

APPLICATION TO CHANGE CONTRIBUTIONS

Name: _____ Title: Mr / Mrs / Ms / Miss
Surname Given names (Please circle one)

CHANGE(S) TO TAKE EFFECT: 1st JAN / FEB / MAR / APR / MAY / JUN / JUL / AUG / SEPT / OCT / NOV / DEC
(Please circle one – note that your form will be invalid and the change will not take place if you do not indicate a date)

IRD No.: _____ Date of Birth: ____/____/____ Contact Phone No: () _____

Email Address: _____

You must contribute at least 4% of your Base Salary (before-tax salary excluding bonuses and allowances) to the Fund but you can choose to contribute more. You can choose to direct all, or a percentage, of your contributions to either your Standard Member Account, or to your Locked-In Account. For more information about each account type, please read the Product Disclosure Statement. **Please tick the box at the start of each section you wish to change.**

How do you want to change your contributions? (tick one)

- ☐ **Standard contributions only** – go to **Section A**
- ☐ **Locked-in and standard contributions (or locked-in contributions *only*)** – go to **Section B**
- ☐ **Suspension or resumption of lock-in contributions** - go to **Section C**

I understand that I may vary or discontinue any member contributions in excess of 4% of my base salary effective from the first day of the following month, by completing and returning form **NZAS14A** at least 5 working days prior.

☐ **SECTION A – standard contributions only**

What percentage of base salary do you want to contribute to your standard member account?

- ☐ 4% or ☐ ____ % (please specify - **minimum 4%** and **maximum 20%**)

I understand that:

- any voluntary additional standard contributions will be paid from my after-tax salary.
- the minimum total contribution rate to the Fund is 4% of my base salary (including locked-in member contributions).

the maximum member contribution rate to the Fund is 20% of my base salary (including locked-in member contributions).

☐ **SECTION B - locked-in and standard contributions (or locked-in contributions only)**

What percentage of base salary do you want to contribute to your locked-in account?

- ☐
- 3%
- or**
- ☐
- 4%
- or**
- ☐
- _____% (please
- specify**
- minimum 3%
- ¹
- and maximum 20%)

¹If you choose 3% here then, as your contributions must be a minimum of **4% in total**, you must also choose (below) to contribute at least 1% of base salary to a standard member account.

I understand that:

- with the limited exceptions set out in the Product Disclosure Statement (PDS) for the Fund, access to my locked-in account is not permitted until the Lock-in Date set out in the PDS (usually age 65).
- my employer will also contribute 3% to my locked-in account (and only the remainder of its contributions will be paid to my standard employer account).

What percentage of base salary do you want to contribute to your standard member account?

- \square
- %
- ²

²If you have chosen to contribute 4% or more to a locked-in account and do not wish to contribute to a standard member account, enter 0%. If you have chosen to contribute only 3% to a locked-in account, you must enter at least 1%. Your total contributions cannot exceed 20% of base salary.

☐ **SECTION C – SUSPENSION OR RESUMPTION OF LOCK-IN CONTRIBUTIONS**

☐ I request that my regular contributions to my locked-in account be suspended.

I understand and agree that my regular locked-in contributions will remain suspended:

- unless (and until) I later elect to resume them; or
- until my locked-in contributions have been suspended for a period of 5 years (when I understand I will need to reapply if I wish to renew the suspension).

I understand that while my regular locked-in contributions are suspended:

- I must contribute a minimum of 4% of my base salary to my standard member account in the Fund on the non-locked-in basis; and
- any employer contributions to my locked-in account will also be suspended and employer contributions (at the standard rate of 10% of my base salary plus 5% of any lump sum bonus) will be paid entirely to my standard company account in the Fund on the non-locked-in basis.

If I commenced service **on or after 1 April 2008** then I agree with my employer that, if I contribute to a KiwiSaver scheme from my pay while not making locked-in Fund contributions from pay, the portion of my employer's contributions that is necessary to discharge its compulsory contribution obligations under the KiwiSaver Act will resume being paid to my locked-in account.

OR

☐ I wish to resume making contributions of: *(please tick one box)*

☐ 3% **or** ☐ 4% **or** ☐ please specify.....% of my base salary

to my locked-in account, from my required member contributions of 4% of base salary.

I understand that while I am making locked-in contributions from my pay:

- if I commenced service **on or after 1 April 2008** then my employer will resume paying to my locked-in account the portion of its contributions necessary to discharge its compulsory contribution obligations under the KiwiSaver Act 2006; and

the minimum locked-in contributions that I am (and, if relevant, my employer is) required to make may increase if required by law.

If you wish to redirect contributions to your locked-in account, change your current contribution rate, or suspend or resume contributions to your locked-in account, please sign this form and return it at least five working days prior to the first day of the month you wish any changes to take effect.

By signing, you acknowledge that you have received and read the Fund's Product Disclosure Statement, which explains these options in more detail.

Signed by member: _____

Date: ____/____/____

Day Month Year

IMPORTANT: Please attach this form to a ServiceNow payroll enquiry. ServiceNow is accessible to all NZAS employees via Element. Kindly ensure that you submit this form at least five working days before the first day of the month you indicated on the front of this form. Your form will be invalid (and the change will not take place) if you do not indicate a date. Changes cannot be made retrospectively, that is, changes cannot be backdated.

If your form is received less than five working days before the first day of the month you indicated, the change may be delayed until the first day of the following month.

SECTION FOR NZAS PAYROLL ONLY

Member Contribution	Contribution %	Employer Contribution	Contribution %
Standard Account	%	Standard Account	%
Locked-in Account	%	Locked-In Account	%