

This letter of undertaking to Professional Investment Advisory Services Pte Ltd ("The Company") is to facilitate the employment of a Personal Assistant\* ("PA")\*, hired by the contracted Financial Advisor Representative ("Hirer") of the Company, to administer the Hirer's or the Branch's business data and/or to support the Branch activities, including accessing clients' information, on behalf of the Hirer.

The Hirer will be solely and fully responsible for all actions of the PA at all times, and the Hirer will indemnify the Company on any matters of consequences resulting from any misconduct on the part of the PA.

The Hirer is to take note of:

**Client Confidentiality**

Para. 24 of the Company's Market Conduct Guidelines: Penalty for Breach of Confidentiality

- Clients' confidentiality is of utmost concern to the Company. Representatives are to treat clients' information confidential and shall not divulge to anyone without the prior consent of the client.
- Representatives are to treat the Company's information as confidential and shall not divulge such information without the expressed consent by the Company.
- Failure of the Hirer and the PA to adhere to the above will result in the following actions to the Hirer by the Company:
  - First Breach: Letter of Warning and clawback of commission.
  - Second Breach: Letter of Suspension and clawback of commission.
  - Third Breach: Termination, clawback of commission and the representative may lose all trail commission.

**Fit and Proper**

Para. 38 of the Company's Market Conduct Guidelines: Failure to ensure Branch Personnel are Fit and Proper

- Before hiring any individuals to support the branch activities or administrative functions, Representatives are reminded that they are required to assess these individuals to ensure that they meet the following Fit and Proper Criteria under FSG-G01:
  - Honesty and Integrity
  - Financially Sound and not an undischarged bankrupt
  - Has no adverse records or criminal proceedings against the Individual, whether pending or not.
  - Former Representatives who have been terminated by Financial Institutions or the Company must not be employed to assist in any form of branch activities or administrative functions.

The Company retains the discretion to mete out penalties as the Company deem fit, depending on the risks posed to the Company.

The Hirer is responsible to update the Company of the PA's resignation or replacement.

Agreed on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Personal Assistant  
"Hired Branch Personnel"

Name (as in NRIC/Passport No.) : \_\_\_\_\_

NRIC/Passport No. : \_\_\_\_\_

Mobile : \_\_\_\_\_

\_\_\_\_\_  
Signature of Financial Advisor Representative  
"Hirer"

Name (as in NRIC/Passport No.) : \_\_\_\_\_

PIAS Rep Code : \_\_\_\_\_

Designation : \_\_\_\_\_

Branch Name : \_\_\_\_\_

NRIC/Passport No. : \_\_\_\_\_

\* denotes Personal Assistant or Hired Branch Personnel