



Redcape Hotel Group

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

Identification Form – Individual and Sole Traders

Guide to completing this form

- Complete one form for each individual. Complete all applicable sections of this form in BLOCK LETTERS.
- Contact MA Financial Group Client Services via MAclientservices@MAFinancial.com or by telephone on +61 2 8288 5594 for any queries.

Section 1 – Personal Details

Full given name(s)

Surname

Date of birth (dd/mm/yyyy)

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

State

Postcode

Country

Email

Phone number

Complete this part if individual is a Sole Trader

Full business name (if any)

ABN (if any)

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

State

Postcode

Country

Section 2 – Verification Procedure

Verify the individual's full name; and EITHER their date of birth or residential address.

Important notes

- Attach either a copy (not certified copy) of a document under Part I OR
- A certified copy of documents under either Part II or III. Refer to Section 3 to determine who is eligible to certify your document/s.
- Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator. This document must be legibly certified in accordance with Section 3 of this form.

Part I – Acceptable Primary Photographic ID Documents

Select ONE valid option from this section only

Australian State / Territory driver's licence containing a photograph of the person

Australian passport (a passport that has expired within the preceding 2 years is acceptable)

Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person

Note: 'Safe Harbour' verification procedures will be used to verify your identification if you attach a copy (not certified) of a document under Part I. If 'Safe Harbour' verification fails, you will receive a request to provide a certified copy of a document under Part I. Refer to Section 3 for legible certification of documents.

Part II – Acceptable Secondary ID Documents

Should only be completed if the individual does not own a document from Part I

Select ONE valid option from this section

Australian birth certificate

Australian citizenship certificate

Pension card issued by Department of Human Services (previously known as Centrelink)

AND ONE valid option from this section

A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address

A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address. Block out the TFN before scanning, copying or storing this document.

A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address)

If under the age of 18, a notice that: was issued to the individual by a school principal within the preceding 3 months; and contains the name and residential address; and records the period of time that the individual attended that school

Part III – Acceptable Foreign Photographic ID Documents

Should only be completed if the individual does not own a document from Part I

Select ONE valid option from this section only

Foreign driver's licence that contains a photograph of the person in whose name it issued and the individual's date of birth

National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued

Foreign passport or similar travel document containing a photograph and the signature of the person.

Section 3 – 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.

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. 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). 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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