



# Redcape Hotel Group

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

## Identification Form – Australian Companies

### Guide to completing this form

- This form is for AUSTRALIAN COMPANIES only. For companies incorporated outside of Australia use the FOREIGN COMPANIES IDENTIFICATION FORM.
- Complete one form for each company.
- Complete separate INDIVIDUAL ID Forms for each of the company's Beneficial Owners.
- Complete all applicable sections of this form in BLOCK LETTERS.
- Contact MA Financial Group Client Services via [MAclientservices@MAFinancial.com](mailto:MAclientservices@MAFinancial.com) or by telephone on +61 2 8288 5594 for any queries.

## Section 1 – Australian Company Identification Procedure

### 1.1 General Information

Full name as registered by ASIC

ACN

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

State

Postcode

Country

Principal place of business (if any) – (Note P.O. Box is not acceptable)

State

Postcode

Country

## 1.2 Contact Information

Email	Phone number
<input type="text"/>	<input type="text"/>

Companies incorporated outside of Australia should complete the **FOREIGN COMPANIES IDENTIFICATION FORM**, rather than this form.

## 1.3 Company Type (select ONE of the following categories)

Proprietary (companies whose name ends with Proprietary Ltd or Pty Ltd; also known as private companies), proceed to 1.4

Public (companies whose name does not include the word Pty or proprietary), proceed to 1.5

## 1.4 Directors (Required for all Proprietary Companies as per 1.3, NOT required for Public Companies)

Provide the names of all directors

<b>Director 1</b> – Full given name(s)	Surname
<input type="text"/>	<input type="text"/>
<b>Director 2</b> – Full given name(s)	Surname
<input type="text"/>	<input type="text"/>
<b>Director 3</b> – Full given name(s)	Surname
<input type="text"/>	<input type="text"/>
<b>Director 4</b> – Full given name(s)	Surname
<input type="text"/>	<input type="text"/>

If there are more directors, please provide details on a separate sheet and tick this box

## 1.5 Listing and Regulatory Details (Select any of the following categories if applicable)

**Australian Public Listed company** (companies that are listed on an Australian financial market such as the ASX)

Name of market/exchange	Proceed to Section 2
<input type="text"/>	

**Majority Owned Subsidiary of an Australian Public Listed company**

(companies that are majority owned by an Australian company that is listed on an Australian financial market such as the ASX)

Australian listed company name	Proceed to Section 2
<input type="text"/>	
Name of market/exchange	
<input type="text"/>	

**Regulated company** (subject to the supervision of a Commonwealth, State or Territory statutory regulator beyond that provided by ASIC as a company registration body. Examples include Australian Financial Services Licensees (AFSL); Australian Credit Licensees (ACL); or Registrable Superannuation Entity (RSE) Licensees).

Regulator name	Proceed to Section 2
<input type="text"/>	
Licence details (e.g. AFSL, ACL, RSE)	
<input type="text"/>	

## 1.6 Beneficial Ownership

To be completed for all companies that are not Australian Public Listed companies, majority owned by an Australian Public Listed company or Regulated Companies as per 1.4.

Are there any individuals who ultimately own 25% or more of the company's issued share capital (through direct or indirect shareholdings)?

**Yes** (complete 1.6.1)

**No** (complete 1.6.2)

### 1.6.1 Shareholder Beneficial Owners

Provide the names of the individuals who ultimately own 25% or more of the company's issued share capital (through direct or indirect shareholdings).

**COMPLETE SEPARATE INDIVIDUAL CUSTOMER ID FORMS FOR EACH OF THESE INDIVIDUALS.**

Full given name(s)

Surname

Full given name(s)

Surname

Full given name(s)

Surname

Full given name(s)

Surname

If Beneficial Owner name/s are provided above, proceed to section 2.

### 1.6.2 Other Beneficial Owners

If there are no individuals who meet the requirement of 1.6.1, provide the names of the individuals who directly or indirectly control\* the company.

\* includes exercising control through the capacity to determine decisions about financial or operating policies; or by means of trusts, agreements, arrangements, understanding & practices; voting rights of 25% or more; or power of veto. If no such person can be identified then the most senior managing official/s of the company (such as the managing director or directors who are authorised to sign on the company's behalf).

**COMPLETE SEPARATE INDIVIDUAL CUSTOMER ID FORMS FOR EACH OF THESE INDIVIDUALS.**

Full given name(s)

Surname

Role (such as Managing Director)

Full given name(s)

Surname

Role (such as Managing Director)

If there are more Beneficial Owners, provide details on a separate sheet and tick this box

## Section 2 – Australian Company Verification Procedure

Identification documentation is to be provided to verify the information listed in the standard or simplified verification procedure described below. The simplified verification procedure is to be used for Australian Public Listed companies, Majority Owned Subsidiaries of Australian Public Listed companies and Regulated companies as described in section 1.4 of this form. All other companies are to be verified according to the standard verification procedure.

### Standard Verification Procedure

#### Information to be verified:

- The full name of the company as registered by ASIC
- Whether the company is registered as a proprietary or a public company
- The ACN issued to the company.

#### Verification options (select one of the following options used to verify the Company)

Perform a search of the relevant ASIC database.

If the ASIC database is not reasonably available, an original or certified copy of the certification of registration issued by ASIC.

### Simplified Verification Procedure

For an Australian Public Listed company, a Majority Owned Subsidiary of an Australian Public Listed company or a Regulated company (as described in section 1.4 of this form)

#### Information to be verified:

- The full name of the company
- That the company is an Australian Public Listed company, a Majority Owned Subsidiary of an Australian Public Listed company or a Regulated company (whichever is applicable).

#### Verification options (select one or more of the following options used to verify the Company)

Perform a search of the relevant market/exchange.

Perform a search of the relevant ASIC database.

Perform a search of the licence or other records of the relevant Commonwealth, State or Territory statutory regulator.

A public document issued by the relevant company.

#### Important note

- Ensure that individual customer ID Forms have been provided for the Company's Beneficial Owners as per 1.6 AND
- Attach a copy of a document under Section 2 to verify company.

## Privacy Statement

### MA Financial Group Privacy Statement:

The Responsible Entity, Manager and their service providers may collect, hold, and use Investors' personal information in order to service Investor's needs, service the needs of the Responsible Entity 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 investments and to provide this to certain Government authorities. Investors' information may be disclosed to the agents of the Responsible Entity 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 MA Financial Group privacy policy available at <https://mafinancial.com/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 Responsible Entity 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 Responsible Entity or Manager has about them or who would like to access or amend their personal information should contact Manager or Responsible Entity at [MAclientservices@MAFinancial.com](mailto:MAclientservices@MAFinancial.com). Investors who wish to receive a copy of the MA Financial Group privacy policy should also contact the contact Manager or Responsible Entity. By providing information pursuant to this notice the Investor agrees to the Manager and Responsible Entity collecting, storing, using and disclosing personal information in accordance with the MA Financial Group privacy policy.

### Boardroom Pty Limited Privacy Statement:

Personal information in this form is collected by Boardroom Pty Limited ("Boardroom"), as registrar for the issuer of the securities you hold. Boardroom Pty Limited's privacy policy can be viewed on our website ([www.boardroomlimited.com.au](http://www.boardroomlimited.com.au)). Your personal information is required for administration of the register of security holdings. Should some or all of the requested information not be provided, correct administration of your security holding may not be possible. Your personal information may be disclosed to the issuer of the securities you hold, its or our related bodies corporate, external service companies such as print or mail service providers or otherwise as permitted by law. If, in accordance with the provisions of the Corporations Act the issuer of the securities you hold approves, you may be sent marketing material in addition to general corporate communications. You may elect not to receive marketing material by contacting Boardroom Pty Limited. You can obtain access to your personal information and (if required) advise of any incorrect, inaccurate, or out of date data information held, by contacting Boardroom Pty Limited on 1300 737 760.



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