



# Redcape Hotel Group

Redcape Hotel Trust I ARSN 629 354 614; and  
Redcape Hotel Trust II ARSN 629 354 696

## Application Form

### Application Instructions and Forms

#### Read the product disclosure statement

You should read the whole of the product disclosure statement dated 2 November 2021 issued by Redcape Hotel Group Management Ltd as responsible entity Redcape Hotel Group (**Fund**) AFSL 505932 before deciding whether to apply for Units in the Fund and completing this investment application form.

The product disclosure statement is available on the Fund's [Website](#) and/or from your financial adviser. The law prohibits any person passing this investment application form on to another person unless it is accompanied by a complete product disclosure statement. We will provide, on request and without charge, a paper or electronic copy of the current product disclosure statement.

#### Complete Investor Identification

New Investors must complete the relevant Investor Identification Form (sections 6–12 of the Application Form).

### Payment Details

#### Direct Debit

To use this option you will need to complete the Direct Debit Request Form on pages 22–23, provide the details of the bank account from which to deduct your investment amount and acknowledge that you have read and understood the terms of the Direct Debit Service Agreement set out on pages 24–25 of the application form. Direct Debit is only available for initial investments less than \$500,000. If your investment is greater than \$500,000, please use BPAY, cheque or EFT available on page 6.

#### Cheque

Cheques should be either Australian bank cheques or drawn on an Australian domiciled account in the name of the applicant and made payable to:

**Redcape Hotel Group Management Ltd ARE Redcape Hotel Trust I**

Cheques should be posted in the same envelope as your signed application form.

#### Apply Online

<https://boardroomlimited.com.au/RDC>

#### Post

Mail your application form/s to:  
Boardroom Pty Limited  
GPO Box 3993  
Sydney NSW 2001

or

#### Scan

[MAclientservices@boardroomlimited.com.au](mailto:MAclientservices@boardroomlimited.com.au)

#### Electronic Transfer

If you would like to take advantage of this payment option please make payment to the following account:

- Bank Name:** Westpac Banking Corporation
- Account Name:** Redcape Hotel Group Management Ltd ARE Redcape Hotel Trust I
- BSB:** 032 143
- Account Number:** 683 925
- SWIFT code:** WPACAU2S
- Account Reference:** Applicant Name

#### BPAY®

**Biller Code:** 392084

Please contact [MAclientservices@boardroomlimited.com.au](mailto:MAclientservices@boardroomlimited.com.au) to obtain your CRN.

BPAY® is registered to BPAY Pty Ltd ABN 69 079 137 518.

Capitalised terms have the meaning given in the PDS unless otherwise defined in this document. By completing this application form, you acknowledge that you have read and understood the PDS.

## Correct Format of Registerable Titles

Applications must be in the name(s) of natural person(s), companies or other legal entities acceptable to the Responsible Entity. At least one full given name and the surname are required for each natural person. The name of the beneficiary or any other non-registerable name may be included by way of an account designation if completed exactly as described in the example of correct forms of registerable title shown below.

Type of Investor	Correct format of Registerable Name	Incorrect format
<b>Individual</b> Use given names, not initials	John Alfred Smith	J A Smith
<b>Company</b> Use company name, not abbreviations. Director(s) names must be completed within the Applicant(s) Details section	ABC Pty Ltd	ABC P/L or ABC Co
<b>Trust<sup>1</sup></b> Use trustee(s) names Use name of the trust in the account designator section	Sue Smith Sue Smith Family Trust	Sue Smith Family Trust Trust Sue Smith
<b>Superannuation Funds</b> Use name of trustee of fund Use name of fund in the account designator section	Jane Smith Pty Ltd Jane Smith Super Fund	Jane Smith Super Fund Jane Smith Pty Ltd
<b>Deceased Estates<sup>2</sup></b> Use executor(s) names Use name of the deceased in the account designator section	Sue Lennon Estate of the Late Jon Lennon	Estate of the Late Jon Lennon
<b>A Minor (less than 18 years old)<sup>3</sup></b> Use trustee(s) personal names Use name of the Minor in the account designator section	Sue Smith Junior Smith	Junior Smith Sue Smith

- 1) If there are two or more trustees, please name each. All trustees should sign.
- 2) A copy of the grant of probate or letters of administration, certified as being a true and accurate copy of the original by a Justice of the Peace, a lawyer or a commissioner of declarations should be attached.
- 3) If the Minor does not hold a Tax File Number (TFN), please supply the TFN of one of the trustees in Section 10.2.1.

## Section 1 – Investor Details

Are you an existing investor with the MA Asset Management Ltd ABN 93 142 008 535, AFSL 427515 ("MAAM")?

No – I am not an existing investor. I can confirm that I am not a US person\* Yes  No

Please complete Section 2.1, 2.2 and 2.3.

I can confirm that I am an Australian Citizen or Australian Permanent Resident\*\* Yes  No

\* US person means a United States (US) citizen or US Tax resident individual, (including a green-card holder and an individual with substantial US presence), a US corporation, US partnership, US trust or US estate for US federal income tax purposes.

**(If you are a US person, you may not be eligible to invest in the Fund. However, if you are not a US person, you will have to declare and complete the Tax Certification in Section 10.)**

\*\* In order to comply with the Foreign Acquisitions and Takeovers Act 1975 (Act), MAAM must monitor which investors in the fund are not either Australian Citizens or Australian Permanent Residents.

Yes – my investor ID is

Please complete Section 2.1.

## Section 2 – How to complete the Application Form

Please complete this form using **BLACK INK** and write clearly within the boxes in **CAPITAL LETTERS**. Please tick appropriate answer boxes. You should read the PDS dated 2 November 2021, issued by the Responsible Entity, before completing this investment application form.

2.1 The following sections must be completed by all investors	You must please complete	Page
<input type="checkbox"/> Investment Details & Regular Investment Plan Participation	Section 3	Pg 4
<input type="checkbox"/> Investor Details, Distribution Payment Details & Source of Funds	Section 4	Pg 4, 5 & 6
<input type="checkbox"/> Declaration & Applicant Signature(s)	Section 13	Pg 19 & 20
<input type="checkbox"/> Target Market Determination Questionnaire	Section 14	Pg 20

  

2.2 What type of investor are you?	You must please complete	Page
<input type="checkbox"/> Trust / Super Fund with Individual Trustee	Section 6 & 7	Pg 8 & 9
<input type="checkbox"/> Trust / Super Fund with Corporate Trustee	Section 6 & 8	Pg 8, 9 & 10
<input type="checkbox"/> Individual	Section 7	Pg 9
<input type="checkbox"/> Company / Custodian / Nominees	Section 8	Pg 10 & 11
<input type="checkbox"/> Partnership	Section 9	Pg 12

  

2.3 New Investors	You must please complete	Page
<input type="checkbox"/> Tax Certification	Section 10	Pg 13 & 14
<input type="checkbox"/> Beneficiaries/Trustee/Appointer/Beneficial Owner*/ Controlling Person/Alternate customer controller Information (if applicable)	Section 11	Pg 15 & 16

\*Please refer to Section 15.3 for the definitions of beneficial ownership.

Please send the completed application form to:

**Boardroom Pty Limited**  
GPO Box 3993  
Sydney NSW 2001

or Scan to:

[MAclientservices@boardroomlimited.com.au](mailto:MAclientservices@boardroomlimited.com.au)

Cut-off time for applications is: 2:00 pm (Sydney Time)



## 4.2 Distribution Details

Distributions in the Fund can be reinvested for additional units or paid in cash to your nominated distribution bank account.

Please indicate how you would like to receive fund distributions:

A.  Full participation in the Distribution Reinvestment Plan.

All Units held on the distribution record date (as declared by the Responsible Entity) will participate in the DRP. No cash payment will be issued. Please tick Box A.

B.  Partial participation in the Distribution Reinvestment Plan.

Please write in Box B the number of Units or the percentage of your total Units held you would like to participate in the DRP and indicate in the section below the bank account you would like the cash portion of your cash distribution payments to be made. The distribution on the balance of your Units (if any) will be issued in Cash. Units issued as a result of your partial participation in the plan will automatically participate in the plan.

C.  Paid in Cash only.

Please tick Box C and indicate in the section below the bank account you would like your distribution payments to be made.

Please refer to the Fund's Distribution Reinvestment Booklet available at <https://mafinancial.com/asset-management/retail-funds/ma-priority-income-fund/>.

If no election is made distributions will be paid in cash by direct credit to your nominated bank account. Your distribution election will apply to your entire unitholding in the Fund and cannot apply to only part of your holding.

The Responsible Entity may suspend or discontinue distribution re-investment at its discretion in accordance with the terms of the Distribution Reinvestment Plan.

Any reinvestment of distributions will be in accordance with the terms of the Fund's Distribution Reinvestment Booklet.

Please complete the distribution bank account details below:

Institution

Branch (City & Country)

Account name

Branch number (BSB)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please refer to the Fund's Distribution Reinvestment Booklet available at <https://mafinancial.com/asset-management/retail-funds/redcape-hotel-group/>.

If no election is made distributions will be paid by direct credit to your nominated bank account.

Your distribution election will apply to your entire unitholding in the Fund and cannot apply to only part of your holding.

The Responsible Entity may suspend or discontinue distribution re-investment at its discretion in accordance with the terms of the Distribution Reinvestment Plan.

Any reinvestment of distributions will be in accordance with the terms of the Fund's Distribution Reinvestment Booklet.

### 4.3 Source of Funds

Please confirm the source and origin of funds used to acquire this product. eg: Inheritance, savings or superannuation contributions.

Please indicate which payment option.

**Payment by cheque** should be made payable to "Redcape Hotel Group Management Ltd ARE Redcape Hotel Trust I", attached to application form and sent to:

Boardroom Pty Limited  
GPO Box 3993  
Sydney NSW 2001

**Payment by Electronic Transfer** should be made to the following account:

Bank Name: Westpac Banking Corporation  
Account Name: Redcape Hotel Group Management Ltd ARE Redcape Hotel Trust I  
BSB: 032 143  
Account Number: 683 925  
SWIFT code: WPACAU2S  
Account Reference: Applicant Name

Please email a copy of the payment receipt for your application to [MAclientservices@boardroomlimited.com.au](mailto:MAclientservices@boardroomlimited.com.au)

**BPAY®**

Biller Code: 392084

Please contact [MAclientservices@boardroomlimited.com.au](mailto:MAclientservices@boardroomlimited.com.au) to obtain your CRN.

**Direct Debit**

Please complete the Direct Debit Request Form on pages 22–23, provide the details of the bank account from which to deduct your investment amount and acknowledge that you have read and understood the terms of the Direct Debit Service Agreement set out on pages 24–25 of the application form.

### 4.4 Unit Holder Communication

You can view an electronic copy of the latest annual report of the Fund at [MAFinancial.com](http://MAFinancial.com). To change your communication preference to post, please contact the Boardroom Client Service Team via email at [MAclientservices@boardroomlimited.com.au](mailto:MAclientservices@boardroomlimited.com.au) or by telephone on 1300 135 167 (within Australia) or +61 2 8023 5415 (outside Australia).

# Section 5 – Financial Adviser Information

## 5.1 General Information

Please complete this section with your financial adviser if you have one.

Please note that by having your financial adviser complete Section 5.2 below, you consent to the disclosure of your personal and financial information, including your investments, to your financial adviser. You acknowledge your financial adviser will have access to your personal information and may receive copies of your statements and other correspondence related to your investment.

Please notify us in writing if you do not consent to the disclosure of your personal and financial information to your financial adviser, you change your financial adviser or your financial adviser details change. If you do not consent to the disclosure of your personal and financial information to your financial adviser or you no longer have a financial adviser we may not be able to accept your initial investment and / or any subsequent investment.

## 5.2 Financial Adviser Details

Full name of financial adviser

Australian Financial Services Licence Number

Adviser authorised representative number

Phone number

Email address

Office address – (Note P.O. Box is not acceptable)

State

Postcode

Country

Adviser firm name

Dealer group name

Adviser Signature / stamp

Dealer Group stamp

Please note your financial adviser must hold a current Australian Financial Services Licence and be authorised to advise on funds.

# Section 6 – Trust / Super Fund Information

## 6.1 General Information

Full name of Trust

Principal business activity

Country(ies) of establishment

Full business name of Trustee (if any)

## 6.2 Type of Trust

Please select one of the following:

Regulated self-managed superannuation fund  
(Regulated by the ATO)

ABN of the SMSF regulated by the ATO

Registered managed investment scheme (MIS)  
(Regulated by ASIC)

ARSN of the registered MIS

Unregistered managed investment scheme (MIS)  
that has only wholesale clients and does not make  
small scale offerings to which section 1012E of the  
Corporations Act 2011 applies

ABN of the unregistered MIS

Government superannuation fund established by  
legislation(Commonwealth or State/Territory)

Name of the legislation establishing the fund

Registrable Superannuation Entity (RSE) from APRA

Other regulated Australian trust that is registered  
and subject to the regulatory oversight of a  
Commonwealth statutory regulator

Name of the regulator (e.g. ASIC, APRA, ATO, ACNC)

Registrable Superannuation Entity (RSE) from APRA (if applicable)

Registration number from relevant regulator (e.g. ASIC, APRA, ATO, ACNC)

Unregulated Australian trust (Also complete Settlor  
Details below)

Type of Trust (e.g. unregulated SMSF, charitable fund not registered with the  
ACNC, family trust, testamentary trust)

Foreign trust (not established in Australia) (Also  
complete Settlor Details below)

Name of foreign regulator (if applicable)

Registration number (if any) with foreign regulator

### Settlor Details of an Unregulated Australian Trust or a Foreign Trust

Is the material asset contribution to the trust by the  
settlor less than \$10,000?

Yes  No

Is the settlor deceased?

Yes  No

If you answered 'No' to both questions, please  
provide the full name of the settlor.

If you answered No, what is the full name of the settlor\*?

Please also complete Section 11.

*\*This settlor is the person responsible for setting up the trust and naming the  
beneficiaries, the trustee and, if there is one, the appointer.*

Please complete Section 8 if there is a corporate trustee; otherwise proceed to Section 7 for an individual trustee.



## Section 7 – Individual / Individual Trustee of a Trust Information

Individuals are required to complete all details below.

If you are a trust with individual trustee, each of the individual trustees is required to provide their full name, residential address and date of birth. Please use a separate sheet if necessary.

### Individual 1

Title

Mr  Mrs  Miss  Ms  Other

First name

Middle name

Last name

Residential address – (Note P.O. Box is not acceptable)

State

Postcode

Country

Date of Birth

Country of Birth

Nationality / citizenship

### Individual 2

Title

Mr  Mrs  Miss  Ms  Other

First name

Middle name

Last name

Residential address – (Note P.O. Box is not acceptable)

State

Postcode

Country

Date of Birth

Country of Birth

Nationality / citizenship

# Section 8 – Company / Corporate Trustee of a Trust / Custodian / Nominees Information

Complete Section 8 in relation to each company in the business relationship relevant to the application. For institutional applications this will include information about nominees and / or custodians, and where the application is being made on behalf of another company or a trust, it includes information about the company, the corporate trustee and the trust for which the application is being made. If necessary, copy Section 8 and complete for each company and attach to this application.

## 8.1 General Information

Full company name

ACN / ARBN (if registered with ASIC)

Country of formation, incorporation or registration

Residential business address in Australia or country(ies) of formation – (Note P.O. Box is not acceptable)

State

Postcode

Country

Principal place of business (if a local agent is used, please also provide the name of the local agent) – (Note P.O. Box is not acceptable)

State

Postcode

Country

Principal business activity

## 8.2 Regulatory/Listing details

- Regulated Company** – a company whose activities are subject to the oversight of a Commonwealth, State or Territory statutory regulator. In this context “Regulated” means subject to supervision beyond that provided by ASIC. Examples include: AFSL, ACL or RSE

Australian Commonwealth, State or Territory statutory regulator)

Licence Number

- Listed company**

Name of market / exchange

ID of market / exchange e.g. ASX Company Code

- Majority-owned subsidiary of a listed company**

Listed company name

Name of market / exchange

ID of market / exchange e.g. ASX Company Code

### 8.3 Company Type

- Public company  
 Private/Proprietary company – Please list the full name(s) of each director of the company on the following page.

**Director 1** – Full name

Date of Birth

Residential address – (Note P.O. Box is not acceptable)

**Director 2** – Full name

Date of Birth

Residential address – (Note P.O. Box is not acceptable)

**Director 3** – Full name

Date of Birth

Residential address – (Note P.O. Box is not acceptable)

**Director 4** – Full name

Date of Birth

Residential address – (Note P.O. Box is not acceptable)

If there are more than 4 directors, please write their full names on a separate page or copy this section and attach to this application form.

### 8.4 Custodian of an investment vehicle or platform (if applicable)

Please provide details of the operator/issuer of the relevant managed investment scheme, superannuation fund, IDPS or IDPS-like scheme for which you are the custodian.

Full company name

ACN / ARBN (if registered with ASIC)

Licence number (e.g. AFSL or RSE)

Registered office address – (Note P.O. Box is not acceptable)

State

Postcode

Country

Principal place of business (if a local agent is used, please also provide the name of the local agent) – (Note P.O. Box is not acceptable)

Name of investment platform

**Type of investment platform**

IDPS       IDPS-like scheme       Superannuation fund       Registered managed investment scheme

Other (please specify)

Registration details (e.g. ARSN, Super Fund Registration Number, RSE)

## Section 9 – Partnership Information

Full name of partnership

Registered business name of partnership (if any) – (Note P.O. Box is not acceptable)

Country of establishment

ABN

Is the partnership regulated?

Yes Please provide details of one of the partners in this partnership below.

No Please provide full names, residential addresses and dates of birth of all partners below, or if the partners are a company, please use Section 8.

### Partner 1

Title

Mr  Mrs  Miss  Ms  Other

First name

Middle name

Last name

Residential address – (Note P.O. Box is not acceptable)

State

Postcode

Country

Date of Birth

Country of Birth

Nationality / citizenship

### Partner 2

Title

Mr  Mrs  Miss  Ms  Other

First name

Middle name

Last name

Residential address – (Note P.O. Box is not acceptable)

State

Postcode

Country

Date of Birth

Country of Birth

Nationality / citizenship

If there are more than 2 partners, please provide the details of each additional partner on a separate page or copy this section and attach it to this application form.

# Section 10 – Tax Certification

All key definitions of terms are outlined at Section 15.1 and 15.2.

For individual investors, please proceed to Section 10.2. For all other investment entities continue at 10.1.

## 10.1 United States Tax Status

The US Foreign Account Tax Compliance Act (FATCA) requires us to collect certain information about each investor's US person status and FATCA classification. In certain circumstances we may be obliged to share information on your account with the Australian tax authorities which may share such information with the US Internal Revenue Services. If you have any questions about your US person status and FATCA status, please contact your tax adviser. Please read key definitions on terms relating to FATCA in Section 15.1.

### 10.1.1 FATCA Information for Non-individual Investors

Please provide FATCA information below if you declare that you are not a US person<sup>1</sup> in Section 1

- I have a Global Intermediary Identification Number ("GIIN") Please provide your GIIN
- I have not applied for a GIIN
- I am not required to obtain a GIIN but I am sponsored by a sponsoring entity which does have a Sponsoring Entity GIIN

Sponsoring Entity name

Sponsoring Entity GIIN

### 10.1.2 FATCA Classifications for non-US Persons

**For a Foreign (i.e. non-US) Financial Institution<sup>2</sup> ("FFI"), please confirm your FATCA status below:**

- I am a Deemed Compliant FFI<sup>3</sup> (e.g. a Reporting Model 1 IGA<sup>4</sup> FFI)
- I am a Participating FFI<sup>5</sup> (including a Reporting Model 2 IGA<sup>4</sup> FFI)
- I am a Non-participating FFI<sup>6</sup>

**For a Non-Financial Foreign (i.e. non-US) Entity<sup>7</sup> ("NFFE"), please confirm your FATCA status below:**

- I am an Active NFFE<sup>8</sup>, or
- I am a Passive NFFE<sup>9</sup>
  - I have no controlling Specified US Persons<sup>10</sup>
  - I have Controlling Persons who are Specified US Persons

Please provide details in Section 9 for each controlling person who is a natural person and is a US citizen or resident of the US for tax purposes.

**For Exempt Beneficial Owners<sup>11</sup> please confirm your FATCA status below:**

- I am an account held for or on behalf of deceased estate. A certified copy of the death certificate or Grant Probate/Letters of Administration is attached.
- I am an Australian regulated superannuation fund (including a complying SMSF), retirement or pension fund.
- I am another type of Exempt Beneficial Owner. Specify:

For other types of FATCA Status, please provide the FATCA status below with corresponding GIIN if applicable:

## 10.2 Common Reporting Standard (CRS) Tax Status

All types of investors are required to provide information relevant to Australia's implementation of the OECD Standard for Automatic Exchange of Information in Tax Matters/Common Reporting Standard ("CRS"). Please read key definitions on terms relating to CRS in Section 15.2.

This is to certify that the applicant is a:

- Individual investor – complete Section 10.2.1 only
- Non-individual investor – complete all parts of this Section 10.2.

### 10.2.1 A tax resident in the following jurisdiction(s) including Australia where applicable

All Jurisdiction(s) of Tax Residence

TIN (TFN/ABN for Australian Tax Residents; if no TIN is provided, please state "NIL" and provide one of the 3 reasons listed below with respect to each jurisdiction)


Reason 1: This jurisdiction issues TINs but has not issued a TIN to the individual or non-individual investor.

Reason 2: The domestic law of this jurisdiction does not require the collection of TINs issued by this jurisdiction.

Reason 3: This jurisdiction does not issue TINs.

If you are an Australian resident and do not provide your TFN, or reason for exemption, you will be taxed at the highest marginal tax rate plus the Medicare levy.

### 10.2.2 An account holder of the following type for purpose of Australia's implementations of CRS (to be completed by non-individual investors)

- Financial Institution
  - Investment Entity located in a CRS Non-Participating Jurisdiction and managed by another Financial Institution  
Note: This entity is reclassified as a Passive NFE ("Passive Non-Financial Entity") – Complete Section 11 for all its controlling person(s) information.
  - Other Financial Institution (including Investment Entity not described above)
- Non-Financial Entity ("NFE")
  - Corporation the stock of which is regularly publicly traded on an established securities market or its affiliates
  - Governmental Entity or Central Bank
  - International Organisation
  - Other Active NFE ("Active Non-Financial Entity")
  - Passive NFE (other than an Investment Entity located in a CRS Non-Participating Jurisdiction and managed by another Financial Institution) – Complete Section 9 for all its controlling person(s) information.

# Section 11 – Beneficiary / Trustee / Appointer / Settlor / Beneficial Owners / Controlling Persons / Alternate Customer Controller Information

Please read the ownership definitions in Section 15.3 before completing this section.

Please indicate your role by selecting all that are relevant to you. If you have more than one role to complete, please provide the details of each individual on a separate page or copy this section and attach it to this form.

## Beneficiary, trustee, appointer, settlor, beneficial owner, controlling person or alternate customer controller 1

Please indicate your role by selecting all those that are relevant.

- Trustee of a Trust                       Beneficiary of a Trust                       Appointer/Guardian of a Trust                       Settlor of a Trust  
 Beneficial Owner/Control by Ownership                       Controlling Person/ Senior Managing Official                       Alternate Customer Controller                       Other e.g. POA, Executor, Bankruptcy Trustee, etc.

Title  
 Mr                       Mrs                       Miss                       Ms                       Other                     

First name  Middle name

Last name

Residential address – (Note P.O. Box is not acceptable)

State  Postcode  Country

Date of Birth  Country of Birth  Nationality / citizenship

Beneficial Ownership (%)

All Jurisdiction(s) of Tax Residence	TIN (if no TIN is provided, please state “nil” and provide one of the 3 reasons listed below with respect to each jurisdiction)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

- Reason 1: This jurisdiction issues TINs but has not issued a TIN to the Controlling Person (trace to the ultimate natural person).
- Reason 2: The domestic law of this jurisdiction does not require the collection of TINs issued by this jurisdiction.
- Reason 3: This jurisdiction does not issue TINs.

**Beneficiary, trustee, appointer, settlor, beneficial owner, controlling person or alternate customer controller 2**

Please indicate your role by selecting all those that are relevant.

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Trustee of a Trust                        | <input type="checkbox"/> Beneficiary of a Trust                          | <input type="checkbox"/> Appointer/Guardian of a Trust    | <input type="checkbox"/> Settlor of a Trust                                    |
| <input type="checkbox"/> Beneficial Owner/<br>Control by Ownership | <input type="checkbox"/> Controlling Person/ Senior<br>Managing Official | <input type="checkbox"/> Alternate Customer<br>Controller | <input type="checkbox"/> Other e.g. POA, Executor,<br>Bankruptcy Trustee, etc. |

Title  
 Mr     Mrs     Miss     Ms     Other   

First name  Middle name

Last name

Residential address – (Note P.O. Box is not acceptable)

State  Postcode  Country

Date of Birth  Country of Birth  Nationality / citizenship

Beneficial Ownership (%)

All Jurisdiction(s) of Tax Residence	TIN (if no TIN is provided, please state “nil” and provide one of the 3 reasons listed below with respect to each jurisdiction)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

- Reason 1: This jurisdiction issues TINs but has not issued a TIN to the Controlling Person (trace to the ultimate natural person).
- Reason 2: The domestic law of this jurisdiction does not require the collection of TINs issued by this jurisdiction.
- Reason 3: This jurisdiction does not issue TINs.



## Section 12 – What Forms of Identification do you need to provide to establish your Investment?

To comply with its obligations under Anti-Money Laundering and Counter Terrorism Financing (AML/CTF) legislation, the Responsible Entity must collect certain information, supported by original or certified copies\* of relevant documents, about each investor. Documents written in a language other than English must be accompanied by an English translation prepared by an accredited translator.

If there is no change of information for the existing investor, you are not required to provide us with the information below. If you are a new investor or investing for a new client, please complete the section relevant to you and provide the required document as indicated by the table below.

Investor Type	Go to	Page
Trust / Super Fund with Individual Trustee	Section 12.1 & 12.2	Pg 17
Trust / Super Fund with Corporate Trustee	Section 12.1, 12.3 (12.2 & 15.3 if applicable)	Pg 17, 18 (& 29 if applicable)
Individual	Section 12.2	Pg 17
Company / Custodian / Nominees	Section 12.3 (12.2 & 15.3 if applicable)	Pg 17, 18 (& 29 if applicable)
Partnership	Section 12.4 (& 12.2 if applicable)	Pg 18 (& 17 if applicable)

\* Please refer to Section 14 for details about obtaining certified copies. Any original or certified documents submitted will not be returned. Note: if the documents written in a language that is not understood by the person carrying out the verification, it must be accompanied by an English translation prepared by an accredited translator.

### 12.1 Trust / Super Fund

#### Unregulated trust or foreign trust (including investments to be held by a custodian or nominee)

- An original or certified copy or certified extract of the Trust Deed
- Foreign Super Fund/Other Trusts
- Provide ONE document from the following:
- An original or certified copy or certified extract of the Trust Deed;
- A notice issued to the Trust by the Australian Taxation Office within the past 12 months; or
- Letter from a solicitor or qualified accountant verifying the name of the Trust.

#### AND ALL documents from the following:

- Full name and residential / registered office address of all Individual and Corporate Trustees;
- The relevant documents set out in Section 12.3 for the Corporate Trustee who has completed Section 3 or Section 5 respectively; and
- Full name of each beneficiary in respect of the trust or if the terms of the trust identify the beneficiaries by reference to membership of a class – details of the class.
- If a foreign trust or unregulated trust as defined in Section 3.2: full name of any identified Settlor of the Trust and original or certified copy of a document from Section 12.2 for each identified Settlor.
- If a foreign trust or unregulated trust as defined in Section 3.2: full name, residential address and original or certified copy of a document from Section 12.2 for each ultimate beneficiary/ appointer (named Beneficiary of Trust).

### 12.2 Individual / Individual Trustee / Beneficial Owner / Alternate Customer Controller / Partner of a Partnership

#### Provide a certified copy of ONE document from the following:

- Valid Driver's License (or Foreign Country equivalent) with photograph; OR
- Valid Australian Passport (a passport expired within the preceding 2 years is acceptable); OR
- Foreign Passport or similar document issued for the purpose of international travel that contains a photograph and signature of the individual; OR
- Foreign National Identity Card with a photograph and signature; OR
- For beneficial ownership, please refer to Section 15.3 for additional information.

### 12.3 Company / Corporate Trustee

**Provide ONE document from the following:**

- A certificate of registration issued by ASIC;
- A company extract issued in the last 12 months;
- A company search from the ASIC within last 3 months; or
- A certificate of incorporation (or other formation document) issued by ASIC or equivalent company registrar of a foreign country that contains:
  - (a) The full registered name of the company
  - (b) Identification number issued to the company (ACN, ABRN, foreign equivalent); and
  - (c) Evidence whether the company is registered as a proprietary company or a public company

**AND ONE document from the following (if applicable):**

- If a listed company: a search of the relevant financial market exchange.
- If a regulated company: a search of the license or other records of the relevant Commonwealth, State or Territory statutory regulator.
- If a public unlisted company, an original or certified copy of a document from Section 12.2 for the person(s) who exert ultimate control over the company by way of his/her authority or power to make financial or policy decisions e.g. director.
- If an unregulated or private/proprietary company, an original or certified copy of a document from Section 12.2 for each ultimate beneficial owner who owns, through one or more shareholdings, more than 25% of the company's issued capital.

### 12.4 Partner

**Provide a certified copy of ONE document from the following:**

- Partnership agreement;
- Minutes of a partnership meeting;
- Membership details independently sourced from the relevant professional association;
- A notice issued to the partnership by the Australian Taxation Office within the past 12 months; or
- A certificate of registration of business name issued by a government or government agency in Australia

**AND**

- The relevant documents set out in Section 12.2 for the Partner who has completed Section 6.

**AND (if regulated by a professional membership) ONE document from the following:**

- Current membership certificate (or equivalent) of a professional association.
- Membership details independently sourced from the relevant professional association.

## Section 13 – Declaration & Applicant Signature(s)

### 13.1 Privacy statement

Investors will be required to provide personal information to make an investment in the Fund. The Manager, and their service providers may collect, hold and use investors personal information in order to assess applications, service the needs of prospective and actual investors, service the needs of the Trustee or the Manager and for other purposes permitted under the Privacy Act 1998 (Cth).

Tax and company law also require some specific information to be collected in connection with applications and to provide this to certain Government authorities. If a potential investor does not provide the information requested or provides incomplete or inaccurate information, their application may not be able to be processed efficiently, or at all. Investors' information may be disclosed to the agents of the Trustee or Manager and their service providers, including, without limitation, the fund administrator, on the basis that they deal with such information in accordance with the Trustee's privacy policy.

An Investor's personal information may also be used to administer, monitor and evaluate products and services, gather, aggregate and report statistical information, assist the investor with any queries and take measures to detect and prevent fraud and other illegal activity. The Trustee or Manager may also be allowed or obliged to disclose information by law and to report on risk management matters. Any Investors who have concerns about the completeness or accuracy of the information that the Trustee or Manager has about them or who would like to access or amend their personal information should contact the Trustee or Manager. Investors who wish to receive a copy of the Trustee's privacy policy should also contact the Trustee.

By signing the Application Form the Investor agrees to the Trustee collecting, storing, using and disclosing personal information in accordance with the MA Financial Group Privacy Policy.

### 13.2 Sanctions

You will comply with all applicable Sanctions Laws in connection with your investment.

You warrant (and where you are a Company that none of your employees, controllers, direct or indirect owners, or subsidiaries or entities controlled by you (together the "Relevant Parties" for the purposes of this clause)):

1. have engaged or will engage in any business in a country or territory that is the subject of any sanctions regime under any Sanctions Laws;
2. have been investigated or convicted for breach of a Sanctions Law; or
3. are Sanctions Targets.

You will ensure that you (and where you are a company, all other Relevant Parties or any agent, affiliate, representative, contractor or subcontractor of a Relevant Party over whom you have effective control) comply with Sanctions Laws.

You will maintain appropriate policies and procedures to ensure that you (and where you are a company your employees) comply with Sanctions Laws.

You will, in writing, promptly notify MA Financial Group, with all available details, if you become aware that at any time any you (or where you are a company a Relevant Party):

1. breaches this clause or would be in breach of this clause if it were an investor;
2. becomes a Sanctions Target or otherwise restricted under Sanctions Laws; or
3. is investigated or convicted for contravention of any Sanctions Laws.

### 13.3 Declaration

#### I/We acknowledge and agree as follows:

I/we declare that I/we have received and read the current PDS and agree to be bound by it and the constitution of the Fund (**Constitution**) (each as amended or replaced from time to time).

I/we consent to receiving disclosures from the Responsible Entity and the Manager electronically. I/we declare that the offer was received and accepted in Australia and all information in this application is true and correct.

I/we declare and acknowledge and agree that the fully paid Units issued by the Fund may be by way of a unit transfer by an affiliate of the Manager of the Responsible Entity .

I/we indemnify the Responsible Entity and the Manager and any of their related entities, directors, representatives or officers (together, the **Indemnified Parties**) (against any liabilities whatsoever arising from acting on any information I/we provide in connection with this application.

I/we have legal power to invest in accordance with this application and have complied with all applicable laws in doing so. I/we acknowledge that neither the Indemnified Parties or any other member of MA Financial Group (including its directors and employees) guarantee the Fund's performance, the repayment of capital, any particular rate of return or any distribution. In the case of joint applications, the joint applicants agree that unless otherwise indicated on the application form, the units in the Fund will be held as joint tenants and either investor is able to operate the account and bind the other investor for future transactions. If this application is signed under Power of Attorney, the Attorney declares that he/she has not received notice of revocation of the power.

Until I/we inform the Responsible Entity otherwise, I/we will be taken to have consented to all uses of our personal information (including marketing) contained under that heading and to our adviser providing further personal information to the Responsible Entity as required or reasonably deemed necessary by the Responsible Entity. Any application can be accepted or rejected by the Responsible Entity. Without the Responsible Entity's right to reject an application,

I/we understand that if we fail to provide any information requested or do not agree to any of the possible uses or disclosure of our information as detailed in the PDS, our application may be rejected by the responsible Entity and the Responsible Entity is released and indemnified in respect of any loss or liability arising from its inability to accept an application due to inadequate or incorrect details having been provided.

I/we agree that from time to time, the Manager or its affiliates may pay commissions to certain intermediaries (who are not financial advisers) in respect of investments in the Fund by wholesale clients.

I/we agree that the Responsible Entity may provide details of our investment to the adviser group or adviser nominated by the means and in the format that they direct.

Only to the extent applicable and relevant, I/we confirm that I/we are an Australian Citizen or Australian Permanent Resident.

I/We agree to personal information about me/us being collected, used and disclosed in accordance with MA Financial Group's Privacy Policy located at <https://mafinancial.com/privacy-policy/> and the privacy statement in the Information Memorandum, including direct marketing.

### 13.4 Signature(s)

Applicant 1 – Signature

Applicant 2 – Signature

Applicant name

Applicant name

Date

Date

Capacity (if applicable)

Sole Director / Secretary

Director

Authorised Signatory

Executive Director

Capacity (if applicable)

Sole Director / Secretary

Director

Authorised Signatory

Executive Director

## Section 14 – Target Market Determination Questionnaire

Please answer the questions below which may help determine whether you meet the target market for this product. If you don't understand the questions or need assistance in determining whether an investment in the Fund is suitable for you, we recommend that you contact your financial adviser, accountant or stockbroker.

---

### Question 1

Redemption requests from the Fund will be processed on a quarterly basis. Each quarter, withdrawals will be capped at 2.5% of Directors NAV as at the end of the relevant quarter. Please refer to the PDS for further details on withdrawing from the Fund.

Have you read and understood the PDS and do you accept that Withdrawal Requests are not processed daily, weekly or monthly and may be cancelled, deferred, scaled back or suspended?

Yes  No

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### Question 2

Do you accept the capital value of your investment is not guaranteed, may lose some or all its value and may be volatile during times of market stress.

Yes  No

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### Question 3

The income paid by this Fund is not guaranteed and may vary over time. Do you accept that the income from the Fund is not guaranteed and may vary over time?

Yes  No  
 I prefer not to provide this information

---

### Question 4

Do you accept that the Fund has a Target Market Determination risk level of high and may not be suitable for investors who have limited ability to bear losses?

Yes  No

### Question 5

Diversification is an important principal of investing. Do you accept you should not invest all your savings in a single investment or asset type and this investment should form part of a broader investment portfolio?

Yes  No

**Please indicate the percentage your investment in the fund represents of the assets you have available for investment, excluding your residential home:**

<25%  25–75%  75–100%  
 I prefer not to provide this information

---

For more information, please refer to the Target Market Determination which can be found on the fund's [Webpage](#).

# Direct Debit Request Form

REDCAPE HOTEL GROUP

## Guide to completing the Direct Debit Request Form

- Complete the form in pen using BLOCK LETTERS and mark appropriate answers with a cross X or number.
- Any queries please contact the MA Financial Group Investor Services team on 1300 135 167 (within Australia) or +61 2 8023 5415 (outside Australia) or by emailing MAclientservices@boardroomlimited.com.au. This form is only available for initial investments less than \$500,000. If your investment is greater than \$500,000 please use BPAY, cheque or EFT available on page 6.

## Part 1 – Request and Authority to Debit

Investor Number – If you are an existing investor

Investor Name / Investor Entity

Company ABN (if applicable)

“You” request and authorise Redcape Hotel Group Management Ltd ARE Redcape Hotel Trust 1 (User ID 636956) to arrange, through its own financial institution, a debit to your nominated account any amount Redcape Hotel Management Limited ARE Redcape Hotel Trust 1, has deemed payable by you to pay for additional units in the Redcape Hotel Group Fund as provided by Redcape Hotel Group Management Ltd. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

## Part 2 – Bank details

### Initial Investment

Account Name

Financial Institution

BSB Number

Account Number

### Commencement Month

Please specify the month you want your regular investment plan to start. The nominated amount will be direct debited on the 20th of each month (as applicable).

2	0	M	M	Y	Y
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### Regular Investment Plan

Same as initial Investment amount (Direct Debit amount should equal the investment amount in section 3.1 of the application form); or

Other amount (please specify)

Account Name

Financial Institution

BSB Number

Account Number

# Direct Debit Request Form

REDCAPE HOTEL GROUP

## Part 3 – Declaration and authorisation

### Insert Declaration

All authorised signatures to sign.

<b>Signature A</b>	<b>Signature B</b>
Full name <input type="text"/>	Full name <input type="text"/>
Address <input type="text"/> <input type="text"/>	Address <input type="text"/> <input type="text"/>
Email <input type="text"/>	Email <input type="text"/>
Phone <input type="text"/>	Phone <input type="text"/>
Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

### Signing for a company (if applicable)

You must be authorised to sign on behalf of the company AND you must have authority to operate the Company' bank account.

<b>Signature A</b>	<b>Signature B</b>
Position Held <input type="text"/>	Position Held <input type="text"/>
Full name <input type="text"/>	Full name <input type="text"/>
Address <input type="text"/> <input type="text"/>	Address <input type="text"/> <input type="text"/>
Email <input type="text"/>	Email <input type="text"/>
Phone <input type="text"/>	Phone <input type="text"/>
Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Redcape Hotel Group Management Limited as set out in this Request and in your Direct Debit Request Service Agreement.

# Direct Debit Service Agreement

REDCAPE HOTEL GROUP

This is your Direct Debit Service Agreement with Redcape Hotel Group Management Ltd ARE Redcape Hotel Trust 1, ABN 87 610 990 004 (User ID 636956) (Responsible Entity, us, our or we). It sets out the terms of the Direct Debit Arrangement under which you will pay application monies to us by way of a Direct Debit. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

## Definitions

**Account** means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

**Agreement** means this Direct Debit Request Service Agreement between you and us.

**Banking day** means a day other than Saturday or a Sunday or a public holiday listed throughout Australia.

**Debit day** means the day that payment by you to us is due

**Debit payment** means a particular transaction where a payment is made.

**Direct Debit Request** means the written, verbal or online request between us and you to debit funds from your account.

**Us or we** means any of the above Trustees or Responsible Entities, you have authorised the Direct Debit Request.

**Your financial institution** means the financial institution at which you hold the account is maintained you have authorised us to debit.

## 1. Debiting your account

- 1.1 By submitting a Direct Debit Request you have authorised us to arrange for funds to be debited from your account. The Direct Debit Request and this agreement set out the terms of the arrangement between us and you. By submitting a Direct Debit Request, you have authorised us to arrange for funds to be debited from your account. The Direct Debit Request and this agreement set out the terms of the arrangement between us and you.
- 1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request. or We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, a billing advice which specifies the amount payable by you to us and when it is due.
- 1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited, you should ask your financial institution.

## 2. Amendments by us

- 2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice sent to the preferred email or address you have given us in the Direct Debit Request.

## 3. How to cancel or change direct debits

- 3.1 You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least five (5) days notification by writing to:
  - a. Boardroom Pty Limited, GPO Box 3993, Sydney NSW 2001; or
  - b. by telephoning us on 1300 135 167 (within Australia) or + 61 2 8023 5415 (outside Australia) during business hours; or
  - c. by emailing [MAclientservices@boardroomlimited.com.au](mailto:MAclientservices@boardroomlimited.com.au); or
  - d. arranging it through your own financial institution, which must act promptly on your instruction.

## 4. Your obligations

- 4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.
- 4.2 If there are insufficient clear funds in your account to meet a debit payment:
  - a. you may be charged a fee and/or interest by your financial institution;
  - b. we may charge you reasonable costs incurred by us on account of there being insufficient funds; and
  - c. you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- 4.3 You should ensure that the authorisation on the Direct Debit Request is identical to the account signing instruction held by your financial institution where the nominated account is based.
- 4.4 You should check your bank account statement to verify that the amount debited from your account is correct.

## 5. Dispute

- 5.1 If you believe that there has been an error in debiting your account, you should notify us directly on 1300 135 167 (within Australia) or +61 2 8023 5415 (outside Australia); or by emailing [MAclientservices@boardroomlimited.com.au](mailto:MAclientservices@boardroomlimited.com.au).
- 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- 5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.

## 6. Accounts

- 6.1 You should check:
  - a. with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions. Direct debiting through the Bulk Electronic Clearing System (BECS) may not be available on all accounts;



# Direct Debit Service Agreement

REDCAPE HOTEL GROUP

- b. your account details which you have provided to us are correct by checking them against a recent account statement; and
- c. with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

## 7. Confidentiality

- 7.1 We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 We will only disclose information that we have about you:
- a. to the extent specifically required by law; or
  - b. for the purposes of this agreement (including to initiate the drawing and disclosing information in connection with any query, claim or dispute).
- 7.3 You consent to us using or releasing your nominated bank account information to your financial institution and our financial institution, so that we can investigate any possible incorrect debits, or if our financial institution needs information.

## 8. Contacting each other

- 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to:
- MA Financial Client Service  
Email: [MAclientservices@boardroomlimited.com.au](mailto:MAclientservices@boardroomlimited.com.au)  
Post: Boardroom Pty Limited  
GPO Box 3993  
Sydney NSW 2001
- 8.2 We will notify you by sending a notice to the preferred address or email you have given us in the Direct Debit Request Form. Any notice will be deemed to have been received on the second banking day after sending.

## 9. Declaration

- 9.1 I/we declare that I/we have received and read the current PDS and agree to be bound by it and the constitution of the Fund (Constitution) (each as amended or replaced from time to time).
- 9.2 I/we consent to receiving disclosures from the Responsible Entity and the Manager electronically.  
I/ we declare that the offer was received and accepted in Australia and all information in this application is true and correct.
- 9.3 I/we declare and acknowledge and agree that the fully paid Units issued by the Fund may be by way of a unit transfer by an affiliate of the Manager of the Responsible Entity.
- 9.4 I/we indemnify the Responsible Entity and the Manager and any of their related entities, directors, representatives, or officers (together, the Indemnified Parties) (against any liabilities whatsoever arising from acting on any information I/we provide in connection with this application.

- 9.5 I/we have legal power to invest in accordance with this application and have complied with all applicable laws in doing so. I/we acknowledge that neither the Indemnified Parties or any other member of MA Financial Group Limited (including its directors and employees) guarantee the Fund's performance, the repayment of capital, any particular rate of return or any distribution. In the case of joint applications, the joint applicants agree that unless otherwise indicated on the application form, the units in the Fund will be held as joint tenants and either investor is able to operate the account and bind the other investor for future transactions. If this application is signed under Power of Attorney, the Attorney declares that he/she has not received notice of revocation of the power.
- 9.6 Until I/we inform the Responsible Entity otherwise, I/ we will be taken to have consented to all uses of our personal information (including marketing) contained under that heading and to our adviser providing further personal information to the Responsible Entity as required or reasonably deemed necessary by the Responsible Entity. Any application can be accepted or rejected by the Responsible Entity. Without the Responsible Entity's right to reject an application.
- 9.7 I/we understand that if we fail to provide any information requested or do not agree to any of the possible uses or disclosure of our information as detailed in the PDS, our application may be rejected by the responsible Entity and the Responsible Entity is released and indemnified in respect of any loss or liability arising from its inability to accept an application due to inadequate or incorrect details having been provided.
- 9.8 I/we agree that from time to time, the Manager or its affiliates may pay commissions to certain intermediaries (who are not financial advisers) in respect of investments in the Fund by wholesale clients.
- 9.9 I/we agree that the Responsible Entity may provide details of our investment to the adviser group or adviser nominated by the means and in the format that they direct.

## Section 15 – What is a Certified Copy of an Original Document

Certified copy means a document that has been certified as a true copy of an original document.

Certified extract means an extract that has been certified as a true copy of some of the information contained in a complete original document by one of the persons described in the subparagraphs below.

People who can certify documents or extracts are:

- A person who, under a law in force in a State or Territory, is currently licensed or registered to practice the following occupations in Australia:
  - Architect;
  - Chiropractor;
  - Dentist;
  - Financial adviser or financial planner;
  - Legal practitioner;
  - Medical practitioner;
  - Midwife;
  - Migration agent registered under the Migration Act 1958;
  - Nurse;
  - Occupational therapist;
  - Optometrist;
  - Patent/Trademarks attorney;
  - Pharmacist;
  - Physiotherapist;
  - Psychologist; and
  - Veterinary surgeon,
- A lawyer – a person who is enrolled on the roll of the Supreme Court of a State or Territory, or High Court of Australia, as a legal practitioner (however described);
- A person listed in Part 2 of Schedule 2 of the Statutory Declarations Regulations 1993 (Cth), which includes but not limited to:
  - A judge of a court;
  - A magistrate;
  - A chief executive officer of a Commonwealth court;
  - A registrar or deputy registrar of a court;
  - A Justice of Peace;
  - A notary public (for the purposes of the Statutory Declaration Regulations 1993);
  - A police officer;
  - The post office – an permanent employee of The Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public;
  - A postal agent – an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
  - An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
  - An officer at a bank, building society, credit union or finance company with 2 or more continuous years of service;
  - A member of the Institute of Chartered Accountants in Australia, Australian Society of Certified Practising Accountants or the National Institute of Accountants;
  - A teacher employed on a full-time basis at a school or tertiary education institution, and
- An officer with or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees.

Please call us for a full list of persons who can certify documents or extracts.

## Section 16 – Key Definitions

Capitalised terms have the meaning given in the Product Disclosure Statement of the Fund dated 2 November 2021 unless otherwise defined in this document.

The below summarised definitions are provided for general information only and may not describe all rules or the detailed rules relevant to you. You are encouraged to seek the assistance of an independent financial professional or tax adviser to facilitate the completion of this form and may not rely on the below summarised definitions.

### 15.1 Terms relating to FATCA

1. **US person:** this term means a US citizen or US tax resident individual, (including a green-card holder and an individual with substantial US presence), a US corporation, US partnership, US trust or US estate for US federal income tax purposes.
2. A **Foreign Financial Institution** is a non-US entity which is a Financial Institution, which generally refers to an entity that:
  - (a) accepts deposits in the ordinary course of a banking or similar business,
  - (b) as a substantial portion of its business, holds financial assets for the account of others,
  - (c) conducts as a business (or is managed by an entity that conducts as a business) for or on behalf of a customer: trading in money market instruments, transferable securities, foreign exchange or certain other instruments; individual and collective portfolio management; or otherwise investing, administering or managing funds or money on behalf of others, or
  - (d) is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a cash value insurance contract or an annuity contract.
3. **Deemed Compliant FFI** – The following FFIs are treated as deemed-compliant FFIs as defined in the IGA between Australian and US among other types of entities that can also be treated as Deemed Compliant FFI by other countries regulations, IGA or under the US Treasury Regulations:
  - (a) Reporting Model 1 IGA (including a Reporting Australian FI);
  - (b) Local banks meeting detailed requirements set out in the IGA;
  - (c) Financial institutions with only low-value accounts; (d) Qualified credit card issuers;
  - (e) Trustee-documented trusts;
  - (f) Sponsored investment entities and controlled foreign corporations;
  - (g) Sponsored, closely held investment vehicles;
  - (h) Certain investment advisers and investment managers meeting detailed requirements set out in the IGA;
  - (i) Financial Institutions with a local client base meeting detailed requirements set out in the IGA; and
  - (j) Certain collective investment vehicles meeting detailed requirements set out in the IGA.
4. An **Inter-Governmental Agreement (IGA)** means an agreement between the US and a foreign government to implement FATCA through reporting by Financial Institutions to such foreign government for forwarding to the US IRS (Model 1) or directly to the US IRS (Model 2).
5. **Participating FFI** is an FFI that is formed in a country that has signed a Model 2 IGA with the US and that has agreed to comply with the terms of an FFI agreement, or is formed in a country that has not signed an IGA with the US but has signed an FFI agreement with the US government.
6. **Non-participating FFI** is an FFI other than a participating FFI, a deemed-compliant FFI, or an exempt beneficial owner. An IGA FFI may be treated as a nonparticipating FFI pursuant to an IGA where, among other things, that FFI significantly does not comply with the terms of the IGA.
7. A **Non-Financial Foreign Entity (NFFE)** is any non-US entity that is not a Financial Institution.
8. An **Active NFFE** is any NFFE that meets one of the following criteria:
  - (a) Less than 50 per cent of the NFFE's gross income for the preceding calendar year or other appropriate reporting period is passive income (such as generally dividends, interest, royalties, annuities and rent) and less than 50 per cent of the assets held by the NFFE during the preceding calendar year or other appropriate reporting period are assets that produce or are held for the production of passive income;
  - (b) The stock of the NFFE is regularly traded on an established securities market or the NFFE is a related entity of an entity, the stock of which is traded on an established securities market;
  - (c) The NFFE is a government, a political subdivision of such government, or a public body performing a function of such government or a political subdivision thereof, or an entity wholly owned by one or more of the foregoing;
  - (d) Substantially all of the activities of the NFFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution. However the entity will not qualify as an active NFFE if it functions (or holds itself out to be) an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes;
  - (e) The NFFE is not yet operating a business and has no prior operating history, but is investing capital into assets with the intent to operate a business other than that of a Financial Institution; provided that the NFFE shall not qualify for this exception after the date that is 24 months after the date of the initial organisation of the NFFE;
  - (f) The NFFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets, or is reorganising with the intent to continue or recommence operations in a business other than that of a Financial Institution;
  - (g) The NFFE primarily engages in financing and hedging transactions with, or for related entities that are not Financial Institutions, and does not provide financing or hedging services to any entity that is not a related entity, provided that the group of any such related entities is primarily engaged in a business other than that of a Financial Institution;
  - (h) The NFFE is organised in a US Territory and all the owners of the payee are bona fide residents of that US territory;
  - (i) The NFFE is an "excepted NFFE" as described in relevant US Treasury Regulations"; or
  - (j) The entity is a non-profit organization meeting certain requirements.

9. A **Passive NFFE** means any NFFE that is not (i) an active NFFE, or (ii) a withholding foreign partnership or withholding foreign trust pursuant to relevant US Treasury Regulations.
10. **Specified US person** means a US person other than:
- (a) Regularly publicly traded corporation and their affiliates;
  - (b) US banks;
  - (c) Some US tax-exempt entities; (d) US mutual funds; and
  - (e) Other categories as defined in the IGA.
11. **Exempt Beneficial Owners (EBO)** – Among other types of entities that can be treated as EBO by other countries' regulations, IGA, or under the US Treasury Regulations, the following entities are treated as Non-Reporting Australian Financial Institutions and as exempt beneficial owners:
- (a) Australian or other non-Australian governmental entities, e.g., the Government of Australia;
  - (b) International organizations;
  - (c) Reserve Bank of Australia; and
  - (d) Funds that qualify as EBO, e.g., certain Australian retirement funds and certain Australian investment funds wholly owned by EBOs.
- g) Treasury centres that are members of a nonfinancial group: The NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any entity that is not a Related Entity; provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution; or
- (h) Non-profit NFEs: The NFE meets all of the following requirements:
- i. it is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organisation, business league, chamber of commerce, labour organisation, agricultural or horticultural organisation, civic league or an organisation operated exclusively for the promotion of social welfare;
  - ii. it is exempt from income tax in its jurisdiction of residence;
  - iii. it has no shareholders or members who have a proprietary or beneficial interest in its income or assets;
  - iv. the applicable laws of the NFE's jurisdiction of residence or the NFE's formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable entity other than pursuant to the conduct of the NFE's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFE has purchased; and
  - v. the applicable laws of the NFE's jurisdiction of residence or the NFE's formation documents require that, upon the NFE's liquidation or dissolution, all of its assets be distributed to a Governmental Entity or other non-profit organisation, or escheat to the government of the NFE's jurisdiction of residence or any political subdivision.

## 15.2 Terms relating to CRS

### Active NFE

An entity is classified as an "Active NFE" if it is an NFE and meets any of the following criteria:

- (a) Active NFEs by reason of income and assets: Less than 50% of the NFE's gross income for the preceding calendar year (or other appropriate reporting period) is passive income and less than 50% of the assets held by the NFE during the preceding calendar year (or other appropriate reporting period) are assets that produce or are held for the production of passive income;
- (b) Regularly publicly traded NFEs: The stock of the NFE is regularly traded on an established securities market or the NFE is a "Related Entity" of an entity the stock of which is regularly traded on an established securities market. An entity is a "Related Entity" of another entity if either entity controls the other entity, or the two entities are under common control. For this purpose control includes direct or indirect ownership of more than 50% of the vote and value in an entity;
- (c) Government Entities, etc.: The NFE is a "Governmental Entity", a "Central Bank", an "International Organisation" or an entity wholly owned by one or more of the foregoing;
- (d) Holding NFEs that are members of a nonfinancial group: Substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an entity does not qualify for this status if the entity functions (or holds itself out) as an investment fund (such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes);
- (e) Start-up NFEs: The NFE is not yet operating a business and has no prior operating history but is investing capital into assets with the intent to operate a business other than that of a Financial Institution; provided that the NFE does not qualify for this status after the date that is 24 months after the date of the initial organisation of the NFE;
- (f) NFEs that are liquidating or emerging from bankruptcy: The NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganising with the intent to continue or recommence operations in a business other than that of a Financial Institution;

### Controlling Person(s)

"Controlling Person(s)" means, with respect to an entity that is a legal person, the natural person(s) who exercises control over the entity. "Control" over an entity that is a legal person is generally exercised by the natural person(s) who ultimately has a controlling ownership interest (usually identified on the basis of, but not limited to, ownership of a certain percentage of the entity (e.g., very generally 25% or more, although it can be a lower percentage in some circumstances)). Where no natural person(s) exercises control through ownership interests, the Controlling Person(s) of the entity will be the natural person(s) who exercises control of the entity through other means. Where no natural person is identified as exercising control of the entity through ownership interests, the Controlling Person(s) is deemed to be the natural person(s) who holds the position of senior managing official.

"Controlling Person(s)" means, with respect to a trust, (i) the settlor(s), the trustee(s), the protector(s) (if any), the beneficiary(ies) and/or class(es) of beneficiaries of the trust, regardless of whether any of them exercises control over the trust, and (ii) any other natural person(s) exercising ultimate effective control over the trust (including through a chain of control or ownership). "Controlling Person(s)" means, with respect to a legal arrangement (i.e., where the relevant entity is not a legal person) that is not a trust, the natural person(s) in equivalent or similar positions as Controlling Person(s) of a trust.

The term "Controlling Person(s)" should generally be interpreted in a manner consistent with relevant Financial Action Task Force Recommendations on the term "beneficial owner". Investors that are Passive NFEs (including Investment Entities located in a CRS Non-Participating Jurisdiction and managed by another Financial Institution) should consult their own advisers regarding any Controlling Person(s) they may have.

## Financial Institution

The term “Financial Institution” means an “Investment Entity” (as defined below), a “Custodial Institution”, a “Depository Institution”, or a “Specified Insurance Company”. Please consider Australia’s implementations of CRS for additional information that may be relevant to the term “Financial Institution”.

- “Custodial Institution” means any entity that holds, as a substantial portion of its business, “Financial Assets” for the account of others. This is where the entity’s gross income attributable to the holding of Financial Assets and related financial services equals or exceeds 20% of the entity’s gross income during the shorter of: (i) the three-year period that ends on 31 December (or the final day of a non-calendar year accounting period) prior to the year in which the determination is being made; or (ii) the period during which the entity has been in existence.
- “Depository Institution” means any entity that accepts deposits in the ordinary course of a banking or similar business.
- “Specified Insurance Company” means any entity that is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a “Cash Value Insurance Contract” or “Annuity Contract”.

## International Organisation

The term “International Organisation” includes an intergovernmental organisation or supranational organisation (i) which is comprised primarily of governments; (2) which has in effect a headquarters (or substantially similar agreement) with the relevant jurisdiction, and (3) the income of which does not inure to the benefit of private persons. Certain other entities may qualify as “International Organisations”, which has a restrictive meaning under CRS that, for the avoidance of doubt, does not refer to an organisation merely located outside of the relevant jurisdiction.

## Investment Entity

The term “Investment Entity” means one of two types of entities:

- (a) The first type of “Investment Entity” is an entity that primarily conducts as a business one or more of the following activities or operations for or on behalf of a customer:
- i. Trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading;
  - ii. Individual and collective portfolio management; or
  - iii. Otherwise investing, administering, or managing Financial Assets or money on behalf of other persons.
- (b) The second type of “Investment Entity” is any entity the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets where the entity is managed by another entity that is the first type of Investment Entity or by a Custodial Institution, a Depository Institution or a Specified Insurance Company.

## Investment Entity located in a CRS Non-Participating Jurisdiction and managed by another Financial Institution

The term “Investment Entity located in a CRS Non-Participating Jurisdiction and managed by another Financial Institution” means an entity that (i) is the second type of “Investment Entity” described in the definition above and (ii) is tax resident in a CRS Non-Participating Jurisdiction.

A “CRS Non-Participating Jurisdiction” means a jurisdiction which generally does not have an agreement in place pursuant to which it will provide to another jurisdiction(s) the information set out in Section I of the Common Reporting Standard within CRS. If an investor has questions about whether it is tax resident in a CRS Non-Participating Jurisdiction, it should consult its own tax adviser.

Jurisdiction of Tax Residence (or a reference to the jurisdiction(s) where an entity is a tax resident) Generally, an entity will be resident for tax purposes in a jurisdiction if, under the laws of that jurisdiction (including an applicable tax convention), it pays or should be paying tax therein by reason of its domicile, residence, place of management or incorporation, or any other criterion of a similar nature, and not only from sources in that jurisdiction. If an entity is a dual resident entity, an entity that does not have a residence for tax purposes or a trust, special rules may apply. An investor that does not know its jurisdiction(s) of residence for tax purposes should consult its own adviser.

## NFE

A “NFE” is any entity that is not a Financial Institution

### Passive NFE

A “Passive NFE” means: (i) an NFE that is not an Active NFE; or (ii) an Investment Entity located in a CRS Non-Participating Jurisdiction and managed by another Financial Institution.

## Taxpayer Identification Number (“TIN”)

The term “TIN” or “Taxpayer Identification Number” is a unique combination of letters and/or numbers assigned by a jurisdiction to an entity or an individual and used to identify the entity or individual for the purposes of tax filing or administration of the tax laws of such jurisdiction.

Where certain jurisdictions do not issue TINs, they may utilize some other high integrity number with an equivalent level of identification (a functional equivalent), which should be provided where a TIN is requested on the Tax Certification in Section 8 of this Application Form.

## 15.3 Terms relating to ownership definitions

### Beneficial Ownership:

Beneficial ownership is the natural person(s) with the ultimate level of control and/or ownership, whether directly or indirectly, over a customer. For a trust, the beneficial owners are the providers of funds.

### A beneficial owner:

- 1) of a person who is a reporting entity, means an individual who owns or controls (directly or indirectly) the reporting entity;
- 2) of a person who is a customer of a reporting entity, means an individual who ultimately owns or controls (directly or indirectly) the customer.

In this definition:

- “control” includes control as a result of, or by means of, trusts, agreements, arrangements, understandings and practices, whether or not having legal or equitable force and whether or not based on legal or equitable rights, and includes exercising control through the capacity to determine decisions about financial and operating policies; and
- “owns” means ownership (either directly or indirectly) of 10% or more of a person.

**Intermediary ownership:**

All Beneficial Owners that meet the 25% or more ownership (either directly or indirectly) threshold of a customer must be identified and documented.

**Additional documents required**

Evidence of ownership and structure must, where possible, be obtained from acceptable public sources, e.g. the ASIC website. If this is not possible, evidence of ownership (including Beneficial Owners) can be provided by the customer and attached to the KYC record. This evidence can be:

- a publicly filed document or,
- an organisation structure chart or similar document that has been validated and signed by a suitable individual representing the customer or,
- an attestation from a Suitable Individual as defined below representing the customer.

Suitable Individuals to verify the evidence of ownership, include the following persons who can be from either the ultimate parent or subsidiary.

- A Director/ Chief Executive Officer or equivalent,
- Independent Auditor or Accounting firm or equivalent, Chief Financial Officer/ Treasurer or equivalent
- General/ Corporate Counsel or equivalent
- Company Secretary or equivalent

Where there are no beneficial/ intermediary owners identified and an attestation is obtained from the Suitable individual representing the customer, this attestation must confirm that there is no "single" natural person that has a 25% or more ownership interest in the customer.

**15.4 Terms relating to sanctions definitions****Sanctions Laws:**

- any sanctions, restrictions or designations imposed under any laws or regulations, including the laws and regulations of Australia, the UK, EU and US.

**Sanctions List:**

- any sanctions list issued by the UN or a governmental authority under Sanctions Laws, including the Office of Financial Sanctions Implementation under Her Majesty's Treasury, the European Union, the U.S. Treasury – Office of Foreign Assets Control, or the Australian Department of Foreign Affairs and Trade.

**Sanctions Target:**

- an individual or entity that is, or has been, listed on a Sanctions List.



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