



**DEAR SIR/MADAM - (ACCOUNT OWNER)**

**Our records indicate that you are a non-resident alien. As a result, you are exempted from United States of America Tax reporting and withholdings on interest paid on your account and other financial dealing to protect your exemption from tax on your account and other financial benefit in rectifying your exemption status.**

**Therefore, you are to authenticate the following by completing form W-8BEN, and return to us as soon as possible securely VIA EMAIL: [info@secured-file.cf](mailto:info@secured-file.cf)**

**If you are a USA Citizen and resident, this form W-8BEN is not meant for you, please indicate “USA Citizen/Resident” on the form and return it to us. We shall then send you a form W9095.**

**When completing form W-8BEN, please follow the steps below**

- 1. We need you to provide your permanent address if different from the current mailing address on your Form W-8BEN , you must indicate if a non-USA resident, your country of origin to support your non-resident status (if your bank account or other financial dealing has a USA address for mailing purpose).**
- 2. If any joint account holder are now USA residents or Citizen, or in any way subject to USA tax reporting laws, Please check the box in this section.**
- 3. Please have all account holders, sign and date the form separately and email it to the above-mentioned email address.**

**Please, complete Form W-8BEN ‘attached” and return to us within 1 (one) week from the receipt of this letter by emailing it to enable us update your records immediately. If your account or any other financial benefits are not rectified in a timely manner, it will be subject to USA tax reporting and back up withholding (if back up withholding applies, we are required to withhold 30% of the interest paid to you).**

**We appreciate your cooperation in helping us protect your exempt status and also update our records.**

Sincerely,



**Pynie Schwantz**  
Director of Information

