

Insurance Policy Assignment Request Form

Plan Number

I/We hereby request that Metis Global (Singapore) Pte. Limited ("Metis SG"), as the trustee to my/our Trust Plan, to be named as the assignee to the assignment of the following Insurance Policy into my/our Trust Plan in accordance with the details as set out below

--	--	--	--	--	--	--	--	--	--

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.

Section A – Important Notes

- Please read the Additional Terms and Conditions made available on Metis SG's website (<https://metisgl.com.sg>) -> Plans -> SapphirePRO / CitrinePRO prior to proceeding with this Request.
- Metis SG does not offer any financial advisory services. You are encouraged to seek advice from your Financial Adviser (if any) before assigning any Insurance Policy into your Trust Plan. Your Financial Adviser should be able to explain the implications of your decision and provide appropriate recommendations to you, taking into account your investment objectives, financial situation, needs and any applicable fees and charges
- Metis SG may, at its sole and absolute discretion, accept to be the named assignee for the assignment of the Insurance Policy into the Trust Plan if the following conditions are met:
 - The Trust Plan has not been terminated;
 - The Insurance Policy is issued by a Singapore insurer that is licensed by the Monetary Authority of Singapore;
 - The policyowner has full rights, power and authority and the legal capacity to assign the Insurance Policy to Metis SG;
 - (where relevant) The policyowner has set up a Giro arrangement to pay for all regular premiums of the Insurance Policy that are payable in future; and
 - The Settlor or the youngest Settlor (in the case of a joint application) is below the age of 80 at the date of this Request.

Notwithstanding the satisfaction of the conditions set out above, Metis SG reserves the right to reject this Request at its sole and absolute discretion and will not be required to disclose the reason(s) for its decision.

Section B – Insurance Policy Details

1. Insurance Policy Details

Name of Insurer	<input type="text"/>	Policy Type ¹	Select One
Policy Name	<input type="text"/>		
Policy Number	<input type="text"/>	Sum Assured (in the event of death of the life insured)	<input type="text"/> Currency <input type="text"/>
Premium fully paid	<input type="radio"/> Yes <input type="radio"/> No		
Premium Frequency ²	<input type="text"/>	Premium Amount ²	<input type="text"/>
Next Premium Due Date ²	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Policy Cessation/ Maturity Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	(Not Applicable for life insurance policy)	
Remarks	<input type="text"/>		

- Excluding any policy with recurring living benefits and/or investment-linked insurance policies.
- Details are not required for policy which are fully paid.

2. Insurance Policy Owner Details

Is the Settlor the Policy Owner? Please skip to Section B-2B if you have selected "Yes".

- Yes No, please disclose Policy Owner's details and complete the Third-Party Payor Form and submit it along with this application form for our review:

Plan Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Section B-2A

Policy Owner's Name
(As in NRIC/FIN/Passport including any alias and other names)

NRIC/FIN/ Passport Nationality Country of Birth

Nature of Industry Business Type

Occupation

Relationship to Settlor(s) Parent Spouse Child Others

Note: Documented proof of relationship will be required

Section B-2B

Is the Policy Owner the Payor? The Payor refers to the person making the premium payments. Please skip to Section 3 if you have selected "Yes".

Yes No, please disclose Payor's details and complete the Third-Party Payor Form and submit it along with this application form for our review:

Section B-2C

Payor's Name
(As in NRIC/FIN/Passport including any alias and other names)

NRIC/FIN/Passport Nationality Country of Birth

Nature of Industry Business Type

Occupation

Relationship to Policy Owner Parent Spouse Child Others

Note: Documented proof of relationship will be required

Please state reason for paying the premium on behalf of the Policy Owner:

<input type="checkbox"/> Family Financial Arrangement	<input type="checkbox"/> Gift to Policy Owner
<input type="checkbox"/> Private Financial agreement	<input type="checkbox"/> Employee – Employer benefits
<input type="checkbox"/> Others: Please provide details below:	

3. Insurance Policy Owner Details

Is the Settlor the life insured?

Yes No and in the event of the death of all the Settlers, it is the settlor(s) wish that the policy be surrendered.

Section C - Purpose of assignment

Please confirm that the purpose of the assignment is to provide a source of financial security for the beneficiaries under this Trust.

Yes

Section D – Fees and Charges

- You may request for Metis SG to be named as the assignee for the assignment of the Insurance Policy into the Trust Plan. An assignment fee of SGD500 (exclusive of any goods and services tax) may be charged by Metis SG for each successful assignment of Insurance Policy.
- An administration charge will be imposed each time Metis SG is required to submit a claim under the Insurance Policy. The current administration charge is 1 percent of the claim amount, subject to a minimum of SGD300 and up to a maximum of SGD5,000.

Plan Number

--	--	--	--	--	--	--	--	--	--

3. A servicing fee of SGD100 (exclusive of any goods and services tax) will be charged for each policy servicing request performed by Metis SG. Such policy servicing requests include, without limitation, any request to reinstate the Insurance Policy and make payment of any loan with respect to the Insurance Policy.
4. Metis SG reserves the right to convert the payout into any foreign currency for investments and any fees or charges imposed for the conversion will be deducted from the payout.
5. Any fees or charges imposed by the insurer in relation to the assignment of the Insurance Policy to Metis SG will be borne in its entirety by the Settlor.
6. You may request Metis SG to subsequently assign the Insurance Policy to a Beneficiary under the Trust Plan. Such assignment will be regarded as a distribution of trust assets and will be subject to the terms and conditions of the Trust Plan and Metis SG's internal policies and procedures with respect to distributions of trust assets. In the case of a successful assignment, an assignment fee of SGD500 (exclusive of any goods and services tax) will be separately charged and any fees and charges imposed by the insurer will also be borne in its entirety by you.
7. Metis SG reserves the right to vary the charges contemplated under this Section C by giving you not less than three months' prior notice in writing, or such other period of notice in compliance with the relevant regulatory requirements.
8. For the avoidance of doubt, any fees and charges referred to in this Section C is in respect of each Insurance Policy and each claim made thereunder.

Section E – Declaration and Signature

1. I/We confirm that I/we have read and verified the information in this document (including the Important Notes section). I/We confirm that the information provided by me/us is true, correct, complete and not misleading in any way. I/We accept full responsibility for them. I/We have not withheld any information. I/We undertake to provide any further information and documentation reasonably required from time to time.
2. I / We understand that my/our Trust Plan is subject to the Additional Terms and Conditions – Assignment of Insurance Policy. I/We confirm that I/we have read, understood and accepted such Terms and Conditions which is available on Metis SG's website (<https://metisgl.com.sg>).
3. I/We confirm that I/we have read, understood and accepted Section C – Fees and Charges.
4. I/We understand that Metis SG will notify me/us once my/our Request has been reviewed and a decision has been made.
5. I/We understand that Metis SG reserves the right to reject this Request at its sole and absolute discretion and will not be required to disclose the reason(s) for its decision.
6. I/We shall jointly and severally indemnify Metis SG and any person appointed or employed by it against all claims, liabilities, damages, losses, costs and expenses of any kind which may be incurred by any of them and all actions or proceedings which may be brought by or against any of them in connection with this Request unless due to the fraud, gross negligence or wilful default of Metis SG or any other person appointed or employed by it.
7. 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.
8. I/We understand that sending electronic communications is not a safe and reliable transmission method. Metis SG shall not, in any event, be liable to me/us for any liabilities, losses, damages, or expenses whatsoever arising out of or in connection with any network or telephone line failure, any uncontrollable events or any other circumstances beyond Metis SG's control.
9. 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, and who may be located outside Singapore) collecting, receiving, using, storing, disclosing and processing my/our Personal Data 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/or otherwise provided by Metis SG or possessed by us, for one or more of the following purposes: 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;

Plan Number

Grid for Plan Number input

- 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.

10. I/We have attached the following documents with this Request:
- | | Yes | NA |
|---|--------------------------|--------------------------|
| • Insurance Policy Document(s) and/or latest Policy Statement(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Third Party Payor Form where Settlor is NOT the Policy Owner | <input type="checkbox"/> | <input type="checkbox"/> |
| • Third Party Payor Form where the Payor of premium is NOT the Policy Owner | <input type="checkbox"/> | <input type="checkbox"/> |

I/We confirm that my/our signature in this Request is/are to confirm all declarations and confirmations in this Request and my/our acceptance of all the terms and conditions in the Deed which shall be binding on me/us.

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)

Input field for Settlor Name

Input field for Joint Settlor Name

Signature

Signature

Signature input area for Settlor

Signature input area for Joint Settlor

Date Signed [] [] / [] [] / [] [] [] []

Date Signed [] [] / [] [] / [] [] [] []