



CRS Self Certification Form

Why are we asking you to complete the form?

Regulations based on the Singapore Income Tax Act (Chapter 134) and OECD Common Reporting Standard for the Automatic Exchange of Financial Information ("CRS") require Navigator Investment Services Limited to collect and report certain information about an Entity's tax residence, if applicable. This will usually be where you are liable to pay income taxes. We may be legally obliged to give the Inland Revenue Authority of Singapore (IRAS) this information, along with information relating to your Account, which may be shared between different countries' tax authorities.

To help us collect this information, we need you to complete the questions and return this form to us.

If your circumstances change and any of the information provided in this form becomes incorrect, please let us know by providing us with an updated self-certification form.

Who should complete the CRS Self Certification Form for Entity?

All businesses, professionally managed trusts, partnerships except sole traders should complete this form.

For joint Account Holders, each Account Holder will need to complete a copy of the form.

If you are the Controlling Person of an Entity, please complete the "CRS Self Certification Form for Controlling Person". Similarly, if you are an individual Account Holder, please complete the "CRS Self Certification Form for Individual". You can find these forms at www.aviva.com.sg/CRS.

If you have provided information in relation to the United States Government Foreign Account Tax Compliance Act (FATCA), you are still required to provide additional information for the CRS as this is a separate regulation.

If you are completing this form on behalf of someone else who is an Account Holder

Please tell us in what capacity you are signing in Section 7. For example, you may be the authorised officer of the business or trustee.

Where to go for further information?

You may obtain more information on CRS from the OECD website at www.oecd.org/tax/automatic-exchange/common-reporting-standard or visit www.aviva.com.sg/CRS.

If you have any questions about the entity's tax residence status in any particular country, please speak to a professional tax adviser as we are not allowed to give tax advice.

You can find a list of definitions in the Appendix.

SECTION 1: PARTICULARS OF ACCOUNT HOLDER

Account Number:

Legal Name of Entity/Branch:

Country of Incorporation: Business Registration No./Unique Entity No.:

Registered address:

Country: Postal Code:

Mailing address, if different from registered address:

Country: Postal Code:

Contact Number: (HP) (O) (H)

Email Address:

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SECTION 5: COUNTRY OF TAX RESIDENCE AND RELATED TAXPAYER IDENTIFICATION NUMBER (TIN) OR EQUIVALENT

Please complete the following table indicating:

- i) where the Account Holder is a tax resident, and
- ii) Account Holder's TIN for each country indicated.

Country of Tax Residence	TIN	If TIN is not available, please select one of the reasons^ below.

^ Reason why TIN is not available.

Reason A – The country does not issue TINs to its residents

Reason B – Unable to obtain TIN or equivalent number. Please tell us why in the box below:

Reason C – TIN is not required. (Note: To be selected only if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction).

SECTION 6: PLACE OF EFFECTIVE MANAGEMENT OR COUNTRY IN WHICH PRINCIPAL OFFICE IS LOCATED

If the Account Holder is **not** a tax resident in **any** jurisdiction (e.g. because it is fiscally transparent), please indicate below and provide its place of effective management or the country in which its principal office is located.

SECTION 7: DECLARATIONS AND SIGNATURE

I declare and confirm the following:

- i) the information provided for the purposes of CRS/tax regulations is correct and complete;
- ii) I understand that the information that will be reported to IRAS and any other tax authorities of another country is:
 - Name, address, jurisdiction of tax residence and Tax Identification Number (TIN).
 - Account number and that the Account is with Navigator Investment Services Limited.
 - The balance or value of the Account at the end of the calendar year or at the date the Account was closed.
 - The gross amount of dividends, proceeds from redemption or other amounts paid or credited to us or Account during the calendar year.
- iii) I will inform Navigator Investment Services Limited within 30 days of any change in circumstances which affect my tax residency status or causes the information contained herein to become incorrect or incomplete (including any changes to the information on controlling persons identified in Section 3 Question 1), and to provide Navigator Investment Services Limited a suitably updated self-certification form and declaration within 90 days of such change in circumstances.
- iv) I certify that I am authorised to sign for the Account Holder in respect of the Account/all the Accounts to which this form relates.

Authorised Signature:	Date (DD/MM/YYYY):
Name:	Designation:
<p>Note: If you are not the Account Holder, please indicate the capacity in which you are signing the form. If signing under a Power of Attorney, please also attach a certification true copy of the Power of Attorney.</p>	
Capacity of Signatory:	

Appendix – Definitions

Note: The following selected definitions are provided to assist you with the completion of this form. If you have any questions about substantive tax principles, please contact a tax adviser or the applicable tax authority.

“**Account**” means Navigator investment account maintained by Navigator Investment Services Limited.

“**Account Holder**” is the person listed or identified as the holder of the Account as maintained by the Financial Institution.. This is regardless of whether such person is a flow-through Entity. Thus, for example, if a trust or an estate is listed as the holder or owner of a Account, the trust or estate is the Account Holder, rather than the trustee or the trust’s owners or beneficiaries. Similarly, if a partnership is listed as the holder or owner of a Account, the partnership is the Account Holder, rather than the partners in the partnership. A person, other than a Financial Institution, holding a Account for the benefit or account of another person as agent, custodian, nominee, signatory, investment advisor, or intermediary, is not treated as holding the account, and such other person is treated as holding the account.

“**Active NFE**” An NFE is an Active NFE if it meets any of the criteria listed below. In summary, those criteria refer to:

- Active NFEs by reason of income and assets (i.e. most of the assets are trading assets and most of the gross income is trading more);
- Publicly traded NFEs;
- Governmental Entities, International Organisations, Central Banks, or their wholly owned Entities;
- Holding NFEs that are members of a non-financial group;
- Start-up NFEs;
- NFEs that are liquidating or emerging from bankruptcy;
- Treasury centres that are members of a non-financial group; or
- Non-profit NFEs

An entity will be classified as Active NFE if it meets any of the following criteria:

- a) Less than 50% of the NFE’s gross income for the preceding calendar year or other appropriate reporting period is passive income and less than 50% of the assets held by the NFE during the preceding calendar year or other appropriate reporting period are assets that produce or are held for the production of passive income;
- b) The stock of the NFE is regularly traded on an established securities market of the NFE is a Related Entity of an Entity stock which is regularly traded on an established securities market;
- c) The NFE is a Government Entity, an international Organisation, a Central Bank, or an Entity wholly owned by one of more of the foregoing;
- d) Substantially all of the activities of the NFE consist of holding (in whole or part) the outstanding stock of, or providing and financing services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an Entity does not qualify for this status if the Entity functions (or holds itself out) as an investment fund, such as a private equity fund, venue capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes;
- e) The NFE is not yet operating a business and has no prior operating history, (a “start-up NFE”) but is investing capital into assets with the intent to operate a business other than that of a Financial Institution, provided that the NFE does not qualify for this exception after the date that is 24 months after the date of the initial organisation of the NFE;
- f) The NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganising with the intent to continue or recommence operations in a business other than that of a Financial Institution;
- g) The NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution; or
- h) The NFE meets all the following requirements (a “non-profit” NFE):
 - i. It is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organisation, business league, chamber of commerce, labour organisation, agricultural or horticultural organisation, civic league or an organisation operated exclusively for the promotion of social welfare;
 - ii. It is exempt from income tax in its jurisdiction of residence;
 - iii. It has no shareholders or members who have a proprietary or beneficial interest in its income or assets;
 - iv. The applicable laws of the NFE’s jurisdiction of residence or the NFE’s formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFE’s charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFE has purchased; and
 - v. The applicable laws of the NFE’s liquidation of residence or the NFE’s formation documents require that, upon the NFE’s liquidation or dissolution, all of its assets to be distributed to a Governmental Entity or other non-profit organisation, or escheat to the government of the NFE’s jurisdiction of residence or any political subdivision.

“**Control**” over an Entity is generally exercised by the natural person(s) who ultimately has a controlling ownership interest (typically on the basis of a certain percentage (e.g. 25%)) in the Entity. Where no natural person(s) exercises control through ownership interests, the Controlling Person(s) of the Entity will be the natural person(s) who exercises control of the Entity through other means. Where no natural person(s) is/are identified as exercising control of the Entity through ownership interests, then under the CRS the Reportable Person is deemed to be the natural person who hold the position of senior managing official.

“**Controlling Person(s)**” is the natural person(s) who exercise ultimate control over an entity. Where that entity is treated as a Passive Non-Financial Entity (“Passive NFE”) then a Financial Institution is required to determine whether or not these Controlling Persons are Reportable Persons. This definition corresponds to the term “beneficial owner” described in Recommendation 10 of the Financial Action Task Force Recommendations (as adopted in February 2012).

In the case of a trust, the Controlling Person(s) are the Settlor(s), Trustee(s), Protector(s) (if any), Beneficiary(ies) or Class(es) of Beneficiaries, or any other natural person(s) exercising ultimate effective control over the trust (including through a chain of control of ownership). Under the CRS, the settlor(s), the trustee(s), the protector(s) (if any), and the beneficiary(ies) or class(es) of beneficiaries, are always treated as Controlling Persons of a trust, regardless of whether or not any of them exercises control over the activities of the trust.

Where the settlor(s) of a trust is an Entity then the CRS requires Financial Institutions to also identify the Controlling Persons of the settlor(s) and when required report them as Controlling Persons of the trust.

In the case of a legal arrangement other than a trust, Controlling Person(s) means any persons in equivalent or similar positions.

“**Custodial Institution**” means any Entity that holds, as a substantial portion of its business, Financial Assets for the account of others. This is where the Entity’s gross income attributable to the holding of Financial Assets and related financial services equals or exceeds 20% of the Entity’s gross income during the shorter of: (i) the three year period that ends on 31 December (or the final day of a non-calendar year accounting period) prior to the year in which the determination is being made; or (ii) the period during which the Entity has been in existence.

Appendix – Definitions *(continued)*

“**Depository Institution**” means any Entity that accepts deposits in the ordinary course of a banking or similar business.

“**Entity**” means a legal person or legal arrangement, such as a corporation, organisation, partnership, trust or foundation. This term covers any person other than an individual (i.e. a natural person).

“**Financial Institution**” means a “Custodial Institution”, a “Depository Institution”, an “Investment Entity”, or a “Specified Insurance Company”. Please see the relevant domestic guidance and the CRS for further classification definitions that apply to Financial Institutions.

“**Investment Entity**” includes two types of Entities:

- (i) An Entity that primarily conducts as a business one or more of the following activities or operations for or on behalf of a customer:
 - Trading in money market instruments (cheques, bills, certificates of deposits, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading;
 - Individual and collective portfolio management; or
 - Otherwise investing, administering, or managing Financial Assets or money on behalf of other persons.

Such activities or operations do not include rendering non-binding investment advice to a customer.

- (ii) “The second type of “Investment Entity” (“Investment Entity managed by another Financial Institution”) is any Entity the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets where the Entity is managed by another Entity that is a Depository Institution, a custodial Institution, a Specified Insurance Company, or the First type of Investment Entity.

“**Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution**” means any Entity the gross income of which is primarily attributable to investing, reinvesting or trading in Financial Assets if the Entity is (i) managed by a Financial Institution and (ii) not a Participating Jurisdiction Financial Institution.

“**Investment Entity managed by another Financial Institution**” An Entity is “managed by” another Entity if the managing Entity performs, either directly or through another service provider on behalf of the managed Entity, any of the activities or operations described in clause (i) above in the definition “Investment Entity”.

An Entity only manages another Entity if it has discretionary authority to manage the other Entity’s assets (either in whole or part). Where an Entity is managed by a mix of Financial Institutions, NFEs or individuals, the Entity is considered to be managed by another Entity that is a Depository Institution, a Custodial Institution, a Specified Insurance Company, or the first type Investment Entity, if any of the managing Entities is such another Entity.

“**NFE**” is any Entity that is not a Financial Institution.

“**Participating Jurisdiction**” means a jurisdiction with which an agreement is in place pursuant to which it will provide the information set out in CRS.

“**Passive NFE**” Under the CRS a “Passive NFE” means any:

- (i) NFE that is not an Active NFE (non-trading investment body i.e. most of the assets are held for investment purposes and most of the gross income is investment income); and
- (ii) Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution.

“**Related Entity**” An Entity is a “Related Entity” of another Entity if either Entity controls the other Entity, or the two Entities are under common control. For this purpose control includes direct or indirect ownership of more than 50% of the vote and value in an Entity.

“**Reportable Account**” means an account held by one or more Reportable Persons or by a Passive NFE with one or more Controlling Persons that is a Reportable Person.

“**Reportable Jurisdiction**” is a jurisdiction with which an obligation to provide financial account information is in place.

“**Reportable Person**” is an individual (or Entity) that is tax resident in a Reportable Jurisdiction under the laws of that jurisdiction. The Account holder will normally be the “Reportable Person”; however, in the case of an Account holder that is a Passive NFE, a Reportable Person also includes any Controlling Persons who are tax resident in a Reportable Jurisdiction. Dual resident individuals may rely on the tiebreaker rules contained in tax conventions (if applicable) to solve cases of double residence for purposes of determining their residence for tax purposes.

“**Resident for tax or should be paying purposes**” Generally, an Entity will be resident for tax purposes in a jurisdiction if, under the laws of the jurisdiction (including tax conventions), it pays tax therein by reason of his domicile, residence, place of management or incorporation, or any other criterion of a similar nature, and not only from sources in that jurisdiction. Dual resident Entities may rely on the tiebreaker rules contained in tax conventions (if applicable) to solve cases of double residence for determining their residence for tax purposes. An Entity such as a partnership, limited liability partnership or similar legal arrangement that has no residence for tax purposes shall be treated as resident in the jurisdiction in which its place of effective management is situated. A trust is treated as resident where one or more of its trustees is resident. For additional information on tax residence, please speak to your tax adviser.

“**Specified Insurance Company**” means any Entity that is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a Cash Value Insurance Contract or an Annuity Contract.

“**TIN**” means Taxpayer Identification Number or a functional equivalent in the absence of a TIN. A TIN is a unique combination of letters or numbers assigned by a jurisdiction to an individual or an Entity and used to identify the individual or Entity for the purposes of administering the tax laws of such jurisdiction. Further details of acceptable TINs can be found at the OECD automatic exchange of information portal.