



# UNIVERSAL

# Asset Protection Trust

## Guidance Notes

The Universal Asset Protection Trust is designed as an Estate Planning tool and can ensure that the assets protected within it are safe for your chosen beneficiaries. In order for this to be most effective you should review your Will at the same time.

The Trust uses terms that you may not be familiar with. As the person creating the trust you will be referred to as the '**settlor**'. As you will be a beneficiary of the trust during your lifetime, you will also be referred to as the '**principle beneficiary**'.

If you are unable to make decisions about the trust in the future due to illness or incapacity the people that you appoint as '**protectors**' will be able to make these decisions for you. You are able to change your protectors at any time and it is normal to appoint adult children or a trusted friend in this capacity. You only need appoint one protector but you may appoint more than one if you prefer. Please provide details in the Protectors section of this form.

It is necessary to appoint '**trustees**' that will carry out the administration of the trust on your behalf. You will need to appoint at least two trustees and they are specifically prohibited from benefiting from the trust by Law. In order to ensure that the trust is managed properly and that it complies with the Law, it is normal to appoint professional trustees. As a comparison your pension, if you have one, is a type of trust that is run by professional trustees. If you wish to appoint professional trustees, please tick the appropriate box in the Trustees section of this form. You are able to change your Trustees at any time. If you would prefer to appoint trustees of your choice please provide their details accordingly. These should be people that are reliable and competent. They will need to complete a tax return on behalf of the trust each year.

You should also name '**beneficiaries**' of your trust. These are the people that will benefit from your trust after your death. It is normal to name your children as beneficiaries. If you wish to leave your trust assets in a different way from the rest of your estate, we will need to draft the trust to reflect this. We will normally state that the trust assets are distributed in accordance with the terms of your Will, so it is important that we see a copy of your Will to make sure that your trust does not conflict with it.

If your current Will does not incorporate a correctly drafted discretionary Will Trust, we would recommend that we redraft this to give maximum protection to your beneficiaries after your death.

# Appointing Protectors

Please give the name of one or more people that you would like to appoint as Protectors. If you are unable to make decisions due to illness or incapacity, your protectors will be able to act in your place.

The trust allows you to add and/or remove protectors at any time. While most people name their adult children to act in this capacity, you are free to name any one that you trust to look after your best interests.

Please provide a full name, address and telephone number for each of the people you name. As they will be required to sign the trust documentation to confirm that they know they have been appointed you may wish to discuss this with them. We will only contact them after you have signed the trust yourself, so you will have plenty of time to talk with them. They are more than welcome to call us if they have any questions about their role.

## Protector Details

Full Name of Protector 1	Relationship to you (son, daughter)	
Full Postal Address of Protector 1	Phone Number	
Full Name of Protector 2	Relationship to you (son, daughter)	
Full Postal Address of Protector 2	Phone Number	
Full Name of Protector 3	Relationship to you (son, daughter)	
Full Postal Address of Protector 3	Phone Number	

# Appointing Trustees

It is normal to appoint Professional Trustees to maintain your trust. If you wish to appoint Universal's professional trustees please indicate this below. The annual maintenance fee for Professional Trustees to act for you is £180 which includes completion of the tax returns required by HM Revenue and Customs each year.

The trust allows you to add and remove Trustees at any time. If you are unable to make decisions due to illness or incapacity, your protectors will be able to instruct your Trustees in your place. While most people appoint professional Trustees to act in this capacity, you are free to name any one that you trust to look after your best interests.

If you do not want to appoint Professional Trustees, please give the name of at least two people that you would like to appoint as Trustees. Please provide a full name, address and telephone number for each of the people you name. As they will be required to sign the trust documentation to confirm that they are prepared to act in this capacity, you may wish to discuss this with them. We will only contact them after you have signed the trust yourself, so you will have plenty of time to talk with them. They are more than welcome to call us if they have any questions about their role. The first named Trustee will receive the annual tax return.

Trustee Details		
Do you wish to appoint Universal's Professional Trustees?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
If not, please give the names of two people who are not beneficiaries that will act in this capacity for you		
Full Name of Trustee 1	Relationship to you (not a beneficiary)	
Full Postal Address of Trustee 1	Phone Number	
Full Name of Trustee 2	Relationship to you (not a beneficiary)	
Full Postal Address of Trustee 2	Phone Number	

# Beneficiaries

Please provide the full names and addresses of those people that you wish to benefit from your trust after your death. This will be the people named in your Will, if you have one, and will normally be your children. Please let us have a copy of your Will so that we can confirm that there is no conflict between your Will and the wording of your trust.

Beneficiary Details		
Full Name of Beneficiary 1	Relationship to you	
Full Postal Address of Beneficiary 1	Age of Beneficiary	
Full Name of Beneficiary 2	Relationship to you	
Full Postal Address of Beneficiary 2	Age of Beneficiary	
Full Name of Beneficiary 3	Relationship to you	
Full Postal Address of Beneficiary 3	Age of Beneficiary	
Full Name of Beneficiary 4	Relationship to you	
Full Postal Address of Beneficiary 4	Age of Beneficiary	

# Your Estate

Please give approximate details of the assets you hold in your name, your partner's name, and in joint names. All of this information will be held confidentially and will not be passed onto any party not directly involved in protecting your estate. We will contact you if we need to clarify any of the details.

Asset	In your Name	In your Partner's Name	In Joint Names
Your Home			
Other Properties			
Cash Savings			
Investments			
Insurance Policies			
Pension Funds			
House Contents			
Other [            ]			
Borrowings			
Mortgage / Loan etc			
Totals			

## Assets to be placed in Trust

Address of property to be protected	Is the property registered?	Who holds the deeds?
	YES / NO / Don't Know	
Are there any other assets that you would like to protect?	If yes, please give details	
In the last 7 years, have you placed any other assets into a trust?	If yes, please give details	

# Updating Your Will

It is important to make sure that your Universal Asset Protection Trust and your Will complement each other. By leaving your assets in the right way after your death you are able to protect your future beneficiaries from financial loss due to divorce, inheritance tax and disability. If you would like us to update your Will at the same time as preparing your Universal Asset Protection Trust please complete the information on this page. If there is any other information we should know about your Will please provide this in the Additional Information section overleaf. We will contact you for more information if required.

Do you wish to have your Will(s) updated to complement your Universal Asset Protection Trust?	<b>YES / NO</b>	
Full Names and addresses of your Executors		
Full Names and addresses of your Beneficiaries		% Share
Your preferred funeral arrangements	<b>Burial / Cremation</b>	
Your Partner's preferred funeral arrangements	<b>Burial / Cremation</b>	
Additional Information		

# Instruction to Proceed

## INSTRUCTION TO PROCEED

I agree to the preparation of an Asset Protection Trust. I confirm that I am over the age of 18 years and am of sound mind. I have received a copy of Universal Asset Protection Limited (UAP)'s Terms and Conditions. I authorise UAP to instruct and manage a solicitor to act on my behalf. I understand this authority enables the solicitor to disclose all information relating to and in connection with my retainer to UAP. I enclose a cheque/payment in respect of all fees and expenses (except Land Registry Fees) payable in connection with my Asset Protection Trust. I understand that UAP will, on my behalf, pay and settle all expenses including the solicitor's account from the enclosed cheque/payment.

Signature	Full Name	Date of Signature
Partner's Signature	Partner's Full Name	Date of Signature

## Details

Document Checklist	Tick Box	Universal Asset Protection Trust	£
Terms and Conditions		Will Package	£
Certified Copy Passport		Total Fee Due (inc VAT)	£
Certified Copy Utility Bill		Payment Method	
Copy of Will		Cheque / Credit Card / Debit Card	
Payment to Universal Asset Management		Card Number	
Office Use	IC	Expiry Date	Security No.
I hereby authorise you to debit my card with the sum shown above.		Sign Here Please	

### For Office Use Only

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