

WILL DETAILS FORM 遗嘱资料表格

Kindly complete the form in **CAPITAL LETTERS**, tick (✓) in the relevant boxes & enclose a photocopy of the testator's NRIC/passport 请用大写填写这份遗嘱表格及在有关格子里画勾并附上立遗嘱者的身份证或护照副本。
 All Names must be in accordance to NRIC/Passport/Birth Certificate 所有姓名需依照身份证，护照或报生纸。
 Please refer to the end of this form for terms and conditions of service. 请参考尾页的服务条款和规定条件。

SECTION A : TESTATOR'S PERSONAL DATA (COMPULSORY)
 立遗嘱者的个人资料 (必需) ★★★★

Full Name 姓名			
Other Name 其他姓名		NRIC No. 身份证号码 or Passport No. 护照号码	
Address 地址			
Nationality 国籍	Country of Residence 居住国家	Occupation/Business 职业 / 生意	
Date of Birth 出生日期 <small>(dd/mm/yy)</small>	/ /	Religion 宗教信仰	
Tel No. 电话号码	(H)	(O)	(H/P)
E-mail 电邮			Gender 性别 <input type="checkbox"/> Female 女 <input type="checkbox"/> Male 男
Marital Status 婚姻状况	<input type="checkbox"/> Single 单身 <input type="checkbox"/> Married 已婚 <input type="checkbox"/> Divorced 离婚 <input type="checkbox"/> Widowed 寡妇/夫		
Written A Will Before? 已立遗嘱?	<input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是 : Malaysia 马来西亚 / Overseas 海外 (Please circle 请选择)		

If The Will Is Made In Contemplation Of Marriage 若在筹备结婚中

Fiancee's Name 未婚妻/夫姓名	
NRIC or Passport No. 身份证 / 护照号码	

For Execution Of Will 执行遗嘱

Signing of Will By 签署遗嘱	<input type="checkbox"/> Signature 签名 <input type="checkbox"/> Thumbprint 指纹		
Special Circumstances 特别情况	<input type="checkbox"/> Permanent Disability 终身残疾 <input type="checkbox"/> Illiterate 文盲 <input type="checkbox"/> Blind 瞎眼 <input type="checkbox"/> Less Proficient in English 不精通英语		

If you choose any of the above "Special Circumstances", please fill in the following: 若选择以上“特别情况”，请填写以下：
Note: Beneficiaries and their spouse cannot be translator/Interpreter of the Will 受益人和他们的配偶不可以成为遗嘱中翻译员

Translator/Interpreter's Full Name 翻译者姓名			
NRIC or Passport No. 身份证 / 护照号码		Relationship 关系	
Language or Dialect 语言 / 方言			

**SECTION B : EXECUTOR(S) AND TRUSTEE(S) APPOINTMENT
 (COMPULSORY)**
委任遗嘱执行人和信托人 (必需) ★★

The Executor and Trustee should be 21 years old and above. At least 2 Executors is necessary when one of the beneficiaries is a minor. Where RHB Trustees Berhad is appointed as Executor, there is to be no joint Executor.
 执行人和信托人应满二十一岁或以上。若其中一名受益人还未成年必须委托至少 2 个执行人。倘若 RHB 信托有限公司被指定为执行人则无须联合执行人。

RHB Trustees Berhad as Executor and Trustee 为专业执行人和信托人 Sole Executor and Trustee 唯一执行人和信托人 Last Substitute Executor and Trustee 最后候补执行人和信托人

EXECUTOR AND TRUSTEE 执行人和信托人 NO. 1

Full Name 姓名

Address 地址

NRIC No. 身份证号码 Relationship 关系

EXECUTOR AND TRUSTEE 执行人和信托人 NO. 2

Substitute 候补 Joint 联合

Full Name 姓名

Address 地址

NRIC No. 身份证号码 Relationship 关系

EXECUTOR AND TRUSTEE 执行人和信托人 NO. 3

Substitute 候补 Joint 联合

Full Name 姓名

Address 地址

NRIC No. 身份证号码 Relationship 关系

EXECUTOR AND TRUSTEE 执行人和信托人 NO. 4

Substitute 候补 Joint 联合

Full Name 姓名

Address 地址

NRIC No. 身份证号码 Relationship 关系

Additional Notes On Appointment Of Executor and Trustee 委任执行人和信托人的附加注明 ★

SECTION C : GUARDIAN(S) OF MINOR CHILDREN (OPTIONAL)
监护人 (选择性) ★

This section is recommended if you have children below the age of 21 years. 这部份是建议若您有 21 岁以下的子女。

Tick if Spouse/ex-Spouse is **NOT** to be the guardian of your children 请画勾如果配偶/前配偶不能成为孩子监护人

GUARDIAN 监护人 NO. 1

Full Name 姓名

Address 地址

NRIC No. 身份证号码 Relationship 关系

GUARDIAN 监护人 NO. 2

Substitute 候补 Joint 联合

Full Name 姓名

Address 地址

NRIC No. 身份证号码 Relationship 关系

GUARDIAN 监护人 NO. 3

Substitute 候补 Joint 联合

Full Name 姓名

Address 地址

NRIC No. 身份证号码 Relationship 关系

ALLOWANCES TO GUARDIAN(S) 给予监护人的津贴 ★★

Payment Mode 支付方式 One-Off 一次性 Monthly 每月 Quarterly 每年四次 Yearly 每年
 Discretion of Executor/Trustee 执行/信托人权利 Others 其它, please specify 请注明:[]

Amount 数目 RM Payments cease when minor attains age 直到子女(年龄)

Source of Payment 款项来源



SECTION D : LIST OF BENEFICIARIES (COMPULSORY) 受益人名单 (必需)

Please list down all the beneficiaries in your Will. The beneficiaries and their spouse cannot be witnesses for the signing/ attestation of the Will. 请您列下遗嘱里所有受益人。受益人及其配偶不能成为签署遗嘱中的见证人。

Beneficiary's Full Name 受益人姓名	NRIC/Passport/Birth Cert No. 身份证/护照/报生纸号码	Relationship 关系

SECTION E : NON-RESIDUARY GIFT(S) (OPTIONAL) 非剩余财产的赠品 (选择性)

Use the symbols below to fill in Name of Beneficiaries to indicate the manner of gift distribution and beneficiary type.
 利用以下的信号填入受益人的名字以指示赠品分配与受益型。

Symbol 信号	Interpretation 说明
MB	Person identified as Main Beneficiary 主要受益人
SB	Person identified as Substitute Beneficiary 候补受益人

If you have immovable properties overseas, it is advisable for you to address them in a separate Will in that country.
 若您在国外拥有不动产，建议您在该国为其产业另立一份遗嘱。

<input type="checkbox"/>	Tick if you wish to include immovable properties overseas in this Will 请画勾如果您选择此遗嘱涵盖海外不动产	★
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Note : For landed property gifts, please provide address / location / title no. 请提供地皮的地址/地点/地契号码

GIFT NO. 1 – Details 赠品

★		
Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号

GIFT NO. 2 – Details 赠品

★		
Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号

GIFT NO. 3 – Details 赠品

★		
Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号



GIFT NO. 4 – Details 赠品

★		
Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号

GIFT NO. 5 – Details 赠品

★		
Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号

GIFT NO. 6 – Details 赠品

★		
Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号

GIFT NO. 7 – Details 赠品

★		
Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号



GIFT NO. 8 – Details 赠品

★		
Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号

GIFT NO. 9 – Details 赠品

★		
Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号

GIFT NO. 10 – Details 赠品

★		
Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号

GIFT NO. 11 – Details 赠品

★		
Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号

SECTION F : RESIDUARY GIFTS / ESTATE (COMPULSORY)
剩余赠品/财产 (必需)

There must be more than one residuary estate beneficiary to avoid partial intestacy.
 必须多过一位受益人或拥有候选受益人以避免部份无遗嘱。

MAIN BENEFICIARY(S) 主要受益人

Name of Beneficiary 受益人姓名	★	Share 股份

SUBSTITUTE BENEFICIARY(S) 候补受益人 GROUP NO. 1

Name of Beneficiary 受益人姓名	★	Share 股份

SUBSTITUTE BENEFICIARY(S) 候补受益人 GROUP NO. 2

Name of Beneficiary 受益人姓名	★	Share 股份

SUBSTITUTE BENEFICIARY(S) 候补受益人 GROUP NO. 3

Name of Beneficiary 受益人姓名	★	Share 股份

Additional Notes On Residuary Estate 剩余财产的附加注明

Additional Notes On Residuary Estate 剩余财产的附加注明	★

SECTION G : TESTAMENTARY TRUST (OPTIONAL) 遗嘱信托 (选择性)

★★★

Beneficiaries will receive their entitlement at the age of 18 without a testamentary trust. This section is recommended if you have beneficiaries below the age of 18 years, handicapped beneficiaries, ageing parents or if you want your beneficiaries to receive their entitlement at a specific age after the age of 18, please fill up all the information in this section. 若无遗嘱信托，受益人将在 18 岁时获益。若您有 18 岁以下的受益人，残障受益人，年老父母或您希望您的受益人在某指定年龄（18 岁以后）获益，我们建议您填写这部份所有相关的资料。

1. TESTAMENTARY TRUST BENEFICIARY 遗嘱信托受益人

Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号

2. PURPOSE OF TRUST (tick one or more) 资金用途 (您可勾多于一个)

<input type="checkbox"/> Education 教育费	<input type="checkbox"/> Health 医药费	<input type="checkbox"/> Maintenance 生活费	<input type="checkbox"/> Others → 其它	
<i>(For Immovable Properties Only 只限于不动产)</i>				
<input type="checkbox"/> Let / Lease 出租	<input type="checkbox"/> Reside 居住			

3. DURATION OF TRUST 信托基金的期限

4. ASSET SET ASIDE FOR TRUST 为信托分配出来的产业

Kindly indicate the GIFT NO. as specified in SECTION E (e.g. Gift No. 2)
 请根据 SECTION E 注明赠品号码 (例如: 赠品 No. 2)

5. PAYMENT MODE 支付方式

Periodic Payment 定期付款 Monthly 每月 Quarterly 每年四次 Yearly 每年

Discretion of Executor/Trustee 执行/信托人权利 Others 其它, please specify 请注明: []

Amount 数目

6. BALANCE OF TRUST ASSET 剩余的信托产业

Name of Beneficiary(s) 受益人姓名	Share 股份	Symbol 信号

Appointment Of Testamentary Trustee (if different from Section B)
委任遗嘱信托人(若有别于 Section B)

RHB Trustees Berhad as Trustee 为信托人 Sole Trustee 唯一信托人 Substitute Trustee 候补信托人

TRUSTEE 信托人 NO. 1

Full Name 姓名

Address 地址

NRIC No. 身份证号码

Relationship 关系

TRUSTEE 信托人 NO. 2

Substitute 候补

Joint 联合

Full Name 姓名

Address 地址

NRIC No. 身份证号码

Relationship 关系

SECTION H : POWERS OF EXECUTOR/TRUSTEE (OPTIONAL)
遗嘱执行人/信托人的权力 (选择性)

Use this section only when you wish to give the executor/trustee additional powers that are not provided by the Trustee Act 1949. 这部份只是当您希望给予执行人/信托人的额外权力但不在 1949 年信托法令中。

- ★ Power to insure against fire and other losses 保火险及其它损失的权力
- ★ Power to borrow money (estate assets becomes collateral) 借钱的权力 (地产资产变成并行)
- ★ Power to invest freely in unsecured investments 自由投资权力 (非保险投资)
- ★ Power to employ and pay agents 聘请及资付经纪人的权力
- ★ Power to appoint new (substitute/additional) trustees 委任新(候补/ 另外)信托人权力
- ★ Power to charge, sell, let or lease trust property 抵押, 出售或出租信托产业权力
- ★ Power to permit beneficiary(s) to reside on trust property 准许受益人居住于信托产业权力
- ★ Power to delegate trust during absence abroad 缺席于外国时期委派信托的权力
- ★ Other powers 其它权力

SECTION I : TERMS OF ENDEARMENT (OPTIONAL)
给予挚爱的遗言 (选择性) ★

SECTION J : OTHER MATTERS (OPTIONAL)
其它事项 (选择性)

★ **COMMORIENTES** **No. of days for beneficiary(s) to survive to be entitled to inheritance**
 生还的日数 必须生存多少日子才可获得财产

★ **Reason for excluding spouse, infant son, unmarried daughter and handicap child from the Will**
 在遗嘱中，没有包括/提供给予配偶，21岁以下的儿子，未婚女儿及残缺孩子的原因。

Full Name 姓名 **Relationship 关系**

NRIC No. 身份证号码

Reason(s) 原因

★ **When not stating names of children in the Will, children is to include** 当在遗嘱中没有声明子女的姓名，那么子女包括

Unborn Child (for Male Testator only) 未出生孩子(只是男立遗嘱者)

Child with a particular Spouse/Person 以配偶/人所拥有的孩子

Full Name 姓名

NRIC No. 身份证号码

Additional Instructions (if any) 附加指示(若有) ★

FOR ESTATE PLANNER'S USE ONLY (COMPULSORY)

只适用于财产规划者 (必需)

CLIENT CATEGORY 顾客类型

- Principal Will 主要遗嘱**
- Supplemental Will 附属遗嘱**

Name of Principal 主要遗嘱姓名

Relationship to Principal 与主要遗嘱的关系

- **SUPPLEMENTAL WILLS:** RHB Trustees Berhad offers a **20% discount** on the Will Types to individuals taking up Supplemental Wills who are the **PARENTS, SPOUSE, CHILDREN AND SIBLINGS** of the Principal. **Supplemental Wills must be submitted simultaneously with the Principal Will.** 附属遗嘱: RHB 信托有限公司提供 20%折扣于遗嘱配套 - 立附属遗嘱中的主要遗嘱亲人, 如父母, 配偶, 孩子及兄弟姐妹。附属遗嘱必须与主要遗嘱一起呈交。
- RHB Trustees Berhad reserves the rights to vary the terms and conditions herein from time to time. RHB 信托有限公司保留更改任何条件的权利。
- Payment can be made either by Credit Card or by Cheque payable to '**RHB TRUSTEES BERHAD**'. Cheque can be sent directly to RHB Trustees Berhad or deposited into our RHB Bank Account No. 2-14231-00034045 and send us the bank in slip & receipt. If the payment is by credit card, kindly submit the Credit Card Authorization Form directly to us. 所有费用可以用信用卡或支票来缴付。支票付款请缴予'**RHB TRUSTEES BERHAD**', 并直接寄至本公司或将支票存入本公司 RHB 银行账户: 2-14231-00034045。选择存入户口者请将银行存入单及存款收据呈交予本公司。如以信用卡缴付, 请将信用卡授权表格呈交予本公司。
- Full payment must be submitted together with the Will Details Form to RHB Trustees Berhad before drafting begins. 费用必须与遗嘱资料表格一起呈交于 RHB 信托有限公司。
- Please e-mail / fax / send this Will Details Form to RHB Trustees Berhad 请将遗嘱资料表格电邮/传真/寄至 RHB 信托有限公司:

RHB TRUSTEES BERHAD 573019-U
(formerly known as OSK Trustees Berhad)
 6th Floor, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur.
 TEL +603 9207 7777 FAX +603 2175 3222
 Email rhbt.wills@rhbgroup.com
 AJL931736

ESTATE PLANNER'S DETAILS 财产规划员资料

Full Name 姓名	<input style="width: 100%;" type="text"/>		
Company 公司	<input style="width: 40%;" type="text"/>	Cheque No. 支票号码	<input style="width: 40%;" type="text"/>
Agent Code 代理人号码	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Date 日期	<input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/>
Telephone No. 电话号码	<input style="width: 30%;" type="text"/> (H)	<input style="width: 30%;" type="text"/> (O)	<input style="width: 30%;" type="text"/> (H/P)
E-mail 电邮	<input style="width: 100%;" type="text"/>		
	Fax No. 传真号码	<input style="width: 100%;" type="text"/>	

PAYMENT DETAILS 付款详情

		Amount (RM)
WILL WRITING FEES 遗嘱费用	<input type="checkbox"/> Principal 主要 <input type="checkbox"/> Supplemental 附属	→ <input style="width: 100%;" type="text"/>
WILL CUSTODY FEES 遗嘱安全保管费用	<input type="checkbox"/> Annual 一年 <input type="checkbox"/> Lifetime 终生	→ <input style="width: 100%;" type="text"/>
PROFESSIONAL EXECUTOR APPOINTMENT 委任专业执行人 - RHB TRUSTEES BHD	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不	→ <input style="width: 100%;" type="text"/>
TOTAL 总数		<input style="width: 100%;" type="text"/>

TERMS AND CONDITIONS OF SERVICE 服务的条款和规定

- (1) RHB Trustees Berhad is hereby appointed to prepare and write my Will based on the details I have given in this Will Details Form and in consideration thereof, I hereby make full payment of the sum indicated above (in accordance with the Will Type selected by me) which shall be non-refundable under all circumstances except where RHB Trustees Berhad notifies that it declines to accept this appointment for whatever reason within ninety days from the date hereof.

RHB 信托有限公司在此被指定依照我在这遗嘱资料表格里所提供的资料准备及代写我的遗嘱。为此，我将缴付以上所提及的费用(依照我所选择的遗嘱种类)，也在任何情况下恕不退还，除非在九十天的期限内，RHB 信托有限公司给予拒绝接受委任的通知。

- (2) It shall be my responsibility to ensure that all the information and/or details in this Will Details Form as well as my Will (both draft and final versions) are complete and accurate.

我的责任是确定所有在这遗嘱资料表格里及我的遗嘱(草稿和最终版本)的资料是完整及正确的。

THIS CONTRACT IS SUBJECT TO A COOLING-OFF PERIOD OF TEN WORKING DAYS.这份合约取决于十个工作日的冷却期

- By ticking this box, I hereby waive my cooling-off right and I want my Will to be prepared and my other subscribed services with RHB Trustees Berhad to be processed **IMMEDIATELY**.

勾选此空格，本人在此放弃冷却期的权利并要立即准备我的遗嘱以及与 RHB 信托有限公司所签购的其它遗嘱服务。

I have understood and agreed the above Terms and Conditions. 我在此了解及同意以上所有的条款和规定。

Dated the day of 20.....

Signed by the Testator
立遗嘱者签名

Witnessed by the Estate Planner
财产规划员见证

.....
Name 姓名 :
NRIC No. 身份证号码 :

.....
Name 姓名 :
Agent Code 代理人号码 :

Fees Schedule For Our Services 我们的服务费用价格

Will Writing Fees 立遗嘱费用

Will Type 遗嘱种类	No. of Clauses 条款	Principal Will 主要遗嘱 (RM)	Supplemental Will 附属遗嘱 (RM)
Basic Will 基本	1 – 12	380	300
Intermediate 中级 I	13 – 15	500	400
Intermediate 中级 II	16 – 18	650	520
Comprehensive 综合 I	19 – 21	800	640
Comprehensive 综合 II	22 – 24	1,000	800
Comprehensive 综合 III	25 – 27	1,200	960
Exclusive 独特 I	28 – 30	1,500	1,200
Exclusive 独特 II	31 – 33	1,800	1,440
Exclusive 独特 III	Above 33 以上	2,100 Onwards 以上	1,680 Onwards 以上

Will Re-Writing Fees 重写遗嘱费用

(Amendments/ Additions/ Deletions to Existing Clauses 修改/增加/删除原有的条款)

No. Of Clauses 条款	Principal Will 主要遗嘱 (RM)	Supplemental Will 附属遗嘱 (RM)
1 – 6	300	200
7 – 9	400	300
10 – 12	500	400
13 – 15	650	500
16 – 18	800	650
19 – 21	950	750
22 – 24	1,000	850
25 – 27	1,500	1,000
Above 28 以上	1,600 Onwards 以上	1,100 Onwards 以上

Will Custody & Professional Executor Appointment Fees 遗嘱保管和委任专业执行人的费用

Type Of Service 服务种类	Fees 费用*** (RM)	Subscription 选购
Annual Will Custody 常年遗嘱保管**	80	Compulsory 必须 (First Year Only 首一年而已)
Lifetime Will Custody 终生遗嘱保管**	800	Optional 选择性*
Professional Executor Appointment 委任专业执行人	100	Optional 选择性

* If RHB Trustees Berhad is appointed as Professional Executor (Sole/Substitute) in the Will, subscription to the Lifetime Custodian Service is **COMPULSORY**.

如果委任信托公司为遗嘱唯一或候补执行人和/或信托人，那么必须委任信托公司为原本遗嘱的终生保管

** If there is no subscription to RHB Trustees Berhad's Will Writing service then the Annual Will Custody Fees will be RM100 and Lifetime Will Custody Fees will be RM1,000.

如果没有选购本公司立遗嘱服务，那么常年遗嘱保管费用将是一百零吉和终生遗嘱保管费用将是一千零吉。

*** The above custodian fees are only applicable for the Original copy of the Final Will and there will be an additional surcharge of 50% for each additional document to be kept with the Original Will.

以上的保管费只适用于遗嘱的正本，每一份与正本遗嘱一同保管的文件需缴付 50% 的附加费用。

Estate Administration Fees 财产管理费用

Value of Assets (RM) 资产价值	Fees Charged 费用	
	Movable Assets 动产	Immovable Assets 不动产
For the first 5 Million 第一个五百万	1.0% p.a. 每一年 1.0%	0.5% p.a. (subject to min RM2,000 per title) 每一年 0.5%，最少 RM2,000 每契
For the next 5 Million 下一个五百万	0.5% p.a. 每一年 0.5%	0.5% p.a. (subject to min RM2,000 per title) 每一年 0.5%，最少 RM2,000 每契
For the remaining value in excess of 10 million 超过以上一千万之后	0.25% p.a. 每一年 0.25%	0.25% p.a. (subject to min RM2,000 per title) 每一年 0.25%，最少 RM2,000 每契
Cancellation Fee 取消费用	1.0%	

The total estate administration fees chargeable annually is subject to a minimum of RM5,000 per annum and will be chargeable by RHB Trustees Berhad if appointed as professional executor and upon the extraction of Grant of Probate. The cancellation fee is applicable upon resignation or replacement of RHB Trustees Berhad as Executor or Trustee during the administration of the estate/trust. 当获得遗嘱认证书时，若 RHB 信托有限公司被委任为专业执行人，RHB 信托有限公司将会收取最少 RM5,000 每一年的财产管理费。如果遗产/信托管理期间取消或者更换 RHB 信托有限公司为遗嘱执行人/信托人，必需付取消费用。