

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 the Nomination of Insurance Nominees (NOB Guide)**.

You can download the NOB Guide from:

- LIA website at <https://www.lia.org.sg/>

Please refer to <https://www.mlaw.gov.sg/trusts/express-trusts/> for information about trustees' obligations.

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.
- No amendments or corrections (e.g countersigning, correction tape, correction fluid) can be made on the 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 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
Privy Box No. 920427, Singapore 929292

By Hand to: Prudential Customer Service Centre
Prudential Tower #01-01, 30 Cecil St, Singapore 049712

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 1966

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. The hard copy form of this Form must also be used.
3. A trust nomination must comply with section 132(2) and (3) of the Insurance Act 1966 ("Insurance Act"), 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 1A.
5. Only a policy owner who has attained the age of 18 years may make a trust nomination.
6. A person must agree to be appointed as a trustee before the policyowner makes the trust nomination, and the person may only agree so after being informed by the policy owner of the following matters in Parts 1A and 1B:
 - (a) the details of the relevant policy (Policy No. or other reference, and name of insurer);
 - (b) the person or persons whom the policy owner intends to nominate; and
 - (c) the share of the policy moneys that each of the persons mentioned in sub-paragraph (b) will receive.
7. If the policy owner wishes to amend Part 1A or 1B after obtaining a person's agreement to be appointed as a trustee, the policy owner must inform the person of the amendments to Parts 1A and 1B obtain the person's agreement again.
8. The policy owner must sign this Form in person in the presence of 2 witnesses (who must make the declarations in Part 3), in order to make a valid trust nomination.
9. 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. If Form 2 is completed in electronic form, the policy owner may provide the licensed insurer a printed copy of Form 2 or the reference number (if any) of the completed Form 2.
10. This Form must be lodged with the licensed insurer that issued the relevant policy specified in Part 1A. Otherwise, the licensed insurer will not be bound to give effect to the trust nomination purportedly made using this Form.

Part 1A: POLICY OWNER'S INSTRUCTIONS

In accordance with section 132(2) of the Insurance Act, I nominate each person named in Part 1B (called in this Form a nominee) to receive the share (of the policy moneys payable under the relevant policy specified below) set down against his or 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 1B. 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 132(9) of the Insurance Act.

Policy No. or other reference of the relevant policy

Where the policy number or other reference is NOT available, please provide:

- (a) the plan name; and
- (b) the Basic Sum Insured.

Name of insurer

Prudential Assurance Company Singapore (Pte) Ltd

Name of policy owner

NRIC or Passport No. of policy owner

Signature or right thumb print* of policy owner

Email address of policy owner**

Date (DD/MM/YYYY)

* Please delete as appropriate.

** Please indicate "NIL" if it is not available.

Part 1B: 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 or herself 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. The shares of the nominee(s) must be reflected as a percentage (up to 2 decimal places).
4. A trust nomination will not be valid if the total of the shares of all nominees does not add up to 100%.
5. A policy owner who wishes to name more than 4 nominees must attach to this Form as many additional copies of Form 1 as may be necessary to cover all nominees.

Name of nominee	(1)	(2)	(3)	(4)
NRIC, Birth Certificate or Passport No. of nominee				
Date of Birth of nominee (DD/MM/YYYY)				
Address of nominee				
Telephone No. of nominee**				
Email address of nominee**				
Relationship of nominee to policy owner				
Share of nominee (%)				
Total shares of all nominees (%)				

Note:

- 1) If there is no additional Form 1 attached to this Form, the total shares of the nominees listed in this Form must add up to 100%
- 2) If there is any additional Form 1 attached to this Form, the sum of the total shares of all nominees listed in 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.

** Please indicate "NIL" if it is not available.

Part 2: 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 or she 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 or she will not be able to consent to the revocation of the trust nomination;
 - (b) he or she 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 or she 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 meanings given by section 2 of the Trust Companies Act 2005.

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**		
Email address of trustee**		
Signature or right thumb print* of trustee (if trustee is an individual) or signature or right thumb print*, 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 1A.	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 1A.
Date (DD/MM/YYYY)		

* Please delete as appropriate.

** Please indicate "NIL" if it is not available.

Part 3: DECLARATIONS BY APPROPRIATE SIGNATORIES

Notes:

- 1) Each appropriate signatory must have attained the age of 21 years.
- 2) An appropriate signatory 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 Part 1A must be the same date.

Declaration:

By signing below, I confirm that to the best of my knowledge and belief —

- a. The policy owner completed and signed this Form;
- b. The policy owner understands the purpose of this Form and the effect of his or her completion and signing of this Form; and
- c. No fraud or undue pressure has been used to induce the policy owner to make the nomination as set out in Parts 1A and 1B of this Form.

Name of appropriate signatory	(1)	(2)
NRIC or Passport No. of appropriate signatory		
Address of appropriate signatory		
Email address of appropriate signatory**		
Signature or right thumb print* of appropriate signatory	I confirm that this Form was signed by the policyowner in person in my presence.	I confirm that this Form was signed by the policyowner in person in my presence.
Date (DD/MM/YYYY)		

* Please delete as appropriate.

** Please indicate "NIL" if it is not available.

Do not staple. Glue all sides firmly

Please send us your application with this prepaid business reply folder.

1. Fold along the dotted lines.
2. Fold and insert your application form and any other required documents into this prepaid business reply folder.
3. Seal along the edges of this prepaid business reply folder with clear tape (do not staple).
4. Drop your sealed prepaid business reply folder into your nearest post box.

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