



## Change of Address / Contact Details

### Part A Your details

Mr  Mrs  Mdm  Ms  Dr Name ▶ *As in NRIC / Passport*

NRIC / Passport number

### Part B Your new address

Update of Residential Address

Postal Code

Your correspondences for **all policies / accounts** with Aviva will be sent to this new residential address. If you wish to receive your correspondences at another address for any of your policies, please complete **Update of Mailing Address** portion.

Update of Mailing Address (if different from Residential Address)

Postal Code

Update **all** my policies / accounts with Aviva  
 Update Life and Health Insurance plan(s) only  
 Update General Insurance plan(s) only  
 Update the following policy / policies / accounts only  
(Please list policy numbers: \_\_\_\_\_)

**Note: Proof of address is required for overseas address.**

### Part C Your new contact details

Mobile number      Office number      Home number      Fax number      Email address

### Part D Your declaration / authorisation

#### Declaration of US Indicia (This portion needs to be completed by Assured/Assignee/Trustee)

- Do you have one or more US Indicia\*?  Yes  No
- Do you give standing instructions to transfer funds to an account maintained in the US?  Yes  No
- Do you give effective power of attorney or signatory granted to a person with a US address?  Yes  No

If **yes**, please complete the **United States of America (US) Person Declaration form** (available at <http://www.aviva.com.sg/fatca/resources-downloads.html>) and return to Aviva.

\*US Resident / Citizen / Place of Birth / Taxpayer ID number / Mailing or Residential Address / Contact Number/US "in-care-of" or "hold mail" address

#### Declaration of Tax Residency under the Common Reporting Standard (This portion needs to be completed by Assured/Assignee/Trustee)

Is there any change in the information that you have provided to Aviva Ltd that would result in a change in your tax residency status (for e.g. change in your residence/ mailing/in-care of address, telephone number)?  Yes  No

If **yes**, please complete the **CRS Self-Certification Form for Individual/Entity/Controlling Person (whichever is applicable)** (available at <http://www.aviva.com.sg/CRS/resources-downloads.html>) and return to Aviva.

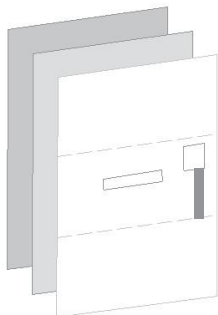
Signature of Assured/Assignee /Trustee ▶ <i>Your signature must be consistent with our record</i>	Mobile number	Date ▶ DD/MM/YY
	Email address	

#### Notes:

- Mobile number and email address provided under Part D will replace our records accordingly.
- As a precaution against unauthorised changes to addresses, acknowledgements will be sent to both new and old addresses.

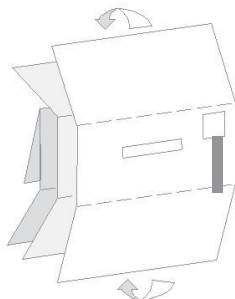
## How to use the Business Reply Envelope (BRE)

**Step 1:** Print the Aviva Business Reply Envelope (BRE) on a fresh sheet of A4 paper.

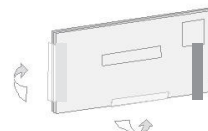


FOLD HERE

**Step 2:** Enclose your completed documents in the BRE. Fold inwards carefully along the dotted lines shown below.



**Step 3:** Seal the edges with clear tape. Take care not to stick the tape onto the documents. Do not staple. Post the sealed BRE and its contents back to us.



**BUSINESS REPLY SERVICE  
PERMIT No. 00645**



**ATTN: CUSTOMER SERVICE**

**Aviva Ltd**  
4 Shenton Way #01-01  
SGX Centre 2  
Singapore 068807

Postage will be paid  
by addressee.  
For posting in  
Singapore only.



FOLD HERE

Please send us your application with this prepaid business reply folder

- 1) Fold along the dotted lines.
- 2) Fold and insert your application form or any other required document into this prepaid business reply folder.
- 3) Glue and seal along the edges firmly. Stapling & spot sealing disallowed.