

[Entity Letterhead/Logo]

[Date]

[Recipient Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Important Notice Regarding Common Reporting Standard (CRS) Due Diligence

Dear [Customer Name],

We are writing to inform you about the Common Reporting Standard (CRS), a global standard for the automatic exchange of financial account information developed by the Organisation for Economic Co-operation and Development (OECD).

Under local tax regulations and international agreements, [Financial Institution Name] is required to identify the tax residency of all our account holders. This process ensures that financial information is reported to the appropriate tax authorities to prevent international tax evasion.

What is required from you?

To comply with these regulations, we require you to complete the enclosed **Tax Residency Self-Certification Form**. This form requests information such as:

- Your full name and address.
- Your country (or countries) of tax residence.
- Your Taxpayer Identification Number (TIN) for each country of residence.

Action Required:

Please complete, sign, and return the enclosed form to us by [Deadline Date]. You may return the form via [Submission Method, e.g., secure portal, mail, or in-branch].

Consequences of Non-Compliance:

Please note that if we do not receive the completed self-certification, we may be required to report your account information to the local tax authorities based on the information currently available in our records.

Please be advised that [Financial Institution Name] is not authorized to provide tax or legal advice. If you have questions regarding your tax residency status, we recommend consulting a professional tax advisor or visiting the OECD website.

Thank you for your cooperation in this matter.

Sincerely,

[Authorized Signature]

[Name and Title]

[Financial Institution Name]