

Amendments to Beneficiaries and Letter of Wishes

Plan Number

I/We would like to submit the following instructions to Metis Global (Singapore) Pte. Limited ("Metis SG"), for the purposes of effecting the following amendments to Trust Plan Number:

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Note:

Please complete this form and send it to service.sg@metisgl.com using your registered email with Metis SG. Please fill in the details and if you make any amendments, please sign next to them.

Replacement of 2nd Tier Beneficiaries

I/We would like to appoint the following persons as my/our second-tier beneficiaries under my/our Trust Plan in place of my/our existing second-tier beneficiaries.

Trust Company/Charity Organisation Natural Person(s)

It is important to inform us and to update the contact information should there be any changes. This is to facilitate efficient distribution of the trust assets.

Particulars of Trust Company/Charity Organisation

Name of Company/ Organisation		UEN	
Contact Number		Email Address	

Letter of Wishes ("LOW") (Only for Beneficiary which is a Trust Company/Charity Organisation)

I/We being the settlor(s) as that term is defined in the Plan, am/are writing to you, as trustee of the Trust, to indicate my/our wishes as to the management and administration of and the application of income and capital I/we have contributed to the Trust. I/We am/are not in any way limiting or fettering the exercise of your discretion or in any way creating any binding trust or obligation or directions binding upon you in law but merely making you aware of how I/we would prefer the Trust Fund, as defined in the terms and conditions of the Plan ("Terms and Conditions"), be dealt with within the powers and discretions conferred upon you by the Trust. Furthermore, any and all my/our wishes should be made subject to the Terms and Conditions and also any due diligence process that may be required by you from time to time (including without limitation any anti-money laundering and know your client checks).

It is my/our wish that this Letter of Wishes shall not be shared with any of the beneficiaries of the Trust. I/We agree that if there is more than one settlor and any settlor predeceases the other settlor, the surviving settlor can continue to write to you their wishes as to the management and administration of and the application of income and capital attributable to the beneficiaries of the Trust. I/We also agree that if at any time, there is more than one surviving settlor, then any further letter of wishes will be signed by all such settlors. If not all such settlors sign on the further letter of wishes, then you can ignore such letter of wishes.

1 Exercise of Discretionary Powers

1.1 I/We would prefer that, in the exercise of all your powers and duties under the Trust and also with regard to the management and administration of the Trust Fund, you would regard the Trust Fund as a source of financial security for the beneficiary(ies) under the Trust, and consider my/our wishes in all matters concerning the Trust Fund.

2 Distribution of income and/or capital of the Trust Fund

2.1 It is my/our wish that you distribute the income and/or capital or part thereof of the Trust Fund to the First Tier Beneficiaries (if any) and, in absence of First Tier Beneficiaries, to the Second Tier Beneficiaries, on my/our request from time to time during my/our lifetime.

2.2 In the event of the death of all the Settlers, it is my/our wish that the entire Trust Fund be fully distributed to the Second Tier Beneficiaries as a lump sum distribution and the Trust be vested.

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Natural Person(s)

Beneficiary 1 Personal Particulars

Relationship to Settlor(s) Full Name
(As in NRIC/FIN/Passport including any alias and other names)

NRIC/FIN/Passport No. Date of Birth / /

Nationality Country of Birth Gender

Mobile Home Work Email Address

Residential Address Postal Code
Country

Beneficiary 2 Personal Particulars

Relationship to Settlor(s) Full Name
(As in NRIC/FIN/Passport including any alias and other names)

NRIC/FIN/Passport No. Date of Birth / /

Nationality Country of Birth Gender

Mobile Home Work Email Address

Residential Address Postal Code
Country

Beneficiary 3 Personal Particulars

Relationship to Settlor(s) Full Name
(As in NRIC/FIN/Passport including any alias and other names)

NRIC/FIN/Passport No. Date of Birth / /

Nationality Country of Birth Gender

Mobile Home Work Email Address

Residential Address Postal Code
Country

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Beneficiary 4 Personal Particulars

Relationship to Settlor(s)		Full Name <small>(As in NRIC/FIN/Passport including any alias and other names)</small>																		
NRIC/FIN/Passport No.					Date of Birth			/			/									
Nationality				Country of Birth				Gender												
Mobile		Home		Work		Email Address														
Residential Address							Postal Code													
							Country													

Beneficiary 5 Personal Particulars

Relationship to Settlor(s)		Full Name <small>(As in NRIC/FIN/Passport including any alias and other names)</small>																		
NRIC/FIN/Passport No.					Date of Birth			/			/									
Nationality				Country of Birth				Gender												
Mobile		Home		Work		Email Address														
Residential Address							Postal Code													
							Country													

Letter of Wishes ("LOW")

I/We being the settlor(s) as that term is defined in the Plan, am/are writing to you, as trustee of the Trust, to indicate my/our wishes as to the management and administration of and the application of income and capital I/we have contributed to the Trust. I/We am/are not in any way limiting or fettering the exercise of your discretion or in any way creating any binding trust or obligation or directions binding upon you in law but merely making you aware of how I/we would prefer the Trust Fund, as defined in the terms and conditions of the Plan ("**Terms and Conditions**"), be dealt with within the powers and discretions conferred upon you by the Trust. Furthermore, any and all my/our wishes should be made subject to the Terms and Conditions and also any due diligence process that may be required by you from time to time (including without limitation any anti-money laundering and know your client checks).

It is my/our wish that this Letter of Wishes shall not be shared with any of the beneficiaries of the Trust.

I/We agree that if there is more than one settlor and any settlor predeceases the other settlor, the surviving settlor can continue to write to you their wishes as to the management and administration of and the application of income and capital attributable to the beneficiaries of the Trust. I/We also agree that if at any time, there is more than one surviving settlor, then any further letter of wishes will be signed by all such settlors. If not all such settlors sign on the further letter of wishes, then you can ignore such letter of wishes.

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1 Exercise of Discretionary Powers

1.1 I/We would prefer that, in the exercise of all your powers and duties under the Trust and also with regard to the management and administration of the Trust Fund, you would regard the Trust Fund as a source of financial security for the beneficiary(ies) under the Trust, and consider my/our wishes in all matters concerning the Trust Fund.

2 Distribution of Income and/or Capital of the Trust Fund

2.1 From time to time during my/our lifetime, it is my/our wish that you distribute the income and/or capital or part thereof of the Trust Fund to the Beneficiary(ies) in accordance with my/our request.

2.2 After you have been notified of the event selected under paragraph 2.2.1 below, it is my/our wish that you distribute the income and/or capital or part thereof of the Trust Fund to the Beneficiary(ies) in accordance with the options selected under paragraph 2.2.2 below.

2.2.1 Please select:

- Death of all Settlor(s) Death or Incapacity of all Settlor(s)

2.2.2 Please select:

- Option 1 – lump sum distribution (paragraph 2.4 below)
- Option 2 – regular distribution (paragraph 2.5 below)
- Option 3 (type A) – lump sum distribution on “indicative date” (paragraph 2.6 below)
- Option 3 (type B) – regular distribution on “start date” (paragraph 2.7 below)
- Option 3 (type A + B) – lump sum distribution on “indicative date” + regular distribution on “start date” (paragraph 2.8 below)

2.3 I/We understand that:

- 2.3.1 no distribution shall be made to any Beneficiary(ies) after their lifetime; and
- 2.3.2 certain fees and charges may apply if we select Option 3 (type A), Option 3 (type B), or Option 3 (type A + B), and such fees and charges may vary from time to time.

2.4 Option 1 Lump Sum Distribution

2.4.1 It is my/our wish that the entire Trust Fund be distributed to the Second Tier Beneficiary(ies) as a lump sum distribution in the following proportions and for the Trust to terminate thereafter:

	Name of Second Tier Beneficiary	Proportion (%)
1		
2		
3		
4		
5		

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If there is more than one Second Tier Beneficiary and any Second Tier Beneficiary predeceases the other Second Tier Beneficiar(ies), it is my/our wish that the share of the deceased Second Tier Beneficiary be distributed pro rata to the surviving Second Tier Beneficiar(ies) in accordance to the table above.

2.5 Option 2 Regular Distribution

2.5.1 It is my/our wish that the Trust Fund be distributed to the Second Tier Beneficiary(ies) as a regular distribution based on the following arrangement:

Please select the frequency **Monthly** **Yearly**

	Name of Second Tier Beneficiary	Amount (min. SGD1,000)
1		
2		
3		
4		
5		

If there is more than one Second Tier Beneficiary and any Second Tier Beneficiary predeceases the other Second Tier Beneficiar(ies), it is my/our wish that, subject to paragraph 2.5.2, the share of the deceased Second Tier Beneficiary shall not be distributed to the surviving Second Tier Beneficiary(ies).

2.5.2 Once the value of the Trust Fund falls below SGD 10,000 or is less than the amount to be distributed at the next distribution, it is my/our wish that the remaining Trust Fund be distributed to the Second Tier Beneficiary(ies) as a lump sum distribution in the following proportions and for the Trust to terminate thereafter:

	Name of Second Tier Beneficiary	Proportion (%)
1		
2		
3		
4		
5		

If there is more than one Second Tier Beneficiary and any Second Tier Beneficiary predeceases the other Second Tier Beneficiar(ies), it is my/our wish that the share of the deceased Second Tier Beneficiary be distributed pro rata to the surviving Second Tier Beneficiar(ies) in accordance to the table above.

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2.7 Option 3 (Type B) Regular distribution on "Start Date"

2.7.1 It is my/our wish that the Trust Fund be distributed to the Second Tier Beneficiar(ies) as a regular distribution on or after the specified "start date" based on the following arrangement:

Please select the frequency

Monthly

Yearly

	Name of Second Tier Beneficiary	Start Date* (MM/YYYY)	Amount (min. SGD1,000)
1			
2			
3			
4			
5			

*(provided that where you have not been notified of the death or (where applicable) Incapacity of all the Settlor(s) on any "start date", such "start date" will be delayed until such date where you are notified of the death or (where applicable) Incapacity of all the Settlor(s))

If any Second Tier Beneficiary passes away before the specified "start date" and there is more than one Second Tier Beneficiary, it is my/our wish that, subject to paragraphs 2.8.1(a)(i), 2.8.1(a)(ii) and 2.8.2, the share of the deceased Second Tier Beneficiary shall not be distributed to the surviving Second Tier Beneficiary(ies).

2.7.2 Once the value of the Trust Fund falls below SGD 10,000 or is less than the amount to be distributed at the next distribution, it is my/our wish that the entire Trust Fund be distributed to the Second Tier Beneficiary(ies) as a lump sum distribution in the following proportions and for the Trust to terminate thereafter.

	Name of Second Tier Beneficiary	Proportion (%)
1		
2		
3		
4		
5		

If there is more than one Second Tier Beneficiary and any Second Tier Beneficiary predeceases the other Second Tier Beneficiar(ies), it is my/our wish that the share of the deceased Second Tier Beneficiary be distributed pro rata to the surviving Second Tier Beneficiar(ies) in accordance to the table above.

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2.8 **Option 3 (Type A+B) Lump Sum Distribution on "Indicative Date" and Regular Distribution on "Start Date"**

2.8.1 It is my/our wish that the Trust Fund be distributed to the Second Tier Beneficiar(ies):

(a) on or after the "indicative date" based on the following arrangement:

	Name of Second Tier Beneficiary	Indicative Date* (MM/YYYY)	Amount (min. SGD5,000)
1			
2			
3			
4			
5			

*(provided that where you have not been notified of the death or (where applicable) Incapacity of all the Settlor(s) on any "indicative date", such "indicative date" will be delayed until such date where you are notified of the death or (where applicable) Incapacity of all the Settlor(s))

If any Second Tier Beneficiary passes away before the specified "indicative date" and there is more than one Second Tier Beneficiary, it is my/our wish that, subject to paragraphs 2.8.1(a)(i), 2.8.1(a)(ii) and paragraph 2.8.2, the share of the deceased Second Tier Beneficiary shall not be distributed to the surviving Second Tier Beneficiary(ies).

(i) If the value of the Trust Fund is less than the amount to be distributed on any specified "indicative date", it is my/our wish that the entire Trust Fund be distributed to the specified Second Tier Beneficiary and for the Trust to terminate thereafter.

(ii) Where there is more than one Second Tier Beneficiary having the same "indicative date" and the value of the Trust Fund is less than the aggregated amount to be distributed to these Second Tier Beneficiaries, it is my/our wish that the entire Trust Fund be distributed pro rata to these Second Tier Beneficiaries in accordance to the table above. It is my/our further wish for the Trust to terminate thereafter.

;and

(b) as a regular distribution on or after the specified "start date" based on the following arrangement:

Please select the frequency

Monthly

Yearly

	Name of Second Tier Beneficiary	Start Date* (MM/YYYY)	Amount (min. SGD1,000)
1			
2			
3			
4			
5			

*(provided that where you have not been notified of the death or (where applicable) Incapacity of all the Settlor(s) on any "start date", such "start date" will be delayed until such date where you are notified of the death or (where applicable) Incapacity of all the Settlor(s))

