

## Guidelines, Instructions, and/or Definitions for Individual (I) Tax Residency Self-Certification form

Please read these instructions before completing the form.

As per the Regulations based on the OECD Common Reporting Standard ("CRS") the Bahrain Government has committed to sign an international convention Multilateral Convention on Mutual Administrative Assistance in Tax Matters (MAC) and Multilateral Competent Authority Agreement on Automatic Exchange of Financial Account Information (MCAA). The MCAA contains the rules on the exchange of information between the Bahrain Competent Authority and partner jurisdiction Competent Authorities. The confidentiality, safeguards and the existence of the necessary infrastructure for an effective exchange are all covered by the MCAA. Accordingly, Habib Bank Limited "HBL" is legally required to collect and report certain information about an account holder's tax residence and the account holders are required to fill in this template with all the required information and submit it to HBL. Each jurisdiction has its own rules for defining tax residence, and jurisdictions have provided information on how to determine if you are resident in the jurisdiction on the following website: [<http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency>].

In general, you will find that tax residence is the country/jurisdiction in which you live. Special circumstances may cause you to be resident elsewhere or resident in more than one country/jurisdiction at the same time (dual residency). If you are a U.S. citizen or tax resident under U.S. law, you should indicate that you are a U.S. tax resident on the form and you may also need to fill in an IRS W-9 form. For more information on tax residence, please consult your tax adviser or the information at the OECD automatic exchange of information portal.

If your tax residence is located outside the Kingdom of Bahrain, we may be legally obliged to pass on the information in the form and other financial information with respect to your financial accounts to the tax authorities in the country and they may exchange this information with tax authorities of another jurisdiction or jurisdictions pursuant to intergovernmental agreements to exchange financial account information.

You can find summaries of defined terms such as an accountholder, and other terms, in the Appendix.

The form will remain valid unless there is a change in circumstances relating to information, such as the account holder's tax status or other mandatory field information, that makes the form incorrect or incomplete. In that case you must notify us and provide an updated self-certification.

The form is intended to request information consistent with local law requirements.

Please fill in the form if you are an individual accountholder, sole trader or sole proprietor. For joint or multiple accountholders, use a separate form for each individual person. Where you need to self-certify on behalf of an entity accountholder, do not use the form. Instead, you will need an "Entity tax residency self-certification." Similarly, if you are a controlling person of an entity, please fill in a "Controlling person tax residency self-certification form" instead of the form.

If you are filling in the form on behalf of someone else, please tell us in what capacity you are signing in Part 3. For example, you may be the custodian or nominee of an account on behalf of the accountholder, or you may be completing the form under a power of attorney. A legal guardian should complete the form on behalf of an accountholder who is a minor.

As a financial institution, we are not allowed to give tax advice. Your tax adviser may be able to assist you in answering specific questions on the form. Your domestic tax authority can provide guidance regarding how to determine your tax status.

You can also find out more, including a list of jurisdictions that have signed agreements to automatically exchange information, along with details about the information being requested, on the OECD automatic exchange of information portal.

## Appendix – Summary Descriptions of Select Defined Terms

Note: These are selected summaries of defined terms provided to assist you with the completion of the form. Further details can be found within the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information ("the CRS"), the associated Commentary to the CRS, and domestic guidance. This can be found at the OECD automatic exchange of information portal.

If you have any questions then please contact your tax adviser or domestic tax authority.

**"acountholder"** The term "acountholder" means the person listed or identified as the holder of a Financial Account. A person, other than a Financial Institution, holding a Financial Account for the benefit of another person as an agent, a custodian, a nominee, a signatory, an investment advisor, an intermediary, or as a legal guardian, is not treated as the Acountholder. In these circumstances that other person is the Acountholder. For example in the case of a parent/child relationship where the parent is acting as a legal guardian, the child is regarded as the Acountholder. With respect to a jointly held account, each joint holder is treated as an Acountholder.

**"Controlling Person"** This is a natural person who exercises control over an entity. Where an entity Acountholder is treated as a Passive Non-Financial Entity ("NFE") then a Financial Institution must determine whether such Controlling Persons are Reportable Persons. This definition corresponds to the term "beneficial owner" as described in Recommendation 10 and the Interpretative Note on Recommendation 10 of the Financial Action Task Force Recommendations (as adopted in February 2012). If the account is maintained for an entity of which the individual is a Controlling Person, then the "Controlling Person tax residency self-certification" form should be completed instead of the form.

**"Entity"** The term "Entity" means a legal person or a legal arrangement, such as a corporation, organisation, partnership, trust or foundation.

**"Financial Account"** A Financial Account is an account maintained by a Financial Institution and includes: Depository Accounts; Custodial Accounts; Equity and debt interest in certain Investment Entities; Cash Value Insurance Contracts; and Annuity Contracts.

**"Participating Jurisdiction"** A Participating Jurisdiction means a jurisdiction with which an agreement is in place pursuant to which it will provide the information required on the automatic exchange of financial account information set out in the Common Reporting Standard and that is identified in a published list.

**"Reportable Account"** The term "Reportable Account" means an account held by one or more Reportable Persons or by a Passive NFE with one or more Controlling Persons that is a Reportable Person

**"Reportable Jurisdiction"** A Reportable Jurisdiction is a jurisdiction with which an obligation to provide financial account information is in place and that is identified in a published list.

**"Reportable Person"** A Reportable Person is defined as an individual who is tax resident in a Reportable Jurisdiction under the tax laws of that jurisdiction. Dual resident individuals may rely on the tiebreaker rules contained in tax conventions (if applicable) to solve cases of double residence for purposes of determining their residence for tax purposes.

**"TIN" (including "functional equivalent")** The term "TIN" means Taxpayer Identification Number or a functional equivalent in the absence of a TIN. A TIN is a unique combination of letters or numbers assigned by a jurisdiction to an individual or an Entity and used to identify the individual or Entity for the purposes of administering the tax laws of such jurisdiction. Further details of acceptable TINs can be found at the OECD automatic exchange of information portal.

Some jurisdictions do not issue a TIN. However, these jurisdictions often utilise some other high integrity number with an equivalent level of identification (a "functional equivalent"). Examples of that type of number include, for individuals, a social security/insurance number, citizen/personal identification/service code/number, and resident registration number.