

Application form

For use by pension trustees only

For use by Singapore financial advisers only

For use with the following pension schemes (please choose only one scheme):

QROPS

☐

UK SIPP

☐

Financial adviser details (To be completed by financial adviser)

Company name

Agency name

Agency number

Contact details for acknowledgement/queries on the application.

Contact name

Telephone number

Mobile number

Email address

1 I have submitted the equivalent of Sections 11, 12 and 13 of the Life Insurance Advisory Form (Life Insurance Association, Singapore).

2 Choose either of the following:

a) The client(s) and I have completed the needs analysis according to the Life Insurance Association's Life Insurance Advisory Form.

☐

b) The client(s) have opted not to carry out the needs analysis according to the Life Insurance Association's Life Insurance Advisory Form.

☐

Signature (to be signed by the adviser)

3 Client(s) must endorse if option 2(b) above has been selected:

I/We have opted not to carry out the complete needs analysis according to the Life Insurance Association's Life Insurance Advisory Form with my/our Adviser.

☐

If a material fact is not disclosed in this application, any policy issued may not be valid. If you are in doubt as to whether a fact is material, you are advised to disclose it. This includes any information that you may have provided to the financial adviser but was not included in the application. Please check to ensure that you are fully satisfied with the information declared in this application.

Applicant (on behalf of trust company)

Applicant (on behalf of trust company)

Signature(s)

Date (DD/MM/YYYY)

Policy number

Policy number if known

Please contact Friends Provident International Limited – Singapore Branch (Friends Provident International) to obtain a pre-allocated payment reference number if desired.

Please ensure that all relevant certified documentation is enclosed with this application

Trust

Copy of 'Appointment of Trustees' document (usually the Trust Deed and Scheme Rules)

☐

Sources of funds – original or certified copy of the payment remittance

☐

Source of wealth supporting documentation (where required)

☐

Pension trustee and the persons appointed to act on its behalf

Copy of Certificate of Incorporation or Screenshot of Company Registry (e.g. ACRA bizfile and ACRA QuestNet)

☐

Evidence of the registered office address if it is not evidenced in the above items. If this is not the address on the application we require evidence that the address is being used and confirmation of why there is a difference

☐

Copy of latest audited annual report or Certificate of good standing or other constitutional document

☐

Memorandum and articles of association

☐

Board resolution authorising the persons to act on behalf of the company and/or Trustee, or an equivalent

☐

List of authorised signatories showing the specimen signatures

☐

Verification of identity and Address (VOI and VOA) documentation of natural persons authorised to act on behalf of the company (at minimum those who deal directly with us)

☐

List of directors and identity

Copy of company registry (e.g. ACRA bizfile and ACRA QuestNet), or Director Register, or Certificate of Incumbency to evidence the list of directors

☐

VOI and VOA documentation for at least two directors (one of which must be an Executive Director). At least one VOI document must bear a clear photograph of the natural person.

☐

All other persons with executive authority

VOI and VOA of at least the Chief Executive Officer as a person with executive authority.

☐

List of beneficial owners other than those advised above, and identity

Copy of share register

☐

VOI and VOA of beneficial owners. Please refer to the definition of beneficial owners on pages 9 and 11.

☐

Note 1: For verification of identity and verification of address, please refer to pages 33 and 34.

Note 2: All documents to be suitably certified.

This form should be completed and read in conjunction with the current edition of the following documents:

- Global Portfolio Product Summary
- Global Portfolio Product Brochure
- Global Portfolio Current Charges Fliers
- Your Total Distribution Cost Summary and Personal Charging Structure Illustration
- Global Portfolio Policy Conditions
- Your Guide to Life Insurance
- Prospectuses (if any) of any assets which you wish to invest in your Global Portfolio
- Your Guide to Investment-Linked Insurance Plans

Please provide all relevant information and documentation so that we can process your application as soon as possible. If you do not provide all relevant information, it may cause a delay in the processing of your application. Further information may be required during the validation process (i.e. questions arising from the information provided).

A valid email address is required to enable us to send fund information to the Applicant. If this is left blank, or if the Applicant does not have an email address, we will be unable to process the proposal.

Please note that even if the premium has been received and banked, the policy will not be issued until all documentation has been received and validated.

Please complete this form in English, using block capitals. If you make a mistake, please cross it out and correct it, initialling any amendments. Please do not use correction fluid or any other method for deleting incorrect information.

WARNING: PURSUANT TO SECTION 25(5) OF THE INSURANCE ACT OF SINGAPORE (CAP. 142), YOU ARE TO DISCLOSE IN THIS APPLICATION FORM, FULLY AND FAITHFULLY, ALL THE FACTS WHICH YOU KNOW OR OUGHT TO KNOW, OTHERWISE THE POLICY ISSUED HEREUNDER MAY BE VOID.

Your investment structure

Collective

☐

Personalised

☐

QROPS trustees and members should take advice if the member returns to the UK.

Discretionary fund manager

Do you wish to appoint a discretionary fund manager?

Yes – full

☐

Yes – partial

☐

No

☐

If Yes, please complete the 'Appointment of Discretionary Fund Manager and Custodian' form on page 31.

Different minimum premiums may apply depending on the option chosen, please refer to the Global Portfolio Current Charges Fliers for further details.

Declaration

'Accredited' and 'Non-Accredited' investors

Please tick appropriate box and sign where indicated before proceeding.

The Applicant(s) must state whether they are an 'Accredited' or a 'Non-Accredited' investor, as defined under the Securities and Futures Act (Cap. 289) ('SFA'). Under this Act, an 'Accredited' investor means:

- i) an individual:
 - (a) whose net personal assets exceed in value SGD 2 million (or its equivalent in a foreign currency) or such other amount as the Authority may prescribe in place of the first amount; or
 - (b) whose income in the preceding 12 months is not less than SGD 300,000 (or its equivalent in a foreign currency) or such other amount as the Authority may prescribe in place of the first amount;
- (ii) a corporation with net assets exceeding SGD 10 million in value (or its equivalent in a foreign currency) or such other amount as the Authority may prescribe, in place of the first amount as determined by:
 - (a) the most recent audited balance-sheet of the corporation; or
 - (b) where the corporation is not required to prepare audited accounts regularly, a balance sheet of the corporation certified by the corporation as giving a true and fair view of the state of affairs of the corporation as of the date of the balance-sheet, which date shall be within the preceding 12 months;
- (iii) the trustee of such trust as the Authority may prescribe, when acting in that capacity.

This definition may be changed by the Monetary Authority of Singapore from time to time.

If a material fact is not disclosed in this application, any policy issued may not be valid. If you are in doubt as to whether a fact is material, you are advised to disclose it. This includes any information that you may have provided to the financial adviser but was not included in the application. Please check to ensure that you are fully satisfied with the information declared in this application.

Accredited Investor

☐

Non-Accredited Investor

☐

Applicant (on behalf of trust company)

Applicant (on behalf of trust company)

Signature(s) on behalf of the trust company

Name

Date (DD/MM/YYYY)

Replacement of life policies (Please answer this in respect of member)

- 1 Do the trustee of this scheme have any existing life insurance policy(ies) with Friends Provident International or any other financial institutions in respect of the member? Yes ☐ No ☐

If Yes, please complete the following table.

Name of company	Country of insurance	Type of policy	Sum assured	Year issued

- 2 Is this proposal intended to replace any policies with any financial institutions including Friends Provident International in respect of the member? Yes ☐ No ☐

If Yes, please complete the following table.

Name of company	Country of insurance	Type of policy	Sum assured	Year issued

Warning: It is usually disadvantageous to replace an existing life insurance policy or investment-linked life insurance policy with a new one. Some of the disadvantages are:

- i) You may not be insurable on standard terms or may have to pay a higher premium in view of older age or the financial benefits accumulated over the years may be lost.
- ii) You may incur penalties for terminating the existing policy.
- iii) You may incur transaction costs without gaining any real benefit from the replacement.

In your own interest, we would advise that you consult your present insurer before making a financial decision, hear from both sides and make a careful comparison. You can then be sure that you are making a decision that is in your best interest.

Your reason for applying for Global Portfolio

Please tick the appropriate box:

Retirement funding ☐ Yes ☐ No

If no, please disclose:

If no reason has been ticked, we will assume Global Portfolio is required for retirement funding.

Additional information/Special instructions

Please let us know in the space below of any additional information we need to be aware of relating to the application.

To be completed by the applicant who is the current legal owner of the premium to be invested. Name(s) to be stated as they appear on either your National Registration Identity Card (NRIC) or passport, as applicable.

Please refer to 'Further information' for requirements to support verification of identity and address on pages 33 and 34.

Please write in ink and use block capitals.

Section 1: Setting up your policy

Part A: Pension trustee

1. Company name	Sovereign Trust International Limited ATO The Calpe Retirement Benefit Scheme
2. Registered address or business address	Suite 2B, 143 Main Street Gibraltar
3. Principal place of business (if different from above)	As Above
4. Date of establishment, incorporation or registration	30th July 2012
5. Place of incorporation or registration	Gibraltar
6. Unique identification number (incorporation number or business registration number)	44491
7. Regulated by/Authorisation number	FSC00215B
8. Work telephone number	+350 200 76173
9. Fax number	+350 200 41536
10. Email address (mandatory)	gibraltarpensions@sovereigngroup.com
11. Correspondence address (if different from above)	
12. Correspondence address phone number	
13. Work telephone number of contact person(s)	+350 200 76173
14. Fax number of the contact person(s)	+350 200 41536
15. Email address(es) of contact person(s)	gibraltarpensions@sovereigngroup.com

You will receive policy documents and all correspondence relating to the policy, unless you indicate otherwise below. Copies will also be sent to your financial adviser. (Please refer to page 21 to provide instructions regarding valuation statements' dispatch.)

Alternatively, please tick here if you would prefer us to send your policy documents and all correspondence relating to the policy to your financial adviser only.

☐

We acknowledge that the above indication of preference does not prohibit direct responses to enquiries from ourselves or our financial adviser.

Section 1: Setting up your policy (continued)

Part A: Details of directors of trust company

(If there are more than two directors, please provide details on a separate sheet.)

	First director	Second director
1 Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
2 Surname (as shown on NRIC or passport)	<input type="text"/>	<input type="text"/>
3 First name(s) (as shown on NRIC or passport)	<input type="text"/>	<input type="text"/>
4 Aliases (if Yes, please specify)	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="text"/>
5 Unique identification number (NRIC or passport)	<input type="text"/>	<input type="text"/>
6 In which country do you have nationality/citizenship status? If you have more than one nationality/citizenship status, please set out all countries of which you are a national/citizen.	Country <input type="text"/>	Country <input type="text"/>
7 Date of birth (DD/MM/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
8 Country of residence	<input type="text"/>	<input type="text"/>
9 Residential address	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
10 Work telephone number	<input type="text"/>	<input type="text"/>
11 Fax number	<input type="text"/>	<input type="text"/>
12 Email address (mandatory)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
13 Nature of business	<input type="text"/>	<input type="text"/>
14 Do you have executive authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 1: Setting up your policy (continued)

Part A: Details of directors of trust company (continued)

	First director	Second director
15 Are you previously or currently entrusted with prominent public functions* in Singapore or a foreign country; or is a close associate** or immediate family member (include adopted and step siblings, child or parents) of person(s) previously or currently entrusted with such prominent public functions? If 'Yes', please provide details:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of the person previously or currently entrusted with prominent functions	<input type="text"/>	<input type="text"/>
Your relationship to the person listed above	<input type="text"/>	<input type="text"/>

- * 'Prominent public functions' includes the roles held by a head of state, a head of government, government ministers, senior civil or public servants, senior judicial or military officials, senior executives of state-owned corporations, senior political party officials, members of the legislative and senior management of international organisations+.
- ** 'Close associate' means a natural person who is closely connected to a politically exposed person^, either socially or professionally.
- + 'International organisation' means an entity established by formal political agreements between member countries that have the status of international treaties, whose existence is recognised by law in member countries and which is not treated as resident institutional unit of the country in which it is located.
- ^ 'Politically exposed person' is a natural person who is entrusted with prominent public functions.

16 Are you a Beneficial Owner(s) of the trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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(If the answer is Yes, you do not need to go to page 15 and complete the beneficial ownership details.)

'Beneficial Owner', as defined in the MAS Notice 314 on Prevention of Money Laundering and Countering the Financing of Terrorism, refers to the natural person who ultimately owns 25% or more or controls the customer or the natural person on whose behalf business relations are established, and includes any person who exercises ultimate effective control over a legal person or legal arrangement. This includes but not limited to members, the trustees, the protector (if any), the beneficiaries of the trust (including every beneficiary that falls within a designated characteristic or class), and any natural person exercising ultimate ownership, ultimate control or ultimate effective control over the trust (including through a chain of control or ownership).

To avoid confusion and doubt, 'Beneficial Owner' does not mean the nominated beneficiary(ies) under the policy.

Part B: Details of other persons with executive authority

(If there are more than two persons with executive authority, please provide details on a separate sheet.)

- 1 Are there any other persons who have executive authority other than the directors advised in Part A? Yes ☐ No ☐ **If Yes, please complete the entire section.**

First person with executive authority

Second person with executive authority

2 Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Other

Other

3 Surname (as shown on NRIC or passport)

4 First name(s) (as shown on NRIC or passport)

5 Aliases
(if Yes, please specify)

Yes ☐ No ☐

Yes ☐ No ☐

6 Unique identification number
(NRIC or passport)

7 In which country do you have nationality/citizenship status? If you have more than one nationality/citizenship status, please set out all countries of which you are a national/citizen.

Country

Country

8 Date of birth (DD/MM/YYYY)

9 Country of residence

10 Residential address

11 Work telephone number

12 Fax number

13 Email address (mandatory)

14 Nature of business

Part B: Details of other persons with executive authority (continued)

	First person with executive authority	Second person with executive authority
15 Are you previously or currently entrusted with prominent public functions* in Singapore or a foreign country; or is a close associate** or immediate family member (include adopted and step siblings, child or parents) of person(s) previously or currently entrusted with such prominent public functions?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please provide details:		
Name of the person previously or currently entrusted with prominent functions	<input type="text"/>	<input type="text"/>
Your relationship to the person listed above	<input type="text"/>	<input type="text"/>
<p>* 'Prominent public functions' includes the roles held by a head of state, a head of government, government ministers, senior civil or public servants, senior judicial or military officials, senior executives of state-owned corporations, senior political party officials, members of the legislative and senior management of international organisations+.</p> <p>** 'Close associate' means a natural person who is closely connected to a politically exposed person^, either socially or professionally.</p> <p>+ 'International organisation' means an entity established by formal political agreements between member countries that have the status of international treaties, whose existence is recognised by law in member countries and which is not treated as resident institutional unit of the country in which it is located.</p> <p>^ 'Politically exposed person' is a natural person who is entrusted with prominent public functions.</p>		
16 Are you a Beneficial Owner(s) of the trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

(If the answer is Yes, you do not need to go to page 15 and complete the beneficial ownership details.)

'Beneficial Owner', as defined in the MAS Notice 314 on Prevention of Money Laundering and Countering the Financing of Terrorism, refers to the natural person who ultimately owns 25% or more or controls the customer or the natural person on whose behalf business relations are established, and includes any person who exercises ultimate effective control over a legal person or legal arrangement. This includes but not limited to members, the trustees, the protector (if any), the beneficiaries of the trust (including every beneficiary that falls within a designated characteristic or class), and any natural person exercising ultimate ownership, ultimate control or ultimate effective control over the trust (including through a chain of control or ownership).

To avoid confusion and doubt, 'Beneficial Owner' does not mean the nominated beneficiary(ies) under the policy.

Section 1: Setting up the policy (continued)

Part C: Entity tax compliance questionnaire

Please answer **all** questions.

1 Is the applicant a US specified person? Yes ☐ No ☐ If Yes, please state the tax identification number below.

2 Is the applicant UK resident? Yes ☐ No ☐ If Yes, please state the tax identification number below.

If you have answered 'No' to either of the above, please state the countries where the trust is resident for tax purposes.

Country 1

Tax identification number

Country 2

Tax identification number

3 Is the applicant a financial institution issued with a GIIN? Yes ☐ No ☐ If Yes, please indicate GIIN number.

If a GIIN is yet to be issued, please notify us when received.

4 Is the applicant a financial institution without a GIIN? Yes ☐ No ☐ If Yes, please state the reason. If you have answered Yes, you may wish to contact us prior to submitting this application.

5 Is the applicant a trustee of a UK pension scheme registered under Part 4 of the Finance Act 2004? Yes ☐ No ☐

6 Is the applicant exempt from FATCA/AEOI IGA reporting? Yes ☐ No ☐ If Yes, please state the reasons.

7 Is the applicant a trustee documented trust? Yes ☐ No ☐ If Yes, please indicate the sponsoring entity's GIIN number.

If none of the above apply, please contact us.

Section 1: Setting up your policy (continued)

Part D: Lives assured details

(If there are more than four lives assured, please provide details on a separate sheet.)

	First life assured	Second life assured
1 Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
2 Surname (as shown on NRIC or passport)	<input type="text"/>	<input type="text"/>
3 First name(s) (as shown on NRIC or passport)	<input type="text"/>	<input type="text"/>
4 Aliases (if Yes, please specify)	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="text"/>
5 Unique identification number (NRIC or passport)	<input type="text"/>	<input type="text"/>
6 Date of birth (DD/MM/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
7 Country of residence	<input type="text"/>	<input type="text"/>
8 Residential address	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
9 Nationality (all nationalities to be advised, if more than one)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
10 Contact number	<input type="text"/>	<input type="text"/>
11 Email address (mandatory)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
12 Relationship to scheme	<input type="text"/>	<input type="text"/>

Section 1: Setting up your policy (continued)

Part D: Lives assured details

(If there are more than four lives assured, please provide details on a separate sheet.)

	Third life assured	Fourth life assured
1 Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
2 Surname (as shown on NRIC or passport)	<input type="text"/>	<input type="text"/>
3 First name(s) (as shown on NRIC or passport)	<input type="text"/>	<input type="text"/>
4 Aliases (if Yes, please specify)	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="text"/>
5 Unique identification number (NRIC or passport)	<input type="text"/>	<input type="text"/>
6 Date of birth (DD/MM/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
7 Country of residence	<input type="text"/>	<input type="text"/>
8 Residential address	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
9 Nationality (all nationalities to be advised, if more than one)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
10 Contact number	<input type="text"/>	<input type="text"/>
11 Email address (mandatory)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
12 Relationship to scheme	<input type="text"/>	<input type="text"/>

Section 1: Setting up the policy (continued)

Part E: Details of beneficial owners other than those advised previously

Please advise who the ultimate beneficial owner(s) are of this policy by completing the relevant details below and provide a certified copy of their identity card or passport.

If there are more than two beneficial owners, please provide details on a separate sheet.

	Beneficial owner 1	Beneficial owner 2
1 Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
2 Surname (as shown on NRIC or passport)	<input type="text"/>	<input type="text"/>
3 First name(s) (as shown on NRIC or passport)	<input type="text"/>	<input type="text"/>
4 Aliases (if Yes, please specify)	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="text"/>
5 Unique identification number (NRIC or passport)	<input type="text"/>	<input type="text"/>
6 Date of birth (DD/MM/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/> 	<input type="text"/> <input type="text"/> <input type="text"/>
7 Country of residence	<input type="text"/>	<input type="text"/>
8 Residential address	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
9 In which country do you have nationality/citizenship status? If you have more than one nationality/citizenship status, please set out all countries of which you are a national/citizen.	Country <input type="text"/>	Country <input type="text"/>
10 Email address (mandatory)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
11 Home telephone number	<input type="text"/>	<input type="text"/>
12 Work telephone number	<input type="text"/>	<input type="text"/>
13 Mobile number	<input type="text"/>	<input type="text"/>

Section 1: Setting up the policy (continued)

Part E: Details of beneficial owners other than those advised previously (continued)

	Beneficial owner 1	Beneficial owner 2
14 Fax number	<input type="text"/>	<input type="text"/>
15 Position and occupation (if retired, please state former position and occupation)	<input type="text"/>	<input type="text"/>
16 Nature of business	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
17 Are you previously or currently entrusted with prominent public functions* in Singapore or a foreign country; or is a close associate** or immediate family member (include adopted and step siblings, child or parents) of person(s) previously or currently entrusted with such prominent public functions? If 'Yes', please provide details:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of the person previously or currently entrusted with prominent functions	<input type="text"/>	<input type="text"/>
Your relationship to the person listed above	<input type="text"/>	<input type="text"/>

- * 'Prominent public functions' includes the roles held by a head of state, a head of government, government ministers, senior civil or public servants, senior judicial or military officials, senior executives of state-owned corporations, senior political party officials, members of the legislative and senior management of international organisations+.
- ** 'Close associate' means a natural person who is closely connected to a politically exposed person^, either socially or professionally.
- + 'International organisation' means an entity established by formal political agreements between member countries that have the status of international treaties, whose existence is recognised by law in member countries and which is not treated as resident institutional unit of the country in which it is located.
- ^ 'Politically exposed person' is a natural person who is entrusted with prominent public functions.

Section 2: Policy details

Source of wealth

Please refer to the source of wealth table which is available on our website www.fpinternational.sg (click Knowledge -> Guides -> Source of Wealth) for the evidential requirements to support sources of wealth.

Transfer of pension

Pension scheme name

Pension scheme number

Total amount received

Currency

Amount

Date of transfer (DD/MM/YYYY)

Transfer of pension

Pension scheme name

Pension scheme number

Total amount received

Currency

Amount

Date of transfer (DD/MM/YYYY)

Transfer of pension

Pension scheme name

Pension scheme number

Total amount received

Currency

Amount

Date of transfer (DD/MM/YYYY)

Transfer of pension

Pension scheme name

Pension scheme number

Total amount received

Currency

Amount

Date of transfer (DD/MM/YYYY)

Section 2: Policy details (continued)

Source of wealth (continued)

Other source of wealth
Please provide as much detail as possible.

☐

Section 2: Policy details (continued)

Total premium

We wish to invest USD GBP SGD EUR Other Amount

Please refer to the relevant product brochure for the minimum premium.

In the event of asset exchanges, please complete the asset exchange form which is available from your financial adviser.

Number of policy segments

Global Portfolio is set up as a number of identical segments. If you wish to select the number of segments, please specify here.

Maximum 100. Minimum 1.

If the box is left blank, then 100 segments will be issued.

Plan currency

Please select the currency in which you wish your policy to be denominated (this will be the policy currency in which your policy is valued, and total premium figure calculated).

USD GBP SGD EUR Other

Optional withdrawals

Investors may choose to receive a regular withdrawals from their policy. The current minimum individual withdrawals are provided in the relevant product brochure. The level of withdrawals may be varied or stopped altogether by giving written notice to Friends Provident International Limited (Friends Provident International).

Regular withdrawals must be funded by either available cash in the General Transaction Account or by the provision of a dealing instruction. Failure to ensure available funds could result in delays with regular withdrawal payments. No asset will be sold to meet regular withdrawals without instructions.

Withdrawal instructions

Note that we dispatch payments on the 1st and 14th of the month — please indicate the date you prefer in the appropriate box below.

We wish to receive USD GBP SGD EUR Other Amount

Payable (tick one box only) Monthly Quarterly Half-yearly Yearly

Commencing (tick the date which applies) 1st 14th of (month) (year)

We request Friends Provident International to pay the benefits by telegraphic transfer. Please transfer the benefits into our account (must be policyholder's account).

Bank details for payment

Sort code (if applicable) - -

SWIFT/BIC code (if applicable)

IBAN (if applicable)

Account number

Account name

Bank name

Bank address

Section 2: Policy details (continued)

Payment details

Please tick the appropriate box below to indicate your payment options.

Cheque payment

☐

Please make cheque made payable to Friends Provident International Limited (Singapore Branch).

Telegraphic transfer

☐

Please make payments according to the relevant currency account below and complete source of payment on page 21.

Please also provide a certified copy of the bank application form to us.

The following accounts can only be used for Global Portfolio premium payments in Singapore.

Any bank and agent bank's charges will be charged to your account. Your policy number must be quoted by the bank on all advices.

Bank details – Singapore dollar payments only

Account name: Friends Provident International Limited (Singapore Branch)

Account type: Current account

Branch address: The Hongkong and Shanghai Banking Corp.
01-01 HSBC Building.
Singapore, 049320

Bank code: Collyer Quay

SWIFT code: HSBCSGSG

Account number: 147-110001-002

Bank details – non-Singapore dollar payments only

Account name: Friends Provident International Limited

Account type: Multi-currency account

Branch address: Isle of Man Bank Limited
East Region
P O Box 13
2 Athol Street
Douglas
Isle of Man
IM99 1AN

Sort code: 60-95-45

SWIFT code: RBOSIMD2

IBAN: GB83RBOS60954540219633

Account number: 9545-40219633

Section 2: Policy details (continued)

Source of payment

I/We confirm the telegraphic transfer is to be paid for by debit of funds from my/our personal bank account. The details of this account are:

Sort code (if applicable)	<table><tr><td>6</td><td>0</td></tr></table>	6	0	<table><tr><td>9</td><td>5</td></tr></table>	9	5	<table><tr><td>4</td><td>4</td></tr></table>	4	4	SWIFT/BIC code (if applicable)	RBOSGIGI
6	0										
9	5										
4	4										
IBAN (if applicable)	GI49 RBOS 0609 5443 9117 4948										
Account number	39117498										
Account name	Sovereign Trust International Limited ATO The Calpe Retirement Benefit Scheme										
Bank name	Natwest Bank										
Bank address	Po Box 707 Natwest House										
	57 Line Wall Road										

Valuations

Please select one option only.

Option 1 – We confirm that we require monthly and quarterly valuations to be sent to us by electronic mail to the email address provided on page 7. A copy will be sent to our introducing financial adviser. We understand if this option is selected, paper copies will not be provided to us, and we will receive a valuation in digital format.

If this option is selected, trade contract notes will also be sent by electronic mail. All emails will be encrypted using WINZIP software and a PDF reader will be required. A password will be sent to us directly to access this file.

Please note for discretionary policies electronic mail is not available. Valuations will be sent by post.

☐

or

Option 2 – We confirm that we require monthly and quarterly valuations to be sent to us by post. A copy will be sent to our introducing financial adviser. We understand if this option is selected, email copies will not be provided to us.

If this option is selected, trade contract notes will be sent in paper format.

If both of the above boxes are left blank, valuations will be sent direct to the introducing financial adviser.

☐

Reports

Where available, we will provide documents or reports from providers of the underlying assets in which your Global Portfolio invests, including prospectuses and reports and accounts. We will charge the ad hoc charge (see the Current Charges document) for every document which we forward to you. Please tick the box if you do NOT want to receive these reports.

We do not wish to receive any documents or reports from providers of the underlying assets in which our Global Portfolio invests.

☐

Section 2: Policy details (continued)

Investment instructions

If you would like Friends Provident International to place your investments for you, please indicate the assets for your Global Portfolio to invest into below (Note: minimum value of USD 7,500). If there is insufficient room, please use a separate sheet, signed by all applicants. **Charges will be deducted from the General Transaction Account; therefore, if an overdrawn balance is to be avoided, please ensure sufficient cash is retained in line with your investment strategy.**

Caution: The choices you make here depend on whether you are an 'Accredited' or a 'Non-Accredited' investor. Please refer to the Investment options – Important notes on page 28.

Currency	Units Shares/Bonds/ Cash amount	SEDOL/ISIN (essential) [†]	Full security/fund name description

[†] If no SEDOL or ISIN is provided, Friends Provident International accepts no liability for the funds selected.

Your investment options

- Investment adviser (go to page 29)

☐

Please complete this section if the trustees would like an investment adviser to take authority of the investments.
- Discretionary fund manager and custodian (go to page 31)

☐

Please complete this section if the trustee would like to appoint a discretionary fund manager for your investments.
- Asset exchange

☐

you will need to complete a separate Asset Exchange form, please consult your financial adviser.

Important notes

- 1 A specimen policy document and/or copy of this completed form are available on request.
- 2 You are advised to satisfy yourself/selves that, under any taxation, exchange control or insurance legislation to which you may be subject, you are permitted to effect the policy.
- 3 You should seek guidance from your financial adviser as to the suitability of the policy to your own particular circumstances. Global Portfolio should be regarded as a medium to long-term investment.
- 4 You are obliged to provide the information as required in this Application and it is a condition precedent for you to apply for the policy. Information which you provide in connection with this Application and any subsequent policy will be held (whether stored electronically or otherwise), used or disclosed by Friends Provident International or any associated company that exists from time to time, in accordance with the Singapore Personal Data Protection Act 2012. You have the right to obtain access to and to request a correction of any personal information about you. Requests can be made to the Data Protection Officer at Royal Court, Castletown, Isle of Man, British Isles IM9 1RA or the Chief Executive of Friends Provident International Limited (Singapore Branch), 4 Shenton Way, #11-04/06 SGX Centre 2, Singapore 068807.
- 5 Each policy is governed by and shall be construed in accordance with the laws of Singapore.

6 Investment acknowledgement

Global Portfolio gives you an investment choice from a very wide-ranging menu of investments. Some of the funds which are available to you are classed as specialist funds aimed at professional or experienced investors. If you were investing in such a fund directly yourself, rather than through your Global Portfolio policy, you may have to declare that:

- You have read and understood the information supplied to you and understand the nature of any risks involved.
- You have discussed with your independent financial adviser whether such an asset is appropriate to your investment portfolio.
- You are eligible and able to invest into the fund and have the level of investment knowledge and experience required by the fund manager.
- You meet certain minimum financial requirements.

Ordinarily some of these funds could only be held by professional/experienced investors rather than the general public. Also, information relating to such investments may not be available for distribution in certain jurisdictions. However, when the investment is made through your Global Portfolio policy, we are treated as the professional or experienced investor and this enables policyholders that may not have been able to do so, to access these funds.

Please note that different jurisdictions may impose different criteria on the generally accepted definition of a professional/experienced investor. Full definitions, restrictions and investor requirements can be found in each fund's prospectus/terms and conditions, which are available from the fund manager or your financial adviser. We recommend that you obtain, read and fully understand a copy of the prospectus/terms and conditions for your chosen investment.

Declarations

Attention is drawn to the following declarations. Where we have asked for information that we need to assess before we can accept your application, you must disclose all facts which are material. Such facts are those which an insurer would regard as likely to influence the assessment and acceptance of a proposal. If you are in doubt as to the relevance of any particular information, you should disclose it, as failure to do so could result in you being quoted the wrong terms, a claim being rejected or reduced, or the Global Portfolio policy being invalid.

1 General declarations

We, the current trustees of the trust created on the day of (month) (year)
 (name of the trust)

confirm the following to Friends Provident International Limited (Singapore Branch):

- a) That we have the necessary powers of investment to invest in policies of life assurance.
- b) That the Trustees detailed in Section 1 of this application form are the current Trustees of the trust.
- c) The principal beneficiary/scheme member is

Full name	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Nationality	<input type="text"/>	Date of birth (DD/MM/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

- d) That without prejudice to the generality of this clause, all the trust company's required authorised signatories must sign all types of instructions (for example, instructions to change underlying investments, make cash withdrawals, total surrender of the policy).
- e) That we will advise Friends Provident International in writing immediately of any changes in the trustees.

Declarations (continued)

Declarations

- i) I/We declare that this application was signed in (country)
and the advice was received by the principal beneficiary/scheme member in (country)

and we further declare that all the information provided in this application form, including this Declaration, is complete and true to the best of our knowledge and belief. We agree that they, together with any other statements made to a medical examiner in the event of a medical examination or to Friends Provident International, now or in the future, shall form the basis of the contract under the law of Singapore. We have received, read and have been given an explanation of all the printed materials relevant to this policy and we have been acquainted with the charges made by Friends Provident International.

We have received, read and have been given an explanation of all the printed materials relevant to this policy and we have been acquainted with the charges made by Friends Provident International.

We further declare that we understand and agree that the policy shall not become effective until it is issued with the premium paid in full and all requirements have been met.

We understand that this application can only be accepted by employees of Friends Provident International's Branch Office situated at 4 Shenton Way, #11-04/06 SGX Centre 2, Singapore 068807 and that no other employees or third parties have the necessary authority to create a binding contract.

We understand that Friends Provident International Limited (Singapore Branch) will report this business in its register of Singapore policies.

We understand that the Singapore Government has and will be entering into a number of inter-governmental agreements to share tax information, where applicable, with the tax authorities in other territories. We understand that there is a requirement to collect information about customers' tax residence and nationality as part of Singapore legislation and that as a financial services company Friends Provident International is legally obliged to collect it. We are aware that Friends Provident International is required to request the entity's tax residency and tax identification number/global intermediary identification number (where applicable) and where controlling persons are potentially reportable their tax residency, tax identification number (where applicable) and nationality and will record this information on your records.

We understand that for reportable controlling persons, the information that will be reported to the Singapore Government is:

- The controlling person's name, address, jurisdiction of tax residence, Tax Identification Number (TIN) and date of birth
- The Friends Provident International policy number
- The balance or value of the account at the end of the calendar year or at the date the policy was surrendered
- The sum of any withdrawals taken within the relevant reporting year

We acknowledge that Friends Provident International and our financial adviser have entered into an agreement ('terms of business') which sets out the basis upon which Friends Provident International is prepared to accept applications submitted by the financial adviser on our behalf. This agreement categorically states that the financial adviser acts as our agent, and not the agent of Friends Provident International. We acknowledge that our financial adviser, or any other, has no authority to act as the agent of Friends Provident International or to state, suggest or imply that it has such authority.

2 Investment declarations

Before you invest in any assets through your Global Portfolio policy, we want to ensure that you are aware of the nature and possible risks associated with them. Would you therefore please make the following declarations:

- a) We understand that we may choose the investments to which our Global Portfolio policies are to be linked.
- b) We acknowledge that it is our responsibility to ensure that the asset is suitable, considering our investment objectives and attitude to risk, and our status as an accredited or a non-accredited investor.
- c) We confirm that we understand certain assets may have restrictions on their ability to raise cash in the future, and that further details are included in the prospectus or terms and conditions for the respective investment. We understand the risks associated with investing in these assets.
- d) If we choose to invest into specialist funds aimed at professional investors, we acknowledge that it is our responsibility to obtain, read and understand the fund prospectus.
- e) We acknowledge that Friends Provident International is not responsible for the investment performance or any loss suffered or reduction in the value of our Global Portfolio policy, arising from our chosen investment. Friends Provident International does not have any responsibility for the investment management of the assets within our Global Portfolio policy and Friends Provident International does not approve any asset as a suitable investment.
- f) We acknowledge that Friends Provident International reserves the right to reject any asset, for example, if certain administration criteria are not met.
- g) We acknowledge the purchase of our investments may be delayed if Friends Provident International requires a signed declaration in respect of our chosen investments.
- h) We acknowledge that our investments are processed according to the Terms and conditions of the relevant institution that cash is being invested with.
- i) We acknowledge that specific investor protection and compensation schemes that may exist in relation to collective investments and deposit accounts are unlikely to apply in the event of failure of such an investment held within insurance contracts.

Declarations (continued)

Declarations

3 Cancellation rights

We understand that if we are resident in Singapore, or have signed this application form in Singapore, we are able to cancel our policies during a 14-day period after we have received the policy. We understand that Friends Provident International will reflect any change in the market value of the assets which back the policy when it works out the amount to be returned to us.

4 Premium tax/Withholding tax

We acknowledge that in the event of any premium tax or withholding tax being levied in our country of residence it will be our responsibility to increase the premium by an appropriate amount or to settle the liability directly with the relevant tax authorities.

5 Fees and commissions

We are aware that certain investments the financial adviser makes on our behalf, from time to time, may contain fees which exist partly to meet promotion and distribution expenses of the investment, including commission paid to our adviser. We understand that full details of any commissions paid in respect of certain investments held within the Global Portfolio policy are available on request from our adviser.

6 Personal Data Protection Act 2012 (PDPA). Personal Data Protection Consent Declaration

Friends Provident International is committed to protecting the privacy of its customers. Friends Provident International will only collect, store, use or disclose your personal data in accordance with the PDPA and this Personal Data Protection Consent Declaration. It is compulsory to provide all of the personal data requested on this form. Failure to provide all the personal data requested on this form may mean that we are unable to process your application. In our usual operations to provide and service your Global Portfolio Policy we make use of and disclose your personal data as explained below.

General Purposes for the Collection, Storage, Uses and Disclosure of Personal Data

We consent to the personal information to be collected or held by Friends Provident International (whether contained in this Application or otherwise) and to be used and/or disclosed by Friends Provident International for the following purposes:

- i identifying us;
- ii confirming the accuracy of information collected or received;
- iii to process the policy application form, including for underwriting purposes;
- iv to issue and administer the policy;
- v to provide us with regular information about the policy;
- vi to assess and process any claims made under the policy;
- vii for research, customer analysis, data matching and statistical purposes;
- viii to provide general information on product enhancements and services which are relevant to us;
- ix to transfer information to, and to communicate with government authorities such as the Monetary Authority of Singapore, the Singapore Deposit Insurance Corporation Limited and any industry association such as the Life Insurance Association of Singapore, to allow these parties to carry out their regulatory functions or such other functions that may be assigned to them from time to time and are reasonably required in the interest of the insurance industry;
- x to meet any disclosure requirement imposed by any local or foreign law or court order which is binding on Friends Provident International or any Aviva group company or pursuant to guidelines issued by regulatory or other relevant authorities which Friends Provident International is expected to comply with;
- xi to communicate with us, our financial adviser and investment adviser whether directly or indirectly for any purpose; and
- xii to supply the details or provide a copy of the information to any financial services company wherever they are situated to enable the purchase of assets requested to be linked to the policy.

We consent to be contacted for research, or customer analysis purposes unless this box is ticked. ☐

Please note that, if this box is left blank, we understand that we can be contacted for research or customer analysis purposes.

Disclosures of Personal Data

For the above listed purposes, Friends Provident International will transfer personal data to the following third parties whether based within or outside of Singapore:

- i companies within the Aviva group;
- ii our financial adviser, investment adviser, and/or discretionary fund manager and custodian;
- iii companies carrying on reinsurance related business;
- iv banks and other financial institutions for the collection or refund of any monies due or payable;
- v professional advisers, IT service providers, mailing houses or other third party service providers providing services to Friends Provident International;
- vi medical organisations, medical examiners and practitioners, insurance offices, reinsurers or investigators; and
- vii any regulatory, government or statutory body;
- viii dispute resolution bodies authorised to resolve disputes regarding our policy;

Declarations (continued)

Declarations

- ix where personal information is provided to third parties, we will require them to protect the information in a manner that is consistent with our privacy policies and practices.

Marketing purposes

Friends Provident International would like to let you know about other products and services available from Friends Provident International that may interest you. Friends Provident International would also like to contact you to conduct consumer research, marketing related or other similar research and analysis (marketing purposes).

For these marketing purposes, Friends Provident International will provide your personal information to its professional advisers, IT service providers, mailing houses or other third party service providers providing services to Friends Provident International. Friends Provident

International and these third party service providers will collect, use, disclose, store, retain and/or process your personal information for marketing purposes.

Should you wish to receive such information and consent to your personal information being provided to third parties and processed by them for the above marketing purposes, please tick this box. ☐

Should you wish to receive information, please tick the boxes below to indicate how you would like to receive information about promotions and offers.

We would like to receive information about promotions and offers by: Post ☐ Email ☐

You may change your mind and withdraw your consent to receive direct marketing communications at any time. You may do this by writing to the Chief Executive, Friends Provident International Limited (Singapore Branch), 4 Shenton Way, #11-04/06 SGX Centre 2, Singapore 068807.

You have the right to access and to request correction of any personal information concerning you held by Friends Provident International. In accordance with the PDPA, Friends Provident International has the right to charge a reasonable fee for the processing of any data access request. Such request or notice can be made in writing to the Chief Executive at the above address, or, to the Data Protection Officer at Royal Court, Castletown, Isle of Man, British Isles IM9 1RA.

7 We can confirm that:

- i We have seen and received the Global Portfolio Product Brochure, Global Portfolio Product Summary, Total Distribution Cost Summary and Personal Charging Structure Illustration, Your Guide to Life Insurance, Your Guide to Investment-Linked Insurance Plans, and prospectuses (if any) of any assets which you wish to invest in your Global Portfolio.
- ii We acknowledge that the above fees and commissions are in addition to Friends Provident International policy charges and any annual fee taken on our Global Portfolio policy by our financial adviser.
- iii We understand and agree that we shall update Friends Provident International immediately on any changes of our personal information and any other information provided in relation to this policy.
- iv We have read and understood the Data Protection Declaration on pages 26 and 27.
- v We understand that the policy is underwritten by Friends Provident International and will be entered in the register of Singapore policies.

If a material fact is not disclosed in this application, any policy issued may not be valid. If you are in doubt as to whether a fact is material, you are advised to disclose it. This includes any information that you may have provided to the financial adviser but was not included in the application. Please check to ensure that you are fully satisfied with the information declared in this application.

	Applicant (on behalf of trust company)	Applicant (on behalf of trust company)
Signature(s)	<input type="text"/>	<input type="text"/>
Name (block capitals)	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	<input type="text"/>
Date (DD/MM/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Investment restrictions – Important notes

Friends Provident International will only trade on the underlying assets in the fund to which your policies are to be linked upon receiving written instruction from you or any party to which you have conferred, in writing, the discretion to make trading decisions. If you wish to appoint a party to make these trading decisions on your behalf, please complete Section 3.

Please note that if an overdraft on your General Transaction Account balance has accrued to more than 5% of the value of Global Portfolio and is not cleared within three months, Friends Provident International does reserve the right, in the absence of instructions from your appointed investment adviser, to place deals to realise sufficient cash to clear the overdraft. Please see the relevant Product Summary for more details.

Important: once this appointment has been accepted by Friends Provident International, we will continue to act on instructions received from your appointed investment adviser until you notify us in writing that the appointment has been revoked.

The following Sections 3 and 4 are to be completed as appropriate if you have chosen to use the services of an Investment Adviser, Discretionary Fund Manager, or if you wish to transfer an existing asset/share portfolio into a new Global Portfolio.

Please note the following investment restrictions that apply:

a) Global Portfolio – Personalised assets version

i) 'Accredited' investors

Most forms of investment are available for inclusion in the Fund including:

- Cash, including bank and building society deposits
- Equities and fixed-interest securities listed on a stock exchange approved by us
- Unit Trusts
- Investment Trusts
- Structured Notes and Structured Deposits
- Open Ended Investment Companies (OEICs)
- Hedge Funds, Funds of Hedge Funds and Exchange Traded Funds (ETFs)
- Corporate and Government Bonds

We reserve the right to reject a request to select any asset.

ii) 'Non-Accredited' investors

Where the selected asset is a collective investment, non-accredited investors may only link to collective investment schemes that are authorised or recognised schemes as defined in Sections 286 and 287 of the Singapore Securities and Futures Act (Cap. 289). Equities and fixed-interest securities quoted on a recognised stock exchange and cash deposits are also permissible.

b) Global Portfolio – Collective Investment[†] version

i) 'Accredited' investors

For an asset to be available, it must be structured as follows:

- Authorised or recognised schemes as defined in Sections 286 and 287 of the Singapore Securities & Futures Act (Cap. 289)
- A UK authorised unit trust within the meaning of Section 468 of the UK's Income & Corporation Taxes Act 1988 (ICTA)
- A UK investment trust, excluding warrants, within the meaning of Section 842 ICTA 1988
- An open ended investment company (OEIC) within the meaning of Section 236 of the UK Financial Services and Markets Act 2000
- An interest in an Overseas Collective Investment Scheme[†] that is structured as one of the following:
 - an open ended investment company
 - a unit trust
 - any other arrangement which creates rights in the nature of co-ownership.

[†]'Collective investment' as defined in Section 235 of the UK Financial Services and Markets Act 2000

- Hedge Funds and Exchange Traded Funds (ETFs) are permitted provided they comply with one of the structures above. US and Canadian Mutual Funds are permitted only while Global Portfolio is discretionary managed.

ii) 'Non-Accredited' investors

Policies held by non-accredited investors may only link to collective investment schemes that are authorised or recognised schemes as defined in Sections 286 and 287 of the Singapore Securities & Futures Act (Cap. 289). Cash deposits are also permissible.

- c) The holding of cash, including bank and building society deposits and the General Transaction Account (or Current Account) is permitted provided it is not held for the purpose of realising a gain on disposal.
- d) The Fund shall not at any time be more than 100% invested, i.e. no overdrafts shall be created nor any other commitments made beyond the extent of the investible cash available in the Fund without the prior formal approval of the Company.
- e) Any assets purchased shall be purchased at the market price, or specified limit price as shown on the contract note issued by the fund manager or stockbroker.
- f) All assets are held to the beneficial ownership of Friends Provident International and in the name of Friends Provident International. All dealing and contract notes must be made in the name of Friends Provident International.

Section 3: Appointment of Investment Adviser

Section A

Part 1 – For completion by the Applicant

Global Portfolio policy number	<input type="text"/>
Name of Investment Adviser company ('the Adviser')	<input type="text"/>
Address of the adviser	<input type="text"/>

Declaration

We declare that we wish to appoint the Adviser to be the Investment Adviser of the underlying assets held within our Global Portfolio policy, in accordance with the Investment Restrictions specified on page 28. We request Friends Provident International to enter into any formal agreements required by the Adviser to facilitate this appointment.

Authority granted

We grant the Adviser authority to act in the following capacity (please read the two options carefully before indicating the authority you have granted to your Investment Adviser):

Please tick one box only.

- Option 1: Advisory basis only, our signed consent required:** ☐ We declare that the Adviser will discuss any proposed alterations to the composition of the Global Portfolio policy with us, and Friends Provident International will only act upon investment instructions that we, as policyholder(s), have signed. **Friends Provident International will not action any instructions that have not been signed by us.**
- Option 2: Delegated Investment Management** ☐ We declare that we have delegated investment decision to the Adviser, who has complete discretionary authority without consulting us first, to make all investment decisions to buy or sell assets, hold cash or other investments, within the boundaries of the investment restrictions detailed below. **We authorise Friends Provident International to act upon the investment instructions of the Adviser as if the Adviser was the policyholder.**

We agree that the Friends Provident International shall not be responsible for any loss or liability to our Global Portfolio policy, as a result of the actions, or failure to take action, on the Adviser's part, or the part of any legal or natural person appointed by the adviser, which gives rise to any loss in value to our Global Portfolio policy howsoever arising.

We and our estate promise to repay to or reimburse Friends Provident International in respect of all losses, damages, liabilities, actions, proceedings, claims, costs and expenses (including legal expenses) arising from the activities of the Adviser and any legal or natural person appointed by the adviser (including, but not limited to, the cost of defending in any court of law such claim, demand or action against Friends Provident International and the cost of recovering the investments held by the Adviser). We authorise Friends Provident International to act upon this authority until we revoke this authority in writing.

Section B

Please tick the appropriate box.

We have agreed with the Adviser that a fee will not be paid. ☐

We authorise Friends Provident International to make a quarterly withdrawal from the Global Portfolio policy of USD GBP SGD EUR Other Amount per quarter

or % a year, up to a maximum of 1.5%, of the value of the Global Portfolio policy at the quarterly valuation point.

We understand that an amount equivalent to this withdrawal shall be payable by Friends Provident International to the Adviser on our behalf.

Section C

Investment restrictions

We agree to the investment options listed on page 22.

Section D

Fees and commissions

We are aware that certain investments the Adviser makes from time to time may contain fees which exist partly to meet promotion and distribution expenses of the investment, including commission paid to our Adviser. We understand that full details of any commissions paid in respect of certain investments held within the Global Portfolio policy are available on request from our Adviser.

We acknowledge that the above fees and commissions are in addition to Friends Provident International's Global Portfolio policy charges and any Investment Adviser fee taken under Section B.

If a material fact is not disclosed in this application, any policy issued may not be valid. If you are in doubt as to whether a fact is material, you are advised to disclose it. This includes any information that you may have provided to the financial adviser but was not included in the application. Please check to ensure that you are fully satisfied with the information declared in this application.

	Applicant (on behalf of the trust company)	Applicant (on behalf of the trust company)
Signature(s)	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	<input type="text"/>
Date (DD/MM/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Part 2 – For completion by the Adviser

Important note

Financial Advisers must be regulated by the Monetary Authority of Singapore (MAS) – and hold a Capital Markets Services (CMS) license to provide delegated advice.

I confirm that I will comply with all legal and regulatory requirements of Singapore. I confirm that I will notify you of any changes to the brokerage including any disciplinary action taken against me or the company.

Signature of Adviser	<input type="text"/>
Name of Adviser	<input type="text"/>
For and on behalf of (Name and address of firm)	<input type="text"/>

Declaration

On behalf of the 'Investment Adviser' named in Part 1, Section A, I have read and understood the Investment Options specified on page 22 and agree to act in accordance with them. The capacity in which I will act as Investment Adviser will be (please indicate below by ticking the appropriate box):

Please tick one box only.

Advisory Basis only.

☐

I confirm that I hold the appropriate authorisation from the Monetary Authority of Singapore (MAS), to provide ongoing investment advice to the Applicant(s). I understand that Friends Provident International can only act upon investment instructions that have been signed by the Applicant(s).

My MAS license number is

Delegated Basis.

☐

I confirm that I hold a CMS license enabling me to provide investment instructions to the Company, and that I have the agreement of the Applicant(s) to issue investment instructions on their behalf.

My CMS license number is

Section 4: Appointment of Discretionary Fund Manager and Custodian[†]

Section A

For completion by the applicant

Global Portfolio policy number

Name of Discretionary Fund Manager and Custodian ('the Manager')

Address

- 1 We declare that we wish for the underlying assets held within our Global Portfolio policy to be placed in a discretionary account, which will be managed on a discretionary basis by the Manager. We further declare that we wish for the custodian or any other legal or natural person appointed by the custodian to hold safe custody of these assets.
- 2 We acknowledge that these investments are held in the name of Friends Provident International and therefore it is necessary for Friends Provident International to enter into a formal agreement (the Agreement) appointing the Manager. We acknowledge that Friends Provident International may modify the Agreement at its absolute discretion, for example where the Agreement allows for the provision of certain investments, but which cannot be held within our Global Portfolio policy.
- 3 We acknowledge that Friends Provident International is only prepared to enter into the Agreement as a result of our request for Friends Provident International to appoint the Manager to manage the assets and for the custodian to hold safe custody of the assets.
- 4 We agree that Friends Provident International shall not be responsible for any loss or liability to our Global Portfolio policy, as a result of the actions, or failure to take action, on the Manager's or custodian's part, or on the part of any legal or natural person appointed by the manager or custodian, which gives rise to any loss in value to our Global Portfolio policy howsoever arising.
- 5 We and our estate promise to repay to or reimburse Friends Provident International in respect of all losses, damages, liabilities, actions, proceedings, claims, costs and expenses (including legal expenses) arising from the activities of the Manager or custodian and any legal or natural person appointed by the Manager or custodian (including, but not limited to, the cost of defending in any court of law such claim, demand or action against Friends Provident International and the cost of recovering the investments). We agree that if Friends Provident International is obliged to pay any money to the Manager or custodian or any legal or natural person appointed by the Manager or custodian under the terms of the Agreement, such money shall be deducted from our Global Portfolio policy.
- 6 We acknowledge that Friends Provident International may terminate the appointment.

Section B

We acknowledge that the Manager will deduct a fee of

USD GBP SGD EUR Other Amount
per quarter

or % a year, of the value of the discretionary account at the quarterly valuation point, plus VAT. I acknowledge that the provision of discretionary fund management services by UK and non-UK discretionary fund managers is subject to value added tax (VAT) at the applicable UK rate. We agree that if Friends Provident International is obliged to apply VAT for discretionary fund management services, such money shall be deducted from our Friends Provident International Policy.

We also acknowledge that other fees, including but not limited buying and selling, safe custody and delivery charges will be deducted from the discretionary account, in accordance with the manager's and custodian's rates for such charges in force from time to time.

[†] Important Note: If the Discretionary Fund Manager is resident in Singapore and does not hold a Capital Markets Services (CMS) license, we will not be able to accept their appointment. Discretionary Fund Manager is not licensed by the Monetary Authority of Singapore, the Discretionary Fund Manager will not be advising/dealing with customer such that there are infringements against the Financial Advisers Act and/or the Securities and Futures Act.

Section C

We acknowledge that Friends Provident International may if it so wishes but without being under an obligation to do so, agree the investment criteria, risk criteria, and investment restrictions set out below:

- 1 **Investment criteria** (for example Cautious, Balanced, Aggressive)
- 2 **Risk criteria** (for example Low, Medium, High)
- 3 **Investment restrictions** we agree to the investment restrictions listed on page 28.

If a material fact is not disclosed in this application, any policy issued may not be valid. If you are in doubt as to whether a fact is material, you are advised to disclose it. This includes any information that you may have provided to the financial adviser but was not included in the application. Please check to ensure that you are fully satisfied with the information declared in this application.

	Applicant (on behalf of the trust company)	Applicant (on behalf of the trust company)
Signature(s)	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	<input type="text"/>
Date (DD/MM/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Verification of identity and address

Friends Provident International Limited Singapore Branch (Friends Provident International) has a legal obligation to verify the identity and residential address of each person who applies for our product.

There are good reasons for doing this. Criminals and terrorists often try to launder money by using false or stolen identities in order to open accounts or place investments with financial institutions such as Friends Provident International. By providing the information and documents requested, you are not only helping Friends Provident International to comply with stringent money laundering legislation, but you are helping to protect your own identity.

We will also require an original or certified copy of a document to verify each applicant's identity and residential address.

Step 1 Verify the identity of each applicant

The required documents to verify identity are:

- A passport; or
- A government-issued identity card (carrying a photograph of the individual).

Where it is not possible to obtain either a passport or a national identity card, two other formal government-issued documents (one of which must contain a photograph) carrying appropriate personal details, which show verifiable reference numbers, may be accepted. Examples would include:

- Driving license with photograph*; and
- Annual tax assessment issued by the tax authorities*

These documents must be certified by a suitable certifier (please refer to [Step 3](#)).

*If this document is used to verify the identity of applicant(s), a separate document from the list will be required to verify the address of applicant(s) in [Step 2](#).

Step 2 Verify the address of each applicant

The document must be issued in the name of the applicant and show the residential address that appears on the application form. In all cases the documents seen should be the most recent available, and no older than three months, unless the document used to verify address is only issued on an annual basis.

Acceptable documents for this purpose include:

- A utility bill, (water, gas, electricity, landline telephone connection), rates invoice, council tax notification

Please note mobile telephone bills, cable TV bills (with the exception of StarHub) and Internet service provider's bills are not acceptable as evidence of address

- A current driving license with photograph
- A tax assessment document
- An extract from the official registrar of electors
- A bank account statement

Please note, statements of credit cards and non-bank cards, such as store cards, are not acceptable

- A state pension, benefit book or other government-produced document showing benefit entitlement
- A letter from the employer of the individual confirming the residential address and the policyholder's position in the company – if the client is the owner/part owner of the company a letter from the company will **not** be accepted. Where the applicant has accompanied a partner or spouse on a work assignment or contract, and they are also an applicant, an employer may confirm the address of a non-employee where a relationship is detailed
- Proof of ownership or rental of the residential address
- A mortgage statement

These documents must be certified by a suitable certifier (please refer to [Step 3](#)).

Step 3 Authentication of documents by a suitable certifier (for each applicant)^

Background

Incorrect certification of documents is one of the main reasons for delays in processing applications. The Isle of Man Financial Services Authority, Friends Provident International's principal regulator, is very specific about how documents are to be certified, and who can perform this function.

Certification of copy documents

The certifier must state on the document:

'I certify that this is a complete and accurate copy of the original documentation that I have seen...'

Signed: (the signature of the certifier)

Name: (the printed name of the certifier)

Position or Capacity: (the position or capacity of the certifier)

Date: (the date of certification)

Improper certification could lead to delays. If the document is more than one page the certifier can either:

- Certify each page individually or,
- Certify the top page and add a statement detailing the number of pages of the original documentation seen.

Who can certify a copy of an original document?

1 – A Regulated Introducer, or authorised employee of a Regulated Introducer

A Regulated Introducer is an introducer which is based in, incorporated in or formed under the law of a jurisdiction where an authority exercises regulatory functions and controls, and has been accepted as regulated through the terms of business process.

2 – A Notary Public, licensed lawyer or solicitor

A Notary Public is a public officer appointed under authority of state law with power to administer oaths, certify affidavits, take acknowledgements and take depositions or testimony.

3 – An authorised representative of an embassy or consulate of the country that issued the identification documents.

4 – Other acceptable person who can certify a copy of an original document, includes:

- A member of the judiciary, a senior civil servant, or a serving police or customs officer;
- A justice of the peace or commissioner of oaths;
- An accountant holding a recognised professional qualification;
- A director or manager of an authorised financial institution in a recognised jurisdiction;
- An acceptable applicant acting in relation to the application;
- A Financial Adviser who has been signed off by Friends Provident International Limited as a suitable certifier (they can only certify on behalf of the brokerage the status was granted for); or
- An employee of Friends Provident International Limited.

Translation of documents not written in English

Where a document submitted for address verification is not written in English, we require the certifier to explain on the document:

- What the document is
- Indicate where the applicant's name and address is printed
- The certifier should also write a statement onto the document to the effect that:

'I certify that the address stated on this document is a true translation of the English address written on the application form...'

Signed: (the signature of the certifier)

Name: (the printed name of the certifier)

Date: (the date of certification)

^Where the applicant is related or a party to the application or they are the applicant, they cannot certify the documents and a third party must act as the certifier.

The information given in this document is based on the understanding of Friends Provident International of current laws and Isle of Man taxation practice as at March 2016, which may change in the future. No liability can be accepted for any personal tax consequences of this policy or for the effect of future tax or legislative changes.

Investment involves risk. Past performance should not be viewed as a reliable guide of future performance. Fund prices may go up and down depending upon underlying investment performance, and the value of your investment cannot be guaranteed. Investments held within a fund may not be denominated in the currency of that fund and the value of those assets can go up and down simply because of movements in currency exchange rates. All fund performance is quoted net of annual charges.

All policyholders are protected by the Life Assurance (Compensation of Policyholders) Regulation 1991 of the Isle of Man, wherever their place of residence.

Investors should be aware that specific investor protection and compensation schemes that may exist in relation to collective investments and deposits accounts are unlikely to apply in the event of failure of such an investment held within investment-linked life insurance policies.

Complaints we cannot settle may be referred to the Financial Insurance Disputes Resolution Centre Limited ('FIDReC') for assistance within six months from the date you failed to reach an agreement with Friends Provident International. You can contact FIDReC at:

36 Robinson Road
#15-01 City House
Singapore 068877
Tel: +65 6327 8878; Fax: +65 6327 8488 / 6327 1089
Website: www.fidrec.com.sg
Email: info@fidrec.com.sg

Some telephone communications with Friends Provident International are recorded and may be randomly monitored.

The legal interpretation is that each policy is governed by and shall be construed in accordance with the laws of Singapore.

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