CHANGE OF ADDRESS AND CONTACT DETAILS FORM



Name as per NRIC / Passport:		NRIC / Passport Number:	Customer Number:		
New Meiling* Address undets of follo		reado ovieting record			
New Mailing* Address update as follows. This update will supersede existing record.					
*Mailing Address refers to Primary Address					
Home Address Update. This update will supersede existing record.					
(Home Address refers to your current place of residence. PO Box and C/O addresses are not allowed)					
Mandatory to select one of the options below:					
□ Same as Mailing* Address □ Different from Mailing* Address, please provide Home Address:					
Country of domicile -					
Mandatory to select only <u>ONE</u> option	below for the address up	date.			
All Accounts, Products and Services w	ill be updated if no select	ion is made.			
□ All Active Relationships with Accou	nts, Products and Service	es:			
Inclusive of Citibank Curren					
Exclude credit card		, , , , , , , , , , , , , , , , , , , ,			
All Credit Cards Only - Main Card H	older				
	older				
Selected Active Relationships with Accounts, Products and Services, inclusive of CCTA**					
Deletienshin Title (Deletienshin Num	how				
Relationship Title / Relationship Number:					
Remove the following addresses / Cor					
Business / Office Address Additional Address Others:					
New Contact Number Update. This up	date will supersede exist	ing record. (Provide Counti	ry and Area Code):		
Home: Office:	Primary Mot	•	onal Mobile:		
	· · · · · ·				
New Email Address Update. This update will supersede existing record.					
Preferred Email Address: Alternate Email Address:					
Customer Signature - Joint AND Account(s). ALL signatures are required:					
Main Account Holder / date:	Joint Account Holder / d		unt Holder / date:		

CHANGE OF ADDRESS AND CONTACT DETAILS FORM



Branch Bank Use Only: Face to face with Service Staff				
Signature verification / ID sighted / Checklist completed	Independent Signature verification /	Independent Signature verification / ID sighted by:		
by:		č		
(Name / GEID / Signature of service staff)	(Name / GEID / Signature of service staff)			
SAMS Team Bank Use Only: Mail in instruction, inclusive of instruction received by RM				
SAMs Team to perform the following:				
□ Signature verification □ Callback □ Perform updates				
FATCA – Residential Address / Mailing Address / Contact Number / Domicile change is to or from USA				
Obtain supporting document(s) (e.g., W8 & RWE / W9) for any change to USA.				
Refer to RM for any changes to USA if customer have investments (UT, Bond, Note, PA, e-brokerage, etc).				
□ Obtain W8 for any change from USA to other overseas or SG address. If customer is a US person, obtain W9 if				
customer has obtained one earlier.				
In the case of a joint account, ALL accountholders are required to complete the relevant W8 & RWE / W9 form.				
CRS – Residential Address / Mailing Address / Contact Number / Domicile change is to or from an overseas country				
□ Obtain CRS Self – Certification if change there is a change of address from one country to another AND				
□ Obtain Reasonable Explanation if customer has foreign indicia but declares he is a non – Tax Resident of the				
country.				
Obtain a new CRS Self- Certification and/or Reasonable Explanation if customer gives instructions to remove an				
overseas address and declares he is a non – Tax resident of the country.				
overseas and declares he is a non - rax resident of the country.				
In the case of a joint account, ALL accountholders are re	equired to complete the relevant W8 & R	WE / W9 form.		
**Citibank Currency Trading Account				
Send a copy of the address change form via email to RM	1 and SRM / SSM, for their assistance to i	nform TSO to update		
address via Margin Man.				
APPLICABLE TO OPERATIONS.				
Does customer have any active relationship with no	□ Yes, close the relationship and do	□ No, Proceed as		
active account?	not tag the address to the relationship	per BAU		
INACTIVE DORMANT RCCPM 5.3.9.1.4	□ Yes			
If this is a mail in instruction, does the customer have	(Perform callback before update)	(Proceed with		
any accounts that is in inactive / dormant status?	(*	update)		
HIGH RISK COUNTRIES RCCPM 5.3.1.2.8	□ Yes	□ No		
Is the update of address or contact number to any of	(Perform callback before update)	(Proceed with		
the High-Risk countries? (Refer to the list of High-Risk	(update)		
countries.				
(Callback officer signature / Name / SOE ID				
· · · · ·				
(Date / Time / Extension)				