

Butterfield Bank PCC Butterfield Multi-Asset Fund-GBP Balanced

1 Royal Plaza, Royal Avenue, St Peter Port, Guernsey, GY1 12H:

Company Number: 51623

(the “Company”)

Application Form for Entities and Companies

If you are in any doubt about the contents of this document, you should consult your accountant, legal professional, tax advisor or financial advisor.

The shares will not be finally allotted until the Administrator is satisfied that the Application Form is completed in full and due diligence documentation is received and acceptable for all Eligible Investors (“Applicant/s”). The Company reserves the right to reject any application in whole or in part.

If the amount paid does not correspond to a specific number of shares, the Company will issue such number of shares as is applicable, calculated to four decimal places.

Your application to invest in the Company should be made by completing this Application Form (the “Application Form”) and emailing the duly completed and signed form together with certified copies of your due diligence (refer to Annexure 1) to the Administrator, details below.

Administrator: **Sanne Fund Services (Guernsey) Limited (formerly Praxis Fund Services Limited)**

Telephone: +44 (0) 203 530 3600

Email: diversified@sannegroup.com

The original Application Form and original certified due diligence MUST follow by courier to the Administrator.

Section 1: Investment in Butterfield Bank PCC – Butterfield Multi-Asset Fund – GBP Balanced

Please select the class you wish to invest in.

Class A:

Class B:

Class C:

Please insert the amount you wish to invest, noting the minimum investment amount in Class A is GBP10,000, Class B is GBP25,000 and Class C is GBP100,000.

Investment currency and amount;

Section 2: **Application Details of Entity**

This section is to be completed in full if you are investing as an entity.

Note: Your investment will be registered exactly in accordance with the information provided below

Entity's legal name:

Entity's trading name (if different):

Any previous registered names of Entity (if applicable):

Entity: Number, Date & Place of Incorporation/Registration:

Type of Entity (for example Limited Company or Partnership):

Principal Business Activity:

Principal business /correspondence address:

Post Code

Registered address (if different):

Post Code

Is the Entity a regulated Appendix C Financial Services Business ("FSB") (as defined in Annexure 4)

Yes

No

Regulated number

Name & Jurisdiction of Regulator

Is the Entity administered by a 3rd party

Yes

No

Name of Entity Administrator (if applicable):

Entity Administrator: Company Number, Date & Place of Incorporation (if applicable):

Specify the source of funds of the Entity (“SOF”);

SOF is the activity which generated the monies which are being invested. Remitter details and information on the location of the SOF should also be included to demonstrate the origin of the funds.

Examples of SOF could include, profits from a your business, investments or other asset.

Documentary evidence of SOF may be requested for any Applicant but is a requirement for ALL high risk Applicants.

Section 3: Contact details of the Entity (for correspondence)

First name(s)

Surname

Telephone number

The below email addresses will be used to distribute all communications regarding your investment, including but not limited to EGM notices, prospectus amendments, contract notes and statements.

Email address (1)* (please print)

Email address (2)* (please print)

** A generic email address for the entity (if available) if not the contact person’s email address, this is for the purpose of receiving accounts and notices.*

Email address (3) (please print)

Financial Advisor/Introducer/Distributor email address

All correspondence will be sent to both the registered holder and your Financial Advisor by email.

Section 4: Financial Advisor/Introducer/Distributor Details

Please provide details of your Introducer (if applicable).

Financial Adviser Entity Name	<input type="text"/>
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Financial Adviser Individual's Name			
FSP Number			
Postal Address			
		Postal Code	
Telephone Number (incl. area code)			

Section 5: Applicant Bank Account Details (all fields must be completed)

To comply with applicable Anti-Money Laundering (“AML”) and Counter-Terrorism Financing (“CTF”) rules and regulations there is a requirement to provide the following information. The application money MUST be received from an account in the name of the Applicant(s). The Administrator will not accept 3rd party payments of any kind. Please ensure that the registered address shown on your bank account matches the registered address written on this Application Form.

The Administrator will pay redemption proceeds to the bank account details supplied below. The Administrator will not be responsible for late payments due to incorrect or incomplete instructions. The Administrator will not be liable for any bank charges which may be deducted or guarantee that they will achieve the best FX rate for the conversion of any redemption proceeds that is requested in a non-base currency of the Company

ALL redemptions will be paid in GBP, the base currency of the Company. If you wish to receive any other currency than GBP, please stipulate in the currency section below.

APPLICANT BANK ACCOUNT DETAILS	
Account name	
Account number	
Name and address of the bank	
Name of branch	
SWIFT Code	
Sort Code	
IBAN	
Currency	
Additional comments/For Further Credit	

COMPANY BANK ACCOUNT DETAILS	
Account name	Sanne Fund Services (Guernsey) Limited – Re Butterfield Multi Asset Fund
Account number	70071638

Name and address of the bank	Butterfield Bank (Guernsey) Limited Regency Court Glategny Esplanade St Peter Port Guernsey GY4 6TU
Name of branch SWIFT Code	BNTBGGXXXX
Sort code	60-83-98
Currency	GBP
Additional comments	Reference first applicants name

Section 6: **Email Indemnity**

I/we hereby request and authorise the Administrator to accept all application instructions which may include, but is not limited to, copies of completed and signed Application Forms, redemption forms, additional/top up investment forms and stock transfer forms ("the Instructions") which you may receive by e-mail from the following e-mail addresses;

E-mail:

E-mail:

Waiver

1. I/We, the undersigned, hereby request and authorise the Administrator to accept Instructions provided by me/us by e-mail. Where I/we provide Instructions via e-mail, the Administrator will ensure the signature/s are verified against the documentation they have on file;
2. I/We the undersigned hereby confirm and agree that the Administrator shall be entitled to rely upon and act in accordance with such Instructions purporting to be made by or given by me/us without the Administrator being required to make further enquiry as to the authenticity of the Instruction and, in particular, (but not without limitation) without enquiry as to the identity of the person making or giving or purporting to make or give such Instruction;
3. I/We acknowledge that Instructions via e-mail are at particular risk of being intercepted, altered or otherwise subject to fraud by third parties' action which even acting with reasonable care and skill the Administrator may not detect. Accordingly, the Administrator cannot detect from inspection of emails (i) whether the text or other content of any email (or any document or other file attached to an email) was forged, unauthorised, wrongfully altered, or otherwise misused(ii) whether any of the transmission details included in a received email, such as the sender's name, the sender's email address, the date or time of sending, server details or the route through which the email travelled are false;
4. I/We acknowledge and understand that issuing Instructions via e-mail does not automatically mean that they are processed by the Administrator with any special priority;
5. I/We acknowledge and understand that the Administrator reserves the right, at its discretion, to refuse to accept Instructions via e-mail and that the Administrator shall bear no responsibility for any loss arising as a result of unintelligible Instructions or as a result of any telecommunications system failure or breakdown;
6. I/We hereby give the Administrator our explicit authorisation to accept Instructions via e-mail. I/We are aware that as a consequence of granting this waiver of contractual rights with respect to liability for Instructions sent via e-mail, any loss, risk of delay, misunderstandings or damage including loss of profit and other consequential

loss resulting directly or indirectly from the use of e-mailed Instructions to the Administrator shall be borne by us, except where such damage arises by reason of the Administrator's gross negligence or wilful default;

7. This authorisation will remain in place until I/we provide written notice to the Administrator stating otherwise. I/We acknowledge and agree that the Administrator may, in their absolute discretion, accept and act upon an e-mail copy of Instructions provided they are completed in accordance with the SPs, SSPs, and in line with the requirements of the Application Form; and
8. I/We hereby undertake to hold the Administrator harmless and indemnified from all losses, costs, damages and expenses which I/we may incur or which I/we may sustain in consequence of the Administrator so acting as herein described.
9. This request, Authorisation & Indemnity for e-mail Instructions should be read in conjunction with the SPs and SSPs and shall be governed by and construed in accordance with Guernsey Law.

Section 7: Terms and Conditions

1. **Words and phrases:** Words and phrases used in this Application Form shall have the same meaning ascribed to them as in the Scheme Particulars ("**SPs**") and Supplemental Scheme Particulars ("**SSPs**") (available in electronic format).
2. **Incomplete Application Forms:** If money is received in the Company's bank account but the Application Form is incomplete either from a regulatory or legal standpoint, the Company will be unable to proceed with the investment until all satisfactory information is received.
3. **Transfer of funds:** The Investment Manager, the Company, the Custodian and the Administrator accept no responsibility for the transfer of funds to the Company's nominated bank account. It is the Applicant's responsibility to ensure that the funds are received by the Company in its nominated account within 3 business days of acceptance of the application.
4. **Refusal of applications:** The Investment Manager, the Company, the Custodian and the Administrator reserve the right to refuse applications for investment at their discretion.
5. **Receipt of instructions:** All Application Forms and client due diligence must be received in original signed form.
6. **Minimum subscription amount:** The minimum subscription amount is noted in this Application Form or the SSPs.
7. **Contract notes:** To avoid unnecessary expense and to facilitate redemption of shares, share certificates will not be issued, contract notes will be issued in their place.

Section 8: Declaration (all Applicants must sign this declaration)

1. I/We warrant that all the information given in this Application Form, and in all documents that have been or will be signed by me/us in connection with the proposed investment, whether in my/our handwriting or not, is true and complete.
2. I/We agree that all the statements in this Application Form and the documents stated above shall be the basis of the proposed contract, that any mis-statement or omission made by myself/ourselves therein may lead to any contract made being declared void by the Company and/or the Administrator, and the Company shall be entitled to deduct all costs and expenses incurred by the Company and/or the Administrator in connection with any mis-statement or omission made by myself/ourselves, from all monies paid by myself/ourselves.
3. I/We agree that no statement, whether made by myself/ourselves or by the person canvassing for or handling this application or by any other person, shall be binding upon the Company and/or the Administrator unless the same be reduced to writing, submitted to the Company and the Administrator and made part of the contract.
4. I/We also agree that should this application be accepted by the Company and the Administrator it will be conditional upon there having been no material alteration to the facts on which the acceptance was based.
5. I/We have read and understood the Company's SPs and SSPs and have acquainted myself/ourselves with the charges of the Investment Adviser, the Custodian, the Administrator and the Company.
6. I am/We are not resident in the United States of America and its territories nor resident in any jurisdiction where investments in the Company would be unlawful or otherwise not permitted.
7. I/We confirm that I am/we are 18 years of age or over and are aware of the risks involved in investing in the Company.
8. I am/We are aware that taxation consequences might be relevant to the acquisition, holding or disposal of shares and that I/we will take appropriate tax advice in this regard and ensure that I/we comply with all laws applicable to my/our country of residence. I/We agree that the Company cannot be held responsible for any tax liability that arises as a result of investing in the Company.

9. I am/We are Applicants that can afford to take a higher degree of risk, which may include the risk of the loss of my/our entire investment, and who have/has extensive knowledge and experience in financial and business matters and is/are capable of evaluating the merits and risks associated with an investment in the Company.
10. I/We have carefully read and understood all the terms and conditions outlined in the SPs, SSPs and above, (including but not limited to the Applicant undertakings set out therein), and agree to be bound thereby and warrant the terms thereof.
11. I/We acknowledge that the accounts and notices of the Company will be sent electronically and will be sent to the email address provided in this Application Form.
12. I/We the undersigned confirm that I/we have read and understood this declaration and understand its implications.
13. I/We acknowledge that fractions of Shares may be issued.
14. I/We acknowledge and agree that:
 - 14.1 the Company and to the extent that personal information (as defined in the Company privacy policy which can be found by accessing the link in Annexure 5) is shared with the Controller Affiliates (as defined in the Company privacy policy which can be found by accessing the link in Annexure 5), the Controller Affiliates shall each be considered to be data controllers;
 - 14.2 the Administrator shall be a data processor, save that where it processes personal information (such as client due diligence) in order to satisfy its own 'know your client' requirements, anti-money laundering obligations and any other Regulatory Requirements (as defined in the Company privacy policy which can be found by accessing the link in Annexure 5) which require it to make its own determinations as to the purposes of processing, in which case it shall be a data controller in respect of this type of processing;
 - 14.3 by submitting the personal information to the Administrator (acting for and on behalf of the Company):
 - 14.3.1 in the case of an Applicant, I/we represent and warrant that I/we have read and understood the terms of the Privacy Notice (as defined in the Company privacy policy which can be found by accessing the link in Annexure 5) set out in Annexure 5 (Privacy Notice); and
 - 14.3.2 in the case of a third party Applicant (as defined in the Company privacy policy which can be found by accessing the link in Annexure 5), I/we represent and warrant that I/we have:
 - 14.3.2.1 provided adequate notice to the Data Subject (as defined in the Company privacy policy which can be found by accessing the link in Annexure 5) about the content of the Privacy Notice including details set out below and about the transfer of such Personal Information to a Third Country without Adequacy (as defined in the Company privacy policy which can be found by accessing the link in Annexure 5) as required by the Data Protection Law (as defined in the Company privacy policy which can be found by accessing the link in Annexure 5);
 - 14.3.2.2 authority to provide the personal information to the Company, the Controller Affiliates and the Administrator;
 - 14.3.2.3 obtained all necessary consents (where necessary) of the Data Subject in order to enable the Company, the Controller Affiliates and the Administrator processing their personal information for the purposes; and
 - 14.3.3 I/we represent and warrant that there are no prohibitions or restrictions which would prevent or restrict:
 - 14.3.3.1 the Company, the Controller Affiliates, the Administrator and/or the authorised third parties from processing the personal information for the purposes; or
 - 14.3.3.2 the Company, the Controller Affiliates and/or the Administrator from disclosing or transferring the personal information to the authorised third parties and any competent authorities (including tax authorities) and other bodies (as more fully detailed in the Privacy Notice as set out in Annexure 5 (Privacy Notice)) in order to provide the services (and services ancillary thereto, or for resolution of disputes or investigations).
 - 14.3.4 in the case of a third party Applicant, I/we shall, in respect of the personal information I/we process in relation to or arising out of this Application Form:
 - 14.3.4.1 comply with all applicable Data Protection Laws;
 - 14.3.4.2 take appropriate technical and organisational measures against unauthorised or unlawful processing of the personal information and against accidental loss or destruction of, or damage to the personal information;
 - 14.3.4.3 if required, agree with the Company, the Controller Affiliates and the Administrator, such responsibilities of each data subjects' rights and notice requirements to protect the rights and the freedoms of the data subjects; and

14.3.4.4 immediately on demand, fully indemnify the Company and/or the Administrator and/or the any of the Controller Affiliates and keep them fully and effectively indemnified against all costs, demands, claims, expenses (including legal costs and disbursements on a full indemnity basis), losses (including indirect losses and loss of profits, business and reputation), actions, proceedings and liabilities of whatsoever nature arising from or incurred by the Company and/or the Administrator and/or the Controller Affiliates in connection with any failure by me/us as third party Applicant to comply with the provisions of this.

14.3.5 the Applicant and the third party Applicant each acknowledge that the Company, the Controller Affiliates and the Administrator may transfer the personal information to a third country without Adequacy in accordance with the terms of the Privacy Notice as set out in Annexure 5 (Privacy Notice).

15.I/We hereby agree we have read and understood the FATCA and CRS section of the Application Form and agree to make the declarations set out under the relevant sections entitled FATCA and CRS.

16.I/We hereby agree to provide such information as the Company deems necessary, and may request from time to time, to comply with FATCA, CRS, any FFI (“**Foreign Financial Institutions**”) agreement from time to time in force, or any obligation arising under the implementation of any applicable intergovernmental agreement.

17.I/We, hereby confirm that I/we acknowledge that the information contained in this Application Form and information regarding the Controlling Person and any Reportable Account(s) may be reported to the tax authorities of the country in which information is/are maintained and exchanged with tax authorities of another country or countries in which the Controlling Person may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

18.I/We certify that I/we are authorised to sign for the Controlling Person, to which this Application Form relates and where I am/we are not the Controlling Person.

19.I/We, hereby confirm that I/we certify where I/we have provided information regarding any other person (such as a Controlling Person or other Reportable Person to which this form relates) that I/we will, within 30 days of signing this form, notify those persons that I/we have provided such information and that such information may be provided to the tax authorities of the country in which the information is/are maintained and exchanged with tax authorities of another country or countries in which the person may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

20.I/We, hereby confirm that I/we undertake to advise the Administrator within 30 days of any change in circumstances which affects the tax residency status of the individual identified in this form or causes the information contained herein to become incorrect, and to provide the Administrator with a suitably updated self-certification and declaration within 90 days of such change in circumstances.

By signing this form, the Applicant(s) acknowledges that they have received, understood and if required, taken guidance on the Company’s Prospectus, and accept that the investment is suitable to their specific investment objectives and needs. They also confirm they have read and understood the information in Annexure 1, 2, 3, 4 and 5.

Please note electronic signatures are only accepted using docuSign.

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Authorised Signature

Date

Place

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Authorised Signature

Date

Place

Important: Annexures 1 and 2 MUST be completed and returned as part of this Application Form.

Annexure 1: Related Parties or Controlling Person Form.

Annexure 2: FATCA/CRS Form.

Annexure 3: Application Form due diligence checklist

Annexure 4: Definitions

Annexure 5: Privacy Notice

Specify the source of wealth of the beneficial owner of entity (“SOW”);

SOW relates to the origin of wealth and is the economic activity which generated your net worth (not just the funds being invested)

Examples of SOW could include savings built up from years of accrued salary and bonuses, inheritance of shares from a family business which has been paying dividends for a specified period of time, accumulated profits held in a shareholders’ fund from a specified business over time, a series of stratified investments in a specified field/industry.

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Documentary evidence of source of wealth and source of funds will be required for ALL high-risk Applicants. (e.g title deeds, trust deeds, audited financial statements, payslips)

High risk Applicants

Is the related party:

- (i) a Politically Exposed Person (“PEP”) or associated with a PEP? (e.g. by a family relationship or business relationship);
- (ii) a Commercially Exposed Person (“CEP”); or
- (iii) from a High Risk Jurisdiction? (see definitions in Annexure 4.)

Yes No

If Yes please provide full details of the position held or how the related party is associated with a PEP (e.g. husband, father, wife, sister, business associate) below:-

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By signing this form, the Applicant(s) acknowledges that they have received, understood and if required, taken guidance on the Company’s SPs and SSPs, and accept that the investment is suitable to their specific investment objectives and needs. They also confirm they have read and understood the information in Annexure 1, 2, 3, 4 and 5.

Please note electronic signatures are only accepted using docusign.

Authorised Signature	Date	Place

Authorised Signature	Date	Place

Annexure 2. Applicant **Foreign Account Tax Compliance Act (“FATCA”) and Common Reporting Standards (“CRS”)**

Pursuant to FATCA and CRS regulations (together “Tax Regulations”) which refer to laws, treaties and regulations created to enable automatic exchange of tax information and any regulations, guidance or intergovernmental agreements implementing or similar to the same; the Administrator is required to collect and process certain information about each Applicant’s tax residency in order for it to comply with its FATCA and CRS obligations.

A number of jurisdictions have adopted similar Tax Regulations legislation designed to prevent tax evasion through the use of offshore accounts. The Company recognises each jurisdiction has its own rules for defining tax residence and each jurisdiction has provided information on how to determine whether an entity is tax resident in that jurisdiction on the OECD website (<http://www.oecd.org/tax/automatic-exchange>). For FATCA purposes, you can find more information on the U.S. IRS website (<http://www.irs.gov>).

An Applicant will be resident for tax purposes in a jurisdiction if, under the laws of that jurisdiction (including tax conventions), it pays or should be paying tax therein by reason of its domicile, residence, place of management or incorporation, or any other criterion of a similar nature, and not only from sources in that jurisdiction. An Applicant such as a partnership, limited liability partnership, trust or similar legal arrangement that has no residence for tax purposes shall be treated as resident in the jurisdiction in which its place of effective management is situated. For additional information on tax residence, please talk to your professional tax adviser.

Where an Applicant holds tax residency outside of Guernsey the Applicant is legally obliged to disclose information in this Application Form. The Company may seek to obtain other financial information as it sees fit. The Administrator will identify and report all persons, as being subject to such legislation, to its director of income tax who may transfer this information to the government of another territory in accordance with the relevant agreement. In order to facilitate this process, certain declarations must be completed in full and signed by the following Applicants:

- (a) Any and every beneficial owner of a company with a 25% or greater holding including.
- (b) Any controller of a corporation or company (i.e. directors and authorised signatories).

Completing Annexure 2

Annexure 2 must be read by all Applicants.

Section 1a and 1b are for the details on the Applicant itself and need to be completed by the Applicant and read in conjunction with Annexure 4 definitions.

If the Applicant does not provide a Global Intermediary Identification Number (“GIIN”) or is classified as a Passive NFE or an Investment Entity located in a Non-Participating Jurisdiction managed by another financial institution, then please provide information on the natural person/s who exercise control over the Applicant, these individuals are referred to as “Controlling Person/s”, please see Annexure 4 for definitions. In this instance the Applicant will need to complete all three sections (1a to 1c). This information should be provided by all entities located in a Non-Participating Jurisdiction even if managed by another financial institution. You should indicate the capacity in which you have signed the declaration (see Section 1 c) i.e. authorised signatory, or related party.

It is the Applicant’s responsibility to determine in which jurisdiction/s they are a taxpayer and the Administrator accepts no liability or responsibility for any incorrect declarations made. Should you be in any doubt over completing Annexure 2, including how you determine your tax status, you should contact your professional tax adviser.

None of the information within this Application Form indicates or constitutes any form of legal or tax advice and there is no guarantee it can be accepted for completeness, editorial and technical mistakes, any questions please seek appropriate advice from competent counsel.

This Application Form will remain valid unless there is a change in circumstances relating to the information provided by the Applicant as to their tax residence or other mandatory field information that makes this form incorrect or incomplete. For any changes, please notify the Administrator, without delay, and provide an updated declaration.

Section 1a: Entity Details

I/We as authorised signatories of the entity named in this Application Form hereby confirm by the signing and dating of this Application Form that the entity is liable to be assessed for tax and confirm the below is applicable.

I/We as authorised signatories of the entity will indicate below, (i) where the entity is tax resident and (ii) the Tax Identification Number (“TIN”) of the entity for each country indicated (please tick and/or complete as applicable) and

confirm the below is applicable. If a TIN is unavailable, please provide the appropriate reason A, B or C. If Trust is a taxpayer in more than one country please state so below.

Reason A: The country where the entity is liable to pay tax does not issue TINs to its residents.

Reason B: The entity is otherwise unable to obtain a TIN or equivalent number (please explain why you are unable to obtain a TIN in the below table if you have selected this reason).

Reason C: No TIN is required. (Note: only select this reason if the authorities of the country of tax residence entered below do not require the TIN to be disclosed).

Country of residence	TIN Number	Reason for no TIN	
		A	
		B	
		C	

Please explain in the following box why you are unable to obtain a TIN if you selected Reason B above.

Section 1b: CRS Declaration of the Entity

Please provide the Applicant’s CRS status by ticking one of the following boxes.

(a) Financial Institution – Investment Entity

- (i) An Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution (Note: if ticking this box please also complete b)
- (ii) Other Investment Entity (Note: if ticking this box please also complete b)

(b) Financial Institution – Depository Institution, Custodial Institution or Specified Insurance Company

If you have ticked i) or ii) above, please also provide, if held, the Global Intermediary Identification Number (“GIIN”) obtained for FATCA purposes.

(c) Active Non-Financial Entity (“Active NFE”) – a corporation the stock of which is regularly traded on an established securities market or a corporation which is a related entity of such a corporation.

If you have ticked (c), please provide the name of the established securities market on which the corporation is regularly traded:

If you are a Related Entity of a regularly traded corporation, please provide the name of the regularly traded corporation that the Entity in (c) is a Related Entity of:

- (d) Active NFE – a Government Entity or Central Bank
- (e) Active NFE – an International Organisation
- (f) Active NFE – other than (c) – (e) (for example a start-up NFE or a non-profit NFE)
- (g) Passive NFE (Note: if ticking this box please also complete below)

If you have ticked (a)(i) or (g) above, then please complete section 1c for each Controlling Person below

Section 1c: Controlling Person FATCA & CRS Status

Name of the individual Controlling Person (if more than one Controlling Person, complete a separate sheet each)

Please provide the Related Party or Controlling Person’s Status by circling the appropriate statement.

- A) Controlling Person of a legal person – control by ownership
- B) Controlling Person of a legal person – control by other means
- C) Controlling Person of a legal person – senior managing official
- D) Controlling Person of a legal arrangement (non-trust) – settlor-equivalent
- E) Controlling Person of a legal arrangement (non-trust) – trustee-equivalent
- F) Controlling Person of a legal arrangement (non-trust) – protector-equivalent
- G) Controlling Person of a legal arrangement (non-trust) – beneficiary-equivalent
- H) Controlling Person of a legal arrangement (non-trust) – other-equivalent

Please confirm below the following:

(i) where the Controlling Person is tax resident; (ii) what the Controlling Person’s TIN is for each country indicated; and (iii) if the Controlling Person is tax resident in a country that is a Reportable Jurisdiction(s)

You can also find out more about whether a country is a Reportable Jurisdiction on the OECD automatic exchange of information portal: <http://www.oecd.org/tax/transparency/automaticexchangeofinformation.htm>

If a TIN is unavailable, please provide the appropriate reason A, B or C:

Reason A: The country where the controlling party is liable to pay tax does not issue TINs to its residents

Reason B: The controlling is otherwise unable to obtain a TIN or equivalent number (please explain why you are unable to obtain a TIN in the below table if you have selected this reason)

Reason C: No TIN is required. (Note: only select this reason if the authorities of the country of tax residence entered below do not require the TIN to be disclosed)

If the Controlling Person is tax resident in more than three countries, please use a separate sheet

Country of residence	Tin Number	Reason for no Tin	
		A	
		B	
		C	

Please note electronic signatures are only accepted using docuSign.

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Authorised Signature

Date

Place

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Authorised Signature

Date

Place

Annexure 3: Application Form Checklist for Due Diligence document requirements

Applicants must provide the due diligence listed below, please ensure that you have satisfied these application requirements by ticking the relevant boxes.

Entity Applicant(s)

A. Appendix C regulated entity applying on behalf of its own company.	
A completed Application Form.	
A completed FATCA Entity Self Certification form (see Annexure 2) .	
Evidence of regulation.	
An original certified copy of the authorised signatory list.	

B. Appendix C regulated entity applying on behalf of their underlying clients (ie Nominee).	
A completed Application Form.	
A completed FATCA Entity Self Certification form (see Annexure 2) .	
Evidence of regulation.	
An original certified copy of the authorised signatory list.	
An original completed professional intermediary letter (please request this from the Administrator).	

C. A legal body quoted on a regulated market.	
A completed Application Form.	
A completed FATCA Entity Self Certification form (see Annexure 2) .	
Evidence that the body is quoted on a recognised exchange.	

D. A regulated or unregulated entity or nominee domiciled outside an appendix c jurisdiction.	
A completed Application Form.	
A completed FATCA Entity Self Certification form (see Annexure 2) .	
Original certified structure chart.	
Original certified copy of the certificate of incorporation/registration (and any name changes).	
Original certified copy of the directors register.	
Original certified copy of the share register.	
Original certified copy of the authorised signature list.	
For each director, authorised signatory and individual shareholder with a 25% or greater holding.	

Verification of address: a certified copy of a recent utility bill, bank/credit card statement, tax invoice or similar as proof of residential address of each director and authorised signatory, no more than 3 months old and reflecting the residential address as displayed on the Application Form. PO Box numbers and mobile phone bills are not acceptable.	
For each director, authorised signatory and individual shareholder with a 25% or greater holding. Verification of identity: a certified copy of a valid national ID card or passport of each director and authorised signatory with clear photograph . If dual nationality is held, please provide verification of identity for each nationality.	
For each director, authorised signatory and individual shareholder with a 25% or greater holding. A original completed Related Parties form (see Annexure 1) .	
Note. If the shareholders are corporate, full company documents will be required as above. If the shareholder is a trust we will require full due diligence on the trust and the trustee, please contact the administrator for further details of the requirements.	

E. Partnership.	
A completed Application Form.	
A completed FATCA Entity Self Certification form (see Annexure 2) .	
An original certified copy of the partnership deed.	
For each partner. Verification of address: a certified copy of a recent utility bill, bank/credit card statement, tax invoice or similar as proof of residential address of each partner, no more than 3 months old and reflecting the residential address as displayed on the Application Form. PO Box numbers and mobile phone bills are not acceptable.	
For each partner. Verification of identity: a certified copy of a valid national ID card or passport of each partner with clear photograph. If dual nationality is held, please provide verification of identity for each nationality.	
For each partner. A original completed Related Parties form (see Annexure 1) .	
For the general partner. Full company documents as set out in section D.	
For the manager. Full company documents as set out in section D.	

Certification Requirements

Please ensure all accompanying due diligence is certified as follows

Original certified documents without a photo

- “I hereby certify this as a true copy of the original document, which I have seen.”

Original certified documents with a photo

- “I hereby certify this to be a true copy of the original document, which I have seen, and the photograph bears a true likeness of the person named therein, who I have met.”

Certifier Information required on the document

- Full name and signature
- Date of certification
- Job title/position
- Capacity in which they are signing
- Name of regulatory body (if applicable i.e ACCA, FSA, Law Society)
- Registration number issued by a regulatory body (if applicable)
- Contact information (telephone number and/or email address)

The following persons can be considered suitable to certify due diligence documentation of natural persons:

- a member of the judiciary, a senior civil servant, or a serving police or customs officer (stamp to include member’s name, title and contact telephone number);
- an officer of an embassy, consulate or high commission of the country or territory of issue of documentary evidence of identity;
- a lawyer who is a member of a recognised professional body;
- a notary public who is a member of a recognised professional body;
- an accountant who is a member of a recognised professional body;
- an actuary who is a member of a recognised professional body;
- a member of the Institute of Chartered Secretaries and Administrators; or
- a director or officer of an Appendix C Jurisdiction Regulated Financial Services Business (see the definition in Appendix C to the Handbook) or of a Financial Services Business subject to group/parent policy where the Head Office is situated and regulated in a country or territory listed in Appendix C to the Handbook.

Annexure 4 Definitions

- **“Commercially Exposed Person”**

Commercially Exposed Persons (“CEPs”) will be senior executives of well-known commercial enterprises being a national or international business which can be regarded as a household name, either locally, or elsewhere

- **“High Risk Applicants”**

If you are a Politically Exposed Person, Commercially Exposed Person or from a High Risk Jurisdiction you are considered a high risk Applicant.

- **“High Risk Jurisdiction”**

As per the GFSC AML/CFT Handbook, the Financial Action Task Force page on High Risk and Other jurisdictions can be found on the GFSC website. www.gfsc.gg

Currently but subject to change;

<https://www.gfsc.gg/sites/default/files/uploads/Appendix%20-%20Countries%20that%20are%20presenting%20higher%20risks.pdf>

- **List of Current Appendix C Countries**

<https://www.gfsc.gg/sites/default/files/uploads/20191129%20-%20Appendix%20C%20-%20Equivalent%20Jurisdictions.pdf>

- **“Politically Exposed Person”**

The term “Politically Exposed Person” means any current and former senior political figure who holds or held a “Prominent function *(as defined below), or a natural person who is or has been entrusted with a prominent function* (as defined below) by an international organisation.

The PEP status also applies to their immediate family and close associates. (A senior political figure is a senior figure in the executive, legislative, administrative, military or judicial branches of a government (elected or non-elected), a senior figure of a major political party, or a senior executive of a government owned corporation. It includes any corporate entity, partnership or trust relationship that has been established by, or for the benefit of, a senior political figure. Immediate family typically includes the person’s parents, siblings, spouse, partner (where considered by the law of the country or territory in which the relevant public function is held as being equivalent to a spouse), children, in-laws, grandparents and grandchildren. Close associate typically includes a person who is widely and publicly known to maintain an unusually close relationship with the PEP and includes a person who is in a position to conduct substantial domestic and international financial transactions on the PEP’s behalf).

*Prominent Functions are: -

- i. Heads of state or heads of government
- ii. Senior politicians and other important officials of political parties
- iii. Senior government officials
- iv. Senior members of the judiciary
- v. Senior military officers
- vi. Senior executives of state-owned body corporates e.g. Directors, councillors and members of the board or equivalent positions

Definitions for FATCA and CRS

Important note: These are selected definitions provided to assist you with the completion of this Application Form. Further details can be found within the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information or the U.S. IRS website for Foreign Account Tax Compliance provisions (“FATCA”). Both links are below for reference.

<https://www.oecd.org/tax/transparency/what-we-do/>

If you have any questions in relation to the above, please contact your professional tax adviser or domestic tax authority.

Active Non-Financial Entity (“Active NFE”)

An entity is an Active NFE if it meets any of the criteria listed below. In summary, those criteria refer to:

- (a) active NFEs by reason of income and assets;
- (b) publicly traded NFEs;
- (c) Governmental Entities, International Organisations, Central Banks, or their wholly owned Entities;
- (d) holding NFEs that are members of a nonfinancial group;
- (e) start-up NFEs;
- (f) NFEs that are liquidating or emerging from bankruptcy;
- (g) treasury centres that are members of a nonfinancial group; or
- (h) non-profit NFEs.

An entity will be classified as Active NFE if it meets any of the following criteria:

- a) less than 50% of the NFE’s gross income for the preceding calendar year or other appropriate reporting period is passive income and less than 50% of the assets held by the NFE during the preceding calendar year or other appropriate reporting period are assets that produce or are held for the production of passive income;
- b) the stock of the NFE is regularly traded on an established securities market or the NFE is a Related Entity of an Entity the stock of which is regularly traded on an established securities market;
- c) the NFE is a Governmental Entity, an International Organisation, a Central Bank, or an Entity wholly owned by one or more of the foregoing;
- d) substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an Entity does not qualify for this status if the Entity functions (or holds itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes;
- e) the NFE is not yet operating a business and has no prior operating history, (a “start-up NFE”) but is investing capital into assets with the intent to operate a business other than that of a Financial Institution, provided that the NFE does not qualify for this exception after the date that is 24 months after the date of the initial organisation of the NFE;
- f) the NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganising with the intent to continue or recommence operations in a business other than that of a Financial Institution;
- g) the NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution; or
- h) the NFE meets all of the following requirements (a “non-profit NFE”):
 - i. it is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organisation, business league, chamber of commerce, labour organisation, agricultural or horticultural organisation, civic league or an organisation operated exclusively for the promotion of social welfare;
 - ii. it is exempt from income tax in its jurisdiction of residence;
 - iii. it has no shareholders or members who have a proprietary or beneficial interest in its income or assets;
 - iv. the applicable laws of the NFE’s jurisdiction of residence or the NFE’s formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFE’s charitable activities, or as payment of

reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFE has purchased; and

- v. the applicable laws of the NFE's jurisdiction of residence or the NFE's formation documents require that, upon the NFE's liquidation or dissolution, all of its assets be distributed to a Governmental Entity or other non-profit organisation, or escheat to the government of the NFE's jurisdiction of residence or any political subdivision.

Certain entities (such as U.S. Territory NFFEs) may qualify for Active NFFE status under FATCA but not Active NFE status under the CRS.

"Control"

"Control" over an Entity is generally exercised by the natural person(s) who ultimately has a controlling ownership interest (typically on the basis of a certain percentage (e.g. 25%)) in the Entity. Where no natural person(s) exercises control through ownership interests, the Controlling Person(s) of the Entity will be the natural person(s) who exercises control of the Entity through other means. Where no natural person(s) is/are identified as exercising control of the Entity through ownership interests, then under the CRS the Reportable Person is deemed to be the natural person who hold the position of senior managing official.

"Controlling Person(s)"

"Controlling Person(s)" are the natural person(s) who exercise control over an entity. Where that entity is treated as a Passive Non-Financial Entity ("Passive NFE") then a Financial Institution is required to determine whether or not these Controlling Persons are Reportable Persons. This definition corresponds to the term "beneficial owner" described in Recommendation 10 of the Financial Action Task Force Recommendations (as adopted in February 2012).

In the case of a trust, the Controlling Person(s) are the settlor(s), the trustee(s), the protector(s) (if any), the beneficiary(ies) or class(es) of beneficiaries, or any other natural person(s) exercising ultimate effective control over the trust (including through a chain of control or ownership). Under the CRS the settlor(s), the trustee(s), the protector(s) (if any), and the beneficiary(ies) or class(es) of beneficiaries, are always treated as Controlling Persons of a trust, regardless of whether or not any of them exercises control over the activities of the trust. Where the settlor(s) of a trust is an Entity then the CRS requires Financial Institutions to also identify the Controlling Persons of the settlor(s) and when required report them as Controlling Persons of the trust. In the case of a legal arrangement other than a trust, "Controlling Person(s) means persons in equivalent or similar positions.

"Custodial Institution"

"Custodial Institution" means any Entity that holds, as a substantial portion of its business, financial assets for the account of others. This is where the Entity's gross income attributable to the holding of Financial Assets and related financial services equals or exceeds 20% of the Entity's gross income during the shorter of: (i) the three-year period that ends on 31 December (or the final day of a non-calendar year accounting period) prior to the year in which the determination is being made; or (ii) the period during which the Entity has been in existence.

"Depository Institution"

"Depository Institution" means any Entity that accepts deposits in the ordinary course of a banking or similar business.

"FATCA"

FATCA stands for the Foreign Account Tax Compliance provisions, which were enacted into U.S. law as part of the Hiring Incentives to Restore Employment (HIRE) Act on March 18, 2010. FATCA creates a new information reporting and withholding regime for payments made to certain non-U.S. financial institutions and other non-U.S. entities.

"Entity"

"Entity" means a legal person or a legal arrangement, such as a corporation, organisation, partnership, trust or foundation. This term covers any person other than an individual (i.e. a natural person).

“Financial Institution”

“Financial Institution” means a “Custodial Institution”, a “Depository Institution”, an “Investment Entity”, or a “Specified Insurance Company”. Please see the relevant domestic guidance and the CRS for further classification definitions that apply to Financial Institutions.

“GIIN”

GIIN is an abbreviation of Global Intermediary Identification Number. The FATCA Registration System approves foreign financial institutions (FFI), financial institution (FI) branches, direct reporting non-financial foreign entities (NFFE), sponsoring entities, sponsored entities, and sponsored subsidiary branches. Institutions and entities assigned a GIIN can use it to identify themselves to withholding agents and tax administrators for FATCA reporting purposes.

“Investment Entity”

“Investment Entity” includes two types of Entities:

- i. an Entity that primarily conducts as a business one or more of the following activities or operations for or on behalf of a customer:
 - trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading;
 - Individual and collective portfolio management; or
 - Otherwise investing, administering, or managing Financial Assets or money on behalf of other persons.Such activities or operations do not include rendering non-binding investment advice to a customer.
- ii. The second type of “Investment Entity” (“Investment Entity managed by another Financial Institution”) is any Entity the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets where the Entity is managed by another Entity that is a Depository Institution, a Custodial Institution, a Specified Insurance Company, or the first type of Investment Entity.

“Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution”

Any Entity the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets if the Entity is (i) managed by a Financial Institution and (ii) not a Participating Jurisdiction Financial Institution.

“Investment Entity managed by another Financial Institution”

An Entity is “managed by” another Entity if the managing Entity performs, either directly or through another service provider on behalf of the managed Entity, any of the activities or operations described in clause (i) above in the definition of ‘Investment Entity’.

An Entity only manages another Entity if it has discretionary authority to manage the other Entity’s assets (either in whole or part). Where an Entity is managed by a mix of Financial Institutions, NFEs or individuals, the Entity is considered to be managed by another Entity that is a Depository Institution, a Custodial Institution, a Specified Insurance Company, or the first type of Investment Entity, if any of the managing Entities is such another Entity.

“NFE”

“NFE” is any Entity that is not a Financial Institution.

“Non-Reporting Financial Institution”

Means any Financial Institution that is:

- (a) a Governmental Entity, International Organisation or Central Bank, other than with respect to a payment that is derived from an obligation held in connection with a commercial financial activity of a type engaged in by a Specified Insurance Company, Custodial Institution, or Depository Institution;
- (b) a Broad Participation Retirement Fund; a Narrow Participation Retirement Fund; a Pension Fund of a Governmental Entity, International Organisation or Central Bank; or a Qualified Credit Card Issuer;
- (c) an Exempt Collective Investment Vehicle;

- (d) a Trustee-Documented Trust: a trust where the trustee of the trust is a Reporting Financial Institution and reports all information required to be reported with respect to all Reportable Accounts of the trust;
- (e) any other defined in a countries domestic law as a Non-Reporting Financial Institution.

“Participating Jurisdiction”

A “Participating Jurisdiction” means a jurisdiction with which an agreement is in place pursuant to which it will provide the information set out in the CRS.

“Participating Jurisdiction Financial Institution”

- (i) Any Financial Institution that is tax resident in a Participating Jurisdiction, but excludes any branch of that Financial Institution that is located outside of that jurisdiction, and
- (ii) Any branch of a Financial Institution that is not tax resident in a Participating Jurisdiction, if that branch is located in such Participating Jurisdiction.

“Passive NFE”

Under the CRS a “Passive NFE” means any:

- (i) NFE that is not an Active NFE; and
- (ii) Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution.

“Related Entity”

An Entity is a “Related Entity” of another Entity if either Entity controls the other Entity, or the two Entities are under common control. For this purpose control includes direct or indirect ownership of more than 50% of the vote and value in an Entity.

“Reportable Account”

The term “Reportable Account” means an account held by one or more Reportable Persons or by a Passive NFE with one or more Controlling Persons that is a Reportable Person.

“Reportable Jurisdiction”

Is a jurisdiction with which an obligation to provide financial account information is in place.

“Reportable Jurisdiction Person”

An Entity that is tax resident in a Reportable Jurisdiction(s) under the tax laws of such jurisdiction(s) - by reference to local laws in the country where the Entity is established, incorporated or managed. An Entity such as a partnership, limited liability partnership or similar legal arrangement that has no residence for tax purposes shall be treated as resident in the jurisdiction in which its place of effective management is situated. As such if an Entity certifies that it has no residence for tax purposes it should complete the form stating the address of its principal office.

Dual resident Entities may rely on the tiebreaker rules contained in tax conventions (if applicable) to determine their residence for tax purposes.

“Reportable Person”

A “Reportable Person” is defined as a “Reportable Jurisdiction Person”, other than:

- (a) a corporation the stock of which is regularly traded on one or more established securities markets;
- (b) any corporation that is a Related Entity of a corporation described in clause (a);
- (c) a Governmental Entity;
- (d) an International Organisation;
- (e) a Central Bank; or

- (f) a Financial Institution (except for an Investment Entity described in Sub Paragraph A(6) b) of the CRS that are not Participating Jurisdiction Financial Institutions. Instead, such Investment Entities are treated as Passive NFE's).

“Resident for tax purposes”

Generally, an Entity will be resident for tax purposes in a jurisdiction if, under the laws of that jurisdiction (including tax conventions), it pays or should be paying tax therein by reason of his domicile, residence, place of management or incorporation, or any other criterion of a similar nature, and not only from sources in that jurisdiction. Dual resident Entities may rely on the tiebreaker rules contained in tax conventions (if applicable) to solve cases of double residence for determining their residence for tax purposes. An Entity such as a partnership, limited liability partnership or similar legal arrangement that has no residence for tax purposes shall be treated as resident in the jurisdiction in which its place of effective management is situated. A trust is treated as resident where one or more of its trustees is resident. For additional information on tax residence, please talk to your tax adviser or see the following link: <https://www.oecd.org/tax/transparency/what-we-do/>

“Specified Insurance Company”

A “Specified Insurance Company” means any Entity that is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a Cash Value Insurance Contract or an Annuity Contract.

“TIN” (including “functional equivalent”)

The term “TIN” means Taxpayer Identification Number or a functional equivalent in the absence of a TIN. A TIN is a unique combination of letters or numbers assigned by a jurisdiction to an individual or an Entity and used to identify the individual or Entity for the purposes of administering the tax laws of such jurisdiction. Further details of acceptable TINs can be found at the following link:

<https://www.oecd.org/tax/transparency/what-we-do/>

Some jurisdictions do not issue a TIN. However, these jurisdictions often utilise some other high integrity number with an equivalent level of identification (a “functional equivalent”). Examples of that type of number include, for Entities, a Business/company registration code/number.

Annexure 5: Privacy Notice

This Privacy Notice sets out how personal data is collected, processed, and disclosed in connection with the Company and is issued by the Company as a data controller. The full notice dated 07 January 2019 can be viewed at:

<https://www.sannegroup.com/site-tools/cookie-privacy-policy/>

If you have any questions about our use of your personal data, our retention procedures, or our security processes, please contact our Data Privacy Manager dpo@sannegroup.com.