

COMPLETING THE W-8BEN-E FORM

This guide provides basic guidance in completing the *W-8BEN-E Form* for the declaration of foreign tax obligations

Who needs to complete this form?

- This form should be only to be completed by non-US entities and intermediaries, not individuals.
- This form is only for companies/trusts where income is not distributed and is rather held by the entity for their own account.
- Types of entities required to complete the W-8BEN-E:
 - Registered companies (local and offshore)
 - Trusts (local and offshore)
 - Life products – All PSPs where the assets belong to the entities and not the clients.
 - Non-profitable organisations
 - Estate late accounts

Key notes

- You must provide the following certified copies with the completed W-8BEN-E Form:
 - A document which evidences the address of the company / trust
 - Copy of certificate of incorporation
 - Trust deed
 - Letter of authority
 - Confirmation of authorised signatories
 - ID of authorised signatories
 - Proof of address of the authorised signatories
- Please do not use any abbreviations when completing this form.
- Please do not make any alterations when completing this form.
- Do not cross out any fields or mark as N/A.
- Please take note of the format in which dates are required (MM-DD-YYYY).
- The US government will need you to complete this process every three years.
- If any information is missing or completed incorrectly, your form will be invalid and no documents will be registered against your account.
- Forms must be re-completed whenever there is a material change in facts.
- You will only benefit from lower dividend tax once the QI status of our offshore intermediary is approved by the US government and your W-9 form is received.
- From January 2015 all new clients will have to complete the relevant forms as part of their account activation process.
- No account will be opened without the necessary documents.

How to complete the form

PART I*

Please ensure you complete the following sections accurately:

1. Complete full name of beneficial owner.
2. Country of incorporation of organisation. This refers to the country where the trust or company is registered.
3. Only to be completed if a disregarded entity is applicable to the document.
4. The Chapter 3 status is to identify the entity that is the beneficial owner of income. Please select the correct entity type.

5. The Chapter 4 status is to identify the entity applicable status. Please complete relevant parts (from Part IV to Part XXIX) as reflected on the form based on your selection here. For further information read the instructions linked to the form on the IRS website.
6. Full permanent address of the entity exactly as it appears on utility bill or on the Trust deed.
7. Mailing address to be completed only if different to section 6.
8. Enter your US tax identification number (TIN).
9. Enter either (a) your global intermediary identification number (GIIN) or (b) foreign tax identification number.
10. If applicable, enter the reference details related to your selection in section 5.

Part I Identification of Beneficial Owner																
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>1 Name of organization that is the beneficial owner</p> </div> <div style="width: 45%; text-align: right;"> <p>2 Country of incorporation or organization</p> </div> </div>																
<p>3 Name of disregarded entity receiving the payment (if applicable, see instructions)</p>																
<p>4 Chapter 3 Status (entity type) (Must check one box only):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Simple trust</td> <td><input type="checkbox"/> Grantor trust</td> <td><input type="checkbox"/> Corporation</td> <td><input type="checkbox"/> Disregarded entity</td> <td><input type="checkbox"/> Partnership</td> </tr> <tr> <td><input type="checkbox"/> Central Bank of Issue</td> <td><input type="checkbox"/> Tax-exempt organization</td> <td><input type="checkbox"/> Complex trust</td> <td><input type="checkbox"/> Estate</td> <td><input type="checkbox"/> Government</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Private foundation</td> <td><input type="checkbox"/> International organization</td> <td></td> </tr> </table> <p>If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes" complete Part III. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<input type="checkbox"/> Simple trust	<input type="checkbox"/> Grantor trust	<input type="checkbox"/> Corporation	<input type="checkbox"/> Disregarded entity	<input type="checkbox"/> Partnership	<input type="checkbox"/> Central Bank of Issue	<input type="checkbox"/> Tax-exempt organization	<input type="checkbox"/> Complex trust	<input type="checkbox"/> Estate	<input type="checkbox"/> Government			<input type="checkbox"/> Private foundation	<input type="checkbox"/> International organization	
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Complete Part VI. <input type="checkbox"/> Certified deemed-compliant sponsored, closely held investment vehicle. Complete Part VII. <input type="checkbox"/> Certified deemed-compliant limited life debt investment entity. Complete Part VIII. <input type="checkbox"/> Certain investment entities that do not maintain financial accounts. Complete Part IX. <input type="checkbox"/> Owner-documented FFI. Complete Part X. <input type="checkbox"/> Restricted distributor. Complete Part XI. </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Nonreporting IGA FFI. Complete Part XII. <input type="checkbox"/> Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII. <input type="checkbox"/> International organization. Complete Part XIV. <input type="checkbox"/> Exempt retirement plans. Complete Part XV. <input type="checkbox"/> Entity wholly owned by exempt beneficial owners. 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<p>6 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address (other than a registered address).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border-bottom: 1px solid black; padding: 2px 5px;">City or town, state or province. Include postal code where appropriate.</td> <td style="width: 30%; border-bottom: 1px solid black; padding: 2px 5px;">Country</td> </tr> </table>		City or town, state or province. Include postal code where appropriate.	Country													
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<p>8 U.S. taxpayer identification number (TIN), if required 9 9a GIIN b Foreign TIN</p>																
<p>10 Reference number(s) (see instructions)</p>																
<p>Note: Please complete remainder of the form including signing the form in Part XXX.</p>																

PART II*

Only to be completed if there is a disregarded entity applicable.

- 11. The Chapter 4 status is to identify the entity applicable status.
- 12. Permanent residential address (as it reflects on the proof of address submitted with your application).
- 13. Enter the global intermediary identification number (GIIN) if applicable.

Part II Disregarded Entity or Branch Receiving Payment. (Complete only if a disregarded entity with a GIIN or a branch of an FFI in a country other than the FFI's country of residence. See instructions.)	
11	11 Chapter 4 Status (FATCA status) of disregarded entity or branch receiving payment <input type="checkbox"/> Branch treated as nonparticipating FFI. <input type="checkbox"/> Reporting Model 1 FFI. <input type="checkbox"/> U.S. Branch. <input type="checkbox"/> Participating FFI. <input type="checkbox"/> Reporting Model 2 FFI.
12	12 Address of disregarded entity or branch (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address (other than a registered address). _____ City or town, state or province. Include postal code where appropriate. _____ Country
13	13 GIIN (if any) _____

PART III*

This section is only to be completed if there is a Double Taxation Agreement between the country of incorporation and the USA.

- 14. In (a) the country of incorporation (section 2) and section 14 should be exactly the same. In (b) the options refer to the limitation of benefits that may be included in an applicable tax treaty. For further information about this section, refer to this [IRS webpage](#).
- 15. This relates to any special rates or conditions that have been approved.

Part III Claim of Tax Treaty Benefits (if applicable). (For chapter 3 purposes only.)											
14	14 I certify that (check all that apply): a <input type="checkbox"/> The beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country. b <input type="checkbox"/> The beneficial owner derives the item (or items) of income for which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits. The following are types of limitation on benefits provisions that may be included in an applicable tax treaty (check only one; see instructions): <table border="0"><tr><td><input type="checkbox"/> Government</td><td><input type="checkbox"/> Company that meets the ownership and base erosion test</td></tr><tr><td><input type="checkbox"/> Tax exempt pension trust or pension fund</td><td><input type="checkbox"/> Company that meets the derivative benefits test</td></tr><tr><td><input type="checkbox"/> Other tax exempt organization</td><td><input type="checkbox"/> Company with an item of income that meets active trade or business test</td></tr><tr><td><input type="checkbox"/> Publicly traded corporation</td><td><input type="checkbox"/> Favorable discretionary determination by the U.S. competent authority received</td></tr><tr><td><input type="checkbox"/> Subsidiary of a publicly traded corporation</td><td><input type="checkbox"/> Other (specify Article and paragraph): _____</td></tr></table> c <input type="checkbox"/> The beneficial owner is claiming treaty benefits for U.S. source dividends received from a foreign corporation or interest from a U.S. trade or business of a foreign corporation and meets qualified resident status (see instructions).	<input type="checkbox"/> Government	<input type="checkbox"/> Company that meets the ownership and base erosion test	<input type="checkbox"/> Tax exempt pension trust or pension fund	<input type="checkbox"/> Company that meets the derivative benefits test	<input type="checkbox"/> Other tax exempt organization	<input type="checkbox"/> Company with an item of income that meets active trade or business test	<input type="checkbox"/> Publicly traded corporation	<input type="checkbox"/> Favorable discretionary determination by the U.S. competent authority received	<input type="checkbox"/> Subsidiary of a publicly traded corporation	<input type="checkbox"/> Other (specify Article and paragraph): _____
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15	15 Special rates and conditions (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on line 14a above to claim a _____ % rate of withholding on (specify type of income): _____ Explain the additional conditions in the Article the beneficial owner meets to be eligible for the rate of withholding: _____ _____										

NOTE: You will determine which parts you complete from Part IV to Part XXIX depending on what was selected in Part I, section 5

PART XXX

- Please provide your signature, full name and date in the required format (MM-DD-YYYY)
- Ensure the certification box is ticked.

Part XXX Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- The entity identified on line 1 of this form is the beneficial owner of all the income to which this form relates, is using this form to certify its status for chapter 4 purposes, or is a merchant submitting this form for purposes of section 6050W;
- The entity identified on line 1 of this form is not a U.S. person;
- The income to which this form relates is: (a) not effectively connected with the conduct of a trade or business in the United States, (b) effectively connected but is not subject to tax under an income tax treaty, or (c) the partner's share of a partnership's effectively connected income; **and**
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which the entity on line 1 is the beneficial owner or any withholding agent that can disburse or make payments of the income of which the entity on line 1 is the beneficial owner.

I agree that I will submit a new form within 30 days if any certification on this form becomes incorrect.

Sign Here



Signature of individual authorized to sign for beneficial owner

Print Name

Date (MM-DD-YYYY)

I certify that I have the capacity to sign for the entity identified on line 1 of this form.

For more detailed information from the IRS in this regard, click on [the link at the top of the form](#).

Form W-8BEN-E (Rev. July 2017) Department of the Treasury Internal Revenue Service	Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities) ▶ For use by entities. Individuals must use Form W-8BEN. ▶ Section references are to the Internal Revenue Code. ▶ Go to www.irs.gov/FormW8BENE for instructions and the latest information. ▶ Give this form to the withholding agent or payer. Do not send to the IRS.	OMB No. 1545-1621
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