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Please Note:

- You can create an account by clicking “Sign Up”.
- Creating a login account and creating an account as an investor are different on our platform.
- Creating a login account gives you access to view our live offers and information on our website. If you want to become an investor, you need to go through our client due diligence process as required by the AML/CFT Act.
- How to become an investor:
  1. Log in to your account with your email address and password;
  2. Complete Online Application Form: click the “Invest Now” button to start filling out the online application form;
  3. Online Investment (Payment): once you have completed the application form, click the “Invest Now” button again to make payment. You can either pay online or get our Trust Account details and pay via internet banking.

The 4 Major Steps:

Sign Up

(1) You can create an account by clicking “Sign Up”.

Log In

(2) Log in to your account with your registered information gives you the right to view the live offers and information on our website.

Online Application Form

(3) If it is the first time investing on our platform, you need to fill out an Online Application Form.

Online Investment (Payment)

(4) After completing the online application form, click the “Invest Now” button AGAIN to come to the Online Investment Stage.
Part A: SIGN UP
You have to sign up before you can log in.

- Investor can click the “Sign Up” button to fill out the email and password online to become a member of Collinson Crowdfunding (CCF).

- As a platform member, you are allowed to view the Offer Details and download the relevant documents from the web page. Otherwise, you are only allowed to view the Offer Summary, which just shows the brief information of each Offer Campaign.

- Please make sure you fill in a valid email address.

- Please also remember the password you set, which is used for your further Log-In.

- You should receive an email after creating a membership with CCF.

- At the bottom of the Sign-Up page, you need to tick and accept the 3 documents and agreements, you need to do one at a time and scroll to the end of each one and click CLOSE in order to proceed to the next one, otherwise you will be sent back to the beginning (see next page).

2 Disclosure & Agreement

Please read EACH document below and click CLOSE at the end of each document to confirm. If you are a company the confirmations must be provided by the named director on behalf of the company – by doing so that director confirms that he or she is authorised to bind the company.

- [ ] I have read and understood the Disclosure Statement
- [ ] I have read and understood the Warning statement confirmation
- [ ] I have read and agree to the Client Agreement

CREATE MY ACCOUNT
**Please Note:**

- There are 3 documents you need to tick and read. Once each document pops up on the screen, you need to scroll down to the end to click "CLOSE" to confirm.

Part B: LOG IN

- Enter your registered email address and a password to log in.
Part C: Learn More About the Crowdfunding Offer

- After login and click the Offer, you may find several Tabs on the webpage.

- By clicking these Tabs, you can browse the Offer Summary and Offer Details, download the relevant Offer Documents, as well as check the recent Updates of the Offer.

- You may also ask questions online by clicking “Q&A”, and start to invest by clicking “Invest Now”.

Part D: Start to Invest

D1: Online Application Form

- You can click “Invest Now” to start your investment journey.

- If it is the first time investing on our platform, you need to fill out an Online Application Form. (Please Note: if you’ve already completed the online application form before, you don’t have to do it again for the next investment).
After clicking the “Invest Now”, you will see a new webpage which is the online Application Form. Please Click to Apply.

It is a bilingual application form. You can follow the questions and indications to complete it.
• You can put any reference you like in the blank box of “How did you hear about us and the project?”.

• In the sections “Confirm Your Name and Date of Birth” and “Confirm Your Residential Address”, we do need you to upload your ID(s) and Proof of Address.
• If you have them handy, please upload them online by clicking the “Upload” button. Please make sure the document size is not less than 100KB or exceed 20MB.

• If you DON’T have them handy, please DON’T WORRY, you may still complete the application and investment WITHOUT uploading the required documents. We will contact you later for verification in this case. Your investment will only be successful after you have satisfied our verification requirements.

• In the section of “Signature”, please click the dotted line box to sign. Trace your finger on your Touchpad below your keyboard to sign.

• If you are unable to sign it online, you can Generate a Signature Link for sending and signing. To confirm the signature after submitting, please refresh this page.
- After clicking the dotted line box, it brings you a new page for signing online.

- You can enter your signature in the blank box. If you’re using a touchscreen, you can sign directly. Otherwise, please use the mouse on your computer or the Touchpad.

- You can click the “Submit” button after successfully signing your signature online.
• After clicking the “Submit” button, you should see the following page if your digital signature has been successfully generated.

• Now you should come to the bottom of the online Application Form. You may click the button “Check the Form before Submitting” to check if you are ready to submit.
- If you don’t see the “Submit” button, please check for missing information or errors on the above form.

- The form section on the form that contains the error or missing information, it shows a red line down the section bottom. Otherwise, the correct section shows the green line.

- Once you fill out all the sections correctly, after clicking the “Check the Form before Submitting” button you will see the “Submit” button. Please click it to submit the online Application Form.
Signature 申请人签字

I declare all of the information I have provided above is correct. 我声明我上面提供的所有信息都是正确的。

You can generate a signature link for sending and signing. To confirm the signature after submitting, please refresh this page. 生成签名链接用于发送给客户签字，确认签字提交后请刷新本页面。

Generate the Link 生成链接

Submit

Submit Confirmation

Thank you for choosing Collinson. This Account Application Form must be read together with our Terms and Conditions on our website. If we accept your application for an Account, the agreement between us and you (the “Account Holder”) will comprise this Account Application Form and the Terms and Conditions (“Agreement”).

CONFIRM
• You may find the Completion Page after confirming your submission.

• Please click “X” on the top right to close current page and click “Invest Now” to complete your investment.

D2: Online Investment

• Now you can click the “Invest Now” to come to the investment stage.
• Please enter the number of shares you want to invest in. And click the “Continue” button to the next step.

• You need to tick and read the “Subscription and Shareholders’ Agreement”. The agreement will pop up on the screen, and you need to scroll down to the end to click "CLOSE" to confirm.

• Then you can click the “Continue” button to the next step.
Subscription and Shareholders’ Agreement

To invest you need to agree to the company’s Subscription & Shareholders’ Agreement, which sets out the terms of the offer and your rights and obligations as a shareholder. Please read the agreement below and click CLOSE at the end of each document to confirm.

I have read and agree to the Subscription & Shareholders’ Agreement

BACK CONTINUE

9.6 Survival: Any provisions of this Agreement that by their nature are intended to survive expiry or termination shall continue, including clauses 4.9 and 6.

9.7 Changes to this Agreement: We may amend, supplement, vary, or replace the terms of this Agreement at any time, with effect from a date determined by us. We do not need your consent to make such a change. We will tell you about any changes to this Agreement by email and before those changes take effect (except where that’s not reasonably possible because of changes in the law, including changes in regulatory requirements). You may terminate this Agreement if the changes cause you material detriment except where, during the period specified in clause 7.3, the changes result from a change in the law, including changes in regulatory requirements.

9.8 Partial invalidity: If any provision of this Agreement or its application to any party or circumstance is or becomes invalid or unenforceable to any extent, the remainder of this Agreement and its application will not be affected and will remain enforceable to the greatest extent permitted by law.

9.9 Governing law and jurisdiction: This Agreement will be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the parties submit to the non-exclusive jurisdiction of the New Zealand courts.

Version Date: 1 May 2017.
In the Payment step, please read the information and scroll down to the page bottom to select how you’d like to pay.

**Please Note:**

- **POLi Pay** ([www.polipay.co.nz](http://www.polipay.co.nz)) provides a secured online payment system. Please visit their website to find out more.
- If you have internet banking and confidence to use **POLi Pay**, please tick the “Direct Payment under NZ$10,000 (Banks include ANZ, ASB, BNZ, Kiwibank, TSB, and Westpac)”, which allows you to move to the next step to complete the payment via POLi Pay system.
- If you don’t have internet banking, or paying from overseas, or paying more than $10,000, or are not comfortable to use the **POLi Pay** system, please tick the “Manual payment or overseas payment” to receive an email from us with the Trust Account details. You can either deposit at the bank branches or pay the investment from overseas into our Trust Account.
- To comply with our legal obligations under the AML/CFT Act, we are unable to accept payments from a third party. However, payments from a joint account are **NOT considered as a third-party payment**, our internal policy does allow us to accept an investment of NZ$1,000 or under from a third party.
Important note regarding payments:

Due to our obligations at law we are unable to accept payments from third parties, that is a payment not from you.

Third party payments include (but are not limited to) payments from a third party individual, a third party company, a family trust or a joint account.

Please make sure your payment is from your own account. Otherwise we will have to refund to the payer's account and your investment will be unsuccessful.

If you are registered with Collinson Crowdfunding as an individual, please make sure your investment payment is from your personal account. Unfortunately we are not able to accept payment from a joint account and such payment will be refunded.

If you are registered with Collinson Crowdfunding as a company, please make sure your investment payment is from the company account. Unfortunately we are not able to accept payment from an individual account and such payment will be refunded.

- Direct Payment under NZ$10,000 (Banks include ANZ, ASB, BNZ, Kiwibank, TSB and Westpac)
- Manual payment or overseas payment

**Please Turn Over**
• By ticking the “Direct Payment ……”, the system allows you to click “Submit My Investment”. It will direct you to the POLi Pay payment gateway.

Important note regarding payments:

Due to our obligations at law we are unable to accept payments from third parties, that is a payment not from you.

Third party payments include (but are not limited to) payments from a third party individual, a third party company, a family trust or a joint account.

Please make sure your payment is from your own account. Otherwise we will have to refund to the payer’s account and your investment will be unsuccessful.

If you are registered with Collinson Crowdfunding as an individual, please make sure your investment payment is from your personal account. Unfortunately we are not able to accept payment from a joint account and such payment will be refunded.

If you are registered with Collinson Crowdfunding as a company, please make sure your investment payment is from the company account. Unfortunately we are not able to accept payment from an individual account and such payment will be refunded.

- Direct Payment under NZ$10,000 (Banks include ANZ, ASB, BNZ, Kiwibank, TSB and Westpac)
- Manual payment or overseas payment

**Please Turn Over**
• The POLi Pay page allows you to select your bank from the drop-down list. Then you can enter your Customer Number and Password to log into your Internet Banking and make the payment transaction.

**Please Turn Over**
By ticking the “Manual Payment ……”, our platform will send you the Payment Instructions, including the Trust Account details to your registered email.

Important note regarding payments:

Due to our obligations at law we are unable to accept payments from third parties, that is a payment not from you.

Third party payments include (but are not limited to) payments from a third party individual, a third party company, a family trust or a joint account.

Please make sure your payment is from your own account. Otherwise we will have to refund to the payer’s account and your investment will be unsuccessful.

If you are registered with Collinson Crowdfunding as an individual, please make sure your investment payment is from your personal account. Unfortunately we are not able to accept payment from a joint account and such payment will be refunded.

If you are registered with Collinson Crowdfunding as a company, please make sure your investment payment is from the company account. Unfortunately we are not able to accept payment from an individual account and such payment will be refunded.

- Direct Payment under NZ$10,000 (Banks include ANZ, ASB, BNZ, Kiwibank, TSB and Westpac)

- Manual payment or overseas payment

**Please Turn Over**
The system will automatically send you the email within the next hour. Please follow the instructions to complete the payment transaction.