

First Home or Qualifying Previous Home Owner Withdrawal Form

If you would like help completing this form, please email kiwisaver@fisherfunds.co.nz or phone us on **0800 FF KIWI (0800 335 494)**.

You can complete this form on-screen by typing directly into each field.

Once you have completed this form:

- If you have selected Option 1 as your preferred identification method and the value of your withdrawal is under \$50,000 you can email your completed application to kiwisaver@fisherfunds.co.nz. If the value of your withdrawal is over \$50,000 your solicitor can email your completed application to us.
- If you have selected Option 2 as your preferred identification method you must post your application and supporting documents to **Fisher Funds Management Limited, Private Bag 93502, Takapuna, Auckland 0740** or send by courier to **Fisher Funds Management Limited, Crown Centre, 67-73 Hurstmere Road, Takapuna, Auckland 0622**.
- If the value of your withdrawal is over \$50,000 you must post or courier your application and supporting documents to us (unless the application is being sent by your solicitor).

Who should complete this form?

Please complete this form if you would like to apply for a first home or a qualifying previous home owner withdrawal from your Fisher Funds KiwiSaver Scheme or Fisher Funds TWO KiwiSaver Scheme account ("KiwiSaver account"). You may be eligible to withdraw all or part of your KiwiSaver account balance. However, you must leave a minimum balance of \$1,000 in your KiwiSaver account and you cannot withdraw any funds transferred from an Australian complying superannuation scheme. If you have a UK QROPS scheme, please consult a tax adviser. In order to qualify for a first home or qualifying previous home owner withdrawal you must:

- Have been a KiwiSaver member for at least three years; and
- Have not made a home purchase withdrawal from KiwiSaver; and
- Intend this withdrawal to be used to purchase your principal place of residence (*not a rental property*); and
- Have not previously held an estate in land solely or jointly or you are eligible for a home purchase withdrawal as a qualifying previous home owner. To find out if you qualify as a qualifying previous home owner and to obtain your eligibility letter, contact Kāinga Ora on 0800 801 601 or visit www.kaingaora.govt.nz.

Your application form and all supporting documentation must be completed and received by us at least **15 business days before you require the funds to be paid to your solicitor**. These can be emailed or posted/ couriered to us.

You may also be eligible for a First Home Grant from Kāinga Ora. You can only apply for this grant by visiting the Kāinga Ora website www.kaingaora.govt.nz or calling 0800 801 601.

Section 1: Your Details

Title First name(s)

Surname

Date of birth / / KiwiSaver account number Inland Revenue number

Prescribed Investor Rate (PIR) (please tick one)

10.5% 17.5% 28%

To work out your PIR, or for more information, visit fisherfunds.co.nz/pircalculator or call us on 0508 347 437.

If your selected PIR differs to what we have on file, your new tax rate will take 1 business day to update before your withdrawal can begin processing. If you do not select a PIR, your withdrawal will be taxed at whichever rate we hold on file for you.

Address

City Country Postcode

Home phone () Work phone () Mobile ()

Email address

Section 2: Type of Withdrawal (please tick box)

First Home Buyer Withdrawal Qualifying Previous Home Owner Withdrawal including determination letter from Kāinga Ora

Section 3: Amount of Withdrawal

A partial withdrawal of \$

All available funds (you must leave a minimum balance of \$1,000)

Any amount withdrawn will be deducted proportionately across each fund you are invested in.

Section 4: Date Funds are Required by

Your application form and all supporting documentation must be completed and received by us at least **15 business days before you require the funds to be paid to your Solicitors trust account.**

Date funds are required by

/ /

Section 5: Payment Details

Payment will only be made in New Zealand Dollars to a solicitor or conveyancer's trust account; it must be a New Zealand bank account. Any payment will be adjusted for tax at the notified Prescribed Investor Rate (PIR) on your account.

Solicitor or conveyancer's name

Solicitor or conveyancer's firm

Address of firm

City

Country

Postcode

Phone

Mobile

Email address

Section 6: Identification Options

Your withdrawal request must be submitted with one of the identification options set out below. We may have your identification documents on file, please contact us to confirm this. We may need to request new identification documents from you.

Option 1 – Electronic identity verification

Fisher Funds has the ability to electronically verify your identity. Once we have received your withdrawal request we will send you an SMS via our third party partner to biometrically verify your identity. To complete this method of verification you must have: a smartphone (with a front camera that is capable of taking a photo/video) and a current (not expired) version of one of the following:

- » New Zealand Passport
- » New Zealand Drivers Licence
- » Australian Passport
- » Australian Drivers Licence

If this method of identification is unsuccessful you will be required to provide certified ID.

Option 2 – Certified copies of identity documents

Please provide a certified copy of your identity documents. Refer to Section 7 for information on acceptable identity documents and who can certify them.

Preferred identification method — please select one of the following options:

Option 1 – I would like Fisher Funds to electronically verify my identity

Option 2 - I would like to provide Fisher Funds with certified copies of my identity documents

Section 7: Certified Identity Documents

If you selected Option 2 as your preferred way for us to verify your identity please select one of the certified identification options below. If you have selected Option 1 you do not need to provide certified ID now.

We are only able to accept original certified copies of certified ID (i.e. the copy that has been physically certified). These documents must be posted to us, our postal address is on page 1.

OPTION A: (preferred)

Passport (containing name, date of birth, photograph and signature)

OR

New Zealand Firearms Licence

OR

New Zealand Driver Licence (front and back)

OPTION B:

Full Birth Certificate

AND one of the following

18+ Card/Kiwi Access Card

OR

Overseas Drivers Licence

* If you are supplying foreign identity documents you must also supply proof of New Zealand residency to enable us to confirm your eligibility to join / have joined KiwiSaver.

Your photo identification must be current (not expired). If you're unable to provide the above documentation please contact us to discuss other options.

A Fisher Funds representative can verify your identity documents if you visit our office.

How to have your ID correctly certified



I certify this to be a true copy of the original document and confirm it represents the identity of Joe Smith.

Name: *Jane Doe*

Occupation: *Justice of the Peace*

Date: *18/08/2020*

Signature: *[Signature]*

Photocopy ID at 150%

So the details are legible.

Please do not send in your physical identity documents e.g. passport, driver's licence, birth certificate etc.

Please note: Certification is valid for three months and must have been carried out within three months of this application.

Your identity documents must be certified by one of the following people: Justice of the Peace, Registered Lawyer, Chartered Accountant, Registered Teacher, Registered Doctor, Police Officer, Notary Public, Registrar/Deputy Registrar.

Section 8: Confirmation of New Zealand Residency

My principal place of residence has been New Zealand for the entire period I have been a KiwiSaver member

Please advise the periods during which you lived or worked overseas while you have been a member of any KiwiSaver scheme. Any Government contributions you will have received during these periods will be refunded back to Inland Revenue.

Please note: If you have lived or worked overseas, the application will take at least 15 business days to process.

From

To

From

To

From

To

Section 9: Privacy Statement

Any information that you provide to us may be used by Fisher Funds and the Supervisor and any of their respective related entities, and by other service providers to provide services in relation to your withdrawal request. It may also be used to electronically confirm your identity and address and may be disclosed for these purposes to third parties where relevant. You have the right to access the information held by us and you may also request that it be corrected.

Section 10: Statutory Declaration

A Statutory Declaration is a written statement that allows a person to declare something to be true. This page must be completed in front of an authorised person who will witness the declaration.

Who can witness me making the declaration?

The following people can witness you making the declaration

- Notary Public
- Justice of the Peace
- Enrolled solicitor or barrister of the high court

I,

Name of KiwiSaver member

of

Address

Occupation

solemnly and sincerely declare that:

- I am entitled to make this withdrawal request and have been a member of a KiwiSaver scheme for three or more years.
- I have not previously made a withdrawal from a KiwiSaver scheme for a home purchase. The property I purchase in connection with this application is intended to be my principal place of residence and is in New Zealand.
- I have not previously owned an estate in land, or if I have, I attach my letter from Kāinga Ora confirming my eligibility as a qualifying previous home owner.
- I agree that Fisher Funds may approach the solicitor or conveyancer named in this form to obtain further information as may be reasonably required in connection with this application, and I authorise that solicitor or conveyancer to provide such further information (*a photocopy of this authorisation shall be regarded as the original*).
- I understand that acceptance of my application is at Fisher Funds' discretion.
- I understand that if the settlement (*as set out in the attached Sale and Purchase Agreement*) is not completed by the due date or any extended date, that the funds will be repaid by my solicitor or conveyancer to the Manager to be applied to my KiwiSaver account as soon as practicable with no deductions or disbursements having been made to the amount released to the solicitor or conveyancer.
- I understand that my withdrawal value will or might fluctuate based upon the unit price(s) which applies when the withdrawal is processed and that fees, taxes and expenses may be deducted from my KiwiSaver account.
- The information given in this form is true and correct. I acknowledge that the Manager and the Supervisor will rely on information provided in (*or in connection with*) this form and accordingly agree to indemnify them against any claims, liability, losses, damages, costs and expenses whatsoever which may arise directly or indirectly as a result of any information provided in (*or in connection with*) this form being untrue or misleading (*including omission*).

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Your signature

Declared at

Address

Date

Before me

Name

Signature

Section 11: Solicitor or Conveyancer's Letter

To: Fisher Funds Management Limited

Re (the Member)

We refer to the Member's application (the Application) for a withdrawal from their KiwiSaver account, which relates to the purchase of

(the Property)

The settlement date, or currently anticipated settlement date, for the purchase of the Property is / /

Documents

We enclose copies of:

- The agreement for sale and purchase of the Property with (the Vendor)
Dated / / (the Agreement); and
- Our pre-printed bank deposit slip.

We confirm that we act for the Member, who is to purchase the Property under the Agreement.

Undertaking (please tick the relevant box below)

We undertake to you:

- For unconditional sale and purchase agreements where KiwiSaver funds are paid on settlement.
1. As at the date of this letter any conditions to the Agreement are fulfilled or waived and the Vendor and the Purchaser(s) are unconditionally obliged to settle; and
 2. Any funds received by us pursuant to the Application (the Funds) will be paid to the Vendor as part of the purchase price; or
 3. If settlement under the Agreement is not completed by the due date in the Agreement or any agreed extended date, the Funds will be repaid to you as soon as practicable on account of the Member with no deductions for disbursements.
- For conditional sale and purchase agreements
1. As at the date of this letter the Agreement remains subject to a condition or conditions which have yet to be either fulfilled or waived (i.e. the Vendor and the Purchaser(s) are not yet contractually obliged to settle);
 2. Such funds as are received by us/me pursuant to the Application and are to be held by a stakeholder who is obliged to:
 - i) hold the funds while the Agreement is conditional; and
 - ii) repay the funds to us/me if settlement under the Agreement is not completed by the due date in the Agreement or any agreed extended date (except where non-completion of the settlement is due to the Member's default);
 3. I/we will repay to you as soon as practicable on account of the Member (with no further deductions or disbursements) any funds that the stakeholder repays to us/me if settlement is not completed; and
 4. Any funds received by us/me pursuant to the Application which exceed any amount to be applied towards paying a deposit under the Agreement:
 - i) will be paid to the Vendor as part of the purchase price on settlement of the Agreement; or
 - ii) if settlement under the Agreement is not completed by the due date in the Agreement or any agreed extended date, will be repaid to you as soon as practicable on account of the Member with no deductions or disbursements.

The undertakings in points 2 and 3 above are restricted to confirming that the stakeholder owes obligations:

- To hold the Funds while the Agreement is conditional; and
- To repay the Funds to us/me if settlement of the Agreement is not completed as described.

I/we give no undertaking that the stakeholder will actually comply with these obligations, and accordingly I/we accept no liability in the event that the stakeholder breaches either obligation.

I confirm that I hold a current practising certificate issued pursuant to the Lawyers and Conveyancers Act 2006.

Name of solicitor/conveyancer

Name of firm

Signature

Date

 / /

Checklist

Please complete the checklist below and supply the relevant documents to support your request.

Complete Sections 1-6

Select a preferred identification method in Section 6 and provide evidence (refer to Sections 6 & 7)

Complete the confirmation of New Zealand residency in Section 8

Complete the Statutory Declaration in Section 10

You can find a Justice of the Peace near you by visiting the New Zealand Justices' Association website www.jpfed.org.nz. They will be able to certify your ID and witness your Statutory Declaration.

Provide a completed solicitor or conveyancer's letter (Section 11)

Provide proof of your solicitor or conveyancer's bank account

Provide a copy of the property sale and purchase agreement

Provide your eligibility letter from Kāinga Ora if you are applying for a qualifying previous home owner withdrawal

Provide the original of this completed form (only if you have selected Option 2 as your preferred Identification method or the value of your withdrawal is over \$50,000 and the application isn't being sent by your Solicitor)