

Butterfield Bank PCC
Butterfield Multi-Asset Fund-GBP Balanced
1 Royal Plaza, Royal Avenue, St Peter Port, Guernsey, GY1 2HL
Company Number: 51623
(the “Company”)

Application Form for Individual and Joint Investors

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: **Apex Fund and Corporate Services (Guernsey) Limited**
Telephone: +44 (0) 203 530 3600
Email: diversified@apexgroup.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: Individual or Joint Applicants – natural persons

If you are applying for shares as a joint/multiple Applicant/s please print section **2 and 4** as many times as required and complete and return.

Registered name (this is how the name will appear on the Company register)

First name(s)

Middle name(s)

Surname/Family name

Maiden/previous name(s)

Date of birth

Country of birth

Nationality **

Passport number/ID

2nd passport number/ID (if applicable)

**** If you have dual nationality**, please provide below how this was obtained e.g. through parent, naturalisation, residence, etc. If through naturalisation, please also provide the date of change. Due diligence verification documents will be required for each nationality.

Residential address

Postal code

Mailing/Postal address

Postal code

Telephone number

Mobile number

Investor Email address (please print)

For the purpose of receiving accounts, reports and other communication. If you are unable to receive these notices by email, please notify us immediately.

[illegible]

Occupation details:

If you are retired, you must still complete the section above with your employer details prior to retirement and the date you retired.

Specify your source of wealth (“SOW”)

Source of wealth 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, or a series of stratified investments in a specified field/industry.

Please give a full explanation below;

Source of funds for this investment ("SOF")

Source of funds is the activity which generated the monies which are being invested **

Examples of SOF could include salary from your employment, bonuses from your employment, profits from a specified business, sale of a specific property/investment or other asset or inheritance.

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

Examples of evidence could include wage slips, bonus contracts, sale of property agreements, financial statements of family business, contract note confirming the sale of an investment or the will confirming the inheritance.

****If your investment is being made using money gifted to you from another party or an inheritance, the source of wealth and source of funds of that individual will also be required.**

High Risk Factors

Are you a:

- (i) 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) a resident or nationality from a High Risk Jurisdiction? (*Please see annexure 3 for definitions*)

By signing this Application Form I/we confirm that I/we have read and understood the definitions of a PEP, CEP and High Risk Jurisdiction in annexure 3.

If I have ticked No in the box below, I confirm that I am not now nor have I ever been a **PEP** or closely related to a **PEP**. I confirm that if this changes we will advise the Administrator with the relevant changes as soon as practical.

Yes ☐ No ☐

If you are a **PEP** please also provide the position held or if you are associated to a **PEP** the name of the **PEP**, position held and how you are associated to them (eg husband, wife, father, business associate) below;

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Section 3: Financial Advisor/Introducer/Distributor Details

Please provide details below of your Introducer (if applicable).

Financial Adviser Entity Name			
Financial Advisor Individual's Name			
FSP Number			
Postal Address			
		Postal Code	
Telephone Number (incl. area code)			

Section 4a: FATCA

I, as named in this Application Form, hereby confirm by the signing of this Application Form that I, as at the date of this Application Form, am liable to be assessed for tax in the jurisdiction/s I have stated in section 4b.

Section 4b: CRS

I as named in this Application Form hereby confirm by the signing of this Application Form that I am liable to be assessed for tax in the jurisdiction/s I have indicated in the below table.

I confirm, (i) where I am a tax resident, (ii) my Tax Identification Number (“**TIN**”) for each country indicated and (if applicable) my National Insurance Number (“**NIN**”).

If a TIN or NIN is unavailable, I have provided the appropriate reason **A, B or C**:

Reason A The country where I am liable to pay tax does not issue TINs or NINs to its residents.

Reason B I am otherwise unable to obtain a TIN or NIN 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 tax residence	TIN or NIN	Reason for no TIN or NIN		
		A	B	C
1. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

For further information on the collection of tax information please refer to Annexure 2. If you have any questions on how to complete the information above, please contact your tax advisor.

Section 5: Bank Account Details

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 residential address shown on your bank account matches your residential address written on this Application Form. Application money must be received into the Company account no later than 3 business days after the application has been dealt into the Company.

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	
Currency	
Additional comments	

COMPANY BANK ACCOUNT DETAILS	
Account name	Apex Fund and Corporate Services (Guernsey) Limited – Re Butterfield Multi Asset Fund
Account number	70071638
Name and address of the bank	Butterfield Bank (Channel Islands) Limited Martello Court Admiral Park St Peter Port Guernsey GY1 3AP
Name of branch	BNTBGGXXXX
SWIFT Code	
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, I/We acknowledge that I/we have received, understood and if required, taken guidance on the Sps and SSPs, and accept that the investment is suitable to my/our specific investment objectives and needs.

Please note electronic signatures are only accepted using docusign.

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Sole/1st Applicant signature

Date

Place

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2nd or joint Applicant signature

Date

Place

Important: When completing and returning this Application Form for investment, please do not return the Annexure pages.

Annexure 1: Due Diligence Requirements

All Applicants must provide due diligence documents as detailed below.

The documentation required will vary depending on the type of Applicant and whether you reside in an Appendix C country or territory as defined in the Handbook for Financial Services Businesses on Countering Financial Crime and Terrorist Financing, issued by the Guernsey Financial Services Commission (**“the Handbook”**).

Appendix C jurisdictions can be found here;

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

Please refer to relevant section/s below to ensure the following due diligence documentation accompanies the Application Form.

Individual Applicants (*for joint applications due diligence for each natural person is required*)

Verification of identity for each Applicant;

Original certified copy of one of the following documents, each document must have a clear legible photograph and if dual nationality is held, please provide verification for each nationality;

- Valid passport
- National identity card
- Armed force’s identity card
- Driving licence (this cannot be used for both identity and address, a separate verification must be provided for each)

Verification of residential address for each Applicant;

Original certified copy of one of the following documents, each document must be dated within 3 months and all documents must be for a residential address, we do not accept C/O addresses, PO Box addresses or mobile telephone bills.

- Utility bill (water, electricity, gas, internet, home telephone)
- Bank statement
- Credit card/debit card statement
- Council Tax invoice (or other correspondence from a government department or agency)
- Home visit letter by your regulated IFA
- Co habitation letter (If verification of address is provided by way of a letter of co-habitation from a person who is not party to the investment due diligence documentation on that party will also be required).
- Driving licence (this cannot be used for both identity and address, a separate verification must be provided for each)

Electronic statements are acceptable but must be accompanied by a screenshot of the issuer portal and/or an email from the issuer to the recipient.

Investors applying from ‘high risk’ jurisdictions will be required to provide additional documentation which can be requested from the Administrator.

Important:

1. Should any other party retain signing authority over the investment (e.g. financial adviser) then due diligence documentation in respect of such other party will also be required by the Company and an original certified copy of such agreement between the parties.
2. All applications from non-Appendix C Jurisdictions will be considered on a case-by-case basis and additional due diligence documentation may be requested.

3. The Administrator reserves the right to request additional documentation as and when required. If an Applicant is unable to supply any of the documentation described, they should contact the Administrator to discuss mutually acceptable alternative arrangements.

Annexure 1 continued: Certification of documentation

Please ensure all accompanying due diligence is certified as follows

Original certified documents without a photo

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

Original certified documents with a photo

“I hereby certify this is a true copy of the original document, which I have seen, and the photograph bears a true likeness to 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.

A certifier cannot be closely related to the person whose identity is being certified and the certifier cannot certify their own documents.

Annexure 2: Financial Information, United States 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. For additional information on tax residence please talk to your professional tax adviser.

Where an Applicant holds tax residency outside of Guernsey the investor 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:

- Any natural person or persons (this includes persons making an individual or joint application);
- Any and every beneficiary of a trust or beneficiaries of a trust who have benefitted from that trust;
- Any and every beneficial owner of a company (i.e. each/ and every shareholder);
- Any controller of a corporation or company.

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

Definitions relating to Section 4 are noted in Annexure 3 under definitions.

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 contact your professional tax adviser.

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 Application Form incorrect or incomplete.

For any changes, please notify the Administrator, without delay, and provide an updated declaration.

Annexure 3: 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.

- **"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.

- **"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 Jurisdictions"**

Currently but subject to change;

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

- **"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.

- **“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

- **“Reportable Jurisdiction”**

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

- **“Reportable Jurisdiction Person”**

An Applicant that is a tax resident in a Reportable Jurisdiction(s) under the tax laws of such jurisdiction(s).

- **“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 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 his domicile, residence, place of management or incorporation, or any other criterion of a similar nature, and not only from sources in that jurisdiction. For additional information on tax residence, please talk to your tax adviser or see the following link:
<http://www.oecd.org/tax/transparency/automaticexchangeofinformation.htm>

- **“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 and used to identify the individual for the purposes of administering the tax laws of such jurisdiction. Further details of acceptable TINs can be found at the following link:

<http://www.oecd.org/tax/transparency/automaticexchangeofinformation.htm>

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”).

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").

Annexure 4: **Privacy Notice**

The 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 can be viewed at; <https://www.apexgroup.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@apexgroup.com