

**PORTFOLIO TRANSFER OUT FORM**  
**(applicable for Cash holdings only)**  
 Navigator Investment Services Limited (“Navigator”)



**IMPORTANT:** All relevant fields must be duly completed, otherwise the application will not be processed. Please indicate N.A whenever it is not applicable. Navigator reserves the right, in its absolute discretion, to reject the application without providing any reason to the applicant or any other person and shall not be responsible for any losses, damages or expenses arising from or suffered or incurred as a result of such rejection.

**Particulars of Financial Adviser Representative**

Name of Financial Adviser Representative  Navigator Code 8

Name of Financial Adviser (Company)

**1 CLIENT'S DETAILS**

Main Client's Name/Company Name  NRIC/FIN/Passport No./Company Registration No.

Joint Client's Name  NRIC/FIN/Passport No.

**2 BENEFICIAL OWNER DECLARATION**

“Beneficial owner” means the natural person who ultimately owns or controls the customer or the natural person on whose behalf business relations are established and includes any person who exercises ultimate effective control over a legal person or legal arrangement.  
 “Legal person” means an entity other than a natural person that can establish a permanent customer relationship with a financial institution or otherwise own property.  
 “Legal arrangement” means a trust or other similar arrangement.  
 For the avoidance of doubt, completion of this section is **not a nomination of beneficiary (ies)** under your account.  
**Are you the beneficial owner?**  Yes  No  
 If No, please submit the **Declaration of Beneficial Owner Form** together with this form.

**3 FULL TRANSFER & ACCOUNT CLOSURE**

**IMPORTANT NOTES:**  
 By default, your Regular Subscription will be terminated upon full transfer. Please tick if you wish to continue your Regular Subscription.

Sub-Account No.	Continue Regular Subscription
<input type="text"/>	<input type="radio"/> Yes
<input type="text"/>	<input type="radio"/> Yes

**Note:** Holdings in model portfolios will be split and transferred out as individual funds

**4 PARTIAL TRANSFER**

Sub-Account No.	Fund Code	Fund Name	Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Note:** Holdings in model portfolios will be split and transferred out as individual funds.

**5 TRANSFEREE DETAILS (INCOMING)**

Name of Distributor

Contact Person  Contact Number

Email Address (if any)

**6 PERSONAL DATA CONSENT – BY THE CLIENT(S)**

**Applicable to Corporate Client**

- I/We, for and on behalf of the Client indicated in this form, hereby represent, undertake and warrant to Navigator that:
  - (a) for any personal data of individuals that the Client will be or is disclosing to Navigator, whether directly or through an intermediary, that the Client would have prior to disclosing such personal data to Navigator obtained the appropriate consent from the individuals whose personal data are being disclosed to:
    - (i) permit the Client to collect, use and/or disclose the individuals' personal data to Navigator for the purpose of issuance, administration and servicing of the Client's account(s) with Navigator, including the processing of the individuals' personal data for account maintenance and transaction purposes; for statistical, research, compliance, audit and regulatory purposes; and for the provision of information on product enhancements and services which are relevant to the Client's needs;
    - (ii) permit Navigator to collect, use, disclose and/or process the individuals' personal data for the purposes as described above; and
    - (iii) permit Navigator to disclose and/or transfer the individuals' personal data to Singapore Life Ltd. ("Singlife"), Singlife related group of companies, third party service providers, suppliers, fund managers and intermediaries (including the Client's financial adviser), whether located in Singapore and/or elsewhere for the purposes as described above, and managing the Client's policy(ies) with Singlife, where applicable;
  - (b) any personal data of individuals that the Client will be or is disclosing to Navigator are accurate. Further, the Client shall give Navigator notice in writing as soon as reasonably practicable should it be aware that any such personal data has been updated and/or changed after such disclosure;
  - (c) it shall give Navigator written notice as soon as reasonably practicable should it be aware that any individual above has withdrawn such consent as set out at sub-clause (a); and
  - (d) it shall otherwise assist Navigator to comply with the Personal Data Protection Act 2012 and all subsidiary legislation related thereto.
- Notwithstanding anything to the contrary, I/we, on behalf of the Client, undertake to indemnify and at all times hereafter to keep Navigator, Singlife and Singlife related group of companies (together with their respective officers, employees and agents) (each an "Injured Party") indemnified against any and all losses, damages, actions, proceedings, costs, claims, demands, liabilities (including full legal costs on a solicitor and own client basis) which may be suffered or incurred by the Injured Party or asserted against the Injured Party by any person or entity (including the Client, his/her agents) whatsoever, in respect of any matter of, by reason of or in respect of:
  - (a) any breach of any of the provisions in this clause; and/or
  - (b) any action or omission by the Client, that causes Navigator, Singlife and/or any of Singlife related group of companies to be in breach of the Personal Data Protection Act.
- I/We, on behalf of the Client, have read, understood and agree to be bound by the prevailing terms of Navigator's Data Protection Notice (found on <https://singlife.com/en/pdpa>) which may be amended, supplemented and/or substituted by Navigator from time to time, and confirm that I/we am/are aware that the latest version of such terms (amended, supplemented and/or substituted version) will be posted on Navigator's website and such version shall bind the Client upon posting and/or where Client continues to use the relevant products and services offered by Navigator to which such terms relate to.

**Applicable to Individual/Joint Account Client**

- I/We consent to Navigator collecting, using and/or disclosing my/our personal data contained in this form for the following purposes:
  - to issue and administer my existing and/or new account(s) with Navigator, including the processing of my/our personal data for account maintenance and transaction purposes;
  - for statistical, research, compliance, audit and regulatory purposes; and
  - to provide information on product enhancements and services relevant to my/our needs.
- I/We also consent to Navigator disclosing and transferring my/our personal data to Singapore Life Ltd. ("Singlife"), Singlife related group of companies, third party service providers, suppliers, fund managers and intermediaries (including my/our financial advisers), whether located in Singapore or elsewhere, for the above purposes, and managing my/our policy(ies) with Singlife, where applicable.
- Where applicable, I/we confirm that for the personal data of Transferee that I/we have disclosed to Navigator, that I/we have prior to disclosing such personal data to Navigator, obtained the appropriate consent from the individuals to:
  - (i) permit me/us to collect, use and/or disclose the individuals' personal data to Navigator for the above purposes;
  - (ii) permit Navigator to collect, use and/or disclose the individuals' personal data for the above purposes; and
  - (iii) permit Navigator to disclose and/or transfer the individuals' personal data to Singlife, Singlife related group of companies, third party service providers, suppliers, fund managers and intermediaries (including my/our financial adviser), whether located in Singapore and/or elsewhere, for the above purposes, and managing my/our policy(ies) with Singlife, where applicable.
- I/We have read, understood and agree to be bound by the terms of Navigator's Data Protection Notice (found on <https://singlife.com/en/pdpa>) as may be amended, supplemented and/or substituted by Navigator from time to time, and confirm that I/we am/are aware that the latest version of such terms (amended, supplemented and/or substituted version) will be posted on Navigator's website and such version shall bind me/us upon posting and/or where I/we continue to use the relevant products and services offered by Navigator to which such terms relate to.

**7 DECLARATION AND SIGNATURE**

I/We, the beneficial owner(s) of the above units hereby:-

- authorise **Navigator** (the "Transferor") to transfer the above units from the Transferor to the Distributor (the "Transferee") stated in Section 5;
- authorise Navigator to act upon instructions given by facsimile or by electronic means with regard to the Units subscribed for (and any further Units purchased) or any matter in connection with them or any of them without liability in respect of any transfer, payment or any other act done according to such instructions and notwithstanding that it shall be shown the same was not signed or sent by me/us.
- acknowledge that the Transferor may reject any of my/our instructions including, but not limited to, those that are incomplete, unclear or ambiguous, or if my/our signature(s) differ(s) from what was originally provided as a specimen to the Transferor, and the Transferor will not be responsible for any losses that may be suffered by me/us due to such rejection;
- acknowledge that upon full transfer of my/our funds, any Regular Subscription in the sub-account(s) (if applicable) will cease; and any dividends and cash remaining in the sub-account(s) will be paid out to me/us in accordance with the preferred payment mode;
- acknowledge all information provided in this form is true and correct;
- consent to the Transferor disclosing my/our information to the Transferee and/or third party service providers, suppliers, agents, distributors, fund managers or intermediaries, whether located in Singapore or elsewhere, for the above purpose;
- acknowledge that the Transferor reserves the right to deduct any outstanding fees and charges owed to the Transferor prior to transferring the units to the Transferee;
- acknowledge that the funds to be transferred out will be ring-fenced once the transfer commence;
- acknowledge the transfer out process will take an estimate of 6-8 weeks; and
- by signing this form, I/We hereby agree to indemnify the Transferor against any losses with regards to this transfer;
- agree that Navigator shall rely on and act upon this form and the signature (digital or otherwise) in this form, that are delivered to Navigator electronically, for purposes of the transaction, executing my/our instructions, and/or updating my/our statuses or particulars. Navigator shall act upon it as if the wet ink signed original had been received; and
- agree that the risk of and responsibility for any transaction, instructions or updates in this form delivered to Navigator via the use of electronic services and the digital signature therein not being genuine or being forged, fraudulent, ambiguous or erroneous lies fully and solely with me/us.

**Signature of Main Client/Company Authorised Signatory 1 and Company Stamp\***

Date (DD/MM/YYYY)

D	D	/	M	M	/	Y	Y	Y	Y
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**Signature of Joint Client/Company Authorised Signatory 2 (if applicable)\***

Date (DD/MM/YYYY)

D	D	/	M	M	/	Y	Y	Y	Y
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\* Signature(s) are to be as per Navigator's records.