



To: (Name of Financial Institution)  
(Address of Financial Institution)  
Ref No: (Correspondence Number with the Financial Institution)

### GENERAL INSTRUCTION(s)

*Please read these instructions before completing the form.*

The Income Tax (Common Reporting Standard) Regulation, 2019 requires *financial institutions* to collect and report certain information on financial accounts of non-resident individuals by filling the *Self-Certification Form*.

The *Self-Certification Form* is therefore, provided by the *financial institution* for the purpose of obtaining information for exchange with other reportable *jurisdiction(s)*.

*This form is to be administered on the Account holder and retained by the Financial Institution in hard and soft copy. It is to be made available to the FIRS, only upon request.*

There are three (3) parts that “**must**” be completed (unless not applicable or otherwise). Fields marked with an asterisk (\*) are mandatory and must be reported accordingly.

**PART 1:** This deals with identification of account holder’s information and other tax residency details.

**PART 2:** This requires the account holder to clearly define his/her *jurisdiction(s)* of residence for tax purposes and related *Tax Identification Number (TIN)* or equivalent number (*as the case may be*).

**PART 3:** This requires the *Account Holder* to certify that the information supplied in the *Self-Certification Form* is accurate and complete. If signing under a *Power of Attorney*, please also attach a certified copy.

This form remain valid unless there is a change in circumstances related to information supplied earlier in the *Self-Certification Form*. In such a case, the Account Holder “**must**” notify the *Financial Institution* of any such change and take steps to update his/her records in accordance with the commentaries of the **Income Tax (CRS) Implementation and Compliance Guidelines**.

There is an Appendix at the end of this form, with a brief description of some key terms. This is provided to aid in filling the form correctly.

*Financial Institution(s) are allowed to make adjustments to this form according to their own business needs, as long as the mandatory elements are captured in accordance with the commentaries in the Income Tax (CRS) Implementation and Compliance Guidelines.*



**Part 1 – Identification of Account Holder**

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

**A. Name of Account Holder:**

Family Name or Surname(s): \* \_\_\_\_\_

Title: \_\_\_\_\_

First or Given Name: \* \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

**B. Current Residence Address:**

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

Line 2 (e.g. Town/City/Province/County/State)\* \_\_\_\_\_

Country:\* \_\_\_\_\_

Postal Code/ZIP Code (if any): \_\_\_\_\_

Phone Number(s)\* \_\_\_\_\_

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

Line 1 (e.g. House/Apt/Suite Name, Number, Street) \_\_\_\_\_

Line 2 (e.g. Town/City/Province/County/State) \_\_\_\_\_

Country: \_\_\_\_\_

Postal Code/ZIP Code: \_\_\_\_\_

**D. Date of Birth\*** (dd/mm/yyyy) \_\_\_\_\_

**E. Place of Birth**

Town or City of Birth \* \_\_\_\_\_

Country of Birth\* \_\_\_\_\_

**Part 2 – Jurisdiction of Residence and Taxpayer Identification Number or its Functional Equivalent (“TIN”) \***

Complete the following table indicating (a) the jurisdiction of residence where the account holder is a **resident for tax purposes** and (b) the account holder’s **TIN** for each jurisdiction. Indicate **all** jurisdictions of residence, 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)

**Documentary Evidence of the TIN should be provided.**

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

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

**Reason B** – The account holder is unable to obtain a TIN. Explain why the account holder is unable to obtain a TIN if you have selected this reason.

**Reason C** – TIN is not required. Select this reason only if the authorities of the jurisdiction of residence do not require the TIN to be disclosed.

| Country/Jurisdiction of tax residence | TIN | If no TIN available enter Reason A, B or C | Explain why the account holder is unable to obtain a TIN if you have selected Reason B |
|---------------------------------------|-----|--|--|
| 1                                     |     |  |  |
| 2                                     |     |  |  |
| 3                                     |     |  |  |



**Part 3 – Declaration and Signature**

I acknowledge and agree that (a) the information contained in this form is collected and may be kept by the financial institution for the purpose of automatic exchange of financial account information, and (b) such information and information regarding the account holder and any reportable account(s) may be reported by the financial institution to the **FEDERAL INLAND REVENUE SERVICE** and exchanged with the tax authorities of another jurisdiction or jurisdictions in which the account holder may be resident for tax purposes.

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

I undertake to advise \_\_\_\_\_ (state the name of the financial institution) of any change in circumstances which affects the tax residency status of the individual identified in Part 1 of this form or causes the information contained herein to become incorrect, and to provide \_\_\_\_\_ (state the name of the financial institution) with a suitably updated Self-Certification Form within 30 days of such change in circumstances.

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

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

Name: \_\_\_\_\_ *(Indicate the capacity in which you are signing.)*

Capacity: \_\_\_\_\_ *If signing under a power of attorney, attach a certified copy of the power of attorney.)*

Date (dd/mm/yyyy): \_\_\_\_\_

**WARNING:** It is an offence under section 10(3) of the Income Tax (CRS) Regulations, 2019 for any person, in making a Self-Certification, makes a false statement, false report or false declaration or gives any false information or omission in respect of any information required to be included on an Information Return under regulation 5 of these Regulations, the Service shall impose an administrative penalty of N5,000,000.00 and such person may also be liable to penalties as prescribed in the Act.



## APPENDIX – BRIEF DESCRIPTION OF KEY TERMS

### “Account Holder”

The term “Account Holder” means the person listed or identified as the holder of a Financial Account. A person, other than a Financial Institution, holding a Financial Account for the benefit of another person as an agent, a custodian, a nominee, a signatory, an investment advisor, an intermediary, or as a legal guardian, is not treated as the Account Holder. In these circumstances that other person is the Account Holder. For example in the case of a parent/child relationship where the parent is acting as a legal guardian, the child is regarded as the Account Holder. With respect to a jointly held account, each joint holder is treated as an Account Holder.

### “Entity”

The term “Entity” means a legal person or a legal arrangement, such as a corporation, organisation, partnership, trust or foundation.

### “Financial Account”

A Financial Account is an account maintained by a Financial Institution and includes: Depository Accounts; Custodial Accounts; Equity and debt interest in certain Investment Entities; Cash Value Insurance Contracts; and Annuity Contracts.

### “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>

### “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 Person”

A Reportable Person is defined as an individual who is tax resident in a Reportable Jurisdiction under the tax laws of that jurisdiction. Dual resident individuals may rely on the tiebreaker rules contained in tax conventions (if applicable) to solve cases of double residence for purposes of determining their residence for tax purposes.

### “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: <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).