

Instructions for filling up the prescribed statutory forms

With effect from 1 Sep 2009, the nomination of beneficiaries' framework is governed by the Insurance Act and Insurance (Nomination of Beneficiaries) Regulations 2009.

The prescribed statutory forms must be completed in full in order to be valid and duly registered by us. Any statutory form that is not properly filled up and completed in full will be rejected. You are therefore advised to read the instruction notes set out in each statutory form. We would also highlight and draw to your attention our following instruction notes for your reading before filling up the statutory form.

- a. Policy owner who has attained the age of 18 years may make a nomination.
- b. Nomination must be submitted on the relevant statutory form. The statutory form must be properly filled up and completed in full.
- c. The statutory form must clearly state the policy number. Where the policy number is not available, you can provide the plan name and basic sum insured of the plan.
- d. The statutory form must be signed by the policy owner in the presence of 2 witnesses. The 2 witnesses must sign the form upon the policy owner's signing of the form. Thus, the 2 witnesses must sign and date the form on the same date the policy owner signs the form.
- e. The statutory form must clearly state the full address and at least 1 contact number of witness.
- f. Each witness must have attained the age of 21 years. A witness must not be a nominee or the spouse of a nominee.
- g. A new statutory form must be completed in the event that there is any amendment and/or alteration. Initialing against an amendment/alteration is not allowed.
- h. The total shares of all nominees must add up to 100%.
- i. If you wish to name more than 4 nominees, additional copies of the statutory Form 1 (trust nomination) or Form 4 (revocable nomination) to cover all nominees must be submitted. The additional Form 1 or Form 4 must be completed in full by the policy owner and witnessed and signed by the same 2 witnesses. Attachment in any other form will be rejected.
- j. If you wish to appoint more than 2 trustees for a trust nomination, statutory Form 3 must be submitted. Form 3 must be completed in full and signed by the policy owner and, if submitted together with Form 1, witnessed and signed by the same 2 witnesses as Form 1. Attachment in any other form is not allowed.
- k. You cannot make a nomination if your policy falls into any of the following categories.
 - * Your policy is an annuity purchased under the Minimum Sum Scheme (MSS).
 - * The life insured under your policy is not the same person as the policyholder.

Submission of statutory form

The completed and signed original statutory form must be submitted by hand or post to FWD Singapore Pte. Ltd. **attached with a copy of the NRIC/passport for both the policy owner and trustee (front and back, both copies signed)** for our registration. Any statutory form that is submitted by fax or email attachment will be rejected.

Nomination acknowledgement

An acknowledgement letter, listing the relevant policy number(s) will be sent to the policy owner after a statutory form has been registered by FWD Singapore Pte. Ltd. No other document will be sent. If the statutory form is submitted together with any new proposal, a copy of the statutory form will be enclosed with the policy document. No acknowledgement letter will be sent.

Enquiry on nomination matters

For enquiry on nomination matters, please contact our Customer Service Consultants at **+65 6820 8888** or email to **contact.sg@fwd.com**.

Insurance act**Insurance (nomination of beneficiaries) regulations 2009****Form 2****Revocation of trust nomination****Please read the following before completing this form :**

1. This Form can only be used to revoke a trust nomination made in respect of one relevant policy.
2. Unless the context otherwise requires, this Form must be completed in full in order for the revocation of a trust nomination to be valid.
3. The revocation of a trust nomination must comply with section 49L(7) of the Insurance Act (Cap. 142), and must be carried out using this Form, in order for the revocation to be valid.
4. The revocation of a trust nomination, if valid, will take effect from the date this Form is lodged with the licensed insurer that issued the relevant policy specified in Part 1.
5. The revocation of a trust nomination, if valid, will apply to the entire trust nomination.
6. The policy owner and either of the following must sign this Form in the presence of 2 witnesses, in order for the revocation of the trust nomination to be valid:
 - (a) any trustee of the policy moneys payable under the relevant policy specified in Part 1 (not being the policy owner); or
 - (b) each nominee who has attained the age of 18 years and a parent or legal guardian (not being the policy owner) of each nominee who is below the age of 18 years.
7. This Form must be lodged with the licensed insurer that issued the relevant policy specified in Part 1. Otherwise, the licensed insurer will not be bound to give effect to the purported revocation of the trust nomination by this Form.

Part 1: Instructions

In accordance with section 49L(7) of the Insurance Act, I revoke the trust nomination which I had made on _____ in respect of the relevant policy specified below.

Policy number or other reference of the relevant policy Where the policy number or other reference is NOT available, please provide: (a) the Plan Name; and (b) the Basic Sum Insured.	
Name of insurer	FWD Singapore Pte. Ltd.
Name of policy owner	
NRIC/FIN/Passport Number of policy owner	
Signature or right thumb print of policy owner	
Date (dd/mm/yyyy)	

Part 2: Consent of trustee, or of nominee(s) and parent(s) or legal guardian(s) of nominee(s)

Note:

In this Part, “licensed trust company”, “director” and “resident manager” have the same meanings as in the Trust Companies Act (Cap. 336).

In accordance with section 49L(7) of the Insurance Act, I/we expressly consent/the named licensed trust company express consents* to the revocation of the trust nomination made on _____ in respect of the relevant policy specified in Part 1.

Name and NRIC/FIN/Passport number of trustee (if trustee is an individual), or of parent or legal guardian of nominee below age of 18 years; or name and unique entity number of trustee (if trustee is a licensed trust company)	Name and NRIC/Birth Certificate/FIN/Passport number of nominee (not applicable if this part is completed by a trustee)	Signature or right thumb print of trustee (if trustee is an individual), nominee who has attained age of 18 years, or parent or legal guardian of nominee below age of 18 years; or signature, name and designation of authorised director or resident manager of trustee (if trustee is a licensed trust company)	Date (if there is more than one signatory, all signatories must sign on the same date)

Part 3: Witnesses

Notes:

- Each witness must have attained the age of 21 years.
- A witness must not be a nominee or the spouse of a nominee. Otherwise, the trust nomination made using this Form will not be valid.
- The date specified in this Part and the date specified in Part 1 must be the same date.

Name of witness	(1)	(2)
NRIC/FIN/Passport Number of witness		
Address of witness		
Telephone number of witness	Home	Home
	Office	Office
	Mobile	Mobile
Signature of witness	I confirm that this Form was signed by the policy owner in my presence.	I confirm that this Form was signed by the policy owner in my presence.
Date (dd/mm/yyyy)		