



# CRS Self-Certification Form for Individuals

## Instructions

**Please read these instructions carefully before completing the form.**

GRDA offices located in jurisdictions that have adopted the Common Reporting Standard (CRS) are required **to collect and report certain information about an account holder's tax residence status. Please note that GRDA may be legally required to report certain information provided in this form and other financial information with respect to your financial accounts to the tax authorities of the jurisdiction where your account is maintained. In turn, the local tax authorities may exchange the reported information with the tax authorities in the jurisdiction or jurisdictions in which you are a tax resident. Please complete this form only if the account holder is an individual (including a sole proprietor or a decedent).**

Definitions of an account holder and other terms are included in the Appendix.

Items that are marked with an asterisk (\*) are required to be completed.

For joint or multiple account holders, use a separate form for each individual.

Please note that this self-certification form is for CRS purposes only. Its completion is not a substitute for the completion of any IRS Form W-9, Form W-8 or FATCA Self-certification that may otherwise be required for U.S. tax purposes.

If you are completing this form on behalf of someone else, please indicate the capacity (custodian, nominee, executor, under power of attorney, etc.) in which you are signing in Part 3. A parent or legal guardian should complete the form on behalf of an account holder who is a minor.

Do not use this form for an entity account holder. Trusts (but not sole proprietors or decedents) are considered entities for this purpose. Instead use the CRS Self-certification Form for Entities.

This Form will remain valid unless there is a change in circumstances that makes this Form incorrect or incomplete. In that case, you must notify Citi within 30 days of any such change and provide us with an updated CRS self-certification.

As a trust corporation, GRDA does not provide tax advice to its customers or related persons. If you have any questions about whether you are a tax resident in any particular country, please contact your tax advisor or visit the OECD AEOI portal for country-by-country information on tax residence at [www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/](http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/).



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## Part 1 — Identification of Individual Account Holder

*(Please complete Parts 1-3 in BLOCK CAPITALS)*

### A. Name of Account Holder:

Family Name or Surname(s):\*

First or Given Name:\*

Middle Name(s):

Title:

### B. Current Residence Address:

Line 1 :\*

Line 2 :\*

City/State/Province:\*

Country\*

Postal Code/ZIP Code:\*

### C. Mailing Address:

*(please complete if different from the address shown in Section B)*

Line 1 :

Line 2 :

City/State/Province:

Country

Postal Code/ZIP Code:

### D. Date of Birth\*

Date of birth\* (YYYY-MM-DD):

### E. Place of Birth

Town or City of Birth:

Country of Birth:



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## Part 2 — Jurisdiction of Tax Residence and Related Taxpayer Identification Number (“TIN”) or Equivalent

Please complete the following table indicating the Account Holder's tax residence jurisdiction or jurisdictions (i.e., where you are treated as a resident of the jurisdiction for purposes of its income tax) and the Account Holder's TIN (if any) for each jurisdiction indicated. If the Account Holder is tax resident in more than three jurisdictions, please use a separate sheet.

If a TIN is unavailable, please provide the appropriate reason A, B or C, as defined below:

Reason A – The jurisdiction where the Controlling Person is liable to pay tax does not issue TINs to its residents.

Reason B – The Controlling Person is unable to obtain a TIN or equivalent number. (If this reason is selected, please explain why the Controlling Person is unable to obtain a TIN in the below table.)

Reason C – No TIN is required because the tax residence jurisdiction that issued the TIN does not require a Financial Institution to collect and report the TIN

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

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

1	
2	
3	



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## Part 3 — Declarations and Signature\*

1. I declare that all the information given and statements made in this declaration are, to the best of my knowledge and belief, true, correct and complete.
2. I acknowledge and agree that (a) the information provided on this Form regarding the Account Holder is collected and may be kept by GRDA for the purpose of automatic exchange of financial account information, and (b) such information, as well as financial information (e.g., account balance or value, the amount of income or gross proceeds received) respecting the Financial Account(s) to which the Form is applied may be reported to the tax authorities of the jurisdiction in which this/these account(s) is/are maintained and exchanged with tax authorities of another jurisdiction or jurisdictions in which the Account Holder may be a tax resident pursuant to a legal agreement between the competent authorities of these jurisdictions on the automatic exchange of information on Financial Accounts under the Common Reporting Standard (CRS).
3. If there is a change in circumstances that affects the tax residence status of the Account Holder or causes the information contained herein to become incorrect or incomplete, I understand that I am obligated to inform Citi of the change in circumstances within 30 days of its occurrence and to provide a suitably updated CRS self-certification.
4. 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.

Signature:\*

Print name:\*

Date:\*

**Note:** If you are not the Account Holder but are signing this form on behalf of the Account Holder, please indicate the capacity in which you are signing the form (e.g., power of attorney, executor or administrator, parent or guardian) and provide any required documentation of your authority.

Capacity: (\* if applicable)

**WARNING:** It is an offence under the Inland Revenue Ordinance if any person, in making a self-certification, make a statement that is misleading, false or incorrect in a material particular knowingly or in a reckless manner. A person who commits the offence is liable on conviction to a fine at level 3 (i.e. \$10,000).



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## Appendix of Defined Terms

**Note:** The following selected definitions are provided to assist you with the completion of this form. If you have any questions about these definitions or require further detail, please contact your tax adviser.

**“Account Holder”** — The person listed or identified as the holder of a Financial Account. A person 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. 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. In the case of an estate, the decedent should be identified as the Account Holder.

**“Controlling Person”** — A natural person who exercise control over an entity. This definition corresponds to the term “beneficial owner” of an entity, as described in Recommendation 10 (and the Interpretative Note) of the Financial Action Task Force Recommendations (as adopted in February 2012). Where an entity Account Holder is treated as a Passive Non-Financial Entity (“NFE”), a Financial Institution must determine whether such Controlling Persons are Reportable Jurisdiction Persons. If you are a Controlling Person of a Passive NFE, you should complete a CRS self-certification for Controlling Persons instead of this Form.

**“Entity”** — a legal person or a legal arrangement, such as a corporation, organisation, partnership, trust or foundation.

**“Financial Account”** — an account maintained by a Financial Institution and includes but not limited to: Depository Accounts; Custodial Accounts; Equity and debt interests in certain Investment Entities; Cash Value Insurance Contracts; and Annuity Contracts.

**“Participating Jurisdiction”** — A jurisdiction (i) with which an agreement is in place pursuant to which it will provide the information set out in the Common Reporting Standard and required for automatic exchange of financial account information, and (ii) which is identified in a published list.

**“Reportable Jurisdiction”** — A jurisdiction (i) with which an agreement is in place pursuant to which there is an obligation to provide financial account information set forth in the Common Reporting Standard, and (ii) which is identified in a published list.

**“Reportable Jurisdiction Person”** — An individual who is tax resident in a Reportable Jurisdiction under the laws of that jurisdiction.

**“TIN”** — The 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.

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.