

**FIRSTRAND TRUSTEES LIMITED
TRUST TRANSFER FORM**



FIRSTRAND
Private Wealth Management

This Form Includes:

Trust Transfer Request Form

Personal Profile Form

Investment Profile Form

Letter to Existing Trustee

Trust Transfer Request

To: FirstRand Trustees Limited (hereinafter referred to as “the Trustee”, subject to acceptance of the Trusteeship).

I/We should be grateful if the Trustees would accept the trusteeship of an existing trust, in accordance with the information as set out below:-

1. Name of Trust

The _____ Trust

2. Existing Trustee

Name	
Contact Name	
Physical Address	
Telephone	
Facsimile	

3. Details of Settlor(s) / Relevant Person (s)

Full Name	
Date of Birth	
Physical Address	
Telephone	
Facsimile	

Joint Settlor (if applicable)

Full Name	
Date of Birth	
Physical Address	
Telephone	
Facsimile	

Personal Profile

NB: This page should be photocopied and completed by the Settlor, any person who will be providing funds and every adult beneficiary.

This information will be treated in the strictest of confidence (subject to the Trustee's obligations under applicable law) and will assist the Trustees in properly identifying and communicating with you and where appropriate with members of your family or others as directed by you.

It also allows the Trustees to carry out proper due diligence as required by the laws of the Bailiwick of Guernsey and by the Trustees' own internal policy which may involve taking professional and banking references for the Settlor and any beneficiaries who are not related to the Settlor.

Full Name	
Place & date of birth	
Maiden / previous names	
Marital status	
Full name of spouse	
Maiden / previous name of spouse	
Permanent residential address	
Home telephone	
Work telephone	
Mobile	
Email	
Home facsimile	
Work facsimile	
Correspondence address (if different from residential address)	
Nationality	
Country of permanent affiliation*	

* If more than one, please state all, including whether a US Green Card holder.

Background Information

Occupation	
Name of employer	
Employer address	
Estimated wealth value	
Source of wealth	

(For Business Owners only)

Name of business	
Nature of business	
Address	
Website Address	

Do you or any of your family** hold or held, at any time, political office? Yes No

Have you ever been declared bankrupt? Yes No

Verification

We are required by law to undertake verification procedures for all new clients. Please provide the following documentation:

- 1) preferably two (but at least one) **original** utility bills (or other proof) bearing your above residential address; and
- 2) a copy of passport or national ID card (including the signature) certified by a suitable certifier (i.e. lawyer, accountant, Notary Public or similar) to be a true likeness

Signature	
Date	

** parents, brothers, sisters, spouse, partner, children, grandparents, grandchildren, aunts, uncles, nieces, nephews, brothers-in-law, sisters-in-law, parents-in-law

NB These are minimum requirements and more information may be requested at the company's discretion. FirstRand Trustees Limited reserves the right to delay investment of any assets received until such time as compliance obligations are met and will not be liable for any losses of any sort which may arise during this period as a result of investing or not investing any monies received.

4. Details of Beneficiaries

Please list the beneficiaries. A Personal Profile (page 3) must be submitted for **each listed adult beneficiary.**

Beneficiary 1

Full name	
Date of birth	
Address	
Relationship to Settlor	

Beneficiary 2

Full name	
Date of birth	
Address	
Relationship to Settlor	

Beneficiary 3

Full name	
Date of birth	
Address	
Relationship to Settlor	

Beneficiary 4

Full name	
Date of birth	
Address	
Relationship to Settlor	

(If there are more than four beneficiaries, please provide details separately and include with this form)

5. Assets

Please indicate the value of assets which are held in the Trust:

£/US\$

6. Source of Funds

Please provide as much information as possible including from where the funds originated e.g. inheritance, earnings etc. Further information or documentation may be requested in this respect.

7. Investment Selection

The Ashtrust

Fully managed funds provided by Ashburton only are available. Please list the chosen funds/service and amounts to be invested.

Fund	Currency	Amount/Percentage

The Fundshop Trust

Please complete the relevant RMBIS Application Form and return with this Trust Transfer Form. Please note that this service is only available on a discretionary management basis and the Investment Manager must be accredited with FirstRand Trustees Limited and RMBIS.

The Full Discretionary Trust

Please provide a schedule showing the assets to be introduced and the proposed investment schedule.

The Settlor/s/Relevant Person/s is/are advised that Ashburton and FirstRand Trustees are part of the FirstRand Group.

8. Investment Advisor/Manager*

Name	
Contact Name	
Address	
Telephone	
Email	
Signature	

*Delete as appropriate

9. Correspondence

Please tick the appropriate box indicating where you wish correspondence to be sent:

- Mail to postal address
- Mail to residential address
- Send to e-mail address

Email address	
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10. Fees

The annual fees are subject to review and will be charged in accordance with the latest published scales of the company as amended from time to time.

I/We confirm that I/we have read and fully understood and agree to your published schedule of fees.

As part of the pricing structure, all fees will be automatically deducted from investments held within the Trust.

11. Letter of Wishes

The Settlor/s is/are invited to submit a Letter of Wishes to the Trustee to set out their wishes for the administration of the Trust and the exercise of their discretionary powers. This Letter of Wishes is for guidance only and is not legally binding on the Trustee. A sample of a Letter of Wishes is available on request to provide an example of the format that can be used.

12. Method of Payment

Payment may be made by Bank Transfer, Banker's Draft or Sterling Cheque.

(i) Bank Transfer Details

Sterling

Barclays Bank Plc
St Peter Port, Guernsey
Sort Code: 20-35-32
Account name: FRT Clients Account
Account no: 50772844
IBAN: GB43BARC20353250772844
SWIFTBIC: BARCGB22

(Important: quote a reference)

Reference

US Dollar

Barclays Bank, 75 Wall Street, New York, N.Y.10265
Via SWIFT Code: BARCUS33
For credit to: Barclays Payment Centre
Via SWIFT Code: BARCGB22

For further credit to: Barclays Bank plc, Guernsey
Sort Code: 20-35-32
Account Name: FRT Clients Account
Account Number: 85498944
IBAN: GB59BARC20353285498944
SWIFTBIC: BARCGB22

(Important: quote a reference)

Reference

The reference must be recorded to identify the funds transferred. Copies of transfer instructions or bank deposit slips should be attached.

(ii) Banker's Drafts or Cheques

Banker's Drafts or Cheques should be made payable to 'FirstRand Trustees Limited' and attached to the form.

13. Know Your Client

This area includes verification of identity and a thorough understanding of the business and family affairs of the client and the rationale for wanting to place assets offshore. This information by its nature will grow and evolve over time and must be updated on an ongoing basis.

As business and family affairs evolve there may be occasions where changing circumstances impact on the structure and adjustments are required to maintain its integrity. It is therefore apparent that the more we know the better placed we will be to detect such occasions. It should be stressed that this information is confidential and for our records.

Identification

Identification comprises a person's name (and any former names), permanent residential address, date of birth, place of birth and nationality. FirstRand Trustees Limited will require not only to identify all parties (i.e. Settlers, beneficiaries, Protectors, Co-Trustees and beneficial owners) but also to verify that identification.

Residential Address

To verify the permanent residential address of an individual ONE of the following are required (no more than 3 months old):

- an original bank statement addressed to the individual at the address they have stated.
- an original utilities bill addressed to the individual at their permanent residential address they have stated (mobile/cell phone bills not accepted).
- confirmation by FirstRand Trustees Limited from directory enquiries or from a recognised telephone directory for the locality from which the individual is from and showing the address provided by them.
- a confirmation from a satisfactory certifier (see definition below), which is regulated by a regulatory body in another jurisdiction.

14. Certification of Documents

A certified copy of a valid passport or national ID card taken from original documentation (not copy documentation) is required for all parties (other than for minors who may have no identity document). In all cases the copies must be clear.

At least one piece of identification per client must bear a clear copy of a photograph, signature, identification number and the date and place of issuance.

A suitable certifier will be:

- an embassy, consulate or high commission of the country of issue of documentary evidence of identity;
- a member of the judiciary, a senior civil servant;
- a lawyer or notary public;
- an actuary;
- an accountant holding a recognized professional qualification;
- a director, officer, manager of a regulated financial service business operating in an equivalent jurisdiction.
- a FirstRand Group company director, officer or manager.

Equivalent jurisdictions are:

Austria, Australia, Belgium, Canada, Denmark, Finland, France, Germany, Gibraltar, Greece, Guernsey, Hong Kong, Iceland, Ireland, Isle of Man, Italy, Japan, Jersey, Luxembourg, Netherlands (**NOT** including Netherlands Antilles and Aruba), New Zealand, Norway, Portugal, Singapore, Republic of South Africa, Spain, Sweden, Switzerland, United Kingdom, United States of America.

A suitable certifier must certify that he or she has seen original documentation, verifying identity and residential address, and that the copy document provided (which he or she certifies) is a complete and accurate copy of that original. The certifier will also sign and date the copy identification data, printing his or her name and address clearly in capitals underneath and indicate his or her position or capacity.

15. Agreement

The Settlor/s has/have arranged for the initial Trust Fund to be transferred to the Trustees and acknowledge that in effecting this transfer they became Settlor/s of the Trust. Therefore I/we hereby confirm that:

- following the proposed dispositions I/we will be able to meet all current known liabilities when they fall due, all foreseeable liabilities and any such contingent liabilities as could reasonably be expected to crystallise.
- neither I/we nor any of the beneficiaries have been declared bankrupt or en désastre in any part of the world or have been a director or otherwise concerned in the management of a company which has been subject to an insolvent liquidation or been the subject of a judicial enquiry;

- neither I/we nor any of the proposed beneficiaries have been engaged in or have benefited from criminal conduct in any part of the world and funds which are subject to the proposed arrangement do not wholly or in part directly or indirectly represent the proceeds of criminal conduct; and
- neither I/we nor any of the beneficiaries have been charged with a serious offence in any part of the world or are aware of any circumstances which might lead to such a charge.

I/We further confirm that any assets which I/we may hereafter transfer to the Trustees as an accretion to the Trust Fund are or shall be (as the case may be) beneficially owned by me/us and free from any liens, charges or encumbrances.

I/We further confirm that the Trustees shall accept the Trusteeship and act as Trustees upon the terms, obligations and rights set out in the Trust Deed and on the basis of the fee proposal, as advised to me/us which I/we agree and by which I/we will be bound in signing this request.

I/We hereby agree to indemnify the Trustees against all actions, suits, proceedings, claims, demands, costs, charges and expenses (including, without limitation, any loss arising out of delay, mis-delivery or error in the transmission of any letter, cable, telex, telephone communication, facsimile transmission or email) which may be incurred or become payable by you in respect of your accepting or holding such assets as Trustees unless any such action, suit, proceeding, claim, demand, cost, charge or expense shall arise as a result of fraud, wilful misconduct or gross negligence on your part.

I/we also confirm that I/we will transfer assets into the Trust Fund to enable the Trustees' charges for transferring and administering this Trust to be paid in the event that there are insufficient available assets in the Trust to meet such charges. I/we further confirm that this undertaking will apply to any underlying company should the Trustees consider it appropriate to form any such vehicle.

I/We confirm that neither I/we nor any beneficiaries are resident in Guernsey and undertake to advise the Trustees of any changes in my/our status or that of any of the beneficiaries which could affect this status.

I/We authorise the preferential use of FirstRand Group service providers in relation to the assets of this trust.

I/We accept that FirstRand Trustees Limited, in line with customary business practice, shall be entitled to retain for its own benefit any brokerage, commission, rebates or fees received in respect of any business transacted upon notwithstanding that such brokerage, commission, rebates or fees are payable as a direct or indirect result of any dealing with property which is or may become subject to the trusts hereof.

In consideration of the Trustees acting, from time to time in accordance with the Trust Deed and upon written, postal, cabled, facsimiled or telexed requests or recommendations ("Requests") from me/us, I/we hereby agree to indemnify fully and hold the Trustees harmless in respect of all claims, actions, damages, proceedings, costs and expenses suffered or incurred by the Trustees as a result, direct or otherwise of the Trustees acting upon such Requests. In instances agreed by the Trustees in advance, the Trustees may accept oral Requests or Requests conveyed by telephone or email, provided however that such oral, telephone or email Requests shall be confirmed by written, posted, cabled or facsimiled requests as soon as reasonably possible thereafter.

I/We confirm that I/we have been advised by the Trustees to seek independent and appropriate legal and tax advice as to the consequences of this transaction and as to the transfer and terms of the Trust. I/we further confirm that I/we will attend to all and any necessary reporting requirements in any appropriate jurisdiction relevant to me/us in respect of this transaction.

I/we hereby acknowledge that any telephone call to/from any member of the FirstRand Trustees Limited Group of companies may be recorded or monitored.

I/We hereby acknowledge and agree that the information provided in this booklet may be held on computer and on other records and that such information may be disclosed to and used by any company within the FirstRand Group of Companies (including agents and actual prospective successors and transferee of such company) to assist in providing the best service and to provide information about products and services that may be of interest to me/us, unless the person(s) named in this booklet indicates that they do not wish to receive such information by writing to the Administrator or by ticking the appropriate box.

Whilst we treat all client records as confidential, details may have to be passed to our regulatory authorities and auditors for the purposes of compliance.

I/We do not wish to receive information about products and services

This request is governed by the laws of the Island of Guernsey.

16. Signatures

Name	
Signed	
Date	

Name	
Signed	
Date	

NB FirstRand Trustees Limited reserves the right to decline acceptance of the Trusteeship duties by notice in writing.

Investment Profile Form:

Investment Objectives and Risk Tolerance:

Base currency of investments	
Sterling	<input type="checkbox"/>
US Dollar	<input type="checkbox"/>
Euro	<input type="checkbox"/>
Other (please specify)

What is the Trust’s investment objective?

- Income – primary objective to produce a stable level of income.

- Balanced – primary objective to achieve a balance between income and the potential for capital growth where there might typically be a combination of low, medium and some higher risk investments in alternative asset classes.

- Capital Growth – primary objective to achieve capital growth where there may be a higher element of volatility to achieve the growth objective and exposure to medium and high investments including possibly alternative asset classes.

What is your attitude to risk?

- Low Risk – preference for little risk and low volatility. Willing to accept potentially lower returns to reduce the exposure to losses.

- Moderate Risk – preference for moderate risk with some volatility. Willing to assume an average amount of market risk and volatility or risk of loss of capital in order to achieve potentially higher returns than a low risk portfolio.

- High Risk – preference for aggressive investments with the hope of achieving commensurate gains. Willing to assume above average market risk and volatility and the potential for a significant risk of loss of capital in order to achieve higher potential returns.

Signed by Investment Adviser	
Date	

Acknowledged by Settlor(s)/Relevant Person	
Trust Name	

FirstRand Trustees Limited
 PO Box 602
 La Plaiderie House
 St Peter Port
 Guernsey
 GY1 4NL
 Channel Islands
 T +44 (0) 1481 748100
 F +44 (0) 1481 700222
 Email enquiries@firstrandtrustees.com
 Website www.firstrandtrustees.com

FirstRand Trustees Limited is licensed by the Guernsey Financial Services Commission to conduct Fiduciary Business. JG Trustees Limited is a wholly owned subsidiary of FirstRand Trustees Limited. A Member of the FirstRand Group. Registration No. 3080

Investment preferences/restrictions (e.g. geographic, sector, ethical, currency)

Trust Transfer Request

Name of Trust

The _____ Trust

Existing Trustee

Name	
Contact Name	
Physical Address	
Telephone	
Facsimile	

Details of Settlor(s) / Relevant Person (s)

Settlor

Full Name	
Date of Birth	
Physical Address	
Telephone	
Facsimile	

Joint Settlor (if applicable)

Full Name	
Date of Birth	
Physical Address	
Telephone	
Facsimile	

To: The Trustees of the Trust

I confirm that I am the Relevant Person listed.

I hereby wish to request that trusteeship is transferred to FirstRand Trustees Limited and authorise you to provide FirstRand Trustees Limited with copies of any documents to which I am entitled to receive under either the terms of the Trust Deed or pursuant to any relevant law (including but not limited to copies of the Trust Deed and any supplemental deeds).

Should you have any questions in relation to this request, please contact in the first instance:

FirstRand Trustees Limited
New Business Department
PO Box 602
La Plaiderie House
La Plaiderie
St Peter Port
Guernsey
GY1 4NL

Tel: +44 1481 748100

Fax: +44 1481 700222

E-mail: enquiries@firststrandtrustees.com

Signed by the Settlor(s)/Relevant Person	
Date	