## Quilter

## Loan Trust - Discretionary version (Scots Law)

## Assistance with completing the trust deed



This guide is designed to assist with the completion of a loan trust deed, discretionary version (Scots law). This guide covers both the limited and unlimited liability versions of this trust. This trust deed allows a settlor to create a new discretionary trust and make an interest free loan to that trust, repayable on demand. Once this trust is established, the trustees can apply for a Collective Investment Bond.

Please note, neither Quilter Life & Pensions or its staff are authorised to provide legal advice and cannot be held responsible for any actions taken or refrained from being taken as a result of the guidance given in this document.

## Tips for getting started

- You must choose between the Limited and Unlimited trust deed versions, which determine trustees' liability if the loan is recalled at a time when the value of the trust's assets is insufficient to meet the repayment. See section 3 of the respective deeds for full details of the loan agreement.
  - → Unlimited liability The trustees must repay the loan in full if it is demanded by the settlor. They're personally liable for meeting any shortfall if it cannot be covered by the trust fund. This ensures the settlor receives full repayment of their loan.
  - → Limited liability The trustees' liability for repaying the outstanding loan is limited to the value of the trust fund at the time the repayment is requested. This protects the trustees from a personal liability but means the settlor may not receive their full loan.
- ✓ Ensure you have the latest version of the trust deed: Limited Liability Version and Unlimited Liability Version
- ✓ An application for a Collective Investment Bond must be made using <u>the loan trust application form</u>. Ensure you follow the instructions for dating the application, provided on page 1 of the form. Note, the declaration date for this trust is the date on which the last person signs it.

## When you've completed the deed

- ✓ Remember to include the tax declaration and confirmation of identity forms which are attached to the loan trust application form.
- ✓ The settlor's financial adviser can deliver the deed to Quilter electronically via <u>PROMPT</u>. Else, post the deed to Quilter, Sunderland, SR43 4JP
- The trust will need to be registered within 90 days of the settlement date or risk a £5,000 fine. The trustees must send Quilter the proof of registration document. Our step-by-step guide will assist with the process

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## Loan Trust

#### Notice:

This draft document is provided strictly as a draft for consideration by the Settlor's legal advisers Quilter accepts no responsibility for any loss of whatsoever nature occasioned by the adoption unamended or otherwise of this draft trust document.

Any help given on completion of the Loan Trust (Discretionary version) is accordingly given on the basis that, having discussed the rust terms with legal advisers, the dreft trust out forward for consideration is adopted duly completed but otherwise unamended.

he Declaration of Trust between	
The Settlor	
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(the Settior') of the one part (and where there are two Persons identified then 'Settlor' means both of them jointly and the survivor of them after the death of the first to die), and

lame	full name and address of the first Trustee.
kddress	If the situation is to be a Trustee insert the Sattion.
ind	
lame	Full name and address of the
Address	additise al Trustee 6f <b>3</b> / 0.
ind	
lame	Full name and address of the
ddress	a doibional Trustee (if any).
tage 2 of 13	

ddress of th

(The Second Settlor if any) Insert the ful name and address

of the Second Settlor.

## Enter the name and address of each settlor

The settlor is the person setting up the trust..

If there are two settlors, then any reference to 'the settlor' in this deed and guide means both of them.

## Does it matter which settlor is listed first / second?

No, the order in which you write the settlors does not have any impact.

## Enter the name and address of each trustee

- ➔ There is space for three trustees on this page, and a further space on the next page.
- ➔ If the settlor is a trustee, you can write 'the settlor' in name box. You do not need to repeat their address.

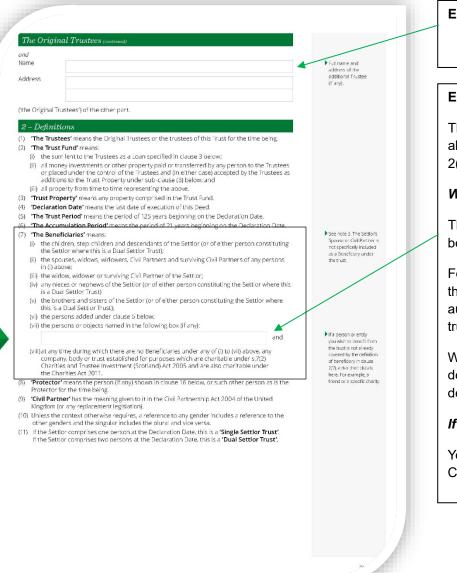
## Does the settlor have to be a trustee?

No, though keep in mind that only the trustees are entitled to access details about the bond and will receive all correspondence.

## How many trustees should there be?

We recommend at least at least one trustee who is not also the settlor and a minimum of two trustees in total.





### Enter the name and address of each trustee (continued)

→ There is space for one more trustees on this page

## Enter the name of any additional beneficiaries

This box is optional. You can use it to nominate beneficiaries which are not already covered by the standard definition of beneficiary which given section 2(7) (as outlined here) of the deed.

## When would I use this box?

This loan trust is structured as a discretionary trust, which defines the beneficiaries by describing classes.

For example 7 (i) includes children and descendants of the settlor. This means the children, grandchildren and great grandchildren of either settlor are automatically included. This is regardless of whether they're born after the trust's declaration date.

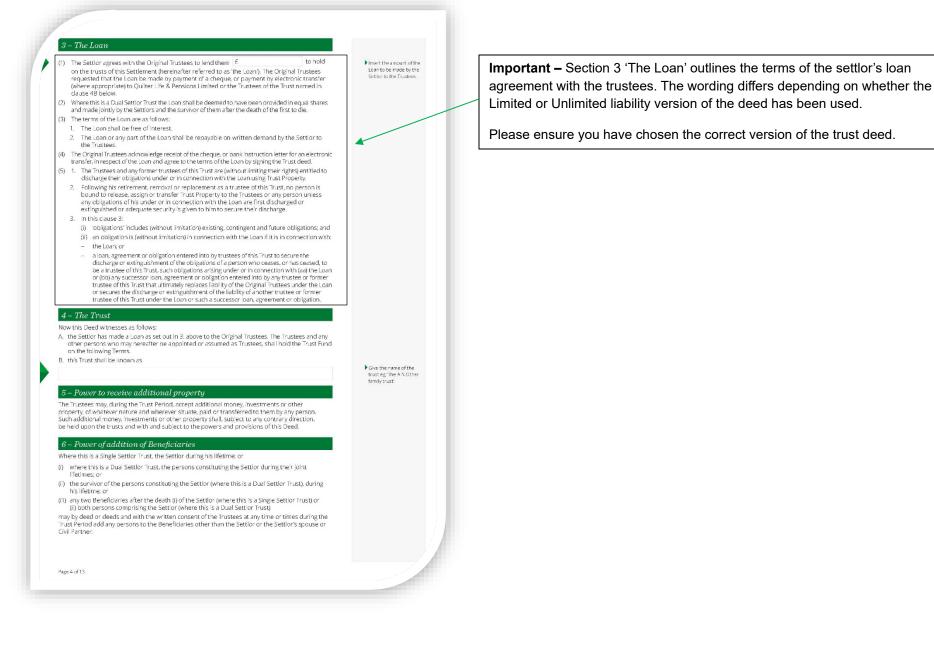
We strongly recommend reviewing the definition of beneficiary as given in the deed. If you would like to include a specific person who is not covered by these definitions, then use the box provided.

## If you need more space:

You can write out a list separately. We recommend writing "Section 2(7)(vii) Continuation " and the name of your trust in the header.

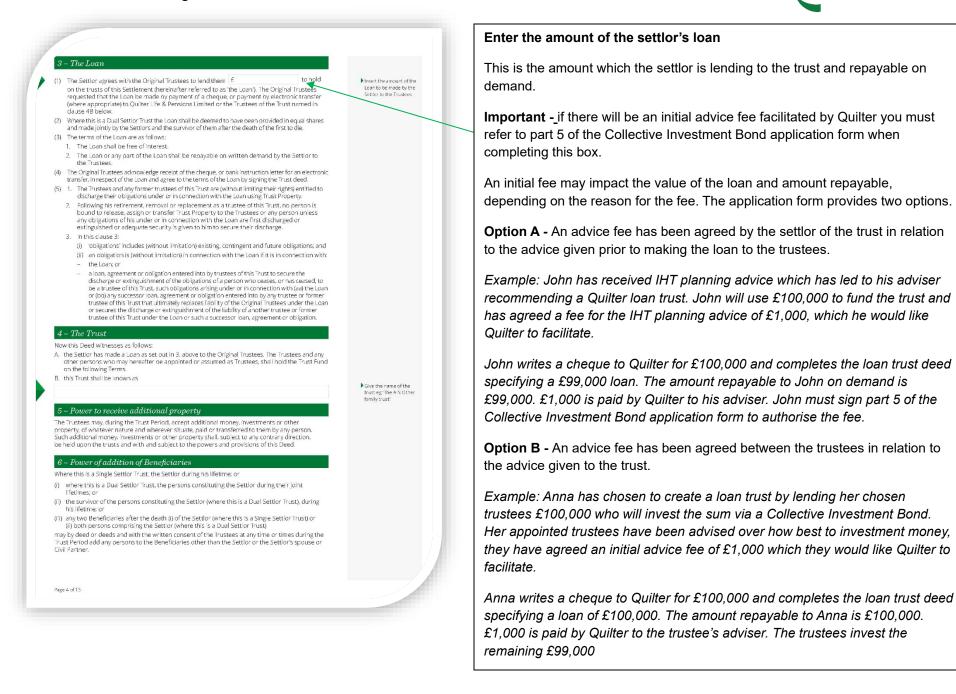
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### Page 4 continued

## Quilter



### Page 4 continued

## Quilter

#### 3 – The Loan

## (1) The Settlor agrees with the Original Trustees to lend them for the trusts of this Settlement (hereinafter referred to as the Loan). The Original Trustees requested that the Loan be made by payment of a cheque, or payment by electronic transfer (where appropriate) to Quilter Life & Pensions Limited or the Trustees of the Trust named in clause 48 below.

- (2) Where this is a Dual Settior Trust the Loan shall be deemed to have been provided in equal shares and made jointly by the Settiors and the survivor of them after the death of the first to die.
  (3) The terms of the Loan are as follows:
- ) The terms of the coan are as follows.
- 1. The Loan shall be free of interest.
- 2. The Loan or any part of the Loan shall be repayable on written demand by the Settlor to the Trustees.
- (4) The Original Trustees acknowledge receipt of the cheque, or bank instruction letter for an electronic transfer, in respect of the Loan and agree to the terms of the Loan by signing the Trust deed.
- (5) 1. The Trustees and any former trustees of this Trust are (without limiting their rights) entitled to discharge their obligations under or in connection with the Loan using Trust Property.
- Following his retirement, removal or replacement as a trustee of this Trust, no person is bound to release, assign or transfer Trust Property to the Trustees or any person unless any obligations of his under or in connection with the Loan are first discharged or extinguished or adequate security is given to him to secure their discharge.
- 3. In this clause 3:
- (i) 'obligations' includes (without limitation) existing, contingent and future obligations; and
- (ii) an obligation is (without limitation) in connection with the Loan if it is in connection with:
- the Loan; or
- a loan, agreement or colligation entered linto by trustees of this "Trust to secure the discharge or exiting/simment of the obligations of a person who ceases, or has ceased, to be a trustee of this Trust, such obligations arising under or in connection with (aa) the Loan or (bb) any successor loan, agreement or obligation entered into by any trustee or former trustee of this Trust that ultimately realoces lisbility of the Original Trustees under the Loan or secures the discharge or extinguishment of the liability of another trustee or former trustee of this Trust the class cauch a successor loan, agreement or obligation.

#### 4 – The Trust

#### Now this Deed witnesses as follows:

- A: the Settior has made a Loan as set out in 3: above to the Original Trustees. The Trustees and any other persons who may nereafter be appointed or assumed as Trustees, shall hold the Trust Fund on the tollowing Terms.
- B. this Trust shall be known as

#### 5-Power to receive additional property

The Trustees may, during the Trust Period, accept additional money, investments or other property, of whatever nature and wherever situate, paid or transferred to them by any person. Such additional money, investments or other property shall, subject to any contrary direction, be hed upon the trusts and with and subject to the powers and provisions of this Deed.

#### $6-Power \ of \ addition \ of \ Beneficiaries$

- Where this is a Single Settlor Trust, the Settlor during his lifetime; or (i) where this is a Dual Settlor Trust, the persons constituting the Settlor during their joint
- (i) Iffetimes; or (i) the curviver of the parsage constitution the Sattler (where the is a Dual Sattler Tourt) du
- (ii) the survivor of the persons constituting the Settlor (where this is a Dual Settlor Trust), during his lifetime; or
- (iii) any two Beneficiaries after the death (i) of the Settlor (where this is a Single Settlor Trust) or (ii) both persons comprising the Settlor (where this is a Dual Settlor Trust)
- may by deed or deeds and with the written consent of the Trustees at any time or times during the Trust Period add any persons to the Beneficiaries other than the Settlor or the Settlor's spouse or CMI Pertner.

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Insert the amount of the Loan to be made by the Settlor to the Trustees.

Give the name of the trust eg 'The A N Other family trust'

### Enter the trust's name

You can give the trust any name you like but keep in mind that this name will be used by Quilter as the addressee for all correspondence – so it should be a name which you don't mind the postal service seeing.



#### 11 – Powers and duties of the Protector

- (1) The powers and duties of the Protector are fiduciary in nature.
- (2) The Protector is under no duty to enquire into or interfere with the management or conduct of this Trust, unless he has actual knowledge of circumstances which call for enquiry.
- (3) The Protector shall consider the appropriateness of any act before giving his consent to it and shall, if need be, inform the Trustees that the 30-day ger/ad mentioned in sub-clause 10(5) is instificient in the circurstances and inform them of such specified on longer period as the may reasonably require.

#### 12 - Appointment of Trustees

- A person may be appointed Trustee of this Trust even though he has no connection with the British isles.
- (2) The power of appointing new trustees is exercisable by the following:
   (i) the Protector (if any): or
  - (i) the Protector (namy), or
  - (ii) if there is no Protector or there is no Protector able and willing to act, the Settion; or (iii) if there is no Protector able or willing to act and the Settlor is incapable within the meaning
  - (ii) If there is no Protector able or Willing to act and the Settion is incepable within the meaning of Part 1 Adults with incapacity (SC) Act 2000, the Settion's Attorney, or the Trustees; or
     (iv) If there is no Protector able or Willing to act and the Settion is deceased, the Trustees.
- (3) For the purposes of (2)(ii) above, the Protector shall be deemed to be unable or unwilling to act if he fails to respond to a written request from the Trustees within the period of time stated in sub-closes 10(5) and 11(3) above.

#### 13 – Retirement and removal of Trustees

- (1) Any Trustee may retire at any time provided 30 days' written notice is given to the person who currently has the power to appoint new Trustees.
- (2) The Protector may dismiss a Trustee by giving 30 days' notice in writing to such Trustee. Any person removed as Trustee shall subject to any lien that he may have) take such steps as may be required for the vesting without delay in the continuing or new Trustees of all Trust Property in his name or under his control.
- (3) Neither the retriement nor dismissal described in this paragraph shall take effect unless and until there remain at least two insufees or a insufee which is a company carrying on a business which consists of or includes the management of fusts.

#### 14 – Irrevocability

This Trust is irrevocable.

#### 15 - Exclusion of the Settlor

Notwithstanding anything else in this Deed, no power conferred by this Settlement shall be exercisable and no provision shall operate so as to allow the Trust Fund or its income to become payable to or applicable for the benefit of the Settlor in any circumstances whatseever, except, for the avoidance of doubt, repayment of the Loan in accordance with clause 3.

16 – The Protector
Protector's full
name

See note 5. Insert the full name and address of the Protector, (if any)

See note 4.

#### 17 – Administra

- 1. Additional powers
- The Trustees have the following additional powers: (1) Investment
- ) Investment

Address

- (a) The Trustees may make any kind of investment that they could make if they were absolutely entitled to the Trust Fund. In particular the Trustees may invest in land in any part of the world and in unsecured loans.
- (b) The Trustees are under no obligation to diversify the Trust Fund.
- (c) The Trustees may invest in speculative or hazardous investments but this power may only be exercised at the time when there are at least two Irustees, or the Trustee is a company carrying on a business which consists of or includes the management of trusts.

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## Enter the name and address of the protector (if any)

The protector is an optional role which can provide additional oversight of the action of the trustees. For example:

- → The protector has the power to dismiss a trustee with 30 days' notice.
- → The trustees must obtain the consent of the protector to exercise certain powers, such as power of appointment in section 6.

### Who can be the protector?

Any person aged 18+, including anyone who is already a settlor or trustee. However, we recommend using a person who is not otherwise party to the trust to ensure independence.

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#### 17 - Administrative provisions (continue

#### 11. Change of governing law

- The Trustees may during the Trust Period by deed with the consent of the Protector (if any) or otherwise the Settlor during his life, or of two Beneficiaries after his death, declare that from the date of such declaration:
- (a) the law of any Qualifying Jurisdiction governs the validity of this Trust, and its construction, effects and administration, or any severable aspects of this Trust; and
- (b) the Courts of any Qualifying Jurisdiction have exclusive jurisdiction in any proceedings involving rights or obligations under this Trust.
- This power does not, however, permit the Trustees to change the governing law of the Loan, its construction or effects.
- In this paragraph a 'Qualifying Jurisdiction' is one which recognises trusts (as defined in the Hague Convention on the Law Applicable to Trusts and on their Recognition).

#### 18 - Law of the Trust

The governing law of this Trust (including the Loan), and of its validity, construction, effects and administration, shall be that of Scotland. All rights or obligations under this deed shall be subject to the jurisdiction of the Scottish courts.

All signatures must be made in blue or black ink. Digital signatures are not permitted.

#### 19 - The Settlors' signatures and witnesses

IN WITNESS WHEREOF this Deed consisting of this and the preceding pages is signed by the Settlor(s) as shown below and before the witness hereto subscribing.

Signed by	First Settlor	The First Settlor's signature.
In the presence of	f:	-9
Witness signature		Each Settlor, Trustee and Protector signatur
Witness full name		must be witnessed. A witness must be age 1 or over and cannot be
Witness address		a Settlor, Beneficiary, Trustee or Protector. One person may act as witness for all
Date	(öd/mm/yyyy)	signatures. For each witness signature, provide full
Place of signing		name and address.
Signed by	Second Settlor (fan)	The Second Settlor's Signature (if any)
In the presence of	f:	26.0000.010.0191
Witness signature		
Witness full name		
Witness address		
Date	(dd/mm/yyyy)	
Place of signing		
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### Signatures and witnesses - General guidance

The deed must be signed by the settlor, protector (if any) and all trustees. Each signature requires an independent witness.

- → All signatures must be made in ink. Digital signatures are not permitted.
- → Where the settlor is also a trustee they must sign the deed twice. If they're also the protector, then they must sign in this capacity as well.
- → An independent witness is any adult who is not otherwise a settlor, protector, trustee or potential beneficiary of the trust.
- → The same witness may be used for multiple signatures.
- → You must include the place of signing. This is the town or city where the signature was made.
- → The date of signing is the day which the signature was made. The date of this trust will be the date of the last signature made.

The last date should be on or after the date of the payment in respect of the loan.

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17 – Administrative pro	visions (continued)		
11. Change of governing law			
The Trustees may during the	e Trust Period by deed with the consent of the Protector (if any) or g his life, or of two Beneficiaries after his death, declare that from the		
(a) the law of any Qualifying	g jurisdiction governs the validity of this Trust, and its construction, ion, or any severable aspects of this Trust; and		
involving rights or obliga			
this power does not, howev its construction or effects.	er, permit the Trustees to change the governing law of the Loan,		
In this paragraph a 'Qualifyi Hague Convention on the La	ing Jurisdiction' is one which recognises trusts (as defined in the aw Applicable to Trusts and on their Recognition).		
$18$ – $Law \ of the \ Trust$			
	including the Loan), and of its validity, construction, effects and cotland. All rights or obligations under this deed shall be subject h courts.		
19 – The Settlors' signa	tures and witnesses	<ul> <li>All signatures must be made in blue or black ink. Digital signatures</li> </ul>	
IN WITNESS WHEREOF this Deed Settlor(s) as shown below and be	d consisting of this and the preceding pages is signed by the efore the witness hereto subscribing.	ink. Digital signatures are not permitted.	
Signed by	First Settlor	The First Settlor's signature.	
n the presence of:			
/itness gnature	•	Each Settlor, Toustee and Protector signature	
tness		must be witnessed. A witness must be age 18	
Iname		or over and cannot be a Settlor, Beneficiary,	Settlor signs
tness dress		Trusse or Protector. One person way	
		act as witness for all	Settlor's witness signs
ite	(öölmmtyyyy)	Ngnatures. For each witness	Settion's witness signs
ice of signing		signature, provide full name and address.	
gned by		The Second Sector's	Settlor's witness name
the presence of:	Second Settlor (fan)	Signature (if a ny).	Settlor's witness address
itness			
ignature Vitness			Data of signature
ul name			Date of signature
litness ddress		$ \setminus                                   $	
ate			Place of signing
Nace of signing	(öld/mm/yyyy)		
1000 01 35 10 15	`````````````````````````````````	////	Settlor signs
			Settlor's witness signs
			Settlor's witness name
age 10 of 13			Settlor's witness addres
			Date of signature
			Place of signing

Page 11	Trustee signs
	Trustee date of birth
	Trustee's witness signs
20 – The Original Trustees' signatures and witnesses	Trustee's witness name
/e, the Original Trustee(s) named below, hereby acknowledge and accept our appointment Trustee(s).	Trustee's witness address
ate of birth	Pata af al maine
the presence of:	Date of signing
ess deprote à Margarle Stature de la contra la Margarle Stature de la contra la contra de la con	Place of signing
litness Idress	
te (idd/mm/yyy)	Trustee signs
e of signing	Trustee date of birth
gned by Inusee Additional Truggest ate of oirth Dirth Addition (Additional Struggest and Additional Struggest and Additi	Trustee's witness signs
(dd/man/yyy) the presence of: itness	Trustee's witness name
hature ness name	Trustee's witness address
55	Date of signing
(kilhantyyy)	
ace of signing	Place of signing
gned by Trustee Additional Trustee Additional Trustee	
the presence of:	Trustee signs
Inness Inness	Trustee date of birth
name tress dess	Trustee's witness signs
te (iki/mm/yyy)	Trustee's witness name
re of signing	
	Trustee's witness address
	Date of signing
200	Place of signing





	Trustee signs
	Trustee date of birth
20 - The Original Trustees' signatures and witnesses (continued) Signed by Irustee	Trustee's witness signs
Date of birth (biblinanlysys)	Trustee's witness name
In the presence of: Witness signature Witness	Trustee's witness address
Witness ful name Witness address	Date of signing
Date (05/mm/)yyy) Place of signing	Place of signing
The common seal of the Original to be appointed as a Trustees has been affixed on this date: Trustee the common seal of the common seal of the company may be	Corporate trustee's seal
(ad/mm/gyg) In the presence of: The sengeary does not use a common seal the shorines ignoring in trustee	A corporate trustee may sign the deed by placing the company's seal here. You must include:
Director/Secretary/ Authorised Signatory Name of person	<ul> <li>Date on which the seal was applied</li> <li>Signature of a director (acceptor) or other outborized signature.</li> </ul>
Signing Place of sealing and Signing And the Protector signifies consent to act as Protector of this Trust	<ul> <li>Signature of a director / secretary or other authorised signatory</li> <li>Address where the seal was applied (usually the company's address)</li> </ul>
21 - The Protector's signature and witness         Signature of       Protector         Protector       Protector         Date of oirth       (66/man/yyy)         In the presence of:       Witness	If the corporate trustee does not use a seal, the signatory(ies) may sign in the trustee signature boxes above.
signature Witness ful name Witness	Protector signs
address Date	Protector's date of birth
Late (dd/mm/yyy) Place of signing	
	Protector's witness signs
Reset	Protector's witness name
	Protector's witness address
Page 12 of 13	Date of signing
	Place of signing