

S/N	Main Folder	Contents in Folder
1	Contact Lists	PIAS Providers Listing
2	Corporate Branding	<p>Advisory Services Guide</p> <ul style="list-style-type: none"> PIAS Advisory Services Guide <p>Corporate Logos and Templates</p> <ul style="list-style-type: none"> Logos Templates <p>E-Cards</p> <ul style="list-style-type: none"> Happy Birthday 01 Happy Birthday 02 New Born Baby Boy New Born Baby Girl New Born Baby <p>Financial Planning</p> <ul style="list-style-type: none"> PIAS Financial Planning <p>Global Awards and Accolades Items</p> <ul style="list-style-type: none"> Awards Logos Email Signature PIAS Awards and Accolades PPT <p>Introduction to PIAS</p> <ul style="list-style-type: none"> Audio PIAS Facebook Presentation <p>Recruitment Kit</p> <ul style="list-style-type: none"> EDMs Posters Presentation Pull-up Banners Recruitment Brochure Testimonial Web Banners
3	Financial Planner Guides & Forms	<p>Financial Needs Analysis</p> <ul style="list-style-type: none"> Corporate Financial Planner User Guide (Biz Ins&GLHI) Corporate Financial Planner Business Insurance Corporate Financial Planner Business Insurance Appendix Corporate Financial Planner Group Life and Health Insurance Important Notice to Clients <p>Financial Planner & Other Forms</p> <ul style="list-style-type: none"> Abridged Financial Planner Form Financial Planner Checklist Financial Planner Form Financial Planner User Guide Switching Form

4	Forms	<p>Building and Facilities Request Forms</p> <ul style="list-style-type: none"> • Application Form for Access Card • OUE Downtown Application for Extension of Air-Conditioning Hours • OUE Downtown Application for Use of Cargo Lift • OUE Downtown Season Parking Application Form • OUE Downtown Season Parking Termination Form • OUE Downtown Security Clearance for External Personnel <p>Client Declaration Forms</p> <ul style="list-style-type: none"> • Client Referral Services Consent Form • Client Transfer Form • Customer Due Diligence Form for Corporate Clients • ECDD Form • Accredited Investor Declaration Form • Overseas Investor Declaration Form <p>Coaching and Attendance Forms</p> <ul style="list-style-type: none"> • Branch Meeting Attendance List • Coaching Form for Adviser • Coaching Form for New FSM • Joint-Fieldwork Report • Min Branch Meeting Record • Training Attendance Form (Template) <p>Finance Forms</p> <ul style="list-style-type: none"> • Event Claim Form • Tax Invoice for Referral Service <p>Havenport Forms (Valid till end of business day 15 March 2018)</p> <ul style="list-style-type: none"> • Form 7_CRS Self Certification Form for Individual Nov17 (BW) • Havenport Fixed Maturity Fund SPC_PPM (20180202) • Havenport FMF1_ClientInfo Deck_Feb18_Final • Havenport FMF1_ClientInfo_Deck_Feb18_Final-Chinese • Havenport Generic Account Opening Form Nov2017(BW) • Havenport submission template – User Creation <p>Introducer Forms</p> <ul style="list-style-type: none"> • Introducer Application Form – Corporate • Introducer Application Form – Individual • Introducer Script – Corporate • Introducer Script - Individual <p>Marketing and Merchandise Forms</p> <ul style="list-style-type: none"> • Cat 2 PIAS Post Event Survey Form • Cat 2 Worksite and Cat 3 PIAS Post Event Survey Form • Event and Resource Requisition Form Ver2.3 • Event Form • Marketing Materials Application Form • Merchandise Order Form • Name Card Order Form • New Name Card Ordering Process
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PIAS AWARDS & ACCOLADES



		<ul style="list-style-type: none"> Marketing Materials Application Process <p>PDPA Forms</p> <ul style="list-style-type: none"> Consent from Existing Clients Consent from Prospects Withdrawal of Consent Form <p>Commission Enquiry Form</p> <p>Mass and Bulk Switch Request Form</p>
5	General Insurance Products	<p>PIAS Co-brand Products</p> <ul style="list-style-type: none"> Allied World Home Smart 365 Liberty PA Smart 365 Liberty Travel Smart 365 <p>AETNA</p> <ul style="list-style-type: none"> PIAS Presentation International Healthcare Plan for Individuals and Families Brochures Group International Healthcare Plan Brochures Healthy Aessentials Plan Brochures Benefits Proposal – AHA (SGD) Sample Quote AETNA Website <p>AIG</p> <ul style="list-style-type: none"> Agent Ezy Guide Retrieving Quotes Provided by AQF Email Template to Customer for Fire Insurance Global Health Advantage Overview (SGD) Global Health Advantage Overview (USD) Home Advantage OSCAR Brochure OSCAR Flyer Product Guide (Singapore) AIG Website <p>Allied World</p> <ul style="list-style-type: none"> Reset Password for Pricelink Portal Contact Points Allied World Website <p>AXA</p> <ul style="list-style-type: none"> GTOM - Login Process with 2FA GTOM - Endorsements GTOM - Generate Quotation and New Business GTOM - Manage and Enquiry GTOM - Renewals AXA Website <p>China Taiping</p> <ul style="list-style-type: none"> Commission Schedule

		<p>Chubb</p> <ul style="list-style-type: none"> • Proposal Form • Contact List • Chubb Website <p>CIGNA</p> <ul style="list-style-type: none"> • CIGNA Website <p>EQ Insurance</p> <ul style="list-style-type: none"> • Commission Schedule • EQ Insurance Website <p>ETIQA</p> <ul style="list-style-type: none"> • ETIQA Website • e-Protect Home Application Form • e-Protect Home Policy Wording • e-Protect Home Brochures <p>Liberty Insurance</p> <ul style="list-style-type: none"> • Business Packages • Liberty Website <p>Lonpac Insurance</p> <ul style="list-style-type: none"> • Self Help Reactivate ID for Merimen System • Commission Table • Lonpac Website <p>MSIG</p> <ul style="list-style-type: none"> • Contact Point • MSIG Website <p>Now Health</p> <ul style="list-style-type: none"> • Aviation Affinity Plan • Group Plans • Individual & Family Plan • NOW Health Website <p>QBE Insurance</p> <ul style="list-style-type: none"> • Business Insurance Solution – Quote Form • Globalis Materials for Intermediary • Globalis May 2017 EDM • Contact List • Qnect Guide for Agent Credit Card Payment • Qnect Guide for Customer Credit Card Payment • Qnect Guide for Nature of Business Toolkit • Qnect Guide for SME Business Quote Steps • Qnect Packaged Quote Guide • Safe Meridian Claim Procedure • Safe Meridian High-Cost Providers List • Safe Meridian SG Company Profile • Setting up your Qnect
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		<ul style="list-style-type: none"> Travel Quote Step QBE Website Safe Meridian Website <p>Sompo</p> <ul style="list-style-type: none"> Maid Insurance Spectra Series Travel Insurance Sompo Website <p>Tokio Marine</p> <ul style="list-style-type: none"> TM Business Package Dining Brochure TM Business Package Office Brochure TM Business Package Retail Brochure TM Business Package Service Brochure TM Business Suite Proposal Form with Calculator TMiS Business Suite Launch Contact List Tokio Marine Website <p>General Insurance Codes and Links</p>
6	Guides & Manuals	<p>AMU Guides & Manuals</p> <ul style="list-style-type: none"> Advisers' Guide AMU Operation Guide Supervisor Guide <p>Balanced Scorecard Framework (BSC)</p> <ul style="list-style-type: none"> BSC Framework Guide for Supervisors and Advisers BSC Appeal Request Form Examples of BSC Cat 1 Infractions – for internal circulation Examples of BSC Cat 2 Infractions Update on FAIR BSC – New Financial Planner Pre-transaction Client Call Back Form (Chinese) Pre-transaction Client Call Back Form <p>Events & Roadshows</p> <ul style="list-style-type: none"> Client-Call Back Form Closed Sales Register Event Marketing Handbook Event & Resource Requisition Form Event Form Marketing Materials Application Form Personal Data Notice & Consent Form (Version 4) December 2017 Post Event Survey Form Pre Event Training Attendance List (AL Pre Event Briefing_2017 Puller Agreement Roadshow Application Form <p>Marketing Guidelines</p> <ul style="list-style-type: none"> IMAS & LIA Code of Best Practices in Advertising PIAS Facebook Page Guidelines for Branches

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	<ul style="list-style-type: none"> PIAS Logos Usage Guidelines PIAS Marketing Materials Application Process_V2.3 PIAS Marketing Materials General Guidelines_V2.3(August 2014) PIAS Style Guide RM&C Presentation Slides (for FSD Meeting 19 May 2017) <p>Personal Data Protection Act (PDPA) Guides and Tools</p> <ul style="list-style-type: none"> Data Collection Use and Disclosure Records [FOR ADVISERS] Do Not Call (DNC) Policy Do-Not-Call Training FAQ Do-Not-Call Training Slides Personal Data Protection (PDPA) Manual Personal Data Protection FAQ Personal Data Protection Training Slides PIAS Personal Data Protection Portal Retention Policy - Corporate Employees <p>PIAS Submission Guidelines and Checklist</p> <ul style="list-style-type: none"> Aviva EzSub Booking of Meeting Room & Training Room PIAS Business Support User Guide PIAS GI Lodgement Form - User Guide PIAS GI Lodgement Form PIAS Submission Checklist User Guide PIAS Submission Checklist <p>Risk Management & Compliance Manual</p> <ul style="list-style-type: none"> AML/CFT Staff and FAR Handbook Anti-bribery and Corruption Manual Close Monitoring Program Complaint Handling Handbook List of High Risk Countries and Jurisdictions Market Conduct Guidelines <p>Training & Competency Guides and Manuals</p> <ul style="list-style-type: none"> T&C Learning Management System (LMS) User Guide T&C Plan 2017 (Final) <p>PIAS IT Policy</p>
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PIAS AWARDS & ACCOLADES



7	Investment Products	<p>Approved Product List & Focus Funds List</p> <ul style="list-style-type: none"> Newly Approved Products 2017 Complex Products PIAS Approved Product List <p>Fees and Charges</p> <ul style="list-style-type: none"> IFAST Fee Schedule Non Wrap IFAST Fee Schedule WRAP Navigator Funds Fee Schedule <p>Fullerton Fund of Funds</p> <ul style="list-style-type: none"> Archive Fullerton FoFs Update – Advisers Fullerton FoFs Update – Clients <p>High Conviction Fund List</p> <ul style="list-style-type: none"> High Conviction List – Cash High Conviction List – CPFOA SRS High Conviction List Selection Methodology <p>iFast & Navigator Checklist</p> <ul style="list-style-type: none"> IFAST Navigator <p>Investment Advisory Deck</p> <ul style="list-style-type: none"> PIAS Investment Advisory Deck <p>Model Portfolios</p> <ul style="list-style-type: none"> Archives Factsheets Rationale for Model Portfolio Funds <p>PIAS Investment Outlook and Market Update</p> <ul style="list-style-type: none"> Archive Q118 Investment Outlook <p>Training Slides</p> <ul style="list-style-type: none"> UOBAIP for PIAS
8	Life Insurance Products	<p>Comparison Tables and Tools</p> <ul style="list-style-type: none"> Anticipated Endowment Child Endowment Disability Income Endowment (Retirement) Level Term Limited Premium Whole Life with Payout Maternity Personal Accident Single Premium Whole Life with Payout Single Premium with Minimum Death Benefit Standalone Critical Illness Term (Mortgage Reducing Term Insurance)

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	<ul style="list-style-type: none"> Whole Life with Multiplier <p>Par Fund Performance</p> <ul style="list-style-type: none"> AIA Par Fund Commentary 2016 English (for web) Etiqua Participating Fund Update Par Fund Performance 2017 <p>Premium Financing</p> <ul style="list-style-type: none"> For AIA Policies For Manulife Policies <p>Product Specs</p> <ul style="list-style-type: none"> AIA Aviva AXA Life China Life Etiqua Manulife NTUC TM Life Transamerica Zurich <p>Provider Excel Spreadsheet</p> <ul style="list-style-type: none"> AXA BandAid AXA Term Protector (Prime) Manulife Promotion Calculation Sheet <p>Providers' Code Creation & Portal Access</p> <ul style="list-style-type: none"> AIA FA Web Guide Aviva Online User Guide for Advisers to Find Contract T&C Friends Provident – Steps to Register for Extranet Access Letter of Undertaking for Branch's PA Manulife Manuview Online BI Login Guide – FA Channel Provider's Code Creation Requirement & Portal Access Zurich ZIO – Customer Registration and Login Guide <p>Providers' Marketing Materials</p> <ul style="list-style-type: none"> University Costing (Foreign Currency) University Costing (Sing Dollar) University Costing (Cost Inflation) <p>Providers' Underwriting Guidelines</p> <ul style="list-style-type: none"> AIA Underwriting Guide to Insurance Advisors Aviva UW Guidelines AXA Underwriting Guide Book Manulife Traditional Insurability Table for Foreign Resident Manulife Traditional Insurability Table for Singapore Resident Medical Table of ePREMIER Legacy II NTUC Underwriting Guidelines Tokio Marine Proposal Handbook Tokio Marine Residency Listing
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		<p>Training Slides</p> <ul style="list-style-type: none"> • AIA • Aviva • Aviva Induction Program Training Slides • Manulife • NTUC Income • Tokio Marine <p>China Life Proposal Submission Checklist</p> <p>MSL (Technical) For Print</p> <p>Provider Forms Links for Life insurance</p>
9	Referral Services	<p>Daniel Ho Presentation Slides</p> <ul style="list-style-type: none"> • Buy Sell Agreements • Wills & Probate <p>Home Loan Referral</p> <ul style="list-style-type: none"> • Housing Loan Illustrator <p>OCBC Account Opening</p> <ul style="list-style-type: none"> • Announcement • CPF Investment Account • SRS OCBC Account Opening • TC Governing SRS • TC Governing CPF Investment Account • Terms and Conditions Governing CPF Investment Accounts • Terms and Conditions Governing Supplementary Scheme (SRS) Account
10	Resources	<p>Incentives Summary</p> <ul style="list-style-type: none"> • Incentives Summary – Nov 2016 • Incentives Summary – Dec 2016 <p>PD Day</p> <ul style="list-style-type: none"> • PD Day Jan 2018 • PD Day Jul 2017 <p>PIAS Quarterly Client Newsletter</p> <ul style="list-style-type: none"> • 2014 • 2015 • 2016 • 2017 <p>PIAS Compliance Induction - Audit AML and Ethics</p> <p>PIAS Mandatory Training Tracker</p>
11	Tools and Calculators	<p>Commission Table</p> <p>Commission Schedule</p> <p>Gross Revenue Calculator</p>

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		List of GI Unidentified Clients
		Manulife HNW Adviser Support
12	Update of Particulars, Recruitment & Resignation	<p>Annual Declaration 2017</p> <ul style="list-style-type: none"> Annual Declaration 2017 – Explanatory Notes Annual Declaration 2017 Form <p>Recruitment</p> <ul style="list-style-type: none"> Criteria for CMFAS Modules Exemption Documents required for New Representative Minimum Entry and Exam Requirements <p>Resignation</p> <ul style="list-style-type: none"> Client Transfer FAQ Client Transfer to Multiple Advisers Resigned Representative – Document Checklist Resigned Representative – Exit Form <p>Update of Advisers' Particulars</p> <ul style="list-style-type: none"> Alteration of Commission Crediting Bank Form Business Interest & Shareholdings Declaration Form Change in Designation – Supervisory Control Banding Form Creation of New Branch or Change in Branch Details Form Notification to Add Financial Advisory Activity(ies) Form Notification to Change Particulars (Representative) Form Letter of Undertaking for Dealing in Securities (Bonds) PIAS Register of Interests in Securities

Updated as of 1 March 2018

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SETTING THE PROFESSIONAL STANDARD FOR FINANCIAL ADVICE IN SINGAPORE

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