

# Third Party Access Request Form

This is an editable PDF and can be completed on your computer. If you prefer to complete a printed version, please write in BLOCK letters using either a blue or black pen only. Print X in the appropriate boxes to indicate your response. Do not use whiteout on this form. If you need to correct a mistake, cross out the section to be corrected, accompanied with your full signature.

This Third Party Access Request Form (Form) is issued by the responsible entity Trilogy Funds Management Limited ABN 59 080 383 679 AFSL 261425 (Trilogy Funds). Use this Form if you want to allow another individual or business group (e.g. an accountant firm, financial planner) access to your investment account (including personal information) and/or to transact on your investment account in accordance with authorities given under this Form. Please complete the relevant sections and refer below for submission instructions.

Investor ID

## Third party details

*(Nominated Third Parties)*

### INDIVIDUAL ACCESS

Title

First name

Middle name

Surname

Phone

Mobile

Email

### BUSINESS GROUP ACCESS *(if applicable)*

Alternatively, if this Third Party Access Request is for a business group please provide the following details.

Business Name

ABN

Business Address

Postal Address

Business Phone

Business Email

Licensee  
*(if applicable)*

AFSL Number  
*(if applicable)*

Individual 1

Individual 2

Individual 3

Individual 4

Select this box if third party access is to be given to all staff of the business group (Business Name) referred above.

## Type of authority

Please refer to the Third Party Declaration, Acknowledgment and Consent in this form

Enquiry authority

Power of attorney - please provide a certified copy of the Power of Attorney

## Third party identification details

*(PoA only)*

Mothers maiden name

Date of birth

*Trilogy Funds, in line with Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) laws, requires the PoA's identify to be verified before they can transact on your investment account. Please provide **either** your driver's licence or passport details below. The details below are **not** required if a certified copy is provided. Please see Trilogy Funds' privacy policy on the website [www.trilogyfunds.com.au](http://www.trilogyfunds.com.au) in relation to our use of your personal information*

*By completing the fields within this Form you confirm that you are authorised to provide the personal information presented and consent to that information being disclosed to the document issuer or official record holder including via third party systems for the purpose of confirming and verifying your identity. All details of the identification type provided in this Form (including name, date of birth and residential address) will be sent via an electronic request to an identity verification service to provide Trilogy Funds with an electronic response indicating that the information provided in the request, either matches or does not match the relevant official record data, or that a system error has been encountered in trying to process that request. If there are any issues verifying your identity, you will be contacted by Trilogy Funds Investor Relations to complete verification.*

Drivers licence no.

Drivers licence expiry date

Card number  
*(must be completed)*

Your name *(exactly as it appears on your licence)*

Passport number

Expiry date

Your name *(exactly as it appears on your passport)*

Place of birth  
*(as shown on your passport)*

Country of birth

## Investor Declaration, Acknowledgment and Consent - *Investor to complete*

### In relation to Enquiry Authority, I/we declare, acknowledge, consent and agree that:

1. By selecting this option, I/we hereby give the Nominated Third Parties the authority to request information relating to my/our investment account and acknowledge that Trilogy Funds will act on a request made by any Nominated Third Party to disclose such information.
2. The Nominated Third Parties will have access to and be provided information relating to my/our investment account and its operation, including my/our investment account balance, unit holdings, bank details, transactions history and statements.

### In relation to Power of Attorney Authority, I/we declare, acknowledge, consent and agree that:

1. A power of attorney authorises the Nominated Third Parties to make payments and withdrawals from my/our investment account, close my/our investment account and make changes to my/our investment account in accordance with the authorities granted to Nominated Third Parties under the power of attorney.
2. By electing this type of authority, I/we agree that the Nominated Third Parties may maintain my/our investment account in accordance with the authority granted to the Nominated Third Parties under the power of attorney.
3. Trilogy Funds, at its own discretion, may cancel the appointment of the Nominated Third Parties as an authority on my/our investment account by providing me/us notice in writing.
4. In the event of my/our death, the authority given under this form will automatically terminate.

### In relation to this Form, I/we declare, acknowledge, consent and agree that:

1. This personal information and any other personal information Trilogy Funds collects about me/us may be collected, used and disclosed by Trilogy Funds as set out in Trilogy Funds' privacy policy, including:
  - (a) to verify my/our identity and complete anti-money laundering and counter terrorism checks as required by law;
  - (b) for the ongoing administration of the investment account (including security, risk management and complying with Trilogy Funds' obligations at law); and
  - (c) for the investigation and prevention of crime, fraud and illegal conduct.
2. Not providing the personal information may result in this Form being rejected.
3. Trilogy Funds may store personal information it collects about the me/us in its information systems and physical records.

4. Trilogy Funds may disclose my/our personal information, to the extent permitted by law, to:
  - (a) Trilogy Funds' related entities, service providers and agents who assist Trilogy Funds in the management and administration of this Form and the investment account (e.g. mail houses and data processors);
  - (b) organisations providing processing and other support functions to Trilogy Funds;
  - (c) to all individuals authorised to operate or request information on the investment account (such as the my/our financial adviser);
  - (d) other entities to whom Trilogy Funds is by law required to provide information about me/us (for example law enforcement authorities and Government authorities);
  - (e) relevant dispute resolution schemes;
  - (f) my/our agents, such as financial or legal advisers; and
  - (g) other entities that are authorised by me/us.
5. Trilogy Funds will notify me/us if it is required to disclose personal information to overseas recipients.
6. I/We consent to Trilogy Funds using and sharing information about me/us with its related corporations to contact the me/us on an ongoing basis by any means including telephone, email and other electronic message, to provide me/us information about Trilogy Funds' other products and services and acknowledge that I/we have the option to contact Trilogy Funds at any time if I/we no longer want to receive such information.
7. Trilogy Funds may send me/us Short Messaging Service (SMSs) for any purpose related to this Form.
8. We can access Trilogy Funds's Privacy Policy via [www.trilogyfunds.com.au](http://www.trilogyfunds.com.au) or on request and that the Privacy Policy contains further details about how Trilogy Funds handles personal information and matters such as website privacy and access, correction and complaint rights in relation to Trilogy Funds.
9. Trilogy Funds may keep records of communications, including emails and telephone calls, and that telephone calls may be recording for training and verification purposes.
10. I/We indemnify Trilogy Funds for the actions taken in accordance with the instructions on this Form.
11. I/We make these declarations, acknowledgments and consents conscientiously and believe this declaration and its contents to be true and correct.

**Signature of Investor 1**

**Date**

**Given name**

**Surname**

**Signature of Investor 2**

**Date**

**Given name**

**Surname**

## Third Party Declaration, Acknowledgment and Consent - *Third Party to complete*

### I/We declare, acknowledge, consent and agree that:

1. By signing this Form, I/we acknowledge that I/we, on the behalf of other Nominated Third Parties (if applicable), are or will be providing personal information to Trilogy Funds about the Nominated Third Parties and that Trilogy Funds may also collect personal information about the Nominated Third Parties in the course of my/our dealings with Trilogy Funds.
2. Trilogy Funds may collect personal information from the investor, public sources, information brokers and third parties such as those described in this Form. Some of the personal information Trilogy Funds collects about the Nominated Third Parties is collected as required or authorised by laws such as the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth).
3. This personal information and any other personal information Trilogy Funds collects about the Nominated Third Parties, including in any electronic response via third party systems, may be collected, used and disclosed by Trilogy Funds as set out in Trilogy Funds' privacy policy, including:
  - (a) to verify the Nominated Third Parties' identity and complete anti-money laundering and counter terrorism checks as required by law;
  - (b) for the ongoing administration of the investment account and the Nominated Third Parties' access to it (including security, risk management and complying with Trilogy Funds' obligations at law); and
  - (c) for the investigation and prevention of crime, fraud and illegal conduct.
4. Not providing the personal information may result in this Form being rejected.
5. Trilogy Funds may store personal information it collects about the Nominated Third Parties, including full and proper records of all such disclosures, confirmations and consents as necessary or required to comply with its obligations under law, in its information systems and physical records.
6. Subject to the provisions of the *Privacy Act 1988* (Cth) and the *Corporations Act 2001* (Cth):
  - (a) all Nominated Third Parties voluntarily provided their express, informed consent for Trilogy Funds to collect and use the Personal Information in accordance with this Form and Trilogy Funds' Privacy Policy;
  - (b) the Nominated Third Parties have not withdrawn or varied their consent and I/we acknowledge that you must advise Trilogy Funds at the earliest opportunity if any Nominated Third Party withdraws or varies their consent at any time; and
  - (c) the Nominated Third Parties may access and correct their Personal Information collected and held by Trilogy Funds by making a request to Trilogy Funds and that Trilogy Funds will provide reasons if it denies any request for access to or correction of personal information. Where Trilogy Funds decides not to make a requested correction to the personal information and the Nominated Third Party disagrees, the Nominated Third Party may ask Trilogy Funds to record a note of their requested correction with the information.
7. Trilogy Funds may disclose the Nominated Third Parties' personal information, to the extent permitted by law, to:
  - (a) Trilogy Funds' related entities, third party service providers and agents who assist Trilogy Funds in the management and administration of this Form and the investment account (e.g. mail houses and data processors);
  - (b) organisations providing processing and other support functions to Trilogy Funds;
  - (c) to the Investor, including all individuals authorised to operate or request information on the investment account (such as the Investor's financial adviser);
  - (d) other entities to whom Trilogy Funds is by law required to provide information about the Nominated Third Parties to (for example law enforcement authorities and Government authorities);
  - (e) relevant dispute resolution schemes;
  - (f) the Nominated Third Parties' agents, such as financial or legal advisers; and
  - (g) other entities that are authorised by the Nominated Third Parties.
8. Trilogy Funds will notify me/us if it is required to disclose personal information to overseas recipients.
9. I/We consent to Trilogy Funds using and sharing information about the Nominated Third Parties with its related corporations to contact the Nominated Third Parties on an ongoing basis by any means including telephone, email and other electronic message, to provide the Nominated Third Parties information about Trilogy Funds' other products and services and acknowledge that the Nominated Third Parties have the option to contact Trilogy Funds at any time if they no longer want to receive such information.
10. Trilogy Funds may send the Nominated Third Parties Short Messaging Service (SMSs) for any purpose related to this Form.
11. We can access Trilogy Funds's Privacy Policy via [www.trilogyfunds.com.au](http://www.trilogyfunds.com.au) or on request and that the Privacy Policy contains further details about how Trilogy Funds handles personal information and matters such as website privacy and access, correction and complaint rights in relation to Trilogy Funds.
12. Trilogy Funds may keep records of communications, including emails and telephone calls, and that telephone calls may be recording for training and verification purposes.
13. We provide personal information about any other person, including other Nominated Third Parties, I/we must first ensure each such person has seen these Declarations, Acknowledgments and Consents and has understood their contents, and has separately agreed to their personal information being collected, used and disclosed by Trilogy Funds in the same way and in the same manner, to the extent permitted by law, that my/our personal information may be collected, used and disclosed in accordance with these Declarations, Acknowledgments and Consents.
14. I/We indemnify Trilogy Funds for the actions taken in accordance with the instructions on this Form.
15. I/We make these declarations, acknowledgments and consents conscientiously and believe this declaration and its contents to be true and correct.

**Signature of Nominated Third Party**

**Date**

**Given name**

**Surname**