

## Change of Address and Contact Details

Name:	NRIC/Passport No.:	Customer No.:
<b>Applicable to Joint Account with JOINT Signing Authority</b>		
Relationship Title:	Joint Relationship No.:	

### IMPORTANT NOTICE

Kindly be informed that the Change of Address and Contact Details will be applied to all your accounts held with Citibank (Single and Joint &/or) under SINGLE signing authority. Mailing Address to any PO Box and Hotel address cannot be accepted. A residence address has to be provided if the change of address is to an in-care-of address.

### ADDRESS UPDATE Mailing Address to: Home Office Correspondence

\_\_\_\_\_

\_\_\_\_\_ Postal Code ( \_\_\_\_\_ )

Please indicate the Home Address you are currently residing if different from the above Mailing Address

\_\_\_\_\_

\_\_\_\_\_ Postal Code ( \_\_\_\_\_ )

### TELEPHONE NUMBER UPDATE

Country Code	Area Code	Home Number	Country Code	Area Code	Mobile Number
_____	_____	_____	_____	_____	_____
Country Code	Area Code	Office Number			
_____	_____	_____			

### EMAIL ADDRESS UPDATE

New Email Address: \_\_\_\_\_

### CUSTOMER ACKNOWLEDGMENT

\_\_\_\_\_  
Name Signature as per Citibank's record Date

\_\_\_\_\_  
Name Signature as per Citibank's record Date

Signature Verified & Checklist Completed by:	Customer is Witnessed, Signature & ID Verified by:	Maintained by:	Checked by:
_____ Signature/Name/GEID *CRO, USB, SB, SRM	_____ Signature/Name/GEID *CRO, USB, SB, SRM, BOSM		

**FOR BANK USE ONLY**  
**(To be completed by person who receives customer's instruction)**

**FATCA - Home Address/ Mailing Address / Telephone Number / Domicile change is to or from USA**

- Obtain supporting document(s) (e.g.W8 & RWE / W9) for any changes to USA.
- Refer to PBRM for any changes to USA if customer has investments (UT, Bond, Note, PA, e-brokerage etc.)
- Obtain W8 for any changes from USA to other overseas or SG address. If customer is a US Person, obtain W9 if customer has provided one earlier.

*In the case of a joint account, ALL accountholders are required to complete the relevant W8 & RWE / W9 Form.*

**CRS - Home Address/ Mailing Address / Telephone Number / Domicile change is to or from an overseas country**

- Obtain CRS Self-Certification if change is to an overseas address AND;
- Obtain Reasonable Explanation if customer has foreign indicia but declares he is a non-Tax Resident of the country.
- Obtain a Reasonable Explanation if customer gives instruction to remove an overseas address and declares he is a non-Tax Resident of the country.

*In the case of a joint account, ALL accountholders are required to complete the relevant CRS Self-Certification&/or RE Form.*

Customer has Citibank Currency Trading Account?

- Yes *(proceed to update and route a copy to CLOU for Margin Man update)*
- No *(proceed to update)*

**APPLICABLE TO OPERATIONS**

**RCCPM**

**INACTIVE DORMANT 5.3.9.1.4**

If this a mail-in instruction, does the customer have any accounts that is in Inactive / Dormant status?

Yes  
*(perform call back before update)*

No  
*(proceed to update)*

**HIGH RISK COUNTRIES 5.3.1.2.8**

Is the update of Address or Telephone Number to any of the High Risk countries?  
*(refer to list of High Risk countries)*

Yes  
*(perform call back before update)*

No  
*(proceed to update)*

\_\_\_\_\_  
 (Call Back Officer Signature / Name / GEID)

\_\_\_\_\_  
 (Date / Time / Extension)