

Guide/FAQs on Submitting a Nomination Form for Registration

1. Who can make a nomination?

Only the policyowner of the insurance policy can make a nomination.

2. What you need to do before making a nomination?

Before you make a nomination or create a trust or change or revoke them under the Insurance Act, please ensure that you have read and understood the information provided in *Your Guide to Nomination of Insurance Nominees 2015 (NOB Guide)*.

You can download the NOB Guide from:

- The Prudential website at <http://www.prudential.com.sg>
- LIA website at <http://www.lia.org.sg>

3. How do you make a nomination?

a) **Making a nomination:** You must complete the prescribed nomination form and submit the original completed form to Prudential Assurance Company Singapore (Pte) Limited (“Prudential”) for registration.

There are 6 forms prescribed under the Insurance Act, Insurance (Nomination of beneficiaries) Regulation 2009.

- Form 1 [Trust Nomination]
- Form 2 [Revocation of Trust Nomination]
- Form 3 [Appointment, or Revocation of Appointment, of Trustee of Policy Moneys]
- Form 4 [Revocable Nomination]
- Form 5 [Revocation of Revocable Nomination]
- Form 6 [Notice of Revocation of Revocable Nomination]

Note:

- You must read all instructions and notes stated in the nomination form before completing it with utmost due care.
- Only original copies of the nomination form can be registered.
- You must countersign any amendment made by you, otherwise the nomination is invalid and Prudential will not be bound to accept and register the nomination made using the nomination form.

b) **Mandatory documents to be submitted with your nomination form:** You must submit the following together with the nomination form:

If the Trustee is natural persons

- Copy of identity card of **ALL** trustees, **or** Passport of trustees, (with photograph) **and** State, statutory board or bank issued documents **showing address** (Identity card, CPF statement, utilities bill, bank statement)
- Each trustee must complete a valid FATCA & CRS SELF-DECLARATION FORM FOR INDIVIDUAL. This form can be downloaded and printed from Customer Form at the Prudential website www.prudential.com.sg.

If the Trustee or Beneficiary is business entity or charitable organization

- Copy of trustee or beneficiary’s Registration of Company (ROC) /ACRA Search / Registration of Society.
- Each trustee must complete a valid FATCA & CRS SELF-DECLARATION FORM FOR ENTITY ACCOUNT HOLDER. This form can be downloaded and printed from Customer Form at the Prudential website www.prudential.com.sg.

4. Where do you submit your nomination form?

You must submit the completed nomination form and copies of identification documents of your beneficiaries and trustees to Prudential Assurance Company Singapore (Pte) Limited via the following ways:

By Post to: Prudential Assurance Company Singapore (Pte) Limited
Robinson Road P.O. Box 492 Singapore 900942

By Hand to: Prudential Customer Service Centre
Marina One The Heart
#01-18/19, 5 Straits View
Singapore 018935

If you have any enquiry, please call our PruCustomer Line at 1800 333 0333 or you may also email us at customer.service@prudential.com.sg

The information above is for your reference only and should not be taken as legal advice. You are advised to seek independent legal advice on the effect of your Nomination.

INSURANCE ACT

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.
- 3 A trust nomination must comply with section 49L(2) and (3) of the Insurance Act (Cap. 142), 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 1.
- 5 Only a policy owner who has attained the age of 18 years may make a trust nomination.
- 6 The policy owner must sign this Form in the presence of 2 witnesses, in order to make a valid trust nomination.
- 7 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.
- 8 This Form must be lodged with the licensed insurer that issued the relevant policy specified in Part 1. Otherwise, the licensed insurer will not be bound to give effect to the trust nomination purportedly made using this Form.

Part 1 INSTRUCTIONS

In accordance with section 49L(2) of the Insurance Act, I nominate each person named in Part 3 (referred to in this Form as a nominee) to receive the share (of the policy moneys payable under the relevant policy specified below) set down against his/her name.

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 3. 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 49L(9) of the Insurance Act.

<p>Policy No. or other reference of the relevant policy</p> <p>Where the policy number or other reference is NOT available, please provide:</p> <p>(a) the plan name; and</p> <p>(b) the Basic Sum Insured.</p>	
<p>Name of insurer</p>	<p>Prudential Assurance Company Singapore (Pte) Ltd</p>
<p>Name of policy owner</p>	
<p>NRIC or Passport No. of policy owner</p>	
<p>Signature or right thumb print of policy owner</p>	
<p>Date (DD/MM/YYYY)</p>	

Part 2 WITNESSES

Notes:

1. Each witness must have attained the age of 21 years.
2. A witness 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 the date specified in Part 1 must be the same date.

Name of witness	(1)	(2)
NRIC or Passport No. of witness		
Address of witness		
Telephone No. of witness		
Signature of witness	I confirm that this Form was signed by the policy owner in my presence.	I confirm that this Form was signed by the policy owner in my presence.
Date (DD/MM/YYYY)		

Part 3 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 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 A trust nomination will not be valid if the total of the shares of all nominees does not add up to 100%.
- 4 A policy owner who wishes to name more than 4 nominees shall attach to this Form as many additional copies of Form 1 as may be necessary to cover all nominees.

Name of nominee	NRIC, Birth Certificate or Passport No. of nominee	Date of birth of nominee	Address of nominee	Relationship of nominee to policy owner	Share of nominee (%)

Total (%)

Note:

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

Is there any additional copy of Form 1 attached to this Form?

Yes/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 4 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 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 a trustee:
 - a. he will not be able to consent to the revocation of the trust nomination;
 - b. he 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 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 same meanings as in the Trust Companies Act (Cap. 336).

Name of trustee	(1) (mandatory)	(2) (optional)
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		
Signature or right thumb print of trustee (if trustee is an individual) or signature, 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 1.	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 1.

* Please delete as appropriate.