

## 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:

#### 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 2<sup>nd</sup> 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.

Ο

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

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

It is my/our wish that you distribute the income and/or capital or part thereof of the Trust Fund to the First Tier 2.1 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 Settlors, 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.

TO/Nov2023

Page 1 of 10





Plan	Num	ber	

## Natural Person(s)

Beneficiary 1 Persona	l Particulars		
Relationship to Settlor(s)		Full Name (As in NRIC/FIN/Passport including an alias and other names)	ıy
NRIC/FIN/Passport No.		Date o	of Birth / /
Nationality	Country of	Birth	Gender
Mobile Hom	e Work	Email Addre	255
Residential Address			Postal Code
			Country
Beneficiary 2 Persona	l Particulars		
Relationship to Settlor(s)		Full Name (As in NRIC/FIN/Passport including and alias and other names)	у
NRIC/FIN/Passport No.		Date o	of Birth / /
Nationality	Country of	Birth	Gender
Mobile Home	e Work	Email Addre	255
Residential Address			Postal Code
			Country
Beneficiary 3 Persona	l Particulars		
Relationship to Settlor(s)		Full Name (As in NRIC/FIN/Passport including and alias and other names)	у
NRIC/FIN/Passport No.		Date o	of Birth / /
Nationality	Country of	Birth	Gender
Mobile Home	e Work	Email Addre	ess
Residential Address			Postal Code
			Country

TO/Nov2023

Page 2 of 10





\_.

A Subsidiary of Metis Global Group

.. .

						inder
Beneficiary 4 Per	sonal Particula	irs				
Relationship to Settlo	r(s)	Full Name (As in NRIC/FIN alias and other	/Passport including any			
NRIC/FIN/Passport No	o.		Date of Birth	/	/	
Nationality		Country of Birth		Gender		
Mobile	Home	Work	Email Address			
Residential Address			Posta	Code		
			Count	ry		
Beneficiary 5 Per	sonal Particula	irs				
Relationship to Settlo	r(s)	Full Name (As in NRIC/FIN alias and other	/Passport including any			
NRIC/FIN/Passport No	o.		Date of Birth	/	1	
Nationality		Country of Birth		Gender		
Mobile	Home	Work	Email Address			
Residential Address			Postal	Code		
			Count	ry		

## 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 antimoney 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.

TO/Nov2023

Page 3 of 10





#### **1** Exercise of Discretionary Powers

I/We would prefer that, in the exercise of all your powers and duties under the Trust and also with regard to the

1.1 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

Death of all Settlor(s)

- 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.
- 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 or Incapacity of all Settlor	(s	5	)	)
------------------------------------	----	---	---	---

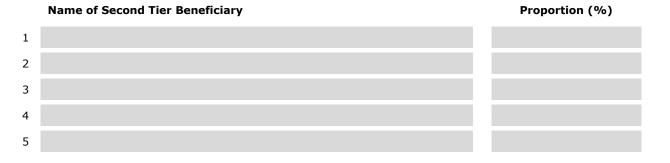
- 2.2.2 Please select:
  - Option 1 lump sum distribution (paragraph 2.4 below)
    - Option 2 regular distribution (paragraph 2.5 below)
  - Option 3 (type A) lump sum distribution on "indicative date" (paragraph 2.6 below)
  - Option 3 (type B) regular distribution on "start date" (paragraph 2.7 below)

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:



TO/Nov2023

Page 4 of 10







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 <u>be distributed</u> pro rata to the surviving Second Tier Beneficiar(ies) in accordance to the table above.

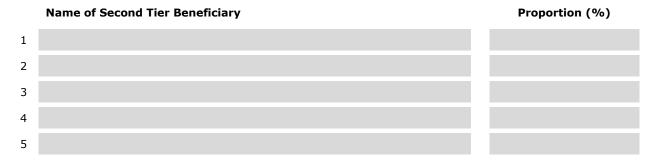
#### 2.5 Option 2 Regular Distribution

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	0	Monthly	0	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 <u>shall not be distributed</u> 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:



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 <u>be distributed</u> pro rata to the surviving Second Tier Beneficiar(ies) in accordance to the table above.

TO/Novv2023

Page 5 of 10







#### 2.6 **Option 3 (Type A) Lump Sum distribution on "Indicative Date"**

2.6.1 It is my/our wish that you make a lump sum distribution to the Second Tier Beneficiar(ies) 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			

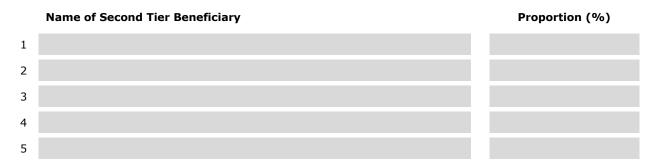
\*(provided that where you have not been notified of the death or (where applicable) Incapacity of all the Settlor(s) on any "indicative date", such "indicative date" will be delayed until such date where you are notified of the death or (where applicable) Incapacity of all the Settlor(s))

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 2.6.2 to 2.6.4, the share of the deceased Second Tier Beneficiary shall not be distributed to the surviving Second Tier Beneficiary(ies).

- If the value of the Trust Fund is less than the amount to be distributed on any specified "indicative date",
- 2.6.2 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.

2.6.3 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 <u>be distributed</u> 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.

If there is remaining Trust Fund after the distribution in accordance with paragraphs 2.6.1 to 2.6.3 above, 2.6.4 it is my/our further wish that the 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:



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 <u>be distributed</u> pro rata to the surviving Second Tier Beneficiar(ies) in accordance to the table above.

TO/Nov2023

Page 6 of 10







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

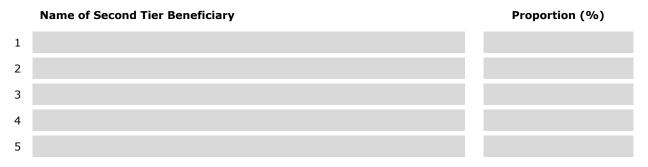
2.7.1 It is my/our wish that the Trust Fund be distributed to the Second Tier Beneficiar(ies) as a regular distribution on or after the specified "start date" based on the following arrangement:

	Please select the frequency	O Monthly	$\bigcirc$	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.



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 <u>be distributed</u> pro rata to the surviving Second Tier Beneficiar(ies) in accordance to the table above.

TO/Nov2023

Page 7 of 10







# 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)(i) and paragraph 2.8.2, the share of the deceased Second Tier Beneficiary shall not be distributed to the surviving Second Tier Beneficiary(ies).

If the value of the Trust Fund is less than the amount to be distributed on any specified "indicative(i) 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.

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
(ii) Beneficiaries, it is my/our wish that the entire Trust Fund <u>be distributed</u> 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	O Monthly	$\bigcirc$	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))

TO/Nov2023

Page 8 of 10





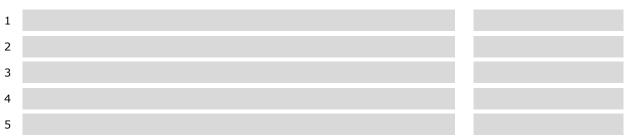


If any Second Tier Beneficiary passes away before the specified "start date" and there is more than one Second Tier Beneficiary, it is my/our wish that, subject to paragraphs 2.8.1(a)(i), 2.8.1(a)(ii) and 2.8.2, the share of the deceased Second Tier Beneficiary shall not be distributed to the surviving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

2.8.2 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 (whether under paragraph 2.8.1(a) or paragraph 2.8.1(b)), 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 (%)



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 <u>be distributed</u> pro rata to the surviving Second Tier Beneficiar(ies) in accordance to the table above.

TO/Nov2023

Page 9 of 10





# Plan Number

TRUST

### **Declaration and Authorisation**

By submitting this form, I/We agree and consent to Metis SG, and/or its appointed representatives and/or agents (and such other third-party service providers as it may engage (such representatives, agents, and/or authorised service providers each a "Representative"), and who may be located outside Singapore) collecting, receiving, using, storing, disclosing and processing my/our Personal Data (as defined in, and) in accordance with the terms of the Terms and Conditions and Metis SG's privacy policy as amended from time to time, available at https://metisgl.com.sg/media/1/docs/privacy\_policy.pdf ("Privacy Policy"), and the terms of Privacy Policy are incorporated into the Terms and Conditions by reference, and are also available to me/us upon request), for one or more of the following purposes:

a) processing this form and providing me/us with your products and services as well as the services of third-party service providers;

b) administering and/or managing our relationship and/or our account(s) with you; and/or

c) any of the purposes set out in the Privacy Policy.

I/We further represent and warrant that:

a) all of the information provided by me/us to you (including without limitation personal particulars and contact information) is accurate and complete; and

b) if in connection with this form, I/we provide the personal data of any third parties, I/we further warrant and represent that these third parties have also consented to the terms of the Privacy Policy, and to the collection, receipt, use, storage, disclosure and processing of their personal data in accordance with the aforesaid and for all the purposes contemplated herein; and

c) I am/we are the user(s) and/or subscriber(s) of the telephone number and other contact details provided by me/us in this application or other documents furnished by/to Metis and agree that I/we have read and understood the above provisions.

2 Metis SG may rely conclusively upon and accept any communications received via email or Metis SG's online portal

(collectively "electronic communications") which is in good faith believed to be genuinely endorsed/signed by me/us. Any transactions made according to electronic communications shall be irrevocable and binding upon me/us, whether such electronic communications have in fact been given with or without my/our authority, knowledge, or consent. Under no circumstances shall Metis SG have any duty or any obligation to enquire or verify the identity of the person(s) initiating the electronic communications in my/our name or the authenticity of the signature appearing thereon or the validity of the electronic communications.

- 3 I/We understand that sending electronic communications is not a safe and reliable transmission method. Metis SG shall not connection with any network or telephone line failure, any uncontrollable events or any other circumstances beyond Metis SG's control.
- 4 I/We understand that the updates will take effect only after Metis SG's acceptance and approval of the request and Metis SG will notify me of the effective date of the change.

Full Name of Settlor (As in NRIC/FIN/Passport including any alias and other names)	Full Name of Joint Settlor (where applicable) (As in NRIC/FIN/Passport including any alias and other names)
Signature	Signature
Date Signed / /	
TO/Nov2023	Page 10 of 10
	PARTNER