

## **WORKFLOW FOR PROVIDING WILL SERVICES**

### **1. Receiving Requests from Infinity:**

(i) When Infinity receives requests from their clients for Will drafting or Will dispute consultations, the requests will be forwarded to us through agreed communication channels.

(ii) The requested information will include basic details about Infinity's clients and the specific services they require.

### **2. Verification of Information and Document Requests:**

(i) We will contact Infinity to verify the complete information and request any necessary documents (such as personal identification, asset documentation, and other supplementary materials).

(ii) Infinity will be responsible for collecting and transferring the documents from their clients to us.

### **3. Will Drafting or Legal Consultation:**

(i) Our legal team will draft the Will or prepare the legal consultation content as requested by Infinity, ensuring compliance with current legal regulations and meeting the needs of Infinity's clients.

(ii) During this process, we will interact directly with Infinity to address any questions and ensure the accuracy of the content, without direct contact with their clients.

### **4. Review and Approval:**

(i) After completing the draft, we will send it back to Infinity for their review and evaluation.

(ii) If any revisions or additions are required, we will make adjustments according to Infinity's feedback.

### **5. Finalization and Delivery of Results:**

(i) Once approved by Infinity, we will finalize the documents and deliver the final version to them.

(ii) Infinity will be responsible for coordinating the signing and notarization of the documents with their clients, if necessary.

### **6. Document Retention and Management:**

*Monthly Services:* Documents will be retained and managed until the end of the contract period with Infinity.

*Case-by-case Services:* Documents will be stored until the case is completed.

7. **Service Payment:**

(i) Service fees will be paid directly by Infinity according to the terms agreed upon in the contract.

(ii) We will communicate any additional costs that may arise.