

Tax information form

Why you need to complete this form.

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

The responses provided in this form may require Northcape to request additional information.

If you are unsure of any of the answers, please contact a legal or accounting professional.

Which sections of the form should you complete?

- Section A – Superannuation funds, testamentary trusts, registered charities; or
- Section B – Individuals; or
- Section C – Other Entities, and
- Section D – Signatures (all investors must complete this section)

What if more than one person is applying?

Each individual investor will need to complete a copy of this form.

Investor name

Account number (if known)

SECTION A – SUPERANNUATION FUNDS, TESTAMENTARY TRUSTS, REGISTERED CHARITIES

1. Are you a superannuation or other special type of Trust?

- I am the Trustee of a regulated superannuation fund (this includes a self-managed super fund), or
- I am a Trustee of a testamentary trust, or
- I am a Trustee of a registered charity

HELP

Regulated superannuation fund means self-managed superannuation funds, APRA regulated superannuation funds, Australian Government or semi-government superannuation funds and pooled super trusts.
Testamentary trust is a trust set up in a deceased's will.

Where to now?

- I ticked a box, go to Section D – Signatures.
- I did not tick a box, go to Section B if you are an individual, or Section C if you are another entity.

SECTION B – INDIVIDUALS

You must only complete this section if you ticked 'Individual Applicant', 'Joint Investor' or 'Sole Trader' in Section 12 of the Application Form.

1. Australian Tax File Number (TFN) or exemption reason:

2. Are you a US resident for tax purposes?

- No, go to question 3
- Yes, please tell us your TIN, or your exemption reason then go to question 3

HELP

What is a TIN?

This is short for Taxpayer Identification Number, an identification number issued or used by tax authorities. In Australia, the equivalent is the tax file number (TFN). In the US, it could for example be a US Social Security Number, a US Individual Taxpayer Identification Number or a US Employer Identification Number. In other countries, it may have a different name.

TIN

3. Other than the US or Australia, are you a resident of any other country for tax purposes?

No, go to Section D – Signatures.

Yes, fill out the below table then go to Section D - Signatures

HELP

No TIN? Reasons we accept are:

- 1) This country does not issue TINs.
- 2) I have asked for a TIN but have not yet been given one – you must tell us when received.
- 3) The laws of this country do not require me to disclose my TIN.
- 4) I have an exemption under the laws of this country from holding a TIN – write a code or give us details.

	Country of Residence	TIN (or equivalent identification number)	No TIN? Which Reason? See HELP Box above
1.			
2.			
3.			
4.			

SECTION C – OTHER ENTITIES

1. Australian Tax File Number (TFN) or exemption reason:

2. Are you a US resident for tax purposes?

No, go to question 3

Yes, please tell us you TIN then go to question 3

TIN

HELP

What is a TIN?

See **HELP** box in Section B on the previous page.

3. Are you a resident of any other country for tax purposes? Other than the US or Australia.

No, go to question 4.

Yes, fill out the below table then go to question 4.

HELP

No TIN?

See **HELP** box in Section B above.

	Country of Residence	TIN (or equivalent identification number)	No TIN? Which Reason? See HELP Box above
1.			
2.			
3.			
4.			

4. Are you a public company listed on a stock exchange?

No, go to question 5.

Yes, go to question 5.

5. Are you a financial institution?

Be careful, financial institution is broadly defined – see HELP box.

Not relevant, I wrote my TIN in question 2. Go to question 6.

No, go to question 6.

Yes, please tell us your GIIN – see HELP box.

GIIN

Where to now?

- I ticked YES in question 5 and completed my GIIN, go to Section D – Signatures
- I ticked YES, but did not write a GIIN. Tick one of the below to indicate your type of Financial Institution – see HELP box. Then go to Section D – Signatures.

Excepted Financial Institution

Deemed Compliant Financial Institution

Exempt Beneficial Owner

Non-participating Financial Institution

Non-reporting IGA Financial Institution

Sponsored Financial Institution – their GIIN is:

GIIN

6. Are you 'active' or 'passive'?

I am an 'active' non-financial entity, go to Section D – Signatures.

I am a 'passive' non-financial entity, go to question 7.

HELP

What is a Financial Institution?

An investment entity that trades in financial assets or invests, administers, manages funds, money or certain financial assets on behalf of other persons, where the trading is done as a business. Financial assets do not include direct interests in real property. This may include a managed investment scheme, trusts with professional corporate trustees, discretionary family trusts. A Financial Institution may also include a depository institution such as a bank, a custodial institution and other prescribed entities like insurance companies which have cash value products or annuities.

HELP

What is a GIIN?

This stands for Global Intermediary Identification Number. GIINs are 19 digits long, issued by US tax authorities (the IRS) to non US financial institutions and sponsoring entities for purposes of identifying their registration with the IRS under US tax laws (called FATCA).

HELP

Types of Financial Institutions?

What is an Excepted Financial Institution?

An entity that can rely on an exemption under FATCA regulation.

What is a Deemed Compliant Foreign Financial Institution?

This includes Retirement Savings Accounts, Employee Share Schemes, First Home Saver Accounts, Funeral Policies, Scholarship Plans, Certain Life Insurance Policies and contracts, Escrow Accounts, Financial Institutions only having an Australian base, Local Banks and Financial Institutions which only have low value accounts, qualified credit card issuers.

What is an exempt Beneficial Owner?

This includes Super funds, entities wholly owned by a Super fund, Government entities, International Organisations or their wholly owned entities, investment entities wholly owned by a Super fund, Government Entity, or International Organisation.

What is a Non-participating Foreign Financial Institution?

A Foreign financial institution which has not agreed to comply with FATCA or the IGA and is not exempt from compliance with FATCA.

What is a Non-reporting IGA Financial Institution?

This includes Australian Retirement Funds and Pooled Super Trusts.

What is a Sponsored Financial Institution?

This is typically a fund or a sub-fund that is an investment entity which has authorised a sponsoring entity to manage it and enter contracts on its behalf.

The ATO website provides further guidance on this. Get advice if you are unsure.

HELP

What is 'active' and 'passive'?

- If you are answering this question, then relevant tax laws categorise you as a 'non-financial entity'.
- We require less information from active non-financial entities, and more information from passive non-financial entities.
- Please tell us if you are active or passive.
- You are active if you are not passive.
- Passive: because our income and assets are mostly passive. During the previous financial year, 50% or more of our gross income was passive income and 50% or more of our assets during that financial year were assets that produced or were held for the production of passive income. Passive assets are assets such as equities and debt securities that produce investment income such as dividends, interests, royalties, and annuities.
- Passive: because we are not really a business. We are established and operated exclusively for: religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; as a professional organisation, business league, chamber of commerce, labour organisation, agricultural or horticultural organisation, civic league; or as an organisation operated exclusively for the promotion of social welfare.
- Passive: because we are exempt from Australian income tax.
- Other categories of passive? They exist but are less common.

Get advice if you are unsure.

7. Do you have any 'controlling persons' who are residents of another country for tax purposes?

I am passive, and YES, I do have controlling persons who are resident of another country for tax purposes. Complete the controlling persons details in the table below - then go to Section D – Signatures. If there is not enough room in the table, please copy the page and attach it to your completed form

I am passive, but NO I do not have controlling persons who are resident of another country for tax purposes. It would be unusual to think of no-one. Please read the HELP box. If you are sure, go to Section D – Signatures.

HELP

Controlling persons

- Controlling persons are the natural persons who:
 - are residents of another country for tax purposes, and
 - exercise practical control over you.
- When thinking about control, start by thinking about the people who have ownership interests:
 - if you are a company, think first about shareholders.
 - if you are a discretionary trust, list the beneficiaries who were paid a distribution this financial year.
 - if you are trustee of a deceased estate, the executor is usually the person in control.
 - if you are another type of trust (perhaps a unitised investment trust), think first about the unit holders or beneficiaries, and also consider the role of any 'settlor'.
- For companies, use 25% as a touchstone – if a person holds 25% of the issued capital or voting rights, best to list them.
- For trusts (other than discretionary trusts), law requires that you list all beneficiaries, and also requires that you drill down through the chain of control or ownership to find the natural persons that ultimately control the trust.
- Where no natural person's exercise control through ownership, consider who might exercise control through other means – directors and perhaps senior managing officials.

Part A – Identification of Controlling Person

Controlling person (1)

Title Given Names

Surname

Date of Birth

City & Country of Birth

Residential Address:

Number Street Name

Suburb / City State

Post Code Country

Controlling person (2)

Title Given Names

Surname

Date of Birth

City & Country of Birth

Residential Address:

Number Street Name

Suburb / City State

Post Code Country

	Country of Tax Residence	TIN	No TIN? Which Reason (see HELP at Section B)
1			
2			
3			
4			

	Country of Tax Residence	TIN	No TIN? Which Reason (see HELP at Section B)
1			
2			
3			
4			

Controlling person (3)

Title	Given Names
<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>
Date of Birth	<input type="text"/>
City & Country of Birth	<input type="text"/>
Residential Address:	
Number	Street Name
<input type="text"/>	<input type="text"/>
Suburb / City	State
<input type="text"/>	<input type="text"/>
Post Code	Country
<input type="text"/>	<input type="text"/>

Controlling person (4)

Title	Given Names
<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>
Date of Birth	<input type="text"/>
City & Country of Birth	<input type="text"/>
Residential Address:	
Number	Street Name
<input type="text"/>	<input type="text"/>
Suburb / City	State
<input type="text"/>	<input type="text"/>
Post Code	Country
<input type="text"/>	<input type="text"/>

	Country of Tax Residence	TIN	No TIN? Which Reason (see HELP at Section B)
1			
2			
3			
4			

	Country of Tax Residence	TIN	No TIN? Which Reason (see HELP at Section B)
1			
2			
3			
4			

Part B – Type of Controlling Person

Please choose the Controlling Persons Type for each Controlling Person identified above by ticking the appropriate boxes:

Types of Controlling Person	Controlling Person (1)	Controlling Person (2)	Controlling Person (3)	Controlling Person (4)
Controlling Person of a Company				
Control by ownership (direct or indirect) including a shareholder who owns, holds or controls 25% or more of the issued capital				
Control by other means				
Senior Managing Official				
Controlling Person of a Trust				
Settlor				
Trustee				
Appointer				
Protector				
Beneficiary				
Other (please specify):				
Controlling Person of a Legal Arrangement (other than a Company or Trust)				
Governing member of an association or co-operative				
Beneficiary				
Partner				
Other (please specify):				

SECTION D – SIGNATURES

Important information

Nothing in this form is advice (and any 'help' is general guidance only). Seek professional advice to be sure of your answers.

It is a condition of investing that you keep your details (including tax details) with us, up to date. We recommend that you review this tax information form at the end of the financial year and update your details if required. You must contact us when you learn new things about the matters in this form. Failing to update us can have tax and other consequences. You can update us by requesting and completing this form again and emailing or posting it to our Administrator.

By completing and signing this form:

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

How to sign

Individual: sign in the top left box. If you are investing jointly, you need a separate form for each individual.

Company: two directors, or a director and a secretary sign, or if you are a sole director company, that sole director signs in the top left box.

SMSF: all individual trustees or directors of the corporate trustee must sign.

Trusts: all individual trustees must sign, if a corporate trustee, then sign as for a company

Partnership: each partner must sign.

Association / Registered Cooperative: each office bearer must sign.

Government Body: relevant principal officer / authorised signatory must sign.

If this is signed under a Power of Attorney, please provide a certified copy of the POA.

Signature

Please print full name

Date (DD/MM/YYYY)

Signature

Please print full name

Date (DD/MM/YYYY)

Signature

Please print full name

Date (DD/MM/YYYY)

Signature

Please print full name

Date (DD/MM/YYYY)