

To: (Name of Financial Institution)
(Address of Financial Institution)

Ref No: (Correspondence Number with the Financial Institution) **Please help**

GENERAL INSTRUCTION(S)

Please read these instructions before completing the form.

The Income Tax (Common Reporting Standard) Regulation, 2019 requires *financial institutions* to collect and report certain information on financial accounts for Controlling Person by filling the *Self-Certification Form*.

The *Self-Certification Form* is therefore, provided by the *financial institution* for the purpose of obtaining information for exchange with other reportable *jurisdiction(s)*.

This form is to be administered on a Controlling person of the Account holder and retained by the Financial Institution in hard and soft copy. It is to be made available to the FIRS, only upon request.

There are five (5) parts that must be completed (unless not applicable or otherwise). Fields marked with an asterisk (*) are mandatory and must be reported accordingly.

PART 1: This deals with identification of Controlling Person details.

PART 2: This requires the Controlling Person to enter the name of the *entity Account Holder(s)* in which he/she is controlling.

PART 3: This requires the account holder to clearly define his/her *jurisdiction(s)* of residence for tax purposes and related *Tax Identification Number* or equivalent number (*as the case may be*)

PART 4: Type of *Controlling Person* for each Entity stated in Part 2.

PART 5: This requires the *Account Holder* to certify that the information supplied in the *Self-Certification Form* is accurate and complete. If signing under a *Power of Attorney*, please also attach a certified copy.

This form remains valid unless there is a change in circumstances related to information supplied earlier in the *Self-Certification Form*. In such a case, the Controlling Person(s) “must” notify the *Financial Institution* of any such change and take steps to update his/her records in accordance with the commentaries of the Income Tax (CRS) Implementation and Compliance Guidelines.

There is an Appendix at the end of this form, with a brief description of some key terms. This is provided to aid in filling the form correctly.

Part 1 – Identification of a Controlling Person

(1) Name of Controlling Person
 Title (e.g. Mr, Mrs, Ms, Miss) _____
 Last Name or Surname * _____
 First or Given Name * _____
 Middle Name(s) _____

(2) Identity Card or Passport Number _____

(3) Current Residence Address
 Line 1 (e.g. Suite, Floor, Building, Street, District) _____
 Line 2 (City) * _____
 Line 3 (e.g. Province, State) _____
 Country * _____
 Post Code/ZIP Code _____
 Phone Number(s) * _____

(4) Mailing Address (Complete if different from the current residence address)
 Line 1 (e.g. Suite, Floor, Building, Street, District) _____
 Line 2 (City)* _____
 Line 3 (e.g. Province, State) _____
 Country * _____
 Post Code/ZIP Code _____

(5) Date of Birth * (dd/mm/yyyy) _____

(6) Place of Birth (Not compulsory)
 Town/City _____
 Province/State _____
 Country _____

Part 2 – The Entity Account Holder(s) of which you are a Controlling Person*

Enter the name of the Entity Account

Entity	Name of the Entity Account Holder
(1)	
(2)	
(3)	

Part 3 – Jurisdiction of Residence and Taxpayer Identification Number or its Functional Equivalent (“TIN”) *

Complete the following table indicating (a) the jurisdiction of residence where the controlling person is a resident for tax purposes and (b) the controlling person’s TIN for each jurisdiction indicated. Indicate all jurisdictions of residence. Note that, this is not restricted to three (3), additional information should be completed on a separate sheet. (See “TIN” in appendix of Key Terms below)

Documentary Evidence of the TIN should be provided.

If a TIN is unavailable, provide the appropriate reason A, B or C:

Reason A – The jurisdiction where the controlling person is a resident for tax purposes does not issue TIN to its residents.

Reason B – The controlling person is unable to obtain a TIN. Explain why the controlling person is unable to obtain a TIN if you have selected this reason.

Reason C – TIN is not required. Select this reason only if the authorities of the jurisdiction of residence do not require the TIN to be disclosed.

Country/Jurisdiction of tax residence	TIN	If no TIN available enter Reason A, B or C	Explain why the account holder is unable to obtain a TIN if you have selected Reason B
1			
2			
3			

