

Application for Change of Policy or Personal Information



Ensure information is timely updated!

Self Service Individual Self-Certification ("Automatic Exchange of Financial Account Information")



Step 1

**1** Individual Self-Certification ("Automatic Exchange of Financial Account Information")

**2b** TIN is not available

**2** Updated Jurisdiction of Residence

**2a** Taxpayer Identification No. ("TIN")

**3** Add Jurisdiction of Residence

**4** Next Step

**5** Agree

**6** Are you sure you want to update the following information

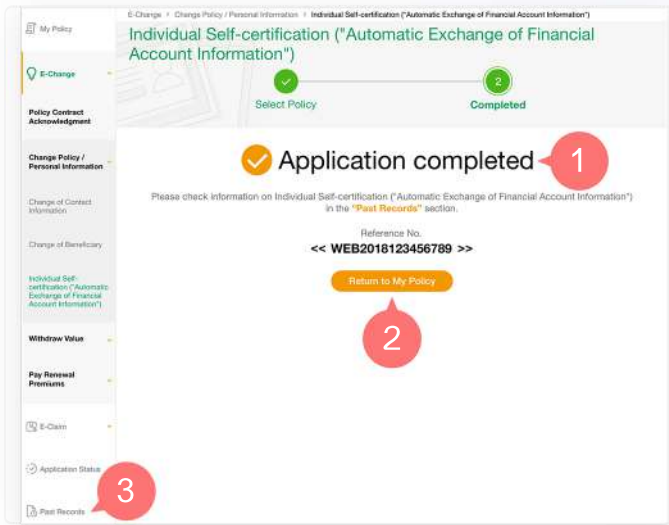
**7** Confirm Submission

**8** Return to apply







1. After logging into the Individual Customer Portal, select "E-Change" from the main menu. Then, select "Individual Self-certification ("Automatic Exchange of Financial Account Information")" from "Change Policy/Personal Information".
2. Scroll down the "Updated Jurisdiction of Residence" list to select new Jurisdiction of Residence.
  - 2a. Enter your TIN issued by current Jurisdiction of Residence in "Taxpayer Identification No. ("TIN)".
  - 2b. If TIN is not available, drag the button to the right and select Reason A, B or C. Explain why you are unable to obtain a TIN if you have selected Reason B.
3. Select "Add Jurisdiction of Residence" to add other Jurisdiction of Residence (if applicable).
4. Click "Next Step" to Step 2.
5. After reading the Declaration, click "Agree" to continue.
6. Preview the page and verify whether the information entered is correct.
7. If the updated Jurisdiction of Residence is correct, click "Confirm Submission".
8. If you need to revise the information on Jurisdiction of Residence, click "Return to Apply".



Step 2



1. You have successfully completed the application procedures.
2. Select "Return to My Policy" to return to homepage, or
3. Select "Past Records" from the main manual to check relevant application records.

-  Review all policy information at one go
-  Check application status anytime
-  View various types of E-Notice
-  Submit E-Claim instantly
-  Change policy information instantly
-  Receive instant important messages