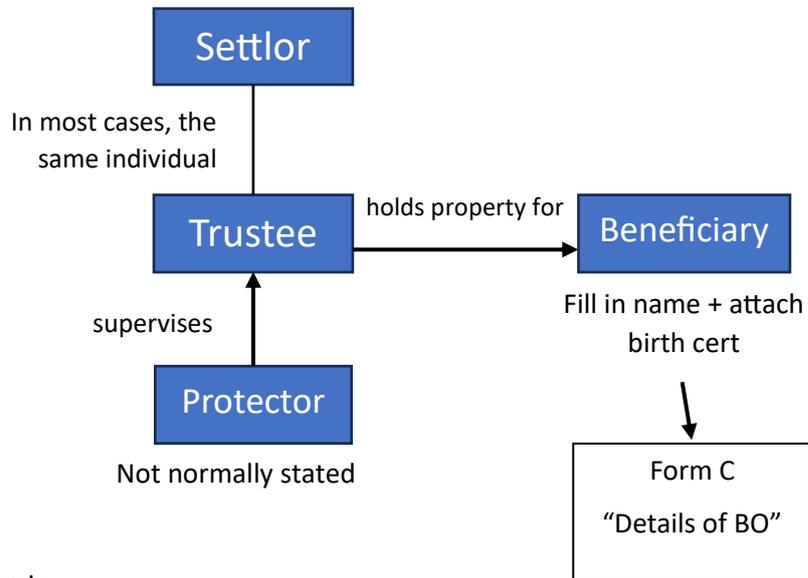


Manual for Trust Instrument & Power of Attorney (Form A3)

Trust Instrument



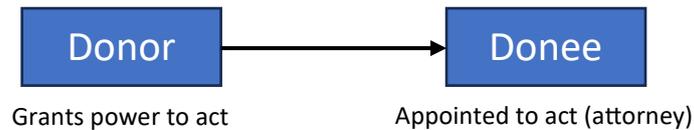
Required documents

1. Certified True Copy (CTC) of Trust Instrument
 - a. To be certified by lawyer, notary public, or Public Accountant
 - b. Retain a copy on file
2. Developer's solicitor to authenticate correctness of Trust Instrument
3. AML Report on each Trustee or Trustees (if more than one), as well as Beneficiaries

Notes

1. If CTC of Trust Instrument is not available at time of booking / OTP, rendering of Trust Instrument can be postponed to after OTP issuance – preferably ASAP thereafter, before exercise of OTP
2. Trust Instrument need not be registered in Singapore High Court

Power of Attorney (POA)



Notes

1. Mandatory to register POA
 2. Depositing a POA means registering it with the High Court
 - a. Will be available on public records for inspection
 - b. General Division of the High Court only accepts POAs that are created under Section 48 of the Conveyancing and Law of Property Act (CLPA)
 3. Preferably a copy of the POA is rendered to complete the document folder. If not available on hand, please ask for the High Court Registration Number
 4. POAs are normally for a shorter duration (e.g. where the Donor is away on holiday or work posting) as compared to trusts
 5. Please note that purchases are not made under LPA (Lasting Power of Attorney)
-

Attached

Annex A: Sample Form A3 for Trust Instrument

Annex B: Sample Form A3 for Power of Attorney (POA)

Annex C: Form C “Details of BO”

PURCHASER'S PARTICULARS FORM FOR LEGAL ARRANGEMENTS

(e.g. trust)

Note: All the information listed in this form must be obtained for all purchasers named in the Option to Purchase or Sale and Purchase Agreement (use additional forms if necessary). The information declared must be true and correct. Documents to verify the information will be requested.

(A) PARTICULARS OF LEGAL ARRANGEMENT	
1. Full name of legal arrangement	TAN AH KOW AS ATTORNEY FOR TAN AH MENG
2. Type of legal arrangement	<input type="checkbox"/> Trust <input checked="" type="checkbox"/> Others (Please specify) POWER OF ATTORNEY / POA
3. Country in which the legal arrangement is constituted	SINGAPORE
4. Nature of business	FILL WITH NECESSARY INFO, OR N/A
5. Proof of the legal arrangement's existence	POA # HC/PA XXXX/2023
6. Instrument under which the legal arrangement is constituted e.g. deed of trust	N.A
APPLICABLE WHERE THE LEGAL ARRANGEMENT IS A TRUST	
7. Full name of settlor	N.A
8. Identification number	N.A
9. Type of identification document	<input type="checkbox"/> NRIC <input type="checkbox"/> Passport <input type="checkbox"/> Others (Please specify)
10. Expiry date of identification document (if applicable)	N.A
11. Date of birth	N.A
12. Place of birth	N.A
13. Address of usual place of residence	N.A
14. Nationality	N.A
15. Occupation	N.A
16. Contact number(s)	N.A
17. Full name of trustee(s)	N.A
18. Identification number	N.A
19. Type of identification document	<input type="checkbox"/> NRIC

	<input type="checkbox"/> Passport <input type="checkbox"/> Others (Please specify)
20. Expiry date of identification document, if applicable	N.A
21. Date of birth	N.A
22. Place of birth	N.A
23. Address of usual place of residence	N.A
24. Nationality	N.A
25. Occupation	N.A
26. Contact number(s)	N.A
27. Full name of <u>protector</u>	N.A
28. Identification number	N.A
29. Type of identification document	<input type="checkbox"/> NRIC <input type="checkbox"/> Passport <input type="checkbox"/> Others (Please specify)
30. Expiry date of identification document (if applicable)	N.A
31. Date of birth	N.A
32. Place of birth	N.A
33. Address of usual place of residence	N.A
34. Nationality	N.A
35. Occupation	N.A
36. Contact number(s)	N.A
37. Full name/class of <u>beneficiaries</u>	N.A
38. Identification number	N.A
39. Type of identification document	<input type="checkbox"/> NRIC <input type="checkbox"/> Passport <input type="checkbox"/> Others (Please specify)
40. Expiry date of identification document (if applicable)	N.A
41. Date of birth	N.A
42. Place of birth	N.A
43. Address of usual place of residence	N.A
44. Nationality	N.A
45. Occupation	N.A
46. Contact number(s)	N.A

47. Full name of any other person(s) <u>exercising ultimate ownership/control over the trust</u>	N.A
48. Identification number	N.A
49. Type of identification document	<input type="checkbox"/> NRIC <input type="checkbox"/> Passport <input type="checkbox"/> Others (Please specify)
50. Expiry date of identification document (if applicable)	N.A
51. Date of birth	N.A
52. Place of birth	N.A
53. Address of usual place of residence	N.A
54. Nationality	N.A
55. Occupation	N.A
56. Contact number(s)	N.A
APPLICABLE WHERE THE LEGAL ARRANGEMENT IS <u>NOT</u> A TRUST	
57. Full name of person holding a position equivalent or similar to a settlor, trustee, protector, beneficiary and any other person exercising ultimate effective control over the trust	TAN AH MENG (AS DONOR)
58. Identification number	S2233445E
59. Type of identification document	<input checked="" type="checkbox"/> NRIC <input type="checkbox"/> Passport <input type="checkbox"/> Others (Please specify)
60. Expiry date of identification document (if applicable)	N.A
61. Date of birth	09-AUG-1990
62. Place of birth	SINGAPORE
63. Address of usual place of residence	55 FLOWER ROAD #00-00 SINGAPORE 123456
64. Nationality	SINGAPORE
65. Occupation	CIVIL SERVANT
66. Contact number(s)	9123 4567
(B) PARTICULARS OF BENEFICIAL OWNER(S) (BO)	
67. Does the legal arrangement have any BO? <i>BO refers to an individual: a) who ultimately owns or controls the entity or legal arrangement;</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please complete Form C “Details of BO” .

<p>b) <i>who exercises ultimate effective control over the entity or legal arrangement; or</i></p> <p>c) <i>on whose behalf the entity or legal arrangement conducts any transaction with a developer.</i></p> <p><i>Ultimate effective control depends on the ownership structure of the entity or legal arrangement. It may be based on a threshold, e.g. any person owning more than a certain percentage of the company (e.g. 25% based on FATF recommendations).</i></p>	
(C) PURCHASER'S ACKNOWLEDGEMENT	
Name of person acting on behalf of the legal arrangement	TAN AH KOW
Position in legal arrangement	DONEE
Signature	
Date	16-Nov-2023

PURCHASER'S PARTICULARS FORM FOR LEGAL ARRANGEMENTS

(e.g. trust)

Note: All the information listed in this form must be obtained for all purchasers named in the Option to Purchase or Sale and Purchase Agreement (use additional forms if necessary). The information declared must be true and correct. Documents to verify the information will be requested.

(A) PARTICULARS OF LEGAL ARRANGEMENT	
1. Full name of legal arrangement	TAN AH KOW (NRIC: S1234567A) IN TRUST FOR HENRY TAN AH SENG (BIRTH CERT NO.: T765432)
2. Type of legal arrangement	<input checked="" type="checkbox"/> Trust <input type="checkbox"/> Others (Please specify)
3. Country in which the legal arrangement is constituted	SINGAPORE
4. Nature of business	FILL WITH NECESSARY INFO OR N/A
5. Proof of the legal arrangement's existence	YES
6. Instrument under which the legal arrangement is constituted e.g. deed of trust	DEED OF TRUST
APPLICABLE WHERE THE LEGAL ARRANGEMENT IS A TRUST	
7. Full name of settlor	TAN AH KOW
8. Identification number	S1234567A
9. Type of identification document	<input checked="" type="checkbox"/> NRIC <input type="checkbox"/> Passport <input type="checkbox"/> Others (Please specify)
10. Expiry date of identification document (if applicable)	N.A
11. Date of birth	09-Aug-1965
12. Place of birth	SINGAPORE
13. Address of usual place of residence	55 FLOWER ROAD #00-00 SINGAPORE 123456
14. Nationality	SINGAPORE
15. Occupation	DOCTOR
16. Contact number(s)	9123 4567
17. Full name of trustee(s)	TAN AH KOW
18. Identification number	S1234567A
19. Type of identification document	<input checked="" type="checkbox"/> NRIC

	<input type="checkbox"/> Passport <input type="checkbox"/> Others (Please specify)
20. Expiry date of identification document, if applicable	N.A
21. Date of birth	09-AUG-1965
22. Place of birth	SINGAPORE
23. Address of usual place of residence	55 FLOWER ROAD #00-00 SINGAPORE 123456
24. Nationality	SINGAPORE
25. Occupation	DOCTOR
26. Contact number(s)	9123 4567
27. Full name of <u>protector</u>	N.A
28. Identification number	N.A
29. Type of identification document	<input type="checkbox"/> NRIC <input type="checkbox"/> Passport <input type="checkbox"/> Others (Please specify)
30. Expiry date of identification document (if applicable)	N.A
31. Date of birth	N.A
32. Place of birth	N.A
33. Address of usual place of residence	N.A
34. Nationality	N.A
35. Occupation	N.A
36. Contact number(s)	N.A
37. Full name/class of <u>beneficiaries</u>	HENRY TAN AH SENG
38. Identification number	T765432
39. Type of identification document	<input type="checkbox"/> NRIC <input type="checkbox"/> Passport <input checked="" type="checkbox"/> Others (Please specify) BIRTH CERTIFICATE
40. Expiry date of identification document (if applicable)	N.A
41. Date of birth	09-AUG-2016
42. Place of birth	SINGAPORE
43. Address of usual place of residence	55 FLOWER ROAD #00-00 SINGAPORE 123456
44. Nationality	SINGAPORE
45. Occupation	STUDENT
46. Contact number(s)	8223 3445

47. Full name of any other person(s) <u>exercising ultimate ownership/control over the trust</u>	N.A
48. Identification number	N.A
49. Type of identification document	<input type="checkbox"/> NRIC <input type="checkbox"/> Passport <input type="checkbox"/> Others (Please specify)
50. Expiry date of identification document (if applicable)	N.A
51. Date of birth	N.A
52. Place of birth	N.A
53. Address of usual place of residence	N.A
54. Nationality	N.A
55. Occupation	N.A
56. Contact number(s)	N.A
APPLICABLE WHERE THE LEGAL ARRANGEMENT IS <u>NOT</u> A TRUST	
57. Full name of person holding a position equivalent or similar to a settlor, trustee, protector, beneficiary and any other person exercising ultimate effective control over the trust	N.A
58. Identification number	N.A
59. Type of identification document	<input type="checkbox"/> NRIC <input type="checkbox"/> Passport <input type="checkbox"/> Others (Please specify)
60. Expiry date of identification document (if applicable)	N.A
61. Date of birth	N.A
62. Place of birth	N.A
63. Address of usual place of residence	N.A
64. Nationality	N.A
65. Occupation	N.A
66. Contact number(s)	N.A
(B) PARTICULARS OF BENEFICIAL OWNER(S) (BO)	
67. Does the legal arrangement have any BO? <i>BO refers to an individual: a) who ultimately owns or controls the entity or legal arrangement;</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please complete Form C “Details of BO” .

<p>b) <i>who exercises ultimate effective control over the entity or legal arrangement; or</i></p> <p>c) <i>on whose behalf the entity or legal arrangement conducts any transaction with a developer.</i></p> <p><i>Ultimate effective control depends on the ownership structure of the entity or legal arrangement. It may be based on a threshold, e.g. any person owning more than a certain percentage of the company (e.g. 25% based on FATF recommendations).</i></p>	
(C) PURCHASER'S ACKNOWLEDGEMENT	
Name of person acting on behalf of the legal arrangement	TAN AH KOW
Position in legal arrangement	TRUSTEE
Signature	
Date	16-Nov-2023

**DETAILS OF BENEFICIAL OWNER(S) (BO)
(FOR PURCHASER(S) WHO ARE AN ENTITY OR LEGAL ARRANGEMENT)**

Note: Form C must be completed for each and every BO. Use additional forms if necessary.

In relation to an entity or a legal arrangement, a BO refers to an individual who ultimately owns or controls the entity or legal arrangement, or who exercises ultimate effective control over the entity or legal arrangement, or on whose behalf the transaction is being conducted.

Ultimate effective control depends on the ownership structure of the entity or legal arrangement. It may be based on a threshold, e.g. any person owning more than a certain percentage of the company (e.g. 25% based on FATF recommendations).

(A) PARTICULARS OF BO	
1. Full name, including any alias used	
2. Identification number	
3. Type of identification (document must be issued by a government)	<input type="checkbox"/> NRIC <input type="checkbox"/> Passport <input type="checkbox"/> Others (Please specify) _____
4. Expiry date of identification document (if applicable)	
5. Date of birth	
6. Place of birth	
7. Address of usual place of residence	
8. Nationality	
9. Occupation	
10. Contact number(s)	
11. State reason for being a BO (e.g. own xx% of shares of the company)	
12. Is the BO a current or former foreign PEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Is the BO a family member of a current or former foreign PEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Is the BO a close associate of a current or former foreign PEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No

15. If any of the responses to Qn 12 to 14 is “Yes”, please complete Form D “Details of Foreign PEP(s)” .	
(B) BO’S ACKNOWLEDGEMENT	
Name of BO(s):	
Signature:	
Date:	