

APPLICATION FORM

The Applicant acknowledges that the information in this form will be held and processed by STM Malta as a Data Controller, and in accordance with the Privacy Notice available on the STM Group website: <http://info.stmgroupplc.com/privacy-notice/>

PLEASE FILL IN BLOCK LETTERS

Business Name:				
Contact Person Name:				
Legal Form of the business:	Company	Partnership	Sole Trader	Other
Address:			Telephone:	
			HR Contact:	
Company Reg. No:			Email:	

Where the ultimate owner is not a natural person, please provide details of the individuals, such as trust beneficiaries, having the Ultimate Ownership of the business.

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Controllers

Please list the persons, such as directors, having day-to-day control of the business.

Other officers

Please list any other officers of the business.

Auditors

Please provide details of the business's auditors.

Regulatory Permissions

If the business is regulated by any regulatory authority, please provide details of the regulatory licence.

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Business Activity

Please describe the business activity and confirm the total turnover over the business.

Please list the countries in which or with which you do business.

How many staff do you employ:

Are there any other group companies that should be included in the Plan? Please provide details separately.

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ABOUT THE PLAN

Will the Plan be open to all employees?

Yes

No

If No, please describe which employees will be eligible.

How many eligible employees are there currently?

Please estimate the total annual contributions that you expect to make to the Plan.

Please describe the benefits that you expect the Plan to pay. Please include details of how benefits are to be calculated, any minimum periods, and any conditions to be fulfilled before benefits are paid.

INVESTMENT POLICY

Please select the investment policy to be followed by the Plan:

Cash Only ¹

Fiduciary Deposits ²

We would like to appoint our own investment advisers/managers ³

STM Malta to appoint its chosen adviser/manager ⁴

Employees to choose their own risk appropriate strategy ⁵

Other ⁶

¹ For cash only investments, the Trustee will place funds with the Trustee's Bankers on fixed term deposits at the prevailing rates of interest.

² STM Malta will place deposits via its bankers on a fiduciary basis, with a view to offering enhanced returns. Additional charges apply.

³ Any investment advisers or managers must be regulated to give the service that they are giving and must be acceptable to the Trustee. Any Management charges are for the account of the Plan unless otherwise agreed with you.

⁴ Any charges are for the account of the Plan unless otherwise agreed with you.

⁵ STM Malta will arrange for the employee's funds to be invested in a risk profiled model portfolio. Profits/Losses on investment will be attributed to the employee's fund. Costs of the service will be for the account of the employee's fund unless otherwise agreed with you.

⁶ If you would like the Trustee to consider alternative investment strategies/assets please speak to your STM Malta Representative.

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WARRANTIES AND UNDERTAKINGS

THE APPLICANT:

1. Confirms that it has not relied in any way on STM Malta for legal, tax or other advice in respect of the establishment of the Plan, and that it has satisfied via its own enquiries as to the suitability of the Plan for the Applicant and its employees.
2. Agrees to be bound by the Trust Instrument establishing the Plan together with any letter of engagement between STM Malta and the Applicant, which better describes the relationship between STM Malta and the Applicant.
3. Confirms that any assets transferred to the Plan at any time do not and will not represent the proceeds of criminal activity and confirms that the source and origin of any further assets introduced will be explained by the Applicant prior to receipt and, where requested by STM Malta, suitable evidence provided. I acknowledge that STM Malta can, at its discretion, decline acceptance of any asset transferred to them without notice or reason.
4. Undertakes to inform STM Malta of changes to the ownership or control of the business.
5. Undertakes to inform STM Malta if any owner or controller should be or become a Politically Exposed Person.
6. Confirms that STM Malta is authorised to deduct any fees authorised by the trust deed or any expenses including but not limited to third party charges and fees, taxes, travel, stationery and communications incurred in connection with the Plan that may be charged to the assets of the Plan and that it is jointly liable with the Plan to settle any such fees or expenses.
7. Accepts that STM Malta has the right to review and amend its fees and will provide at least one month's notice of any changes which will then be binding.
8. Agrees that STM Malta is not responsible for providing investment advice to the Plan and does not hold itself out to be an adviser.
9. Agrees that STM Malta may terminate any management agreement or advisory agreement with any investment manager or investment adviser appointed to manage or advise on the Plan's investments at its discretion, without notice and without giving reasons.
10. Confirms that it is responsible for its own tax affairs and does not rely on STM Malta for tax advice, tax compliance or other services in respect of the tax or fiscal affairs of the Applicant. The Applicant will take such advice in relation to the establishment and ongoing running of the Plan as it deems appropriate. The Applicant undertakes to ensure that it remains tax compliant at all times, and will notify STM Malta immediately on any notice that it has ceased to be tax compliant, or that its country of tax residence has changed, or that it becomes aware of any circumstance which might impact the Plan, the Applicant or any beneficiary in relation to the Plan.
11. Understands that the Plan is a Malta resident trust, and is required to file an annual tax return with the Inland Revenue Department of Malta, and that STM Malta will attend to the tax compliance matters in connection with registering the Plan with the Inland Revenue Department, filing any required tax returns and payment of tax.
12. Acknowledges that until an alternative investment strategy is agreed, STM Malta will retain the Plan Funds on a non-interest earning account with the Trustee's Bankers. The Applicant further acknowledges that in circumstances where an investment strategy cannot be agreed, the Trustee may be obliged to implement a strategy which it believes is in the best interests of the beneficiaries of the Plan as a whole.
13. Agrees that STM Malta will not incur any liability in connection with the Plan's investments except where this arises as a result of fraud, wilful misconduct or gross negligence by STM Malta.
14. Agrees that where it has provided its email address, all communication, including the dissemination of documents, will be made via email, and accepts the risks associated with the transmission of communications by email including the risks that emails may be intercepted, read or otherwise be tampered with by third parties.

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CUSTOMER DUE DILIGENCE

When returning this application please ensure that the form is accompanied by certified copies* of the following documents:

In respect of a corporation:

- The Memorandum and Articles of Association
- The Certificate of Incorporation
- The last 3 years' audited accounts

In respect of a controller or beneficial owner:

- Photographic identity document such as passport or ID card
- Document such as bank statement showing the residential address of the individual**

* Please see our separate guide for details of how to certify documents.

** If the photographic identity document also contains that address, a second verification of address document must also be provided.

THE APPLICANT HEREBY INSTRUCTS STM MALTA TO:

- Provide a detailed engagement letter in respect of its role as Trustee of the Plan;
- Draft a Deed reflecting the objectives for this Plan as stated in this application or otherwise understood by STM Malta from additional communications with the Applicant.

The Applicant confirms having paid €1,250 on to STM Malta's bank account of the application fee for the Plan and understands that STM Malta will not commence work until funds are safely received.

The Applicant understands that STM Malta may refuse to accept this application, in which case the application fee will be refunded. Additionally, should information come to light during the application process which causes STM Malta to cease to proceed, STM Malta may withdraw from the application process, and will deduct an amount from the application fee for time charges in respect of the work done to date, returning any balance to the Applicant's bank account.

Print Name:	<input type="text"/>	Print Name:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>



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W: info.stmgrouplc.com/malta

STM Malta Pension Services Limited ('STM Malta') is registered as a Retirement Scheme Administrator with the Malta Financial Services Authority. It is also authorised to act as trustee or co-trustee to provide fiduciary services in terms of the Trusts and Trustees Act. STM Malta Pension Services Limited is part of STM Group Plc, a multi-jurisdictional financial services group listed on AIM, a market operated by the London Stock Exchange.