



**TOKIO MARINE**  
INSURANCE GROUP

**Guide on Submitting a Nomination Form  
(Revocable Nomination under Insurance Act 1966)**

1. This Form can only be used to make a revocable nomination in respect of one relevant policy.
2. To make a nomination over a policy, the policyowner must be the Life Assured under the policy and at least 18 years old.
3. Revocable Nomination is not applicable to the following types of policies:
  - Joint-Life Policy / 3<sup>rd</sup> Party Policy
4. When you, being the policyowner make a revocable nomination, you will continue to retain full rights and ownership over the policy. This means that you can change or revoke a nomination at any time without the consent of the nominee(s).
5. For change of Nominee, you are required to revoke the earlier nomination by submitting Revocation of Revocable Nomination Form (Form 5) before submitting the new Revocable Nomination Form (Form 4). Please note that Revocation of Revocable Nomination Form (Form 5) must be dated on or before Revocable Nomination Form (Form 4).
6. You must sign the form in the presence of 2 appropriate signatory, in order to make a valid nomination. Each appropriate signatory must have attained the age of 21 years.
7. Please ensure that all dates on the forms are the same.
8. Only original copies of the nomination form can be registered.
9. No amendments or alteration is allowed on the form.
10. Please refer to the “Your Guide to the Nomination of Insurance Nominees” published by the Life Insurance Association (LIA) to understand the NOB framework before proceeding with the nomination. You can download the NOB Guide from:  
LIA website at <http://www.lia.org.sg>  
Tokio Marine website at <https://www.tokiomarine.com>
11. Please send the completed form to:  
20 McCallum Street #07-01  
Tokio Marine Centre Singapore 069046

Should you require any clarification, please do not hesitate to contact your adviser or email us at [Customercare@tokiomarine-life.sg](mailto:Customercare@tokiomarine-life.sg). Alternatively, you may contact our Customer Service Officers at 6592 6100.





TOKIO MARINE  
INSURANCE GROUP

INSURANCE ACT 1966  
INSURANCE (NOMINATION OF BENEFICIARIES)  
REGULATIONS 2009  
FORM 4  
REVOCABLE NOMINATION

PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS FORM

1. This Form can only be used to make a revocable nomination in respect of one relevant policy.
2. Unless the context otherwise requires, this Form must be completed in full in order to make a valid revocable nomination.
3. A revocable nomination must comply with section 133(2) and (3) of the Insurance Act 1966 ("Insurance Act"), and must be made using this Form, in order for it to be valid.
4. A revocable 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 1A.
5. Only a policy owner who has attained the age of 18 years may make a revocable nomination.
6. In order for the revocable nomination to be valid, this Form must be signed –
  - (a) by the policy owner; and
  - (b) by 2 appropriate signatories, both of whom must either –
    - i. witness the signing of this Form by the policy owner in person or by means of any audiovisual link, and make the declarations in Part 2; or
    - ii. sign this Form without witnessing the signing mentioned in sub-paragraph (i), and make the declarations in Part 2.
7. This Form must be lodged with the licensed insurer that issued the relevant policy specified in Part 1A. Otherwise, the licensed insurer will not be bound to give effect to the revocable nomination purportedly made using this Form.

Part 1A: POLICY OWNER'S INSTRUCTIONS

In accordance with section 133(2) of the Insurance Act, I nominate each person named in Part 1B (called in this Form a nominee) to receive the share (of the death benefits payable under the relevant policy specified below) set down against his or her name.

I understand that only death benefits will be payable to the nominee(s) named in Part 1B, and that all living benefits will continue to be payable to me. As such, if all benefits payable under the relevant policy are paid out during my lifetime, there is a possibility that there may not be any death benefits payable to the nominee(s) named in Part 1B.

Policy No. 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	Tokio Marine Life Insurance Singapore Ltd
Name of policy owner	
NRIC or Passport No. of policy owner	
Signature^ or right thumb print* of policy owner	
Email Address of policy owner	
Date (dd/mm/yyyy)	

^ "Signature", in relation to a signatory of an electronic form, means the signatory's secure electronic signature.

\* Please delete as appropriate.



**Part 1B: NOMINEE(S)**

Notes:

1. A revocable nomination will not be valid if any nominee's share is not specified.
2. The shares of the nominee(s) must be reflected as a percentage (up to 2 decimal places).
3. A revocable nomination will not be valid if the total of the shares of all nominees does not add up to 100%.
4. A policy owner who wishes to name more than 4 nominees must attach to this Form as many additional copies of Form 4 as may be necessary to cover all such nominees.

	(1)	(2)	(3)	(4)
Name of Nominee				
NRIC, Birth Certificate or Passport No. of nominee (if an individual), or Unique Entity No. or registration number of nominee (if not an individual)				
Date of birth of nominee (if an individual), or date of issue of Unique Entity No. or registration number of nominee (if not an individual) (dd/mm/yyyy)				
Address of nominee				
Telephone No. of nominee				
Email Address of nominee				
Share of nominee (%)				
Total shares of all nominees (%)				
<u>Note:</u> <ol style="list-style-type: none"><li>1. If there is no additional Form 4 attached to this Form, the total shares of the nominees listed in this Form must add up to 100%.</li><li>2. If there is any additional Form 4 attached to this Form, the sum of the total shares of all nominees listed in all Forms must add up to 100%.</li></ol>				
Is there any additional copy of Form 4 attached to this Form?				Yes/No*
If the answer to the preceding question is "Yes", please state the number of additional copies of Form 4 attached to this Form.				

\* Please delete as appropriate.



## Part 2: DECLARATIONS BY APPROPRIATE SIGNATORIES

### Notes:

1. Each appropriate signatory must have attained the age of 21 years.
2. An appropriate signatory must not be a nominee or the spouse of a nominee. Otherwise, the revocable nomination made using this Form will not be valid.
3. Where the nomination is witnessed, the date specified in this Part must be the same date as the date specified in Part 1A.
4. Where the nomination is not witnessed, the date specified in this Part must be within 7 calendar days starting on the date specified in Part 1A.

### Declaration:

By signing below, I confirm that to the best of my knowledge and belief –

- a) the policy owner completed and signed this Form;
- b) the policy owner understands the purpose of this Form and the effect of his or her completion and signing of this Form; and
- c) no fraud or undue pressure has been used to induce the policy owner to make the nomination as set out in Parts 1A and 1B of this Form.

	(1)	(2)
Name of appropriate signatory		
NRIC or Passport No. of appropriate signatory		
Address of appropriate signatory		
Telephone No. of appropriate signatory		
Email Address of appropriate signatory		
Signature^ of or right thumb print* of appropriate signatory who witnessed the signing of this Form (where applicable)	I confirm that I witnessed the signing of this Form.	I confirm that I witnessed the signing of this Form.
Signature^ of or right thumb print* of appropriate signatory who did not witness the signing of this Form (where applicable)	NA	NA
Date (dd/mm/yyyy)		

^ "Signature", in relation to a signatory of an electronic form, means the signatory's secure electronic signature.

\* Please delete as appropriate.

## DECLARATION & AUTHORISATION

### **I understand and agree that:**

- (a) Tokio Marine Life Insurance Singapore Ltd (the "Company") shall not be deemed to provide cover and neither should the Company be liable to pay any claim, provide any benefit under the Policy/relevant Policy or be required to process any request made to the extent that the provision of such cover, payment of such claim, provision of such benefit or processing of such request would expose the Company (or its parent company or holding company (in both instances, whether direct or indirect) or the subsidiaries of its parent or holding company) to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the applicable jurisdiction, Singapore, the European Union, United Kingdom or United States of America;
- (b) where the Company becomes aware that I/We, the Life Assured or **any person or entity connected with the Policy/relevant Policy** (see paragraph (c) below) is/are subject to any sanction, prohibition or restriction under such resolutions, trade or economic sanctions, laws or regulations mentioned in paragraph (a), the Company shall be entitled to block, suspend and/or terminate the Policy/relevant Policy at any time including but not limited to, not making or receiving any payments under the Policy/relevant Policy. The decision of the Company on the aforementioned is final and;
- (c) a person or entity connected with the Policy/relevant Policy includes an assignee, a beneficiary, a trustee, an executor, an administrator, a director or direct/indirect shareholder or person having executive authority or natural persons appointed to act on my/our behalf, for my/our beneficial owners or beneficiaries' beneficial owners. As an ongoing obligation, I/We will immediately inform the Company if there are any changes to the identities, status/constitution/establishment, particulars and identification documents of these persons;
- (d) I hereby request that the policy(ies) stated in this form be changed in accordance with the above applications; and
- (e) I understand and agree that my application is subject to the terms and conditions as stated in the Policy Contract and is effective only when it has been officially accepted and notified in writing to me by the Company.

### Personal Data Notice

I / We agree and consent that Tokio Marine Life Insurance Singapore Ltd. may collect, use, process and disclose the personal data in accordance with the terms and conditions as stated in the insurance application form and/or the Tokio Marine Insurance Group's Data Protection Policy available at [www.tokiomarine.com](http://www.tokiomarine.com), which I / we have read, understood and agreed to the same.

\_\_\_\_\_  
Signature^ or right thumb print\* of  
policy owner (where applicable)

\_\_\_\_\_  
Date