

# KNOW YOUR CLIENT

## Government Body

### WHEN TO USE THIS FORM

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

### VERIFYING AN INVESTOR'S IDENTITY

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

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

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

### GETTING YOUR COPIES CERTIFIED

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

- police officer or sheriff
- justice of the peace or notary public
- legal practitioner, magistrate, judge or registrar/deputy registrar of a court
- member of any of the following: Chartered Accountants Australia and New Zealand, the Association of Taxation and Management Accountants, CPA Australia or the Institute of Public Accountants.

You can see the full list of people who can certify documents or extracts at [www.dexus.com/identification](http://www.dexus.com/identification).

#### Example

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

*John Citizen*

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

### DOCUMENTS FOR A GOVERNMENT BODY

The document you need to send to us obtained within the preceding six months:

- if established under legislation, the legislation (or an extract) obtained from a reliable and independent source, such as a government website
- website address of the relevant commonwealth, state, territory or foreign country website which confirms the government body's existence
- evidence of the government body's registration on the relevant commonwealth, state, territory or foreign country register of government bodies.

### DOCUMENTS FOR ANY INDIVIDUAL TRUSTEE, BENEFICIAL OWNER OR CONTROLLING PERSON

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

#### Option A

One of these:

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

#### Option B

One of these:

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

#### Plus

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

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

## SECTION 1 - GOVERNMENT BODY

Complete this section if you are investing for or on behalf of a government body.

All other investors please refer to page 2 for the sections you need to complete.

### 1A. GOVERNMENT BODY DETAILS

Full name of government body

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

Please tick to indicate whether the government body:

☐ is a separate legal entity, agency or authority **OR**

☐ is established under legislation

The full address of the Government body's principal place of operations (a PO box is **not** acceptable)

Unit number      Street number      Street name

  

Suburb/Town

State

Postcode

  

Country

Core Business Activity (nature of business/industry type)

What is the nature and purpose of your business relationship with Dexus?  
(Choose the **one** most relevant option)

☐ Building wealth (eg a large initial deposit, using investment returns to grow your wealth over time)

☐ Business income (eg regular deposits and withdrawals for expenses - mostly for non-individuals)

☐ Savings (eg regular deposit with few withdrawals, earning interest to grow your balance)

☐ Everyday savings (eg frequent deposits and withdrawals)

### 1B. GOVERNMENT BODY INFORMATION

Please tick to indicate whether the government body is:

☐ A Commonwealth of Australia government body - **go to Section 2**

☐ An Australian state or territory government body - please specify state or territory below and then **go to Section 2**

☐ Foreign country government body - please specify country below and then **go to part 1C**

1C. CONTROLLING PERSONS

Please list the people who directly or indirectly control the government body. At a minimum list the details for a chairman, treasurer or secretary (or equivalent role) where they exist in the government body. You will need to attach identification documents for **each** person listed.

Controlling Person 1

Title

Surname

Given name(s) (including all given names)

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

Date of birth (dd/mm/yyyy)

Gender

Male

Female

Other

Role of controlling person

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

Unit number

Street number

Street name

Suburb/Town

State

Postcode

Country

Controlling Person 2

Title

Surname

Given name(s) (including all given names)

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

Date of birth (dd/mm/yyyy)

Gender

Male

Female

Other

Role of controlling person

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

Unit number

Street number

Street name

Suburb/Town

State

Postcode

Country

Controlling Person 3

Title

Surname

Given name(s) (including all given names)

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

Date of birth (dd/mm/yyyy)

Gender

Male

Female

Other

Role of controlling person

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

Unit number

Street number

Street name

Suburb/Town

State

Postcode

Country

Controlling Person 4

Title

Surname

Given name(s) (including all given names)

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

Date of birth (dd/mm/yyyy)

Gender

Male

Female

Other

Role of controlling person

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

Unit number

Street number

Street name

Suburb/Town

State

Postcode

Country

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## SECTION 2 - DECLARATION AND SIGNATURE

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

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

By applying to invest you warrant that:

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

By applying to invest you also acknowledge that we may:

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

## SECTION 2 - DECLARATION AND SIGNATURE (CONTINUED)

### DECLARATION

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

I/We:

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

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

#### Signatory 1

Title	Surname	First name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signing as (please tick):

☐ Individual ☐ Sole trader ☐ Joint investor ☐ Agent ☐ Attorney

Signature

Date (dd/mm/yyyy)

#### Signatory 2 - Joint investor

Title	Surname	First name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signing as (please tick)

☐ Joint investor ☐ Agent ☐ Attorney (if more than 2 attorneys, please provide names and signatures)

Signature

Date (dd/mm/yyyy)

## KNOW YOUR CLIENT FORM CHECKLIST

The investor/agent/attorney has:

- ☐ Completed all relevant sections of the form
- ☐ Read and understood the obligations and declaration in Section 2 and signed and dated this section
- ☐ Attached original certified copies of documents to verify the identity of the government body as set out on page 1
- ☐ Attached original certified copies of documents to verify the identity of any individual trustee, beneficial owner or controlling person (if applicable), as set out on page 2

## CONTACT DETAILS

### **Client Services**

**T:** 1800 658 404

8.30am - 5.30pm Sydney time

Monday to Friday

**F:** 1800 630 066

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

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