GDA Diversified Property Trust ARSN 108 321 651

Identification Form

If you are an existing Investor and are investing in the same name (and those details are still current), you do not need to complete this form. If you have a financial adviser, you can complete this section or your adviser can complete Part 8 of the Application Form and send us a copy of the relevant FSC/FPA Form. If you are completing the online Application Form, you may be e-verified. Otherwise, it is mandatory to complete this Identification Form and provide original certified copies of identification documentation for each Applicant.

Contact GDA Securities on (03) 6234 4413 if you are unable to provide the required documentation.

PART 1: INVESTOR IDENTIFICATION

If this form accompanies an initial investment Application, the Investor Number is not required.

Investor Number:

☐

Investment Name (example "John Citizen" or "John Citizen ATF John Citizen Super Fund"):

☐

PART 2: INVESTOR VERIFICATION

What type of entity(s) is being verified?

- ☐ **Individual** Go to Part 3
- ☐ **Australian Company (proprietary limited companies only)** Go to Part 4
- ☐ **Australian Regulated Trusts (including self-managed superannuation funds)** Go to Part 5
- ☐ **Unregulated Australian Trusts and Foreign Trusts** Go to Part 5
- ☐ **Other** Contact us for further information

PART 3: INDIVIDUAL VERIFICATION

To be completed by individuals, joint individuals, individual beneficial owners of private companies, individual trustees and/or joint individual trustees. Australian Company Applicants must also complete the company verification details (Part 4) and Trustee Applicants must also complete the trust verification details (Part 5).

3.1 Option 1 – Primary identification documents

Provide ONE original certified copy of one primary identification document.

- ☐ Valid Australian state or territory driver's licence containing a photograph of the person
- ☐ Australian passport (a passport that has expired within the preceding 2 years is acceptable)
- ☐ Card issued under a state or territory for the purpose of proving a person's age containing a photograph of the person
- ☐ Valid foreign passport or similar travel document containing a photograph and the signature of the person (and if applicable, an English translation by an accredited translator)

3.2 Option 2 – Secondary identification documents

If identification documentation cannot be provided under Part 3.1, provide TWO original certified copies of secondary identification documents, one from Part 3.2.1 and one from Part 3.2.2.

3.2.1 Provide ONE of the following:

- ☐ Australian birth certificate
- ☐ Australian citizenship certificate
- ☐ Pension or health card issued by Services Australia
- ☐ Valid Medicare card

3.2.2 And provide ONE of the following:

- ☐ A document issued by the Commonwealth or a state or territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address
- ☐ A document issued by the Australian Taxation Office (ATO) within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address
- ☐ A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to the residential address of the person or to that person at that address (the document must contain the individual's name and residential address)

3.3 Option 3 – Secondary foreign identification documents

If identification documentation cannot be provided under Part 3.1 or Part 3.2, provide BOTH original certified copies of secondary foreign identification documents.

- ☐ Valid foreign driver's licence containing a photograph of the person in whose name it is issued and the individual's date of birth (and if applicable, an English translation by an accredited translator)
- ☐ Valid national ID card issued by a foreign government containing a photograph and signature of the person in whose name the card was issued (and if applicable, an English translation by an accredited translator)

PART 4: COMPANY VERIFICATION

To be completed by corporate Applicants and corporate trustee Applicants that are Australian proprietary limited companies.

4.1 Identification documents

Provide a copy of ONE identification document.

- ☐ A current company information Company extract from the ASIC Connect website
- ☐ An original certified copy of a certificate of registration or a current annual company statement issued by ASIC

4.2 Beneficial owners

All individuals who are ultimately beneficial owners through one or more shareholdings of more than 25% of the company's issued capital must also complete the individual verification details (Part 3).

PART 5: TRUST VERIFICATION

To be completed by all trust Applicants. Individual trustee(s) must also complete the individual verification details (Part 3), and corporate trustee(s) must also complete the company verification details (Part 4).

5.1 Option 1 – Self-managed superannuation funds identification documents

Provide a copy of ONE identification document.

- [ ] An original certified copy or certified extract of the trust deed

5.2 Option 2 – Managed investment schemes and superannuation funds identification documents

Provide a copy of ONE identification document.

- [ ] An original certified copy or certified extract of the trust deed
- [ ] An original certified copy of a document that indicates that the trust is a registered scheme or only has Wholesale Clients and does not make small scale offerings or is a government superannuation fund established by legislation or is registered and subject to the regulatory oversight of a Commonwealth statutory regulator in relation to its activities as a trust

5.3 Option 3 – All other trusts

Provide a copy of ONE identification document.

- [ ] An original certified copy or certified extract of the trust deed (and if applicable, an English translation by an accredited translator)
- [ ] A notice issued by the ATO within the last 12 months (e.g. a Notice of Assessment)
- [ ] An original letter from a solicitor or qualified accountant that confirms the full name of the trust and its appointer and settlor (and if applicable, an English translation by an accredited translator)

WHAT IS A CERTIFIED COPY

A certified copy is a true copy of an original document with an original certification from the certifier. The certifier must confirm that the copy is certified as a true copy of the original document. An example of appropriate certification wording is:

'I certify this (and the following pages each of which I have initialed) to be a true copy of the original document seen by me.'

The certification must clearly state the date the original document was sighted, name of the certifier as well as confirmation of category below which the certifier represents. An original certified copy of the relevant form of identification provided with your Identification Form to verify your identity will be required.

Please note certification is only accepted if within two years of the date of certification.

WHO CAN CERTIFY DOCUMENTS

If you are required to submit a certified copy of any original document, an authorised person needs to certify that the copy is a true copy of the original. A document can be certified by one of the following persons:

- a person who is currently licensed or registered under a law to practice in one of the following occupations:
  - medical practitioner;
  - nurse;
  - dentist;
  - physiotherapist;
  - chiropractor;

  - pharmacist;
  - optometrist; or
  - veterinary surgeon;
- a person who is enrolled on the roll of the Supreme Court of a state or territory, or the High Court of Australia, as a legal practitioner; or
- a person on the following list:
  - an Australian Postal Corporation permanent employee or agent (who is currently employed and has two or more years of continuous service or is in charge of supplying postal services to the public);
  - an officer with, or an authorised representative of, a holder of an AFSL, with two or more continuous years of service with one or more licensees;
  - a teacher employed on a full-time basis at a school or tertiary education institution;
  - a minister of religion (under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961* (Cth));
  - a marriage celebrant (registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961* (Cth));
  - a bank, building society, finance company or credit union officer, with two or more continuous years of service;
  - a Justice of the Peace;
  - a police officer or sheriff;
  - a notary public;
  - a member of the Governance Institute of Australia;
  - a member of the Chartered Accountants Australia and New Zealand, CPA Australia or the Institute of Public Accountants;
  - a member of the Association of Taxation and Management Accountants or fellow of the National Tax & Accountants' Association;
  - a member of Engineers Australia (other than the grade of student);
  - a member of The Australasian Institute of Mining and Metallurgy;
  - a member of the Australian Defence Force (who is an officer or non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* (Cth), with two or more years of continuous service or a Warrant Officer within the meaning of the Act);
  - a member of the Commonwealth parliament, a state parliament, a territory legislature or a local government authority (state or territory);
  - a permanent employee of the Commonwealth (or Commonwealth authority) or a state or territory (or a state or territory authority) or a local government authority, with two or more years of continuous service;
  - a person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made;
  - an Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955* (Cth));
  - a court officer, registrar or deputy registrar of a court; or
  - a judge, clerk, magistrate, master of a court or chief executive officer of a Commonwealth court.