

Guidance for completing the “Self-certification Form – Entity”

Important Information

1. The information (including the jurisdiction of tax residence and TIN) and declaration provided in the self-certification must be **true, correct and complete**.
2. Generally speaking, an Entity’s residence for tax purposes should be determined by the place of incorporation or organization, or place of effective management. Details of the rules governing tax residence of different jurisdictions can refer to OECD website: <https://web-archive.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/#d.en.347760>.
3. For Account Holders with foreign tax residency(ies) in non-Chinese speaking jurisdictions, Latin alphabet should be prioritized when completing the self-certification, so as to enhance the usability of the information.
4. Business exclusively owned by an individual should complete the “Self-certification Form – Individual”.

Guidance for completing column 4

Target group	Jurisdiction of tax residence	Taxpayer Identification Number (TIN)
Situation 1: <u>Companies incorporated and entities established in Macao</u> ^{Note 1} , without foreign tax residency	MACAO	Macao Taxpayer Number ^{Note 2} (If no Business Tax registration, reason “B” should be selected with explanation provided.)
Situation 2: <u>Companies incorporated and entities established in Macao</u> ^{Note 1} , with foreign tax residency(ies)	MACAO Respective Country/Region ^{Note 3}	Macao Taxpayer Number ^{Note 2} ➡ (If no Business Tax registration, reason “B” should be selected with explanation provided.) ➡ Foreign TIN ^{Note 3} (if any)
Situation 3: <u>Companies incorporated and entities established overseas</u> ^{Note 1} , solely with foreign tax residency(ies)	Respective Country/Region ^{Note 3}	Foreign TIN ^{Note 3} (if any)
Situation 4: <u>Companies incorporated and entities established overseas</u> ^{Note 1} , with foreign tax residency(ies) and Business Tax registration or effective management in Macao	MACAO Respective Country/Region ^{Note 3}	Macao Taxpayer Number ^{Note 2} ➡ (If no Business Tax registration, reason “B” should be selected with explanation provided.) ➡ Foreign TIN ^{Note 3} (if any)

Remarks

Note 1: Examples of “entities” include: associations, foundations, administrative public welfare legal entities, trusts, funds, etc.

Note 2: The Macao Taxpayer Number refers to the Taxpayer Number on Business Tax, which is equivalent to the Taxpayer Number on Profits Tax.

Note 3: If an Account Holder has foreign tax residency(ies), the Entity is required to indicate the jurisdictions of tax residence and the relevant TIN(s). If the TIN is not available, the functional equivalent number (if any) should be provided. In certain circumstances where the TIN is not available, reason A, B or C should be selected and such reason will be one of the factors used to determine the reasonableness of the self-certification.

Self-certification Form – Entity
(Sample form for reference and to be adopted by financial institutions)

1	Identification of Entity Account Holder (for joint or multiple account holders, please complete a separate form for each account holder)
1.1	Legal Name of Entity / Branch
1.2	Place of incorporation or organization
2	Information on Address of Entity Account Holder
2.1	Current Residence or Effective Management Address
Line 1: (Street, Number, Building, Floor, Room) _____ Line 2: (City) _____ Line 3: (Province, State) _____ Country _____ Postal / Zip Code _____	
2.2	Mailing Address (please only complete if mailing address is different to the above address)
Line 1: (Street, Number, Building, Floor, Room) _____ Line 2: (City) _____ Line 3: (Province, State) _____ Country _____	
3	Entity Type (Please provide the Account Holder's details)
Financial Institution	<input type="checkbox"/> Custodial Institution, Depository Institution or Special Purpose Vehicle Company. <input type="checkbox"/> Investment Entity, except those managed by another Financial Institution (e.g. with discretion to manage assets of the Investment Entity) located in a non-participating jurisdiction
Active NFE	<input type="checkbox"/> Stock of the related Non-Financial Entity which is regularly traded in a publicly established securities market) <input type="checkbox"/> _____ (an established business) <input type="checkbox"/> Government Entity, Monetary Authority of Macao, etc. <input type="checkbox"/> Other than the above Active NFE. (Please indicate _____)
Passive NFE	<input type="checkbox"/> Investment Entity located in a non-participating jurisdiction <input type="checkbox"/> A Non-financial entity which does not belong to the above categories For Account Holder, please indicate the names of any person(s) exercises control, the Controlling Person shall be the senior managing official of the Legal Entity. Each Controlling Person shall complete a separate "Self-certification Form – Controlling Person".
(1)	
(2)	
(3)	
(4)	

Current Residence or Effective Management Address should be consistent with the jurisdiction of residence filled in Section 4.

Please refer to the Automatic Exchange of Financial Account Information webpage of DSF for the list of participating jurisdictions.

Active NFE also includes :

- Generally, companies with substantive business from which they derive income, e.g. less than half of the income is passive income (rent, dividends or annuities, etc.) and less than half of the assets are held for production of passive income;
- Companies newly set up and not yet operating, but is investing capital into assets with the intent to operate a business other than that of a Financial Institution;
- Associations, foundations, etc.

Companies without substantive business, for example:

- Shell companies ;
- Companies with half or more of the income is passive income (rent, dividends or interest, etc.).

For Legal Entity, Controlling Persons can be determined based on the below three tiers:

- 1) any natural person owning directly or indirectly no less than 25% of the shares or voting rights of an Entity;**
- 2) natural person(s) who exercises control of the Entity through other means; or**
- 3) natural person(s) who holds the position of senior managing official of the Entity.**

The above is in cascading order and Entity should prioritize to fill in all the Controlling Persons of the highest tier. And each Controlling Person should provide a "Self-certification Form – Controlling Person".

4 Jurisdiction of Residence and Taxpayer Identification Number or functional equivalent number (hereinafter referred as “TIN”)

Please complete the following table, indicating (a) the jurisdiction of residence (including the Account Holder's TIN for each jurisdiction indicated.

If the Account Holder has more than three jurisdictions of residence, please use a separate

If the Account Holder has tax obligation in the Macao SAR, the TIN is the taxpayer's

If a TIN is unavailable, please provide the appropriate reason:

Reason A – The jurisdiction of residence of the Account Holder does not issue TINs to its residents.

Reason B – The Account Holder is otherwise unable to obtain a TIN. (Please explain why you are unable to obtain a TIN in the below table if you have selected this reason)

Reason C – No TIN is required. (The authorities of the jurisdiction of residence do not require the TIN to be disclosed)

In general, reason A applies to the Entities registered in jurisdictions that do not issue TIN for tax purposes, and therefore do not provide a TIN, e.g. with the place of incorporation in the British Virgin Islands, Cayman Islands, etc.

Jurisdiction of residence	TIN	If no TIN available, enter Reason A, B or C	If Reason B is selected, please explain why you are unable to obtain a TIN
(1)			
(2)			
(3)			

Entity's residence for tax purposes should be determined by the place of incorporation or organization, or place of effective management. All the jurisdictions of tax residence and the relevant TIN(s) should be filled in. If the TIN is not available, the functional equivalent number (if any) should be provided.

In certain circumstances where TIN is not available, reason A, B or C should be selected and such reason will be one of the factors used to determine the reasonableness of the self-certification.

Reasonable explanation for unable to obtain a TIN should be provided, such as the Entity is not yet in operation, not engaged in commercial activity and therefore no tax registration.

5 Declaration

I understand the relationship

(Financial Institution's name) may use and share the

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 Macao SAR Financial Services Bureau and exchanged with tax authorities of such jurisdictions of residence of the Account Holder, pursuant to agreements for exchange financial account information.

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

I undertake to advise (Financial Institution's name) of any change in circumstances which affects the tax residency status of the Account Holder identified in this form or causes the information contained herein to become incorrect, and to provide (Financial Institution's name) with a suitably updated self-certification within xx# days of such

I declare that all information provided is true, correct and complete, and fill in the name of the signatory and the signing date.

Signature	Capacity of the Signatory
Name	
Date	Note : If signing under a power of attorney please also attach a certified copy of the power of attorney.

Financial Institutions may determine the time-limits (for example “30 days”) pursuant to “The Common Reporting Standard and the Due Diligence Procedures for Financial Account Information” and their own procedures.

Note :

- With regard to the interpretation of the terms used in this form, please refer to Article 8 of the “The Common Reporting Standard and the Due Diligence Procedures for Financial Account Information”