

# KNOW YOUR CLIENT

## Foreign Company

### WHEN TO USE THIS FORM

Use this form to provide the information we need to verify the company's identity and to meet our legal obligations (including those under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006, United States Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS)).

### VERIFYING AN INVESTOR'S IDENTITY

We need to verify or confirm your identity by checking that certain details you provide in this form **match** the details that are in certain documents you need to attach to this form.

If you are signing this form under Power of Attorney or as the investor's legal or nominated representative (agent), we also need to verify your identity.

Please send us **original certified copies** of your original documents - don't send us the original documents. If the document is not written in English, then you must also attach an English translation prepared by an accredited translator. An accredited translator is any person who is currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) at the level of Professional Translator or above. Please refer to [www.naati.com.au](http://www.naati.com.au) for further information.

### GETTING YOUR COPIES CERTIFIED

A copy of a document must be certified to be a true and correct copy of the original document. Only certain people can certify copies including:

- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- bailiff
- bank, building society or credit union officer with 2 or more continuous years of service
- clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- employee of the Australian Trade and Investment Commission who is:
  - in a country or place outside Australia, and
  - authorised under paragraph 3 (d) of the Consular Fees Act 1955, and
  - exercising his or her function in that place.
- employee of the Commonwealth of Australia who is:
  - in a country or place outside Australia, and
  - authorised under paragraph 3 (c) of the Consular Fees Act 1955, and
  - exercising his or her function in that place.
- finance company officer with 2 or more years of continuous service
- judge of a court
- justice of the peace
- magistrate
- master of a court
- member of the Australian Defence Force who is:
  - an officer, or
  - a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service.
- notary public
- a person authorised as a notary public in a foreign country
- registrar, or deputy registrar, of a court
- police officer.

#### Example

I certify that this is a true and correct copy of the original document

*John Citizen*

John Citizen, Justice of the Peace  
10 Other Street  
Suburb NSW 2000  
02 9999 9999 DD MMM YYYY

## DOCUMENTS FOR A COMPANY

### Foreign company

- certified certificate of registration issued by the relevant foreign registration body, and
- certified company or share registers describing the beneficial ownership of the company (not required if the company is listed or regulated on a Dexus approved financial market), or
- certified full company registration details by the relevant foreign registration body.
- for multiple layers of ownership, a certified ownership structure chart up to individual beneficial owner level (if not listed on a Dexus approved financial market).

## DOCUMENTS FOR ANY BENEFICIAL OWNER OR CONTROLLING PERSON

So we can verify the identity of any beneficial owner or controlling person you listed in the form, you need to send us the documents shown under option A or B:

### Option A

One of these:

- current Australian state or territory driver licence that has your photo
- Australian mobility parking scheme permit
- Australian passport that is current or expired within the last two years
- card issued under a state or territory law to prove your age that has your photo
- current foreign government passport (or similar international travel document) that has your photo and signature
- current foreign driver licence that has your photo
- current national identity card that has your photo.

### Option B

One of these:

- Australian or foreign birth certificate
- Australian or foreign citizenship certificate
- birth certificate extract
- pension card issued by Department of Human Services
- health card issued by Department of Human Services
- Australian or foreign marriage certificate
- an indigenous community identity card
- a name change certificate.

### Plus

One of these (**must** include the client's full name and residential address):

- a document issued by the Commonwealth or a state or territory within the last 12 months that shows financial benefits paid to you
- a document issued by the ATO within the last 12 months that shows money to be paid to you or that you need to pay to them (make sure you cross out your TFN)
- a document issued by a local government body or utility provider within the last three months that shows the services provided to you at your address
- if you're under 18 years old, a notice issued by a school principal within the last three months that shows how long you attended that school.

## DEFINITIONS

### Foreign Public Listed company

Companies that are subject to disclosure requirements that ensure transparency of Beneficial Ownership comparable to similar public listing requirements in Australia. Refers to listing on a Dexus approved financial market that by stock exchange rules, law or enforceable means promotes transparency of beneficial owner information.

### Majority owned subsidiary of an Australian Public Listed company

Companies that are majority owned by an Australian company that is listed on a Dexus approved financial market such as the ASX.

### Majority owned subsidiary of a Foreign Public Listed company

Companies that are majority owned by a foreign company that is listed on a Dexus approved financial market.

### Foreign regulated company

Companies subject to the supervision of a foreign regulator.

### Dexus approved financial market

For a list of Dexus approved financial markets, please visit [www.dexus.com/identification](http://www.dexus.com/identification).

## SECTION 1 - COMPANY DETAILS

Complete this section if you are investing for or on behalf of a foreign company

### 1A. ALL INVESTORS

Company name

On account of (if applicable)

Contact person

Country of formation/incorporation/registration

### 1B. FOREIGN COMPANY GENERAL INFORMATION

Company name (as registered with an equivalent foreign registration body to ASIC)

Name of foreign registration body

Registration number issued by a foreign registration body

Trading name (if any, and list all if multiple trading names exist)

Core Business Activity (nature of business/industry type)

Full address of the company in its country of formation, incorporation or registration, as registered by the relevant foreign registration body (a PO Box is not acceptable).

Unit number Street number Street name

Suburb/Town State Postcode

Country

AND

Principal place of business in its country of formation (a PO Box is not acceptable)

Unit number Street number Street name

Suburb/Town State Postcode

Country

If registered by ASIC, please provide below information.

Company name (as registered by ASIC)

ARBN

Registered office address in Australia (a PO box is not acceptable)

Unit number Street number Street name

Suburb/Town State Postcode

Principal place of business in Australia (if any) (a PO box is not acceptable)

Unit number Street number Street name

Suburb/Town State Postcode

OR

Name of company's agent in Australia (if any) (a PO box is not acceptable)

Agent address (a PO box is not acceptable)

Unit number Street number Street name

Suburb/Town State Postcode

**Source of funds**

Select how you have sourced these funds to invest with Dexus (choose the **one** most relevant response).

- Business income
- Investment income (eg rent, dividends)
- Sale of assets (eg property, company)
- Borrowed funds
- Other
- Windfall (eg gift)
- Government benefits (eg tax benefit)
- One-off payment (eg matured investment, court settlement)

**Source of wealth**

Select how you have built your wealth in order to invest with Dexus (choose the **one** most relevant response).

- Business income
- Investment income (eg rent, dividends)
- Sale of assets (eg property, company)
- Windfall (eg gift)
- One-off payment (eg matured investment, court settlement)
- Other

**What is the nature and purpose of your business relationship with Dexus?**

(Choose the **one** most relevant option)

- Building wealth (eg a large initial deposit, using investment returns to grow your wealth over time)
- Business income (eg regular deposits and withdrawals for expenses - mostly for non-individuals)
- Savings (eg regular deposit with few withdrawals, earning interest to grow your balance)
- Everyday savings (eg frequent deposits and withdrawals)

## 1C. FOREIGN COMPANY DETAILS

### Company type

Registered

Unregistered

To find out more about the types of company categories and Dexus approved financial markets, please visit [www.dexus.com/identification](http://www.dexus.com/identification).

Which of these categories describes your company? (Please answer all relevant questions)

Registered Public Company

Registered Proprietary or Private Company

Number of directors

Please provide full names of all directors

Director 1

Director 2

Director 3

Director 4

Director 5

Director 6

If there are more than 6 directors please write their full names on a separate page and attach to this form.

### Other information

Foreign public listed - provide details below

Name of financial market company listed on

Country of financial market

Is your company listed on a Dexus approved financial market?

Yes - go to Section 2 - 'Tax information'

Majority owned subsidiary of an Australian public listed company - provide details below

Name of Australian public listed company

Name of financial market Australian company is listed on

Is your company listed on a Dexus approved financial market?

Yes - go to Section 2 - 'Tax information'

Majority owned subsidiary of a foreign public listed company - provide details below

Name of foreign public listed company

Name of financial market foreign company is listed on

Is your company a majority owned subsidiary of a company listed on a Dexus approved financial market?

Yes - go to Section 2 - 'Tax information'

Other company type - you will need to provide details about your Beneficial Owners or Controlling Persons on the next page(s)

## 1D. BENEFICIAL OWNERS

### Does your company have beneficial owners?

The people who ultimately own 25% or more of the company's capital issued to shareholders (through direct or indirect shareholdings) are beneficial owners. For **each** beneficial owner you will need to attach identification documents.

No - go to **'Controlling Persons'** on the next page

Yes - provide details below for **each** beneficial owner and then go to **Section 2 - 'Tax information'**

### Beneficial Owner 1

Title  Surname

Given name(s) (including all given names)

Alternative name(s) (if any, please list all if multiple alternative names exist)

Date of birth (dd/mm/yyyy)  Gender Male  Female  Other

### Residential address (a PO box is **not** acceptable)

Unit number  Street number  Street name

Suburb/Town  State  Postcode

Country

### Beneficial Owner 2

Title  Surname

Given name(s) (including all given names)

Alternative name(s) (if any, please list all if multiple alternative names exist)

Date of birth (dd/mm/yyyy)  Gender Male  Female  Other

### Residential address (a PO box is **not** acceptable)

Unit number  Street number  Street name

Suburb/Town  State  Postcode

Country

### Beneficial Owner 3

Title  Surname

Given name(s) (including all given names)

Alternative name(s) (if any, please list all if multiple alternative names exist)

Date of birth (dd/mm/yyyy)  Gender Male  Female  Other

**Residential address** (a PO box is **not** acceptable)

Unit number  Street number  Street name

Suburb/Town  State  Postcode

Country

### Beneficial Owner 4

Title  Surname

Given name(s) (including all given names)

Alternative name(s) (if any, please list all if multiple alternative names exist)

Date of birth (dd/mm/yyyy)  Gender Male  Female  Other

**Residential address** (a PO box is **not** acceptable)

Unit number  Street number  Street name

Suburb/Town  State  Postcode

Country

## 1E. CONTROLLING PERSONS

If you did not list any Beneficial Owners, please provide details for the people who directly or indirectly control your company. You will also need to attach identification documents for **each** person. A person may control the company through: the authority to make decisions about financial or operating policies, voting rights of 25% or more, power of veto, or by way of trusts, agreements and practices.

If there are no individuals who meet the above criteria, please provide details of the most senior official(s), such as a managing director or directors who are authorised to sign on the company's behalf.

### Controlling Person 1

Title  Surname

Given name(s) (including all given names)

Alternative name(s) (if any, please list all if multiple alternative names exist)

Date of birth (dd/mm/yyyy)  Gender Male  Female  Other

**Role of controlling person**

**Residential address**(a PO box is **not** acceptable)  
Unit number  Street number  Street name

Suburb/Town  State  Postcode

Country

### Controlling Person 2

Title  Surname

Given name(s) (including all given names)

Alternative name(s) (if any, please list all if multiple alternative names exist)

Date of birth (dd/mm/yyyy)  Gender Male  Female  Other

**Role of controlling person**

**Residential address** (a PO box is **not** acceptable)  
Unit number  Street number  Street name

Suburb/Town  State  Postcode

Country



### Controlling Person 3

Title  Surname

Given name(s) (including all given names)

Alternative name(s) (if any, please list all if multiple alternative names exist)

Date of birth (dd/mm/yyyy)  Gender Male  Female  Other

Role of controlling person

**Residential address**(a PO box is **not** acceptable)

Unit number  Street number  Street name

Suburb/Town  State  Postcode

Country

### Controlling Person 4

Title  Surname

Given name(s) (including all given names)

Alternative name(s) (if any, please list all if multiple alternative names exist)

Date of birth (dd/mm/yyyy)  Gender Male  Female  Other

Role of controlling person

**Residential address** (a PO box is **not** acceptable)

Unit number  Street number  Street name

Suburb/Town  State  Postcode

Country

## SECTION 2 - TAX INFORMATION

Collection of tax status in accordance with United States Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS).

### 2A. TAX STATUS

Tick one of the Tax Status boxes below (if the Company is a Financial Institution, please provide all the requested information below).

**A Financial Institution** (a custodial or depository institution, an investment entity or a specified insurance company for FATCA/CRS purposes)

Please complete sections (a) and (b) below

(a) Provide the Company's Global Intermediary Identification Number (GIIN), if applicable

If the Company is a Financial Institution but does not have a GIIN, provide its FATCA status (select **ONE** of the following statuses)

Deemed Compliant Financial Institution

Excepted Financial Institution

Exempt Beneficial Owner

Non Reporting IGA Financial Institution

Non-Participating Financial Institution

US Financial Institution

Other (describe the company's FATCA status)

(b) PLEASE ANSWER THE QUESTION BELOW FOR ALL FINANCIAL INSTITUTIONS

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

Yes  No

If 'Yes', proceed to **part 2B** (Foreign Beneficial Owners or Controlling Persons). If 'No', please go to **Section 3** to complete the form. CRS Participating Jurisdictions are on the OECD website at [www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/crs-by-jurisdiction](http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/crs-by-jurisdiction).

**A Public Listed Company, Majority Owned Subsidiary of a Public Listed Company, Governmental Entity, International Organisation or Central Bank**

If the Company type is listed above, please proceed to **Section 3** to complete the form.

**A Charity or Active Non-Financial Entity (NFE)**

(Active NFEs include entities where, during the previous reporting period, less than 50% of their gross income was passive income (eg dividends, interests and royalties) and less than 50% of assets held produced passive income. For other types of Active NFEs, refer to section VIII in the Annexure of the OECD 'Standard for Automatic Exchange of Financial Account Information' at [www.oecd.org](http://www.oecd.org).)

If the Company is a Foreign Charity or an Active NFE, please proceed to **part 2C** (Country of Tax Residency)

**Other** (Entities that are not previously listed - Passive Non-Financial Entities)

Please proceed to **part 2B** (Foreign Beneficial Owners or Controlling Persons).

## 2B. FOREIGN BENEFICIAL OWNERS OR CONTROLLING PERSONS (INDIVIDUALS)

Does the Company have any Beneficial Owners or Controlling Persons who are tax residents of countries other than Australia?

Yes  No

*Tax Residency rules differ by country. Whether an individual is tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person's residence or place of work. For the United States, tax residency can be as a result of citizenship or residency.*

If 'Yes', please provide the details of these individuals below (unless already provided in **Section 1**) and complete a separate Tax Status Declaration Form for each of them. US citizens and tax residents should complete the US Tax Status Declaration Form. These forms are available online at [www.dexus.com/identification](http://www.dexus.com/identification).

Full given name(s)	Surname	Role (such as Director or Senior Managing Official)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

If there are more Beneficial Owners or Controlling Persons who are tax residents of countries other than Australia, provide details on a separate sheet and tick this box.

Please complete a separate Tax Status Declaration Form for each of them.  
US citizens and tax residents should complete the US Tax Status Declaration Form.  
These forms are available online at [www.dexus.com/identification](http://www.dexus.com/identification).

## 2C. COUNTRY OF TAX RESIDENCY

Is the Company a tax resident of a country other than Australia?  Yes  No

If 'Yes', please provide the Company's country of tax residence and tax identification number (TIN) or equivalent below. If the Company is a tax resident of more than one other country, please list all relevant countries below.

If 'No', please proceed to **Section 3** to complete the form.

*A TIN is the number assigned by each country for the purposes of administering tax laws. This is the equivalent of a Tax File Number in Australia or an Employer Identification Number in the United States. If a TIN is not provided, please list one of the three reasons (A, B or C) for not providing a TIN.*

1. Country	<input type="text"/>	TIN	<input type="text"/>	If no TIN, list reason A, B or C (see below)	<input type="text"/>
2. Country	<input type="text"/>	TIN	<input type="text"/>	If no TIN, list reason A, B or C (see below)	<input type="text"/>
3. Country	<input type="text"/>	TIN	<input type="text"/>	If no TIN, list reason A, B or C (see below)	<input type="text"/>

If there are more countries of which the Company is a tax resident, provide details on a separate sheet and tick this box.

**Reason A** The country of tax residency does not issue TINs to tax residents.

**Reason B** The Company has not been issued with a TIN.

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

## SECTION 3 - DECLARATION AND SIGNATURE

All investors (or their agents or attorneys if applicable) must complete this section.

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### ANTI-MONEY LAUNDERING (AML), COUNTER-TERRORISM FINANCING (CTF), UNITED STATES FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA) AND COMMON REPORTING STANDARD (CRS) OBLIGATIONS

By applying to invest you warrant that:

- you comply and will continue to comply with all applicable AML & CTF and sanctions laws and regulations and FATCA/CRS obligations, including but not limited to the law and regulations of Australia in force from time to time (AML/CTF and Sanctions Law and FATCA/CRS obligations)
- you are not aware and have no reason to suspect that:
  - the moneys used to fund your investment have been or will be derived from or related to any money laundering, terrorism financing or similar activities that would be illegal under applicable laws or regulations or otherwise prohibited under any international convention or agreement ('illegal activity'), or
  - the proceeds of your investment will be used to finance any illegal or sanctioned activities
- you, your agent or your nominated representative will provide us with all additional information and assistance that we may request in order to comply with any AML/CTF and Sanctions Law and FATCA/CRS obligations
- you will notify us if you are or become:
  - a 'politically exposed' person or organisation for the purposes of any AML/CTF Law
  - a 'proscribed person or entity' for the purposes of the Sanction Law, or
  - commonly known by a name other than the name provided in the form you complete at the time of applying for an investment, and
- you will notify us as soon as possible of any changes to your name or business name, address (residential or business), occupation or core business activity, or ownership including any beneficial owners changes or controlling persons changes, where applicable.

By applying to invest you also acknowledge that we may:

- decide to delay or refuse any request or transaction, including by suspending the issue or redemption of units, if we are concerned that the request or transaction may breach any obligation of, or cause us to commit or participate in an offence under any AML/CTF and Sanctions Law and FATCA/CRS obligations, and we will incur no liability to you if we do so
- request further information from you which we reasonably believe is necessary for us to comply with AML/CTF and Sanctions Law and FATCA/CRS. Failing to provide us with this information in a reasonable time may result in restrictions on your account (including closure) in regard to any investment you have with us
- take other action we reasonably believe is necessary to comply with AML/CTF and Sanctions Law and FATCA/CRS obligations, including disclosing any information held about you to any of our related bodies corporate or service providers whether in Australia or outside Australia, or to any relevant Australian or foreign regulator, and
- collect additional information about you from time to time, from you or from third parties, for the purposes of satisfying AML/CTF and Sanctions Law and FATCA/CRS obligations, and that any such information may be used and disclosed as described in the Dexu Privacy Policy available online at [www.dexu.com/privacy](http://www.dexu.com/privacy) or by contacting us.

## SECTION 3 - DECLARATION AND SIGNATURE (CONTINUED)

### DECLARATION

All investors, agents acting as legal or nominated representative for investors and attorneys acting under power of attorney must sign this declaration.

I/We:

- agree to the anti-money laundering, counter-terrorism financing, FATCA and CRS statement on the previous page
- declare and agree that any information and documents relevant to and provided with or separate to this data collection form are complete and correct, and if they are about another person, have been provided with the consent of that person
- acknowledge that it is a criminal offence to knowingly provide false or misleading information or documents, and
- if a certified copy of a document containing a photograph of an individual is submitted with this form, I/we warrant that I/we have advised the certifier of their responsibility to be satisfied that the photograph in the original document is a true likeness of the individual named in that document
- agree to notify Dexus as soon as possible when the tax residency of the company or any of its beneficial owners or controlling persons changes.

**SIGNATURE(S) - The signatories must be the same as the application or subscription form which is being submitted.**

#### Signatory 1

Title  Surname  First name

Signing as (please tick):

Director  Sole director  Agent  Attorney

Signature

Date (dd/mm/yyyy)

#### Signatory 2

Title  Surname  First name

Signing as (please tick):

Company secretary  Director  Agent  Attorney (if more than 2 attorneys, please provide names and signatures)

Signature

Date (dd/mm/yyyy)

## KNOW YOUR CLIENT FORM CHECKLIST

The investor/agent/attorney has:

- Completed all relevant sections of the form
- Read and understood the obligations and declaration in Section 3 and signed and dated this section
- Attached a separate sheet with the name details for other directors, if the company has more than six directors
- Attached original certified copies of documents to verify the company as set out on page 1
- Attached original certified copies of documents to verify the identity of any beneficial owner and controlling person that has been listed in this form, as set out on page 1

## CONTACT DETAILS

### **Dexus Fund Operations**

PO Box R1822

Royal Exchange NSW 1225

**E:** [unlistedfunds@dexus.com](mailto:unlistedfunds@dexus.com)

**W:** [www.dexus.com](http://www.dexus.com)