

# U.S. FATCA and OECD CRS Entity Self-Certification



Express or Overnight Delivery: Sun Life Assurance Company of Canada/Sun Life Financial Investments (Bermuda) Ltd.  
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Please **PRINT** clearly.

## PLEASE READ BEFORE COMPLETING THIS FORM

Tax law<sup>1</sup> requires that we collect certain information about each Account Holder's tax residency and Entity classification.

- **Complete this form** if the Account Holder is a corporation, trust, partnership, association or other organization.
- **Do not use this form if the Account Holder is an Individual.** Instead you should complete and provide the "Individual Self-Certification" form.
- **You are required to complete all relevant sections** in relation to all known accounts held with the Bermuda branch of Sun Life Assurance Company of Canada or Sun Life Financial Investments (Bermuda) Ltd. (collectively, "Sun Life") and to provide any additional information as we may request to evidence the declaration made. If you fail to complete this form to the satisfaction of Sun Life, information about your account(s) with Sun Life may be reported to applicable government tax authorities.
- **This Entity Self-Certification form** is for the purpose of documenting your status under U.S. FATCA and OECD CRS. For U.S. FATCA, the completion of this form is in lieu of completing IRS Forms W9, W-8BEN-E and W-8IMY. However, if you provide Sun Life IRS Forms W9, W-8BEN-E and W-8IMY, you nevertheless must complete this Entity Self-Certification form in order to document your status under OECD CRS.
- **If any of the information provided on this form changes,** you are required to provide a new updated Self-Certification form within 30 days of a change in circumstances.
- **If you are completing this form on the Account Holder's behalf,** then you should indicate the capacity in which you have signed in Part 6. For example, you may be the custodian or nominee of an account on behalf of the Account Holder, or you may be completing the form under a signatory authority or power of attorney.
- **For definitions of select terms used in Part 4 (U.S. FATCA) of this Entity Self-Certification,** see Appendix 1. **For definitions of select terms used in Part 5 (OECD CRS) of this Entity Self-Certification,** see Appendix 2.

### PLEASE NOTE

We recommend that you consult your tax advisor in completing this form. Sun Life cannot provide any tax advice to you. The supporting notes and definitions are provided for reference and informational purposes only and do not constitute tax advice.

<sup>1</sup> Tax law includes, but is not limited to, the Agreement between the Government of the United States of America and the Government of Bermuda for the Cooperation to Facilitate the Implementation of FATCA ("U.S. FATCA"), and OECD Common Reporting Standard ("OECD CRS") implementing legislation and/or regulations.

**PART 1: ENTITY ACCOUNT HOLDER DETAILS**

1. Legal Name of Entity Account Holder			
2. Account number(s)/Policy or Certificate number(s) to which this Certification applies			
3. Country of Incorporation or Country under which an Account Holder is created, organized or governed			
4. Permanent (registered) Address (Do not use a P.O. box or an 'in care of address', unless it is the sole address of the Account Holder)			
City	State/Province		
Country			Postal Code

If a P.O. box or in care of address is provided in above section, please check this box to confirm this is the registered address of the Account Holder . . . . .

Please check this box to update Account Holder's permanent (registered) residence address in our records . . . . .

5. Mailing Address (if different from above)			
City	State/Province		
Country			Postal Code

Please check this box to update Account Holder's mailing address in our records . . . . .

**PART 2: INTERMEDIARIES**

**Intermediary:** The term "Intermediary" refers to a person or more typically a financial institution acting in the capacity of a custodian, broker, nominee, or an agent for another person. An intermediary is holding a financial account other than for its own benefit.

6. Is the Entity named in Line 1 holding the account/policy/certificate(s) identified on Line 2 for the benefit of one or more **OTHER PERSONS\*** (each a Beneficial Owner) in the capacity as an agent, custodian, nominee, signatory or intermediary? . . . . .  Yes  No

If the answer is "No," then skip Question 7 and proceed to Part 3, otherwise continue with next question.

**\*OTHER PERSONS** refer to the person other than the Entity named in Part 1 or its Controlling Person/Beneficial Owner.

**Complete Line 7 only if you selected "Yes" to Line 6.**

7. Are you a Financial Institution? . . . . .  Yes  No

**If you checked "Yes" to question 6, and "No" to Question 7,** please provide an Individual or Entity Self-Certification form with respect to each Beneficial Owner (that is not the entity itself, or its controlling persons) that you act in the capacity of as an agent, custodian, nominee, signatory or intermediary.

**PART 3: TAX RESIDENCY**

**Tax Resident or residence for tax purposes** An Entity will be a tax resident in a jurisdiction if under the laws of the jurisdiction (including applicable tax treaties) the Entity pays or should be paying tax, or for a fiscally transparent Entity (e.g., partnerships, flow-through Entities, and certain disregarded Entities), files or should be filing a tax return by reason of:

- a. Country of domicile (home for legal purposes, registered or permanent address);
- b. Country of incorporation, organization or formation;
- c. Country of business activity (place it conducts or carries on business);
- d. Country of Permanent Establishment (tax treaty PE);
- e. Country of Effective management (principal office/place where key or central management decisions are made or control is exercised); and
- f. Other criterion that applies under the laws of the applicable jurisdiction(s).

If an Entity is not a tax resident in any jurisdiction because the Entity is fiscally transparent, such as a partnership, limited liability partnership or similar legal arrangement, please provide the Entity’s place of effective management or country in which its principal office is located as its jurisdiction of residency. A trust is treated as resident where one or more of its trustees is resident.

An Entity may be deemed a resident in more than one jurisdiction based on a jurisdiction’s tax residency rules. In certain circumstances, an Entity may be able to apply the tiebreaker rules contained in a tax treaty applicable to the Entity in order to resolve questions of multiple tax residences. For additional information on determining tax residence, please consult your tax advisor.

**TIN Instructions:**

**Reason 1** – The country where the Account Holder is liable to pay tax does not issue TINs to its residents (*example Cayman Islands does not issue a TIN*).

**Reason 2** – The Account Holder has applied for a TIN or equivalent number. *If you select Reason 2, you agree to provide Sun Life with your TIN or equivalent number within 30 days of receiving it from the applicable tax authority.*

**Reason 3** – A TIN is not required to be provided on this form. (*Note: Select Reason 3 only if the tax authority of the jurisdiction of tax residence entered in the table below has enacted local law which does not require a TIN to be provided for purposes of OECD CRS.*)

**Reason 4** – The Account Holder has not applied for a TIN or equivalent number or is unable to obtain a TIN or equivalent number. *If you select Reason 4, please explain why in the box below:*

**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 an Individual or Entity for the purposes of administering the tax laws of such jurisdiction. 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 this type of number include a Business/company registration code/number. Further details of acceptable TINs can be found at the following link: <http://www.oecd.org/tax/automatic-exchange/>. For additional information on TINs or functional equivalents, please talk to your tax advisor.

**Based upon the above, I hereby certify that the Account Holder identified in Line 1 is a tax resident in the following jurisdiction(s) and the Account Holder’s Taxpayer Identification Number (“TIN”) or functional equivalent (see above for definition of Taxpayer Identification Number (“TIN”) or functional equivalent) in its jurisdiction of residence for tax purposes is/are:**

<b>8. Jurisdictions of tax residence</b> Enter basis of tax residence next to the corresponding jurisdiction according to reasons (a) to (f) as provided above. If you have indicated reason (f) please also describe the criterion that applies under the laws of the applicable jurisdiction(s)		<b>TIN</b> (the tax number reflected on government income tax forms filed in the applicable jurisdiction. Enter the TIN in the exact format as required on government tax forms)	<b>If TIN is unavailable, enter Reason 1, 2, 3, or 4 as provided in the instructions above</b> (and if you select Reason 4, please provide an explanation)
	<b>Jurisdictions</b>	<b>Reason (a-f)</b>	
i)			
ii)			
iii)			

**9. Please check this box to confirm the tax residence(s) provided above include all jurisdictions of tax residence applicable to this Account Holder** .....



**PART 4: ENTITY CERTIFICATION (U.S. FATCA) (continued)**

**Part 4(b) – Financial Institutions without a GIIN. Select only one.**

- (a) Trustee-Documented Trust  
Please provide the trustee’s GIIN containing the FI category code **“LE”** (Lead), **“SL”** (Single), **“ME”** (Member), **“SP”** (Sponsoring Entity) or **“BR”** (Branch). This is the GIIN issued to the trustee as a Model 1 or Mode 2 IGA FFI, PFFI or registered deemed-complaint FFI:

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- (b) Nonparticipating FFI, including Limited FFI
- (c) Nonreporting Partner FFI (Indicate the Partner Jurisdiction under which the Account Holder qualifies \_\_\_\_\_, and the applicable IGA Annex II section and type that applies: \_\_\_\_\_)
- (d) Owner Documented FFI  
If Owner Documented FFI is checked, additional documentation is required. This document request will be made under separate cover.
- (e) Non-Profit Organization (Indicate type of non-profit in the explanation box below)
- (f) Certified Deemed-compliant FFI
- (g) Other financial institution without a GIIN (please indicate type in the box below):

**Part 4(c) – Sponsored Financial Institution and Sponsored Direct Reporting NFFE (collectively, “Sponsoring Entity”).**

**15.** Please provide Name and GIIN of **Sponsoring** Entity:

Name of Sponsoring Entity

Please provide the **Sponsoring** Entity’s GIIN containing the FI category code **“SP”** (a sponsoring Entity):

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- 16.** Account Holder’s Relationship to Sponsoring Entity:  Sponsored Investment FFI  
 Sponsored Direct Reporting NFFE

**As a “Sponsoring Entity”, please complete either item 17 or 18.**

**17.** Please provide the **sponsored** Entity’s GIIN (the Account Holder named in Line 1) containing FI category code **“SF”** (sponsored Entity that is a sponsored fund), **“SD”** (sponsored Entity that is a sponsored direct reporting NFFE), **“SS”** (sponsored Entity that is a sponsored subsidiary), or **“SB”** (sponsored subsidiary’s branch)

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**18.** If the Account Holder (the sponsored Entity) does not have its own GIIN, please provide the reason as to why the accountholder cannot provide its own GIIN:

- (a) Account Holder is a sponsored, closely held investment vehicle which is not required to obtain its own GIIN
- (b) Account Holder has not yet obtained its own GIIN but will obtain and provide Sun Life within 30 days
- (c) Other, please state the reason in the box below as according to the applicable section of IGA or FFI Agreement

**PART 4: ENTITY CERTIFICATION (U.S. FATCA) (continued)**

**Part 4(d) – Exempt Beneficial Owner (EBO)**

19. Please select the Account Holder’s U.S. FATCA classification:

- (a) Entity wholly owned by EBO
- (b) Model 1 or 2 IGA Annex II EBO

Type of EBO \_\_\_\_\_

Name of Partner Jurisdiction where located \_\_\_\_\_

- (c) Other EBO (indicate type)

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**Part 4(e) – Nonfinancial Foreign Entities – NFFEs (for Sponsored Direct Reporting NFFE, please complete Part 4(c))**

20. If the Account Holder is not a Financial Institution (i.e. a NFFE), please select the Account Holder’s classification from one of the options below:

- a. Active NFFE (see definition in Appendix 1) and complete either (i), (ii), or (iii)

(i) If the Account Holder is an Active NFFE because it is regularly traded on an established securities market, please indicate the name of the established security market on which the stock is regularly traded:
(ii) If the Account Holder is an Active NFFE because it is a Related Entity (as defined in Appendix 1) of an Entity that is regularly traded on an established security market, please indicate the name of the Related Entity and the name of the established security market on which the stock is regularly traded:
(iii) If the Account Holder is an Active NFFE for reasons other than (i) or (ii) above, please indicate the criterion of Active NFFE that applies based on the definition of Active NFFE in Appendix 1.

- b. Passive NFFE (see definition in Appendix 1)  
If you selected Passive NFFE, please complete “Annex 1 – Controlling Person Tax Residency Self-Certification” for each Controlling Person of the Account Holder. (For definition of Controlling Person, see Appendix 1).

- c. Direct Reporting NFFE  
Account Holder’s GIIN:

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- d. Other (please provide IRS Form W-8BEN-E or W-8IMY to confirm the Account Holder’s Classification)

**PART 5: ENTITY TYPE (OECD CRS)**

Please provide the Account Holder’s Status for OECD CRS purposes by selecting one of the Entity types below. Note that the Account Holder’s status for OECD CRS purposes does not necessarily coincide with its classification for U.S. FATCA purposes.

**PLEASE  
NOTE**

For terms used in this Part 5, see definitions in Appendix 2.

**21. Financial Institution**

If the Account Holder is a “Financial Institution,” please select one of the types below.

- (a) Investment Entity located in a non-participating jurisdiction under OECD CRS and managed by another Financial Institution. (If you have checked this box, please complete “Annex 1 – Controlling Person Tax Residency Self-Certification” for each Controlling Person of the Account Holder. *Note: If there are no natural person(s) who exercise control of Account Holder then the Controlling Person(s) will be the natural person(s) who hold the position of senior managing official.* .....
- (b) Other Investment Entity .....
- (c) Other Financial Institution, whether a Reporting or Nonreporting Financial Institution including a Depository Financial Institution, Custodial Institution or Specified Insurance Company .....

**22. Active NFE** (see definition in Appendix 2) and complete either (i), (ii), or (iii) .....

- (i) If the Account Holder is an Active NFE because it is regularly traded on an established securities market, please indicate the name of the established security market on which the stock is regularly traded:
- (ii) If the Account Holder is an Active NFE because it is a Related Entity (as defined in Appendix 2) of an Entity that is regularly traded on an established securities market, please indicate the name of the Related Entity and the name of the established security market on which the stock is regularly traded:
- (iii) If the Account Holder is an Active NFE for reasons other than (i) or (ii) above, please indicate the criterion of Active NFE that applies based on the definition of Active NFE in Appendix 2:

**23. Passive NFE** .....

If you checked “Passive NFE,” please complete “Annex 1 – Controlling Person Tax Residency Self-Certification” for each Controlling Person of the Account Holder. *Note: If there are no natural person(s) who exercise control of the Account Holder then the Controlling Person will be the natural person(s) who hold the position of senior managing official. (See definition of Controlling Person in Appendix 2.)*

**Addendum to Part 5**

**24.** Complete the box below if the nature of the Account Holder’s status declared under Part 5 – Entity Type is inconsistent with the status declared under Part 4 – U.S. FATCA (E.g. declared as a Financial Institution under Part 4 but considers itself as a Non-Financial Entity under Part 5). Please provide an explanation as to why the nature of the Account Holder’s status is different:

## PART 6: DECLARATION AND SIGNATURE

I hereby certify that all statements made in this Self-Certification, including those in Annex 1, are, to the best of my knowledge and belief, correct and complete. I agree that I will submit a new Self-Certification form within 30 days if any certification on this form becomes incorrect. I also agree to advise Sun Life promptly of any change in circumstances which causes the information contained herein to become incorrect and to provide Sun Life with an updated Self-Certification within 30 days of such change in circumstances.

By signing below, I understand and agree that you may share information that I provided on this certification form, including other information in your possession relevant to the tax qualification claimed on this certification, with relevant tax authorities in order to meet your local and foreign tax reporting obligations.

I certify that I am authorised to sign for the Account Holder in respect of all the account(s) to which this form relates.

By signing below, the undersigned acknowledges Sun Life Assurance Company of Canada ("Sun Life") will collect, use, and may disclose personal information for the following purposes: (a) to process and evaluate an application, transaction, or request related to life insurance, annuity, investment account, or other product or service we may offer (any of which referred to here for convenience as "your policy"), (b) to underwrite an application for your policy, (c) to administer claims and determine or fulfill responsibility for coverage and provision of benefits, (d) to administer coverage, benefits, and other features provided by your policy, (e) to obtain reinsurance, or (f) for any other legally permissible purpose related to your policy provided by Sun Life. The undersigned hereby consents to the collection, use, and disclosure of his or her personal information by Sun Life for the purposes described above.

Sun Life may disclose your personal information to reinsurers, affiliates, third party service providers and agents of Sun Life who may be engaged to assist with the administration of your policy, to carry out the above purposes, to professional advisors, and otherwise as may be required or permitted by applicable law and Sun Life's privacy statement, which is located at <https://www.sunlife.com/PSLF/bermuda>.

Any individual signing below on behalf of an entity or a trust represents and warrants that he or she has full authority to do so and is fully authorized to provide personal information about any individual(s) identified above or attached to or included with this package of documents who are associated with the entity or the trust, including any Director, CEO, Partner, Payor, Controlling Person, Settlor, Underlying Beneficial Owner, or Beneficiary.

Print Name	
Title	
Signature X	Date (dd/mm/yyyy)

Please indicate the capacity in which you are signing the form (for example 'Authorised Officer').

Capacity
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**ANNEX 1: CONTROLLING PERSON TAX RESIDENCY SELF-CERTIFICATION**

**Instructions for completion:**

- Please complete this Annex if the Account Holder is a Passive NFFE as defined under U.S. FATCA or Passive NFE under OECD CRS, or an Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution.
- For definitions of select terms used in this Annex 1, see appendices to this form. For certain terms, you may need to refer to both definitions in Appendix 1 as well as Appendix 2.
- Please provide below the requested information with respect to all Controlling Persons of the Account Holder.
- Complete a separate Annex 1 for each Controlling Person of the Account Holder.
- Each Annex 1 that is completed with respect to a Controlling Person of the Account Holder will remain valid until there is a change in circumstances relating to the Controlling Person’s tax status or other mandatory fields included in this Annex 1. You must notify us of any change in circumstances in respect of a Controlling Person within 30 days of such change in circumstances and provide a new “Annex 1 – Controlling Person Tax Residency Self-Certification” in respect of such Controlling Person.

**Section A – Legal Entity for which the Individual is a Controlling Person**

1. Full name of the Entity (must match Entity Name in Line 1 of Part 1) for which the Individual is a Controlling Person

**Section B – Identification of a Controlling Person**

2. Name of Controlling Person:

Family Name or Surname(s)	
First or Given Name	
Middle Name(s)	Title (Mr., Mrs., Miss, Ms., etc.)

3. Permanent Residence Address

City	State/Province	
Country	Postal Code	

Please check this box to update Controlling Person’s permanent residence address in our records .....

4. Date of Birth: Day	Month	Year
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5. Country of Birth	6. Citizenship
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7. Is the Controlling Person a “Specified U.S. Person”? .....  Yes  No

**ANNEX 1: CONTROLLING PERSON TAX RESIDENCY SELF-CERTIFICATION (continued)**

**Section C – Country of Residence for Tax Purposes and related Taxpayer Identification Number or functional equivalent (“TIN”) (See below)**

**Resident or residence for tax purposes** Generally, an Individual will be resident for tax purposes in a jurisdiction if, under the laws of that jurisdiction (including tax conventions), regardless of whether the Individual is required to file, the Individual pays or should be paying tax therein by reason of its domicile and residence, or any other criterion of a similar nature, and not only from sources in that jurisdiction. Dual residents may rely on the tiebreaker rules contained in tax conventions (if applicable) to solve cases of double residence for determining their residence for tax purposes. A resident of a jurisdiction also includes non-citizen Individuals of a jurisdiction that hold a permanent residency card. An Individual also may be resident of a jurisdiction based on the visa type the Individual holds. For additional information on tax residence, please talk to your tax advisor.

**TIN Instructions:**

**Reason 1** – The country where the Controlling Person is liable to pay tax does not issue TINs to its residents (*example Cayman Islands does not issue a TIN*).

**Reason 2** – The Controlling Person has applied for a TIN or equivalent number. *If you select Reason 2, you agree to provide Sun Life with your TIN or equivalent number within 30 days of receiving it from the applicable tax authority.*

**Reason 3** – A TIN is not required to be provided on this form. *(Note: Select Reason 3 only if the tax authority of the jurisdiction of tax residence entered on Line 8 has enacted local law which does not require a TIN to be provided for purposes of OECD CRS.)*

**Reason 4** – The Controlling Person has not applied for a TIN or equivalent number or is unable to obtain a TIN or equivalent number. *If you select Reason 4, please explain why in the box below:*

**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 following link:

<http://www.oecd.org/tax/automatic-exchange/>. Some jurisdictions do not issue TINs. 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. For additional information on TINs or functional equivalents, please talk to your tax advisor.

I hereby certify that the Controlling Person identified in Section B is a resident for tax purposes (see above for definition of “resident or residence for tax purposes”) in the following jurisdiction(s) and the Individual’s Taxpayer Identification Number (“TIN”) or functional equivalent (see above for definition of Taxpayer Identification Number (“TIN”) or functional equivalent) in its jurisdiction of residence for tax purposes is/are:

<b>8. Jurisdictions of tax residence</b>	<b>TIN</b> (the tax number reflected on government income tax forms filed in the applicable jurisdiction. Enter the TIN in the exact format as required on government tax forms)	<b>If TIN is unavailable, enter Reason 1, 2, 3, or 4 as provided in the instructions above</b> (and if you select Reason 4, please provide an explanation)
i)		
ii)		
iii)		

**9. Please check this box to confirm the tax residence(s) provided above include all jurisdictions of tax residence applicable to this Controlling Person** .....

**Addendum to Section C**

**10.** Please provide an explanation in the box below if the permanent residence address provided in Section B in this Annex 1 is in a country different than the jurisdiction(s) of tax provided in Line 8. Please provide an explanation as to why the Controlling Person maintains a permanent residence address in a country but does not consider himself/herself a tax resident for tax purpose of this country.

**Section D – Type of Controlling Person**

(This section must be completed for each Controlling Person)

<b>Please provide the Controlling Person’s Status by ticking the appropriate box.</b>	
i. Controlling Person of a legal person – <b>control by ownership</b>	<input type="checkbox"/>
ii. Controlling Person of a legal person – <b>control by other means</b>	<input type="checkbox"/>
iii. Controlling Person of a legal person – <b>senior managing official</b>	<input type="checkbox"/>
iv. Controlling Person of a trust – <b>settlor</b>	<input type="checkbox"/>
v. Controlling Person of a trust – <b>trustee</b>	<input type="checkbox"/>
vi. Controlling Person of a trust – <b>protector</b>	<input type="checkbox"/>
vii. Controlling Person of a trust – <b>beneficiary</b>	<input type="checkbox"/>
viii. Controlling Person of a trust – <b>other</b>	<input type="checkbox"/>
ix. Controlling Person of a legal arrangement (non-trust) – <b>settlor-equivalent</b>	<input type="checkbox"/>
x. Controlling Person of a legal arrangement (non-trust) – <b>trustee-equivalent</b>	<input type="checkbox"/>
xi. Controlling Person of a legal arrangement (non-trust) – <b>protector-equivalent</b>	<input type="checkbox"/>
xii. Controlling Person of a legal arrangement (non-trust) – <b>beneficiary-equivalent</b>	<input type="checkbox"/>
xiii. Controlling Person of a legal arrangement (non-trust) – <b>other-equivalent</b>	<input type="checkbox"/>

**Legal Person** refers to any Entities other than natural persons that can establish a permanent customer relationship with a financial institution or otherwise own property. This can include companies, bodies corporate, foundations, anstalt, partnerships, or associations and other relevantly similar Entities.

## APPENDIX 1: DEFINITIONS – U.S. FATCA

The following definitions are intended to assist you in completing this certification form. They are provided for general information only. If you have any questions about the meaning and application of these terms, please contact your tax advisor. For additional information, as well as for terms not defined below, please refer to the Bermuda IGA.

**Account Holder:** The term "Account Holder" means the Entity named on Line 1 of this form that is the holder of the financial account maintained or to be maintained by Sun Life. The Account Holder is without regard to whether it is a flow-through Entity. A person, other than a Financial Institution, holding a financial account for the benefit or account of another person as agent, custodian, nominee, signatory, investment advisor, or intermediary, is not treated as holding the account for purposes of this Agreement, and such other person is treated as holding the account. For purposes of the immediately preceding sentence, the term "Financial Institution" does not include a Financial Institution organized or incorporated in a U.S. Territory. In the case of a cash value insurance contract or an annuity contract, the Account Holder is any person entitled to access the cash value or change the beneficiary of the contract. If no person can access the cash value or change the beneficiary, the Account Holder is any person named as the owner in the contract and any person with a vested entitlement to payment under the terms of the contract (including a collateral assignee). Upon the maturity of a cash value insurance contract or an annuity contract, each person entitled to receive a payment under the contract is treated as an Account Holder. With respect to a jointly held account, each joint holder is treated as an Account Holder.

**Controlling Persons:** The term "Controlling Persons" means the natural persons who exercise control over the Account Holder. In the case of a trust, such term means the settlor, the trustees, the protector (if any), the beneficiaries or class of beneficiaries, and any other natural person exercising ultimate effective control over the trust, and in the case of a legal arrangement other than a trust, such term means persons in equivalent or similar positions.

**Entity:** The term "Entity" means a legal person or a legal arrangement, such as a corporation, trust, partnership, association or other organization.

**Exempt Beneficial Owner:** The term "Exempt Beneficial Owner" has the meaning assigned to it in the Bermuda IGA.

**Financial Institution (FI):** The term "Financial Institution" means a "Custodial Institution," a "Depository Institution," an "Investment Entity," or a "Specified Insurance Company."

A trust will be an Investment Entity where (i) the trustee is a Financial Institution; (ii) the trustee (on behalf of the trust) engages a Financial Institution to manage the trust; or (iii) the trustee (on behalf of the trust) engages a Financial Institution to manage the Financial Assets of the trust.

**GIIN:** The term "GIIN" means Global Intermediary Identification Number.

A GIIN is the 19-character identification number assigned to an entity that has registered with the IRS for U.S. FATCA purposes.

**NFFE:** The term "NFFE" means nonfinancial foreign Entity. A NFFE is an Entity that is not a Financial Institution. A NFFE is either an Active NFFE or a Passive NFFE.

**Active NFFE:** The term "Active NFFE" means any NFFE that meets any of the following criteria:

- a) Less than 50 percent of the NFFE's gross income for the preceding calendar year or other appropriate reporting period is passive income and less than 50 percent of the assets held by the NFFE during the preceding calendar year or other appropriate reporting period are assets that produce or are held for the production of passive income;
- b) The stock of the NFFE is regularly traded on an established securities market or the NFFE is a Related Entity of an Entity the stock of which is regularly traded on an established securities market;
- c) The NFFE is a government, a political subdivision of such government or a public body performing a function of such government or a political subdivision thereof, or an Entity wholly owned by one or more of the foregoing;
- d) Substantially all of the activities of the NFFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an NFFE shall not qualify for this status if the NFFE functions (or holds itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes;
- e) The NFFE is not yet operating a business and has no prior operating history, but is investing capital into assets with the intent to operate a business other than that of a Financial Institution; provided, that the NFFE shall not qualify for this exception after the date that is 24 months after the date of the initial organization of the NFFE;
- f) The NFFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganizing with the intent to continue or recommence operations in a business other than that of a Financial Institution;
- g) The NFFE primarily engages in financing and hedging transactions with or for Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution;
- h) The NFFE is an "excepted NFFE" as defined in relevant U.S. Treasury Regulation section 1.1472-1(c)(1);

- i) The NFFE meets all of the following requirements:
  - i. It is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organization, business league, chamber of commerce, labor organization, agricultural or horticultural organization, civic league or an organization operated exclusively for the promotion of social welfare;
  - ii. It is exempt from income tax in its jurisdiction of residence;
  - iii. It has no shareholders or members who have a proprietary or beneficial interest in its income or assets;
  - iv. The applicable laws of the NFFE's jurisdiction of residence or the NFFE's formation documents do not permit any income or assets of the NFFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFFE's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFFE has purchased; and
  - v. The applicable laws of the NFFE's jurisdiction of residence or the NFFE's formation documents require that, upon the NFFE's liquidation or dissolution, all of its assets be distributed to a governmental Entity or other non-profit organization, or escheat to the government of the NFFE's jurisdiction of residence or any political subdivision thereof.
- j) The NFFE is organized in a U.S. Territory and all of the owners of the payee are bona fide residents of that U.S. Territory.

**Direct Reporting NFFE:** The term "Direct Reporting NFFE" means a NFFE that elects to report information about its direct or indirect substantial U.S. owners to the IRS, has a Global Intermediary Identification Number (GIIN) and meets certain requirements as defined in U.S. Treasury Regulation section 1.1472-1(c)(3).

**Passive NFFE:** The term "Passive NFFE" means an NFFE that is not an "Active NFFE."

**Non-participating Foreign Financial Institution:** The term "Nonparticipating FFI" or "Nonparticipating FI" means an FFI other than a participating FFI (PFFI), a Model 1 FFI, a Model 2 FFI, a deemed-compliant FFI, an Exempt Beneficial Owner, a nonreporting partner jurisdiction FI.

**Related Entity:** An Entity is a "Related Entity" of another Entity if either Entity controls the other Entity, or the two Entities are under common control. For this purpose, control includes direct or indirect ownership of more than 50 percent of the vote or value in an Entity. Notwithstanding the foregoing, either Party may treat an Entity as not a related Entity if the two Entities are not members of the same affiliated group, as defined in Section 1471(e)(2) of the U.S. Internal Revenue Code.

**Reporting Model 1 FFI and Reporting Model 2 FFI:** The terms "Reporting Model 1 FFI" and "Reporting Model 2 FFI" mean a Financial Institution with respect to which a non-U.S. government or agency thereof agrees to obtain and exchange information pursuant to a Model 1 or Model 2 IGA, other than a Financial Institution treated as a Nonparticipating Financial Institution under the Model 1 or Model 2 IGA. For purposes of this definition, the terms Model 1 IGA and Model 2 IGA mean an arrangement between the United States or the Treasury Department and a non-U.S. government or one or more agencies thereof to implement FATCA through reporting by Financial Institutions to (i) such non-U.S. government or agency thereof, followed by automatic exchange of such reported information with the IRS (Model 1); or (ii) the Internal Revenue Service (Model 2).

**Specified Person:** The term "Specified Person" means a Specified U.S. Person.

**Specified U.S. Person:** The term "Specified U.S. Person" means a U.S. Person, other than: (i) a corporation the stock of which is regularly traded on one or more established securities markets; (ii) any corporation that is a member of the same expanded affiliated group, as defined in section 1471(e) (2) of the U.S. Internal Revenue Code, as a corporation described in clause (i); (iii) the United States or any wholly owned agency or instrumentality thereof; (iv) any State of the United States, any U.S. Territory, any political subdivision of any of the foregoing, or any wholly owned agency or instrumentality of any one or more of the foregoing; (v) any organization exempt from taxation under section 501(a) of the U.S. Internal Revenue Code or an Individual retirement plan as defined in section 7701(a)(37) of the U.S. Internal Revenue Code; (vi) any bank as defined in section 581 of the U.S. Internal Revenue Code; (vii) any real estate investment trust as defined in section 856 of the U.S. Internal Revenue Code; (viii) any regulated investment company as defined in section 851 of the U.S. Internal Revenue Code or any Entity registered with the U.S. Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. 80a-64); (ix) any common trust fund as defined in section 584(a) of the U.S. Internal Revenue Code; (x) any trust that is exempt from tax under section 664(c) of the U.S. Internal Revenue Code or that is described in section 4947(a)(1) of the U.S. Internal Revenue Code; (xi) a dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any State; (xii) a broker as defined in section 6045(c) of the U.S. Internal Revenue Code or (xiii) any tax-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code.

**U.S. Person:** The term "U.S. Person" means a U.S. citizen or resident individual, a partnership or corporation organized in the United States or under the laws of the United States or any State thereof, a trust if (i) a within the United States would have authority under applicable law to render orders or judgments concerning substantially all issues regarding administration of the trust, and (ii) one or more U.S. persons have the authority to control all substantial decisions of the trust, or an estate of a decedent that is a citizen or resident of the United States. This definition shall be interpreted in accordance with the U.S. Internal Revenue Code.

PLEASE  
NOTE

These are selected definitions provided to assist you with the completion of this form. They are provided for general information only. 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 following link: <http://www.oecd.org/tax/automatic-exchange/>. If you have any questions about the meaning and application of these terms, please contact your tax adviser or domestic tax authority.

**Account Holder:** The “Account Holder” is the Entity named on Line 1 of this form that is the holder of the Financial Account maintained or to be maintained by Sun Life. The Account Holder is without regard to whether it is a flow through Entity. A person, other than a Financial Institution, holding a Financial Account for the benefit or account of another person as agent, custodian, nominee, signatory, investment advisor, or intermediary, is not treated as holding the account for purposes of the CRS, and such other person is treated as holding the account. In the case of a Cash Value Insurance Contract or an Annuity Contract, the Account Holder is any person entitled to access the Cash Value or change the beneficiary of the contract. If no person can access the Cash Value or change the beneficiary, the Account Holder is any person named as the owner in the contract and any person with a vested entitlement to payment under the terms of the contract. Upon the maturity of a Cash Value Insurance Contract or an Annuity Contract, each person entitled to receive a payment under the contract is treated as an Account Holder.

**Active NFE:** In general, an Active NFE refers to:

- active NFEs by reason of income and assets;
- publicly traded NFEs;
- Governmental Entities, International Organisations, Central Banks, or their wholly owned Entities;
- holding NFEs that are members of a nonfinancial group;
- start-up NFEs;
- NFEs that are liquidating or emerging from bankruptcy;
- treasury centres that are members of a nonfinancial group; or
- non-profit NFEs.

An Entity will be classified as Active NFE if it meets any of the following criteria:

- a) less than 50% of the NFE’s gross income for the preceding calendar year or other appropriate reporting period is passive income and less than 50% of the assets held by the NFE during the preceding calendar year or other appropriate reporting period are assets that produce or are held for the production of passive income;
- b) the stock of the NFE is regularly traded on an established securities market or the NFE is a Related Entity of an Entity the stock of which is regularly traded on an established securities market;
- c) the NFE is a Governmental Entity, an International Organisation, a Central Bank, or an Entity wholly owned by one or more of the foregoing;
- d) substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an Entity does not qualify for this status if the Entity functions (or holds itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes;
- e) the NFE is not yet operating a business and has no prior operating history, (a “start-up NFE”) but is investing capital into assets with the intent to operate a business other than that of a Financial Institution, provided that the NFE does not qualify for this exception after the date that is 24 months after the date of the initial organisation of the NFE;
- f) the NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganising with the intent to continue or recommence operations in a business other than that of a Financial Institution;
- g) the NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution; or
- h) the NFE meets all of the following requirements (a “non-profit NFE”):
  - i) it is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organisation, business league, chamber of commerce, labour organisation, agricultural or horticultural organisation, civic league or an organisation operated exclusively for the promotion of social welfare;
  - ii) it is exempt from income tax in its jurisdiction of residence;
  - iii) it has no shareholders or members who have a proprietary or beneficial interest in its income or assets;

- iv) the applicable laws of the NFE's jurisdiction of residence or the NFE's formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFE's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFE has purchased; and
- v) the applicable laws of the NFE's jurisdiction of residence or the NFE's formation documents require that, upon the NFE's liquidation or dissolution, all of its assets be distributed to a Governmental Entity or other non-profit organisation, or escheat to the government of the NFE's jurisdiction of residence or any political subdivision.

Note: Certain Entities (such as U.S. Territory NFFEs) may qualify for Active NFFE status under FATCA but not Active NFE status under the CRS.

**Controlling Person(s):** The term "Controlling Persons" 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), and must be interpreted in a manner consistent with such Recommendations, with the aim of protecting the international financial system from misuse including with respect to tax crimes. For an Entity that is a legal person, the term "Controlling Persons" means the natural person(s) who exercises control over the Entity. "Control" over an Entity is generally exercised by the natural person(s) who ultimately has a controlling ownership interest in the Entity. A "control ownership interest" depends on the ownership structure of the legal person and is usually identified on the basis of a threshold applying a risk-based approach (e.g. any person(s) owning more than a certain percentage of legal person, such as 25% in Bermuda). Where no natural person(s) exercise control through ownership interests, the Controlling Person(s) of the Entity will be the natural person(s) who exercise control of the Entity through other means. Where no natural person(s) is identified as exercising control of the Entity, the Controlling Person(s) of the Entity will be the natural person(s) who holds the position of senior management official. In the case of a trust, term "Controlling Persons" means the settlor(s), the trustee(s), the protector(s) (if any), the beneficiary(ies) or class(es) of beneficiaries, and any other natural person(s) exercising ultimate effective control over the trust. The settlor(s), the trustee(s), the protector(s) (if any), and the beneficiary(ies) or class(es) of beneficiaries, must always be treated as Controlling Persons of a trust, regardless of whether or not any of them exercises control over the trust. In addition, any other natural person(s) exercising ultimate effective control over the trust (including through a chain of control or ownership) must also be treated as a Controlling Person of the trust. In the case of a legal arrangement other than a trust, the term "Controlling Person" means persons in equivalent or similar positions as those that are Controlling Persons of a trust.

**Custodial Institution:** The term "Custodial Institution" means any Entity that holds, as a substantial portion of its business, Financial Assets for the account of others. This is where the Entity's gross income attributable to the holding of Financial Assets and related financial services equals or exceeds 20% of the Entity's gross income during the shorter of: (i) the three-year period that ends on 31 December (or the final day of a non-calendar year accounting period) prior to the year in which the determination is being made; or (ii) the period during which the Entity has been in existence.

**Depository Institution:** The term "Depository Institution" means any Entity that accepts deposits in the ordinary course of a banking or similar business.

**FATCA (U.S. FATCA):** FATCA stands for the Foreign Account Tax Compliance Act provisions, which were enacted as part of the Hiring Incentives to Restore Employment (HIRE) Act on March 18, 2010.

**Entity:** The term "Entity" means a legal person or a legal arrangement, such as a corporation, organisation, partnership, trust or foundation. This term covers any person other than an Individual (i.e. a natural person).

**Financial Institution:** The term "Financial Institution" means a "Custodial Institution," a "Depository Institution," an "Investment Entity," or a "Specified Insurance Company." Please see the relevant domestic guidance and the CRS for further classification definitions that apply to Financial Institutions.

**Investment Entity:** The term "Investment Entity" includes two types of Entities:

- (i) an Entity that primarily conducts as a business one or more of the following activities or operations for or on behalf of a customer:
  - Trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading;
  - Individual and collective portfolio management; or
  - Otherwise investing, administering, or managing Financial Assets or money on behalf of other persons.

Such activities or operations do not include rendering non-binding investment advice to a customer.

- (ii) The second type of "Investment Entity" ("Investment Entity managed by another Financial Institution") is any Entity the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets where the Entity is managed by another Entity that is a Depository Institution, a Custodial Institution, a Specified Insurance Company, or the first type of Investment Entity.

**Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution:** The term "Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution" means any Entity the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets if the Entity is (i) managed by a Financial Institution and (ii) not a Participating Jurisdiction Financial Institution.

**Investment Entity managed by another Financial Institution:** An Entity is managed by another Entity if the managing Entity performs, either directly or through another service provider on behalf of the managed Entity, any of the activities or operations described in clause (i) above in the definition of 'Investment Entity.

An Entity only manages another Entity if it has discretionary authority to manage the other Entity's assets (either in whole or part). Where an Entity is managed by a mix of Financial Institutions, NFEs or Individuals, the Entity is considered to be managed by another Entity that is a Depository Institution, a Custodial Institution, a Specified Insurance Company, or the first type of Investment Entity, if any of the managing Entities is such another Entity.

**NFE:** An "NFE" means nonfinancial Entity. An NFE is any Entity that is not a Financial Institution. An NFE is either an Active NFE or a Passive NFE.

**Non-Reporting Financial Institution:** A "Non-Reporting Financial Institution" means any Financial Institution that is:

- a Governmental Entity, International Organisation or Central Bank, other than with respect to a payment that is derived from an obligation held in connection with a commercial financial activity of a type engaged in by a Specified Insurance Company, Custodial Institution, or Depository Institution;
- a Broad Participation Retirement Fund; a Narrow Participation Retirement Fund; a Pension Fund of a Governmental Entity, International Organisation or Central Bank; or a Qualified Credit Card Issuer;
- an Exempt Collective Investment Vehicle;
- a Trustee-Documented Trust: a trust where the trustee of the trust is a Reporting Financial Institution and reports all information required to be reported with respect to all Reportable Accounts of the trust; or
- any other defined in a countries domestic law as a Non-Reporting Financial Institution.

**Participating Jurisdiction:** A "Participating Jurisdiction" means a jurisdiction with which an agreement is in place pursuant to which it will provide the information set out in the CRS.

**Participating Jurisdiction Financial Institution:** The term "Participating Jurisdiction Financial Institution" means (i) any Financial Institution that is tax resident in a Participating Jurisdiction, but excludes any branch of that Financial Institution that is located outside of that jurisdiction, and (ii) any branch of a Financial Institution that is not tax resident in a Participating Jurisdiction, if that branch is located in such Participating Jurisdiction.

**Passive NFE:** Under the CRS a "Passive NFE" means any: (i) NFE that is not an Active NFE; and (ii) Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution.

**Related Entity:** An Entity is a "Related Entity" of another Entity if either Entity controls the other Entity, or the two Entities are under common control. For this purpose control includes direct or indirect ownership of more than 50% of the vote and value in an Entity.

**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.

**Reportable Jurisdiction Person:** A Reportable Jurisdiction Person is an Entity that is tax resident in a Reportable Jurisdiction(s) under the tax laws of such jurisdiction(s) - by reference to local laws in the country where the Entity is established, incorporated or managed. An Entity such as a partnership, limited liability partnership or similar legal arrangement that has no residence for tax purposes shall be treated as resident in the jurisdiction in which its place of effective management is situated. As such if an Entity certifies that it has no residence for tax purposes it should complete the form stating the address of its principal office.

Dual resident Entities may rely on the tiebreaker rules contained in tax conventions (if applicable) to determine their residence for tax purposes.

**Reportable Person:** A "Reportable Person" is defined as a "Reportable Jurisdiction Person," other than:

- a corporation the stock of which is regularly traded on one or more established securities markets;
- any corporation that is a Related Entity of a corporation described in clause (i);
- a Governmental Entity;
- an International Organisation;
- a Central Bank; or
- a Financial Institution (except for an Investment Entity that is a Passive NFE. See definition of "Passive NFE", above.)

**Specified Insurance Company:** The term "Specified Insurance Company" means any Entity that is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a Cash Value Insurance Contract or an Annuity Contract.

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