

Date: \_\_\_\_\_

Manager  
Marketing Department  
Rockwills Corporation Sdn Bhd  
Wisma Rockwills  
No.62, Jalan 1/31A  
Off Jalan Klang Lama  
58200 Kuala Lumpur  
Tel: 03-7781 1993  
Fax: 03-7781 2993  
Email: [general@rockwills.com](mailto:general@rockwills.com)

Dear Sir,

**RE: REQUEST FOR WILL AND TRUST PLANNING TALK**

I, ....., on behalf of .....  
(Company Name) would like to request Rockwills Corporation to do a Will-writing & Trust Planning Talk for our staff as indicated below:

Suggested Date : \_\_\_\_\_

Suggested Time : \_\_\_\_\_ (minimum 1 hour)

Venue : \_\_\_\_\_

Language :  English  Mandarin  Malay

Expected attendance : \_\_\_\_\_ (minimum 30 attendees)

Areas:  Non-Muslim Will & Trust: *How unclaimed estate tragedy happened in Malaysia, The common myths of writing Wills, The hassle of estate administration process without Will, The effect of Distribution Act 1958, The importance of Will & Trust planning, The benefits Will and trust, and How to go about doing writing a Will and setting up trust.*

Islamic Estate Planning: *What is estate planning, How to unlock your assets, Why do we need estate planning, Distribution of estate in Malaysia, Wasiat and Harta Sepencarian, Advantages of Wasiat, Advantages of Harta Sepencarian and Advantages of Estate Planning.*

Both (Non-Muslim Will & Trust and Islamic Estate Planning)

Terms & Conditions:

1. Rockwills Corporation can provide Will-writing & trust planning talks on areas relating to non-Muslim Will & trust.
2. Each talk will need not less than 1 hour to complete. With a questions & answers session, another 30 minutes need to be allocated.
3. Rockwills Corporation will not provide Will-writing & trust planning talks if less than 1 hour is being allocated for the talk.
4. Rockwills Corporation can provide Will-writing & trust planning talks to companies, associations and clubs in Klang Valley during Monday – Saturday.
5. Rockwills Corporation requires a minimum of 30 attendees for each talk.
6. Rockwills Corporation associate company, as-Salihin Trustee Bhd can conduct a separate Islamic Estate Planning talk where there are at least 30 attendees for the talk.
7. Rockwills Corporation will contact you to gather more information if required.
8. Rockwills Corporation may bring along Professional Will Writers/Professional Estate Planners to follow up with those who are interested to write their Wills or set up trust after the talk.
9. Company/Association/Club which request for the talk need to provide venue of the talk.
10. Rockwills Corporation does not provide tea break.
11. The suggested date of the talk will be subject to availability of Rockwills' speaker. In the event that there is no speaker available on the suggested date, Rockwills Corporation will arrange with the person in charge for an alternative date.

Thank you,

.....  
Signature

Name: .....  
Contact No.: .....  
Email: .....

Designation: .....  
Department: .....