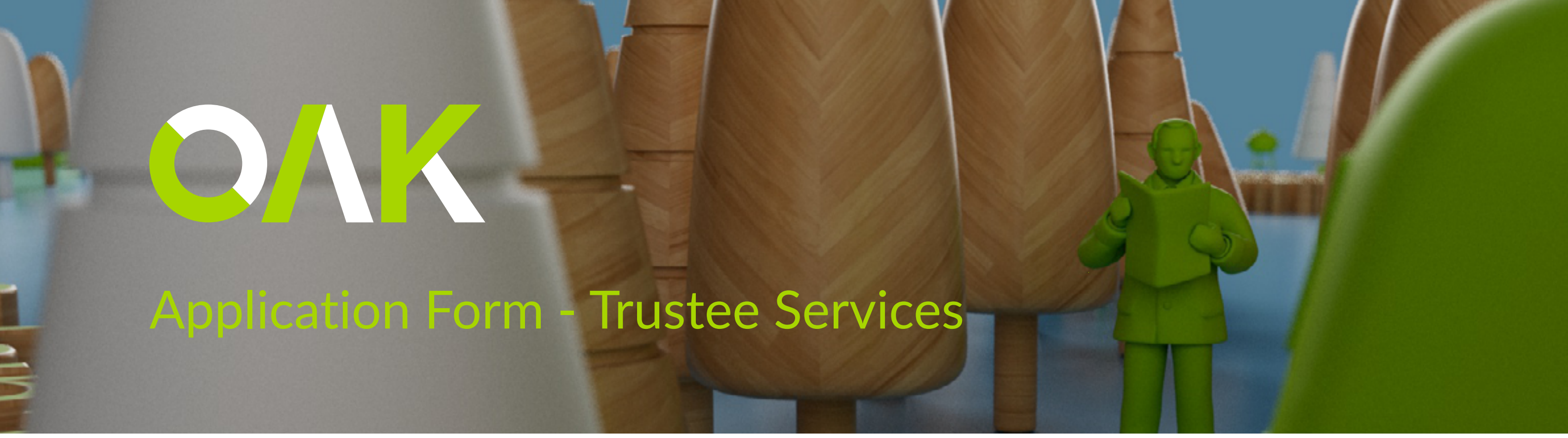

# Application Form - Trustee Services

## 1. Trust Details

Name (First Choice)

Name (Second Choice)

**Note:** Please provide two options to avoid possible conflict of names.

*If already in existence*

Current Trustee(s)

Trustee(s) address

Date of formation of trust

Proper law of trust

## 2. Type of Trust

Type of Trust: Discretionary / Interest in Possession / Accumulation and Maintenance / EBT / Other (specify).

Preferred Oak jurisdiction (Please tick as necessary).

- Guernsey ☐
- Isle of Man ☐
- Jersey ☐
- Mauritius ☐

## 3. Trust Requirements

Trustee will be provided by Oak.

List below the full name of each party.

**An Individual / Individual Non-Introducer of Funds / Entity Questionnaire is required for each third party associated with the structure as appropriate.**

Settlor

Settlor (if joint)

Please refer to the Mauritius Addendum where services are required from this jurisdiction.

# Application Form - Trustee Services

## 3. Trust Requirements (continued)

Beneficiaries

*To include principal, life tenants (or successive)*

Excluded beneficiaries

Longstop / Residual Beneficiary

In the event that all proposed beneficiaries die or cease to exist, who should be the ultimate beneficiary *(a questionnaire will not be required at this stage however sufficient information should be provided in order to identify them).*

Protector (if one is to be appointed)

In respect of receipt of distributions please detail when, who and in what proportions will / are the principal beneficiaries be entitled (these can also be detailed in a separate letter of wishes).

| Capital | Income | Capital and Income |
|---|---|---|
| | | |
| | | |
| | | |

## 4. Purpose of the Trust

Please provide details of the rationale for setting the trust and it's intended purpose including reference to any professional advice obtained.

Please provide a structure chart where the trust forms part of a complex structure.

# Application Form - Trustee Services

## 5. Activity of Trust

Investment Holding Unquoted ☐

Investment Holding Quoted ☐

Asset Holding ☐

Property Holding - Commercial ☐

Property Holding - Residential ☐

Other ☐

If Asset Holding or Other, please state:

Please provide details of the activities that the trust is expected to undertake/is undertaking.

Where the activity relates to holding a quoted investment portfolio additional information will be required relating to the investment objectives and risk profile, however these will be gathered separately.

Please detail the countries where the trust is expected to transact and the percentage of the trust's total activities related to those particular countries.

| Country | % Activity Expected | Specific Activity |
|---|---|---|
| | | |
| | | |
| | | |

## 6. Source of Funds and Anticipated Banking Transactions

Amount of initial deposit

Currency

Remitting institution

Geographic location of remitting institution

Name of remitter

*If remittance not from the Settlor please explain*

***This should include sufficient cash to meet the cost of establishing the trust and the trustee fees and expenses for at least the first two years.***

# Application Form - Trustee Services

## 6. Source of Funds and Anticipated Banking Transactions (continued)

**Incoming Funds**

Volume and frequency of anticipated incoming funds per annum.

Value of anticipated incoming funds per annum (include relevant currency).

Please give full details of further assets to be settled upon the trust / existing assets in trust including description, jurisdiction from where it will be received or held and current market value.

The funds to be, or are, committed to the proposed / existing trust represent the proceeds of / were derived from:

**Outgoing Funds**

Please state the expected value of annual outflows per annum.

Please state the expected volume and frequency and jurisdictional destination of annual outflows per annum.

Please state the expected net asset value of the trust after one year.

## 7. Accounting Requirements

Accounting year end (31 December / 5 April / other)

(it is advisable to elect an accounting year end date that corresponds with any tax reporting obligations you may have).

Currency of accounts (GBP/EUR/USD/Other)

Is an audit required? Yes ☐ No ☐

# Application Form - Trustee Services

## 8. Advisors – Legal, Tax and Investment Advisor

Do you have a preferred legal advisor that you would like the trustee to consider appointing or who may already be appointed.

Yes ☐ No ☐

Please provide name, contact information and details of any regulatory status.

Do you have a preferred tax advisor that you would like the trustee to consider appointing or who may already be appointed.

Yes ☐ No ☐

Please provide name, contact information and details of any regulatory status.

Do you have a preferred registered investment advisor that you would like the trustee to consider appointing.

Yes ☐ No ☐

Please provide name, contact information and details of any regulatory status.

# Application Form - Trustee Services

## 9. Confirmation

I/We the beneficial owner/s hereby confirm our request to form a trust as detailed above.

I/We confirm our request for Oak to provide the services as detailed above.

I/We confirm that we have received, read, understood and agree to Oak's terms and conditions.

I/We certify that the information provided in this questionnaire is complete and accurate.

I/We undertake to meet my/our obligations to Oak fully and promptly and acknowledge that I/we undertake to ensure that the business to be undertaken by the company will not bring Oak into disrepute.

I/We undertake to ensure that no transactions will be entered into by or on behalf of the trust until Oak advise me/us that Oak has completed its compliance checks, the proposed trust has been formed and is in a position to commence activities.

At any time in the future we will advise you prior to any transaction should there be an intention to introduce additional funds not detailed above.

Full Name (Settlor / Client)

Signature

Dated

Full Name (Settlor / Client)

Signature

Dated

**If you wish to sign electronically, please email the completed form to your contact at Oak who will send back via DocuSign for electronic signature.**

# Application Form - Trustee Services

## 10. Checklist

**Please tick to confirm the following before sending the application**

| | |
|---|---|
| **Application form**<br>The Application Form Trustee Services fully completed and signed by all Settlor(s) / Client(s). | ☐ |
| **Copy of tax advice**<br>To include rationale behind choice of jurisdiction.<br>Letter of Authority to provide Oak with the ability to correspond directly with the appointed Tax Advisor. | ☐ |
| **Letter of Wishes**<br>Where this is already in existence or a draft has been prepared please enclose. | ☐ |
| **Individual / Entity Questionnaire**<br>All relevant Individual / Individual Non-Introducer of Funds / Entity Questionnaires fully complete and signed. | ☐ |
| **Tax residency**<br>Ensure page 1 of the Individual / Individual Non-Introducer of Funds / Entity Questionnaires is fully complete including Tax Identification Number (TIN). | ☐ |
| **Verification of identity**<br>Certified copy of current identity document. | ☐ |
| **Verification of address**<br>An original or certified true copy document verifying the full residential address. | ☐ |

**Additional Information**

## 11. Data Protection

We may use the information you send us together with other information, which comes from or relates to you, to discharge our functions effectively. This may include us sharing the information we hold about you with other bodies, such as regulators and law enforcement agencies, some of whom may be located outside of The Crown Dependencies, Mauritius and the European Economic Area. Data Protection legislation provides you with various rights, including the right to ask for a copy of the information we hold on you, and the right to have inaccuracies corrected. To better understand your rights and how we handle your information, we would encourage you to read our Privacy Notice; or to contact the Data Protection Officer on dataprotection@oak.group.