



# Completion Guide to the specimen Excepted Group Life trust document

**WARNING:** This is a basic guide to the fields to be completed in our specimen Excepted Group Life trust document. Before you complete the document and the trust deed is executed, we strongly recommend that you obtain independent legal and tax advice on whether the trust is appropriate in the circumstances and on the consequences (including any tax consequences) of executing the trust deed. AIG Life Limited ('AIG') is not able to advise you in this regard and does not accept any liability for the effect or consequences (including any tax consequences) of using this guide and the specimen document to create the trust. Advice should also be obtained relating to ongoing compliance requirements for an Excepted Group Life trust with HMRC and/or any other authorities.

The laws relating to taxation and trusts may change in the future. AIG shall not be held responsible for any information given in this document or any other AIG documentation or for any changes in tax provisions or legislation that may affect the policy within the trust or the tax treatment of either the policy or the provisions of the trust.

You must complete the Excepted Group Life trust specimen document as detailed below before executing the trust deed and return the executed deed before the date on which you want the Excepted Group Life policy to start. The following fields in the trust document need to be completed:

Page number	Field	What to enter	Comments
Covering page	Insertcompanyname	The policyholder's registered company name	
1	Today'sdate	Date the document is being completed (also known as the date when the deed is executed)	This is the date the deed is executed, not the start, or effective, date of the trust
1	Insertcompanyname	The policyholder's registered company name	
1	Regnumber (if applicable)	The policyholder's Companies House registration number	If the policyholder is a charity, insert the charity number.
1	Registeredaddress	The policyholder's registered company address	
1	Insertcompanyname	The policyholder's registered company name	
1	Startdateofpolicy	The on-risk date (date cover to start)	This will be the effective date of the trust and cannot be a date in the past (as this could jeopardise the tax-free status of the benefits). It will usually be the date cover starts with AIG, but if the scheme is switching from Registered to Excepted it will be the date of switch.
2	Name	The company name of each of the participating employers	The policyholder should be included on this list
2	Registered Number (if applicable)	The Companies House registration number for each of the participating employers	
2	Registered Address	The registered address for each of the participating employers	

### Signatories - Page 3

- The policyholder (sponsor) must sign in the Sponsor section
- There must be two signatories. If executing on behalf of a company, two directors or one director and the secretary may sign and execute the deed on the company's behalf. You should obtain independent legal advice as to how to execute the trust deed on behalf of your organisation.
- The sponsor only signs this section – they do not sign as a participating employer
- Each participating employer must sign in the Original Participating Employers section. There must be two signatories for each participating employer
- If there is more than the sponsor and one other participating employer this page will need to be printed and signed by each of the other participating employers (the sponsor only needs to sign once).

### Appendix 1 – Notice of participation - Page 18

- This page should not be completed when the trust is being set up
- It should be used if a new participating employer joins the trust after the trust has been set up
- It should be completed as follows:
  - Insertcompanyname – name of the sponsor (policyholder)
  - Newparticipatingemployer – name of the new employer joining the trust
  - Companynumber – registered Companies House number of the new employer joining the trust (if it is a charity we need the charity's number)
  - Newparticipatingemployer – name of the new employer joining the trust
  - Signature on behalf of new employer – authorised signature of new employer joining the trust
  - Signature on behalf of sponsor employer – authorised signature of the policyholder of the trust
  - Both signatures must be dated
- A copy of the completed notice of participation **must** be sent to us.

### Appendix 2 – Notice of termination of participation - Page 19

- This page should not be completed when the trust is being set up
- It is to be used if a participating employer in the trust leaves the trust (after the trust has been set up)
- It is to be completed as follows:
  - Insertcompanyname – name of the sponsor (policyholder)
  - Participatingemployer – name of the participating employer leaving the trust
  - Companynumber – registered company number of the employer leaving the trust
  - Participatingemployer – name of the participating employer leaving the trust
  - Signature on behalf of the participating employer – authorised signature of employer leaving the trust
  - The signature must be dated
- A copy of the completed notice of termination of participation **must** be sent to us.

### Other things (on page 3) to be aware of

- The signatures must be 'wet' signatures i.e. signed in ink
- You must email us a copy of the executed trust deed and keep the original of the executed deed for your records.

