

A. GENERAL TERMS AND CONDITIONS applicable to Providers and PPA (Governed by and construed in accordance with laws of Malaysia).

- 1) Account Opening
 - a) The Applicant shall be bound by these terms and conditions, the Disclosure Document, the Supplementary Document(s) (if any) and also the terms and conditions stated in this application form and the webpage of the Provider and the Private Pension Administrator ("PPA"). For further information about the PRS Scheme or Funds with the Provider, please refer to Provider's webpage at (www.aia-prs.com.my) and for further information about PPA, please refer to PPA's webpage at www.ppa.my
 - b) The Provider and/or PPA shall be entitled at any time and without prior reference to the Applicant to add, vary or amend any or all of the terms and conditions herein at its sole and absolute discretion.
 - c) Upon submission of this form as well as other supporting documents, the information contained therein will be used by the Provider and PPA for creation of account and record purposes.
 - d) The Provider and PPA shall have the absolute discretion in the opening of an account.
 - e) All instructions and/or information given in writing to the Provider and/or PPA, including this form are binding on the Applicant.
- 2) Personal Data/ Information
Personal data provided by the Member on the joint application form and details of transactions or dealings by Members provided from time to time thereafter may be used and/ or disclosed by the PPA and/ or the PPA's personnel for the following purpose:-
 - a) The use and/or disclosure of the PPA members' personal information to any party is necessary for the completion of any transaction, dealings or in connection with services that the PPA may provide to the PPA members;
 - b) If required by the applicable laws, regulations, directives, guidelines, regulatory authorities, government authorities and/or court of competent jurisdiction; and
 - c) To any PPA's delegates, service providers or any third party that the PPA may engage on the basis that the recipient would continue to maintain confidentiality of the PPA's members personal information.
 - d) Members are also advised to read the PPA Privacy Notification.
- 3) Change of Contact Details
It shall be the PPA members' obligation to notify the PRS Provider and PPA of any change in PPA members' address, e-mail or contact number immediately to ensure continuity in the receipt of communication from the PPA.
- 4) Anti-Money Laundering
The Applicant hereby warrants that:-
 - a) No person other than the applicant has or will have any interest in the account (where applicable); and
 - b) All monies as may be paid to the Provider and/or PPA from time to time shall come from a legitimate (and not illegal) source;
 - c) The Applicant agrees to provide all such information and documents as may be necessary to verify the Applicant's identity and do all such acts and things as may be necessary to enable the Provider and/or PPA to comply with all applicable anti-money laundering and counter financing terrorism (AML/CFT) and the governing law, rules and regulations (whether in Malaysia or elsewhere). The Applicant agrees that the Provider and/or PPA shall not be liable or responsible in anyway whatsoever and shall be held harmless against any loss arising as a result of or in connection with any delay or failure to process any application or transaction if such information or documents requested by the Provider and/or PPA have not been promptly provided by the Applicant to the Provider and/or PPA.
 - d) The Provider and/or PPA reserves the right to terminate the relationship if any documents requested pursuant to the AML/CFT requirements are not received within 14 days.

B. PPA'S TERMS AND CONDITIONS

- 1) The PPA members have been informed of the fees payable to the PPA. The PPA fees payable to the PPA are as follow:-
 - a) Account opening fee (RM10)
 - b) Annual maintenance fee (RM8) (payable only when there is contribution)
 - c) Administration fee of 0.04% of the Fund's NAV charged to the funds by ProviderThe above may be collected by the PRS Provider acting on behalf of the PPA. For further information on the PPA's fees and charges, please refer to <http://www.ppa.my/ppa/member-services/prs-transactions/>
- 2) PPA reserves the right after 6 months of notification to the member to close a PPA account that does not reflect any balance in the PPA account due to the following reasons:-
 - a) Full amount withdrawn (upon attaining retirement age)/ permanent departure and account has zero units for 6 months; or
 - b) Upon release of the deceased member's funds to beneficiaries/ nominees/ next-of-kin pursuant to a Letter of Administration or Grant of Probate.
- 3) Variation
The PPA shall be entitled at any time and without prior reference to the PPA members' to add, vary or amend any or all of the terms and conditions herein and/or the PPA's website and/or the joint application form at its sole and absolute discretion.

C. PROVIDER'S TERMS AND CONDITIONS

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS BELOW BEFORE COMPLETING THE APPLICATION FORM

1. The Applicant must have attained the age of 18 years old as of the time of opening an account with the Private Pension Administrator (PPA).
2. Application must be accompanied by a copy of the Applicant's identity document (NRIC, Passport or other supporting documents) in an A4 size paper.
3. Cheques for contribution must be made payable to AIA PENSION AND ASSET MANAGEMENT SDN BHD or APAM Sdn Bhd. Please write your full name, NRIC No. /Passport No and Telephone number at the back of the cheque.
4. No physical CASH shall be accepted as payment for contribution.
5. All contributions are to be maintained in two separate sub accounts as follows:
 - (a) Sub-account A, which holds 70% of all contributions made to any fund under the Scheme (reflected in units) and must not be made available for pre-retirement withdrawal;
 - (b) Sub-account B, which holds 30% of all contributions made to any fund under the Scheme (reflected in units), which would be available for pre-retirement withdrawal subject to payment of tax penalty set by the Inland Revenue Board
6. Minimum initial contribution is RM100.00 & minimum additional contribution to any Fund is RM100.00.
7. Allocation of the contribution for the fund will only be made upon clearing of cheque received.
8. Any pre-retirement withdrawal can be made only one year after the initial contribution. Pre-retirement withdrawal can only be made from Account B and a tax penalty of 8% from the withdrawal amount must be deducted from the proceeds to be paid to the Internal Revenue Board. The minimum pre-retirement withdrawal is 1,000 units.
9. The withdrawal request will only be process after the approval obtained from Private Pension Administrator (PPA). Withdrawal date will be as per PPA approval date. Pricing will be based on approval date by PPA.
10. The withdrawal will only be paid to account holder except for withdrawal due to death where the payment will be to the beneficiary. No third party payment is allowed.
11. A processing fee of RM25.00 will be charged for pre-retirement withdrawal.
12. For full retirement, the investor must have reached the age of 55.
13. For permanent departure from Malaysia, the investor must provide proof of permanent departure from Malaysia.
14. For withdrawal due to death of account holder, beneficiary must fill details in the beneficiary column & submit the following :
 - Proof of death, e.g. death certificate or certificate of burial,
 - Proper legal documents such as Letter of Probate or Letter of Administration.
15. A member is allowed to switch funds twice in one calendar year without any charge imposed. A processing fee will be charge for third switching onward on each calendar year.
16. A member is allowed to transfer the fund/funds within the private retirement scheme to other PRS service provider once every calendar year. The first request for transfer may only be allow after one year has elapsed from the date of the first contribution to any fund within a private retirement scheme.
17. A processing fee of RM25.00 will be charge for every transfer request.
18. AIA Pension and Asset Management Sdn. Bhd. reserves the rights to reject any application without assigning any reason.
19. All instruction given in writing by completing a AIA Pension and Asset Management Sdn. Bhd. Application form or via any written or facsimile instructions delivered are binding on the Applicant. AIA Pension and Asset Management Sdn. Bhd. shall have no obligation to verify the authenticity of any such instructions or the identity of any person giving such instructions.
20. The Applicant shall be responsible for the payment of any fees, charges, expenses and costs incurred by AIA Pension and Asset Management Sdn Bhd for executing the instruction of contribution.
21. Please ensure that the PRS consultant servicing you have a VALID authorization and is registered with the Federation of Investment Managers Malaysia (FIMM).
22. The statements shall be sent at the risk of the Applicant to the Applicant's address or any other method prescribed and agreed to by the Applicant for the delivery of statement.
23. The Applicant shall be deemed to have waived any right to raise any objection or to pursue any remedies against AIA Pension and Asset Management Sdn Bhd or the Trustee if Applicant fails to notify AIA Pension and Asset Management Sdn Bhd. in writing of any error in the statements within 10 business days.
24. Applicant understands and agree that any personal information collected or held by AIA Pension and Asset Management Sdn Bhd. (whether contained in this application or otherwise obtained) may be held, used and disclosed by AIA Pension and Asset Management Sdn Bhd to individuals/organization related to and associated with the company or any selected third party (within or outside of Malaysia) for the purpose of processing the application and providing subsequent service for this and other financial products and service and to communicate with the Applicant for such purpose.
25. The Applicant has the right to obtain access to and to request correction of any personal information held by AIA Pension and Asset Management Sdn Bhd concerning the applicant. Such request can be made to any of AIA Pension and Asset Management Sdn Bhd's Customer Service Centre.



AIA Pension and Asset Management Sdn. Bhd.

PRS PRODUCT SUITABILITY CHECK

This Investor Suitability Assessment Form will guide you in choosing the unlisted capital market products that suit your investment objectives, risk tolerance, financial profile and investment experience. The information you provide will form the basis of our recommendation. It is important to provide accurate and complete information to ensure that suitable unlisted capital market products are recommended according to your investment needs and objectives.

INVESTOR SUITABILITY ASSESSMENT FORM

FILE SPECIFIC INFORMATION

Date Undertaken	
Adviser's Name	
Product Issuer	
Branch	
Name of Product	
Category of Product	
Review Date	

A. KNOW-YOUR-INVESTOR PROCESS

Investor's Details

Joint/Single Holder	
Name	
Age at time of Recommendation	
Nationality	
NRIC/ID No/Passport No	
Residential Address	
Marital Status	
No. of Dependents	
Contact No.	
Email Address	
Remarks	

WARNING:

THE RECOMMENDATION IS MADE BASED ON INFORMATION OBTAINED FROM THE SUITABILITY ASSESSMENT. INVESTORS ARE ADVISED TO EXERCISE JUDGMENT IN MAKING AN INFORMED DECISION IN RELATION TO THE UNLISTED CAPITAL MARKET PRODUCT.

Investor's Employment Status

Current Employment Status/Profession	
If conducting business, nature of investor's business	
Annual Income	
Expected/ actual retirement age	
Is capital or principal security or protection important to investor? (where applicable)	
Whether capital/principal investment is protected	
Category of Investor	
Remarks	

B. INVESTOR'S NEEDS ANALYSIS

Investor's Investment Objectives

Duration period, the investor wishes to invest in the product	
Rationale choosing the product	
General expectation of outcome of the product	

Purpose of Investment	Please Circle			Remarks
Saving for specific purpose	Priority	Yes	No	
Supplementing income in retirement	Priority	Yes	No	
General lump sum investment for growth	Priority	Yes	No	
General lump sum investment for income	Priority	Yes	No	
Others: State in comment box	Priority	Yes	No	
Investor refuses to provide sufficient information		Yes	No	

Remarks: _____

Investor's Financial Situation

Investor's assets, liabilities, cash flow and income	
Proportion of investment out of investor's net assets (not including investor's residential property)	
Investor's regular financial commitment	

Investor's Risk Tolerance/ Risk Profile

The risk of loss of capital that investor is willing to bear: _____

Investor's Current Portfolio

Existing investment portfolio the investor currently holds:	
Performance of current investment portfolio	

C. INVESTOR'S INVESTMENT KNOWLEDGE ASSESSMENT

Investor's Relevant Knowledge

Whether prospective investor has dealt in securities and /or derivatives	
Relevant knowledge or experience to understand risks associated with the product	
Ability to understand risks involved	
Investment experience	

Investor's Relevant Knowledge to understand the Features of the Products Offered

Appreciate any special feature of the product	
Whether investor understands the nature of the product	
Whether investor understands the terms of the product specification	

Product Details

*To include all the important information relating to the unlisted capital market products.

*To include all the relevant questions which are crucial in relation to the unlisted capital market products to the investo

D.RECOMMENDATIONS SECTION (to be completed by product distributor):

Whether the product is recommended by the product distributor: Yes No

If **product is recommended** by the product distributor, the **basis of recommendation**.

Basis of recommendation:

If **product is not recommended** by the product distributor, the **reasons for non-recommendation**.

Remarks: _____

Date of recommendation: _____

Acknowledgement:

Reasons product is not recommended: _____

Remarks	Investor's Signature
The product distributor has explained and I have understood the features and risks of the product	
All information disclosed is true, complete and accurate	
I decline to provide certain information required for product suitability assessment and that this may adversely affect my suitability assessment	#
I acknowledge receipt of a copy of PHS and the relevant disclosure document which have been given to me	
I have decided to purchase a fund other than the default option and other than the proposed fund based on assessment	#
<hr style="width: 30%; margin: 0 auto;"/> <p>Investor's Signature</p> <p>Name :</p> <p>Date :</p>	<hr style="width: 30%; margin: 0 auto;"/> <p>APAM Representative's Signature</p> <p>Name :</p> <p>Date :</p>
<p><u>WARNING</u></p> <p>THE RECOMMENDATION IS MADE BASED ON INFORMATION OBTAINED FROM THE SUITABILITY ASSESSMENT. INVESTORS ARE ADVISED TO EXERCISE JUDGMENT IN MAKING AN INFORMED DECISION IN RELATION TO THE UNLISTED CAPITAL MARKET PRODUCT.</p>	

If Applicable