

## APPLICATION FORM FOR STAPLED UNITS IN WESTLAWN PROPERTY TRUST AND EPIQ LENNOX PROPERTY TRUST

Application Form PDS Issue Date: 3rd December 2018

Please complete this form using BLACK or BLUE ink and CAPITAL LETTERS.

### Section A: Do you have an existing investment?

No:  This is a new investment with a new Unitholder account (go to Section B).

Yes:  Complete the details below and then go to Section D.

Account Name

Unitholder ID (if known)

### Section B: Investor details

What type of entity is applying? Please tick one box ONLY.

- Individual, joint or sole trader – complete B1
- Partnership – complete B1 and B2
- Company – complete B1 (Director/s) and B2
- Trust or Superannuation Fund with Individuals as Trustee – complete B1 (Trustees) and B3
- Trust or Superannuation Fund with Corporate Trustee – complete B1 (Director/s), B2 (Company) and B3

### B1 INDIVIDUAL DETAILS

To be completed by individuals investing in their own name, jointly or in partnership, and individuals acting as company directors or trustees.

#### INDIVIDUAL 1 (Your name MUST match your ID exactly)

Given Names (in full):

Mr /Mrs /Miss /Ms

First name

Second name

Surname

Tax File No or Exemption

Date of birth (dd/mm/yyyy)

(or check here if exempt: )

Residential Address (a PO Box number or the address of your adviser is NOT acceptable)

Suburb or town

State

Postcode

Phone number

Mobile

( )

Email address

**INDIVIDUAL 2 (Your name MUST match your ID exactly)**

Given Names (in full):

Mr /Mrs /Miss /Ms	First name	Second name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Surname

Tax File No or Exemption	Date of birth (dd/mm/yyyy)
<input type="text"/> <input type="text"/> <input type="text"/> (or check here if exempt: <input type="checkbox"/> )	<input type="text"/> / <input type="text"/> / <input type="text"/>

Residential Address (a PO Box number or the address of your adviser is NOT acceptable)

Suburb or town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number	Mobile
( <input type="text"/> ) <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Email address

**B2 COMPANY, CORPORATE TRUSTEE OR PARTNERSHIP DETAILS**

Name of company or partnership

Tax File No or Exemption	ABN
<input type="text"/> <input type="text"/> <input type="text"/> (or check here if exempt: <input type="checkbox"/> )	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Contact name

Registered office address (companies only)

Suburb or town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Principal place of business (companies and partnerships)

Suburb or town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number	Mobile
( <input type="text"/> ) <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Email address

If a company, please provide the following information for any shareholder who beneficially owns 25% or more of the issued capital of the company

Full name	Residential address	% held
		%
		%
		%
		%

### B3 TRUSTS OR SUPERANNUATION FUND DETAILS

To be completed in the name of the trustee, for example "Smith 123 Pty Ltd ATF The John Smith Family Trust"

Name of Trust or Superannuation Fund

Tax File No or Exemption

 (or check here if exempt: )

ABN

Type of trust

ATO regulated self-managed superannuation fund (go to Section C)

all other trusts - must complete the further details below

Type of trust (eg discretionary, unit)

Country of establishment

A certified copy of the Trust Deed is attached to this application

NOTE: The Trust only recognises the trustee as the Unitholder and does not recognise beneficiaries. Therefore the trustee's details must appear above as the applicant. However Westlawn Property Trust is required to record beneficiary details unless the trust is a regulated trust.

#### BENEFICIARY 1 (do not complete if discretionary trust)

Name or class

Tax File No or Exemption

 (or check here if exempt: )

ABN (if applicable)

#### BENEFICIARY 2 (do not complete if discretionary trust)

Name or class

Tax File No or Exemption

 (or check here if exempt: )

ABN (if applicable)

#### BENEFICIARY 3 (do not complete if discretionary trust)

Name or class

Tax File No or Exemption

 (or check here if exempt: )

ABN (if applicable)

### Section C: Your Contact Details

You may use a different address from the one provided in Section B as your contact address. This may, for example, be a PO Box number or your adviser's details. Joint Unitholders with different residential addresses must elect one postal mailing address in this section.

Main contact

Postal address

Suburb or town

State

Postcode

Phone number

Mobile

Email address

### Section D: Investment Details

Units applied for and Amount Payable

No. of Units (only whole units applicable)

(min. 20,000)

Issue Price per Unit

x            c            =

Amount Payable

(min. \$19,000)

### Section E: Bank Account Details for Distribution

Bank/Financial Institution/Credit Union

BSB No

Account Number

Account Name

### Section F: Distribution Reinvestment Plan

To participate in the Distribution Reinvestment Plan (DRP), Unitholders must apply the full amount of any Distribution entitlements to acquiring additional Units. Unitholders cannot elect to partially participate in the DRP by applying only some of their Distribution entitlements. I/We agree to be bound by the Constitutions and Distribution Reinvestment Plan Rules of Westlawn Property Trust and Epiq Lennox Property Trust.

## Section G: Requests for annual accounts (optional)

The annual accounts for the Fund are available to Unitholders on request at any time. Please tick this box only if you require a copy of the annual financial report:

By email:  By post:

Leave the boxes blank if you are happy to not receive them. If you change your mind at any time and would like to receive a copy, please contact Clarence Property.

## Section H: Privacy

Please tick one box below:

I/we:

consent

do not consent

to my/our personal information being used and disclosed for marketing purposes. A copy of the Manager's Privacy Policy can be viewed on Clarence Property's website [www.clarenceproperty.com.au](http://www.clarenceproperty.com.au)

## Section I: Providing Identification

If you are investing with the Trust on a direct basis, we will need to verify your identity in order to comply with the anti-money laundering and counter-terrorism financing legislation. We need to sight and record this proof of identification. Accompanying this Application Form is a list of items which may be commonly used to establish identification of investors.

## Section J: Declaration and Signature(s)

### YOU SHOULD READ THE PDS IN FULL BEFORE SIGNING THIS APPLICATION FORM

I/We agree to be bound by the terms of the Product Disclosure Statement and the Constitutions as amended from time to time. I/We warrant that I/we have received in Australia and read a copy of the Product Disclosure Statement accompanied by or attached to this Application Form.

Until notice is received from any one of the Applicants, the investment can be operated by any one of the signatories below. Delete if not applicable.

Please tick if applicable  I am the sole director and sole secretary of the company

Signature of Investor 1/Company Representative

Date (dd/mm/yyyy)

Signature of Investor 2/Company Representative

Date (dd/mm/yyyy)

This Application Form must not be handed to another person unless attached to or accompanied by the Product Disclosure Statement and a person who gives another person access to this Application Form must at the same time and by the same means give that person access to the Product Disclosure Statement. We will send you, at no charge, a paper copy of the Product Disclosure Statement if you have received an electronic Product Disclosure Statement and you ask for a paper copy.

**Apply and pay for Units using one of the following two options:**

**Option 1: Pay by internet banking**

Bank Account Name: The Trust Company  
(Australia) Ltd ACF Westlawn Property Trust  
BSB: 082-057  
Account No: 84-012-9616  
Reference: Applicants Name

**Option 2: Pay by cheque**

Make the cheque payable to  
'Westlawn Property Trust' and  
cross 'Not Negotiable'

**Lodgement of this Form**

Please post your completed Application Form and cheque (if applicable) to:

Registry Officer  
Clarence Property Corporation Limited  
PO Box 1478  
Ballina NSW 2478

or scan and email your  
Application Form to:  
[invest@clarenceproperty.com.au](mailto:invest@clarenceproperty.com.au)

Please note that processing your application may be delayed or rejected where you or your adviser do not provide adequate identification documents required to enable us to meet our AML/CTF obligations.

## IMPORTANT: IDENTIFICATION DOCUMENTS REQUIRED

### ANTI-MONEY LAUNDERING AND COUNTER-TERRORISM FINANCING

#### What is anti-money laundering and counter-terrorism financing?

In 2006 the Federal Government enacted the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF). The purpose of this legislation is to enable Australia's financial sector to maintain international business relationships, to detect and prevent money laundering and terrorism financing by meeting the needs of law enforcement agencies and to bring Australia into line with international standards.

#### Why does this legislation affect Westlawn Property Trust?

Westlawn Property Trust is a 'reporting entity' pursuant to the AML/CTF Act and as such must meet stringent investor identification and verification requirements. This means that prior to units in the Trust being issued, Westlawn Property Trust must be 'reasonably satisfied' that you exist and you are who you claim to be.

#### What will we do with the information you give to us?

We will maintain all information collected from investors in a secure manner in accordance with the AML/CTF Act and relevant privacy principles. We will only disclose information about you where we reasonably consider that we are required to do so by the laws of Australia. This means that your identification information may be disclosed to government or law enforcement agencies.

#### What do you need to do?

What you need to do for AML/CTF purposes depends on whether you are investing in the Trust via a Financial Adviser or directly (i.e. without the direction of a Financial Adviser or other licensed intermediary).

(a) If you are investing in the Trust via a Financial Adviser, then that person or entity will request and collect any verification materials in accordance with the information set out within this document.

(b) If you are investing in the Trust directly, then you need to provide us with the certified documents required pursuant to the AML/CTF Act as set out in this document along with the completed Application Form.

Westlawn Property Trust may request additional information from you where we reasonably consider it necessary to satisfy our obligations under the AML/CTF Act.

#### Procedure for certification of copies and who can certify documents or extracts?

"Certified copy" or "certified extract" means a document that has been certified as a true copy of an original of that document by a person within a category of persons set out below. The required certification will be effected by the person printing their name and signing and dating their signature alongside words to the following or like effect:

*"I certify this to be a true copy of the original of this document."*

- an **accountant** who is a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership;
- a **Justice of the Peace**;
- an **officer** with 2 or more continuous years of service with one or more **financial institutions** (for the purposes of the Statutory Declaration Regulations 1993);
- a **finance company officer** with 2 or more continuous years of service with one or more financial companies (for the purposes of the Statutory Declaration Regulations 1993);
- a **lawyer** - a person who is enrolled on the roll of the Supreme Court of a State or Territory, or High Court of Australia, as a legal practitioner (however described);
- an **officer** with, or **authorised representative** of, a holder of an **Australian financial services licence**, having 2 or more continuous years of service with one or more licences;
- a **judge** of a court;
- a **magistrate**;
- a **chief executive officer** of a Commonwealth court;
- a **registrar or deputy registrar** of a court;
- a **notary public** (for the purposes of the Statutory Declaration Regulations 1993);
- a **police officer**;
- a **postal agent** - an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- **the post office** - a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public; and
- an **Australian consular officer** or an **Australian diplomatic officer** (within the meaning of the Consular Fees Act 1955).

## AML/CTF identification and verification documentation

What are the appropriate identification documents for AML/CTF legislative purposes?

Type of investor	Identification required
Individual or joint applicants	<p>At least one of the following ID documents in relation to each applicant:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current passport issued by the Australian Commonwealth (or current within the preceding two years provided not cancelled)</li> <li><input type="checkbox"/> Current passport or similar document issued for the purpose of international travel that contains a photograph and signature of the person and is issued by a foreign government, UN or UN Agency (accompanied where relevant by English language translation by an accredited translator)</li> <li><input type="checkbox"/> Driver's Licence (Australian State or Territory), or foreign country equivalent containing a photograph and signature of the holder (accompanied where relevant by English language translation by an accredited translator)</li> </ul> <p>Where unable to provide at least one of these documents please contact us to discuss alternative verification procedures permitted by law.</p>
Company	<ul style="list-style-type: none"> <li><input type="checkbox"/> A current full company search of the ASIC databases showing: <ul style="list-style-type: none"> <li>• the full name of the company</li> <li>• the ABN/ACN</li> <li>• the registered office address of the company</li> <li>• the principal place of business of the company</li> <li>• the names and addresses of each director of the company (only for a proprietary company), and</li> <li>• the shareholders of the company (for all proprietary companies which are not licensed subject to regulatory oversight of a Commonwealth, State or Territory statutory regulator)</li> </ul> </li> <li><input type="checkbox"/> If the company is a regulated company, a search of the licence or other records of therelevant Commonwealth, State or Territory statutory regulator</li> <li><input type="checkbox"/> If the company is listed, a search of the relevant financial market</li> </ul>
Partnership	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy or relevant extracts of partnership agreement</li> </ul> <p><b>and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Information in relation to one of the partners in accordance with the individual requirements above</li> </ul>
Trust and superannuation fund	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of the trust deed</li> </ul> <p><b>and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For any trustee/s who are natural persons, ID in accordance with the individual verification requirements above</li> <li><input type="checkbox"/> If any of the trustees is a company, ID in accordance with the company verification requirements above</li> <li><input type="checkbox"/> If the trustees comprise individuals and companies then ID required as individual and company</li> </ul>
Unincorporated and incorporated associations	<ul style="list-style-type: none"> <li><input type="checkbox"/> Constitution or rules of association</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of minutes of at least one recent meeting of the association</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In respect of any one member of the Association, the information required to be collected from an individual investor (see individual above)</li> </ul>
Registered co operative	<ul style="list-style-type: none"> <li><input type="checkbox"/> Any register maintained by the co operative</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of minutes of at least one recent meeting of the co op</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Information evidencing the existence of the co-op issued by ASIC or by the State, Territory or overseas body responsible for regulation of the co operative</li> </ul>
Power of attorney	<ul style="list-style-type: none"> <li><input type="checkbox"/> Applications submitted under Power of Attorney must be accompanied by an original Power of Attorney document and a specimen signature of the relevant attorney(s)</li> </ul>