

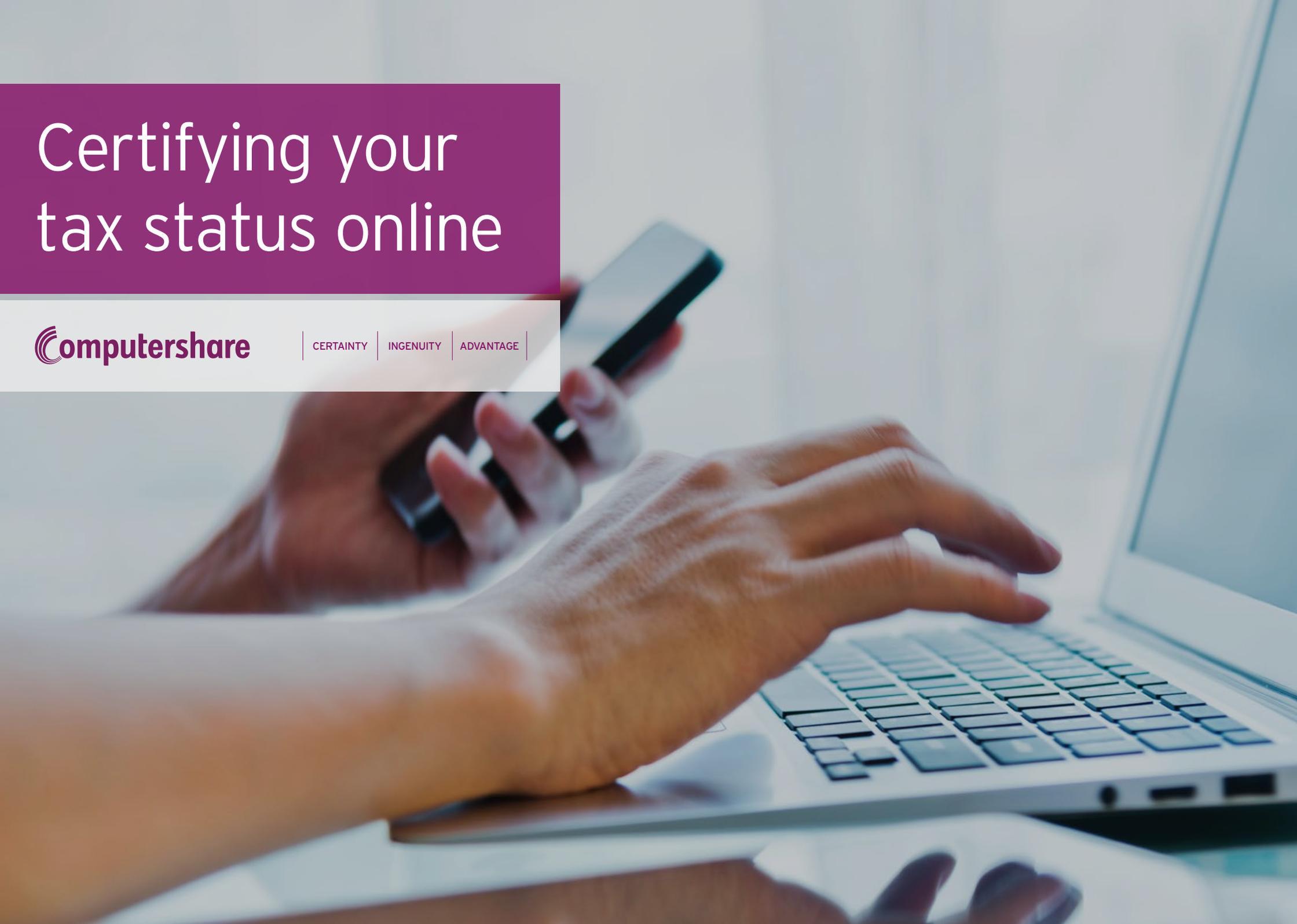
Certifying your tax status online

 **Computershare**

| CERTAINTY

| INGENUITY

| ADVANTAGE



Logging in

There are two ways to log in, either through the Employee Online (our online employee share portal) website or directly at www.computershare.com/CertifyMyTax

If you are logging in through Employee Online, please [click here](#).

To log in directly, please go to www.computershare.com/CertifyMyTax where you will see the login screen below. Enter your **User Name** and **Password** and click 'Log in'. Your login details will have been sent out to you within 90 days of your Computershare account being created. This would have been sent by email if we have your email address, otherwise this would have been posted to you.



English ▾

LOG IN

User Name:

Password

Log in

[Forgotten your username or password?](#)

Contact Us

If you have an account with us and you have any queries, our helpline is available Monday to Friday 8:30am to 5:30pm GMT on:
+44 (0)117 378 5170

If you have forgotten or lost any of your login details please click the 'Forgotten your username or password' link.



Updating your details

After logging in for the first time, you will be asked to change your password.

Your password must:

- > be a minimum of eight characters
- > contain at least one lowercase letter
- > contain at least one uppercase letter
- > contain at least one number

Enter your new password in both the 'Password' and the 'Repeat the password' boxes. Enter your email address in the 'Email Address' box and then click 'Update'.



HOME LOGOUT English ▼

LOG IN

UPDATE YOUR DETAILS

Before you can continue, you must change your password. Please enter your **new** password in both password boxes below.

Password:	<input type="password"/>
Repeat the password:	<input type="password"/>
Email Address:	<input type="text"/>

Update >



Terms and conditions

If this is the first time you have logged in you will now be asked to review the 'Terms and Conditions of Use' of the Foreign tax self certification website.

If you accept the terms, tick both the 'I accept the Terms and Conditions' and the 'I agree to the submission of tax information via this electronic system' boxes.

Then click 'Continue'.

You can view the Terms and Conditions at any point by clicking the link in the grey section at the bottom of the screen.



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HOME

TERMS AND CONDITIONS OF USE
Before you are able to use this site please review the Terms and Conditions of use below. If you accept these terms please indicate by ticking the two checkboxes below and clicking "Continue"

The Identity software ("Identity") is licensed to Computershare Investor Services PLC and any company incorporated in England and Wales, Scotland, Ireland or Jersey which is a wholly owned subsidiary of Computershare Limited (ABN 71 005 485 825) ("we" or "us"). This document tells you the permitted terms of use for Identity. Please read these terms of use carefully before you start to use Identity. By using it, you indicate that you accept these terms of use and that you agree to abide by them. If you do not agree to these terms of use, please refrain from using Identity.

ACCESS CONTROL
If you choose, or you are provided with, a user identification code, password or any other piece of information as part of an access control procedure, you must treat such information as confidential, and you must not disclose it to any third party. We may disable any user identification code or password, whether chosen by you or allocated by us, if in our opinion you have failed to comply with any of the provisions of these terms of use.

PROHIBITED USES
You may use Identity only for lawful purposes. You may not use Identity:

- in any way that breaches any applicable local, national or international law or regulation;
- in any way that is unlawful or fraudulent, or has any unlawful or fraudulent purpose or effect;
- to transmit, or procure the sending of, any unsolicited or unauthorised advertising or promotional material or any other form of similar solicitation (spam)
- to store, distribute or transmit any material that (i) is unlawful, harmful, threatening, defamatory, obscene, harassing or racially or ethnically offensive, (ii) facilitates illegal activity, (iii) depicts sexually explicit images, or (iv) promotes unlawful violence, discrimination based upon race, gender, colour, creed, age, sexual orientation, disability, or any other illegal activities.

I accept the Terms and Conditions
 I agree to the submission of tax information via this electronic system

Continue ➤



Welcome screen

After logging in, you will see this welcome screen. Please click 'Complete a form'. If you have already started filling out a form you can click 'Continue your form'.



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WELCOME HANNAH CARROLL

This system is a secure documentation submission service that provides the ability to submit an electronic W-8BEN, W-9 or FATCA Self-Certification form.

On selecting 'Complete a form', you will either be presented with some questions which will help determine which form you should be filling or taken directly to a form to complete.

Whilst you complete the form, the system will offer the appropriate validation and guidance to ensure a quick and simple submission. For additional assistance, simply click '?' against each question to view the relevant help.

Please click on one of the following links to download the help guides for completing a [W-8BEN](#) or [W9](#) or [FATCA Self-Certification form](#). Click here to view a list of [Treaty Countries](#) or our [FAQ's](#).

You have valid documentation on the system. You should complete a new form if your circumstances change, in which case please use the link below. This form does not expire, and you can view the form in the 'My History' page.

[Continue your form](#) ➔

[Complete a form](#) ➔

SECURITY

You last accessed this site on 3/31/2016, 4:00 PM.
If you did not log in at this time please contact the support line.



Selecting your form

If you see this screen you are filling out a 'Foreign Tax Self Certification' Form.

[Click here to complete the 'Foreign Tax Self Certification' Form](#)

If you're not seeing this form, you'll need to complete some more questions before the correct form is displayed. Read on for the next steps.



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FOREIGN TAX - SELF CERTIFICATION - PERSONAL DETAILS

Next

Name	
First name	TEST *
Last name	HOLDER *
Email	
Email Address	
Birth	
Date of birth	
Country of birth	Not Selected *
Citizenship	
Country of citizenship	Not Selected *
If You Have Multiple Citizenship, Enter The Additional Citizenship Or Citizenships Below	
Country of citizenship #2	Not Selected
Country of citizenship #3	Not Selected
Country of citizenship #4	Not Selected

Next

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Completing the 'Foreign Tax Self Certification' Form

To begin completing your 'Foreign Tax Self Certification' Form, you must complete your personal details.

Once you have filled in the relevant information in each section click 'Next' to continue.

Please note all fields marked with a red asterisk* are compulsory.



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FOREIGN TAX - SELF CERTIFICATION - PERSONAL DETAILS

Next

Name	
First name	TEST *
Last name	HOLDER *
Email	
Email Address	
Birth	
Date of birth	
Country of birth	Not Selected *
Citizenship	
Country of citizenship	Not Selected *
If You Have Multiple Citizenship, Enter The Additional Citizenship Or Citizenships Below:	
Country of citizenship #2	Not Selected
Country of citizenship #3	Not Selected
Country of citizenship #4	Not Selected

Next



Confirming your address details

You will now need to confirm your **permanent residence address** and then click 'Next'. Please note that this should be your home address. If you complete your form with a work, C/O or PO Box address we will contact you again and ask you to complete a new form with your permanent residence address and the original form you have completed will be rejected.



FOREIGN TAX - SELF CERTIFICATION - CONTACT DETAILS

◀ Previous Next ▶

Permanent Residence Address

Line 1 ?	TEST ADDRESS
Line 2	
Line 3	
Line 4	
Line 5	
Line 6	
Country	United Kingdom ▾

◀ Previous Next ▶



Confirming your personal details

You will now need to confirm your **Tax Residence and Tax Identifying Number**. This will be the Identification Number provided by your local Tax Authority. For example, in the UK it will be your National Insurance Number and in Spain it will be your DNI (Documento Nacional de Identidad) Number.

Enter this information in the box provided. If you are a tax resident in more than one jurisdiction, please provide details of **all** countries where you are a tax resident, providing the corresponding Tax Identification Numbers.



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FOREIGN TAX - SELF CERTIFICATION - TAX STATUS

If any of the countries selected are United States, Jersey, Guernsey or the Isle of Man, provision of the tax identification number(s) for the given country(ies) is mandatory.

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Tax Residence

Country of tax residence

Tax identifying number in country of tax residence

If You Are Tax Resident In More Than One Country, Enter Details Of The Additional Country Or Countries Below:

Country of tax residence #2

Tax identifying number in country of tax residence #2

Country of tax residence #3

Tax identifying number in country of tax residence #3

Country of tax residence #4

Tax identifying number in country of tax residence #4

◀ Previous Next ▶



Confirming your personal details

If appropriate, you can now submit any additional information or attachments with your form. For example, if your name has recently changed due to marriage, please attach your marriage certificate.

Once you've completed (if appropriate), click 'Next' to continue.



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FOREIGN TAX SELF CERTIFICATION ATTACHMENTS

If you changed any of the details that were pre-populated on the form, then please provide details / explanation here. You can also attach any supporting documents.

Previous Next

Attach a note

Note

Attach note

Attach a file

File Choose File No file chosen

Description

Attach file

Notes attached to this form:

Date	Author	Note
------	--------	------

Files attached to this form:

Date	Author	Description	Filename
------	--------	-------------	----------

Please note that there is a limit on the size of attachments of 8MB.

Previous Next



Confirming your personal details

Computershare

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FOREIGN TAX - SELF CERTIFICATION - SUMMARY

This page is a summary of all the questions and answers you provided throughout the form completion process. Please review and click Next to proceed to the final declaration page.

[Previous](#) [Next](#)

Name
First name: HANNAH
Last name: TEST

Email
Email Address: TEST

Birth
Date of birth: 3/10/2018
Country of birth: United Kingdom

Citizenship
Country of citizenship: United Kingdom

If You Have Multiple Citizenship, Enter The Additional Citizenship Or Citizenships Below:
Country of citizenship #2: Not Selected
Country of citizenship #3: Not Selected
Country of citizenship #4: Not Selected

Permanent Residence Address
Line 1: TEST ADDRESS
Line 2:
Line 3:
Line 4:
Line 5:
Line 6:
Country: United Kingdom

Tax Residence
Country of tax residence: United Kingdom
Tax identifying number in country of tax residence: 0987656788

If You Are Tax Resident In More Than One Country, Enter Details Of The Additional Country Or Countries Below:
Country of tax residence #2: Not Selected
Tax identifying number in country of tax residence #2:
Country of tax residence #3: Not Selected
Tax identifying number in country of tax residence #3:
Country of tax residence #4: Not Selected
Tax identifying number in country of tax residence #4:

[Previous](#) [Next](#)

You can now review your 'Foreign Tax Self Certification' Form taking time to check all details are correct.

If you would like to amend any details, click 'Previous' to return to the previous pages.

Once any amendments have been made, return to this screen and click 'Next' to continue.

Next

Declaration

On this final page of the form, you need to **read the statements and tick the boxes accordingly.**

If you have logged in through www.computershare.com/CertifyMyTax, enter your password in the box as shown below and click 'Submit' to continue. Please note that if you have logged in through Employee Online, the password box will not be shown.



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FOREIGN TAX - SELF CERTIFICATION - DECLARATION

◀ Previous Submit ▶

I declare that the information I have provided on this form is, to the best of my knowledge and belief, correct and complete.	<input type="checkbox"/> *
Name of Registered User signing this form	Hannah Carroll
Name of person signing the form, if different from the Registered User	<input type="text"/>
I confirm either that I am the Registered User as named above or that I am the person named in the "Name of person signing this form" box above, and that I have the authority to sign this form.	<input type="checkbox"/> *
Password	<input type="password"/> *

◀ Previous Submit ▶



Confirming your PIN

If you have logged in through the Employee Online Portal you will be directed back to the page shown below where you will be asked to confirm your PIN. This will have been sent to you either by email (if we hold an email address for you) or by post.

If you've lost or forgotten your PIN, please contact your company's dedicated helpline found in the 'Contact Us' section of the Employee Online website.



EMPLOYEE ONLINE : PIN RE-AUTHENTICATION

Please enter your Computershare PIN to submit your Tax Certification. If you would like to return to the Computershare site please close this session. Do not disclose this PIN to anyone. If you believe the security of your account has been compromised please contact the requestor immediately.

[← Previous](#)

[Submit →](#)

[Next](#) 

Completing your 'Foreign Tax Self Certification' Form

You have now completed and submitted your 'Foreign Tax Self Certification' Form online!



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English

FORM SUCCESSFULLY SUBMITTED

Thank You. Your form has been successfully submitted. You may view this form at any time by accessing the [My History](#) section. You can also click [here](#) if you want to see details of the form that you have just submitted. If we have any queries with your form one of our administrators will get in contact with you. You may now log out of this site or close your browser window

Next

Reviewing your form

From the 'My History' page you'll be able to see whether the form you have completed has been accepted or not. If the documentation status shows as **documented** this means your form has been accepted.

If the status shows **under review** you may be contacted by the Special Operations Team in due course for further information.

You can view the form itself by clicking the green icon underneath 'Form'.



Holding	Form Type	Documentation Status	Treaty Status	Account Number	Date Submitted	Expiry Date	Attachments Form & Notes
HANNAH TEST	Foreign Account Tax Compliance Act (FATCA) Self-Certification	Documented	Treaty Claim Not Applicable		3/31/2016, 8:07 PM	N/A	 
HANNAH TEST	Foreign Account Tax Compliance Act (FATCA) Self-Certification	Superseded	Superseded		2/2/2016, 2:38 PM	3/30/2016	 
HANNAH TEST	Foreign Account Tax Compliance Act (FATCA) Self-Certification	Superseded	Superseded		1/14/2016, 3:16 PM	2/1/2016	 
HANNAH TEST	Foreign Account Tax Compliance Act (FATCA) Self-Certification	Superseded	Superseded		12/4/2015, 1:53 PM	1/13/2016	 
HANNAH TEST	Foreign Account Tax Compliance Act (FATCA) Self-Certification	Superseded	Superseded		12/3/2015, 5:11 PM	12/3/2015	 
HANNAH TEST	Foreign Account Tax Compliance Act (FATCA) Self-Certification	Superseded	Superseded		11/30/2015, 10:48 AM	12/2/2015	 
HANNAH TEST	W-9 (Dec 2014)	Superseded	Superseded		6/10/2015, 2:26 PM	11/29/2015	 

Next 

If you need any further help with self certification, please read our [FAQs](#). If you still need help, email taxreporting@computershare.co.uk or call +44 (0) 345 143 4002.

Please note we cannot offer tax advice regarding your personal situation. If you are seeking advice please contact an independent financial advisor.

Computershare

Computershare (ASX: CPU) is a global market leader in transfer agency and share registration, employee equity plans, mortgage servicing, proxy solicitation and stakeholder communications. We also specialise in corporate trust, bankruptcy, class action and a range of other diversified financial and governance services.

Founded in 1978, Computershare is renowned for its expertise in high integrity data management, high volume transaction processing and reconciliations, payments and stakeholder engagement. Many of the world's leading organisations use us to streamline and maximise the value of relationships with their investors, employees, creditors and customers.

Computershare is represented in all major financial markets and has over 16,000 employees worldwide.

For more information, visit www.computershare.com