

## SELF-CERTIFICATION FORM (ENTITY)

To: Globus Bank Limited  
Plot 722 Akinbo Savage,  
Victoria Island, Lagos, Nigeria.

[illegible]

General Instruction(s)
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Please read the instructions below before completing the form

The Federal Inland Revenue Service (FIRS) issued the Income Tax (Common Reporting Standard) Regulations in 2019 (CRS Regulations) which require reportable Nigerian Financial Institutions to collect, and report specified information regarding account holders in jurisdiction other than Nigeria and the United States of America. By the CRS Regulation, FIRS will be able to exchange information obtained with its automatic exchange partners across the globe pursuant to the provisions of certain domestic tax legislation and international conventions.

The CRS was developed by the Organisation of Economic Cooperation and Development (OECD) to improve and protect transparency in the tax system of the participating jurisdictions.

Globus Bank Limited's self-certification form for Entity is required for the purpose of obtaining information on the financial accounts of Entity.

**Please complete this form if you are an entity account holder. For an individual and controlling person, please do not complete this form. Rather complete the self-certification form for individual and controlling person respectively. Please consult your tax, legal or other professional advisor for guidance (if any) regarding the completion of this form.**

This self-certification form remains valid unless there is a change of circumstances related to information supplied earlier. In such instance, the Entity must notify Globus Bank Limited of such change and update his/her financial records in accordance with the commentaries in the Income Tax (CRS) Implementation and Compliance Guidelines.

This form contains five parts, which **must** be completed in **BLOCK LETTERS**. Asterisked (\*) fields are mandatory and must be completed. An appendix with brief description of some key terms is provided at the end of this form.

## Part 1 - Identification of Account Holder

(For joint or multiple account holders, complete a separate form for each entity account holder.)

[illegible][illegible]

**C. Registered Address:** (Please refer to “Registered Address” in appendix of Key Terms for brief description)

Line 1 (e.g. House/Apt/Suite,  
Number, Street, if any):\*

Line 2 (e.g. Town, City, Province, County, State, etc):\*

Country:\*

Postal Code/ZIP Code (if any):

Phone Number(s):\*

**D. Mailing Address:** (only complete if different from the address shown in Section B above)

Line 1 (e.g. House/Apt/Suite, Number, Street, if any):\*

Line 2 (e.g. Town, City, Province, County, State, etc):\*

[illegible]

Postal Code/ZIP Code (if any):

## Part 2 - Entity Type

Tick as appropriate and provide the relevant information

Financial Institution	<input type="checkbox"/> Custodial Institution, Depository Institution or Specified Insurance Company.
	<input type="checkbox"/> Investment Entity, except an investment entity that is managed by another financial institution (e.g. with discretion to manage the entity's assets) and located in a non- participating jurisdiction.
Active Non-Financial Entity (NFE)	<input type="checkbox"/> NFE, the stock of which is regularly traded on _____ which is an established securities market (please specify the name of the Stock Exchange)
	<input type="checkbox"/> Related entity of _____, the stock of which is regularly traded on _____ which is an established securities market (please specify the name of the Corporation and Stock Exchange respectively)
	<input type="checkbox"/> A governmental entity, an international organization, a central bank, or an entity wholly owned by one or more of the foregoing entities.
	<input type="checkbox"/> Active NFE other than the above _____ (please specify)
Passive NFE	<input type="checkbox"/> Investment entity that is managed by another Financial Institution and located in a non- participating jurisdiction.
	<input type="checkbox"/> NFE that is not an active NFE

## Part 3 - Controlling Persons (for Passive NFE only)

Indicate the names of all controlling person(s) of the account holder in the table below. If no natural person exercises control over an entity which is a legal person, the controlling person will be the individual holding the position of senior managing official. Complete Self-Certification Form – Controlling Person for each controlling person.

S/N	Name of Controlling Person
1	
2	
3	
4	
5	
6	
7	
8	

## Part 4 - Controlling Persons (for Passive NFE only)

Kindly complete the table below indicating (a) the jurisdiction of residence where the Controlling Person is a resident for tax purposes and (b) the Controlling Person's TIN for each jurisdiction. Please note that, this is not restricted to three (3), additional information should be completed on a separate sheet. (See "TIN" in appendix of Key Terms below).

If a TIN is unavailable, kindly provide the appropriate reason A, B or C:

**Reason A** – The jurisdiction where the Controlling Person is a resident for tax purposes does not issue TIN to its residents.

**Reason B** – The Controlling Person is unable to obtain a TIN. Please provide the reason why TIN could not be obtained.

**Reason C** – TIN is not required (i.e. the authorities of the jurisdiction of residence do not require the TIN to be disclosed.)

S/N	Country/Jurisdiction of Tax Residence	TIN	If no TIN available, Please input Reason A, B or C	Explain the reason for not being able to obtain a TIN (Reason B only)
1.				
2.				
3.				

\* Kindly Ensure a Documentary Evidence of the TIN is made available



## Part 5 - Declaration and Signature

I acknowledge and concur that the information contained in this form is collected and may be kept by the Bank for the purpose of automatic exchange of financial information and such information regarding the account holder and any other reportable account(s) may be reported by the Bank to FIRS and exchanged with the relevant tax authorities of other jurisdiction(s) in which the account holder may be resident for tax purposes.

I undertake to advise Globus Bank Limited of any change in circumstances which affects the tax residency status of the Entity identified in Part 1 of this form or causes the information contained herein to become inaccurate, and to provide Globus Bank Limited with a suitably updated self-certification form within 30 days of such change in circumstances.

I declare that all information given, and statements indicated in this form are, to the best of my knowledge and belief, true, correct, and complete.

Name: \_\_\_\_\_

Capacity\*: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: 

D	D	M	M	Y	Y	Y	Y
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## Warning

It is an offence under section 10 (3) of the Income Tax (CRS) Regulations, 2019 ("the Regulation") for any person, in making a Self-Certification, to make false statement(s), false report or false declaration or give any false information or omission in respect of any information required to be included on an Information Return under Section 5 of the Regulation. FIRS will impose an administrative penalty of ₦5,000,000.00 on any offender and such person may also be liable to other penalties as prescribed by the Regulation.



## Appendix - Brief Description of Key Terms

### Account Holder

The Account Holder is the person listed or identified as the holder of a Financial Account by the Financial Institution that maintains the account. This is regardless of whether such person is a flow-through Entity. Thus, for example, if a trust or an estate is listed as the holder or owner of a Financial Account, the trust or estate is the Account Holder, rather than the trustee or the trust's owners or beneficiaries. Similarly, if a partnership is listed as the holder or owner of a Financial Account, the partnership is the Account Holder, rather than the partners in the partnership. 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, and such other person is treated as holding the account.

### Active NFE

An NFE is an Active NFE if it meets any of the criteria listed below. In summary, those criteria refer to:

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

### Control

Control over an Entity is generally exercised by the natural person(s) who ultimately has a controlling ownership interest (typically on the basis of a certain percentage (e.g. 25%)) in the Entity. Where no natural person(s) exercises control through ownership interests, the Controlling Person(s) of the Entity will be the natural person(s) who exercises control of the Entity through other means. Where no natural person(s) is/are identified as exercising control of the Entity through ownership interests, then under the CRS the Reportable Person is deemed to be the natural person who hold the position of senior managing official.

### Controlling Person(s)

Controlling Persons are the natural person(s) who exercise control over an entity. Where that entity is treated as a Passive Non-Financial Entity (Passive NFE) then a Financial Institution is required to determine whether or not these Controlling Persons are Reportable Persons. This definition corresponds to the term beneficial owner described in Recommendation 10 and the Interpretative Note on Recommendation 10 of the Financial Action Task Force Recommendations (as adopted in February 2012).

### 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.

### 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 is any Entity that is not a Financial Institution.

**Non-Reporting Financial Institution**

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

- a. 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;
- b. 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;
- c. an Exempt Collective Investment Vehicle; or
- d. 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;
- e. any other defined in a country's 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 required on the automatic exchange of financial account information set out in the Common Reporting Standard and that is identified in a published list <https://www.oecd.org/tax/transparency/AEOI-commitments.pdf>

**Passive NFE**

Under the CRS a Passive NFE means any NFE that is not an Active NFE. An Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution is also treated as a Passive NFE for purposes of the CRS.

**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.

**Registered Address**

The term Registered Address means the Incorporation Address of the 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 and that is identified in a published list <https://www.firs.gov.ng/SiteApplication/Home/Home.aspx>.

**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. 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);
- b. a Governmental Entity;
- c. an International Organisation; a Central Bank; or
- d. a Financial Institution (except for an Investment Entity described in Sub Paragraph A(6) b) of the CRS that are not Participating Jurisdiction Financial Institutions. Instead, such Investment Entities are treated as Passive NFE's.)

**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.



**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 OECD automatic exchange of information portal. 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 that type of number include, for Entities, a Business/company registration code/number. <https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/>.

Note: These are selected definition of key terms to aid you with the completion of this form. Further details can be found in the Income Tax (CRS) Implementation and Compliance Guidelines 2019, the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information (the CRS), the associated Commentaries to the CRS. This can be found at the OECD automatic exchange of information portal.

***For Enquiries contact your tax adviser or FIRS Enquiry Desk: [aeoi.enquiries@firs.gov.ng](mailto:aeoi.enquiries@firs.gov.ng)***