



Change of Address / Contact Details

► You can now log on to MyAviva to update your address, mobile number and email address: www.aviva.com.sg/myaviva

Part A Your details

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

Part B Your new address

► **Proof of address is required for residential address update**

- For Singaporean/ PR: copy of identity card
- For Passholders: recent utility bills or letters issued by a statutory or government body (dated within past 6 months). For full list of acceptable documents, please refer to www.aviva.com.sg

<p>Update of Residential Address</p> <p>_____</p> <p>_____ Postal Code _____</p> <p>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.</p>	<p>Update of Mailing Address (if different from Residential Address)</p> <p>_____</p> <p>_____ Postal Code _____</p> <p><input type="checkbox"/> Update all my policies / accounts with Aviva <input type="checkbox"/> Update Life and Health Insurance plan(s) only <input type="checkbox"/> Update General Insurance plan(s) only <input type="checkbox"/> Update the following policy / policies / accounts only (Please list policy numbers: _____)</p>
<p>MINDEF/MHA</p> <p><input type="checkbox"/> Please also update the above new address to my MINDEF/MHA plan(s)</p>	

Part C Your new contact details

Mobile _____ Office _____ Home _____ Fax _____

Email _____

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/mailling/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

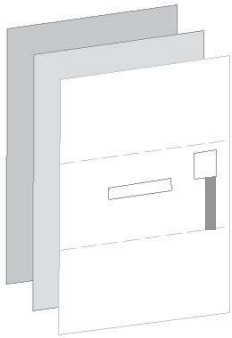
<p>Signature of Assured/Assignee /Trustee</p> <p>► <i>Your signature must be consistent with our record</i></p>	<p>Mobile number</p>	<p>Date</p> <p>► DD/MM/YY</p>
	<p>Email address</p>	

Notes:

► Mobile number and email address provided will replace our records accordingly

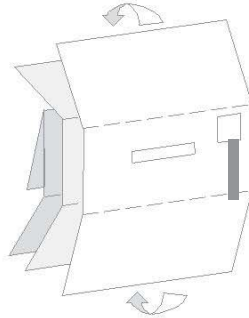
How to use the Business Reply Envelope (BRE)

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.



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

**BUSINESS REPLY SERVICE
PERMIT No. 00645**



ATTN: CUSTOMER SERVICE

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

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.