Matthews Asia

matthewsasia.com

# Institutional Class New Account Application

**IMPORTANT INFORMATION ABOUT OPENING A NEW ACCOUNT**
Shares of the Funds have not been registered for sale outside the U.S. The Funds generally do not sell shares to investors residing outside the U.S., even if they are U.S. citizens or lawful permanent residents, except to investors with U.S. military APO (Army Post Office) or FPO (Fleet Post Office) addresses. To help the U.S. government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify and record information that identifies persons opening accounts. To comply, we require your name, address, date of birth and government-issued identification number (generally, a Social Security Number) and other information that may help us identify you. We may also ask for copies of related documentation, and we may consult third-party databases to help verify your identity.

If you are opening an account for a "**Legal Entity**" such as a corporation, limited liability company, or other entity that is created by the filing of a public document with a Secretary of State or similar office, a general partnership, and any similar entity formed under the laws of foreign jurisdiction, information about the beneficial owners and the individual with significant responsibility for managing the Legal Entity is required BEFORE the account can be opened. You must also complete the Legal Entity Addendum found at the end of this application.

If you are opening an account on behalf of a trust, estate, limited partnership, or other organizations, additional identifying documentation is also required. If you do not provide us with this information, we will be unable to open your account, and any application that does not include the required information will be rejected and returned to you.

**Required information is marked throughout this application with an asterisk (*).**

**STATE UNCLAIMED PROPERTY LAW DISCLOSURE**
The assets in your account are subject to state unclaimed property laws which provide that if no activity occurs in your account within the time period specified by the particular state law, your assets must be transferred to the appropriate state. We are required by law to advise you that your assets may be transferred to an appropriate state in compliance with these state laws.

Please send your completed, signed application to:

**By mail:**

Matthews Asia Funds
P.O. Box 534475
Pittsburgh, PA
15253-4475

**By overnight delivery:**

Matthews Asia Funds
Attention: 534475
1350 Penn Avenue,
Suite 102
Pittsburgh, PA 15222
800.789.ASIA (2742)

If you have any questions, please call 800.789.ASIA (2742) between 9:00 a.m. and 4:30 p.m. Eastern Time.

## 1 Type of Account

Please select only one, then provide the relevant Account Owner Information in Section 2 based on your selection:

☐ **Individual** or ☐ **Joint Account**
(An account owned by one or more people. Joint accounts are registered as "joint tenants with rights of survivorship" unless otherwise indicated.) For an Individual Account, provide information for Owner in Section 2A; for a Joint Account, provide information for both Owner and Joint Owner.

☐ **Gift or Transfer to a Minor**
(Uniform Gifts or Transfers to Minors Act [UGMA or UTMA]; an account established by irrevocable gift or transfer to a minor and having an adult custodian.) Provide information in Section 2A for Custodian and Minor.

Minor's state of residence: _____

☐ **Trust**
(Account established to invest assets held in an existing personal trust.) Provide information for all Trustees in Section 2B. ***Note:*** You must attach copies of the pages of your trust that indicate the name of the trust, trust date, all trustees and their signatures.

☐ **Corporation, Partnership or Other Entity**
(An account owned by an entity.) Provide information for all Organization/Entity Representatives in Section 2B.
***Note:*** You must attach a copy of the documentation required for your entity type, or there may be a delay in establishing the account or account options.

_____
Name of Organization or Entity*

☐ **Please check if you are a government entity**

_____
Taxpayer ID Number*

**Please indicate your corporate tax status:**

☐ C Corporation

☐ Limited Liability Company

Enter the tax classification:

☐ C Corporation ☐ S Corporation ☐ Partnership

## 2 Account Owner Information

If you have an existing Matthews Asia account registered exactly as you would like the new account(s) registered, please provide the following:

_____
Existing Matthews Asia Account Number

_____
Fund Name

Every person to be registered on the account must provide **all** of the information requested. If there are more than three owners, please attach a separate sheet containing the same information for additional registrants.

**A. Individual and Joint Account**

_____
Name of **Individual Owner or Custodian***

_____
Social Security Number or TIN*

_____
Date of Birth*

_____
Street Address* **(No P.O. Boxes)** (U.S., U.S. territory or APO/FPO addresses only)

_____
City, State, ZIP*

_____
E-mail Address

_____
Daytime Phone Evening Phone

**Citizenship:**

☐ U.S. Citizen _____

☐ Resident Alien Country of citizenship:

_____
Government-issued ID No. and type (passport, etc.) **Include a photocopy of the ID.**

**Remember that information is required in all fields marked with an asterisk (*).** If information in any of these fields is not provided, your application will be rejected and returned to you for completion.

## Account Owner Information (continued)

Name of **Joint Owner or Minor*** (if applicable)

Social Security Number or TIN*

Date of Birth*

Street Address* **(No P.O. Boxes)** (U.S., U.S. territory or APO/FPO addresses only)

City, State, ZIP*

E-mail Address

Daytime Phone Evening Phone

**Citizenship:**

☐ U.S. Citizen

☐ Resident Alien Country of citizenship: _____

Government-issued ID No. and type (passport, etc.) **Include a photocopy of the ID.**

Name of **Additional Joint Owner*** (if applicable)

Social Security Number or TIN*

Date of Birth*

Street Address* **(No P.O. Boxes)** (U.S., U.S. territory or APO/FPO addresses only)

City, State, ZIP*

E-mail Address

Daytime Phone Evening Phone

**Citizenship:**

☐ U.S. Citizen

☐ Resident Alien Country of citizenship: _____

Government-issued ID No. and type (passport, etc.) **Include a photocopy of the ID.**

For additional account owners, please attach a separate sheet providing the information requested above for each.

## B. Trust and Other Entity Account

**Name of Trust, Corporation, Partnership or Other Entity***

TIN*

Date of Formation*

Street Address* **(No P.O. Boxes)** (U.S., U.S. territory or APO/FPO addresses only)

City, State, ZIP*

Name and Title of Trustee or Entity Representative

SSN/TIN of Trustee or Entity Representative

Date of Birth*

Street Address* **(No P.O. Boxes)** (U.S., U.S. territory or APO/FPO addresses only) (if different from above)

City, State, ZIP*

E-mail Address

Daytime Phone Evening Phone

**Name and Title of Co-Trustee or Entity Representative* (if applicable)**

SSN/TIN of Trustee or Entity Representative*

Date of Birth*

Street Address* **(No P.O. Boxes)** (U.S., U.S. territory or APO/FPO addresses only)

City, State, ZIP*

E-mail Address

Daytime Phone Evening Phone

**Name and Title of Additional Co-Trustee or Entity Representative* (if applicable)**

SSN/TIN of Trustee or Entity Representative*

Date of Birth*

Street Address* **(No P.O. Boxes)** (U.S., U.S. territory or APO/FPO addresses only)

City, State, ZIP*

E-mail Address

Daytime Phone Evening Phone

For additional Trustees or Entity Representatives, please attach a separate sheet providing the information requested above for each.

# 3 Mailing Address

If you would like your statements, shareholder reports and other Fund communications mailed to a different address than the one provided in Section 2, provide it below:

_____
Mailing Address or P.O. Box

_____
City, State, ZIP

☐ I would like my shareholder reports and prospectuses delivered electronically. I understand that by choosing this option I may be waiving my right to receive paper copies.

_____
E-mail address

You will receive an e-mail that directs you to electronically confirm this election for electronic delivery of shareholder reports and prospectuses.

# 4 Investment Selection

(Minimum initial investment: $100,000 per fund)

### EMERGING MARKETS STRATEGIES

☐ Matthews Emerging Markets Equity Fund (119) $_____

☐ Matthews Emerging Markets Small Companies Fund (110) $_____

☐ Matthews Emerging Markets Sustainable Future Fund (116) $_____

### ASIA STRATEGIES

☐ Matthews Asia Dividend Fund (109) $_____

☐ Matthews Pacific Tiger Fund (102) $_____

☐ Matthews Asia Innovators Fund (106) $_____

### SINGLE COUNTRY STRATEGIES

☐ Matthews China Fund (104) $_____

☐ Matthews China Innovators Fund (112) $_____

☐ Matthews India Fund (108) $_____

☐ Matthews Japan Fund (105) $_____

# 5 Cost Basis Election

For my Fund selections listed above, I elect (please select one):

☐ **Average Cost (AC):** Calculates your gains or losses on shares sold based on the average purchase price of all the shares you own.

☐ **FIFO—First In, First Out (FI):** The shares purchased first are sold first.

☐ **LIFO—Last In, First Out (LI):** The shares purchased last are sold first.

☐ **HIFO—Highest Cost, First Out (HI):** The highest-cost shares are sold first.

☐ **Specific Lot Identification (SL):** You specify the share lots in your account to be redeemed or exchanged, each time shares are sold. Note: For systematic redemptions, shares will be sold using FIFO.

If you do not designate the cost basis method to be used prior to or at the time of your redemption, the trade will be processed using our default method of **Average Cost**.

For additional information regarding cost basis, please visit **matthewsasia.com/costbasis**

# 6 Investment Method

☐ **By check:**

I have enclosed a check(s), payable to **Matthews Asia Funds.**

Note: The Funds do not accept third-party checks, temporary (or starter) checks, cash, credit card checks, traveler's checks, cashier's checks, official checks or money orders.

☐ **By wire:** Federal Funds wired on _____ (month/day/year)

To make an initial investment by wire, a completed application is required before your wire can be accepted. After this application is received, you will receive an account number. Please be sure to inform your bank of this account number as part of the instructions. Your bank should transmit the funds by wire to:

Bank of New York Mellon
ABA #011001234
Credit: [name of specific Matthews Asia Fund]
Account: #0000734381
FBO: [your name and account number]

Note that wire fees are charged by most banks.

# 7 Distribution Options

All distributions will be reinvested unless otherwise indicated. All distributions in cash will be sent via ACH to the bank account of record. If there are no banking instructions, a check will be mailed to the address of record.

☐ Reinvest all dividends and capital gains.

☐ Pay all dividends in cash and reinvest all capital gains.

☐ Pay all capital gains in cash and reinvest all dividends.

☐ Pay all dividends and capital gains in cash.

# 8 Online Account Access

This feature allows you to check your Matthews Asia account balance online, as well as execute financial transactions. Once you receive confirmation of your initial investment—which will include your account number—simply go to **matthewsasia.com** and click on *Account Login.* You will be prompted to establish a user ID and password.

# 9 Telephone and Online Exchange and Redemption

You **will** have the ability to exchange and redeem shares by telephone and online **unless** you check below:

☐ Please **remove** the **telephone and online exchange** feature from my account.

☐ Please **remove** the **telephone and online redemption** feature from my account.

Proceeds of telephone redemption requests are paid by check and mailed to the address of record unless a wire to your bank account of record is requested. **If you want redemption proceeds wired to your bank, fill out the Banking Instructions form below. For individual/personal bank accounts, you must enclose a voided check from your bank account.** Exchanges must be between identically registered accounts.
See the prospectus for details.

Please send your completed, signed application to:

**By mail:**

Matthews Asia Funds
P.O. Box 534475
Pittsburgh, PA
15253-4475

**By overnight delivery:**

Matthews Asia Funds
Attention: 534475
1350 Penn Avenue,
Suite 102
Pittsburgh, PA 15222
800.789.ASIA (2742)

**Telephone and Online Exchange and Redemption (continued)**

**Banking Instructions**
The Funds or its agents are to honor telephone or other instructions from any authorized person for the redemption of Matthews Asia Funds. Proceeds are to be wire transferred to the bank account referenced below

Name of Depositor

Account Registration

Name of Bank

Routing # (ABA #) Account #
(A savings and loan or credit union may not be able to receive wire redemptions. Please check with your financial institution.)

Bank Address

City State

## 10 Phone Order Authorization

**(For Corporations, Trusts, and other business entities only)**
Please list up to four individuals who are authorized to place orders by telephone. These individuals will remain as authorized traders until new instructions are received.

Name

Title

Name

Title

Name

Title

Name

Title

## 11 Signatures and Certification

**By signing at right, I certify that:**

- I have received and read the prospectus (available at www.matthewsasia.com/resources/docs/fund-documents/) for the Fund(s) in which I am investing and I agree to its terms.
- The information provided on this application is true, correct and complete. You may verify this information with others, including third-party credit reporting agencies and databases and U.S. and/or foreign government agencies, and if you are unable to verify my information, you are authorized to close my account by redeeming shares at the then-applicable net asset value.
- I understand that mutual fund shares are not deposits or obligations of, or guaranteed or endorsed by, any bank, and are not federally insured by the Federal Deposit Insurance Corporation, the Federal Reserve Board, or any other agency of the U.S. Government, and that an investment in mutual fund shares involves risks, including the possible loss of principal.
- If I have agreed to telephone exchange or redemption privileges, I authorize BNY Mellon Investment Servicing Inc. to honor telephone instructions for my account. Neither Matthews Asia Funds nor BNY Mellon Investment Servicing Inc. will be liable for properly acting upon telephone instructions believed to be genuine.
- If I have requested online account access, BNY Mellon Investment Servicing Inc. reserves the right to discontinue this service and any share purchase made upon such deposit will be cancelled. I further agree that if the net asset value of shares purchased is less when said purchase is cancelled than when the purchase was made, BNY Mellon Investment Servicing Inc. shall be authorized to liquidate other assets or fractions thereof held in my account to make up the deficiency.

**I certify, under penalty of perjury, that:**

- I am a U.S. Person.**
- The Social Security Number or Taxpayer Identification Number provided on this application is correct (or that I have applied for a Number and am waiting for it to be issued to me), and that I have not been notified by the IRS that I am subject to backup withholding.
  - ☐ I have been notified by the IRS that I am subject to back-up withholding.
- The FATCA code(s) entered on this form (if any—see below) indicating that I am exempt from Foreign Account Tax Compliance Act ("FATCA") reporting is correct. If you are exempt from FATCA reporting, please refer to www.irs.gov and enter the appropriate FATCA Exemption Code(s) found on IRS Form W9 and enter them here.

**What is FATCA reporting?** The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. **Please note: FATCA does not apply to accounts held within the United States. You may leave this field blank.**

*The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.*

X
Signature of Owner/Authorized Signer*

Date*

X
Signature of Joint Owner/Authorized Signer

Date

**A U.S. Person means: (a) any natural person residing in the United States (including resident aliens); (b) any partnership or corporation organized or incorporated under the laws of the United States; (c) any estate of which any executor or administrator is a U.S. person; (d) any trust of which any trustee is a U.S. person; (e) any agency or branch of a foreign entity located in the United States; (f) any non-discretionary account or similar account (other than an estate or trust) held by a dealer or other fiduciary for the benefit or account of a U.S. person; (g) any discretionary account or similar account (other than an estate or trust) held by a dealer or other fiduciary organized, incorporated, or (if an individual) resident in the United States; and (h) any partnership or corporation if (i) organized or incorporated under the laws of any foreign jurisdiction and (ii) formed by a U.S. person principally for the purpose of investing in securities not registered under the Act, unless it is organized or incorporated, and owned, by accredited investors (as defined in Rule 501(a) under the Act) who are not natural persons, estates or trusts. "United States" means the United States of America, its territories and possessions, any State of the United States and the District of Columbia.

Please send your completed, signed application to:

**By mail:**

Matthews Asia Funds
P.O. Box 534475
Pittsburgh, PA
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800.789.ASIA (2742)

# Legal Entity[1] Addendum

## Must be fully completed and signed or account will NOT be opened

**Mutual Funds are required to identify beneficial owners and control persons of Legal Entity investors BEFORE opening an account.**

[1] "Legal Entity" means a "corporation, a limited liability company, or other entity that is created by the filing of a public document with a Secretary of State or similar office, a general partnership and any other similar entity formed under the laws of a foreign jurisdiction that opens an account. "

*Excluded from this definition are: financial institutions regulated by a federal functional regulator, or banks regulated by a state bank regulator; issuers of a class of securities registered under section 12 of the Securities Exchange Act of 1934 (the "1934 Act") or that are required to file reports under section 15(d) of that Act; any other entities registered with the SEC under the 1934 Act; investment companies registered under the Investment Company Act of 1940; investment advisers registered under the Investment Advisers Act of 1940; and pooled investment vehicles that are operated or advised by excluded legal entity investors.*

"Beneficial owner" means:

1. Each individual (natural person), if any, who, directly or indirectly, owns 25% or more of the equity interests of a legal entity investor; and
2. A single individual with significant responsibility to control, manage, or direct a legal entity investors, including an executive officer or senior manager, or any other individual who regularly performs similar functions.

Persons opening an account on behalf of a Legal Entity must provide the following information:

## 1 Legal Name(s) and Title(s) of Natural Person(s) Opening the Account:

| First Name | Middle Initial | Last Name | Title |
|---|---|---|---|
| First Name | Middle Initial | Last Name | Title |
| First Name | Middle Initial | Last Name | Title |
| First Name | Middle Initial | Last Name | Title |

## 2 Name, Street Address, and Type of Legal Entity for Which the Account is Being Opened:

Name of **Legal Entity**

Street Address of Legal Entity **(No P.O. Boxes)** (U.S., U.S. territory or APO/FPO addresses only)

City, State, ZIP

**Type of Legal Entity:**

☐ C Corporation ☐ S Corporation

☐ LLC ☐ General Partnership

☐ Other Legal Entity _____ Specify

## 3 The following information for each natural person, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the Legal Entity named above:

| Name of natural person | Date of Birth | Street Address | For U.S. persons: Social Security Number | For non U.S. persons: Social Security Number, Passport Number and country of issuance, or other similar identification number* |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

* In lieu of a passport number, Non-U.S. Persons may also provide an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

*(If no individual meets this definition, please write "Not Applicable.")*

**4** The following information for one individual with significant responsibility for managing the Legal Entity named above, such as: an executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or any other individual who regularly performs similar functions. (If appropriate, an individual listed under Section 3 above may also be listed in this Section 4.)

Name of **Natural Person**

Date of Birth

Street Address **(No P.O. Boxes)** (U.S., U.S. territory or APO/FPO addresses only)

City, State, ZIP

For U.S. Persons: Social Security Number or TIN

For Non-U.S. Person: Social Security Number, Passport Number and country of issuance, or other similiar identification number*

* In lieu of a passport number, Non-U.S. Persons may also provide an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

## **5** Signatures

I /(We), _____, _____ (name(s) of natural persons opening account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Legal Entity Identifier Number (if applicable), _____

# Matthews Asia Funds Privacy Statement

Matthews Asia Funds will never sell your personal information and will only share it for the limited purposes described below. While it is necessary for us to collect certain non-public personal information about you when you open an account (such as your address and Social Security Number), we protect this information and use it only for communication purposes or to assist us in providing the information and services necessary to address your financial needs. We respect your privacy and are committed to ensuring that it is maintained.

As permitted by law, it is sometimes necessary for us to share your information with companies that perform administrative or marketing services on our behalf, such as transfer agents and/or mail facilities that assist us in shareholder servicing or distribution of investor materials. These companies are not permitted to use or share this information for any other purpose.

We restrict access to non-public personal information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic and procedural safeguards that comply with federal standards to protect your personal information.

When using Matthews Asia Funds' Online Account Access, you will be required to provide personal information to gain access to your account. For your protection, the login screen resides on a secure server.