

HONG LEONG CONTACT CENTRE FORM
Common Reporting Standard (CRS) Individual Self-Certification Form (HLCC)
Why must you complete this form?

The Common Reporting Standard (CRS) is an internationally-agreed standard introduced by the Organisation for Economic Co-operation and Development (OECD) for the automatic exchange of financial information between participating countries / jurisdictions. Under the CRS rules, we are required to collect information on the tax residence of our customers. The CRS is effective in Malaysia from 1 July 2017.

Who must complete this form?

Individual account holder, sole trader or sole proprietor owned by an individual. For joint or multiple account holders, use a separate form for each individual person.

Please note that this self-certification form is for CRS purposes only. If you are a US Person under the US Internal Revenue Service ("IRS") regulations, you may also need to fill in an IRS W-9 Form, in addition to this form.

Need more help?

As a financial institution, Hong Leong Bank Berhad (HLBB) / Hong Leong Islamic Bank Berhad (HLISB) is not able to provide tax advice to its customers. For more information on tax residence, please consult your professional tax adviser or visit <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/>.

You can find summaries of selected defined terms relevant to the completion of this form in the Appendix.

Part 1 – Identification of Individual Account Holder / Owner of Sole Proprietorship

Mr. Miss Mrs. Ms/Mdm. Dr.

Full Name as per NRIC/ Passport:	
Date of Birth (dd/mm/yyyy):	
Current Residential Address:	
Country:	Postal code:
Mailing Address: <i>(please only complete if different from the residential address shown above)</i>	
Country:	Postal code:

Are you **ONLY** a Malaysian tax resident? YES *(please proceed to Part 3)* NO *(please complete the rest of the form)*

Part 2 - Country/Jurisdiction of Tax Residence and related Taxpayer Identification Number or equivalent number ("TIN")

Please complete the following table indicating (i) where the Account Holder is tax resident; and (ii) the Account Holder's TIN for each country/jurisdiction indicated. If the Account Holder is a tax resident in more than three countries/jurisdictions, please use a separate sheet.

Country/Jurisdiction of tax residence	TIN	If no TIN available, enter Reason A, B or C
1		
2		
3		

- Reason A -** The country/jurisdiction where the Account Holder is a tax resident does not issue TINs to its tax residents
Reason B - The Account Holder is otherwise unable to obtain a TIN or equivalent number
Reason C - No TIN is required. (Note: Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction)

Please explain in the following boxes the reason you are unable to obtain a TIN if you selected Reason B above.

1	
2	
3	

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IMPORTANT

If your tax residence does **NOT** match any of the following,

- a. Country indicated in residential / mailing address
- b. Country code of telephone numbers

Example: You have stated your tax residency as Hong Kong and the country indicated in your mailing address is Singapore.

Please tick the relevant explanation in the table below and **provide related document(s) to support the jurisdiction indicated above:**

Information	Explanation	Please tick to select
Residential / Mailing address	This is one of my addresses	
	I am on assignment / studying overseas	
	I am relocating and this is my temporary address	
	Others (please specify)	
Telephone number	I am on assignment / studying overseas	
	This is my relative's or friend's telephone number	
	Others (please specify)	

Part 3 – Declarations and Signature

I acknowledge and agree that the information contained in this form and any information regarding the Account Holder and any Reportable Account(s) may be provided to the tax authorities of the country/jurisdiction in which this account(s) is/are maintained and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions in which the Account Holder may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

Notwithstanding anything to the contrary in the HLBB/HLISB privacy policy and/or terms and conditions governing the Reportable Account(s), I hereby consent to HLBB/HLISB or any of its related entities and affiliates (collectively, the Bank) to rely on and disclose any information contained in this form and any information relating to me held by the Bank, including details of my Reportable Account(s), investments or transactions to any government, tax and regulatory agency or authority or any party (located in or outside Malaysia) for the purpose of enabling the Bank to comply with any legal, tax or regulatory obligations under any applicable laws or pursuant to any intergovernmental agreement to exchange financial account information.

I certify that I am the Account Holder (or am authorised to sign for the Account Holder) of all the account(s) to which this form relates.

I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.

I undertake to advise HLBB/HLISB within 30 days of any change in circumstances which affects the tax residency status of the individual identified in Part 1 of this form or causes the information contained herein to become incorrect or incomplete, and to provide HLBB/HLISB with a suitably updated self-certification and declaration within 30 days of such change in circumstances.

Signature: _____

Name: _____

Passport/ NRIC No: _____
(please delete whichever is not applicable)

Passport Expiry Date: _____
(if applicable)

Date (dd/mm/yyyy): _____

Note: If you are not the Account Holder, please indicate the capacity in which you are signing the form. For example, you may be the custodian or nominee of an account on behalf of the Account Holder, or you may be completing the form under a power of attorney. A legal guardian should complete the form on behalf of an account holder who is a minor. If signing under a valid power of attorney, please also attach a certified copy of the valid power of attorney.

Capacity: _____

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 Account Holder Name: _____
 (Name of Sole Proprietor, if different from name of Individual Account Holder)

Name of Account / Product (Please tick all that apply):

<input type="checkbox"/> CASA	<input type="checkbox"/> Credit Cards	<input type="checkbox"/> Personal Loans	<input type="checkbox"/> Mortgage	<input type="checkbox"/> Hire Purchase
<input type="checkbox"/> Others (please specify each account / product):				

Account / Application / CIF Number (if any): _____

Attended By

Signature: _____

Name: _____

Staff ID: _____

Designation: _____

Date (dd/mm/yyyy): _____

Checked By

Signature: _____

Name: _____

Staff ID: _____

Designation: _____

Date (dd/mm/yyyy): _____

Appendix – Summary Descriptions of Selected Defined Terms

Note: These are summaries of selected defined terms provided to assist you with the completion of this form. Should you have any questions, please contact your tax adviser, domestic tax authority and/or visit the OECD's CRS website at <http://www.oecd.org/tax/automatic-exchange/common-reporting-standard/>

“Account Holder” means the person listed or identified as the holder of a Financial Account. A person, other than a Financial Institution, holding a Financial Account for the benefit of another person as an agent, a custodian, a nominee, a signatory, an investment advisor, an intermediary, or as a legal guardian, is not treated as the Account Holder. In these circumstances that other person is the Account Holder. For example in the case of a parent/child relationship where the parent is acting as a legal guardian, the child is regarded as the Account Holder. With respect to a jointly held account, each joint holder is treated as an Account Holder.

“Financial Account” means an account maintained by a Financial Institution and includes: Depository Accounts; Custodial Accounts; Equity and debt interest in certain Investment Entities; Cash Value Insurance Contracts; and Annuity Contracts.

“Financial Institution” means a Custodial Institution, a Depository Institution, an Investment Entity, or a Specified Insurance Company.

“Reportable Account” means an account held by one or more Reportable Persons.

“Reportable Jurisdiction” means a jurisdiction with which an agreement is in place to which there is an obligation to provide relevant information with respect to each Reportable Account.

“Reportable Person” means an individual who is tax resident in a Reportable Jurisdiction under the tax laws of that jurisdiction.

“TIN” (including “functional equivalent”) 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 and used to identify the individual for the purposes of administering the tax laws of such jurisdiction. Further details of acceptable TINs can be found at <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/>

Some jurisdictions do not issue a TIN. However, these jurisdictions often utilise some other high integrity number with an equivalent level of identification (a “functional equivalent”). Examples of that type of number include, for individuals, a social security/insurance number, citizen/personal identification/service code/number, and resident registration number.

WARNING: It is an offence under section 113A of the Income Tax Act 1967 if any person, in making a self-certification, makes or gives any incorrect information in a material particular on behalf of himself or another person. A person who commits the offence is liable on conviction to a fine not less than RM20,000 and not more than RM100,000 or to imprisonment for a term not exceeding 6 months or to both.