li> <li>b) a person who has been entrusted with any prominent public function in Singapore, a country or territory outside Singapore, or by an international organisation who has stepped down from his prominent public function; or</li> <li>c) an immediate family member or a close associate of a politically exposed person or a politically exposed person who has stepped down.</li> </ul>	<p>Yes</p> <p><i>(Please complete Section C2 for each Identified PEP)</i></p>	<p>No</p> <p><i>(Please proceed to complete section D for the Customer Declarations)</i></p>

**Section C2 – Information about Politically Exposed Persons, their Immediate Family Members and Close Associates**

<b>Information on Political Exposed Person (PEP)</b>	
Name of PEP	
Country which PEP holds prominent public function	
Describe nature of prominent public function that the person is or has been entrusted with (for e.g. as a domestic politically exposed person, a foreign politically exposed person, or a politically exposed person of an international organisation)	
Period of time in which the person is/ was a politically exposed person	
Nature of PEP relationship with the customer (for e.g. self, family member, close associate, Ultimate Beneficial Owner etc)	
Information on the person's source of wealth	
Information on the person's source of funds in the proposed business relationship	

## Section D - Customer's/ Agent's Declaration

**You should have the person who provided the information to you, sign off against the information. A sample illustration is shown below.**

**I declare that the information provided in this form is true and correct.**

*(Please duplicate the section below if more than one customer or agent are required to complete the declaration)*

<b>*Name of Customer/ Agent</b>	
<b>*Unique Identification Number/ Passport/FIN Number</b>	
<b>Date</b>	
<b>Signature</b>	

**\*Delete where applicable**

### Definitions of Terms Used in Guidelines

An “agent”, in relation to a customer, is a person appointed by the customer to act on the customer’s behalf in any business relationship.

“Beneficial owner” in relation to a customer means:

- (a) An individual who ultimately owns or controls (whether through direct or indirect ownership or control) more than 25% of the shares or voting rights of the customer; or;
- (b) Otherwise exercises control over the management of the customer.

A “business relationship” in the context of a relationship between a registered FA and a customer means a business, professional or commercial relationship between a registered FA and its customer, in performing the activities in para. 2.3.1. It may be a formal or an informal arrangement, and includes an occasional or a one-time transaction.

A “connected party”, means:

- (a) in relation to a legal person (other than a partnership), means any director or any natural person having executive authority (eg: Chief Executive Officers, Managing Directors etc.) in the legal person;
- (b) in relation to a legal person that is in a partnership, means any partner or manager1; and
- (c) in relation to a legal arrangement, means any natural person having executive authority in the legal arrangement.

A “customer”, in relation to a registered FA, means any person who employs or engages a registered FA to carry out any transaction with ACRA using the electronic transaction system on his behalf.

A “close associate” of a Politically Exposed Persons means a natural person who is closely connected to a Politically Exposed Persons, either socially or professionally. This includes:

- (a) an immediate family member (spouse, child, adopted child, step child, sibling or parent) of a politically exposed person;
- (b) a natural person that the Politically Exposed Persons may have significant influence over due to the level of exposure to the PEP.