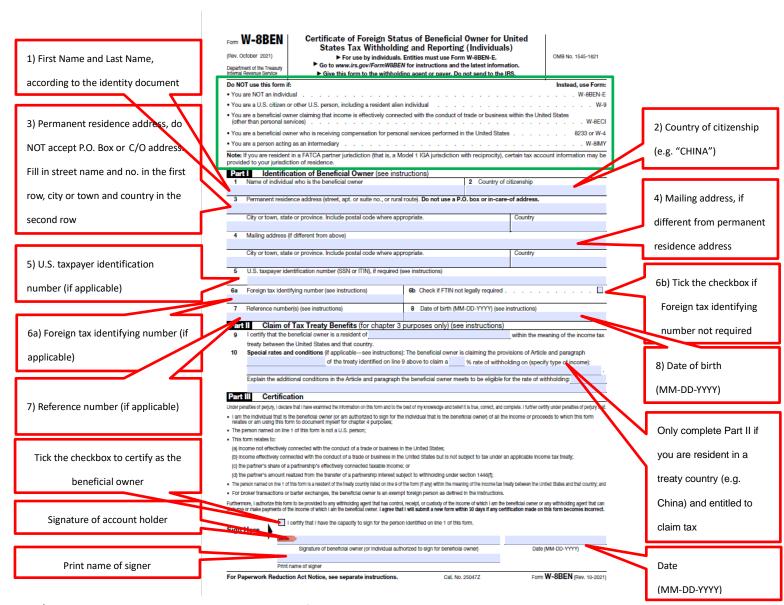


## W-8BEN Form Guidance

- Must fill in the form with Block Letters
- Do not use correctional tool. If you make a mistake, please start over using a new form.
- Generally, the form is for use by individuals (including sole-proprietor), who are not (i) U.S citizens, (ii) U.S Green Card holders,(iii) foreigners living in U.S. and passed the substantial presence test, or (iv) tax resident of U.S.. Please read the associated instructions in green box to ensure you are completing the correct form.
- For non-individuals, please use W-8BEN-E form.
- For Joint Accounts, each account holder must complete a separate form.
- W-8BEN Form should renew by account holder every 3 years or has changed in Country of citizenship/ Country of Permanent residence address
- The form contains 3 parts: Part I, Identification of Beneficial Owner; Part II, Claim of Tax Treaty Benefits; Part III, Certification



♦ We are unable to provide any tax advice. If you have enquiries or require any advice, please consult an independent tax advisor.