

Under the MAS Representative Notification Framework, it is a regulatory requirement for appointed Representatives to notify PIAS of any changes to their personal particulars and/or Fit & Proper status (financial soundness, honesty and integrity) within 7 calendar days after the occurrence of such changes/incidents. It is noted that under the regulations, any person who, without reasonable excuse, contravenes the above shall be guilty of an offence.

The Representative is required to provide reason if he/she fails to update the Company within 7 calendar days of the change.

Below is the *Change of Particulars* Table that shows the most common examples of change of particulars and incidents (Note : The list is non exhaustive) and the respective supporting documents to be submitted to the Company.

Category of Change	Type of Change	Supporting Documents (if any)	ACTION
Identification Particulars	<ul style="list-style-type: none"> Name as in NRIC Nationality 	Change in Name:- <ul style="list-style-type: none"> Deed poll and copy of NRIC (Front & Back). 	Submit "Notification to Change Particulars For A Representative" Form can be downloaded from Docushare >> Update of Particulars, Recruitment & Resignation \ Update of Advisers' Particulars
Other Particulars	<ul style="list-style-type: none"> Residential Address* Contact Number (Home / Mobile No.) Personal Email Address Marital Status (if "Married", please complete the Spouse Details in Section D) <p>*Note: Change of residential address is now via ICA's e-Service. Rep is required to submit the "Notification to Change Particulars For A Representative" Form and Screenshot of the new address found in Singpass App. Copy of NRIC (Front & Back) is still required to be submitted to</p>	Copy of NRIC (Front & Back). Copy of marriage certificate and other supporting documents, if applicable.	Submit "Notification to Change Particulars For A Representative" Form can be downloaded from Docushare >> Update of Particulars, Recruitment & Resignation \ Update of Advisers' Particulars

	<p>AMU once new address sticker is received and affixed on your Identity Card.</p> <p>You may refer to ICA website on the step by step process on change of residential address.</p>		
Gainful Employment	<p>Employment outside of the FA role</p> <ul style="list-style-type: none"> • part-time basis; OR • commission based; OR • contract basis; OR • freelance basis 	-	<p>NEW Gainful Employment:</p> <ul style="list-style-type: none"> • Submit "Employer Consent for Representative Status" Form can be downloaded from Docushare >> Update of, Recruitment & Resignation \ Update of Advisers' Particulars <p>Gainful Employment ENDED:</p> <ul style="list-style-type: none"> • Email to pias.amu@singlife.com to notify on the official last day with the gainful employer.
Business Interests / Shareholdings / Ownership / Beneficial Ownership	<ul style="list-style-type: none"> • New Business Interest • New Shareholdings / Ownership declaration. • The Business Interest has a Beneficial Ownership of another business. • Changes to existing Business. E.g. Role/Capacity, Business activities, Name change of Business entity etc. • Cessation of existing Business <p>Note: Rep is required to notify Company if there is any changes/updates to your business activities</p>	<ul style="list-style-type: none"> • ACRA BizFile within last 3 months. 	<p>Submit "Declaration of Business Interest & Shareholdings" Form can be downloaded from Docushare >> Update of Particulars, Recruitment & Resignation \ Update of Advisers' Particulars</p>

	<i>since the last update to Company.</i>		
Non-Financial Advisory Activities	<ul style="list-style-type: none"> Is any of your connected persons working in PIAS? Is any of your connected persons currently engaged in any gainful employment which has business activities with PIAS? Are you currently holding a junket promoter license? Are you currently holding a Real Estate license? Are you currently/intend to market any products not under the Financial Advisers Act (FAA)? 	AMU will request for further information/document(s) to assess the case, if required.	Email to pias.amu@singlife.com with supporting document(s) received from the authority / company.
Fit & Proper Criteria "Honesty, Integrity and Reputation"	<p>Examples</p> <ul style="list-style-type: none"> Holding another license in relation to any regulated activity beside your RNF license? Been convicted of any offence/civil proceedings/fraud / misrepresentation under any law? Been the subject of any investigations or disciplinary proceedings? Eg. Assist in police investigations. 	AMU will request for further information/document(s) to assess the case, if required.	Email to pias.amu@singlife.com with supporting document(s) from the authority / company (if any).

Fit & Proper Criteria "Financial Soundness"	<ul style="list-style-type: none"> Unable to fulfil any of your financial obligations and are placed under the Debt Repayment Scheme (DRS). Is the subject of a bankruptcy petition. 	AMU will request for further information/document(s) to assess the case, if required.	Email to pias.amu@singlife.com with supporting document(s) from the authority / company (if any).
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Disciplinary Actions

In view of the LIA MU 82/22 which takes effect from 1 October 2022, the stages of disciplinary actions meted will be aligned as follows:

Type of Breach	Penalty	Remarks
False/ Late Declaration of Representative's Change of Particulars	Letter of Warning (LOW)	FAA-N14 Misconduct Report will be filed with MAS.
Non-declaration of Representative's Change of Particulars	Letter of Warning (LOW)	FAA-N14 Misconduct Report will be filed with MAS
Occurrence of a Conflict of Interest before the Representative notifies the Company on the Change of Particulars	Letter of Warning (LOW)	FAA-N14 Misconduct Report will be filed with MAS
Non-response by the Representative on Change of Particulars	Letter of Suspension (LOS)	Rep will be given 1 month to respond. FAA-N14 Misconduct Report will be filed with MAS.
Non-response by the Representative on Change of Particulars <u>after 1 month of LOS</u>	Letter of Termination (LOT)	FAA-N14 Misconduct Report will be filed with MAS

For any clarifications, please email AMU at pias.amu@singlife.com.