

## Tax residency self-certification (corporate and institutional customers)

As a bank, we have a duty to identify our customer's tax residency. In order to establish your tax residency, we ask you to fill in and sign this form.

Please send the completed form by message on OP's service or send it to your contact person at your bank or by secure email to the address [verotusmaailmoitus@op.fi](mailto:verotusmaailmoitus@op.fi). For instructions for sending secure email, visit [www.op.fi/secure-email](http://www.op.fi/secure-email).

Banks have a duty to disclose this form and other customer information to the Finnish Tax Administration because Finland has committed to exchanging tax information with other countries, based on international treaties and common information sharing standards: the Foreign Account Tax Compliance Act (FATCA), the Common Reporting Standard (CRS), and the EU Directive on Administrative Cooperation (DAC2). The exchange of information does not directly give the country receiving the information the right to levy taxes. Instead, the taxation right is based on the legislation of each country.

For your convenience, we have explained some terms and abbreviations in Appendix 1. Please do not hesitate to contact us if you have any questions about filling in the form or determining your tax liability.

### Part 1 – Customer details

If the company's country of registration or permanent address refers to foreign tax liability and you intend to cancel tax reporting, you must provide the bank with a document from the authorities of the country in question.

Customer details	Official name		Business ID or other similar identifier
	Address	Postcode	Town/City

### Fill in information on your corporation or institution's all tax residencies and then go to Part 2

Tax residency	Tax Identification Number (TIN). In Finland, TIN is your Business ID. If you do not have it, please explain the reason here
Tax residency	Tax Identification Number (TIN). If you do not have it, please explain the reason here

### Part 2 – Nature of the corporation or institution's activities

Select the option describing the activities of the corporation or institution by ticking **one** of the options below. For the definitions, see Appendix 1.

Corporation or institution other than investment entity	a) <input type="checkbox"/> Corporation or institution which generates the majority (more than 50%) of its income from business activities (i.e. Active Non-Financial Entity such as a normal limited liability housing company, a limited liability company or road maintenance association). Go to Part 4 – Confirmation and signature.		
	b) <input type="checkbox"/> Corporation or institution, such as a governmental entity, international organisation, central bank or tax-exempt non-profit organisation (i.e. Active Non-Financial Entity such as a municipality, an entity wholly owned by the State of Finland, a parish or the Finnish Red Cross). Go to Part 4 – Confirmation and signature.		
	c) <input type="checkbox"/> Corporation or institution whose stock is regularly traded on an established securities market, or its associated company (i.e. Active Non-Financial Entity such as a listed company). Go to Part 4 – Confirmation and signature.		
Investment corporation or institution	d) <input type="checkbox"/> Corporation or institution which generates the majority (at least 50%) of its income from investing financial assets (i.e. Passive Non-Financial Entity. The customer is not an Active Non-Financial Entity or a Financial Institution). Fill in Part 3 – Beneficial owners and then go to Part 4 – Confirmation and signature.		
Financial institution	e) <input type="checkbox"/> Other financial institution (such as a depository institution). Provide your GIIN and then go to Part 4 – Confirmation and signature.		GIIN
	f) <input type="checkbox"/> Investment entity located in a Non-Participating Jurisdiction. Provide the sponsor's details, fill in Part 3 – Beneficial owners and then go to Part 4 – Confirmation and signature.		
	Sponsor's name if this is a sponsored entity		Sponsor's GIIN if this is a sponsored entity

Part 3 – Beneficial owners

Only fill in for a corporation or institution whose income is primarily from investment activities (Passive Non-Financial Entity) or for an investment entity located in a Non-Participating Jurisdiction. For the definitions, see Appendix 1.

Provide information on all beneficial owners of the corporation or institution. If there are more beneficial owners, provide their details in a separate document and attach it to this form. If the beneficial owner's address and/or citizenship refers to foreign tax liability and you intend to cancel tax reporting, you must provide the bank with a document from the authorities of the country in question.

If you have any questions about how to determine tax residency, please contact a tax advisor or the tax authorities in your tax residency.

Beneficial owner	Name (Last name, First name(s))		Personal ID code or date of birth
	Address	Postcode	Town/City
	Country of domicile		
	Tax residency (other than the United States)	Tax Identification Number (TIN). If you do not have it, please explain the reason here	
	Tax residency (other than the United States)	Tax Identification Number (TIN). If you do not have it, please explain the reason here	
	Beneficial owner is a United States citizen and/or the United States is their tax residency		<input type="checkbox"/> Yes <input type="checkbox"/> No

Beneficial owner	Name (Last name, First name(s))		Personal ID code or date of birth
	Address	Postcode	Town/City
	Country of domicile		
	Tax residency (other than the United States)	Tax Identification Number (TIN). If you do not have it, please explain the reason here	
	Tax residency (other than the United States)	Tax Identification Number (TIN). If you do not have it, please explain the reason here	
	Beneficial owner is a United States citizen and/or the United States is their tax residency		<input type="checkbox"/> Yes <input type="checkbox"/> No

Beneficial owner	Name (Last name, First name(s))		Personal ID code or date of birth
	Address	Postcode	Town/City
	Country of domicile		
	Tax residency (other than the United States)	Tax Identification Number (TIN). If you do not have it, please explain the reason here	
	Tax residency (other than the United States)	Tax Identification Number (TIN). If you do not have it, please explain the reason here	
	Beneficial owner is a United States citizen and/or the United States is their tax residency		<input type="checkbox"/> Yes <input type="checkbox"/> No

Beneficial owner	Name (Last name, First name(s))		Personal ID code or date of birth
	Address	Postcode	Town/City
	Country of domicile		
	Tax residency (other than the United States)	Tax Identification Number (TIN). If you do not have it, please explain the reason here	
	Tax residency (other than the United States)	Tax Identification Number (TIN). If you do not have it, please explain the reason here	
	Beneficial owner is a United States citizen and/or the United States is their tax residency		United States Tax Identification Number (TIN)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Beneficial owner	Name (Last name, First name(s))		Personal ID code or date of birth
	Address	Postcode	Town/City
	Country of domicile		
	Tax residency (other than the United States)	Tax Identification Number (TIN). If you do not have it, please explain the reason here	
	Tax residency (other than the United States)	Tax Identification Number (TIN). If you do not have it, please explain the reason here	
	Beneficial owner is a United States citizen and/or the United States is their tax residency		United States Tax Identification Number (TIN)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

#### Part 4 – Confirmation and signature

I hereby certify that the information provided in this form is true and correct. I undertake to provide the bank, upon request, any supplementary information it needs to fulfil the obligations under FATCA or CRS.

I undertake to notify the bank immediately of any changes to the information that I have provided in this form. I undertake to provide a new form within 30 days of the date when the information given herein changes or is no longer valid.

I have been informed that the information provided herein may be used for reporting purposes required by the laws of Finland. The bank may disclose information to the Finnish Tax Administration which may redisclose it to relevant authorities abroad.

Place and date	
Signature (authorised signatory) and name in print / block letters	Signature (authorised signatory) and name in print / block letters

## Appendix 1 - Definitions

### Tax residency

The country in which the corporation or institution is liable to pay tax under the laws of that country, for example because its headquarters are located there.

### FATCA

FATCA is the acronym for Foreign Account Tax Compliance Act, based on US legislation. Several countries, Finland included, have concluded an agreement with the US whereby the countries involved exchange tax information.

### CRS

CRS is the acronym for the Common Reporting Standard. It is a recommendation issued by the OECD (Organisation of Economic Cooperation and Development), under which countries exchange tax information.

### Verifying documentation

In order to revoke foreign tax reporting, the customer has to submit the tax residency self-certification as well as verifying documentation. Such verifying documentation may include

- a Certificate of Loss of Nationality of the United States, or
- a certificate from the tax authority confirming that the company/person is not liable to pay tax.

If the customer does not submit the required additional documents, the bank has the obligation to report the customer as part of its annual reporting.

### Tax Identification Number (TIN)

Tax Identification Number (TIN) or an equivalent identifier is an identifying combination of letters or digits issued by a relevant authority. It is used for identification related to tax procedures. Some countries do not use TINs.

### Active Non-Financial Entity (Active NFE)

A corporation or institution which does not classify as a financial institution and which engages in other than investment activities and which fulfils at least one of the following conditions:

- Amount of income from the sale of goods and services – more than 50% of the corporation or institution's gross income for the previous reporting period (e.g. the previous calendar year) are attributable to business activities. In other words, less than 50% of the assets held by the corporation or institution were used to produce passive income, such as dividends, interest, royalties or income from the sale of assets generating such income.
- Non-profit – The corporation or institution is a non-profit organisation, e.g. a tax-exempt charitable organisation, tax-exempt non-profit organisation or tax-exempt religious community.
- Start-up company – The corporation or institution is not yet operating a business and has previously not operated a business, but it invests capital in assets for purposes other than operating the business of a financial institution. However, the corporation or institution is no longer

considered to be a start-up company when 24 months has elapsed since its establishment.

- Listed or public company – Company's shares are regularly traded on an established securities market or a company controlled by a listed company. Control refers to direct or indirect holding of more than 50% of the voting rights and value of the company.
- Liquidation and bankruptcy – The corporation or institution has not been a financial institution in the last five years and is about to realise its assets or restructure with a view to continuing or restarting operations as a non-financial institution.
- Governmental entity – The corporation or institution is a government, a political body of a government, or a public body performing the functions of a government or a political body of the government, or a corporation or institution wholly owned by one of those bodies.
- Holding company – At least 80% of the corporation or institution's activities consist of providing financing and services of one or more subsidiaries to one or more subsidiaries which do not operate as a financial institution. A holding company is not considered to be an Active Non-Financial Entity if the entity functions as an investment fund (e.g. a private equity fund, leveraged buyout fund or other investment vehicle) whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes.
- Treasury centre – The primary activity of the corporation or institution (generating more than 50% of its income) is to enter into hedging and financing transactions with corporations or institutions controlled by it (non-financial institutions). A corporation or institution is considered a treasury centre if it provides these services to corporations or institutions other than those controlled by it.

If the company is an Active Non-Financial Entity, and options b) or c) do not apply, select option a) Corporation or institution which generates the majority (more than 50%) of its income from business activities.

### Passive Non-Financial Entity (Passive NFE)

A corporation or institution which engages in investment activities but does not classify as a financial institution or an Active Non-Financial Entity. Non-profit associations or foundations do not belong to this group. Read more about the definition of a non-profit association or foundation on the website of the Finnish Tax Administration.

A corporation or institution which generates at least 50% of its gross income for the reporting period (e.g. the previous calendar year) from investing, reinvesting or trading in financial assets, or from financial assets which generate or are intended to generate such income (i.e. passive income such as dividends, interest or royalties).

### Financial institution

Financial institution refers to a depository institution, custodial institution, investment entity or a specified insurance company. An investment entity is an entity whose primary activity is to execute any of the following transactions for or on behalf of the customer:

- 1) trading in securities or other financial instruments,
- 2) individual or collective portfolio management, and
- 3) other investment, management or administration of financial assets or money on behalf of other individuals.

Note: In Finland, funds are normally investment entities and thus financial institutions. In other countries, the classification is based on national regulations.

### Passive income

Passive income may consist of dividends, interest, rent and royalty income, annuities, death benefits from life insurance, other insurance payments or gains from the sale of assets that generate passive income. Rents are not usually considered passive income if they are derived from a business conducted by employees.

The definition of passive income does not include charges for common expenses and other such charges received by limited liability housing companies and mutual real estate companies.

### GIIN

GIIN (Global Intermediary Identification Number) is an identification number assigned to financial institutions (including sponsoring entities) by the Internal Revenue Service, which is the registration authority in the United States, under the Foreign Account Tax Compliance Act (FATCA).

### Sponsored entity

A corporation or institution whose FATCA reporting obligations are fulfilled by another entity (sponsor).

### Non-Participating Jurisdictions

States not participating in the automatic exchange of financial account information under the Common Reporting Standard (CRS) are referred to as Non-Participating Jurisdictions. Please note that the United States is a Non-Participating Jurisdiction. For more information, please contact tax authorities.

### Beneficial owner

Beneficial owner means a natural person who:

- 1) holds more than 25% of the votes conferred by shares or participations in the company and these votes are based on ownership, membership, articles of association, deed of partnership or rules or bylaws comparable thereto, or on some other agreement

OR

- 2) has the right to appoint or dismiss the majority of members of the company's or entity's board of directors or a governing body comparable thereto or a body which has the equivalent right and this right is based on the same matters as the votes referred to in paragraph 1 above.

If the beneficial owner cannot be identified on the grounds mentioned above, the company board or general partners, or the managing director or another person in an equivalent position are considered beneficial owners.

In the case of trusts, the beneficial owner refers to founders, asset managers, guardians, beneficiaries and any other persons exercising effective control over the trust. In the case of a foundation or other legal arrangement resembling a trust, beneficial owners are persons who are in a similar or comparable position to the beneficial owners of the trust. In private equity funds, hedge funds and other similar units, the general partners or corresponding natural persons are usually considered to be persons exercising control.

### Limitation of liability

The bank does not provide tax advice and cannot determine a customer's tax residency. If you have any questions about how to determine tax residency, please contact a tax advisor or your local tax authority.

If this form is not appropriate to certify your FATCA status, please fill in form W-8BEN-E instead.