**Policy Amendment**

**Request Form**

**Instructions:** Use this form to amend Beneficiary(ies) details, Mode of Payment, Personal Name, Policy Ownership, Supplementary Contract, Insurance Coverage, Non-forfeiture Option or for any special request. If you need any assistance in completing this form, please contact our customer service representatives.

**Requirements:** (1) Policy change form; (2a) Valid Passport copy or Copy of Valid I.D. and Valid Residency copy (if applicable) in case of “CHANGE OF BENEFICIARY” or “CHANGE OF OWNERSHIP” (2b) Supporting documents in case of “CHANGE OF NAME”

### Policy Details

<table>
<thead>
<tr>
<th>Policy No.(s)</th>
<th></th>
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</table>

### Policy Owner's Details

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Mobile No.</th>
<th>E-mail</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>P.O. Box</th>
<th>City</th>
<th>Country</th>
<th>Area Code</th>
<th>Area Code</th>
<th>E-mail</th>
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Please list all nationalities: 1) [ ] 2) [ ] 3) [ ]

**Residency**

1) [ ] 2) [ ] 3) [ ]

* “Residency” is any place where you may be obliged to file income tax returns as a resident of that jurisdiction.

The Undersigned Owner / Insured holding the above Policy(ies) number hereby requests American Life Insurance Company (MetLife) to effect the change(s) ticked below by any means acceptable to the Company.

**Please tick & complete the fields you wish to amend**

- **Change Of Beneficiary (IES)**

<table>
<thead>
<tr>
<th>Full Name of New Beneficiary</th>
<th>Relationship</th>
<th>Date of Birth</th>
<th>Nationality</th>
<th>Residency</th>
<th>Address</th>
<th>Percentage</th>
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The Insured [ ] Reserves [ ] Not Reserves full right and authority to revoke this designation and to designate a new Beneficiary subject to the provisions of said policy.

- **Change Of Mode Of Payment**

- **Change Of Name**

<table>
<thead>
<tr>
<th>From (Full Name)</th>
<th>To (Full Name)</th>
<th>Reason for change</th>
<th>Supporting documents attached</th>
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</table>

<table>
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<tr>
<th>Old Signature</th>
<th>New Signature</th>
</tr>
</thead>
</table>

American Life Insurance Company (MetLife)
Haffa House Hotel - Ruwi - 2nd floor, P.O. Box 894, Postal Code 114,
Jibroo, Sultanate of Oman - Tel +968-24707827 - Fax +968-24700463
Supplementary Contracts

[] Addition of 

[] Cancellation of

Change Of Ownership (Please Enter Details Of New Owner)

First Name of New Owner

Middle Name

Last Name

Identification

I.D. Type

I.D. No

Expiry Date

Gender

Male

Female

Marital Status

Single

Married

Divorced / Separated

Widowed

Date of Birth

Age Last Birthday

City of Birth

Country of Birth

Please list all nationalities: 1) 

2) 

3)

Residency*

1) 

2) 

3)

* “Residency” is any place where you may be obliged to file income tax returns as a resident of that jurisdiction.

Country

City / Town

P.O. Box

Area / Street

Building

Flat/Villa No.

Telephone

Mobile

Country Code – Area Code –

Supporting Documents Required: 

[ ] Passport Copy

[ ] Residency Visa

Signature of New Owner

Signature of Old Owner

I hereby declare that ownership of all benefits, interest and rights under this policy will be transferred to the new owner without any exception, limitation or reservation whatsoever.

Change Of Insurance Coverage

[ ] Increase

[ ] Reduce

Current Coverage

New Coverage

Change Of Non-Forfeiture Option (NFO)

[ ] RPU*

[ ] ETI** (applicable only if insured is not a juvenile)

[ ] APL****

*RPU = Reduced Paid Up, **ETI = Extended Term Insurance, ***APL = Automatic Premium Loan.

Special Request

Irrevocable Beneficiary’s Signature (If Applicable)

Signature

Policy Owner’s Signature

Signature
Declarations

(a) I understand that Coverage and / or Payment under the insurance contract will NOT be made if: (i) the policyholder, insured, or person entitled to receive such payment is residing in a sanctioned country; or (ii) the policyholder, the insured or person entitled to receive such payment is listed on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) list, the OFAC Sectoral Sanctions Identifications list or any international or local sanctions list; or (iii) the payment is claimed for services received in any sanctioned country.

I also understand that the Company shall not be liable to pay any claim or provide any coverage or Benefit to the extent that the provision of such coverage or Benefit would expose the Company to any sanction under any applicable laws.

(b) I hereby grant MetLife my unambiguous consent, to process, share and transfer my Personal Data* to a recipient inside or outside this country (including but not limited to MetLife Inc. and / or American Life Insurance Company’s Headquarters and their branches, affiliates, reinsurers, business partners and / or to any actual or potential assignee, novatee or transferee of MetLife) where the processing, transferring or sharing of my Personal Data is requested by any of the above mentioned recipients or necessary or required for the performance of MetLife’s obligation under this application and / or the insurance policy, or to comply with any obligation which MetLife is subject to.

*Personal Data means all information relating to me (whether marked “personal” or not) disclosed to MetLife by whatever means either directly or indirectly which concerns, including but not limited to, my medical conditions, treatments, prescriptions, business, operations, contact details, account balances / activities or any transactions undertaken with MetLife.”

(c) I hereby authorize MetLife to send me notifications and notices via short message service “SMS” and I accept receiving SMS and understand that MetLife makes no warranty that the SMS will be uninterrupted or error free and any such error or interruption shall not be deemed or treated in any way whatsoever to create any liability on MetLife and I acknowledge that I shall not file any complaint or claim against MetLife for any SMS error or interruption or for any reason related to receiving / not receiving SMS.

U.S.A. Internal Revenue Service (IRS) declaration:

In submitting and in signing this form, the applicant(s) certify(ies) that the Insured, Joint Insured, Applicant, and any designated Beneficiary(ies):

(1) I understand that Coverage and / or Payment under the insurance contract will NOT be made if: (i) the policyholder, insured, or person entitled to receive such payment is residing in a sanctioned country; or (ii) the policyholder, the insured or person entitled to receive such payment is listed on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) list, the OFAC Sectoral Sanctions Identifications list or any international or local sanctions list; or (iii) the payment is claimed for services received in any sanctioned country.

I also understand that the Company shall not be liable to pay any claim or provide any coverage or Benefit to the extent that the provision of such coverage or Benefit would expose the Company to any sanction under any applicable laws.

2. For purposes of this declaration a U.S. person is a citizen or resident of the United States, a United States partnership, and trust which is controlled by one or more U.S. persons and is subject to the supervision of a U.S. court.

Foreign Account Tax Compliance Act (FATCA) declaration:

The Insured / Owner consents to MetLife, its officers and agents disclosing any Confidential Information to:

(i) Any group member and representatives of MetLife in any jurisdiction (together with MetLife, the “Permitted Parties”);

(ii) Any persons as required by any law (including but not limited to the U.S.A. Foreign Account Tax Compliance Act or authority (including but not limited to the U.S.A. Internal Revenue Service) with jurisdiction over any of the Permitted Parties;

(iii) Professional advisers, insurer, reinsurer or insurance broker and service providers of the Permitted Parties who are under a duty of confidentiality to the Permitted Parties;

(iv) Any actual or potential assignee, novatee or transferee in relation to any of MetLife’s rights and / or obligations under this Policy (or any agent or adviser of any of the foregoing);

“Confidential Information” means all information relating to the Insured / Owner (whether marked “confidential” or not) disclosed by whatever means either directly or indirectly to MetLife which concerns the business, operations or customers of the Insured / Owner (including but not limited to contact details, tax identification number / social security number, account balances / activities or any transactions undertaken with MetLife).”

MetLife will deduct any withholding required by the US Foreign Account Tax Compliance Act (“FATCA”).

MetLife reserves the right, within its sole discretion, to terminate the Policy in the event that appropriate documentation of Insured’s / Owner’s US or non-US status for purposes of FATCA is not timely provided to MetLife. In particular, in the event that applicable local laws or regulations would prohibit withholding on payments to the account or prohibit the reporting of the account, and no waiver of such local law is obtained, MetLife reserves the right to close the account.

Irrevocable Beneficiary’s Signature (If Applicable) ___________________________ Policy Owner’s Signature ___________________________

Signature ___________________________ Signature ___________________________
The Common Reporting Standard (CRS), is a tax information exchange standard developed by the Organization for Economic Co-operation and Development ("OECD") and approved on 15 July 2014.

Please complete the following table indicating (i) where the Account Holder is tax resident and (ii) the Account Holder’s Tax Identification Number for each country/jurisdiction indicated.

Note: If the Account Holder is tax resident in more than three countries/jurisdictions, please use a separate sheet
If a Tax Identification Number is unavailable please provide the appropriate reason A, B or C where indicated below:

Reason A
The country/jurisdiction where the Account Holder is resident does not issue Tax Identification Numbers to its residents

Reason B
The Account Holder is otherwise unable to obtain a Tax Identification Number or equivalent number, please explain why you are unable to provide the required information

Reason C
No Tax Identification Number is required. (Note: Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the Tax Identification Number issued by such jurisdiction)

<table>
<thead>
<tr>
<th>Country/Jurisdiction of tax residence</th>
<th>Tax Identification Number</th>
<th>If no Tax Identification Number available enter Reason A, B or C</th>
<th>If Reason B selected, please explain</th>
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<td>2.</td>
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<td>3.</td>
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I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the Account Holder’s relationship with MetLife setting out how MetLife may use and share the information supplied by me. I acknowledge that the information contained in this form and information regarding the Account Holder and any Reportable Account(s) may be provided to the tax authorities of the country/jurisdiction in which this account(s) is/are maintained and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions in which the Account Holder may be tax resident pursuant to intergovernmental agreements to exchange financial account information. I certify that I am the Account Holder (or am authorized to sign for the Account Holder) of all the account(s) to which this form relates.

Declaration:
I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.

I undertake to both advise MetLife of any change in circumstances which affects the tax residency status of the individual identified in the application or in this form or causes the information contained herein to become incorrect or incomplete, and to provide MetLife with a suitably updated selfcertification and Declaration, within 90 days of such change in circumstances.

E-mail Declaration:
By providing your E-mail address and signing this application you agree to receive the policy document, certificate and / or any other documents [“Documents”] via electronic mail [“E-mail”]. Please be aware that having chosen this electronic delivery of Documents, it is your responsibility to ensure that the E-mail address you have provided us is correct at all times.

MetLife is not responsible for non-receipt of E-mails due to invalid E-mail addresses or other technical problems related to your E-mail service.

If you would like to change your E-mail address with MetLife, or if you would like a paper copy of the Documents, or if you believe that you have not received your Documents, please notify us immediately.

By signing this application, you understand and agree that if you wish to discontinue receiving Documents electronically it is your obligation to revoke this Authorization by another written document.

By signing this application also, you declare that you have read and understood MetLife’s privacy policies and Terms of Use on www.metlife.com/about/privacy and you will review any Terms of Use or Privacy Statement of any future service providers used by MetLife. You understand that although MetLife take every precaution to protect the privacy of members’ information, MetLife cannot guarantee safety of your information.

You consent to provide your E-mail address to be included in MetLife’s E-mail list and accept any inherent risks involved with E-mail communications.
## Signatures

<table>
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<tr>
<th>Signed at</th>
<th>City</th>
<th>Country</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
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</table>

Full Name of Policy Owner
- Full Name in his/her own handwriting
- Signature

Full Name of Irrevocable Beneficiary or Assignee
- Full Name in his/her own handwriting
- Signature

Full Name of Witness / Agent
- Full Name in his/her own handwriting
- Signature

Agent Code
-

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### Need help?

#### How to contact us

<table>
<thead>
<tr>
<th>Country</th>
<th>UAE</th>
<th>Kuwait</th>
<th>Oman</th>
<th>Bahrain</th>
<th>Qatar</th>
<th>Any other Country</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call us</strong></td>
<td>800 - MetLife (800 - 6385433)</td>
<td>800 70708</td>
<td>800 08033</td>
<td>800 9711</td>
<td>+971 4 415 4555</td>
<td></td>
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<tr>
<td><strong>Mail us</strong></td>
<td>P.O. Box 371916, Dubai – U.A.E.</td>
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<tr>
<td><strong>E-mail us</strong></td>
<td><a href="mailto:CustomerServices.Gulf@metlife.ae">CustomerServices.Gulf@metlife.ae</a></td>
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<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.metlife-gulf.com">www.metlife-gulf.com</a></td>
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</table>

#### How to submit the form

Please send original documents to:

**American Life Insurance Company (MetLife)**

Haffa House Hotel - Ruwi - 2nd floor, P.O. Box 894, Postal Code 114, Jibroo, Sultanate of Oman.

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American Life Insurance Company is a MetLife, Inc. Company

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Irrevocable Beneficiary's Signature (If Applicable)
- Signature

Policy Owner's Signature
- Signature