

INSTRUCTIONS

Form CRS-E - CRS Entity Self-Certification Form
Please read these instructions before completing the form

Why are we asking you to complete this form?

To help protect the integrity of tax systems, governments around the world are introducing a new information gathering and reporting requirement for financial institutions. This is known as the Common Reporting Standard (the “**CRS**”).

Under the CRS, PROVEN Bank (Saint Lucia) Limited (**PBSL or we**) is required to determine where an entity is ‘tax resident’ (this will usually be where the entity is liable to pay income taxes). If the entity is tax resident outside the country where the account is held, we may need to give the national tax authority this information, along with information relating to your accounts that may then be shared between different countries’ tax authorities.

Completing this form will ensure that we hold accurate and up to date information about your tax residency. If your circumstances change and any of the information provided in this form becomes incorrect, please inform PBSL immediately and provide an updated Self-Certification.

Who should complete the CRS Entity Self-Certification Form?

Corporate banking customers (which includes all companies, trusts, foundations and partnerships) should complete this form.

If you are a **personal banking customer** or a sole trader complete an “Individual Tax Residency Self-Certification Form” (**CRS-I**).

Additionally, if you are a **controlling person** of an entity, complete a “Controlling Person Tax Residency Self-Certification Form” (**CRS-CP**). You can find these forms at www.stlucia.provenbank.com.

For **joint account holders**, a copy of the form should be completed for each account holder.

Even if you have already provided information in relation to the United States Government’s Foreign Account Tax Compliance Act (FATCA), you may still need to provide additional information for the CRS as this is a separate regulation.

Please tell us in what capacity you are signing in Part 4. For example you may be an Authorized Officer of the company or a trustee.

Where to go for further information?

If you have any questions about this form or these instructions please visit: www.stlucia.provenbank.com or contact your Client Relations Officer.

The Organisation for Economic Co-operation and Development (OECD) has developed the rules to be used by all governments participating in the CRS and these can be found on the OECD’s ‘Automatic Exchange of Information’ (AEOI) website: www.oecd.org/tax/automatic-exchange/

If you have any questions on how to define your tax residency status, please visit the OECD website or speak to a professional tax adviser as we are not allowed to give tax advice.

You can find a list of definitions in the separate Appendix found under the **CRS FORMS** tab.

ENTITY TAX RESIDENCY SELF-CERTIFICATION FORM CRS-E

Please Complete Parts 1-3 in BLOCK CAPITALS

PART 1 - IDENTIFICATION OF ACCOUNT HOLDER (ENTITY)¹

A. Legal Name of Entity _____

B. Country/Jurisdiction of
Incorporation or Formation _____

C. Residence Address (House,
Apt, Suite No., Street) (Do not use
P.O. Box or in care of address) _____

Town/City/State/Province: _____

Country: _____

Postal Code: _____

D. Mailing Address (please
only complete if different from
address in C above) (House, Apt,
Suite No., Street) _____

Town/City/State/Province: _____

Country: _____

Postal Code: _____

P. O. Box _____

¹In general, the contracting party of a banking relationship is treated as the Account Holder for AEOI/CRS purposes. However, there are exceptions regarding certain intermediaries and trusts. See Appendix.

ENTITY TAX RESIDENCY SELF-CERTIFICATION FORM CRS-E

PART 2 - ENTITY TYPE

Please provide the Account Holder's Status by ticking one of the following boxes.

2.1 (a) Financial Institution - Investment Entity

(I) An Investment Entity managed by another Financial Institution that is a Non-Participating Jurisdiction Financial Institution (**Note:** if ticking this box please also complete Section 2.2 below)

(II) Other Investment Entity²

(b) Financial Institution - Depository Institution, Custodial Institution or Specified Insurance Company

If you have ticked (a) or (b) above, please provide, if held, Account Holder's FATCA GIIN number:

(c) Active NFE - a corporation the stock of which is regularly traded on an established securities market or a corporation which is a related entity of such a corporation

If you have ticked (c), please provide the name of the established securities market on which the corporation is regularly traded:

If you are a Related Entity of a regularly traded corporation, please provide the name of the regularly traded corporation that the Entity in (c) above, is related to:

(d) Active NFE - a Government Entity, an International Organization or Central Bank or wholly owned by these.

(e) Active NFE - a start-up NFE

If you ticked (e), please specify date of formation:

(f) Active NFE - other than (c) - (e) above

If you ticked (f), please specify type from list in the Appendix:

(g) Passive NFE (**Note:** if you have ticked this box, please also complete Section 2.2 below)

2.2 If you have ticked, 2.1(a) (I) or 2.1(g) above:

(a) Indicate name of any Controlling Person(s)³ of the Account Holder.

(b) In addition, please complete a "Controlling Person Tax Residency Self-Certification Form" for each Controlling Person. (Form CRS-CP at www.stlucia.provenbank.com)

²See definition in the Appendix

³See definition in the Appendix

ENTITY TAX RESIDENCY SELF-CERTIFICATION FORM CRS-E

PART 3 - JURISDICTION(S) OF RESIDENCE FOR TAX PURPOSES AND RELATED TAXPAYER IDENTIFICATION NUMBERS (TIN) OR FUNCTIONAL EQUIVALENTS

Please complete the following table indicating:

- (I) **All** jurisdictions where the Account Holder is resident for tax purposes; and,
- (II) The Account Holder's TIN for each country/jurisdiction indicated⁴.

If the Account Holder is tax resident in more than three (3) jurisdictions please use a separate sheet.

If a TIN is unavailable please provide the appropriate reason A, B or C where appropriate.

Reason A - The country where I am liable to pay tax does not issue TINs to its residents

Reason B - Despite the country/jurisdiction of residence for tax purposes generally issuing TINs, the Account Holder is not required to obtain a TIN.

Reason C - The Account Holder is otherwise unable to obtain a TIN. Please explain why you are unable to obtain a TIN in the below table.

Jurisdiction(s) of Tax Residence	TIN	If no TIN available enter Reason A, B or C
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

Please explain in the following boxes why you are unable to obtain a TIN if you selected Reason C above.

1 _____

2 _____

3 _____

⁴Each country/jurisdiction has its own rules for defining tax residence and countries/jurisdictions. Information on how to determine whether an entity is resident for tax purposes in the jurisdiction or country can be found at: <https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/>

ENTITY TAX RESIDENCY SELF-CERTIFICATION FORM CRS-E

PART 4 - DECLARATIONS AND SIGNATURE

I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the Account Holder's relationship with PBSL setting out how PBSL may use and share the information supplied by me.

I acknowledge that the information contained in this form and information regarding the Account Holder and any Reportable Account(s) may be reported to the tax authorities of the jurisdiction in which this account(s) is/are maintained and exchanged with tax authorities of another jurisdiction or jurisdictions in which the Account Holder may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

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

I certify that where I have provided information regarding any other person (such as a Controlling Person or other Reportable Person to which this form relates) that I will, within 30 days of signing this form, notify those persons that I have provided such information to PBSL and that such information may be provided to the tax authorities of the country in which the account(s) is/are maintained and exchanged with tax authorities of another country or countries in which the person may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.

I undertake to advise PBSL within 30 days of any change in circumstances which affects the tax residency status of the Account Holder identified in Part 1 of this form or causes the information contained herein to become incorrect (including any changes to the information on Controlling Persons identified in Part 2.2 (a)), and to provide PBSL a suitably updated self-certification and declaration within 90 days of such change in circumstances.

× _____
Signature Name Date (dd/mm/yyyy)

Note: Please indicate the capacity in which you are signing the form (e.g. Authorized Officer). If signing under a power of attorney, please also attach a certified copy of the power of attorney.

Capacity: _____