

Application Form Baytulmaal Property Trust

ARSN 674 597 445

This application form (**Application Form**) relates to the offer for units in the Baytulmaal Property Trust ARSN 674 597 445 (**Fund**) under the Product Disclosure Statement dated 25/5/2024 (**PDS**) issued by Baytulmaal Finances Limited ACN 122 787 311 AFSL no. 355094 (**Responsible Entity, we, us, our**) as the trustee of the Fund. This form must be attached to, or accompanied by, the PDS when provided to any person.

All relevant sections of the Application Form must be completed. If you have any queries with regards to completing the Application Form, please contact us at: info@baytulmaal.com.au.

Applicant details

Applications must only be in the name of a natural person or persons, companies or other entities acceptable to us. All account designations are to use '<>' notations. Please refer to the table below for the correct form of application names.

Type of Investor	Details	Correct Form	Signature Required
Individual	Use full names only	Mary Jane Smith	<ul style="list-style-type: none"> Signature of each applicant
Company	Use full company title	Smith Corporation Pty Ltd	<ul style="list-style-type: none"> by two directors, or by a director and a secretary, or if there is only one director, by that sole director
Minor	Use name of parent/guardian	Mary Jane Smith <Mary Jane Smith>	<ul style="list-style-type: none"> signature of each parent/guardian
Trusts	Use name of trustees with the trust name in brackets	Smith Corporation Pty Ltd <Smith Family Trust>	<ul style="list-style-type: none"> signature of each trustee/individual if trustee is a company see above
Superannuation Funds	Use names of trustees with the fund name in brackets	Smith Corporation Pty Ltd <Super Fund A/C>	<ul style="list-style-type: none"> signature of each trustee if trustee is a company, see above
Partnerships	Use full partner names	Mary Smith and Sally Smith <Smith Sisters A/C>	<ul style="list-style-type: none"> signature of each applicant
Deceased Estates	Use executor(s) personal names, do not use name of deceased	John Smith <Est Jane Smith A/c>	<ul style="list-style-type: none"> signature of the executor

If you wish to invest in the Fund and you are an association, foreign company or government body, you will need to contact us about completing a different application form.

Tax file number

Please insert the tax file number of each applicant. Although applicants do not legally have to provide their tax file number to us, we may be required to deduct amounts from distributions to those applicants who do not provide tax file number details.

Cooling-off period

There is no cooling-off period. Once an Application Form has been received and accepted by us, the applicant is bound to become an investor according to the terms of the trust deed for the Fund. We reserve the right to accept or reject applications at our absolute discretion. If an application is rejected, we will repay the application money to the applicant, less any applicable taxes and bank fees.

Additional requirements for foreign companies and partnerships

If you are a foreign company or foreign partnership, you must complete and return to us the 'Supplementary Identification Form for Foreign Companies and Partnerships', which is available from us.

Lodgement

Application Forms, together with a certified copy of the relevant identification documents and any other information, should be forwarded to: info@baytulmaal.com.au

Glossary

In this Application Form, the following terms have the following meanings unless they are defined in the PDS or SDPS or the context otherwise requires.

Term	Meaning
Active Non-Financial Entity or NFE	entities where, during the previous reporting period, less than 50% of their gross income was passive income (e.g. dividends, interests and royalties) and less than 50% of assets held produced passive income. For other types of Active NFEs, refer to Section VIII in the Annexure of the OECD 'Standard for Automatic Exchange of Financial Account Information' at www.oecd.org .
ATO	Australian Taxation Office.
Beneficial Owner	an individual who ultimately Owns or Controls (directly or indirectly) the investor.
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 the capacity to determine decisions about financial and operating policies.
Controlling Person	in the case of a trust, any individual who directly or indirectly exercises Control over the trust. This includes all trustees, settlors, protectors or beneficiaries.
CRS	Common Reporting Standard developed by the Organisation for Economic Co-operation and Development (OECD).
Decision Maker	in the case of a company, any individual entitled to exercise 25% or more of voting rights, including power of veto, or any individual that holds the position of a senior management official (or equivalent). In the case of a trust, any individual who has the power to remove the trustee.
FATCA	Foreign Account Tax Compliance Act of the USA.
Financial Institution	a custodial or depository institution, an investment entity or a specified insurance company for FATCA or CRS purposes.
Owns	ownership (either directly or indirectly) of 25% or more of an entity.
Politically Exposed Person	a head of state or government, government minister or senior politician, senior government official, judge, governor of a central bank or any other person who holds a position of influence with a reserve bank, senior foreign representative, high ranking member of the armed forces or board chair or senior executive of a state owned enterprise or the immediate family member or associate of any such persons.
Regulated Trust	An SMSF, registered retail managed investment scheme and a wholesale managed investment scheme that does not make small scale offerings.
SMSF	self-managed superannuation fund.
Unregulated Trust	a trust which is not a Regulated Trust.
USA, US	United States of America.

Please use black pen and print in CAPITAL LETTERS and ☑ where appropriate

1 Contact details

Please provide your contact details. If you have a financial adviser, we may contact your adviser first before contacting you about your application.

Correspondence regarding investment in the Fund will be sent to the address provided.

Title
 Given name(s)
 Surname
 Phone
 Email
 Postal address
 Suburb: State: Postcode:

We will send relevant information, updates, disclosure documents, forms and reports to your email address nominated above.

Should you wish to opt out of our electronic disclosure, please contact us on info@baytulmaal.com.au.

2 Investment details

Applications for units will not be processed by us without an accompanying payment or confirmation of payment advice.

Investment amount \$

(This is the amount that the applicant wishes to invest in the Fund by way of subscription for units)

Please indicate how you will be making new or additional investments: Direct credit/EFT - Please refer to payment instructions below
 Bank cheque - please refer to payment instructions below

Direct credit/EFT instructions

Please transfer the investment amount to:

Account Name: Perpetual Corporate Trust Limited ACF Baytulmaal Property Trust
Account Designator: Applications Account
BSB: 032-016
Account Number: 683439

Please note the applicant's name in the reference when transferring the funds.
 The amount transferred must be the exact amount of the investment in Australian dollars. Please ensure all funds transferred are net of all bank charges.

Bank cheque instructions

Bank cheques must be made payable to **Perpetual Corporate Trust Limited ACF Baytulmaal Property Trust (Applications Account)**. Only cheques in Australian currency and drawn on an Australian bank will be accepted. Your cheque(s) should be crossed NOT NEGOTIABLE.

Mail or deliver your completed Application Form, together with your bank cheque(s) to:

Baytulmaal Finances Limited

Unit 1, 53 Henley Beach Road, Mile End, 5031, SA

3 Investor details

What type of investor are you? Complete section:

<input type="checkbox"/> Individual / joint holding	A / A + B
<input type="checkbox"/> Australian proprietary company	C + E
<input type="checkbox"/> Australian public company	C
<input type="checkbox"/> Unregulated Trust with corporate trustee	C + D + E
<input type="checkbox"/> Unregulated Trust with individual trustee	A + D + E
<input type="checkbox"/> Regulated Trust with corporate trustee (including SMSFs)	C + D
<input type="checkbox"/> Regulated Trust with individual trustee (including SMSFs)	A + D
<input type="checkbox"/> Other (e.g. foreign companies and partnerships)	Please contact us

A Individual investor, joint investor 1 or individual trustee 1

Title _____
Given name(s) _____
Surname _____
Date of birth / / _____
Email _____
Residential address _____

Suburb _____ State: _____ Postcode: _____

Are you an Australian resident for tax purposes?

Yes **No**, if no specify relevant country/countries:

If you are an Australian resident for tax purposes please insert your tax file number (TFN): _____

If you are a foreign resident¹ for tax purposes, do you have a tax identification number (TIN)?

Yes - Please provide TIN for each country of tax residency:

Country TIN
Country TIN

No - Please tick one of the following:

- The country of tax residency does not issue TINs;
- I have not been issued with a TIN; or
- The country of tax residency does not require the TIN to be disclosed.

Are you a Politically Exposed Person?

Yes **No**

Are you applying as a sole trader?

Yes **No**

If yes, please provide your full business name, address and ABN

Suburb _____ State _____ Postcode _____

ABN _____

Please identify the source of your assets or wealth that are used for investment purposes

- | | | |
|---|---|--|
| <input type="checkbox"/> Gainful employment | <input type="checkbox"/> Inheritance/gift | <input type="checkbox"/> Financial investments |
| <input type="checkbox"/> Business activity | <input type="checkbox"/> Superannuation savings | <input type="checkbox"/> Other - please specify: |

B Joint investor 2 or individual trustee 2

Title _____
Given name(s) _____
Surname _____
Date of birth / / _____
Email _____

Residential address: Same as A, or specify below

Suburb _____ State _____ Postcode _____

Are you an Australian resident for tax purposes?

Yes **No**, if no specify relevant countries

If you are Australian resident for tax purposes please insert your tax file number (TFN): _____

¹ Tax residency rules differ by country. You could be a tax resident of a country based on the amount of time you spend in that country, the location of your residence or place of work. Tax residence in the USA can be as a result of citizenship or residency.

If you are a foreign resident for tax purposes, do you have a tax identification number (TIN)?

Yes - Please provide TIN for each country of tax residency:

Country TIN
Country TIN

No - Please tick one of the following:

- The country of tax residency does not issue TINs;
- I have not been issued with a TIN; or
- The country of tax residency does not require the TIN to be disclosed.

Are you a Politically Exposed Person?

Yes **No**

Please identify the source of your assets or wealth that are used for investment purposes

- Gainful employment
- Inheritance/gift
- Financial investments
- Business activity
- Superannuation savings
- Other - please specify:

C Australian company or corporate trustee

Full company name/ corporate trustee name

ABN or TFN or TFN exemption

ACN

Is the company an Australian resident for tax purposes?

Yes **No**

If the company is a foreign resident for tax purposes, does it have a tax identification number (TIN)?

Yes -Please provide for each country in which the company is tax resident

Country and TIN
Country and TIN

No -Please tick one of the following:

- The country of tax residency does not issue TINs;
- The company not been issued with a TIN; or
- The country of tax residency does not require the TIN to be disclosed

Registered address

Suburb _____ State _____ Postcode _____

Principal place of business address (if different)

Suburb _____ State _____ Postcode _____

Business activities

Is the company/corporate trustee a proprietary or public company? Proprietary Public

If the company is a proprietary company, provide the full name of each director

Director 1 name

Director 2 name

Director 3 name

Director 4 name

Director 5 name

Director 6 name

If there are more directors, please attach.

Please identify the source of your assets or wealth that are used for investment purposes

- Gainful employment
- Inheritance/gift
- Financial investments
- Business activity
- Superannuation savings
- Other - please specify:

D Trusts

Trustee No. 1 Name	_____	
Trustee No. 1 Address	_____	
Suburb	State	Postcode
Trustee No. 2 Name	_____	
Trustee No. 2 Address	_____	
Suburb	State	Postcode
Trustee No. 3 Name	_____	
Trustee No. 3 Address	_____	
Suburb	State	Postcode
Trustee No. 4 Name	_____	
Trustee No. 4 Address	_____	
Suburb	State	Postcode
Trustee No. 5 Name	_____	
Trustee No. 5 Address	_____	
Suburb	State	Postcode
Trustee No. 6 Name	_____	
Trustee No. 6 Address	_____	
Suburb	State	Postcode

Are there additional trustees?

- Yes.** Please attach a separate page to this Application Form with the details.
- No**

Trust name	_____
Business name of trust	_____
ABN, TFN or TFN exemption	_____
Settlor of the trust	_____
Type of trust (e.g. family trust or SMSF)	_____
Country in which trust was established	_____

Only complete the remaining part of section D if the trust is an Unregulated Trust

Do the terms of the trust identify the beneficiaries by reference to membership of a class?

- Yes**, what are the terms?
- No**, please provide the full name, date of birth and residential address of each beneficiary

If there are additional beneficiaries, please attach a separate page to this Application Form with the details.

Full name of settlor of trust?²

Is the trust an Australian resident for tax purposes? **Yes** **No**

If the trust is a foreign resident for tax purposes, does it have a tax identification number (TIN)?

- Yes** - Please provide for each country
- | | |
|---------|-----|
| Country | TIN |
| Country | TIN |
- No** - Please tick one of the following:
- The country of tax residency does not issue TINs;
 - The trust not been issued with a TIN; or
 - The country of tax residency does not require the TIN to be disclosed.

Please identify the source of your assets or wealth that are used for investment purposes

- | | | |
|---|---|--|
| <input type="checkbox"/> Gainful employment | <input type="checkbox"/> Inheritance/gift | <input type="checkbox"/> Financial investments |
| <input type="checkbox"/> Business activity | <input type="checkbox"/> Superannuation savings | <input type="checkbox"/> Other - please specify: |

² You do not need to provide the name of the 'Settlor' if the trust is a Regulated Trust or if the settlor of the trust is now deceased or if the settlor contributed to the trust at the time of its establishment a material asset contribution of less than \$10,000 or if the customer is a custodian for the purposes of the *Anti-Money Laundering and Counter-Terrorism Financing Rules Instrument 2007 (No. 1)*.

E Beneficial ownership³

Please complete for each Beneficial Owner. If you are unable to ascertain the Beneficial Owners, please complete Decision Maker section below instead.

Beneficial Owner 1

Name

Date of birth

Residential address

Suburb:

State:

Postcode:

Are you an Australian resident for tax purposes? Yes No, if no specify relevant countries

If you are a foreign resident for tax purposes, do you have a tax identification number (TIN)?

Yes - Please provide

Country TIN

Country TIN

No - Please tick one of the following:

The country of tax residency does not issue TINs;

I have not been issued with a TIN; or

The country of tax residency does not require the TIN to be disclosed.

Are you a Politically Exposed Person? Yes No

Beneficial Owner 2

Name

Date of birth

Residential address

Suburb:

State:

Postcode:

Are you a Politically Exposed Person?

Yes No

Are you an Australian resident for tax purposes?

Yes No, if no specify relevant countries

If you are a foreign resident for tax purposes, do you have a tax identification number (TIN)?

Yes - Please provide

Country TIN

Country TIN

No - Please tick one of the following:

The country of tax residency does not issue TINs;

I have not been issued with a TIN; or

The country of tax residency does not require the TIN to be disclosed.

Beneficial Owner 3

Name

Date of birth

Residential address

Suburb

State

Postcode

Are you a Politically Exposed Person?

Yes No

Are you an Australian resident for tax purposes?

Yes No, if no specify relevant countries

If you are a foreign resident for tax purposes, do you have a tax identification number (TIN)?

Yes - Please provide

Country TIN

Country TIN

No - Please tick one of the following:

The country of tax residency does not issue TINs;

I have not been issued with a TIN; or

The country of tax residency does not require the TIN to be disclosed.

³ If a Beneficial Owner is not an individual, please provide the Beneficial Ownership of that entity as well.

Beneficial Owner 4

Name

Date of birth / /

Residential address

Suburb

State

Postcode

Are you a Politically Exposed Person?

 Yes **No**

Are you an Australian resident for tax purposes?

 Yes **No**, if no specify relevant countries

If you are a foreign resident for tax purposes, do you have a tax identification number (TIN)?

 Yes - Please provide

Country TIN

Country TIN

 No - Please tick one of the following: The country of tax residency does not issue TINs; I have not been issued with a TIN; or The country of tax residency does not require the TIN to be disclosed.**Decision Maker**

Only complete if you are unable to ascertain the Beneficial Owner(s).

Decision Maker 1

Name

Date of birth / /

Residential address

Suburb:

State:

Postcode:

Are you a Politically Exposed Person?

 Yes **No**

Are you an Australian resident for tax purposes?

 Yes **No**, if no specify relevant countries

If you are a foreign resident for tax purposes, do you have a tax identification number (TIN)?

 Yes - Please provide

Country TIN

Country TIN

 No - Please tick one of the following: The country of tax residency does not issue TINs; I have not been issued with a TIN; or The country of tax residency does not require the TIN to be disclosed.**Decision Maker 2**

Name

Date of birth / /

Residential address

Suburb:

State:

Postcode:

Are you a Politically Exposed Person?

 Yes **No**

Are you an Australian resident for tax purposes?

 Yes **No**, if no specify relevant countries

If you are a foreign resident for tax purposes, do you have a tax identification number (TIN)?

 Yes - Please provide

Country TIN

Country TIN

 No - Please tick one of the following:

- The country of tax residency does not issue TINs;
- I have not been issued with a TIN; or
- The country of tax residency does not require the TIN to be disclosed.

4 How we make payments to you

For distribution of income, it will be credited to your investment account.

For withdrawal/redemption of your investment, please complete your bank account details below. Please note the account must be held in the name of the applicant. All payments are calculated and paid in Australian dollars.

Name of Financial Institution

Account name

BSB

Account number

5 Foreign Account Tax Compliance Act (FATCA) declaration (mandatory)

Companies and Trusts

[Individual go to section 6](#)

[Companies and corporate trustees complete section 5.1 \(and possibly 5.2\)](#)

[Trusts complete section 5.3 \(and possibly 5.4\)](#)

[\(Note- dual-residents need to complete this section\)](#)

5.1 - Companies and corporate trustees

Tax status

Please select the company / corporate trustee tax status from the list below

- Financial Institution

If the Financial Institution has a Global Intermediary Identification Number (**GIIN**), please quote its GIIN:

If the Financial Institution does not have a GIIN, please select its FATCA status from the list below:

- Deemed Compliant Financial Institution
- Excepted Financial Institution
- Exempt Beneficial Owner
- Non Reporting IGA Financial Institution
- Nonparticipating Financial Institution
- Other (describe the company's FATCA status in the box provided)

If you are a Financial Institution that is an Investment Entity, are you located in a Non-Participating CRS Jurisdiction and managed by another Financial Institution?

- Yes
- No

If Yes, please complete Section 5.2. **If No, please proceed to Section 6.**

- Australian public listed company, majority owned subsidiary of an Australian public listed company or Australian registered charity
Please proceed to Section 6.
- An Active Non-Financial Entity (**NFE**)
Please proceed to Section 5.2.
- Other (entities that are not previously listed).
Please proceed to Section 5.2.

5.2 Foreign Beneficial Owners (Individuals)

Please complete the section below for each Beneficial Owner that is a tax resident of a country other than Australia (unless already provided in section 3E above).

Alternatively, if there are no Beneficial Owners please tick this box

If required, provide additional details on a separate sheet.

Full given name(s) _____

Surname _____

TIN _____

Role _____

Residential address (PO Box is not acceptable) _____

Suburb _____

State _____

Postcode _____

Country _____

Full given name(s) _____

Surname _____

TIN _____

Role _____

Residential address (PO Box is not acceptable) _____

Suburb _____

State: _____

Postcode: _____

Country _____

5.3 Trust

Tax status

Please select the trust tax status from the list below

Financial Institution

If the Financial Institution has a Global Intermediary Identification Number (**GIIN**), please quote the GIIN:

If the Financial Institution does not have a GIIN, please select its FATCA status from the list below:

Deemed Compliant Financial Institution

Excepted Financial Institution

Exempt Beneficial Owner

Non Reporting IGA Financial Institution

(If the trust is a Trustee-Documented Trust, provide the trustee's GIIN:)

Nonparticipating Financial Institution

US Financial Institution

Other (describe the company's FATCA status in the box provided):

Is the trust a Financial Institution that is an Investment Entity located in a Non-Participating CRS Jurisdiction and managed by another Financial Institution?

Yes - **Proceed to section 5.4**

No - **Proceed to section 6**

Australian registered charity or deceased estate
Proceed to section 6

A foreign charity or an Active Non-Financial Entity (NFE)
Proceed to section 6

Other (passive NFEs)
Proceed to section 5.4

5.4 Foreign Controlling Persons

Are any of the trust's Controlling Persons tax residents⁴ of countries other than Australia Yes No

If the trustee is a company, are any of that company's Controlling Persons tax residents of countries other than Australia Yes No

If yes to either of the two above questions, please provide the details below.

Controlling Person 1
Full name
Position in trust (e.g. trustee, beneficiary etc.)
Tax resident of following foreign counties

Controlling Person 2
Full name
Position in trust (e.g. trustee, beneficiary etc.)
Tax resident of following foreign counties

If there are further foreign Controlling Persons please provide information separately.

6 Common Reporting Standards (CRS) declaration (mandatory)

This is mandatory for all investors, **except** those investing via an SMSF or other regulated superannuation fund.

Any person, company or trust that is an individual or joint investor, exercises Control over an applicant company, or is a trustee, beneficiary or settlor of an applicant trust **must** complete this section.

Are you a resident for tax purposes of any country other than Australia?

- Yes** You **must** complete this section for each individual
- No** Go to section 7

Country

Tax identification number (TIN)

If you do not have a TIN, please provide a reason.

For any other applicants (for example partnerships) we will contact you for further FATCA / CRS verification.

7 Declaration

Please read the PDS before signing the Application Form. Note that company applicants usually require two signatures.

I/We declare and/or acknowledge and agree that:

- I/we have received this Application Form attached to, or accompanied by, the PDS;
- I/we have been provided a copy of the Target Market Determination (TMD) and Financial Services Guide ESG;
- I/we acknowledge that none of the PDS, TMD or FSG are intended to provide personal financial advice;
- I/we have read the PDS, and have received and accepted the offer in it in Australia;
- My/our application is true and correct;
- if I/we do not provide all or part of the information required by the Application Form, the Responsible Entity will not be able to accept my/our application and I/we will not be able to acquire units;
- I/we are bound by the provisions of the Constitution of the Fund as amended from time to time;
- I/we have legal power to invest;
- I/we represent and warrant that I/we am/are a wholesale client within the meaning of section 761G of the *Corporations Act 2001* (Cth);

⁴ Tax residency rules differ by country. You could be a tax resident of a country based on the amount of time you spend in that country, the location of your residence or place of work. Tax residence in the USA can be as a result of citizenship or residency.

- My/our application is not a result of an unsolicited meeting with or telephone call from another person;
- I/we understand the risks of subscribing for the units;
- I/we understand that an investment in the Fund is subject to investment risks including possible delays in repayment and possible loss of income or capital invested;
- an investment in the Fund or the acquisition of units does not represent an investment in or a deposit or other liability of the Responsible Entity or its related entities;
- I/we have relied on my/our own independent investigation, enquiries and appraisals, and have obtained or have had the opportunity to obtain legal, accounting, tax and financial advice, in connection with the Fund before deciding to subscribe for units;
- I/we have all regulatory approvals required in Australia and any other relevant jurisdiction to hold units and become a unit holder of the Fund;
- the Responsible Entity may be required to collect and verify certain information from me/us to facilitate the Responsible Entity's compliance with Australian anti-money laundering and counter-terrorism financing legislation, and that under this legislation the Responsible Entity may be required to conduct on-going customer due diligence in respect of, and collect further information in relation to, me/us whilst I/we am/are a unit holder of the Fund;
- I/we am/are acting in accordance with my/our designated powers and authority under the relevant constituent documents for which I/we make this application and the execution, delivery and performance under this application has been authorised by all necessary action and persons;
- if this Application Form is signed under power of attorney, I/we have no knowledge of the revocation of that power of attorney;
- I/we will provide the Responsible Entity with any representations, documents and other information as may be reasonably requested by the Responsible Entity;
- if this is a joint application, our investment is as joint tenants, unless otherwise indicated on this application;
- if this is a joint application, each of us is able to operate our investment in the Fund and is able to bind the other(s) to any transaction including investments, switches or withdrawals by any available method;
- My/our personal information will be collected, used and disclosed on terms described in the PDS;
- I/we authorise the Responsible Entity to give information relating to my/our account and investment in that account to my/our adviser;
- I/we will provide the Responsible Entity or its nominees any information that the Responsible Entity reasonably requires in order to enable the Responsible Entity to meet its compliance, reporting and other obligations under the USA's Foreign Account Tax Compliance Act and all associated rules and regulations from time to time (including, without limitation, the Inter-Governmental Agreement (IGA) entered into between the governments of the USA and Australia), and that the Responsible Entity or its agents may disclose such information to the Australian Taxation Office who may in turn disclose the information to the Internal Revenue Service of the USA; and
- if I/we have provided us or our nominee with information about my/our status or designation under or for the purposes of FATCA (including, but without limitation, USA residency or citizenship status and FATCA status as a particular entity type) and all associated rules and regulations, such information is true and correct and the Responsible Entity will treat such information as true and correct without any additional validation or confirmation being undertaken by the Responsible Entity except where it has a legal obligation to do so.

If the application is signed by more than one person, who will operate the account: Any to sign All to sign together

EXECUTED as a deed.

Signature 1
Signed, sealed and delivered by: _____
Name _____
Date _____
Title _____
If a company officer or trustee, you **MUST** specify your title
 Director Sole director and company secretary
 Trustee Other (please specify) _____

Signature 2
Signed, sealed and delivered by: _____
Name _____
Date _____
Title _____
If a company officer or trustee, you **MUST** specify your title
 Director Sole director and company secretary
 Trustee Other (please specify) _____

Signature 3

Signed, sealed and delivered by: _____

Name _____

Date _____

Title _____

If a company officer or trustee, you **MUST** specify your title Director Sole director and company secretary Trustee Other (please specify)

Signature 4

Signed, sealed and delivered by: _____

Name _____

Date _____

Title _____

If a company officer or trustee, you **MUST** specify your title Director Sole director and company secretary Trustee Other (please specify)

Signature 5

Signed, sealed and delivered by: _____

Name _____

Date _____

Title _____

If a company officer or trustee, you **MUST** specify your title Director Sole director and company secretary Trustee Other (please specify)

Signature 6

Signed, sealed and delivered by: _____

Name _____

Date _____

Title _____

If a company officer or trustee, you **MUST** specify your title Director Sole director and company secretary Trustee Other (please specify)

Identification requirements

Individual verification details:

To be completed by all individuals listed in sections A, B and E of section 3 'Applicant details'

OPTION 1 — provide ONE original certified copy of one primary identification document

- Valid Australian state or territory driver's licence** containing a photograph of the person
- Australian passport** (a passport expired within the preceding two years is acceptable)
- Card issued by a state or territory** for the purposes of providing a person's age containing a photograph of the person
- Valid foreign passport** or similar travel document containing a photograph and the signature of the person (and if applicable, an English translation by an accredited translator)

OPTION 2 — provide TWO original certified copies of secondary identification documents

One from **A** and one from **B**

Category **A**

- Australian birth certificate
- Australian citizenship certificate
- Foreign citizenship certificate (and if applicable, an English translation by an accredited translator)
- Foreign birth certificate (and if applicable, an English translation by an accredited translator)
- Pension card issued by Centrelink
- Health card issued by Centrelink
- Valid Medicare card

Category **B**

- A document issued by the Commonwealth** or a state or territory within the preceding 12 months that records the provision of financial benefits
- A document issued by the ATO** within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or the Commonwealth to the individual), which contains the individual's name and residential address (block out any TFN references)
- A document issued by a local government body or utilities provider** within the preceding three months which records the provision of services to that address or to that person (must contain the individual's name and residential address)
- Australian marriage certificate**

Company verification details:

To be completed by all entities who completed section C of section 3 'Applicant details'

In respect of a private domestic company please provide a copy of one identification document

- A current and historical company information company extract from the ASIC Connect website
- A current search of the Australian Business Register database
- An original certified copy of a certificate of registration

In respect of a domestic listed company or its majority owned subsidiary and a company licensed and subject to the regulatory oversight of a Commonwealth or State regulator please provide a copy of one identification document

- A current and historical company information company extract from the ASIC Connect website
- A search of the relevant domestic stock exchange
- A public document issued by the customer
- A search of the licence or other records of the relevant regulator

Trust verification details:

To be completed by all entities who completed section D of section 3 'Applicant details'

To be completed by trust applicants.

Individual trustee must also complete the individual verification details, and corporate trustee must also complete the corporate verification details.

OPTION 1 — Regulated Trusts

Provide a copy of one identification document

- A search extract from the ASIC, ATO or relevant regulator's website (e.g. 'Super Fund Lookup' at superfundlookup.gov.au)
- An original certified copy or extract of the trust deed

Option 2 — Unregulated Trusts

Provide an original certified copy of one identification document

- An original certified copy or extract of the trust deed
- A letter from a solicitor or qualified accountant that confirms the name of the trust and settlor (if relevant);
- An original bank statement in the name of the trust issued within the last 12 months;

What is a certified copy?

Certified copies are true copies of original documents with an original certification from the certifier. A certified copy is a document that has been certified as a true copy of the original document by one of the following persons:

- a person who is enrolled on the roll of the Supreme Court of a state or territory, or the High Court of Australia, as a legal practitioner (however described);
- a person who, under a law of the Commonwealth, a state or territory is currently licenced or registered to practice in Australia in one of the following occupations:
 - Architect
 - Chiropractor
 - Dentist
 - Financial adviser or financial planner
 - Legal practitioner
 - Medical practitioner
 - Midwife
 - Migration agent registered under Division 3 of Part 3 of the Migration Act 1958 (Cth)
 - Nurse
 - Occupational therapist
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trade marks attorney
 - Veterinary surgeon
- an Accountant who is a fellow of the National Tax Accountants' Association, member of Chartered Accountants Australia and New Zealand, the Association of Taxation and Management Accountants, CPA Australia or the Institute of Public Accountants with two or more years of continuous membership;
- a finance company officer with two or more years of continuous service;
- a Justice of the Peace;

- a notary public (for the purposes of the Statutory Declarations Regulations 2018 (Cth));
- an agent of Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- a permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office providing postal services to the public;
- a judge;
- a magistrate;
- a chief executive officer of a Commonwealth court;
- a registrar or deputy registrar of a court;
- a police officer; or
- an Australian Consular Officer or an Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955 (Cth)).

The above list is not an exhaustive list of all persons who may certify documents under the *Statutory Declarations Regulations 2018 (Cth)*. Please refer to the *Statutory Declarations Regulations 2018 (Cth)* for the complete list.

What must the certifier do?

The certifier must confirm the copy is certified as a true copy of the original documentation and clearly state their name, category and date of certification. An example of appropriate certification wording is:

“I certify this (and the following pages each of which I have signed/initialled) to be a true copy of the document shown and reported to me as the original.”

Please note certification is only accepted if within two years of date of application.