

OC Micro-Cap Fund

Product Disclosure Statement | Date of issue 13 December 2019

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This Product Disclosure Statement (PDS) is issued by Copia Investment Partners Ltd (ABN 22 092 872 056, AFSL 229316) (Copia, we, our or us), as the responsible entity (RE) of the OC Micro-Cap Fund (ARSN 126 537 424, APIR OPS0004AU) (Fund).

This PDS provides a summary of significant information about the OC Micro-Cap Fund together with references to additional important information about the Fund available at ocfunds.com.au or by contacting Copia on 1800 442 129 or via email at clientservices@copiapartners.com.au.

References to additional information are highlighted with an asterisk (*). It is important that you read this PDS and the additional information (which forms part of this PDS) before making a decision about the Fund.

The information in this PDS is general information only and does not take into account your personal financial situation or needs. You should obtain financial advice tailored to your personal circumstances.

Information in this PDS may change. Any update to information that is not material will be provided at ocfunds.com.au. Please check the website or contact Copia or your financial adviser for any updates prior to investing. A paper copy of any update will be provided free of charge on request.

Contact us

Head office

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Melbourne Vic 3000

P 1800 442 129 (*free call*)
F +61 3 9642 0066
E clientservices@copiapartners.com.au

copiapartners.com.au

1. About Copia

Copia holds Australian Financial Services Licence (AFSL) number 229316 and is the RE of the OC Micro-Cap Fund. Its role includes holding Fund assets on trust for investors and investing assets in accordance with the Fund's constitution (constitution) and any applicable laws. As RE, Copia's responsibilities and obligations are governed by the Fund's constitution, the Corporations Act 2001 and general trust law.

Copia has appointed OC Microcap Pty Ltd (OC or the IM) as the investment manager of the Fund.

About the investment manager

OC Microcap Pty Ltd (ABN 12 138 824 300) is a boutique micro-cap Australian equities manager.

Led by Robert Frost, the long-standing and well-resourced team comprises four specialist small and micro-cap investors who together combine over 40 years of investment management experience.

2. How the Fund works

The Fund is a managed investment scheme in which funds subscribed by individual investors are pooled to buy assets on behalf of all investors in the Fund. Assets are selected and managed by a professional investment management team (*refer to the website at [ocfunds.com.au](https://www.ocfunds.com.au)).

The Fund is established under a constitution, which sets out your rights, as well as the powers and responsibilities of Copia. You can obtain a free copy of the constitution by contacting us.

Investors are issued units which entitle them to a proportionate interest in the income and assets of the Fund. Investors do not have an entitlement to any particular asset of the Fund. The Fund's assets are valued in accordance with the Fund's constitution based on market values. Unit prices will vary as the market value of the Fund's assets rises and falls.

A unit price is calculated each business day by dividing the Fund's net asset value (NAV) by the number of units on issue. An allowance for transaction costs incurred in buying and selling Fund assets may be added to or subtracted from the Fund's unit price to determine an application price and a withdrawal price. The difference between the application price and the withdrawal price is known as the buy/sell spread (see 'Fees and costs' for more information).

When you invest in the Fund, you will be issued a number of units calculated by reference to the applicable unit application price.

When you withdraw from the Fund, your units will be withdrawn at the applicable unit withdrawal price.

The most recent unit prices are available at <https://www.ocfunds.com.au/funds/oc-micro-cap/#price>.

Making an investment in the Fund

To invest in the Fund, complete the form at the back of this PDS titled *OC Micro-Cap Fund Application Form*. See 'How to apply' for more information. You can add to your investment at any time by sending us a new application form with your investment amount or by filling in an *Additional Investment Form* which you can obtain by contacting us.

Applications can be made between 9am and 5pm on any business day. However, for unit pricing purposes, any applications we receive after 2pm Melbourne time, on a business day, we will generally treat as though we received them on the following business day. You can make payment by bank cheque or make a personal cheque, see the *OC Micro-Cap Fund Application Form* for more information.

Cheques must clear before we issue units. Copia reserves the right to reject an application.

A copy of the *OC Micro-Cap Fund Application Form* is attached to this document. Additional application forms are available at <https://www.ocfunds.com.au/contact/faq/#investing> or by

calling Copia on 1800 442 129.

Investments and withdrawals

You can make investments and withdrawals at any time based on the following requirements (which we may change at our discretion):

Initial investment	\$5,000
Additional investment	\$1,000
Withdrawals	\$1,000
Switches	\$1,000
Minimum account balance	\$5,000

Copia is entitled to retain any interest earned on the application money before it is paid into the Fund.

Making a withdrawal from the Fund

You can withdraw all or part of your investment by completing a *Withdrawal Request Form* and returning it to us via post, fax or mail. A *Withdrawal Request Form* can be obtained by contacting Copia.

We must receive withdrawal requests by 2pm Melbourne time for same-day processing. If we receive a withdrawal request after 2pm, we will generally treat it as being received on the following business day. We usually pay withdrawal proceeds directly to your nominated bank account within five business days of receiving a withdrawal request.

Restrictions on withdrawals

We may suspend withdrawals for a period of 60 days from the day on which units would have been withdrawn.

Where we consider it desirable for the protection of the Fund or in the best interests of investors, we may suspend the withdrawal of units in the Fund for the duration of an event or circumstance where the pricing of the underlying assets of the Fund is not possible.

Transfers and switching

You can also transfer your units in the Fund to another person or switch from the Fund to other funds operated by Copia. Contact Copia on 1800 442 129 for more information and to obtain the relevant forms.

Copia does not charge a fee for switching between funds. However, you may incur a cost in switching between funds through the buy/sell spread process (see 'Buy/sell spread' explanation).

Income distribution

The Fund may earn income such as dividends and interest, as well as net realised capital gains, on the sale of underlying assets. Fund income is distributed every year.

2. How the Fund works (continued)

Net income and realised capital gains generated by the Fund are distributed to investors yearly, usually within two months following the end of 30 June. The Fund's unit price will generally fall following the end of a distribution period reflecting the amount of income and capital gains paid out to unitholders by the Fund.

The distribution amount will vary between distribution periods due to market conditions and investment performance and is not guaranteed.

Subject to the terms of the Fund constitution, there may be times when a distribution is not made by the Fund and times when a 'special' distribution is paid outside of usual distribution periods. Distributions must be made to unitholders of the Fund pro-rata to the proportion each unitholder holds in the total number of units on issue in the Fund. We may pay distributions via a non-negotiable cheque, deposit them directly into a bank account or reinvest as additional units.

Units issued on reinvestment of a distribution are issued at the unit price at the start of business on the first business day of the new distribution period.

We ask unitholders to nominate their preferred method of distribution on the *Application Form*. If you do not make a choice, we will automatically reinvest any distributions on your behalf into the Fund. We will distribute any franking credits or foreign tax credits generated during the period with the 30 June payments.

Platform investors

If you are investing through a master trust, wrap account or other investor-directed portfolio-type service (collectively referred to as a 'platform'), then it is important to understand that generally it is the platform that becomes the investor in the Fund, not you. It follows that the platform has the rights of an investor and we recognise it alone can exercise them. If you invest through a platform, you may also be subject to different conditions from those outlined in this PDS (such as procedures for making investments and withdrawals, cooling-off periods, cut-off times for transacting and additional fees and costs). Copia is not responsible for the operation of any platform. If you invest through a platform, in addition to reading this PDS, you should read the document that explains the platform service.

3. Benefits of investing in the Fund

Dynamic yet under-researched, the micro-cap stock universe can offer compelling investment opportunities with exposure to Australian and New Zealand companies that are listed or unlisted (expected to be listed within six months). Significant benefits include:

- The Fund allows access to investment opportunities and diversification that individual investors usually cannot achieve.
- Access to our highly experienced investment team focussed on generating strong returns.
- A proven bottom-up approach to active investment management where the research effort is internally driven and focussed on company visits and industry analysis.
- An emphasis on risk management where we screen out complex or speculative businesses from our investment process.
- Flexible cash weightings of up to 20%.
- Strong alignment of interests with clients, the managers are owners of the business and investors in the Fund, providing strong investment performance incentive.
- A limit on the total amount of funds under management to avoid compromising investment performance by lack of transactional flexibility.

4. Risks of managed investment schemes

All investments carry risk. Different strategies may carry different levels of risk, depending on the assets that make up the strategy. Assets with the highest long-term returns may also carry the highest level of short-term risk. The significant risks of investing in the Fund are:

Market risk: the risk of decline across a whole asset class (e.g. the share market) due to economic factors, technological change, political or geopolitical events, changing legal conditions or changing market sentiment.

Investment selection risk: the risk that the specific investments OC chooses for the Fund will not perform as well as others. Some factors that may affect the value of a security are specific company earnings, management changes, competitor behaviour, economic conditions, liquidity, investor sentiment, currency and commodity price movements, government policy and global events.

Interest rate risk: the risk that changes in interest rates can have a negative impact directly or indirectly on investment value or returns. For example, if rates rise, a company's borrowing costs can increase, causing its profits to decline.

Liquidity risk: the risk that securities that are not actively traded may not be readily converted to cash without some loss of capital.

The Fund may not be suitable for investors seeking a short-term investment, who are averse to unit price volatility or who are unable to sustain a loss of investment capital.

Regulatory risk: all investments carry the risk that their value may be affected by changes in laws, particularly taxation laws.

Compensation fee structure risk: the RE and IM may receive compensation based on the performance of the investments of the Fund. These arrangements may create an incentive for the

4. Risks of managed investment schemes (continued)

IM to make more speculative or higher risk investments than might otherwise be the case.

Concentration risk: the Fund's typical portfolio holdings of 25 to 60 stocks represents high investment concentration. The lower the number of stocks, the higher the concentration and, in turn, the higher the potential volatility.

General risk: it is important that you carefully consider the risks of investing in the Fund and that you understand:

- the value of investments will vary over time
- the level of returns will vary and future returns may differ

from past returns

- returns are not guaranteed and you may lose some, or all, of your capital
- laws affecting registered managed investment schemes may change in the future, and
- the level of risk for each investor will vary depending on a range of factors including:
 - age
 - investment time frames
 - where other parts of your wealth is invested, and
 - your risk tolerance.

5. How we invest your money

The Fund offers one investment option. The following information provides an overview of the Fund's return objective and investment strategy in respect of that option. You should consider the likely investment return and risk of the Fund and your investment time frame when deciding whether to invest in the Fund. The investment option will not change during the life of this PDS.

Description	The OC Micro-Cap Fund is a long-only, benchmark-unaware managed investment scheme with a target investment universe of securities listed, or about to list, on the Australian Securities Exchange (ASX) or the New Zealand Stock Exchange (NZX).	Investment strategy <i>(continued)</i>	to that used in the OC Premium Small Companies Fund and the OC Dynamic Equity Fund with small adjustments to account for the different characteristics of micro-cap stocks (i.e. higher risk/ return profiles).																		
Investment objective	<p>The Fund aims to provide investors with strong long-term capital growth by investing in micro-capitalisation (micro-cap) companies with sustainable business models and attractive investment qualities. Micro-cap companies, for the purposes of the Fund, are defined as companies with a market capitalisation of less than \$350m at the time of the initial acquisition.</p> <p>The Fund aims to provide a total return (after fees and expenses) of 5% plus in excess of the S&P/ASX Emerging Companies Accumulation Index over a rolling five-year period.</p>	Strategic asset allocation	<p>The Fund typically invests within the following guidelines:</p> <table><tr><td>Australian listed securities</td><td>70 - 100%</td></tr><tr><td colspan="2"><i>(including hybrid securities such as convertible notes, redeemable preference shares and partly paid shares)</i></td></tr><tr><td>Cash</td><td>0 - 20%</td></tr><tr><td>S&P/ASX 300 Index</td><td>0 - 20%</td></tr><tr><td>Unlisted securities*</td><td>0 - 10%</td></tr><tr><td>New Zealand listed securities</td><td>0 - 10%</td></tr><tr><td>Derivatives</td><td>0%</td></tr><tr><td>Maximum ownership of any company</td><td>7.5%</td></tr><tr><td>Maximum absolute stock position</td><td>8%</td></tr></table> <p><i>*Investment made where it is believed a pathway to IPO within 6 months is possible.</i></p>	Australian listed securities	70 - 100%	<i>(including hybrid securities such as convertible notes, redeemable preference shares and partly paid shares)</i>		Cash	0 - 20%	S&P/ASX 300 Index	0 - 20%	Unlisted securities*	0 - 10%	New Zealand listed securities	0 - 10%	Derivatives	0%	Maximum ownership of any company	7.5%	Maximum absolute stock position	8%
Australian listed securities	70 - 100%																				
<i>(including hybrid securities such as convertible notes, redeemable preference shares and partly paid shares)</i>																					
Cash	0 - 20%																				
S&P/ASX 300 Index	0 - 20%																				
Unlisted securities*	0 - 10%																				
New Zealand listed securities	0 - 10%																				
Derivatives	0%																				
Maximum ownership of any company	7.5%																				
Maximum absolute stock position	8%																				
Investment strategy	<p>The Fund’s investment universe is focussed on companies outside of the S&P/ASX 300 Index, which are often under the radar of professional investors and analysts and therefore under-researched. This can lead to mispricing opportunities, which the Fund is seeking to exploit. OC undertakes detailed fundamental analysis to allow the team to identify securities trading below their intrinsic value and that have sound investment fundamentals providing the potential for strong long-term investment returns. OC will also invest in a small number of quality concept stocks, which have robust business models and a pathway to profitability within five years.</p> <p>The investment strategy will follow a similar investment philosophy and process</p>	Investment time frame	Five-year plus investment period. This is a guide only, not a recommendation.																		
		Risk level	High – the likelihood of your investment going down in the short term is relatively high compared to investments in funds investing in other types of assets such as fixed interest or cash. See ‘Risks of managed investment schemes’.																		
		Fund performance	The Fund's performance is available at https://www.ocfunds.com.au/funds/oc-micro-cap/#performance																		
		Other investment considerations	Labour standards and environmental, social and ethical considerations are taken into account when making investment decisions for the Fund.																		
		Other information	For up-to-date information about the Fund’s investment strategy, performance and unit prices, visit ocfunds.com.au .																		

6. Fees and other costs

Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns. For example, total annual fees and costs of 2% of your fund balance rather than 1% could reduce your final return by up to 20% over a 30-year period (for example, reduce it from \$100,000 to \$80,000).

You should consider whether features such as superior investment performance or the provision of better services justify higher fees and costs.

You may be able to negotiate to pay lower contribution fees and management costs where applicable. Ask the Fund or your financial adviser.

To find out more

If you would like to find out more, or see the impact of the fees based on your own circumstances, the Australian Securities and Investments Commission (ASIC) website www.moneysmart.gov.au has a managed funds fee calculator to help you check out different fee options.

The following table shows the fees and other costs you may be charged. These fees and costs may be deducted directly from your money, from the returns on your investment or from the Fund's assets as a whole. Tax laws are set out in Section 7 of this PDS. You should read all the information about fees and costs as it is important to understand their impact on your investment.

Type of fee or cost	Amount	How and when paid
Fees when your money moves in or out of the Fund		
Establishment fee	Nil	Not applicable
Contribution fee	Nil	Not applicable
Withdrawal fee	Nil	Not applicable
Termination fee	Nil	Not applicable
Management costs	3.27% p.a.	Calculated daily as a percentage of the Fund NAV, payable monthly in arrears

Additional information on fees

Management costs*	
Fees and costs for managing your investment	
Management fee	1.20% p.a. (this includes GST and is net of reduced input tax credits) of the Net Asset Value of the Fund
Performance fee [^]	Estimated to be 2.07% (including GST net of reduced input tax credits) of the Net Asset Value of the Fund
Indirect costs [#]	Estimated to be 0.00% p.a. of the Net Asset Value of the Fund

* Management costs do not include the Fund's transactional and operational costs recovered via the buy/sell spread. See 'Transactional costs and buy/sell spread' on page 6

[^] The performance fee is 20.5% (including GST and net of reduced input tax credits) of any excess performance (after deducting the management fee) above the benchmark S&P/ASX Emerging Companies Accumulation Index. The performance fee in the table above is an estimate based on the performance fee charged for the 12 months to 30 June 2019.

[#] The estimate of indirect costs is based on the costs incurred for the 12 months to 30 June 2019, as a percentage of the average net asset value of the Fund during that period.

The total expenses include transactional and operational costs (including brokerage) and is estimated to be 0.47% of the Net Asset Value of the Fund of which approximately 0.24% was recouped via the buy/sell spread when applications and withdrawals took place. The difference of 0.23% reflected the day-to-day trading costs. The expenses estimate is based on the transactional and operational costs incurred for the 12 months to 30 June 2019 (including brokerage).

6. Fees and other costs (continued)

Management fee

This is the fee we charge for managing the investments, overseeing the Fund's operations and providing access to the Fund. The management fee is calculated daily as a percentage of the NAV of the Fund and payable monthly in arrears.

Normal operating expenses

We currently pay the normal operating expenses of the Fund from our management fee and do not recover these from the Fund.

Abnormal expenses

We may recover abnormal expenses (such as costs of investor meetings, changes to the Fund's constitution and defending or pursuing legal proceedings) from the Fund. The management costs set out above do not include any abnormal expenses. While it is not possible to estimate such expenses with certainty, we anticipate the events that give rise to such expenses will not occur regularly. In circumstances where such events occur, we may decide not to recover these abnormal expenses from the Fund.

Transactional costs and buy/sell spread

The buy/sell spread is a type of transactional cost that may include brokerage, transaction costs, stamp duty and other government taxes or charges. The purpose of the buy/sell spread is to ensure only those investors transacting in the units at a particular time bear the Fund's costs of buying and selling the Fund's assets as a consequence of their transaction.

The buy/sell spread for the Fund is stated as a percentage of the NAV of the Fund and is the difference between the application price and the withdrawal price. It reflects an estimate of the transaction costs expected to be incurred in buying and selling the Fund's assets as a result of investments and withdrawals made by investors. This estimate may take into account factors such as, but not limited to, historical transaction costs and anticipated levels of investments and withdrawals.

The current buy/sell spread of the Fund is +0.30%/–0.30%, however a different buy/sell spread may apply if the estimate changes.

The RE has discretion to waive or reduce the transaction costs on investments or withdrawals to the extent permitted by the Corporations Act. The RE will notify investors of any changes to buy/sell spread transaction costs on its website.

Performance fee

A performance fee of 20.5% is accrued daily on any excess performance (after deducting the management fee) above the performance benchmark within a performance period. Any accrued performance fee will become payable if the Fund's return is positive at the end of the performance period. If the Fund's return is negative, any performance fee accrual will

continue to be carried forward.

Performance benchmark

The performance benchmark is the return of the S&P/ASX Emerging Companies Accumulation Index.

Performance period

The period from the prior fee being payable to 31 March, 30 June, 30 September or 31 December.

Performance fee example

Scenario 1: assuming an investment of \$50,000, a Fund return of 10% (after deducting fees and expenses) since the last performance fee was paid and a benchmark return of 7%, the performance fee is equal to 20.5% of the excess performance, calculated as follows:

$$20.5\% \times (10\% - 7\%) \times \$50,000 = \text{performance fee of } \$307.50$$

In this case, the performance fee will be payable.

Scenario 2: assuming an investment of \$50,000, a Fund return of -1% (after deducting fees and expenses) since the last performance fee was paid and a benchmark return of -3%, the performance fee is equal to 20.5% of the excess performance, calculated as follows:

$$20.5\% \times (-1\% - (-3\%)) \times \$50,000 = \text{performance fee of } \$205.00$$

In this case, the performance fee will not be payable as the Fund's return is not positive. The dollar amount would be carried forward into the calculation of any subsequent performance fee until the Fund return is positive. If the Fund underperforms the market before the fee becomes payable, the accrued fee will be written back to the Fund until the accrued amount is zero.

Fee changes

Fees and costs can change at any time in accordance with the Fund's constitution. If fees and charges payable to the RE increase, the RE will give investors not less than 30 days notice before the change occurs.

Other costs such as the buy/sell spread may change at any time without prior notice to you. Expense recoveries may be different to those estimated in this PDS.

Fee calculators

ASIC provides a fee calculator on its MoneySmart website (www.moneysmart.com.au) which can be used to calculate the effect of fees and costs on your investment in the Fund.

6. Fees and costs (continued)

Example of annual fees and costs

This table gives an example of how the fees and costs of the Fund can affect your investment over a one-year period. You should use this table to compare this product with other managed investment products.

Example	Amount	Balance of \$50,000 with a contribution of \$5,000 during the year
Contribution fee	Nil	For every \$5,000 you put in, you will be charged \$0
PLUS Management costs	3.27% p.a. of Net Asset Value *	And, for every \$50,000 you have in the Fund you will be charged \$1,635 each year
EQUALS Cost of Fund		If you had an investment of \$50,000 at the beginning of the year and put in an additional \$5,000 during that year, you would be charged fees from: \$1,635 to \$1,798.50 What it costs you will depend on the investment option you choose and the fees you negotiate.

*Additional fees and costs may apply. Please see 'Transactional costs and buy/sell spread' on page 6.

Note that Government fees, duties and bank charges may also apply to investments and withdrawals.

7. How managed investment schemes are taxed

Warning: Investing in a managed investment scheme is likely to have tax consequences and we strongly advise that you seek professional tax advice before investing in the Fund.

The Fund elected to become an Attribution Managed Investment Trust (AMIT) commencing from the 2018 financial year. It is intended that all determined trust components (i.e. assessable income, exempt income and non-assessable non-exempt income) will be attributed to members each year so that the Fund itself is not subject to tax. The Fund does not pay tax on behalf of investors. As an investor you will be assessed for tax on your attributed share of the Fund's taxable income, including any net capital gains. The amount attributed to an investor will be disclosed on an AMIT Member Annual (AMMA) statement that will be issued following the end of the financial year.

In summary, when investing in the Fund, investors should note:

- managed investment schemes do not pay tax on behalf of investors

- net income and realised net capital gains generated by the Fund are typically fully distributed to investors who are in turn assessed for tax on their share of the distribution based on their individual circumstances
- the Fund will pass through investors' share of any imputation or tax credits received during the year, and
- investors may be liable for tax on capital gains realised on the sale of units in the Fund, either by withdrawal, switch or transfer.

This is only a brief summary of the taxation information which is general in nature and only relates to Australian residents. It does not constitute personal advice. You should consult your own advisers for your particular circumstances.

8. How to apply

Application Process

To make your investment, complete the *OC Micro-Cap Fund Application Form* attached to this PDS (application forms are also available at <https://www.ocfunds.com.au/contact/fdq/#investing> or on request from Copia) and send your application money to us in accordance with the instructions on the form.

As part of the application process, we are required by law to verify your identity before accepting your application. We are unable to process incomplete applications. If we do not receive all of the information and documents required (AML/CTF

information essential*), we will hold your investment amount until we have received all information.

* The AML/CTF Laws refer to the obligations arising under the *Anti-Money Laundering & Counter Terrorism Financing Act 2006 (Cth)*.

8. How to apply (continued)

Cooling-off period

Investors who are retail clients (as defined in the Corporations Act) have a 14-day cooling-off period after making an application for units in the Fund during which time they may cancel their investment by notifying the RE in writing or electronically. This cooling-off period will commence from the earlier of the:

- investor's receipt of confirmation of their investment, and
- end of the fifth day after the issue of units to the investor.

If an investor cancels their investment during this period, the amount repaid to them is adjusted to allow for market movements, reasonable administration and transaction costs and any relevant taxes or duties.

Investments made through the distribution reinvestment plan are not subject to the cooling-off provisions. Indirect investors should contact the operator of their platforms about any right to cooling off.

9. Other information

Complaints procedure

The RE has arrangements in place to consider and seek to resolve any complaints within 45 days of receipt. If you have a complaint, you may contact us by email, telephone or in writing to:

The Complaints Officer
Copia Investment Partners Ltd
Level 25, 360 Collins Street
Melbourne Vic 3000

Email clientservices@copiapartners.com.au
Freecall 1800 442 129 (inside Australia only)
Phone +61 3 9602 3199

If you are not satisfied with our response to your complaint, you may lodge a written complaint with the Australian Financial Complaints Authority (AFCA) for an independent review of your matter.

Copia is a member of AFCA, which is an external dispute resolution scheme that deals with complaints from consumers about financial services and products.

AFCA's contact details are as follows:

Australian Financial Complaints Authority Limited
GPO Box 3
Melbourne VIC 3001

P 1800 961 678
F +61 3 9613 6399
E info@afca.org.au
W afca.org.au

Overseas investors

The Foreign Account Tax and Compliance Act (FATCA) is an anti-tax evasion regime enacted by the United States government to identify US taxpayers using offshore accounts. In June 2014, the Australian government passed legislation giving effect to Australia's commitment to FATCA. From 1 July 2014, there has been requirement to ask investors whether they are US citizens or US residents and to provide information on those who answer 'yes' to the Australian Taxation Office.

Legislation introducing a single global standard on the collection, reporting and exchange of financial account information on foreign tax residents (CRS) took effect on 1 July 2017. Under CRS, we may collect and report to the ATO account information on non-residents. The CRS regime applies to 70 jurisdictions. For new accounts for non-Australian investors, we may collect additional information about the investor's residence and taxpayer identification.



Enquiries
Copia Investment Partners
P 1800 442 129 (within Australia)
F 03 9642 0066
E clientservices@copiapartners.com.au
W ocfunds.com.au

Application Form

OC Micro-Cap Fund

ARSN: 126 537 424

The PDS is available on our website and from your financial adviser. The law prohibits any person passing this Application Form on to another person unless it is accompanied by a complete PDS. We will provide on request and without charge a paper or electronic copy of the current PDS and its incorporated documents.

Application checklist

Your application will not be processed without the following:

- ☐ Application form
- ☐ Investor Identification Form (attached to this document)
- ☐ Supporting ID documentation (details included in the Investor Identification Form)
- ☐ Application funding (EFT, direct debit or cheque)

Return the documentation listed above to:

Copia Investment Partners
GPO Box 804
Melbourne VIC 3001

How to complete this form

Write in BLOCK letters, using a black pen. If you make an error while completing this form, do not use correction fluid. Cross out your mistakes and initial your changes.

Individuals: complete section 1, section 2, and section 5 onwards.

Companies: complete section 1, section 3 and section 5 onwards.

Trusts/Superannuation funds:

- if you are an individual trustee - complete section 1 with the details of the trustee, and then section 4 onwards
- if you are a trust with a company as a trustee – complete sections 1 and 3 with the details of the corporate trustee, and then section 4 onwards

1. Do you have an existing investment in the OC Micro-Cap Fund?

- ☐ **No**, complete section 2 onwards
- ☐ **Yes**, complete the **Additional Investment Form** available on our website or contact us directly

2. Individuals

Complete if you are investing individually, jointly or you are an individual or joint trustee.

Note: You are also required to complete and submit the relevant Investor Identification Form.

Investor 1 – Personal details

Title Full given names

Surname

Date of birth (DD/MM/YYYY)

Are you a sole trader?

☐ No ☐ Yes

If yes, what is your business name and ABN?

Contact details

Home number (include country and area code)

Business number (include country and area code)

Mobile number (include country code)

Email address

Postal address

A PO Box/RMB/Locked Bag is acceptable.

Property/Building name (if applicable)

Unit Street number

Street name

Suburb State

Post code Country

Investor 2 – Personal details

Please complete if you are investing jointly or you are an individual or joint trustee.

Title Full given names

Surname

Date of birth (DD/MM/YYYY)

Contact details

Home number (include country and area code)

Business number (include country and area code)

Mobile number (include country code)

Email address

Postal address

A PO Box/RMB/Locked Bag is acceptable.

Property/Building name (if applicable)

Unit Street number

Street name

Suburb State

Post code Country

If there are more than two individual investors or trustees, please provide the full name, date of birth and residential address of each on a separate sheet and attach to this form.

3. Companies

Complete if you are investing as a company or as a trust with a corporate trustee.

Note: You are also required to complete and submit the relevant Investor Identification Form.

Company details

Full name of company (as registered by ASIC)

ACN or ABN (for foreign companies, provide your Australian Registered Body Number (ARBN) if you have one)

TFN

Registered office address

A PO Box/RMB/Locked Bag is not acceptable. If you are a foreign company, write the address of your Australian registered agent (if you have one) or else write your principal place of business.

Name of Australian registered agent (if applicable)

Property/Building name (if applicable)

Unit Street number

Street name

Suburb State

Post code Country

4. Trusts or superannuation funds

Complete if you are investing as a trust or superannuation fund. Individuals trustees must also complete section 2. Corporate trustees must also complete section 3.

Note: You are also required to complete and submit the relevant Investor Identification Form.

Trust or superannuation fund details

Name of trust or superannuation fund

ABN (applicable if you are a trust or a self-managed superannuation fund registered with the Australian Tax Office)

TFN

5. Contact details and communication

Contact details

Provide a primary contact for the account. Note that the email address is the default address for all investor correspondence (such as transaction confirmations, statements, reports and other material).

Home number (include country and area code)

Business number (include country and area code)

Mobile number (include country code)

Email address

Postal address

A PO Box/RMB/Locked Bag is acceptable.

Property/Building name (if applicable)

Unit

Street number

Street name

Suburb

State

Post code

Country

6. Investment details and distribution instructions

Specify your initial application amount.

There is typically a minimum investment amount of \$5,000.

Please also indicate your distribution choice below. If you do not make an election, distributions will be reinvested.

FUND NAME	INVESTMENT AMOUNT	INVESTMENT OPTION (indicate preference with an X)	
		Pay to my bank a/c	Reinvest
OC Micro-Cap Fund	AUD \$	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate the source and origin of funds being invested:

- | | | |
|---|--|--|
| <input type="checkbox"/> savings | <input type="checkbox"/> commission | <input type="checkbox"/> normal course of business |
| <input type="checkbox"/> investment | <input type="checkbox"/> donation/gift | <input type="checkbox"/> asset sale |
| <input type="checkbox"/> superannuation contributions | <input type="checkbox"/> inheritance | <input type="checkbox"/> other – write the source and origin of funds below: |

7. Payment of application amount

Select your payment method and complete the relevant section if applicable. All payments must be made in AUD.

- ☐ **EFT** Account name: National Nominees Limited ANF Copia Investment Partners Ltd – Copia Application Account
BSB: 083-043
Account number: 717649704
Your reference: [use the name of the investor]

- ☐ **Cheque** Attach the cheque securely to this application. We recommend registered post.

- ☐ **Direct Debit** Complete the direct debit authority below.

Direct debit authority – Australian bank accounts only

You can allow us to deduct your application amount directly from your nominated financial institution account by completing the direct debit authority below. This debit will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below.

By completing this section, you have understood and agreed to the terms and conditions governing the debit arrangements between you and OneVue Fund Services Pty Ltd, as set out in this Request and in your Direct Debit Request Service Agreement, a copy of which is available at onevue.com.au.

Financial institution name

Branch name

BSB number

Account number

Account name

I/We request and authorise OneVue Fund Services Pty Ltd ABN 18 107 333 308 (User ID 411595) to arrange, through its own financial institution, a debit to the nominated account as deemed payable by OneVue.

Signature of primary account holder

Please print full name

Date (DD/MM/YYYY)

Signature of joint account holder (if applicable)

Please print full name

Date (DD/MM/YYYY)

8. Financial institution account details

Australian bank account details

Please provide your bank account details if you have selected to take your distribution in cash or wish to provide these details for future redemptions. We will only pay cash proceeds to a bank account in the name(s) of the investor(s). We will not make any payments into third party bank accounts.

Financial institution name

Branch name

BSB number

Account number

Account name

Foreign bank account details

Please complete if you want to provide details for future redemptions. We will only pay cash proceeds to a bank account in the name(s) of the investor(s). We will not make any payments into third party bank accounts.

Financial institution name

Financial institution address

Account number

Account name

SWIFT/BIC

ABA/FED (US)

IBAN (Europe)

Due to the complexity of foreign bank accounts, we may need to contact you for more information.

9. Financial adviser details

Use this section to tell us about your financial adviser. If you change your financial adviser, it's important to let us know in a timely way. You can also use this section to authorise us to pay your financial adviser their fees. If you would like your financial adviser to receive copies of your statements by email, please enter their email address below.

Email address

Notice to financial adviser: by completing this section of the application form, you are confirming that you hold a current Australian Financial Services Licence (AFSL), or are otherwise authorised to advise on and arrange this product.

Financial adviser details

Dealer group name

Adviser name

AFSL number

Authorised representative number (if any)

Address

Property/Building name (if applicable)

Unit

Street number

Street name

Suburb

State

Post code

Country

Postal address (if different to above)

Property/Building name (if applicable)

Unit

Street number

Street name

Suburb

State

Post code

Country

Contact details

Business number (include country and area code)

Mobile number (include country code)

Adviser signature

10. Declarations and acknowledgments

When you apply to invest, you (the applicant) are telling us:

- you have received, read and understood the current PDS
- monies deposited are not associated with crime, terrorism, money laundering or terrorism financing, nor will monies received from your account have any such association
- you are not bankrupt or a minor
- you agree to be bound by the constitution of the Fund and the PDS as supplemented, replaced or re-issued from time to time, and
- you consent to the handling of your personal information in accordance with the Privacy Act 1988 and relevant privacy policies.

11. Signing instructions

Individual — where the investment is in one name, the sole investor must sign.

Joint Holding — where the investment is in more than one name, all investors must sign. If more than two signatures are required, please attach an additional page with the full names of each account holder, their signatures, and date.

Companies — where the company has a sole director who is also the sole company secretary, this form must be signed by that person. If the company (pursuant to section 204A of the Corporations Act 2001) does not have a company secretary, a sole director can also sign alone. Otherwise this form must be signed by a director jointly with either another director or a company secretary. Please indicate the capacity in which the form is signed.

Trust — the trustee(s) must sign this form. Trustee(s) signing on behalf of the trust confirm that the trustee(s) is/are acting in accordance with such designated powers and authority under the trust deed.

Power of Attorney — if signing under a Power of Attorney and you have not already lodged the Power of Attorney document, attach a certified copy of the Power of Attorney annotated with the following: *I/We attest that the Power of Attorney has not been rescinded or revoked and that the person who gave the Power of Attorney is still living.*

Signature of investor 1, director or authorised signatory

Please print full name

Date (DD/MM/YYYY)

 / /

Company officer (please indicate company capacity)

- ☐ Director
- ☐ Sole director and company secretary
- ☐ Authorised signatory

Signature of investor 2, director/company secretary or authorised signatory

Please print full name

Date (DD/MM/YYYY)

 / /

Company officer (please indicate company capacity)

- ☐ Director
- ☐ Company secretary
- ☐ Authorised signatory

If you are investing jointly or are a joint trustee, please indicate whether a single investor can operate your account.

☐ Yes ☐ No

You must now complete the relevant *Identification Form*. We have included forms for *Individuals*, *Regulated Trusts*, *Unregulated Trusts*, and *Companies*. If you are investing as an Association, or other entity not covered, please contact us for further instructions.

An identification form must be completed and attached, along with supporting documentation, to your application form. Your application will not be accepted without the inclusion of this form.

This form is to be completed if:

- You are investing as an individual
- You are a joint holder

Instructions for completing the form:

- Please complete this identification form in block letters and using a black pen.
- Make copies of your ID document(s) and arrange for them to be certified.
- Include this identification form and certified copies of your ID documents with your initial application form when you send it to us. Your application form will not be accepted if you do not include this form and your certified ID documents.

Individual/joint applicant 1

Personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Tax information

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Joint applicant 2

Personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Tax information

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Verification

Each individual must provide a **certified** copy of one document from Group 1. If this is not possible, please provide certified copies of two documents from Group 2. A list of acceptable certifiers is included in our AML Guide attached to this form.

Group 1

- ☐ Australian drivers licence (front and back) OR
- ☐ Foreign drivers licence OR
- ☐ Australian passport OR
- ☐ Foreign passport OR
- ☐ Australian government issued ID card OR
- ☐ Foreign government issued ID card

Your photo, personal details and signature must be clear in the certified copies. All documents must be valid (not expired), with the exception of an Australian passport which may have expired in the preceding two years. Any address shown on an ID document must match the address on this form and the application form.

Group 2

- ☐ Australian or foreign government issued birth certificate OR
- ☐ Australian or foreign government issued citizenship certificate OR
- ☐ Centrelink pension or health care card (front and back)

AND

- ☐ Government issued notice (not more than 12 months old) OR
- ☐ A rates or utilities notice (not more than 3 months old) OR
- ☐ ATO notice (not more than 12 months old)

Any notice provided must show your name and residential address. The address must match the address provided on this form and in the application form.

Signatures

It is a condition of investing that you keep your details (including tax details) with us, up to date. You must contact us if the information in this form changes. You can update us by completing this form again and emailing, faxing or posting it to us.

By completing and signing this form:

- you represent having read and understood this form
- you represent this form is complete and accurate
- if you have applied for but not received your TIN, you undertake to inform us within 30 days of receiving it
- you undertake that if information in this form changes, you will tell us within 30 days.

Signature - applicant 1

Please print full name

Date (DD/MM/YY)

Signature - applicant 2

Please print full name

Date (DD/MM/YY)

An identification form must be completed and attached, along with supporting documentation, to your application form. Your application will not be accepted without the inclusion of this form.

This form is to be completed by:

- Self-managed superannuation funds with individual trustees
- Self-managed superannuation funds with a corporate trustee
- Other regulated trusts, such as registered managed investment schemes, which are subject to the regulatory oversight of an Australian regulator, with an individual or corporate trustee.

Instructions for completing the form:

- Please complete this identification form in block letters and using a black pen
- Make copies of your ID document(s) and arrange for them to be certified (a list of acceptable certifiers is attached to the back of this form)
- Include this identification form and certified copies of your ID documents with your initial application form when you send it to us.

If you have any questions, or require assistance in completing the form:

- Contact client services on 1800 442 129 or clientservices@copiapartners.com.au
- Refer to the AML guide attached to the back of this form.

Section 1 - Trust

Full name of trust

TFN (if applicable)

Type of trust (please tick)

☐ **Superannuation fund** Please provide the ABN

☐ **Registered managed investment scheme** Please provide the ARSN

☐ **Government superannuation fund** Please name the Act that regulates the trust

☐ **Other regulated trust:**
Please provide the ABN

Please name the regulator

Please provide any licence number

Section 2 - Trustee details

Type of trustee

☐ **Individual trustee** Proceed to section 2A - if there are more than three trustees, please put the information required on a separate sheet of paper and attach it to the form. Then complete section 3 onwards

☐ **Corporate trustee** Complete section 2B onwards

Section 2A - Individual trustees

Individual trustee 1 - personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Individual trustee 2 - personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Individual trustee 3 - personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Section 2B - Corporate trustees

Full name of company ACN Nature of business Registered address City, suburb or town State Postcode Principal place of business ☐ Same as registered address - *proceed to next question in **bold*** ☐ Different to registered address - *list details below*City, suburb or town State Postcode Are you a private company? Yes ☐ No ☐ *If yes, please provide the full names of all directors:*Are you a public company? Yes ☐ No ☐Are you a foreign company? Yes ☐ No ☐ *If no, please proceed to the next question in **bold**. If yes, please answer the following questions:*Country of formation: Regulator/exchange Identification number issued by the registration body ARBN: Foreign registered address City, suburb or town State Postcode Country

The Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS) are regulatory requirements that aim to deter tax evasion by US and other foreign taxpayers. The Australian and many other foreign Governments (through their tax offices) have an agreement which means we must ask you, and you must answer, these questions. Information we gather is reported to the Australian Taxation Office (ATO) and in turn to global tax authorities. For more information, visit ato.gov.au. If you answer **yes** to any of the following questions, you must complete the **Tax Information Form** available at copiapartners.com.au or contact us directly.

Is the company investing as, for, or on behalf of a US or other foreign company? *please tick*☐ No ☐ Yes – you must complete the supplementary 'Tax Information Form' available on our website.

Is the company a 'financial institution'?

☐ No ☐ Yes – you must complete the supplementary 'Tax Information Form' available on our website.

Are any of the company's directors, beneficial owners or controlling persons, a U.S. citizen or resident, or citizen or resident of any other foreign country for tax purposes?

☐ No ☐ Yes – you must complete the supplementary 'Tax Information Form' available on our website.Are you an Australian listed company? Yes ☐ No ☐*If yes, please provide the name of the exchange/market and proceed to Section 3 - Verification*Are you a majority-owned subsidiary of an Australian listed company? Yes ☐ No ☐*If yes, please provide the name of the company and the exchange/market and proceed to Section 3 - Verification*Are you a regulated company? Yes ☐ No ☐*If yes, provide the details of the regulator and licence number and proceed to Section 3 - Verification*

NOTE If you answered yes to any of the questions in the grey box above **proceed to section 3 - Verification** and ignore the following question. **All other applicants**, your application will not be processed without this information.

We require the name and address of each beneficial owner who owns through one or more shareholdings more than 25% of the issued capital of the company, or any persons who are entitled to exercise 25% or more of the company's voting rights ('controlling persons'). Please list their details below. If there are more than four of these individuals, please write down these details on a separate piece of paper and attach it to the application. Note that you can be both an Australian resident and a citizen of a foreign country for tax purposes.

Beneficial owner / controlling person 1 - personal details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	DOB	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname	<input type="text"/>		
Given names	<input type="text"/>		
Residential address	<input type="text"/>		
City, suburb or town	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)

Beneficial owner / controlling person 2 - personal details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	DOB	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname	<input type="text"/>		
Given names	<input type="text"/>		
Residential address	<input type="text"/>		
City, suburb or town	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)

Beneficial owner / controlling person 3 - personal details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	DOB	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname	<input type="text"/>		
Given names	<input type="text"/>		
Residential address	<input type="text"/>		
City, suburb or town	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)

Beneficial owner / controlling person 4 - personal details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	DOB	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname	<input type="text"/>		
Given names	<input type="text"/>		
Residential address	<input type="text"/>		
City, suburb or town	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)

Section 3 - Verification

The following information and documents are required under the Anti-Money Laundering & Counter Terrorism Financing Act. We will not be able to process your application if the following information or documents are not provided. Also, we will not be able to honour a withdrawal request or pay out a distribution amount to you until you have complied with these requirements. A list of acceptable certifiers is on our AML guide attached to this form.

Regulated trust with individual trustees

Provide **one** of the following:

- ☐ A printout of a search conducted on the relevant regulator's website verifying the trust. E.g. <http://superfundlookup.gov.au/>
- ☐ An originally certified copy of an extract of the trust deed containing at least the name of the trust and the name of the trustee(s)
- ☐ An originally certified copy of the full trust deed

AND

- ☐ Originally certified identity verification document for each individual trustee (*refer to our AML guide attached to this form*)

Corporate trustee of a trust (Australian proprietary company, or Australian public company not listed or regulated)

Provide **one** of the following:

- ☐ A printout of a search conducted on the relevant regulator's website verifying the trust. E.g. <http://superfundlookup.gov.au/>
- ☐ An originally certified copy of an extract of the trust deed containing at least the name of the trust and the name of the trustee(s)
- ☐ An originally certified copy of the full trust deed

AND

- ☐ Full company extract from ASIC
- ☐ Each of the beneficial owners and controlling persons of the company must provide an originally certified identity verification document (*please refer to our AML guide attached to this form*)

Corporate trustee of a trust (Australian listed company, majority-owned subsidiary of an Australian listed company, or regulated company)

Provide **one** of the following:

- ☐ A printout of a search conducted on the relevant regulator's website verifying the trust. E.g. <http://superfundlookup.gov.au/>
- ☐ An originally certified copy of an extract of the trust deed containing at least the name of the trust and the name of the trustee(s)
- ☐ An originally certified copy of the full trust deed

AND one of the following

- ☐ Full company extract from ASIC
- ☐ ASIC certificate of incorporation/registration

AND

- ☐ Authorised signatory list

Section 4 - Signatures

It is a condition of investing that you keep your details with us, up to date. You must contact us if the information in this form changes. You can update us by completing this form again and emailing, faxing or posting it to us.

By completing and signing this form:

- you represent having read and understood this form
- you represent this form is complete and accurate
- you undertake that if information in this form changes, you will tell us within 30 days.

Signature - trustee/director 1

Please print full name

Position

Date (DD/MM/YY)

Signature - trustee/director 2

Please print full name

Position

Date (DD/MM/YY)

Signature - trustee/director 3

Please print full name

Position

Date (DD/MM/YY)

An identification form must be completed and attached, along with supporting documentation, to your application form. Your application will not be accepted without the inclusion of this form.

This form is to be completed by any trust that is not subject to the regulatory oversight of an Australian regulator

Instructions for completing the form:

- Please complete this identification form in block letters and using a black pen
- Make copies of your ID document(s) and arrange for them to be certified (a list of acceptable certifiers is attached to the back of this form)
- Include this identification form and certified copies of your ID documents with your initial application form when you send it to us.

If you have any questions, or require assistance in completing the form:

- Contact client services on 1800 442 129 or clientservices@copiapartners.com.au
- Refer to the AML guide attached to the back of this form.

Section 1 - Trust

Full name of trust

TFN (if applicable)

Trust description (e.g. discretionary, family, deceased estates, charitable)

Section 2 - Beneficiaries

Please provide the details of all beneficial owners of the trust (individuals who own 25% or more of the trust income or assets), and the details of anyone who controls (whether directly or indirectly) the trust or the trustee:

Beneficiary/controlling person 1 - personal details

Please confirm: ☐ beneficial owner of the trust ☐ controlling person

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other **DOB** / /

Surname

Given names

Residential address

City, suburb or town **State** **Postcode**

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Beneficiary/controlling person 2 - personal details

Please confirm: ☐ beneficial owner of the trust ☐ controlling person

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Beneficiary/controlling person 3 - personal details

Please confirm: ☐ beneficial owner of the trust ☐ controlling person

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Beneficiary/controlling person 4 - personal details

Please confirm: ☐ beneficial owner of the trust ☐ controlling person

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

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

☐ **Yes** - please provide details of membership class(es) (e.g. *unitholders, family members of named person, charitable purposes*)

☐ **No** - please provide the names of any other beneficiaries that are not beneficial owners of the trust

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

If applicable, please provide the name of the appointer of the trust (not all trusts have an appointer)

If applicable, please provide the name of the settlor (you do not need to provide this if the material asset at the time the trust was established was less than \$10,000.00, or if the settlor is deceased)

Section 3 - Trustee details

Type of trustee

- ☐ **Individual trustee** Proceed to section 3A - if there are more than three trustees, please put the information required on a separate sheet of paper and attach it to the form. Then complete section 4 onwards.
- ☐ **Corporate trustee** Complete section 3B onwards

Section 3A - Individual trustees

☐ If the individual trustees are also beneficial owners of the trust, and you have already provided their address and date of birth previously in this form, please tick this box and confirm their names below. If there are no other trustees, proceed to section 4.

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

Personal details of other individual trustees not already listed should be completed in this section.

Individual trustee 1 - personal details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	DOB	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname	<input type="text"/>		
Given names	<input type="text"/>		
Residential address	<input type="text"/>		
City, suburb or town	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Individual trustee 2 - personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Individual trustee 3 - personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Individual trustee 4 - personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
2. Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
3. Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

If there are more individual trustees, please put the information required on a separate sheet of paper and attach it to the form.

Section 3B - Corporate trustees

Full name of company ACN Nature of business Registered address City, suburb or town State Postcode Principal place of business ☐ Same as registered address - *proceed to next question in bold* ☐ Different to registered address - *list details below*City, suburb or town State Postcode Are you a private company? Yes ☐ No ☐ If yes, please provide the full names of all directors:Are you a public company? Yes ☐ No ☐Are you a foreign company? Yes ☐ No ☐ If no, please proceed to the next question in **bold**. If yes, please answer the following questions:Country of formation: Regulator/exchange Identification number issued by the registration body ARBN: Foreign registered address City, suburb or town State Postcode Country

The Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS) are regulatory requirements that aim to deter tax evasion by US and other foreign taxpayers. The Australian and many other foreign Governments (through their tax offices) have an agreement which means we must ask you, and you must answer, these questions. Information we gather is reported to the Australian Taxation Office (ATO) and in turn to global tax authorities. For more information, visit ato.gov.au. If you answer **yes** any of the following questions, you must complete the **Tax Information Form** available on our website or contact us directly.

Is the company investing as, for, or on behalf of a US or other foreign company? please tick

☐ No ☐ Yes – you must complete the supplementary 'Tax Information Form' available on our website.

Is the company a 'financial institution'?

☐ No ☐ Yes – you must complete the supplementary 'Tax Information Form' available on our website.

Are any of the company's directors, beneficial owners or controlling persons, a U.S. citizen or resident, or citizen or resident of any other foreign country for tax purposes?

☐ No ☐ Yes – you must complete the supplementary 'Tax Information Form' available on our website.Are you an Australian listed company? Yes ☐ No ☐

If yes, please provide the name of the exchange/market and proceed to Section 3 - Verification

Are you a majority-owned subsidiary of an Australian listed company? Yes ☐ No ☐

If yes, please provide the name of the company and the exchange/market and proceed to Section 3 - Verification

Are you a regulated company? Yes ☐ No ☐

If yes, provide the details of the regulator and licence number and proceed to Section 3 - Verification

NOTE If you answered yes to any of the questions in the grey box above **proceed to section 4 - Verification** and ignore the following question. **All other applicants**, your application will not be processed without this information.

We require the name and address of each beneficial owner who owns through one or more shareholdings more than 25% of the issued capital of the company, or any persons who are entitled to exercise 25% or more of the company's voting rights ('controlling persons'). Please list their details below. If there are more than two of these individuals, please write down these details on a separate piece of paper and attach it to the application. Note that you can be both an Australian resident and a citizen of a foreign country for tax purposes.

- ☐ If the beneficial owners of the company are also beneficial owners of the trust, and/or you have already provided their address and date of birth previously in this form, please tick this box and confirm their names below. If there are no other beneficial owners or controlling persons of the corporate trustee, proceed to section 4.

Personal details of other beneficial owners/controlling persons not already listed should be completed in this section.

Beneficial owner/controlling person 1 - personal details

Please confirm: ☐ beneficial owner of the company ☐ controlling person

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

- Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
- Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
- Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Beneficial owner/controlling person 2- personal details

Please confirm: ☐ beneficial owner of the company ☐ controlling person

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

- Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)
- Are you a US citizen or resident for tax purposes? Yes ☐ No ☐ If yes, please provide your TIN
- Are you a resident of any other foreign country for tax purposes? Yes ☐ No ☐ If yes, please provide the name of the country and your TIN. If you don't have a TIN, please state the reason.

Section 4 - Verification

The following information and documents are required under the Anti-Money Laundering & Counter Terrorism Financing Act. We will not be able to process your application if the following information or documents are not provided. Also, we will not be able to honour a withdrawal request or pay out a distribution amount to you until you have complied with these requirements. A list of acceptable certifiers is on our AML guide attached to this form.

Individual trustees of a trust

Provide **one** of the following:

- ☐ An originally certified copy of an extract of the trust deed containing at least the name of the trust and the name of the trustee(s)
- ☐ An originally certified copy of the full trust deed

AND

- ☐ Originally certified identity verification document for each individual trustee (*refer to our AML guide attached to this form*)

Corporate trustee of a trust (Australian proprietary company, or Australian public company not listed or regulated)

Provide **one** of the following:

- ☐ An originally certified copy of an extract of the trust deed containing at least the name of the trust and the name of the trustee(s)
- ☐ An originally certified copy of the full trust deed

AND

- ☐ Full company extract from ASIC
- ☐ Each of the beneficial owners and controlling persons of the company must provide an originally certified identity verification document (*please refer to our AML guide attached to this form*)

Corporate trustee of a trust (Australian listed company, majority-owned subsidiary of an Australian listed company, or regulated company)

Provide **one** of the following:

- ☐ An originally certified copy of an extract of the trust deed containing at least the name of the trust and the name of the trustee(s)
- ☐ An originally certified copy of the full trust deed

AND one of the following

- ☐ Full company extract from ASIC
- ☐ ASIC certificate of incorporation/registration

AND

- ☐ Authorised signatory list

Section 4 - Signatures

It is a condition of investing that you keep your details with us up to date. You must contact us if the information in this form changes. You can update us by completing this form again and emailing, faxing or posting it to us.

By completing and signing this form:

- you represent having read and understood this form
- you represent this form is complete and accurate
- you undertake that if information in this form changes, you will tell us within 30 days.

Signature - trustee/director 1

Please print full name

Position

Date (DD/MM/YY)

Signature - trustee/director 2

Please print full name

Position

Date (DD/MM/YY)

Signature - trustee/director 3

Please print full name

Position

Date (DD/MM/YY)

An identification form must be completed and attached, along with supporting documentation, to your application form. Your application will not be accepted without the inclusion of this form.

This form is to be completed by:

- Australian companies
- Foreign companies

Instructions for completing the form:

- Please complete this identification form in block letters and using a black pen.
- Make copies of your ID document(s) and arrange for them to be certified (a list of acceptable certifiers is attached to the back of this form)
- Include this identification form and certified copies of your ID documents with your initial application form when you send it to us.
- All companies should complete Section 1 onwards

If you have any questions, or require assistance in completing the form:

- Refer to the AML guide attached to the back of this form
- Contact client services on 1800 442 129 or clientservices@copiapartners.com.au

Section 1 - FATCA and CRS

The **Foreign Account Tax Compliance Act (FATCA)** and **Common Reporting Standard (CRS)** are regulatory requirements that aim to deter tax evasion by US and other foreign taxpayers. The Australian and many other foreign Governments (through their tax offices) have an agreement which means we must ask you, and you must answer, these questions. Information we gather is reported to the Australian Taxation Office (ATO) and in turn to global tax authorities. If you answer **yes** to any of the following questions, you must complete the supplementary **Tax Information Form** available on our website, or contact us directly. **All investors must answer the following questions:**

Is the company investing as, for, or on behalf of a US or other foreign company? please tick

☐ **No** ☐ Yes – you must complete the supplementary 'Tax Information Form' available on our website.

Is the company a 'financial institution' (a custodial or depository institution, an investment entity prescribed insurance company)

☐ **No** ☐ Yes – you must complete the supplementary 'Tax Information Form' available on our website.

Are any of the company's directors, beneficial owners, or controlling persons, a U.S. citizen or resident, or citizen or resident of any other foreign country for tax purposes?

☐ **No** ☐ Yes – you must complete the supplementary 'Tax Information Form' available on our website.

Detailed information on FATCA and CRS is available at:

ato.gov.au/General/International-tax-agreements/In-detail/International-arrangements/FATCA-detailed-guidance

Section 2 - Australian and foreign companies

Full name of company ACN Nature of business Registered address City, suburb or town State Postcode Principal place of business ☐ Same as registered address - *proceed to next question in **bold*** ☐ Different to registered address - *list details below*City, suburb or town State Postcode Are you a private company? Yes ☐ No ☐ If yes, please provide the full names of all directors:Are you a public company? Yes ☐ No ☐ Are you a foreign company? Yes ☐ No ☐ If no, please continue to the next question. If yes, please answer the following questions:Country of formation: Foreign regulator/exchange Identification number issued by the registration body Registered address City, suburb or town State/County Postcode Country Are you registered with ASIC? Yes ☐ No ☐ If yes, provide the ARBN Are you an Australian listed company? Yes ☐ No ☐

If yes, please provide the name of the exchange/market

Are you a majority-owned subsidiary of an Australian listed company? Yes ☐ No ☐

If yes, please provide the name of the company and the exchange/market

Are you an Australian regulated company? Yes ☐ No ☐

If yes, provide the details of the regulator and licence number

NOTE If you answered yes to any of the questions in the grey box above **proceed to section 3 - Verification** and ignore the following question. **All other applicants**, your application will not be processed without this information.

Section 2.1 - Beneficial owners and controlling persons

We require the name and address of each beneficial owner who owns through one or more shareholdings more than 25% of the issued capital of the company, or any persons who are entitled to exercise 25% or more of the company's voting rights ('controlling persons'). Please list their details below. If there are more than four of these individuals, please write down these details on a separate piece of paper and attach it to the application.

Beneficial owner / controlling person 1 - personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)

Beneficial owner / controlling person 2 - personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)

Beneficial owner / controlling person 3 - personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)

Beneficial owner / controlling person 4 - personal details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other DOB / /

Surname

Given names

Residential address

City, suburb or town State Postcode

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

1. Are you an Australian tax resident? Yes ☐ No ☐ TFN or exemption (for Australian residents)

Section 3 - Verification

The following information and documents are required under the Anti-Money Laundering & Counter Terrorism Financing Act. We will not be able to process your application if the following information or documents are not provided. Also, we will not be able to honour a withdrawal request or pay out a distribution amount to you until you have complied with these requirements. **All documents must be certified.** A list of acceptable certifiers is on our AML guide attached to this form.

Australian proprietary company, or Australian public company (not listed or regulated)

Provide the following:

- ☐ Full company extract from ASIC
- ☐ Each of the beneficial owners and controlling persons of the company must provide an originally certified identity verification document (*please refer to our AML guide attached to this form*)

Australian listed company, majority-owned subsidiary of an Australian listed company, or regulated company

Provide **one** of the following:

- ☐ ASIC Certificate of registration/incorporation OR full company extract from ASIC

AND

- ☐ Authorised signatory list

Unlisted foreign company

Provide the following:

- ☐ Full company extract from ASIC or other foreign registration body if not registered in Australia (*contact us if this is not possible*)
- ☐ Each of the beneficial owners and controlling persons of the company must provide an originally certified identity verification document (*please refer to our AML guide attached to this form*)

Listed foreign company

Provide **the** following:

- ☐ Certificate of incorporation or registration from foreign regulatory body
- ☐ Authorised signatory list with identity verification document provided for the signatory (or signatories) (*please refer to our AML guide attached to this form for definitions*)

Section 4 - Signatures

It is a condition of investing that you keep your details with us up to date. You must contact us if the information in this form changes. You can update us by completing this form again and emailing, faxing or posting it to us.

By completing and signing this form:

- you represent having read and understood this form
- you represent this form is complete and accurate
- you undertake that if information in this form changes, you will tell us within 30 days.

Where the company has a sole director who is also the sole company secretary, this form must be signed by that person. If the company (pursuant to section 204A of the Corporations Act 2001) does not have a company secretary, a sole director can also sign alone. Otherwise this form must be signed by a director jointly with either another director or a company secretary. Please indicate the capacity in which the form is signed.

Signature 1

Please print full name

Date (DD/MM/YY)

☐ Director ☐ Sole director and company secretary

Signature 2

Please print full name

Date (DD/MM/YY)

☐ Director ☐ Company secretary

Under the Anti-Money Laundering & Counter Terrorism Financing Act (AML & CTF Act), we must verify your identity when you apply for units in our managed funds. To do this, we ask you to supply certain identification documents, which you must have certified. Without these documents we cannot process your application. This guide aims to help you understand the information and documents we need under the AML & CTF Act and the definition of a few important terms. For more information or if you need help completing your application, contact us on 1800 442 129 (free call within Australia), +61 3 9602 3199 or clientservices@copiapartners.com.au.

Definitions

- Beneficial owner**
 Individuals who, through one or more shareholdings, ultimately own 25% or more of a company's issued capital. A beneficial owner of a trust is someone who owns, directly or indirectly, 25% or more of the trust's assets. If the beneficial owner is a company, we require an Investor Identification Form for that company.
- Controlling persons**
 A controlling person has 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. A controlling person also describes any individual who can exercise 25% or more of a company's voting rights.

Identity documents

If you are an individual, individual trustee, beneficial owner or controlling person of a company, or beneficiary of a trust, you may have been asked to provide an '**identity verification document**'. See below for acceptable documents. You must provide one document from Group 1 or two documents from Group 2.

Group 1

- ☐ Australian driver's licence (front and back) OR
- ☐ Foreign driver's licence OR
- ☐ Australian passport OR
- ☐ Foreign passport OR
- ☐ Australian government issued ID card OR
- ☐ Foreign government issued ID card

Your photo, personal details and signature must be clear in the certified copies. All documents must be valid (not expired), with the exception of an Australian passport which may have expired in the preceding two years. Any address shown on an ID document must match the address on this form and the application form.

Group 2

- ☐ Australian or foreign government issued birth certificate OR
 - ☐ Australian or foreign government issued citizenship certificate OR
 - ☐ Centrelink pension or health care card (front and back)
- AND**
- ☐ Government issued notice (not more than 12 months old) OR
 - ☐ A rates or utilities notice (not more than 3 months old) OR
 - ☐ ATO notice (not more than 12 months old)

Any notice provided must show your name and residential address. The address must match the address provided on this form and in the application form.

Any documents you send to us **must** be certified. Documents can be certified by the following types of 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 judge of a court or a magistrate
- A chief executive officer of a Commonwealth court
- A registrar or deputy registrar of a court
- A Justice of the Peace
- a police officer
- A notary public (for the purpose of the Statutory Declaration Regulations 1993)
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- An agent of the 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 supplying postal services to the public
- An officer with two or more continuous years of service with one or more finance companies (for the purpose of the Statutory Declaration Regulations 1993)
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having two or more continuous years of service with one or more licensees, or
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

Enquiries

P 1800 442 129 (free call) | E clientservices@copiapartners.com.au | copiapartners.com.au