

Amendments to Beneficiaries and Letter of Wishes 受益人修订及意愿书

Plan Number 计划号码

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.

我 / 我们希望向安智环球服务（新加坡）（"Metis SG"）提交以下请求，以对我 / 我们的信托计划进行以下修改。

Note 注意

Please complete this form and send it to service.metisgg@metisgl.com using your registered email with Metis SG.
请填写此表格，并使用您在 Metis SG 注册的电子邮件发送至 service.metisgg@metisgl.com。

Please fill in the details and sign next to any amendments.
请填写详细信息，并在任何修改旁边签名。

The Chinese translation of this form is for reference only. In case of any discrepancies between the Chinese and English versions, the English version shall prevail.
本表格中文翻译谨供参考。若中文版与英文版间有任何歧异，则以英文版为准。

Part 1. Replacement of Second Tier Beneficiaries 第一部份 更换第二层受益人

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.
如有任何变更，务必通知我们并更新联系资料，以便高效分配信托资产。

1st Second Tier Beneficiary 第二阶层之第一受益人

1.1 Personal Particulars 个人资料

Full Name 全名			
<small>(As in IC/Passport including any alias and other names) 与身份证/护照一致，包括任何别名和其他名称)</small>			
Relationship to Applicant(s) 与申请人的关系		Passport No./ Identity Card No. 护照号码/身份证号码	Date of Birth 出生日期
Gender 性别		Nationality 国籍	Country of Birth 出生国家

1.2 Contact Information 联系信息

Mobile 手机号码		Home 家庭号码		Work 工作号码	
Email Address 电子邮件地址					
Residential Address 居住地址					
Country 国家		Postal Code 邮政编码			

Second Tier 2nd Beneficiary 第二阶层的第二受益人

1.3 Personal Particulars 个人资料

Full Name 全名			
<small>(As in IC/Passport including any alias and other names) 与身份证/护照一致，包括任何别名和其他名称)</small>			
Relationship to Applicant(s) 与申请人的关系		Passport No./ Identity Card No. 护照号码/身份证号码	Date of Birth 出生日期
Gender 性别		Nationality 国籍	Country of Birth 出生国家

Plan Number 计划号码

Part 1. Replacement of Second Tier Beneficiaries (continued)

第一部份 更换第二层受益人 (继续)

1.4 Contact Information 联系信息

Mobile 手机号码 Home 家庭号码 Work 工作号码
 Email Address 电子邮件地址
 Residential Address 居住地址
 Country 国家 Postal Code 邮政编码

Part 2. Letter of Wishes ("LOW")

第二部份 意愿书

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).

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 to me/us as the First Tier Beneficiaries during my/our lifetime with a final distribution of the Trust Fund to the Second Tier Beneficiaries after my/our death.

2.1 It is my/our wish that you distribute the income and/or capital or part thereof of the Trust Fund, to me/us as a beneficiary/ies of the Trust ("First Tier Beneficiaries" and each a "First Tier Beneficiary"), on my/our request from time to time during my/our lifetime:

If any of the First Tier Beneficiary predeceases the other First Tier Beneficiary, it is my/our wish that the share of the deceased First Tier Beneficiary be distributed to the surviving First Tier Beneficiary.

2.2 In the event of the death of all the First Tier Beneficiaries, it is my/our wish that:

2.2.1 you consider the wishes of ("1st Second Tier Beneficiary") as to how the Trust Fund should be managed including without limitation the distribution of the whole of the remaining or available income and capital of the Trust Fund to the 1st Second Tier Beneficiary;

2.2.2 PROVIDED always that if the 1st Second Tier Beneficiary dies or becomes Incapacitated before the termination of the Trust (, then it is my/our wish that you consult with ("2nd Second Tier Beneficiary") as to how the Trust Fund should be managed including without limitation the distribution of the whole of the remaining or available income and capital of the Trust Fund to the 2nd Second Tier Beneficiary;

2.3 It is my/our wish that no distributions be made to any beneficiary if the beneficiary has not attained 21 years of age. Any such distribution will be held by the trustee until such beneficiary attains 21 years of age.

Plan Number 计划号码

Part 2. Letter of Wishes ("LOW") (Continued)
第二部份意愿书 (继续)

2.4 Contributions after my/our death

It is my/our wish that after my/our death you will consider the wishes of the 1st Second Tier Beneficiary in all matters concerning the Contribution, as defined in the Terms and Conditions and the management and administration of and the application of income and capital of the Trust which includes without limitation the option to set up a new trust. In particular, it is my/our wish for the 1st Second Tier Beneficiary to continue to pay the Contribution if the 1st Second Tier Beneficiary wishes to do so after my/our death.

2.5 If the 1st Second Tier Beneficiary dies or becomes Incapacitated before the termination of the Trust, then it is my/our wish that you will consider the wishes of the 2nd Second Tier Beneficiary in all matters concerning the Contribution and the management and administration of and the application of income and capital of the Trust which includes without limitation the option to set up a new trust. In particular, it is my/our wish for the 2nd Second Tier Beneficiary to continue to pay the Contribution if the 2nd Second Tier Beneficiary wishes to do so after my/our death.

2.6 If the respective Second Tier Beneficiary does not wish to continue to pay the Contribution, it is my/our wish for you to make all necessary arrangements to either convert the Plan to paid-up status if possible or terminate the Plan in accordance with the Terms and Conditions and to distribute the whole of the remaining or available income and/or capital or part thereof of the Trust Fund in accordance to paragraph 2.2 above.

The above wishes shall remain valid and in force until such time as they are superseded in writing by myself/ourselves.

If there is any conflict between this Letter of Wishes and any and all of its translations, the English version of this Letter of Wishes shall prevail.

意愿书 ("LOW")

我 / 我们作为计划所定义的委托人，现提交书面意愿书予信托受托人，以表达我 / 我们对信托收入管理及我 / 我们供款至信托之资本运用的意愿。我 / 我们绝不以任何方式限制或束缚受托人的全权决定权，也不以任何方式建立在法律上具约束性的信托、义务或指示。此外，我 / 我们明白受托人就信托所赋予的权力与全权决定权，在依我 / 我们意愿处理信托资金时，需遵循计划（条款及细则）所规范的内容及不时所需的任何尽职审查程序（包括但不限于任何打击洗钱及了解客户之查核）。

我 / 我们同意，若有多于一名委托人，且任何一名委托人在其他委托人仍生存时离世，则生存之委托人可继续就归属于本信托相关受益人的信托收入及资本的管理与运用事宜联络受托人。我 / 我们亦同意，只要存在多于一名委托人的情况，则任何意愿书皆需由所有委托人签署，否则该意愿书将被视为无效，受托人可不予理会。

1 行使全权酌情决定权

1.1 我 / 我们希望，受托人在行使全权酌情决定权时，就本信托授予的权力和责任，在管理或运用信托资金时，将信托基金视为信托下受益人之财务保障来源，并在涉及信托基金之所有事宜中考虑我 / 我们之意愿。

2 在我 / 我们作为第一阶层受益人且生存时，应分配信托资金之收入和 / 或资本予我 / 我们；在我 / 我们离世后，则分配剩余信托资金予第二阶层受益人。

2.1 在我 / 我们生存时，且作为信托委托人(们)与受益人(们)（统称为‘第一阶层受益人(们)’，且各自称为‘第一阶层受益人’）时，我 / 我们希望受托人根据我 / 我们不时的要求，分配信托计划内之收入和 / 或资本或部分予我 / 我们。

若任一名第一阶层受益人离世，我 / 我们希望将已离世的第一阶层受益人应得之资产份额分配给仍生存之第一阶层受益人。

2.2 在我 / 我们列于第一阶层的受益人全部离世，我 / 我们希望：

2.2.1 受托人就信托资金应如何管理，将考虑 “第二阶层之第一受益人”的意愿，包括但不限于将所有剩余或可用之收入及资本分配予以第二阶层之第一受益人。

2.2.2 惟若第二阶层之第一受益人在信托终止前去世或失去能力，我 / 我们希望受託人與 ‘第二阶层之第二受益人’讨论信托资金之处理，包括但不限于将所有剩余或可用之收入及资本分配予以第二阶层之第二受益人。

Plan Number 计划号码

Part 2. Letter of Wishes ("LOW") (Continued)
第二部份意愿书 (继续)

- 2.3 我 / 我们希望信托受托人不分配资产给任何未满 21 岁之受益人。受托人保留任何此类分配，直到该受益人年满 21 岁时。
- 2.4 我 / 我们离世后的计划供款
- 我 / 我们希望在我 / 我们离世后，受托人将考虑第二阶层之第一受益人的意愿，处理与计划条款及细则定义下之所有关于计划供款、信托收入及资本的事宜，包括但不限于设立新信托之事宜。我 / 我们尤其希望在我 / 我们离世后，若第二阶层之第一受益人有意愿，应继续计划之供款。
- 2.5 如果第二阶层之第一受益人在信托终止前去世或失去能力，我 / 我们希望，在我 / 我们离世后，受托人会考虑第二阶层之第二受益人的意愿，处理与计划条款及细则定义下之所有关于计划供款、信托收入及资本的事宜，包括但不限于设立新信托之事宜。我 / 我们尤其希望，在我 / 我们离世后，若第二阶层之第二受益人有意愿，应继续计划之供款。
- 2.6 若该第二阶层之受益人不希望继续供款，我 / 我们希望受托人将作出一切必要的安排。如情况许可，我 / 我们希望受托人能够将计划变更为停供状态（如适用），或根据计划的条款及细则终止计划，并依照上列 2.2 项分配所有剩余或可得之信托收入和 / 或资本或部分信托资金。

上述意愿应持续适用并具效力，直至我 / 我们另以书面通知取代为止。
如果本意愿书与其任何及所有翻译之间存在任何冲突，应以本意愿书的英文版本为准。

Part 3. Declaration and Authorisation
第三部份声明和授权

1. 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 /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 instructions received via email or Metis SG's online portal (collectively "electronic instructions") which is in good faith believed to be genuine instructions signed by us. Any transactions made according to electronic instructions shall be irrevocable and binding upon me, whether such electronic instructions have in fact been given with or without my 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) giving electronic instructions in our name or the authenticity of the signature appearing thereon or the validity of the electronic instructions.
3. I/We understand that sending electronic instructions is not a safe and reliable transmission method. Metis SG shall not, in any event, be liable to 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.
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.

Plan Number 计划号码

Part 3. Declaration and Authorisation (continued)
第三部份 声明和授权 (继续)

1. 通过提交此表格，我/我们同意并授权 Metis SG 及/或其指定的代表及/或代理（以及其可能聘请的其他第三方服务提供商（此类代表、代理及/或授权服务提供商均称为“代表”），并且这些代表可能位于新加坡境外）收集、接收、使用、存储、披露和处理我/我们的个人数据（定义见条款和条件），并依据不时修订的 Metis SG 隐私政策（可在 https://metisgl.com.sg/media/1/docs/privacy_policy.pdf 获取）（“隐私政策”）的条款进行操作，隐私政策的条款通过引用并入条款和条件，并可根据我/我们的要求提供），用于以下一项或多项目的：
- 处理此表格，并向我/我们提供您的产品和服务以及第三方服务提供商的服务；
 - 管理和/或维护我们与您之间的关系和/或我们的账户；
 - 隐私政策中列明的任何目的。

我/我们进一步声明并保证：

- 我/我们向您提供的所有信息（包括但不限于个人资料和联系信息）均准确完整；
 - 如果与此表格相关，我/我们提供了任何第三方的个人数据，我/我们进一步保证并声明，这些第三方也已同意隐私政策的条款，并同意根据上述条款及此处规定的所有目的，收集、接收、使用、存储、披露和处理其个人数据；
 - 我是/我们是此申请或其他提供给 Metis 的文件中提供的电话号码和其他联系信息的用户和/或订户，并同意我/我们已阅读并理解上述条款。
2. Metis SG 可以完全依赖并接受通过电子邮件或 Metis SG 在线门户收到的任何指示（统称为“电子指示”），这些指示被善意地认为是我 / 我们签署的真实指示。根据电子指示进行的任何交易对我 / 我们均为不可撤销和具有约束力的，无论这些电子指示实际上是否是在我 / 我们的授权、知情或同意下给予的。在任何情况下，Metis SG 均不承担任何询问或验证以我 / 我们名义发出电子指示的人员身份、所示签名的真实性或电子指示有效性的义务。
3. 我 / 我们理解，发送电子指示并不是一种安全可靠的传输方式。在任何情况下，Metis SG 对我 / 我们因任何网络或电话线路故障、任何不可控事件或其他超出 Metis SG 控制范围的情况而产生的任何责任、损失、损害或费用均不承担责任。
4. 我/我们理解，更新仅在 Metis SG 接受并完成请求后生效，Metis SG 将通知我更改的生效日期。

Signature 签名

Full Name of Main Applicant

(As in FIN/Passport including any alias and other names)
主要申请人全名
(与 FIN/护照上的姓名一致，包括任何别名和其他姓名)

Date Signed (DD/MM/YYYY) 签署日期 (日/月/年)

Signature 签名

Full Name of Joint Applicant (where applicable)

(As in FIN/Passport including any alias and other names)
联名申请人全名 (如适用)
(与 FIN/护照上的姓名一致，包括任何别名和其他姓名)

Date Signed (DD/MM/YYYY) 签署日期 (日/月/年)