

First or Second-Chance Home Withdrawal Form

If you would like help completing this form, please email info@generatekiwisaver.co.nz or phone us on 0800 855 322.

Use this form to apply for a first home or second chance home withdrawal. You may be eligible to withdraw all or part of your KiwiSaver Scheme account balance (however you must leave a minimum of \$1000 in your KiwiSaver account) if you:

- 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 Second Chance home buyer. To find out if you qualify as a Second Chance home buyer and to obtain your eligibility letter, contact Housing New Zealand on 0508 935 266 or visit www.hnzc.co.nz.

Your application form and all supporting documentation must be completed and received by us at least 10 business days before you require the funds to be paid to your solicitor (settlement date if your sale is unconditional, or the date you must pay your deposit if it is a conditional sale).

You may also be eligible for a KiwiSaver HomeStart grant administered by Housing New Zealand. You can only apply for this grant by visiting the Housing New Zealand website www.hnzc.govt.nz or calling 0508 935 266.

Document checklist:

Please complete the checklist below and supply all the relevant supporting documents.

- You have answered all questions in the first or second chance home withdrawal pre-approval form and completed the statutory declaration in the required manner.
- If you are applying for a second-chance home withdrawal, you have attached confirmation from Housing New Zealand that you qualify.
- You are fully aware of the requirements you must meet in order to qualify for this withdrawal and that final approval of your withdrawal is subject to the Manager's approval process.
- You have attached a completed Solicitor's or Conveyancer's letter (please refer to page 5 or 6).
- You have attached a pre-printed deposit slip for your solicitor's or conveyancing practitioner's trust account and that person's certificate and undertaking (unless provided separately).
- You have attached a copy of the Sale and Purchase Agreement identifying you as the purchaser of the relevant property.
- You have attached a certified copy of Identity (please refer to table on page 3).
- You have attached originals or a certified copy of proof of address (please refer to table on page 3).

Member Details

Title _____ First Name _____ Surname _____

Date of Birth

D	D	M	M	Y	Y	Y	Y
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Postal Address _____

City _____ Country _____ Postcode _____

Home Phone _____ Work Phone _____

Mobile _____ Email _____

Generate KiwiSaver Member Number

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 IRD No.

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If you don't know your IRD number, please call the IRD on 0800 227 774.

First or Second-Chance Home Withdrawal Form

Withdrawal Details

Type of Withdrawal (please tick one)

First Home Withdrawal
(this applies to members who have not held an estate in land before (whether alone or jointly with another person) subject to limited exceptions);
or

Second-Chance Home Withdrawal
(this applies to members who have held an estate in land before. If you are applying for a second-chance home withdrawal you will need to attach confirmation from Housing New Zealand that your financial position is what would be expected of a person who has never held an estate in land – call Housing New Zealand on 0508 935 266 or visit www.hnzc.co.nz).

Amount of Withdrawal (please tick one)

I request:

A partial withdrawal* of \$ _____ from my Scheme account;
or

A withdrawal of all available* funds from my Scheme account.

* You must leave a minimum of \$1,000 in your Scheme account after making a home purchase withdrawal.

How withdrawal amount will be applied (please tick one)

The funds withdrawn will be applied (in the first instance) towards paying a deposit on the property (with any residue then applied towards the balance of the purchase price at settlement);
or

The funds withdrawn will be applied solely towards paying the purchase price of the property at settlement.

The amount withdrawal will be deducted proportionally from each Investment Fund that you have invested in, and taken:
– first from your own and any employer contributions (and your investment earnings), and
– second, from your member tax credits amount.

After you have made the withdrawal, you will remain a member of the Scheme and you may continue contributing to the Scheme.

Please note that we will account for any tax owed on the amount being withdrawn by deducting it from the amount paid.

Your withdrawal request will be processed by the Generate KiwiSaver Scheme and is subject to our approval. If you have any questions regarding payments in progress, you can contact us on 0800 855 322.

Solicitor or Conveyancing Practitioner Details

Solicitor's or Conveyancing Practitioner's name (please print) _____

Firm or Company Name _____

Postal Address _____

City _____

Country _____

Postcode _____

Phone _____

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Identity and Proof of Address Documents

OPTION 1	OPTION 2
<input type="checkbox"/> Passport; or <input type="checkbox"/> New Zealand Drivers Licence; or <input type="checkbox"/> New Zealand Firearms Licence.	<input type="checkbox"/> Birth Certificate; or <input type="checkbox"/> Citizenship Certificate.

AND one of the following:

- HANZ 18+ Card; or
- Tertiary Student Photo ID; or
- Current International Driving Permit; or
- NZ Bank Credit Card with photo.

Choose one of the acceptable forms of **proof of address** for applicant's physical address (not a PO Box) by sending us a copy of an invoice, statement, letter or contract in applicant's name, dated within the **last 12 months**, from one of the following sources:

- Utility provider e.g. water, electricity, gas, telecommunications, Sky TV (or other fixed address media provider)
- New Zealand bank or KiwiSaver provider
- Government or local Government agency e.g. IRD, WINZ, Watercare, Council
- Companies Office

If you do not have one of the above forms then please provide copy of an invoice, statement, letter or contract in applicant's name, dated within the **last 3 months**, from one of the following sources:

<input type="checkbox"/> Electronic white pages	<input type="checkbox"/> Electoral roll papers
<input type="checkbox"/> Insurance company	<input type="checkbox"/> Car registration notification/demand
<input type="checkbox"/> Rental tenancy agreement	<input type="checkbox"/> Employer provided accommodation letter
<input type="checkbox"/> Non-bank, non-KiwiSaver financial institution	

Certification of your Documents

Provide originals or have an approved person certify copies of all ID and proof of address.

An employee or agent of Generate can certify documents.

- Certification must be within the last three months.
- The approved person cannot be your spouse, partner, relative or living at the same address as you.
- The approved person could be: an employee or agent of Generate; JP; Chartered Accountant; Lawyer; Police Officer; Registered Teacher; Registered Doctor or any other person who has legal authority to take statutory declarations in New Zealand.
- Upon comparing the copy with the original document, the approved person must write on the copy their name, occupation, their signature, the date and the following, *"I certify this to be a true copy of the original document and confirm that it represents the identity of [full name of person being identified]"*

Where do I send my application to?

Email return: Please scan this application and all supporting documentation and email them to us at info@generatekiwisaver.co.nz or

Postal return: Please send this application and any supporting documentation to: Generate KiwiSaver Scheme, PO Box 91609, Victoria Street West, Auckland 1142

Privacy Act

Generate Investment Management Limited, Public Trust, any of their authorised agents, and any distributor assisting with the application (each an "Authorised Person") may collect personal information about the member provided in connection with this application or the Scheme, will (or through MMC Limited will) hold the information securely and may use the personal information to manage the member's investment in the Scheme, to communicate with the member or to promote other products and services to the member. The member may ask that he or she be shown the information held about the member, and if any of the information is incorrect, ask for it to be corrected. The addresses for Generate Investment Management Limited, Public Trust and MMC Limited are set out in the Product Disclosure Statement for the Scheme.

First or Second-Chance Home Withdrawal Form

Statutory Declaration

I _____ (full name of person making declaration)

_____ (occupation of person making declaration)

of _____ (address of person making declaration)

solemnly and sincerely declare that:

- I have read the Privacy Statement on page 3 of this first or second-chance home withdrawal form.
 - all information I have provided in this form is true and correct;
 - I have never made a withdrawal from a KiwiSaver scheme (whether this Scheme or any scheme to which I previously belonged) for a home purchase;
 - I have been a member of a KiwiSaver Scheme for three years or more;
 - the property I wish to purchase is intended to be my principal place of residence;
 - I have never held an estate in land*, or I **attach** confirmation from Housing New Zealand that it is satisfied my financial position is what would be expected of a person who has never held an estate in land.
- * This is subject to limited exceptions (see clause 8(5) of the KiwiSaver Scheme Rules in the KiwiSaver Act 2006).
- I understand that should the information given be incomplete or incorrect, Generate will not be able to complete its assessment of my application without receiving the complete and correct information.
 - I understand that my application for a first or second-chance home withdrawal is subject to the approval of Generate and to Generate receiving:
 - i. a pre-printed bank deposit slip for my solicitor's or conveyancing practitioner's trust account; and
 - ii. a certificate from my solicitor or conveyancing practitioner attaching a copy of the Sale and Purchase Agreement which clearly shows me as the purchaser and contains undertakings (in a form acceptable to the Trustee) relating to the status of that Agreement and the application of funds withdrawn;
 - I understand that my withdrawal value will be based upon the unit price(s) at the date my request is processed and may fluctuate;
 - I agree that Generate may obtain from my solicitor or conveyancing practitioner any additional information that it needs in order to process this application, and I hereby authorise my solicitor or conveyancing practitioner to give such further information. A photocopy of this authorisation shall be read as the original; and
 - Please tick one (this relates to the withdrawal of member tax credits):

during my KiwiSaver membership period, there were no periods when my principal place of residence was not New Zealand, or

during my KiwiSaver membership period, New Zealand has been my principal place of residence except during the periods set out below (please specify):

_____ to _____ (insert dates)

_____ to _____ (insert dates)

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

Signature of person making the declaration _____

Declared at _____ Address _____ this _____ Date _____ of _____ Month _____ 20 _____ Year _____

Before me (name, occupation, address and signature of person before whom the declaration is made)

Name _____ Occupation _____

Address _____

Signature _____

Statutory declaration made in New Zealand

A statutory declaration made in New Zealand under the Oaths and Declarations Act 1957 must be made before a person described in section 9 of that Act including:

- a Justice of the Peace;
- a Barrister and Solicitor of the High Court;
- a Notary Public;
- the Registrar or Deputy Registrar of the High Court or of any District Court;
- a member of Parliament;
- Officers of the Crown or of a local authority within the meaning of the Local Government Act 2002, authorised for that purpose by the Minister of Justice by notice in the *Gazette*; or
- an employee of Public Trust constituted under the Public Trust Act 2001, authorised for that purpose by the Minister of Justice by notice in the *Gazette*.

First or Second-Chance Home Withdrawal Form

Solicitor's or Conveyancing Practitioner's Letter – All funds to be paid at settlement

To: Generate Investment Management Limited as Manager of the Generate KiwiSaver Scheme

Re: _____ (the Member)

I/We refer to the Member's application for a home purchase withdrawal from the Scheme (the Application), which relates to the purchase of:

The Property: _____ (Property details)

The settlement date for purchase of the Property by the Member is:

D	D	M	M	Y	Y	Y	Y
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Documents:

I/We enclose copies of the following:

- 1) The agreement for sale and purchase of the Property with:

_____ (the Vendor)

Dated:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 _____ (the Agreement), and

- 2) Our pre-printed bank deposit slip.

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

Undertakings:

I/We undertake to you that:

- 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/me 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 or disbursements.

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

Name of Firm/Company: _____

Name of Principal/Partner certifying: _____

Signature: _____

Dated:

D	D	M	M	Y	Y	Y	Y
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Solicitor’s or Conveyancing Practitioner’s Letter – Funds to be applied for deposit (with any residue paid at settlement)

To: Generate Investment Management Limited as Manager of the GenerateKiwiSaver Scheme

Re: _____ (the Member)

I/We refer to the Member’s application for a home purchase withdrawal from the Scheme (the Application), which relates to the purchase of:

The Property: _____ (Property details)

The currently anticipated settlement date for the purchase of the Property by the Member is:

D	D	M	M	Y	Y	Y	Y
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Documents:

I/We enclose copies of the following:

- 1) The agreement for sale and purchase of the Property with:

_____ (the Vendor)

Dated:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 _____ (the Agreement), and

- 2) Our pre-printed bank deposit slip.

I/we confirm that I/we act for the Member, who is interested in purchasing the Property under the Agreement.

Undertakings:

I/We undertake to you that:

- 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 applied towards paying a deposit under the Agreement (the **Deposit Funds**) will be held by a stakeholder who is obliged to:
 - i) hold the Deposit Funds while the Agreement is conditional; and
 - ii) repay the Deposit 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 Deposit 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 the 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 paragraphs 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 Firm/Company: _____

Name of Principal/Partner certifying: _____

Signature: _____

Dated:

D	D	M	M	Y	Y	Y	Y
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This certificate must be signed by the practice principal or a partner.