

PIAS

PROFESSIONAL INVESTMENT ADVISORY SERVICES



# Submission process

**Aviva EB Connect**

Reviewed Feb 2021

**Business Support**

- ☐ With effect from 01 January 2018, Aviva has ceased hardcopy submission for product [MyBenefit Plus](#).
- ☐ e - Submission of this product is available through EB Connect.
- ☐ Representative will upload all required information and documents into EB Connect.
- ☐ For any documents required by PIAS that is unclear or not uploaded in EB Connect, representative is required to provide a copy to PIAS.

## Submission process flow

### EB Connect app

- e-quotation
- e-submission

1. e-quotation
2. e-submission of MyBenefits Plus application + upload supporting documents via Aviva EB Connect app, including [PIAS Declaration form.](#)

### Aviva - Group Business

Send  
Documents to  
PIAS

1. Aviva Group Business will send all documents submitted via EB Connect to PIAS for lodgement.  
(for INCEPTED policies only).

### PIAS – Business Support

Lodgement

1. Checking
2. Create client's record
3. Upload into Docushare

\*Representative to ensure that all documents uploaded in EB Connect are in [CLEAR](#) copies.

## Documents Required

- 1) PIAS declaration form
- 2) Documents relating to payment mode (e.g. Cheque, cashier's order, etc)

**and**

- 3) Documents listed in the table for Singapore Registered Entities / Foreign Registered Entities in the next slide

## Singapore Registered Entities

- **Business Profile** Under Accounting and Corporate Regulatory Authority [“ACRA”] or equivalent

Note : The ACRA printout ought to be extracted **within last 6 months.**

- Product Providers’ **Customer Due Diligence Form [MAS 314]**

*(Note : This document has the listing of authorized signatories of the Corporate)*

OR

- PIAS Customer Due Diligence Form

- Copy of **NRIC (Certified True Copy) of authorized signatories** listed in Customer Due Diligence Form

OR

- Copy of **Passport (Certified True Copy) of authorized signatories** listed in Customer Due Diligence Form

## Foreign Registered Entities

- Copy of **Certificate of Incorporation**

AND

- Copy of **Certificate of Incumbency**

- Product Providers’ **Customer Due Diligence Form [MAS 314]**

*(Note : This document has the listing of authorized signatories of the Corporate)*

OR

- PIAS Customer Due Diligence Form

- Copy of **NRIC (Certified True Copy) of authorized signatories** listed in Customer Due Diligence Form

OR

- Copy of **Passport (Certified True Copy) of authorized signatories** listed in Customer Due Diligence Form



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# PIAS

PROFESSIONAL INVESTMENT ADVISORY SERVICES

SETTING THE PROFESSIONAL STANDARD  
FOR FINANCIAL ADVICE IN SINGAPORE