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INFORMATION ON ULTIMATE BENEFICIAL OWNERSHIP

(BUSINESS LICENCE REGULATIONS 2012)

(This form must be filled in by Companies and any other legal arrangements other than a Sole Trader as part of their Business Licence application or Renewal Form. The Ultimate Beneficial ownership must be an individual or natural person)

A. WHAT IS A BENEFICIAL OWNER (“BO”)?

- Beneficial owner is the ultimate owner or controller of a legal entity such as a company, a trust or any other legal arrangement.
- The beneficial owner **MUST** always be an individual or natural person

B. FOLLOW BELOW INSTRUCTIONS TO DETERMINE THE BENEFICIAL OWNER OF YOUR BUSINESS

Please fill in Box C with the details of the person(s) that satisfies one or more of the following criteria. Indicate which criterion is satisfied by circling a, b or c below.

- The individual in your business (e.g. shareholder, director, partner, settlor, trustee, beneficiary, protector, or any other person) who directly or indirectly owns any percentage of shares or voting rights of the business; or
- The individual who has effective control of the business. (e.g. a family member who is responsible for financing the business); or
- The individual who holds a position of senior management official (e.g. a person that makes big decisions for business such as a director, etc)

Note: if the shareholder, partner, trustee, etc, is not an individual but an entity, you must identify the actual natural person behind that entity in Box C

C. DETAILS OF THE BENEFICIAL OWNER(S) (if there are more than 3 Beneficial Owners, please write information in extra sheet and attach)

	Full Name	Date of Birth	Country of Citizenship	Principal Address
Beneficial Owner 1				
Beneficial Owner 2				
Beneficial Owner 3				

ADMINISTRATIVE FINE: Please note that failure to provide required information stated in this form is in contravention of the law and is subject to a fine of up to \$500 for the first time and \$1000 for second and continuous non compliance.

Regulation 9, Business License Regulations 2012

Please provide in details, the role and responsibilities of the person identified as Beneficial Owner(s) mentioned in page 1, in your business. (e.g.) if the person is a CEO responsible for finalising decisions

D. CHECKLIST OF WHAT TO ATTACH WITH THIS FORM

This form must be submitted together with the following supporting documents:

	Valid passport or at least 2 forms of valid Identification (e.g. Citizenship certificate, driver’s license, birth certificate with a recent passport sized photo)
	Recent bank statement or an account statement issued by a financial institution reflecting the name and residential address of the beneficial owner (please provide statement from the most recent 6 months)
	Utility bills recently issued under name of Beneficial owner (e.g. cashpower or electricity bill , water bills, telecommunica-

E. OTHER IMPORTANT INFORMATION FOR YOU TO NOTE

- You must fill this form **every year**
- You must keep and maintain your BO information **within 5 years** from end of period the information relates.

DECLARATION

I solemnly declare that the information provided in this application are true; and I understand that any misleading or false information will result in ramifications under the Business Licence Act 1998.

Name of Authorized Person		I have read and understood my declaration Yes <input type="radio"/> No <input type="radio"/>
Designation/Title		
Signature		Date / /

OFFICE USE ONLY	I am satisfied that the above information is sufficient to determine beneficial owner of the business. (This section must be filled in by a Senior or Principal Customer Officer of the Taxpayer Services Division)	
	Full Name	<input type="text"/>
	Designation/Title	<input type="text"/>
	Signature and Date	<input type="text"/> / /

For more information on Beneficial Ownership, please visit our website at link below or call our Taxpayer Services Division at 20411