

Income Centre 75 Bras Basah Road Singapore 189557 Tel: 6788 1777 • Fax: 6338 1500 Email: csquery@income.com.sg • Website: www.income.com.sg an NTUC Social Enterprise

Abridged Fact Find form for Investment-Linked Policy				
Important	notice to policyhold	er or assignee		
You would have provided your Income adviser information about yourself in relation to your financial goals, financial situation and your particular needs before the purchase of the insurance product(s).				
It is recommended that you seek advice from your Income a insurance policies.	adviser if you wish to tran	isact in investment-linked policie	s (ILPs) or make changes to your	
Policyh	older's or assignee's	particulars		
Name of policyholder or assignee <sup>1</sup> (as shown in NRIC)		NRIC number or FIN	Are you 62 years old and above?	
<sup>1</sup> Delete where applicable. For policies with assignment, assignee needs to	o complete and sign the form.			
	Mandarin 🗌 Malay Dthers		ed GCE 'O'/'N' level Pre-U/JC Post graduate	
Policyhold	der's or assignee's ac	companiment		
Note: It is recommended for you to be accompanied by a Trusted Individual if you belong to any two of the following profiles:         • 62 years of age or older         • Below GCE 'O' level or 'N' level certifications, or equivalent academic qualifications         • Not proficient in spoken or written English         Would you like to be accompanied by a Trusted Individual?         No       Yes (If 'Yes', please provide details below)         Name of Trusted Individual				
Relationship to client		NRIC number or FIN		
Please note that you will be receiving a call from the company purchased a product from us).	ny to confirm your underst	anding of the products recomme	nded by your adviser (if you have	
Policyholder	's or assignee's trans	action request(s)		
^ For policyholder/assignee who wishes to proceed with <u>one time top-up/recurring single premium/fund switch/change in fund allocation</u> ILP post-purchase transactions and do not want any advice from Income, you must complete SECTION A, SECTION B & SECTION C. This is only available if policyholder/assignee is assessed in SECTION B to have relevant experience and/or knowledge in ILPs.				
<ul> <li>^One time or ^recurring single premium</li> <li>^Fund switch or ^change in fund allocation</li> <li>Increase in regular premium or sum assured</li> <li>Increase rider cover term</li> <li>RevoSave ILP Account</li> <li>Add rider</li> </ul>	This Abridged Fact Find for         1.         2.         3.         4.	orm is used for the recommendat	ion of the following policies:	

		Sect	tion A: Policyholder's or assignee's risk profile				
may not be retu	rned. This Risk Pr	roducts that refle	ct your risk preferences. As a general rule, the higher the potential retu e helps to assess your risk tolerance. and circle the score accordingly.	urn, the higher the risk that capital			
(Circle Score)	Q1. Investment Objective						
1	Capital preservation is my priority.						
2	I like my	portfolio to provid	de steady and regular returns over the long term. I am concerned abou	It fluctuations in returns.			
3	I like to s	ee an overall grov	vth in my portfolio and am less concerned about fluctuations in return	S.			
4	My prima	ary objective is to	maximize growth over long term. I am least concerned about fluctuati	ons in returns.			
(Circle Score)	Q2. Investment	Q2. Investment Time Frame					
		hat I have made p fore I would need	lans to meet short-term financial goals and to handle emergencies, ho to access it?	w long would I keep my money			
1	<ul> <li>less than</li> </ul>	5 years					
2	• 5 to less	than 10 years					
3	• 10 to less	s than 15 years					
4	15 years	and above					
(Circle Score)	Q3. Investment	Return Expectati	on				
1	0 to less	than 3%					
2	• 3% to les	s than 5%					
3	• 5% to les	s than 8%					
4	• 8% and a	bove					
(Circle Score)	Q4. If my invest	tment portfolio su	iffers a short-term decline, what is my reaction?				
1	I would sell my investments and keep cash.						
2	I would stay invested and if the decline is more than 10% in value, I would liquidate my investments.						
3	I would liquidate my investments if the decline is more than 25% in value.						
4	• I would r	ide the lows and a	am willing to invest more money for greater growth opportunities.				
(Circle Score)	Q5. In an extrer	me downturn eve	nt, what is the maximum decline I can tolerate?				
1	<ul> <li>I would b</li> </ul>	e uncomfortable	with any loss.				
2	• 10% decl	line is all I can tole	erate.				
3	I would n	not tolerate more	than 50% decline.				
4	I would b	e able to tolerate	a significant decline of more than 50%.				
(Circle Score)		•	ce where Portfolio A refers to fixed income instrument, bond, capita property and commodity.	l guaranteed product, Portfolio B			
1	• 100% in I	Portfolio A					
2	• 70% in Po	ortfolio A and 30%	6 in Portfolio B				
3	• 30% in Po	ortfolio A and 70%	6 in Portfolio B				
4	• 100% in I	Portfolio B					
Total Score	Score Range	Policyholder's Risk Profile	Portfolio Mix	To be completed ONLY if you disagree with your Risk Profile			
	6 - 10	Conservative	Objective is to preserve capital. Prefers high liquidity and reduced risk of capital loss. (e.g. Money Market fund and traditional policies)	Please indicate the Risk Profile deemed more suitable:			
	11 - 15	Moderately Conservative	Objective is to obtain dependable regular stream of income from investment. Willing to accept some risks of principle loss. (e.g. Bond Funds)	Conservative Moderately Conservative Moderately Aggressive			
(Fill in Score)	16 - 20	Moderately Aggressive	Objective is to strike a balance between fixed income and equity investment for growth opportunities. (e.g. Balanced Funds)	Comments:			
	21 - 24	Aggressive	Objective is to achieve above average growth over time and current income concerns will be minimal. Willing to take substantial risks in investment. (e.g. Equity Funds)				

## Section B: Policyholder's or assignee's investment knowledge

This questionnaire, also known as the Customer Knowledge Assessment, helps to assess if you have any relevant knowledge or investment experience to understand the risks and features of unlisted "Specified Investment Products", which includes investment-linked policies ("ILPs") or similar products. Any inaccurate or incomplete information provided by you may affect the suitability of the recommendation.

#### Outcome of Customer Knowledge Assessment

- If you have indicated a <u>"Yes" in at least one of the below questions</u>, you are assessed to have the relevant experience and/or knowledge in ILPs.
- If you have indicated a <u>"NO" in all the below questions</u>, you are assessed NOT to have the relevant experience and/or knowledge in ILPs. We would need
  you to seek advice from your Income adviser before transacting in your ILP(s).

Educational	Q1. Do you hold any Diploma or higher qualification in the finance-related disciplines as below?         • Accountancy       • Computational Finance         • Actuarial Science       • Economics         • Business/Business Administration       • Finance/Commerce         • Business Management/       • Finance Engineering         Business Studies       • Financial Planning	If "Yes" to any questions, provide details below Yes No
Qualifications	Capital Markets     Insurance Q2. Do you have any other professional finance-related qualifications?     Eg: Chartered Financial Analyst (CFA)/Association of Chartered Certified Accountants (ACCA)	☐ Yes ☐ No
Investment Experience	<ul> <li>Q3. Have you made at least 6 transactions in collective investment schemes ("CIS") (example: unit trusts) or ILPs in the last 3 years?</li> <li><u>Transactions that would NOT qualify:</u></li> <li>Subsequent investments into a regular premium ILP, recurring single premium ILP or instalment savings plan of Unit Trust after the first premium/instalment.</li> <li>Shares listed in the Stock Exchange</li> </ul>	☐ Yes ☐ No
Work Experience	<ul> <li>Q4. Do you have a minimum of 3 consecutive years of working experience in the past 10 years in the development of, structuring of, management of, sale of, trading of, research on and analysis of investment products or the provision of training in investment products?</li> <li>Note: Work experience in accountancy, actuarial science, treasury or financial risk management activities will also be considered relevant experience.</li> </ul>	☐ Yes ☐ No

#### Section C: Policyholder's or assignee's declaration (to be completed if you do not wish to seek advice from Income)

This section is only available to policyholder or assignee who is assessed to have the relevant experience and/or knowledge in ILPs in Section B and wishes to transact in one of the following post-purchase transactions to ILP(s) without seeking advice from Income.

One time top-up
 Recurring single premium
 Fund switch
 Change in fund allocation

#### Important notice to policyholder or assignee:

If you are unsure whether the intended transaction is suitable for your circumstances, you are encouraged to seek advice from a qualified Income adviser who will be able to advise you on a suitable product or transaction to your existing policy.

Please read the following declaration together with the Product Highlight Sheet(s), Fund Report(s) or Monthly Fund Fact Sheet(s) available from www.income. com.sg carefully before submission of this form.

As the policyholder or assignee,

- 1. I acknowledge that I have the option to complete "My Financial Portfolio" (fact find form) with my adviser but I wish to receive factual information only.
- 2. I am aware the outcome of my completed Customer Knowledge Assessment under Section B where I am assessed to have relevant knowledge and/or experience in ILPs.
- 3. I am aware of my risk profile, completed under Section A.
- 4. I am advised to read and understand the corresponding Product Highlight Sheet(s), Fund Report(s) or Monthly Fund Fact Sheet(s) available from www. income.com.sg with respect to the relevant investment fund(s) before deciding whether to invest or transact in such fund(s). Where appropriate, I understand that I can cease to proceed with this transaction at any time before the submission of this form and seek financial advice from a qualified Income adviser, or seek independent legal, tax and/or other professional advice.
- 5. All investment decisions are made independently by me, as the policyholder or assignee, after duly considering and understanding the investment fund(s), benefits and risks. I understand that the information contained herein is not intended as financial advice and shall not be relied on as such by me. I am responsible to ensure the suitability of the fund(s) selected.
- 6. I am aware of my responsibility to ensure the suitability of the ILP transaction(s) and will waive the right to receive any advice as to whether the product or fund(s) is suitable under the Financial Advisers Act.

Name of policyholder or assignee <sup>2</sup>	NRIC number or FIN	
Signature	Date	(dd/mm/yyyy)
<sup>2</sup> Delete where applicable. For policies with assignment, assignee needs to complete and sign the form.		
Please proceed to complete the transaction request in the appending form.		

## Section D: Policyholder's or assignee's summary of needs (to be completed by Income adviser)

Your Income adviser must have sufficient information before making a suitable recommendation. The information that you provide on your financial goals, budget and your particular needs will be the basis on which financial advice and recommendation will be given.

Alternatively, you may request your Income adviser for a comprehensive review of your financial needs by completing the "My Financial Portfolio" (fact find form).

Policyholder's or assignee's financial goals											
Priority les		y level					Priority level				
Basic Protection	1	High	Med	Low	N.A.	Savings and Investment High		Med	Low	N.A.	
Income protection	on (death)						for children's educational need	5			
Income protection	on (disability)					Saving	for retirement needs				
Critical illness							cement to existing wealth ulation plan				
Medical and hos	pitalisation costs					Others	;				
Personal accider	nt							_			
Long-term care						When	fund is needed (Time Horizon)	I			
Others											
		Pol	icyholo	ler's or	assign	ee's bı	dget for planning				
Cash					ource of						
Regular amount	\$(A /	/H/Q/I	M)				\$ SRS A				
	\$(SP					count	\$ Retire	ment Accou	ınt \$		
Is the budget yo	u set aside more than 50% s	of your	assets or	surplus?	)						
				Advise	er's reco	ommei	ndation				
Policy number	ILP fund(s)	) selected	ł		Percent alloca		Risk classification of fund(s) a to policyholder's or assignee's		l	Remarks	
							Below Match	Above			
							Below Match	Above			
							Below Match	Above			

Adviser's declarati	ion		
I have provided the policyholder or assignee with a reasonable recommendation(s) based on the information and assumptions he or she has provided in this form. I declare that the information provided to me is strictly confidential and is only to be used in the process of recommending suitable insurance products and shall not be used for any other purposes.			
Name of adviser	Adviser's code		
Signature	Date	(dd/mm/yyyy)	
Policyholder's or assignee's acl	knowledgement		
<ol> <li>I understand that the recommendation(s) is/are based on information and assumptions that I have provided in this form. Any inaccurate and incomplete information may affect the suitability of the recommendation(s).</li> <li>I understand that I can request for a comprehensive financial review of my existing insurance policy(ies) before I proceed with this transaction(s).</li> <li>My adviser has used a copy of the Abridged Fact Find form, Benefit/Policy Illustration, Product Summary and Product Highlight Sheet where applicable, as a basis to explain the information relating to this transaction(s). The Product Highlight Sheet is also available for download at www.income.com.sg.</li> <li>I agree with the proposed recommendation(s).</li> <li>I disagree with the proposed recommendation(s). My comments are as indicated below.</li> </ol>			
<ul> <li>To be completed if policyholder or assignee is assessed NOT to have knowledge or experience in ILP, and selects a fund that is higher than his or her risk profile.</li> <li>My adviser has confirmed and informed me of the following: <ul> <li>I am aware that it is my responsibility to ensure the suitability of the ILP fund(s) chosen.</li> <li>I understand that Income may be contacting me to confirm this transaction.</li> <li>I understand that this application is subject to approval by Income.</li> </ul> </li> </ul>			
Name of policyholder or assignee <sup>3</sup>	NRIC number or FIN		
Signature	Date	(dd/mm/yyyy)	
<sup>3</sup> Delete where applicable. For policies with assignment, assignee needs to complete and sign the fo	ırm.		
Supervisor's valida	tion		
To be completed if call bac	k is required		
Call back is required for Selected client' Selected representation			
I have made the call to customer and confirmed that customer understands all material features, risks of the product, policy and premium term, and the applicable fees and ch	-	ecision including the product	
Date of call: (dd/mm/yyyy) Phone number used for th	he call back:	_ (supervisor)	
Time of call: (am/pm)		(policyholder or assignee)	
Feedback (if any) is gathered on the sales process and quality of advice provided by the	e representative:		
To be completed for ILP tra	ansaction(s)		
Please complete client's investment profile: Fulfils customer knowledge assessment criteria: Yes	)		
Client's risk profile: Conservative Moderately conservative	oderately aggressive Aggressive		
Senior management's confirmation ('SMC') is required when client is assessed NOT to have relevant knowledge and/or experience in ILP and wishes to purchase an ILP against recommendation or when the risk of the sub-fund(s) selected is higher than client's risk profile.			
I have reviewed the ILP application and noted that SMC is not required. SMC is required. (Please submit SMC Form togethe	er with the application.)		
Based on the information provided and the policyholder's or assignee's choice,			
Comments:			
Name of supervisor	Supervisor's code		
Signature	Date	(dd/mm/yyyy)	



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# Top-up form for FlexiCash

Statement under Section 25(5) of the Insurance Act, Cap. 142 (or any future amendments to it) You must reveal all facts you know, or ought to know, which may affect the insurance cover you are applying for.

Otherwise, the insurance policy may not be valid.

#### Important Notes:

For Singaporeans/PRs, submit a CLEAR copy of your NRIC (front & back).

For foreigners, submit a CLEAR copy of an identification (front & back) (e.g. employment pass, passport) and a CLEAR copy of documentary proof of the address, such as copies of utility bills, bank statements or letters issued by statutory or government bodies (dated within past 6 months) with letterhead, name, address and date clearly shown.

For official use			
Adviser's name	For official use only – Scan to archive 1 Please update ICM under "ILP Processing Request (Form)" and attach a copy of the form.		
Adviser's code			

Please complete one form per policy and ensure that all fields are completed.

Details of policyholder or assignee						
Name (as shown in NRIC)		NRIC number or FIN	Policy number			
Name of company or school						
Exact nature of work		Occupation				
	Details of insured (if different	from policyholder or assignee)				
Name (as shown in NRIC)		NRIC number or FIN				
Name of company or school						
Exact nature of work		Occupation				
	Single premium top-u	ps and fund allocation				
Premium payment mode One-time Every month Every three months Every six months Every year	Term for recurring single premium	Method for paying one-time top-up an (Please specify clearly) Surrender Proceeds from Policy Reinvestment from Policy Cheque number GIRO (Please submit a new Interba Cash SRS	(Payable to NTUC Income)			
Fund allocation for one-time top-up		Fund allocation for recurring single pro	emium			
Name of fund Money Market Fund	Amount	Name of fund Money Market Fund	Amount			

Terms:

1 Top-ups (one-time or recurring) are subjected to a minimum of **\$500** per transaction.

2 For more information of the fund before your selection. Please refer to our website www.income.com.sg on the Fund Report(s), Fund Fact Sheet(s) or Product Highlight Sheet(s).

3 For payment by cash/cheque/GIRO, the instruction to top-up will be based on the date that Income receives full payment if this application is accepted by us. The offer price will be based on the full premium received by Income provided the payment is received by us by **3:00pm** and is accepted by us. Any submission after **3:00pm** will be considered as the next business day's submission.

4 For payment by SRS, the top-up instruction will be based on the date that Income receives this application by **3:00pm** and is accepted by us. Any submission after **3:00pm** will be considered as the next business day's submission.

5 For recurring single premium, the offer price will be based on the date the full top-up payment is received by us.

6 The offer price will be announced two (2) business days after the date of submission or upon the date where the full premium is being received.

		Mandatory d	eclarat	ions		
1	Benefi	icial ownership declaration – This is NOT a nomination of beneficiari	es for th	is policy		
	A Beneficial Owner is defined in the MAS Notice on Prevention of Money Laundering and Countering the Financing of Terrorism as an individual who ultimately owns or controls the customer or the individual on whose behalf business relations are established.					
	<ul> <li>If there is a Beneficial Ownership arrangement, please</li> <li>Submit a copy of their NRIC or passport and a completed copy of the FATCA and CRS self-certification form for Individual Account Holder, Entity Account Holder or Controlling Person available here: www.income.com.sg/Policy-downloads-and-forms; and</li> <li>Provide details below:</li> </ul>					
	Name	e of beneficial owner	NRIC/P	assport number/FIN	Date of birth (dd/mm/yyyy)	
	Sin Sin	onality ngaporean ngapore PR (Nationality) thers	Gender Mal	e	Relationship to Policyowner	
•	D - 1'1'					
2	Politically Exposed Person (PEP) A Politically Exposed Person (PEP) is an individual who is, or has been entrusted with prominent public functions whether in Singapore, a foreign country or an international organisation. Prominent public function includes the roles held by head of state, a head of government, government ministers, senior civil or public servants, senior judicial or military officials, senior executives of state owned corporations, senior political party officials, members of the legislature, and senior management of international organisations.					
	, ,	or the Beneficial Owner, are a PEP or related^ to a PEP, you must disc				
		individual closely connected to a PEP either socially or professionally, p-sibling, or adopted sibling.	such as a	a parent, stepparent, child, ste	epchild, adopted child, spouse, sibling,	
	Name	e of PEP	Title of	PEP		
	Name	e of person related to PEP	Relatio	nship of related person to PE		
	<ul> <li>Source of funds and wealth (we may request for additional information or supporting documents, if necessary)</li> <li>i Source of funds You do not need to complete this section (3.i) if you are using CPF or SRS funds to pay premium.         <ul> <li>a Who is funding the insurance premium for this application?</li> <li>Policyowner or self</li> <li>Others</li> <li>If your answer is others, please provide details below.</li> </ul> </li> <li>Name of person funding the policy</li> <li>Identification number of payor (NRIC or Passport or FIN number)</li> </ul>					
		Relationship to policyowner		Occupation and organization	1	
	b       What is the source of funds used to finance the premiums?         Salary or commission       Proceeds from a policy (please give details below)         Sale of assets (please give details below)       Inheritance (please give details below)         Personal savings       Other (please give details below)         If currently not employed, please provide details below       Other (please give details below)         (for example: previous employment, allowance from family members)       Image: previous employment, allowance from family members)				etails below)	
		Details				
		urce of wealth <sup>1</sup> (to be declared on the party who is paying the insuran neficial owner)	ce premi	ium for this policy. Otherwise,	, it is to be declared on the assignee or	
	а	How did you accumulate your wealth (i.e. your total assets)? You ma	y choose	more than one option.		
		Salary or commission from current and/or past employment		Investments (shares, bond	ls, unit trusts, and so on)	
		Business or trade income		Sale of property, company		
		Inheritance and gift	<i>c</i>	Others, please specify		
	1 S	ource of wealth refer to the origin of the assignee's, payor's and bene	eficial ow	ner's entire body of wealth (i	.e. total assets).	

## Mandatory declarations (continued)

#### Address verification

If your home address stated in our existing record is different from the address in your identity document (e.g. NRIC), please select Box A, B or C and complete the blanks accordingly. To check your address, please log on to me@income (available at www.income.com.sg).

## Box A

I am maintaining a different address for correspondence purposes. The reason why I	require a different address for correspondence is because
(specify reason). The owner of the corresponder	nce address is (specify
name). My relationship with this owner is that of a(	(specify relationship to owner of the correspondence address).

## Box B

The address in my identity document is not updated yet. The address with you is the updated one.

#### Box C

I am a foreigner residing or working in Singapore and my home address is not in my identity document.

If you have selected Box B or C, please give documentary proof of the home address stated as per our existing record, such as copies of utility bills, bank statements or letters issued by statutory or government bodies (dated within past 6 months) with letterhead, name, address and date clearly shown.

#### 5 Personal data consent

The information I have provided is my personal data and, where it is not, I have the consent of the owner of the personal data to provide such information. The personal data includes personal data provided in this application or any document to Income, whether by me or any other party or source for this application.

By providing this information, I or we understand, and give my or our consent for Income as well as Income's respective representatives and agents to collect, use, store, transfer and disclose the information, to or with all such persons (including Income's third party service providers, whether located within or outside of Singapore) for the purpose of enabling Income to provide me with the services required of by an insurer, including the evaluation, processing, administering and/or managing of my relationship and policies with Income and for the purposes set out in Income's Privacy Policy which can be found at http://www.income.com.sg/privacy-policy ("How we use your personal data (Purpose & Notification Obligation)").

You may withdraw your consent, access or correct your personal data by writing to DPO@income.com.sg or to The Data Protection Officer, Income Centre, 75 Bras Basah Road, Singapore 189557.

#### **Declaration and authorisation**

I confirm that I understand and agree to the 'Personal data collection statement'.

I cannot alter any of the wordings in this application form. Any attempt to do so will have no effect.

I understand and agree that the changes:

- a if accepted, may be subjected to terms, conditions and exclusions imposed by you; and
- b will take effect only when you accept and approve my request and notify me in writing of the effective date of the changes and provided that I have paid the required premiums (and interest, if applicable) in full.

#### As the policyholder or assignee, I understand and agree that:

- 1 This application is based solely on my own judgement and decision. I may be subjected to greater investment risks and that the value of the fund(s) may be volatile and fluctuate from time to time;
- 2 All investment decisions are made independently by me, as the policyholder or assignee, after duly considering and understanding the investment fund(s), benefits and risks.
- 3 The information contained in this application is not intended as financial advice and shall not be relied on as such by me. I am responsible to ensure the suitability of the fund(s) selected.
- 4 I have been advised to read and understand the corresponding Product Highlight Sheet(s), Fund Report(s) or Monthly Fund Fact Sheet(s) available from www.income.com.sg with respect to the relevant investment fund(s) before deciding whether to invest or transact in such fund(s). Where appropriate, I understand that I can cease to proceed with this application at any time before the submission of this form and seek financial advice from a qualified Income adviser, or seek independent legal, tax and/or other professional advice.

Signature of policyholder or assignee<sup>^</sup>

Signed in Singapore on (dd/mm/yyyy):

<sup>b</sup> Please delete where appropriate. For policies with assignee, assignee needs to complete and sign the form.

#### Parental permission

The parent or legal guardian must fill in this section if the child or ward is the proposer, and above the age of 10 years and below 16 years. I give my permission for my child or ward to proceed with the chosen request under this policy with Income.

Name of parent or legal guardian	NRIC number or FIN
Relationship to child	Signature of parent or legal guardian and date
Parent (Please send a copy of your NRIC)	
Legal guardian (Please provide legal documents showing proof as legal guardian.)	
	Signed in Singapore on (dd/mm/yyyy):