

# INSIGHT LIQUIDITY FUNDS PLC

## ACCOUNT OPENING FORM

# INSIGHT LIQUIDITY FUNDS PLC

Please ensure you have read the Prospectus for the Company, including the relevant supplements (together the "Prospectus") and the relevant Key Investor Information documents before completing this application form. Defined terms used in this Account Opening Form are those used in the Prospectus.

Before you start completing this Account Opening Form you may find it useful to read our 'How to Invest in Insight's Liquidity Fund range' flyer which can be found on our website. It summarises the account opening process and provides key information about investing.

This form is split into 10 sections and in most cases the summary within the relevant section will provide enough detail for you to complete the form. However, if you need more help, please refer to the Appendix at the back of this document which gives detailed information on each section.

Please review the checklist on the back cover before submitting your Account Opening Form.

**On completion please send to: Insight Liquidity Funds Plc, c/o Northern Trust International Fund Administration Services (Ireland) Limited, George's Court, 54-62 Townsend Street, Dublin 2. Tel: 020 7982 3985 or +353 1 542 2910 Fax: +353 1 434 5217**

Telephone calls may be recorded.

The agreement between you and Insight Liquidity Funds Plc for investment into your chosen Funds will come into effect when a correctly completed application form and related subscription monies (and any relevant accompanying documents) are received and accepted by Insight Liquidity Funds Plc. The Directors reserve the right not to accept applications.

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## 1. REGISTRATION DETAILS

Account name

Account designation (if applicable)

Address

Postcode

Place of incorporation (if applicable)

Contact person

Telephone number

Email address

Fax number

**Please answer below Yes or No if any of the following apply to any of the applicants:**

- I am an employee of a BNY Mellon Entity<sup>1</sup>.
- I am an "immediate family member"<sup>3</sup> of an employee of a BNY Mellon Entity<sup>1</sup>.
- I am a director<sup>2</sup> of a BNY Mellon Entity<sup>1</sup>.

YES       NO

<sup>1</sup> "BNY Mellon Entity" means The Bank of New York Mellon Corporation or any of its controlled affiliates

<sup>2</sup> includes directorships of entities that serve as managing member, general partner or trustee of funds that have a BNY Mellon connection

<sup>3</sup> "immediate family members" include an employee's spouse, domestic partner and unemancipated children (including stepchildren, foster children, sons-in-law or daughters-in-law), whether or not they live in the same household as the employee. In addition, "immediate family members" also include the following relatives who are living within the same household as the employee: children (including stepchildren, foster children, sons-in-law and daughters-in-law), grandchildren, parents (including step-parents, mothers-in-law and fathers-in-law), grandparents, and siblings (including brothers-in-law, sisters-in-law and stepbrothers and stepsisters). Employees should also be aware that other holdings over which they have indirect ownership or control will generally be attributed to them.

## 2. DIVIDENDS

Your dividend will be automatically reinvested each month. If you would prefer to have your dividend paid out rather than reinvested, please tick this box.

## 3. YOUR BANK ACCOUNT DETAILS (MANDATORY)

Please provide details of the account to which redemption proceeds or dividends should be paid. Payments will only be made to a bank account held in the name of the registered shareholder. No third party payments will be made.

Both IBAN & SWIFT (BIC) Codes should be quoted for all banks within the EU/EEA.

Amendments to investors' payment instructions will only be effected upon receipt of an original instruction which has been signed by an authorised signatory.

### For GBP Share Classes

Correspondent bank (if applicable)

Correspondent bank ABA / BIC code (if applicable)

Intermediary bank name

Account name

Account number

IBAN (if applicable)

**No instruction to make payment to third parties will be accepted.**

### For EUR Share Classes

Correspondent bank (if applicable)

Correspondent bank ABA / BIC code (if applicable)

Intermediary bank name

Swift code

Account name

Account number

IBAN (if applicable)

**No instruction to make payment to third parties will be accepted.**

### For USD Share Classes

Correspondent bank (if applicable)

Correspondent bank ABA / BIC code (if applicable)

Intermediary bank name

Swift code

Account name

Account number

IBAN (if applicable)

**No instruction to make payment to third parties will be accepted.**

## 4. ELECTRONIC REPORTING

We can send you contract notes, statements, notices, circulars and other reports and documentations by email or fax rather than post. Information not sent electronically will be issued by post.

Please state the name, email address, telephone and fax number of all individuals to which electronic reporting should be made available.

Full name	Email address	Fax number	Telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Only investors who do **NOT** want to receive electronic reporting should tick the box below.

By ticking the box, I hereby confirm that I do not wish to receive contract notes, statements and other reports which may be issued from time to time in accordance with Irish Law by the Administrator in respect of my holdings in the Company.

## 5. ANTI-MONEY LAUNDERING REQUIREMENTS

In line with anti-money laundering requirements operating in various jurisdictions, all investors are required to be identified. For this purpose certain documentation will be required at the time of opening. Failure to supply all of the necessary account documentation will result in payments being withheld by us.

Please tick the most appropriate box and provide the relevant documentation.

Additional confirmation of identify of the applicant, authority of the applicant or source of the funds may be required in certain circumstances.

Are you investing as:

**A Company**

If you are an applicant/transferee that is a COMPANY, please supply the following:

1. Confirmation of regulatory body (if applicable)
2. Certified copy certificate of incorporation or certificate to trade\*.
3. A copy of the Memorandum and Articles of Association
4. List of all directors' names, occupations, residential and business addresses and dates of birth.
5. In order to verify that the signatories on the Account Opening Form are authorised to sign you must provide:
  - Certified authorised signatory list (ASL)\*\* on company letterhead.
  - This must be accompanied by a mandate\*\*. The mandate should confirm the individuals and the capacity in which they have authority to operate on the account (e.g. Certified copy of board minutes)\*\*.

Please note that we will only allow individuals who have been given authority under the mandate to act on the account.

\*Certified by Companies Registration Office, solicitor or bank

\*\*This documentation must be original or certified copies by a bank, lawyer, notary public or regulated Investment Adviser.

AND

If the company is not quoted on a stock exchange in Australia, Austria, Belgium, Bermuda, Canada, Denmark, Finland, France, Germany, Gibraltar, Greece, Guernsey, Hong Kong, Iceland, Ireland, Italy, Japan, Jersey, Luxembourg, Isle of Man, Netherlands, New Zealand, Norway, Portugal, Singapore, South Africa, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States (please note this list is subject to change), please also supply:

- Identification as per individual investor (see below) for at least 2 directors and all persons authorised to operate on the account.
- List of names, addresses, dates of birth and occupations of shareholders holding 20% or more of the share capital. And in the case of individual shareholders names, residential addresses, occupations and dates of birth.
- Authorised mandate or board resolution to establish the business relationship.

**An Institution**

If you are an applicant/transferee that is an INSTITUTIONAL investor e.g. pension fund, local authority, or charity, please supply the following:

1. List of names, dates of birth, occupations and permanent addresses of all governors/board members/partners.
2. Certified copies of the above governors/board members/partners' identification cards/ passports and certified copies of proof of address\* as per 'Individual investors' (see below).
3. Documentary evidence of the regulatory status of the applicant, please contact the Administrator for further details.
4. Authorised mandate or board resolution to establish the business relationship.
5. In order to verify that the signatures on the Account Opening Form are authorised to do so you must provide:
  - Certified authorised signatory list (ASL)\* on company letterhead.
  - This must be accompanied by a mandate\*. The mandate should confirm the individuals and the capacity in which they have authority to operate on the account (e.g. Certified copy of board minutes)\*.

Please note that we will only allow individuals who have been given authority per the mandate to act on the account.

\* This documentation must be original or certified copies by a bank, lawyer, notary public or regulated Investment Adviser.

**A Trust**

If you are an applicant/transferee that is a TRUST, please supply the following:

1. List of names, dates of birth, occupations and permanent addresses of all trustees/beneficiaries.
2. Certified copy of the Trust Deed.
3. Certified copies of the above trustee's/beneficiaries' identification\* as per individual investors (see below).
4. Evidence of the above trustee's authority to make investments in the Company on behalf of the trust.
5. In order to verify that the signatures on the Account Opening Form are authorised to do so you must provide:
  - Certified authorised signatory list (ASL)\* on company letterhead.
  - This must be accompanied by a mandate\*. The mandate should confirm the individuals and the capacity in which they have authority to operate on the account (e.g. Certified copy of trust deed)\*.

Please note that we will only allow individuals who have been given authority per the mandate to act on the account.

\* This documentation must be original or certified copies by a bank, lawyer, notary public or regulated Investment Adviser.

**A Financial Company NOT investing on behalf of underlying investors**

I/We are a bank/provider of financial services or a nominee company/nominee account which is part of/used by a bank/provider of financial services authorised and regulated in Australia, Austria, Belgium, Bermuda, Canada, Denmark, Finland, France, Germany, Gibraltar, Greece, Guernsey, Hong Kong, Iceland, Ireland, Italy, Japan, Jersey, Luxembourg, Isle of Man, Netherlands, New Zealand, Norway, Portugal, Singapore, South Africa, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States, (please note this list is subject to change).

**Please supply the following:**

1. The name of regulated entity and also the name of your regulator below:

Name of regulated entity

Name of regulator

**In order to verify that the signatories on the Account Opening Form are authorised to sign you must provide:**

2. Certified authorised signatory list (ASL)\* on company letterhead.
  - This must be accompanied by a mandate\*. The mandate should confirm the individuals and the capacity in which they have authority to operate on the account.

Please note that we will only allow individuals who have been given authority per the mandate to act on the account.

\*This documentation must be original or certified copies by a bank, lawyer, notary public or regulated Investment Adviser.

**A Financial Company, Agent or Intermediary who is investing on behalf of underlying investors**

1. I/We (name and address of company / agent / intermediary)

confirm that we are acting on behalf of a third party,

confirm that we are regulated in (name of jurisdiction) Jurisdictional Regulator

by (name of regulator)

2. Please contact the Administrator for the appropriate Letter of Introduction which must be completed and signed by your compliance department / Money Laundering Reporting Officer.
3. In order to verify that the signatories on the Account Opening Form are authorised to sign you must provide:
  - Certified authorised signatory list (ASL)\* on company letterhead.
  - This must be accompanied by a mandate\*. The mandate should confirm the individuals and the capacity in which they have authority to operate on the account (e.g. Certified copy of board minutes)\*.

Please note that we will only allow individuals who have been given authority per the mandate to act on the account.

\*This documentation must be original or certified copies by a bank, lawyer, notary public or regulated Investment Adviser.

**An Individual and Joint Investor/s**

If you, as applicant(s) or transferee(s) are an INDIVIDUAL(S) please supply the following documents; in the case of joint holders, please supply the relevant documentation in respect of ALL holders.

1. Certified\* copy of your photo identification card/passport AND
2. **Two forms of address verification.** Must be no more than 6 months old. This can be supplied as one of the following options:
  - i) Certified\* copies of 2 different utility bills OR
  - ii) Certified\* copies of a utility bill and a bank statement

\* All of the above copies can be certified by any of the following; a police officer, chartered and certified public accountant, notaries public, solicitor, embassy and consular staff and your bank or Investment Adviser if authorised and regulated in Australia, Austria, Belgium, Bermuda, Canada, Denmark, Finland, France, Germany, Gibraltar, Greece, Guernsey, Hong Kong, Iceland, Ireland, Italy, Japan, Jersey, Luxembourg, Isle of Man, Netherlands, New Zealand, Norway, Portugal, Singapore, South Africa, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States, (please note this list is subject to change).

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## 6. DECLARATION OF RESIDENCE OUTSIDE THE REPUBLIC OF IRELAND (MANDATORY)

Applicants resident outside Ireland are required by the Irish Revenue Commissioners to make the following declaration which is in a format authorised by them, in order to receive payment without deduction of tax.

**It is important to note that this declaration, if it is then still correct, shall apply in respect of any subsequent acquisitions of shares.**

Terms used in this declaration are defined in the Prospectus. Tick (a) or (b) as appropriate (mandatory).

### (a) Declaration on own behalf

I/We declare that I am/we are applying for the shares on my own/our own behalf/on behalf of a company and that I am/we are/the company is entitled to the shares in respect of which this declaration is made and that:

- I am/we are/the company is not currently resident or ordinarily resident in Ireland, and
- should I/we/the company become resident in Ireland I will/we will so inform you, in writing, accordingly.

### (b) Declaration as Intermediary

I/We declare that I am/we are applying for shares on behalf of persons:

- who will be beneficially entitled to the shares; and,
- who, to the best of my/our knowledge and belief, are neither resident nor ordinarily resident in Ireland.

I/We also declare that:

- unless I/we specifically notify you to the contrary at the time of application, all applications for shares made by me/us from the date of this account opening will be made on behalf of such persons; and,
- I/we will inform you in writing if I/we become aware that any person, on whose behalf I/we hold shares, becomes resident in Ireland.

Applicant name and address

Signature of applicant or authorised signatory (declarant)

Capacity of authorised signatory (if applicable)

Date

**Joint applicants should also complete the following:**

Name

Signature

Name

Signature

## 7. DECLARATION OF RESIDENCE WITHIN THE REPUBLIC OF IRELAND (NOTE 1)

### DECLARATION REFERRED TO IN SECTION 739D(6) TAXES CONSOLIDATION ACT, 1997

- I declare that the information contained in this declaration is true and correct.
- I also declare that I am applying for the shares on behalf of the applicant named below who is entitled to the shares in respect of which this declaration is made and is a person referred to in Section 739D (6) of the Taxes Consolidation Act, 1997 (“TCA 1997”), being a person who is:

#### Please tick as appropriate

- A pension scheme
- A company carrying on life business within the meaning of section 706 TCA 1997
- An investment undertaking
- A special investment scheme
- A unit trust to which section 731(5) (a) TCA 1997 applies
- A charity being a person referred to in section 739D(6)(f)(i) TCA 1997
- A qualifying management company
- A specified company
- Entitled to exemption from income tax and capital gains tax by virtue of section 784A(2) TCA 1997, (see further requirements for Qualifying Fund Manager below)

Exempt from income tax and capital gains tax by virtue of section 848E TCA 1997 where the shares held are assets of a special savings incentive account.

A company investing in a money market fund, to which section 739 (D) (K) (I) of the TCA 1997 refers, this is, or will be, within the charge to corporation tax in accordance with section 739 (D) of the TCA 1997.

#### Additional requirements where the declaration is completed on behalf of a charity

- I also declare that at the time of making this declaration, the shares in respect of which this declaration is made are held for charitable purposes only and;
- Form part of the assets of a body of persons or trust related by the Revenue Commissioners as a body or trust established for charitable purposes only, or are, according to the rules or regulations established by statute, charter, decree, deed of trust or will, held for charitable purposes only and are so treated by the Revenue Commissioners.
- I undertake that, in the event that the person referred to in paragraph (7) (d) of Schedule 2B TCA 1997 ceases to be a person referred to in Section 739D(6)(f)(i) TCA 1997, I will by written notice, bring this fact to the attention of the investment undertaking accordingly.

#### Additional requirements where the declaration is completed by a qualifying fund manager

I also declare that at the time this declaration is made, the shares in respect of which this declaration is made;

- Are assets of an approved retirement fund/an approved minimum retirement fund, and
- Are managed by the declarant for the individual named below who is beneficially entitled to the shares.

I undertake that, if the shares cease to be assets of the approved retirement fund/the approved minimum retirement fund, including a case where the shares are transferred to another such fund, I will, by written notice, bring this fact to the attention of the investment undertaking accordingly.

## IMPORTANT NOTES

- 1 This is a form authorised by the Revenue Commissioners which may be subject to inspection. It is an offence to make a false declaration.
- 2 Tax Reference Number in relation to a person, has the meaning assigned to it by Section 885 TCA 1997 in relation to a “specified person” within the meaning of that section. In the case of a charity, quote the Charity Exemption Number (CHY) as issued by Revenue. In the case of a qualifying fund manager, quote the Tax Reference Number of the beneficial owner of the shares.
- 3 In the case of (i) an exempt pension scheme, the administrator must sign the declaration (ii) a retirement annuity contract to which Section 784 or 785 applies, the person carrying on the business of granting annuities must sign the declaration (iii) a trust scheme, the trustees must sign the declaration. In the case of a charity, the declaration must be signed by the trustees or other authorised officer of a body of persons or trust established for charitable purposes only within the meaning of Sections 207 and 208 TCA 1997. In the case of a company, the declaration must be signed by the company secretary or other authorised officer. In the case of a unit trust it must be signed by the trustees. In any other case, it must be signed by an authorised officer of the entity concerned or a person who holds a power of attorney from the entity. If the latter, a copy of the power of attorney should be furnished in support of this declaration.

Name of applicant

Authorised signatory (Declarant) (Mr/Ms/etc.)<sup>(note 3)</sup>

Date

Irish Tax Reference Number of applicant <sup>(note 2)</sup>

Capacity in which declaration is made



## 8. FATCA SELF-CERTIFICATION

All terms identified in *italics* are as defined in the Intergovernmental Agreement Between the Government of Ireland and the Government of the United States of America to Improve International Tax Compliance and to Implement FATCA, Section 891E and Section 891G of the Taxes Consolidation Act 1997 (as amended) and the Financial Accounts Reporting (United States of America) Regulations 2014 copies of which are available at [www.revenue.ie/en/business/aeoi/index.html](http://www.revenue.ie/en/business/aeoi/index.html).

Additional definitions can also be found at [www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA](http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA).

If any of the information below changes in the future, please ensure that we are advised of these changes promptly.

**Entity Self-Certification** (if you are not an *Entity*, please complete the "Individual Self-Certification" section below)

**Note:** If you are acting as a nominee, agent or intermediary on behalf of another person or entity and you are a Financial Institution for FATCA purposes, this self-certification should be completed in the name of the Financial Institution. If you are acting as a nominee, agent or intermediary but are NOT a Financial Institution for FATCA purposes, you should complete this self-certification in the name of the beneficial owner on whose behalf you act.

Please tick either (a) or (b) below and complete as appropriate:

- (a)  The *Entity* is a *Specified US Person* and the *Entity's* US Federal Taxpayer Identifying Number (US TIN) is as follows:

US TIN:

- (b)  The *Entity* is not a *Specified US Person* (including a US person that is not a Specified US Person) – Please also complete all relevant sections of the FATCA Classification Section below.

### FATCA Classification:

#### *Financial Institutions:*

If you are a *Financial Institution*, please tick one of the below categories and provide your FATCA Global Intermediary Identification Number (*GIIN*)

- Irish Financial Institution or a Partner Jurisdiction Financial Institution*  
 Registered Deemed-Compliant Foreign Financial Institution (*registered deemed-compliant FFI*)  
 Participating Foreign Financial Institution (*participating FFI*)

If you have ticked one of the boxes above, please provide your Global Intermediary Identification number (*GIIN*)

#### *Financial Institution with no GIIN:*

If you are a *Financial Entity* but unable to provide a *GIIN*, please confirm the reason why a *GIIN* is not available by ticking one of the following boxes to confirm that you are:

- A *Partner Jurisdiction Financial Institution* which has not yet obtained a *GIIN*  
 The *Entity* has not yet obtained a *GIIN* but is sponsored by another entity which does have a *GIIN*. Please provide the sponsor's name and sponsor's *GIIN* :

Sponsor's Name:

Sponsor's GIIN:

- Exempt Beneficial Owner*  
 Certified Deemed Compliant Foreign Financial Institution (*certified deemed-compliant FFI*) (including a Financial Institution deemed compliant under Annex II of the Agreement)  
 Non-participating Foreign Financial Institution (*non-participating foreign financial institution*)  
 Excepted Foreign Financial Institution (*excepted FFI*)  
 *US person* but not a *Specified US Person*

### Non-Financial Institutions

If you are not a Foreign Financial Institution (*FFI*), please confirm your FATCA status by ticking the appropriate box below:

- Active Non-Financial Foreign Entity (*Active NFFE*)  
 Passive Non-Financial Foreign Entity (*Passive NFFE*)  
If you are a *Passive NFFE*, you must provide details of any *Controlling Persons* that are US citizens or resident in the US for tax purposes by completing an additional FATCA Self Certification Form for each such *Controlling Person*.  
 Excepted Non-Financial Foreign Entity (*Excepted NFFE*)

### Individual Self-Certification

Please tick either (a) or (b) below and complete as appropriate:

- (a)  I confirm that [I am] / [the investor is] a US citizen and I / is resident in the US for tax purposes and [my]/[its] US federal taxpayer identification number is as follows and I / or I will supply an appropriate US tax form (e.g. W9):

US TIN:



(b)  I confirm that [I am not] / [the investor is not] a US citizen or resident in the US for tax purposes.

#### Declaration and Undertaking

I/We declare that the information provided in this form is, to the best of my/our knowledge and belief, accurate and complete.

I acknowledge that the information contained in this form and information regarding the Account Holder may be reported to the tax authorities of the country in which this account(s) is/are maintained and exchanged with tax authorities of another country or countries in which the Account Holder may be tax resident where those countries (or tax authorities in those countries) have entered into Agreements to exchange financial account information.

I/We undertake to advise the recipient promptly (and in any event within 90 days) and provide an updated Self-Certification where any change in circumstance occurs which causes any of the information contained in this form to be incorrect.

Authorised Signature(s)

Print Name(s)

Capacity in which declaration is made

Date (dd/mm/yyyy)

## 9. CRS SELF-CERTIFICATION

All terms identified in *italics* are as defined under the OECD Standard for Automatic Exchange of Financial Account Information commonly known as the Common Reporting Standard ("CRS"), Section 891F and Section 891G of the Taxes Consolidation Act 1997 (as amended) and the Returns of Certain Information by Reporting Financial Institutions Regulations 2015. For more information please see [www.revenue.ie/en/business/aeoi/index.html](http://www.revenue.ie/en/business/aeoi/index.html) and [www.oecd.org/tax/automatic-exchange/](http://www.oecd.org/tax/automatic-exchange/).

If any of the information below changes in the future, please ensure that we are advised of these changes promptly.

Please note, an entity's CRS classification may differ from its FATCA classification.

### CRS Entity Self-Certification

(if you are not an Entity, please complete the "Individual Self-Certification" section below.)

Note: If you are acting as a nominee, agent or intermediary on behalf of another person or entity and you are a Financial Institution for CRS purposes, this self-certification should be completed in the name of the Financial Institution. If you are acting as a nominee, agent or intermediary but are NOT a Financial Institution for CRS purposes, you should complete this self-certification in the name of the beneficial owner on whose behalf you act.

#### Financial Institution under CRS

If you are a *Financial Institution*, please tick one of the below categories and provide your FATCA Global Intermediary Identification Number (*GIIN*)

- (I) *Financial Institution under CRS* (other than II below)
- (II) An *Investment Entity* located in a *Non-Participating Jurisdiction* and managed by another *Financial Institution* (if this box is ticked, please indicate the name of any Controlling Person(s) of the *Entity* and complete a separate CRS Individual Self-Certification form for each of your Controlling Persons\*)

#### Non-Financial Institution under CRS

If you are a *Non-Financial Institution* for CRS purposes, please tick one of the below categories:

- (I) *Active Non-Financial Entity* – a corporation the stock of which is regularly traded on an established securities market or a corporation which is a related entity of such a corporation
- (II) *Active Non-Financial Entity* – a Government Entity or Central Bank
- (III) *Active Non-Financial Entity* – an International Organisation
- (IV) *Active Non-Financial Entity* – other than (I)-(III) (for example a start-up NFE or a non-profit NFE)
- (V) *Passive Non-Financial Entity* (if this box is ticked, please complete a separate Individual Self-Certification Form for each of your Controlling Person(s))

\*Controlling Person(s):

NB: Please note that each Controlling Person must complete a Separate Individual Self-Certification form. If there are no natural person(s) who exercise control of the Entity then the Controlling Person will be the natural person(s) who hold the position of senior managing official of the Entity.

For further information on Identification requirements under CRS for Controlling Persons, see the Commentary to Section VIII of the CRS Standard. [www.oecd.org/tax/automatic-exchange/common-reporting-standard/common-reporting-standard-and-related-commentaries/](http://www.oecd.org/tax/automatic-exchange/common-reporting-standard/common-reporting-standard-and-related-commentaries/)

**CRS Declaration of Tax Residency (please note that you may choose more than one country)**

Please indicate your country of tax residence for CRS purposes, if resident in more than one country please detail all countries of tax residence and associated tax identification numbers (TIN).

NOTE: Provision of a TIN is required unless you are tax resident in a jurisdiction that does not issue a TIN.

If the Entity is not tax resident in any jurisdiction (e.g., because it is fiscally transparent), please indicate that below and provide its place of effective management or country in which its principal office is located.

Country of Tax Residency	Tax ID Number

**CRS Individual Self-Certification**

**CRS Declaration of Tax Residency (please note that you may choose more than one country)**

Please indicate your / the investor's country of tax residence for CRS purposes, (if resident in more than one country please detail all countries of tax residence and associated TIN

Country of Tax Residency	Tax ID Number

**Declaration and Undertaking**

I/We declare that the information provided in this form is, to the best of my/our knowledge and belief, accurate and complete.

I acknowledge that the information contained in this form and information regarding the Account Holder may be reported to the tax authorities of the country in which this account(s) is/are maintained and exchanged with tax authorities of another country or countries in which the Account Holder may be tax resident where those countries (or tax authorities in those countries) have entered into Agreements to exchange financial account information.

I/We undertake to advise the recipient promptly (and in any event within 90 days) and provide an updated Self-Certification where any change in circumstance occurs which causes any of the information contained in this form to be incorrect.

Authorised Signature(s)

Print Name(s)

Capacity in which declaration is made

Date (dd/mm/yyyy)

**10. SIGNATURES AND DECLARATIONS**

1. I/We hereby acknowledge as part of this account opening that I/we have been offered the Prospectus and where applicable the most recent annual or half-yearly reports and accounts for the Company and furthermore that this application is made on the terms thereof and subject to the provisions of the Prospectus and Memorandum and Articles of Association of the Company and I/we are bound by the terms of the Company.
2. I/We have made arrangements for payment to be made by electronic transfer and acknowledge that the Directors reserve the right to reject in whole or in part this application for an account.
3. I/We hereby represent and declare that I/we: (i) am/are not a U.S. Person as defined in the Prospectus; (ii) have not been solicited to purchase and have not and will not acquire

Shares while present in the United States; (iii) am/are not applying as a nominee of a U.S Person and I/we am/are not acting on behalf of nor do I/we intend to transfer any Shares to any U.S Person(s); (iv) will not transfer any Shares or any interest therein to a U.S Person and will not transfer any Shares within the United States; and (v) will promptly notify the Company and the Manager if I/we should at any time become a U.S Person. I/ We confirm that I/we have the authority to make this investment whether the investment is my/our own or is made on behalf of another person or institution. I/We hereby represent and declare that I/we are/am fully informed as to: (i) the legal requirements within my/our country for the purchase of the Shares and are permitted to purchase the Shares under the laws and regulations of my/our home country in the manner in which the Shares have been offered and sold to me/us; (ii) any foreign exchange restrictions applicable to me/us; and (iii) any relevant tax considerations relating to me/us arising out of our purchase and ownership of Shares.

4. I/We hereby agree to indemnify and hold harmless the Company, the Manager, Depository, Administrator, Investment Manager, Distributor and the other Shareholders and their respective directors, officers and employees against any loss, liability, cost or expense (including without limitation legal fees, taxes and penalties) which may result directly or indirectly, from any misrepresentation or breach of any warranty, condition, covenant or agreement set forth herein or in any document delivered by me/us to the Company or the Manager. The Company, the Manager, Depository, Administrator, the Sub-Investment Manager, Distributor and Investment Manager will not be responsible or liable for the authenticity of instructions received from us or any authorised person and may rely upon any instruction from any such person representing himself to be a duly authorised person reasonably believed to be genuine.

I/We also agree to indemnify and hold harmless the Company, the Manager, Depository, Administrator, Investment Manager, the Sub-Investment Manager, Distributor and the other Shareholders and their respective directors, officers and employees against any loss, liability, cost or expense (including without limitation legal fees, taxes and penalties) which may result from my holdings of shares in the Company which brings the Company into conflict with any requirement of any local regulatory authority or the Company incurring any liability to taxation or breaching any law or regulation of any local regulatory or taxation authority.

5. I/We acknowledge that the Company intends to take such steps as may be required to satisfy any obligations imposed on it by (i) the Foreign Account Tax Compliance Act ("FATCA") regulations (ii) any provisions imposed under Irish law arising from the inter-governmental agreement between the Government of the United States of America and the Government of Ireland ("IGA") (iii) the OECD Common Reporting Standard ("CRS") and Irish implementing legislation so as to ensure compliance or deemed compliance (as the case may be) with the FATCA regulations, the IGA and CRS and the Irish implementing legislation (together "AEOI") . In particular I/We acknowledge that the information contained in this form and information regarding the Account Holder may be reported to the tax authorities of the country in which this account is maintained and exchanged with the tax authorities of another country or countries including tax authorities outside the European Economical Area ("EEA") in which the Account Holder may be tax resident where those countries (or tax authorities in those countries) have entered into agreements to exchange financial account information.

I/We agree to provide to the Company, the Manager, the Investment Manager, the Sub-Investment Manager, the Administrator and/or the Distributor the necessary AEOI declarations, confirmations, classifications information, certificates and/or documentation including but not limited to the self certification sections in this document at such times as each of them may request and furthermore provide any supporting certificates or documents as each of them may reasonably require in connection with this investment by reason of AEOI, as described above, as amended or supplemented from time to time. Should any information furnished to any of them become inaccurate or incomplete in any way, I/we hereby agree to notify the Company, the Manager, the Investment Manager, the Sub-Investment Manager, the Administrator and/or the Distributor immediately of any such change and further agree to immediately take such action as the Company, the Manager, the Investment Manager, the Sub-Investment Manager, the Administrator and/or the Distributor may direct, including where appropriate, permitting the Company to compel or effect the sale of my/our Shares if I/we fail to forego requirements. If relevant, I/we agree to notify the Company and the Administrator of any change to my/our tax residency status. I/we hereby also agree to indemnify and keep indemnified the Company, the Manager, the Investment Manager, the Sub-Investment Manager, the Administrator and/or the Distributor against any loss, liability, cost or expense (including without limitation legal fees, taxes and penalties) which may result directly or indirectly as a result of a failure to meet our obligations pursuant to this section or failure to provide such information which has been requested by the Company, the Manager, the Investment Manager, the Sub-Investment Manager, the Administrator and/or the Distributor and has not been provided by me/us, and from any misrepresentation or breach of any warranty, condition, covenant or agreement set forth herein or in any document delivered by me/us to the Company, the Manager, the Investment Manager, the Sub-Investment Manager, the Administrator and/or the Distributor. I/We further acknowledge that a failure to comply

with the foregoing obligations or failure to provide the necessary information required may result in the compulsory redemption of our entire holding in the Company, and that the Company, the Manager and the Depositary are authorised to hold back from redemption proceeds or other distributions to me/us such amount as is sufficient after the deduction of any redemption charges to discharge any such liability and I/we shall indemnify and keep indemnified the Company, the Manager and the Depositary against any loss suffered by them or other Shareholders in the Company in connection with any obligation or liability to so deduct, withhold or account.

For the purposes of complying with its automatic exchange of information obligations under the OECD Common Reporting Standard (CRS) as implemented in Irish law the Company is required to collect certain information in respect of each investor, and in respect of certain Controlling Persons in the case of the investor being an Entity rather than an individual, (e.g. name, address, jurisdiction of residence, tax identification number (TIN), date and place of birth (as appropriate), the "account number" and the "account balance" or value at the end of each calendar year) so as to identify "accounts" which are reportable to the Irish Revenue Commissioners under the CRS. Such information may in turn be exchanged by the Irish Revenue Commissioners with the tax authorities of other jurisdictions including tax authorities located outside EEA in accordance with the requirements of the CRS.

Further information in relation to CRS can be found on the Automatic Exchange of Information (AEOI) webpage on [www.revenue.ie](http://www.revenue.ie)

6. I/We acknowledge that the Administrator may, in accordance with Irish law, electronically deliver reports to shareholders in accordance with Section 4. Such reports may include but are not limited to contract notes, holdings confirmations, valuation statements, notices, circulars and other reports and documentations which may be issued by the Administrator, the Company and/or the Manager from time to time ("Reports"). I/We also agree that where possible and where any such reports are to be received by multiple recipients that I/we will supply the Administrator with a single 'group' email address and the Administrator will have fully discharged its reporting responsibilities pursuant to this clause and Section 4 where it has sent such reports to this address. I/We hereby agree that the Administrator and its directors, officers, employees and agents shall be fully indemnified and shall not be liable to me/us or to any Shareholders in the Company for any direct loss, damage, expense (including without limitation, legal counsel and professional fees and other costs and expenses incurred in connection with the defence of any claim, action or proceedings) occasioned by act or omission of the Administrator and its directors, officers and employees in connection with the electronic delivery of Reports other than as a result of the fraud, negligence, bad faith, wilful misconduct or reckless disregard of the Administrator in the performance of its duties as Administrator of the Company.
7. I/We acknowledge that due to anti-money laundering requirements operating within their respective jurisdictions the Company, the Manager, Administrator or Distributor (as the case may be) may require further identification from me/us, as described in the Prospectus, at any time in relation to this account opening and the Company, the Manager, Administrator and Distributor shall be held harmless and indemnified against any loss arising as a result of a failure to process the application for an account if such information as has been required by the parties referred to has not been provided by me/us. I/We also warrant and declare that the monies being invested pursuant to the application for an account do not represent directly or indirectly the proceeds of any criminal activity and that the investment is not designed to conceal such proceeds so as to avoid prosecution for an offence or otherwise. I/we warrant and declare that the proceeds of any redemptions or any dividend paid by the Company will not be used for the financing of any terrorist activity.
8. I/We agree that the Company collects, stores and uses the data I/we provide in its interactions with me/us. I/We have been advised to read in detail the Privacy Notice in the Appendix and any amendment or supplement thereto. This document provides an outline of my/our data protection rights and my/our data protection obligations as they relate to my/our investment in the Company.
9. I/We understand that the Company operates a single collections account in the name of the Company through which subscription monies and redemption proceeds and dividend income (if any) for each Fund are channeled. I/We further understand that this collections account shall not have the protection of the Central Bank (Supervision and Enforcement) Act 2013 (Section 48(1)) Investor Money Regulations 2015 for Fund Service Providers, as may be amended from time to time (the "Investor Money Regulations") and that a risk exists to the extent that monies are held by the Company in the collections account for the account of a Fund at a point where such Fund (or another Fund of the Company) becomes insolvent. Upon receipt into the collections account, subscription monies, redemption proceeds or dividend income will be the property of the relevant Fund and accordingly I/we will be treated as a general creditor of the relevant Fund during the period such monies are held in the collections account.
10. To be valid, this Account Opening Form must be signed by each applicant and if not fully completed to the satisfaction of the Company, the Manager, Administrator or the Distributor the application for an account may be rejected. In the case of a partnership/

firm account opening forms should be signed by all the partners/proprietors. In the case of a corporation, applications should be executed under seal or signed by a duly authorised person(s) who should state the representative capacity. In the case of a trust, account opening forms should be made in the individual names of the trustees and should be accompanied by duly certified documentation. If this Account Opening Form is signed under power of attorney, such power of attorney or a duly certified copy thereof must accompany this application.

11. I/We undertake to abide by the restrictions on transfers of shares set out in the Prospectus under the heading "Form of Shares and Transfer of Shares". In addition, I/we undertake to ensure that the transferee completes an account opening form in respect of such transfer.
12. I/We the undersigned hereby authorize the Administrator and any other agents to act upon instructions given by me/us in written form or by facsimile or other such means as may from time to time be permitted by the Company, the Manager, and the Administrator including telephonic or electronic means (including by way of email, whether encrypted for security purpose or not) (the "Instructions") with regard to the Shares subscribed or (and any further Shares purchased) or any matter in connection with them or any of them. I/We hereby agree to indemnify each of the Company, the Manager and the Administrator and agree to keep them indemnified against any loss of any nature whatsoever arising as a result of them acting upon such Instructions (including such instructions/communications as may be or purported to be given by me/us). The Company, the Manager and the Administrator may rely conclusively upon and shall incur no liability in respect of any action taken upon any Instructions believed in good faith to be genuine or to be signed (or given or purport to emanate) by properly authorised persons.
13. I/We agree that the Administrator, the Company and the Manager may record all telephone conversations made to and received from investors by the Administrator and the Company, their delegates, duly appointed agents and any of their respective related, associated or affiliated companies for record keeping, security and/or training purposes. Unless otherwise agreed in writing, I/we acknowledge that confirmation of telephone instructions given will not be issued by the Administrator or the Company or the Manager. I/We undertake to confirm Instructions in writing upon request. I/We hereby agree to indemnify each of the Administrator (on its behalf and as an agent of the Company), the Company and the Manager and agree to keep each of them indemnified against any loss of any nature whatsoever arising to any of them as a result of any of them acting upon facsimile, telephonic, electronic or other Instructions.
14. (If you wish to retain the right to use electronic dealing).  

I/We hereby acknowledge that any notice or document may be served by the Company or its delegate on me/us in the manner specified from time to time in the Prospectus and, for the purposes of the Electronic Commerce Act 2000, if I have provided an e-mail address or fax number to the Company or its delegate, consent to any such notice or document being sent to me/us by fax or electronically to the fax number or e-mail address previously identified to the Company or its delegate which I/we acknowledge constitutes effective receipt by me/us of the relevant notice or document. I/we acknowledge that I/we are not obliged to accept electronic communication and may at any time choose to revoke my/our agreement to receive communications by fax or electronically by notifying the Company in writing at the above address provided that my/our agreement to receive communications by fax or electronically shall remain in full force and effect pending receipt by the Company of written notice of such.
15. I/We acknowledge that Key Investor Information Documents ("KIIDs") can be obtained from the Insight Investment website [www.insightinvestment.com](http://www.insightinvestment.com) and consent to being provided with the KIIDs in this form via the website. I/We acknowledge and confirm that I/we will ensure that I/we have received, read and understood the KIIDs prior to submitting each application form to subscribe for Shares and will provide confirmation of this.
16. In respect of joint applicants only, we direct that on the death of one of us the Shares for which we hereby apply be held in the name of and to the order of the survivor or survivors of us or the executor or administrator of the last of such survivor or survivors.

Authorised Signatory

Authorised Signatory

Date

Authorised Signatory

Authorised Signatory



# APPENDIX

## PRIVACY NOTICE

### INSIGHT LIQUIDITY FUNDS PLC (THE "COMPANY")

The purpose of this document is to provide you with information on our use of your personal data in accordance with the EU data protection regime introduced by the General Data Protection Regulation (Regulation 2016/679, the "Data Protection Legislation").

In this document, "we", "us" and "our" refer to the Company. From time to time the Company may delegate certain functions to affiliates and other third parties.

#### Who this affects

If you are an individual investor, this will affect you directly. If you are an institutional investor that provides us with personal data on individuals connected to you for any reason in relation to your investment with us, this will be relevant for those individuals and you should transmit this document to such individuals or otherwise advise them of its content.

#### Your personal data

By virtue of making an investment in the Company and your associated interactions with us (including the initial application and including the recording of electronic communications or phone calls where applicable) or by virtue of you otherwise providing us with personal information on individuals connected with you as an investor (for example directors, trustees, employees, representatives, shareholders, investors, clients, beneficial owners or agents), you will provide us with certain personal information which constitutes personal data within the meaning of the Data Protection Legislation. We may also obtain personal data on you from other public sources.

This includes, but is not restricted to, the following information relating to you and/or any individuals connected with you as an investor (for example, directors, trustees, employees, representatives, shareholders, investors, clients, beneficial owners or agents): name, residential address, email address, contact details, corporate contact information, signature, nationality, place of birth, date of birth, tax identification, credit history, correspondence records, passport number, bank account details, source of funds details and details relating to your investment activity.

In our use of this personal data, the Company will be characterised as a "data controller" under the Data Protection Legislation. In the event that the Company delegates certain functions to affiliates and/or other third parties such entities will be considered data processors and their use of your personal data will be governed by a written agreement.

When processing your personal data, there may also be times where other service providers to the Company (including the Administrator and/or Depository) will be required to use your personal data for purposes they have determined to be lawful and necessary (i.e. to comply with applicable law in the area of anti-money laundering and counter terrorist financing, where required for global tax reporting purposes or where mandated by a court order or regulatory sanction), in which case they will be characterised as "data controllers".

#### How we may use your personal data

We may collect, store and use your personal data for lawful purposes disclosed below:

- (i) to reflect your ownership of shares in the Company (i.e. where this is necessary for the performance of the contract to purchase shares in the Company including without limitation the processing of redemption, conversion, transfer and additional subscription requests and the payment of distributions);
- (ii) to discharge our anti-money laundering obligation to verify the identity of our customers (and, if applicable their beneficial owners) or for prevention of fraud or for regulatory or tax reporting purposes or in response to legal requests or requests from regulatory authorities (i.e. where this is necessary for compliance with a legal obligation to which we are subject); and/or
- (iii) for direct marketing purposes (that is, us or our affiliates or delegates providing you with information on products and services) or for quality control, business, risk and statistical analysis or for tracking fees and costs or for customer service, training and related purposes (i.e. where this is necessary for the purposes of the legitimate interests of us or a third party and such legitimate interests are not overridden by your interests, fundamental rights or freedoms and provided that we are acting in a fair, transparent and accountable manner and have taken appropriate steps to prevent such activity having any unwarranted impact on you and also noting your right to object to such uses, as discussed below).

Should we wish to use your personal data for other specific purposes (including, if applicable, any purpose that requires your consent), we will contact you.

#### Why we may transfer your personal data

We may share your personal data with our affiliates and delegates.

In certain circumstances, we and/or our authorised delegates may be legally obliged to share your data and other financial information with respect to your interest in the Company with the Irish Revenue Commissioners and they, in turn, may exchange this information with foreign tax authorities including tax authorities located outside the EEA.

We anticipate that your personal data may to varying extents be disclosed to, and processed by, (i) the Administrator, (ii) the Manager, (iii) the Investment Manager, (iv) the Sub-Investment Manager, (v) the Company's independent auditors, (vi) the Depository, (vii) the Company's secretary and registered office provider, and (viii) the Company's legal advisers, and each of their respective affiliates and this may include certain entities located outside the EEA.

Your personal data may also be disclosed to such other third party service providers as are engaged by us from time to time in order to process the data for the purposes set out above, including credit agencies, document production and printing companies, and their respective affiliates (including certain entities located outside the EEA) and as required by any court of competent jurisdiction or any competent judicial, governmental or regulatory body.

## **The data protection measures we take**

Any transfer of personal data by us or any of our duly authorised delegates outside the EEA shall be in accordance with the conditions in the Data Protection Legislation.

We and our duly authorised delegates shall apply appropriate information security measures designed to protect data in our/our delegates' possession from unauthorised access by third parties or any form of computer corruption.

We shall notify you of any personal data breach affecting you that is likely to result in a high risk to your rights and freedoms.

## **Your data protection rights**

You have certain rights regarding our use of your personal data summarised as follows:

- the right to access your data (in an easily readable form);
- the right to examine and correct your data;
- the right to restrict the use of your data;
- the right to withdraw any consent given to the processing of your data (where applicable);
- the right to receive information regarding any entities we disclose your data to; and
- the right to lodge a complaint with the Data Protection Commission (our lead supervisory authority), or a supervisory authority in the EU member state of your usual residence.

You also have the right to object to the processing of your data where we have considered this to be necessary for the purposes of our legitimate interests.

Please note that the right for your data to be erased (the "right to be forgotten") that applies in some contexts is not likely to be applicable to most, if not all, of the personal data we hold, given the specific nature of the purposes for which we use the data, as described above.

## **Our retention of your personal data**

We or our duly authorised delegates may retain your personal data for a period of up to seven years following your disinvestment from the Company or the point where your business relationship with us has ceased. Thereafter, we and our duly authorised delegates will refrain from collecting any further personal data on you and shall take appropriate steps to dispose of any records containing your personal data, to the extent this is operationally feasible and proportionate.

## **Changes to this Privacy Notice**

We may need to make changes to this Privacy Notice from time to time and shall do so by amending the version of this Privacy Notice published on our website [www.insightinvestment.com](http://www.insightinvestment.com) (the Privacy Notice can be found in the relevant literature library on the website) and we would therefore invite you to review this regularly so you are informed of the latest position as it affects you.

## **Getting in touch**

The Company has not appointed a data protection officer. However, should you have any queries or wish to discuss your data protection rights with us, please contact [privacy@insightinvestment.com](mailto:privacy@insightinvestment.com)