

## **Allocation policy and Application Form – Hardship acquisitions**

This information form is issued by ASA Operations 2 Pty Ltd (ACN 675 795 356), Corporate Authorised Representative Number 1312857 (**Purchaser, our, us**) in respect of the unsolicited offer made in accordance with Division 5A of Part 7.9 of the Corporations Act 2001 (Cth) for units in the ASA Diversified Property Fund ARSN 106 724 038 (**Fund**) dated 10 December 2024 (**Offer**).

As part of our allocation policy in relation to the Offer, we have made the decision to prioritise acceptances received from investors who, in our reasonable opinion, are suffering or likely to suffer hardship. This form is being provided for the purposes of administration of our allocation policy in respect of the Offer, and completion of the form by any person does not mean that the person's units in the Fund will be acquired by the Purchaser, or that their classification as a seller that is suffering hardship will be accepted by the Purchaser. We will not be liable for any decision we make in respect of the administration of our allocation policy, including in connection with a hardship form, as acceptance of any participation in the Offer is ultimately at our discretion.

### **Circumstances of hardship**

Please read this information carefully prior to completing the hardship statutory declaration and form.

For an acquisition to be prioritised under the Offer on the basis of hardship, the relevant investor must meet one of the following criteria (as determined by us):

- Severe financial hardship;
- Unemployment;
- Compassionate grounds; or
- Permanent incapacity.

Accompanying documentation will be required to be submitted with a hardship request to support your claim, as described below.

### **Evidence**

You must provide evidentiary documentation to support your application. The type of supporting documentation you may need to provide is dependent upon the hardship condition you are applying under, as outlined in this document.

### **Statutory declaration**

To apply to be a seller in a position of hardship under our allocation policy for the Offer, you are required to sign the Statutory Declaration which is part of this document. The Statutory Declaration requires you to attest to the truth and accuracy of the information that you have provided. This document forms part of the evidence that we will review in deciding how to deal with your participation in the Offer under our allocation policy.

### **Privacy**

The information collected from you in this form is for the purpose of your participation of the Offer and will be used as outlined in the Offer materials and in accordance with our Privacy Policy, which can be obtained online at <https://www.asarep.com/hubfs/Policy/PrivacyPolicy.pdf>.

### **Further information**

We may request further information from you after reviewing your hardship form. It may not be possible for us to make a decision until all of the information and evidence sought has been provided. This may result in further time being required to complete the decision-making process.

## Hardship criteria - complete the section relevant to you

There are four circumstances in which we will consider a person to be suffering from hardship for the purposes of the Offer. Please indicate in the relevant section below in relation to the hardship category that may be applicable to you, to show what documentation is required. Please note that if any of these documents are not received by us we will be unable to proceed on the basis that you are suffering from hardship for the purposes of our allocation policy. We may need to contact you for additional information before a final decision is made.

<b>Severe financial hardship</b>	To enable the investor to meet reasonable and immediate living expenses for themselves and/or their dependents.	<input type="checkbox"/>
<b>Unemployment</b>	Where the investor has not been in gainful employment for a period of at least three months and has no other means of financial support (except government assistance).	<input type="checkbox"/>
<b>Compassionate grounds</b>	<p>The amount requested is needed by the investor or their dependent to:</p> <ul style="list-style-type: none"><li>■ pay for medical/transport costs required to treat a life-threatening illness or injury, to alleviate acute or chronic pain/mental disturbance where two registered medical practitioners (one of whom must be a specialist) have provided certified statements confirming the medical condition to this effect;</li><li>■ fund specific renovations or modifications (to a principal place of residence or vehicle) that are necessary to accommodate special needs arising from a severe disability;</li><li>■ assist with funeral and other expenses related to the death of an investor or their dependent; or enable an investor to provide care for a person who is dying from a terminal illness, including home care;</li><li>■ prevent an investor's mortgagee (lender) from selling the investor's principal place of residence;</li><li>■ meet expenses in other cases consistent with any of these grounds,</li></ul> <p>in each case where the person does not otherwise have the financial capacity to meet the expense.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Permanent incapacity</b>	Where the investor has ceased gainful employment by reason of mental or physical ill-health and we are satisfied that the investor is unlikely ever again to engage in gainful employment of the type for which the investor is reasonably qualified by education, training or experience.	<input type="checkbox"/>

**All applicants must complete description of hardship**

Briefly explain the cause of your hardship, why you believe you satisfy the grounds for hardship and how the money will be used if paid to you.

Please attach additional pages if the space below is insufficient for your explanation.

**All applicants must complete evidence of hardship**

Please provide appropriate documentation in order to support and evidence your hardship application. This may include invoices, quotes, copies of bills, bank statements, medical certificates, professional opinions or official documentation from a government agency. If you cannot provide the supporting documentation or evidence, please state the reasons why you are unable to provide the documentation at present or within a reasonable timeframe.

We may request further information from you after reviewing your application. It may not be possible for us to make a decision until all of the information and evidence sought has been provided. This may result in further time being required to complete the decision making process.

**Returning this form**

Please post your form **together** with supporting documentation by no later than the due date for acceptances under the liquidity offer to:

ASA Operations 2 Pty Ltd  
Level 27, 101 Collins Street  
Melbourne VIC 3000

**All applicants must complete declaration and signing**

I/We wish to apply for acceptance of the Offer to be considered on the basis that we are suffering, or likely to suffer, from hardship.

By signing this hardship form, I/we:

- agree to information about me/us being collected, used and disclosed as referred to in the Offer materials;
- declare and agree that any information and documents that will be used for the purposes of this form (whether or not provided on or with this form) are complete and correct, and if they are about another person, have been provided with the express consent of that person;
- acknowledge that it is a criminal offence to knowingly provide false or misleading information or documents in connection with this form;
- declare that I/we am/are experiencing the hardship outlined in the Hardship Criteria section above, and do not have access to any assets (apart from my/our home) that could reasonably be used or sold to pay for the expenses arising from the hardship and that (with the exception of borrowing) I have made every effort to find alternative sources of funds to meet my immediate needs;
- am/are aware and understand that I/we can only apply for a hardship status under this form as necessary to relieve the immediate hardship outlined in this declaration;
- will use the money (if transferred to me/us from the sale of units in the Fund) for the purpose set out in this declaration;

- make this declaration under the *Statutory Declaration Act 1959* (Cth) and am subject to the penalties provided in the *Statutory Declaration Act 1959* (Cth) for any false statements in this declaration; and
- I/we am/are either:
  - the legal owner(s) of units recorded on the register under my/our name; or
  - in the case of the executor of the estate, the beneficiary(s) of the estate of the legal owner(s) of the units.

**Investor name**

**Investor number**

**Signatory 1**

Title  Surname

First name

Signing as (please tick)

- ☐ Individual
 ☐ Executor
 ☐ Trustee  
☐ Director
 ☐ Joint investor
 ☐ Partner  
☐ Sole director
 ☐ Agent
 ☐ Attorney  
☐ Representative of association/co-operative/  
 government body – please specify position  
 (e.g chairman)

Signature  Date

**Signatory 2**

Title  Surname

First name

Signing as (please tick)

- ☐ Individual
 ☐ Executor
 ☐ Trustee  
☐ Director
 ☐ Joint investor
 ☐ Partner  
☐ Sole director
 ☐ Agent
 ☐ Attorney  
☐ Representative of association/co-operative/  
 government body – please specify position  
 (e.g chairman)

Signature  Date

**Signature of witness**

(who must appear on the below statutory declaration signatory list)

Name of witness

Category of witness

Address of witness

Signature  Date

Declared at (place)

### Statutory declaration signatory list

A statutory declaration (including in respect of the hardship form) must be made in the presence of one of the following:

- A person who is currently licensed or registered under a law to practise in one of the following occupations: Architect, Chiropractor, Dentist, Financial adviser, Financial planner, Legal practitioner, Medical practitioner, Midwife, Migration agent registered under Division 3 Part 3 of the *Migration Act 1958* (Cth), Nurse, Occupational therapist, Optometrist, Patent attorney, Pharmacist, Physiotherapist, Psychologist, Trademarks attorney 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 (however described).
- One of the following:
  - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - Australian Public Service employee engaged on an ongoing basis with 5 or more years of continuous service who is not otherwise authorised
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955* (Cth))
  - Bailiff
  - Bank officer, building society officer or credit union officer with 5 or more continuous years of service
  - Chief executive officer of a Commonwealth court, clerk of a court, Judge of a court, Magistrate or Master of a court, Registrar or Deputy Registrar of a court
  - Commissioner for Affidavits or Commissioner for Declarations
  - Employee of the Australian Trade and Investment Commission or employee of the Commonwealth who is in a country or place outside Australia; and authorised under paragraph 3(d) or 3(c) of the *Consular Fees Act 1955* (Cth); and exercising his or her function in that place
  - Finance company officer with 5 or more years of continuous service
  - Justice of the Peace
  - Marriage celebrant or Minister of religion registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961* (Cth).
- Member of Engineers Australia (other than at the grade of student), a Registered Professional Engineer of Professionals Australia, a person who is registered as an engineer under a law of the Commonwealth Member of the Association of Taxation and Management Accountants, Member of the Australasian Institute of Mining and Metallurgy, Fellow of the National Tax Accountants' Association, Member of the Institute of Chartered Accountants in Australia and New Zealand, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants.
- Member of the Australian Defence Force who is: an officer; or a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* (Cth) with 5 or more years of continuous service; or a warrant officer within the meaning of that Act.
- Member of the Parliament of the Commonwealth or the Parliament of a State or a Territory legislature or a local government authority of a State or Territory.
- Notary public.
- Permanent employee of the Australian Postal Corporation, the Commonwealth or a Commonwealth authority, a State or Territory authority, or a local government authority not specified in this list, with 5 or more years of continuous service.
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made.
- Police officer.
- Senior Executive Service employee or a Commonwealth authority or a State or Territory authority.

- Sheriff or Sheriff's officer.
- Teacher employed on a full-time or part-time basis at a school or tertiary education institution.
- APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list
- Holder of a statutory office not specified in another item in this list.
- Member of Governance Institute of Australia Ltd.