

# NZ Funds Managed Portfolio Service

## Product Disclosure Statement



Issued by New Zealand Funds Management Limited  
20 December 2017

This document replaces the Product Disclosure Statement dated 30 June 2017

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This document gives you important information about this investment to help you decide whether you want to invest. There is other useful information about this offer on [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz). New Zealand Funds Management Limited has prepared this document in accordance with the Financial Markets Conduct Act 2013. You can also seek advice from a financial adviser to help you to make an investment decision.



## 1. KEY INFORMATION SUMMARY

### What is this?

These are two managed investment schemes. Your money will be pooled with other investors' money and invested in various investments. New Zealand Funds Management Limited (NZ Funds, we, us or our) will invest your money and charge you a fee for its services. The returns you receive are dependent on the investment decisions of NZ Funds and the performance of the investments. The value of those investments may go up or down. The types of investments and the fees you will be charged are described in this document.

### What will your money be invested in?

The NZ Funds Managed Portfolio Service is a series of actively managed funds (also referred to as Portfolios in this product disclosure statement (PDS)). Ten Portfolios are offered under this PDS across four investment categories: Cash, Income, Inflation and Growth. These investment options are summarised in the table on page 4. More information about the investment target and strategy for each investment option is provided on page 8.

The Portfolios offered under this PDS are established within two managed investment schemes, being the NZ Funds Managed Portfolio Service Part One scheme and the NZ Funds Managed Portfolio Service Part Two scheme. References to the 'NZ Funds Managed Portfolio Service' in this PDS are to both schemes.

The Portfolios are designed to be used in combination and not as stand-alone investments. They are also intended to be used in conjunction with a financial planning process.

### Who manages the NZ Funds Managed Portfolio Service?

The manager of the NZ Funds Managed Portfolio Service is NZ Funds.

 See section 7 of this PDS 'Who is involved?' on page 12 for more information.

### How can you get your money out?

If you are invested in the Core Cash Portfolio, you can redeem all or part of your investment at any time. **If you are invested in any of the other Portfolios, you must give 21 days notice of your intention to redeem unless you are switching to another Portfolio in which case you can generally switch your investment at any time.**

In certain circumstances, NZ Funds may defer or suspend redemptions and switches.

 See section 2 of this PDS 'How does this investment work?' on page 6 for more information.

Your investment in the Portfolios can be sold but there is no established market for trading these financial products. This means that you may not be able to find a buyer for your investment.

### How will your investment be taxed?

All of the funds offered under this PDS are portfolio investment entities (PIEs).

The amount of tax you pay in respect of a PIE is based on your prescribed investor rate (PIR). To determine your PIR go to [www.ird.govt.nz/toii/pir/](http://www.ird.govt.nz/toii/pir/).

 See section 6 of this PDS 'What taxes will you pay?' on page 11 for more information.

### Where can you find more key information?

NZ Funds is required to publish quarterly updates for each fund. The updates show the returns, and the total fees actually charged to investors, during the previous year. The latest fund updates are available at [www.nzfunds.co.nz](http://www.nzfunds.co.nz). NZ Funds will also give you copies of those documents on request.

**Some of the features of this offer, including the use of derivatives, may mean an investment in the Portfolios is not appropriate for you. We recommend you discuss the features of this offer with a financial adviser before deciding whether to invest.**

See page 9 for an explanation of the risk indicator and for information about other risks that are not included in the risk indicator. To help you clarify your own attitude to risk, you can seek financial advice or work out your risk profile at: [www.nzfunds.co.nz/AdviceSolutions/RiskProfile/](http://www.nzfunds.co.nz/AdviceSolutions/RiskProfile/)

## 1. KEY INFORMATION SUMMARY (CONTINUED)

FUND NAME	OBJECTIVE	STRATEGY SUMMARY	RISK INDICATOR	ESTIMATED ANNUAL FUND CHARGES
<p>The Portfolios are able to invest in a wide range of assets and do not have a target investment mix. They may be invested in permitted assets in any proportion. The Portfolios may invest directly, indirectly through derivatives, and use specialist investment managers. The Portfolios may also take active foreign currency positions.</p>				
 <b>Core Cash Portfolio</b>	To provide a source of capital by primarily investing in income assets using an active management approach.	It is anticipated that the Portfolio will mainly hold cash and cash equivalents. It may also invest in Australasian and international bonds.	<p style="text-align: center;">← Lower risk <span style="float: right;">Higher risk →</span></p> <p style="text-align: center;">1 2 3 4 5 6 7</p> <p style="text-align: center;">← Potentially lower returns Potentially higher returns →</p>	0.40%
 <b>Core Income Portfolio</b>	To provide exposure to income assets using an active management approach.	It is anticipated that the Portfolio will mainly hold cash and cash equivalents and Australasian bonds. It may also invest in international bonds and other permitted assets.*	<p style="text-align: center;">← Lower risk <span style="float: right;">Higher risk →</span></p> <p style="text-align: center;">1 2 3 4 5 6 7</p> <p style="text-align: center;">← Potentially lower returns Potentially higher returns →</p>	1.53%
 <b>Global Income Portfolio</b>		It is anticipated that the Portfolio will mainly hold cash and cash equivalents and international bonds. It may also invest in Australasian bonds and other permitted assets.*	<p style="text-align: center;">← Lower risk <span style="float: right;">Higher risk →</span></p> <p style="text-align: center;">1 2 3 4 5 6 7</p> <p style="text-align: center;">← Potentially lower returns Potentially higher returns →</p>	1.53%
 <b>Core Inflation Portfolio</b>	To mitigate the impact of inflation on your investment over the medium and/or long term by investing in income and growth assets using an active management approach.	It is anticipated that the Portfolio will mainly hold inflation-sensitive assets including cash and cash equivalents, Australasian and international bonds, and Australasian shares. It may also invest in other permitted assets.*	<p style="text-align: center;">← Lower risk <span style="float: right;">Higher risk →</span></p> <p style="text-align: center;">1 2 3 4 5 6 7</p> <p style="text-align: center;">← Potentially lower returns Potentially higher returns →</p>	2.88%
 <b>Equity Inflation Portfolio</b>		It is anticipated that the Portfolio will mainly hold inflation-sensitive assets including cash and cash equivalents, Australasian and international bonds, and international shares. It may also invest in other permitted assets.*	<p style="text-align: center;">← Lower risk <span style="float: right;">Higher risk →</span></p> <p style="text-align: center;">1 2 3 4 5 6 7</p> <p style="text-align: center;">← Potentially lower returns Potentially higher returns →</p>	2.88%
 <b>Property Inflation Portfolio</b>		It is anticipated that the Portfolio will mainly hold inflation-sensitive assets including cash and cash equivalents, and Australasian and international bonds, property shares and infrastructure shares. It may also invest in other permitted assets.*	<p style="text-align: center;">← Lower risk <span style="float: right;">Higher risk →</span></p> <p style="text-align: center;">1 2 3 4 5 6 7</p> <p style="text-align: center;">← Potentially lower returns Potentially higher returns →</p>	2.88%
 <b>Core Growth Portfolio</b>	To grow your investment over the long term by investing in income and growth assets using an active management approach.	It is anticipated that the Portfolio will mainly hold hedge funds and/or international shares. It may also invest in other permitted assets.*	<p style="text-align: center;">← Lower risk <span style="float: right;">Higher risk →</span></p> <p style="text-align: center;">1 2 3 4 5 6 7</p> <p style="text-align: center;">← Potentially lower returns Potentially higher returns →</p>	3.40%
 <b>Global Multi-Asset Growth Portfolio</b>		It is anticipated that the Portfolio will mainly hold commodity-related shares, commodities, and/or hedge funds. It may also invest in other permitted assets.*	<p style="text-align: center;">← Lower risk <span style="float: right;">Higher risk →</span></p> <p style="text-align: center;">1 2 3 4 5 6 7</p> <p style="text-align: center;">← Potentially lower returns Potentially higher returns →</p>	3.40%
 <b>Global Equity Growth Portfolio</b>		It is anticipated that the Portfolio will mainly hold international shares and/or hedge funds. It may also invest in other permitted assets.*	<p style="text-align: center;">← Lower risk <span style="float: right;">Higher risk →</span></p> <p style="text-align: center;">1 2 3 4 5 6 7</p> <p style="text-align: center;">← Potentially lower returns Potentially higher returns →</p>	3.40%
 <b>Dividend and Growth Portfolio</b>		It is anticipated that the Portfolio will mainly hold Australasian shares. It may also invest in other permitted assets.*	<p style="text-align: center;">← Lower risk <span style="float: right;">Higher risk →</span></p> <p style="text-align: center;">1 2 3 4 5 6 7</p> <p style="text-align: center;">← Potentially lower returns Potentially higher returns →</p>	3.15%

\* See section 3 of this PDS for a list of permitted assets for each Portfolio.

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## 2. HOW DOES THIS INVESTMENT WORK?

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The Portfolios are established within two managed investment schemes (Schemes) registered under the Financial Markets Conduct Act 2013. The Core Inflation Portfolio and Equity Inflation Portfolio are established within the NZ Funds Managed Portfolio Service Part One scheme and all other Portfolios are established within the NZ Funds Managed Portfolio Service Part Two scheme. Each Scheme is governed by a separate amended and consolidated trust deed (Trust Deed) dated 12 October 2016 between NZ Funds and The New Zealand Guardian Trust Company Limited (Supervisor).

The money you invest into a Portfolio is pooled with other investors' money to purchase assets. You will be allocated units in each Portfolio you invest in which represent your proportionate holding in the Portfolio. The units do not give you legal ownership of the Portfolio's assets but they give you the right to a share of any returns from those assets.

The number of units you are allocated is based on the price per unit, called the unit price. The performance of your investment will be measured by the rise or fall of the unit price. As the combined value of the assets owned by a Portfolio increases or decreases, so too will the unit price.

The Portfolios do not make distributions and any income received by the Portfolios is reflected in the unit price. The assets of a Portfolio are not available to meet the liabilities of any other Portfolio in the relevant Scheme.

### Features and benefits

**Some of the features of this offer, including the use of derivatives, may mean an investment in the Portfolios is not appropriate for you. We recommend you discuss the features of this offer with a financial adviser before deciding whether to invest.**

#### A diversified approach

The Portfolios are designed to be used in combination, and not as stand-alone investments. It is generally intended that investors allocate their investment across all of the Portfolios within each investment category. The Portfolios are also intended to be used in conjunction with a financial planning process.

#### Active management

NZ Funds uses an active investment management approach that seeks to maintain a balance between preserving your capital and growing your wealth in a manner that is consistent with each Portfolio's objective.

In managing the Portfolios, we take a wide variety of actions and are not constrained by a benchmark or target asset allocation. The actions we take include, but are not limited to: altering the proportion invested in each security or asset class; altering the manner in which a Portfolio is exposed to each security or asset class; investing directly or indirectly; using derivatives and/or any resulting leverage; using collective investment vehicles; using specialist investment managers (including hedge funds); taking foreign currency positions; applying hedging; or taking short positions.

The way in which our active management approach is implemented may change over time. This may result in the Portfolios being constructed with different combinations of investments.

#### Wholesale trusts and specialist investment managers

The Portfolios may invest directly, or indirectly via wholesale trusts. A wholesale trust is a wholesale fund managed by NZ Funds which holds investments. Those investments may include directly held securities and/or investments in funds, managed by either NZ Funds or external specialist investment managers (including hedge funds). The wholesale trust structure provides an effective way for investors to access these specialist investment managers. Specialist investment managers may be selected where NZ Funds considers their investment approach will help meet the objectives of the Portfolios. The current specialist investment managers are available on our website.

#### Use of derivatives

It is important that you know that each Portfolio has the ability to use derivatives. A derivative is a financial instrument, the value of which is derived from changes in the value of another asset (for example, a share market index, a commodity, a bond, or a currency). Examples of derivatives include futures, options, forwards and swaps.

Some examples of how derivatives may be used in a Portfolio include:

- To gain exposure to an asset and/or asset class;
- To modify exposure to an asset and/or asset class; and
- To hedge or seek to mitigate exposure to an asset and/or asset class.

The use of derivatives can result in a Portfolio being leveraged which means small changes in the value of an underlying asset on which the Portfolio holds a derivative may result in substantial gains or losses for the Portfolio.

#### Economic exposure

Economic exposure is a measure developed and used by NZ Funds to illustrate a Portfolio's total exposure. The use of derivatives can result in a Portfolio's economic exposure being greater than its net asset value.

A Portfolio's economic exposure is calculated using NZ Funds' methodology which treats certain types of derivatives differently. The extent to which derivatives are used, and the economic exposure of a Portfolio, changes frequently and changes may be material. For more information on the Portfolios' economic exposure, see the 'Other Material Information' document on the offer register at [disclose-register.companiesoffice.govt.nz](https://disclose-register.companiesoffice.govt.nz).

There are limits on the economic exposure that may be incurred by some Portfolios. For the Core Cash Portfolio, economic exposure cannot exceed the Portfolio's net asset value. For the Core Income Portfolio, Global Income Portfolio, Core Inflation Portfolio, Equity Inflation Portfolio and Property Inflation Portfolio, the economic exposure limit is three times the Portfolio's net asset value. There is no limit on economic

## 2. HOW DOES THIS INVESTMENT WORK? (CONTINUED)

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exposure for the Core Growth Portfolio, Global Multi-Asset Growth Portfolio, Global Equity Growth Portfolio, and Dividend and Growth Portfolio.

Where economic exposure exceeds the net asset value of the Portfolio, this means the Portfolio is leveraged. While the use of derivatives can lead to the Portfolios being leveraged, the Portfolios do not borrow money to invest. Leverage may increase the volatility of the Portfolio and may significantly increase the risk and extent of any loss.

### Making investments

You can make an investment in a Portfolio by completing an application form at the back of this PDS. An investment can be made by lump sum, and/or regular contributions. There is currently no minimum investment amount.

Each lump sum contribution must be accompanied by a completed application form, but regular contributions only require a single application.

You can choose to make regular contributions on a weekly, fortnightly, monthly or quarterly basis. There is no obligation for you to make any ongoing regular contributions once you have made your initial investment. You can stop regular contributions any time by sending us a letter or email.

NZ Funds does not charge a contribution fee.

### Withdrawing your investments

You can redeem all or part of your investment in a Portfolio (subject to the redemption restrictions below) by completing a withdrawal form and sending it to NZ Funds. You can obtain this form from your financial adviser, from our website, or by contacting us.

If you are invested in the Core Cash Portfolio you can redeem at any time. **If you are invested in any of the other Portfolios you must give 21 days notice of your intention to redeem.** This process is designed to minimise the impact of withdrawals on remaining investors.

If you experience financial hardship or in other exceptional circumstances, NZ Funds may waive the notice period. Once you give your redemption notice, you cannot revoke it unless NZ Funds agrees.

Where a notice period applies, redemption proceeds will be calculated on the date that the notice period expires and not on the date you provide your withdrawal form to NZ Funds. You should be aware this can affect the amount of the redemption proceeds.

Redemption proceeds are normally paid within four business days of expiry of the redemption notice period, or where no notice period applies, within four business days of a withdrawal form being received and processed.

You can also choose to make regular withdrawals on a fortnightly, monthly or quarterly basis. Regular withdrawals must be for a set amount and are currently only available for the Core Cash Portfolio, Core Income Portfolio and Global Income Portfolio.

You can set up regular withdrawals by completing a single withdrawal form; you do not need to complete a form for each withdrawal. Any redemption notice period that applies must expire before your first regular withdrawal commences. You can stop regular withdrawals any time by sending us a letter or email.

NZ Funds may refuse a redemption request that would result in you holding less than \$1,000 of units (except where all of your units are being redeemed).

NZ Funds may in its discretion defer redemptions for up to two business days. NZ Funds may also suspend redemptions in certain circumstances where it considers that it is not practicable, or would be materially prejudicial to the interests of any investors in the Portfolio.

NZ Funds does not charge a redemption fee.

### How to switch between funds

You can switch between Portfolios by completing a switch form at the back of this PDS. A switch is considered a withdrawal from one Portfolio and an application for units in another Portfolio.

**There are no notice periods for switches and therefore you can generally switch your investment at any time (subject to our right to defer or suspend switches).**

Switch requests are normally processed within two business days of receipt. NZ Funds may in its discretion defer processing some or all switch requests for up to 21 days where it considers it necessary or appropriate. Where a switch request is deferred, redemption proceeds will be calculated on the date that the switch request is processed, and not on the date that the switch request is received.

NZ Funds may also suspend switches in certain circumstances where it considers that it is not practicable, or would be materially prejudicial to the interests of any investors in the Portfolio.

NZ Funds does not charge a switch fee.

 For more information on withdrawals and switches, see the 'Other Material Information' document on the offer register at [disclose-register.companiesoffice.govt.nz](https://disclose-register.companiesoffice.govt.nz).

### 3. DESCRIPTION OF YOUR INVESTMENT OPTIONS

FUND NAME	OBJECTIVE	PERMITTED ASSETS*	STRATEGY SUMMARY	RISK CATEGORY	MINIMUM SUGGESTED INVESTMENT TIMEFRAME
<p>The Portfolios are able to invest in a wide range of assets and do not have a target investment mix. They may be invested in permitted assets in any proportion. The Portfolios may invest directly, indirectly through derivatives, and use specialist investment managers. The Portfolios may also take active foreign currency positions.</p>					
 Core Cash Portfolio	To provide a source of capital by primarily investing in income assets using an active management approach.	<ul style="list-style-type: none"> <li>Cash and cash equivalents</li> <li>New Zealand fixed interest</li> <li>International fixed interest</li> </ul>	It is anticipated that the Portfolio will mainly hold cash and cash equivalents. It may also invest in Australasian bonds and international bonds.		1 month +
			It is anticipated that the Portfolio will mainly hold cash and cash equivalents and Australasian bonds. It may also invest in international bonds and other permitted assets.		
 Core Income Portfolio	To provide exposure to income assets using an active management approach.	<ul style="list-style-type: none"> <li>Cash and cash equivalents</li> <li>New Zealand fixed interest</li> <li>International fixed interest</li> <li>Alternative securities**</li> </ul>	It is anticipated that the Portfolio will mainly hold cash and cash equivalents and international bonds. It may also invest in Australasian bonds and other permitted assets.		2 years +
			It is anticipated that the Portfolio will mainly hold cash and cash equivalents and international bonds. It may also invest in Australasian bonds and other permitted assets.		
 Global Income Portfolio	To mitigate the impact of inflation on your investment over the medium and/or long term by investing in income and growth assets using an active management approach.	<ul style="list-style-type: none"> <li>Cash and cash equivalents</li> <li>New Zealand fixed interest</li> <li>International fixed interest</li> <li>Australasian equities</li> <li>International equities</li> <li>Listed property</li> <li>Commodities</li> <li>Alternative securities**</li> </ul>	It is anticipated that the Portfolio will mainly hold inflation-sensitive assets including cash and cash equivalents, Australasian and international bonds, and Australasian shares. It may also invest in other permitted assets.		5 years +
			It is anticipated that the Portfolio will mainly hold inflation-sensitive assets including cash and cash equivalents, Australasian and international bonds, and international shares. It may also invest in other permitted assets.		
 Core Inflation Portfolio	To mitigate the impact of inflation on your investment over the medium and/or long term by investing in income and growth assets using an active management approach.	<ul style="list-style-type: none"> <li>Cash and cash equivalents</li> <li>New Zealand fixed interest</li> <li>International fixed interest</li> <li>Australasian equities</li> <li>International equities</li> <li>Listed property</li> <li>Commodities</li> <li>Alternative securities**</li> </ul>	It is anticipated that the Portfolio will mainly hold inflation-sensitive assets including cash and cash equivalents, Australasian and international bonds, and infrastructure shares. It may also invest in other permitted assets.		5 years +
			It is anticipated that the Portfolio will mainly hold inflation-sensitive assets including cash and cash equivalents, Australasian and international bonds, and infrastructure shares. It may also invest in other permitted assets.		
 Equity Inflation Portfolio	To mitigate the impact of inflation on your investment over the medium and/or long term by investing in income and growth assets using an active management approach.	<ul style="list-style-type: none"> <li>Cash and cash equivalents</li> <li>New Zealand fixed interest</li> <li>International fixed interest</li> <li>Australasian equities</li> <li>International equities</li> <li>Listed property</li> <li>Commodities</li> <li>Alternative securities**</li> </ul>	It is anticipated that the Portfolio will mainly hold inflation-sensitive assets including cash and cash equivalents, and Australasian and international bonds, property shares and infrastructure shares. It may also invest in other permitted assets.		5 years +
			It is anticipated that the Portfolio will mainly hold inflation-sensitive assets including cash and cash equivalents, and Australasian and international bonds, property shares and infrastructure shares. It may also invest in other permitted assets.		
 Property Inflation Portfolio	To grow your investment over the long term by investing in income and growth assets using an active management approach.	<ul style="list-style-type: none"> <li>Cash and cash equivalents</li> <li>New Zealand fixed interest</li> <li>International fixed interest</li> <li>Australasian equities</li> <li>International equities</li> <li>Listed property</li> <li>Commodities</li> <li>Alternative securities**</li> </ul>	It is anticipated that the Portfolio will mainly hold hedge funds and/or international shares. It may also invest in other permitted assets.		10 years +
			It is anticipated that the Portfolio will mainly hold commodity-related shares, commodities, and/or hedge funds. It may also invest in other permitted assets.		
 Core Growth Portfolio	To grow your investment over the long term by investing in income and growth assets using an active management approach.	<ul style="list-style-type: none"> <li>Cash and cash equivalents</li> <li>New Zealand fixed interest</li> <li>International fixed interest</li> <li>Australasian equities</li> <li>International equities</li> <li>Listed property</li> <li>Commodities</li> <li>Alternative securities**</li> </ul>	It is anticipated that the Portfolio will mainly hold international shares and/or hedge funds. It may also invest in other permitted assets.		10 years +
			It is anticipated that the Portfolio will mainly hold international shares and/or hedge funds. It may also invest in other permitted assets.		
 Global Multi-Asset Growth Portfolio	To grow your investment over the long term by investing in income and growth assets using an active management approach.	<ul style="list-style-type: none"> <li>Cash and cash equivalents</li> <li>New Zealand fixed interest</li> <li>International fixed interest</li> <li>Australasian equities</li> <li>International equities</li> <li>Listed property</li> <li>Commodities</li> <li>Alternative securities**</li> </ul>	It is anticipated that the Portfolio will mainly hold Australasian shares. It may also invest in other permitted assets.		10 years +
			It is anticipated that the Portfolio will mainly hold Australasian shares. It may also invest in other permitted assets.		
 Global Equity Growth Portfolio	To grow your investment over the long term by investing in income and growth assets using an active management approach.	<ul style="list-style-type: none"> <li>Cash and cash equivalents</li> <li>New Zealand fixed interest</li> <li>International fixed interest</li> <li>Australasian equities</li> <li>International equities</li> <li>Listed property</li> <li>Commodities</li> <li>Alternative securities**</li> </ul>	It is anticipated that the Portfolio will mainly hold Australasian shares. It may also invest in other permitted assets.		10 years +
			It is anticipated that the Portfolio will mainly hold Australasian shares. It may also invest in other permitted assets.		
 Dividend and Growth Portfolio	To grow your investment over the long term by investing in income and growth assets using an active management approach.	<ul style="list-style-type: none"> <li>Cash and cash equivalents</li> <li>New Zealand fixed interest</li> <li>International fixed interest</li> <li>Australasian equities</li> <li>International equities</li> <li>Listed property</li> <li>Commodities</li> <li>Alternative securities**</li> </ul>	It is anticipated that the Portfolio will mainly hold Australasian shares. It may also invest in other permitted assets.		10 years +
			It is anticipated that the Portfolio will mainly hold Australasian shares. It may also invest in other permitted assets.		

\* The asset classes listed are from the Financial Markets Conduct Regulations 2014 (Regulations), except for 'alternative securities' which falls under 'Other' in the Regulations. These are the same asset classes used in the fund updates. For more information on each asset class, see the Statement of Investment Policy and Objectives (SIPO).

\*\* 'Alternative securities' means asset classes not usually accessed by retail investors, for example, private equity, venture capital and hedge funds. These tend to be asset classes where valuation and liquidity may be uncertain and returns may be volatile.

For more information on NZ Funds' investment approach, see the Statement of Investment Policy and Objectives (SIPO). NZ Funds may make changes to the SIPO at any time after consulting with the Supervisor. A description of any material changes to the SIPO will be included in each Scheme's annual report. Where required by the relevant Trust Deed or law, you will receive notice of material changes before they occur. The current SIPO for the Portfolios is available on the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).

Further information about the assets in each Portfolio can be found in the fund updates at [www.nzfunds.co.nz](http://www.nzfunds.co.nz).



## 4. WHAT ARE THE RISKS OF INVESTING? (CONTINUED)

loss. NZ Funds has a due diligence process for appointing specialist investment managers and all managers are monitored and reviewed.

### Key person risk

The Portfolios may be dependent on the services of key personnel of NZ Funds and may be adversely affected by the departure or performance of key personnel.



For more information on the risks of investing in the NZ Funds Managed Portfolio Service, see the 'Other Material Information' document on the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).

## 5. WHAT ARE THE FEES?

You will be charged fees for investing in the Portfolios. Fees are deducted from your investment and will reduce your returns. If NZ Funds invests in other funds, those funds may also charge fees. The fees you pay will be charged in two ways:

- Regular charges (for example, annual fund charges). Small differences in these fees can have a big impact on your investment over the long term.
- One-off fees (NZ Funds does not charge any establishment, contribution, termination, withdrawal, switch or transfer fees).

FUND NAME	MANAGEMENT FEE	ADMINISTRATION CHARGES (ESTIMATED)	EXTERNAL MANAGER PERFORMANCE FEES (ESTIMATED)	NZ FUNDS PERFORMANCE FEES (ESTIMATED)	TOTAL ANNUAL FUND CHARGES* (ESTIMATED)	
Core Cash Portfolio	0.15%	+ 0.25%	0.40%	0.00%	n/a	= 0.40%
Core Income Portfolio	0.80%	+ 0.73%	1.53%	0.00%	n/a	= 1.53%
Global Income Portfolio				0.00%		= 1.53%
Core Inflation Portfolio				0.08%		= 2.88%
Equity Inflation Portfolio	1.75%	+ 1.05%	2.80%	0.08%	n/a	= 2.88%
Property Inflation Portfolio				0.08%		= 2.88%
Core Growth Portfolio				0.25%	0.21%	= 3.40%
Global Multi-Asset Growth Portfolio				0.25%	0.21%	= 3.40%
Global Equity Growth Portfolio	1.75%	+ 1.19%	2.94%	0.25%	0.21%	= 3.40%
Dividend and Growth Portfolio				0.00%	0.21%	= 3.15%

\* Expressed as a percentage of the net asset value of the Portfolio. The total annual fund charges include a combination of fixed and variable (performance-based) fees and therefore actual fund charges will vary from the estimates depending on performance. Annual fund charges are deducted from the Portfolio or the underlying funds it invests in (as applicable) and reflected in the Portfolio's unit price.

### Description of the above fee categories:

FEE	DESCRIPTION
Management fee	Each Portfolio has an annual management fee at a fixed rate. The management fees are fixed as a percentage of the gross asset value of each Portfolio. For the purposes of the table above, these charges have been estimated as a percentage of net asset value. Management fees are accrued daily and paid to NZ Funds monthly in arrears.
Administration charges	These cover the general management of the Portfolios (for example, Supervisor fees, expense reimbursement, legal and audit fees). They also cover fees and costs payable in respect of the wholesale trusts and other underlying funds that the Portfolios invest in (excluding performance fees charged by underlying specialist investment managers). Some of these underlying fund charges are paid to NZ Funds and its associated entities for management and administration of the wholesale trusts. These charges are an estimate.
External manager performance fees	These cover performance fees that may be charged by underlying specialist investment managers (not related to NZ Funds) when specific performance targets are met. These fees are an estimate. Actual performance fees will depend on the managers selected which will change from time to time and on their actual performance, and will vary from the estimates. Past performance is not indicative of future performance.
NZ Funds performance fees	These cover performance fees that may be charged by NZ Funds when specific performance targets are met. These fees are an estimate. Actual performance fees will depend on the performance of the Portfolio and will vary from the estimates. Past performance is not indicative of future performance. Actual charges for the previous 12 months are available in the latest fund update. For more information on NZ Funds performance fees, see 'Performance-based fees' on page 11.



For more information on the above fees and charges, including the basis of estimates, see the 'Other Material Information' document on the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).

## 5. WHAT ARE THE FEES? (CONTINUED)

### Performance-based fees

NZ Funds may charge a performance fee in the following Portfolios where the performance fee hurdle rate of return is exceeded:

- Core Growth Portfolio;
- Global Multi-Asset Growth Portfolio;
- Global Equity Growth Portfolio; and
- Dividend and Growth Portfolio.

The performance fee is charged on the following basis:

<b>Hurdle rate of return</b>	The performance fee is payable if the returns of a Portfolio in a financial year exceed 8% (hurdle rate of return).*
<b>Amount of performance fee</b>	The performance fee is 10% of Portfolio returns above the hurdle rate of return.
<b>Rebate of performance fee</b>	<p>If a Portfolio incurs a performance fee in a financial year but in the subsequent financial year (rebate year) the Portfolio's returns are less than the hurdle rate of return, NZ Funds will rebate back to the Portfolio some or all of that performance fee.</p> <p>The amount of the rebate is equivalent to 10% of the Portfolio's returns below the hurdle rate of return. The rebate will not be more than the performance fee amount incurred in the previous financial year.</p>
<b>Frequency of calculation and payment</b>	<p>The performance fee (or rebate, if applicable) is calculated daily and paid quarterly. All performance fee amounts are paid to the Supervisor who holds these amounts on trust until the end of the rebate year. The performance fee (net of any rebates) is not paid to NZ Funds until the end of the rebate year. Before the Supervisor pays any performance fee to NZ Funds, the amount is verified by the Portfolio's auditors.</p> <p>The Portfolio does not apply a high water mark. However, a rebate of the performance fee may apply as described above.</p> <p>A 'high water mark' is the value a fund must reach before the manager can charge a performance fee. The impact of the Portfolio not applying a high water mark is that if the Portfolio drops in value and then recovers, you may be paying a performance fee twice for the same return, once for the recovered growth, as well as the original growth.</p>
<b>Maximum amount</b>	There is no maximum limit on the amount of the performance fee that may be paid.
<b>Changing the performance fee</b>	NZ Funds may alter the rate and basis of calculation of the performance fee and rebate by providing one month's notice to all investors in the Portfolio.

\* In the fund updates, we are required to report the Portfolio's performance against a market index. However, as the performance fee is based on a hurdle rate of return of 8%, a performance-based fee may be charged even if the Portfolio does not achieve the return of the market index.

All fees are stated exclusive of GST or other similar tax. This means that if any GST, or other similar tax, is payable on any fee, that tax will be payable in addition to the amount of the fee.

NZ Funds may, in its discretion and from its own funds, reduce, pay, contribute to or rebate some of the fees and expenses described in this section.

### Example of how fees apply to an investor

Liam invests \$10,000 in the Core Inflation Portfolio. He is charged annual fund charges, which work out to about \$288 (2.88% of \$10,000). These fees might be more or less if his account balance has increased or decreased over the year.

#### ESTIMATED TOTAL FEES FOR THE FIRST YEAR

**Fund charges**      **\$288\***

\* Includes estimated external manager performance fees of \$8.

See the latest fund update for an example of the actual returns and fees investors were charged over the past year.

This example only applies to the Core Inflation Portfolio. If you are considering investing in other Portfolios, this example may not be representative of the actual fees you may be charged.

### The fees can be changed

Existing fees may be changed or new fees introduced in accordance with the Trust Deeds. For more information, see the 'Other Material Information' document on the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).

NZ Funds must publish a fund update for each Portfolio showing the fees actually charged during the most recent year. Fund updates, including past updates, are available at [www.nzfunds.co.nz](http://www.nzfunds.co.nz).

## 6. WHAT TAXES WILL YOU PAY?

Each Portfolio is a portfolio investment entity. The amount of tax you pay is based on your prescribed investor rate (PIR). To determine your PIR, go to [www.ird.govt.nz/toii/pir/](http://www.ird.govt.nz/toii/pir/). If you are unsure of your PIR, we recommend you seek professional advice or contact the Inland Revenue Department.

It is your responsibility to tell NZ Funds your PIR when you invest or if your PIR changes. If you do not tell NZ Funds, a default rate may be applied.

If the advised PIR is lower than the correct PIR, you will need to complete a personal tax return and pay any tax shortfall, interest, and penalties. If the default rate or the advised PIR is higher than the correct PIR, you will not get a refund of any overpaid tax.

 For more information on tax, see the 'Other Material Information' document on the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).

## 7. WHO IS INVOLVED?

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### About NZ Funds

NZ Funds is the manager of the NZ Funds Managed Portfolio Service.

NZ Funds makes decisions about what assets the Portfolios invest in and may appoint underlying specialist investment managers. Our contact details are:

Attention: Head of Client Services  
New Zealand Funds Management Limited  
Level 16, 21 Queen Street  
Private Bag 92163  
Auckland 1142

T. 09 377 2277 or 0508 733 337

E. [info@nzfunds.co.nz](mailto:info@nzfunds.co.nz)

W. [www.nzfunds.co.nz](http://www.nzfunds.co.nz)

### Who else is involved?

TITLE	NAME	ROLE
Supervisor and Custodian	The New Zealand Guardian Trust Company Limited	Supervisor and Custodian of the Portfolios under the Financial Markets Conduct Act 2013, responsible for supervising NZ Funds as manager of the Portfolios and holding Scheme property on trust for the Schemes.

## 8. HOW TO COMPLAIN

---

In the first instance, please contact NZ Funds. Our contact details are set out in section 7 of this PDS 'Who is involved?'

Complaints about an investment can also be made direct to the Supervisor:

Attention: NZ Funds Relationship Manager  
The New Zealand Guardian Trust Company Limited  
Level 14, 191 Queen Street  
PO Box 274  
Auckland 1140

T. 09 909 5100

E. [ct-auckland@nzgt.co.nz](mailto:ct-auckland@nzgt.co.nz)

### Dispute resolution scheme

NZ Funds and the Supervisor are both members of an approved dispute resolution scheme run by Financial Services Complaints Limited (FSCL). If your complaint has not been resolved to your satisfaction, you can contact FSCL:

Attention: Early Assistance Officer  
Financial Services Complaints Limited  
PO Box 5967  
Wellington 6145

T. 04 472 3725 or 0800 347 257

E. [complaints@fscl.org.nz](mailto:complaints@fscl.org.nz)

W. [www.fscl.org.nz](http://www.fscl.org.nz)

FSCL will not charge a fee to any complainant to investigate or resolve a complaint.

## 9. WHERE YOU CAN FIND MORE INFORMATION

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Further information relating to the Schemes and the Portfolios, such as financial statements, quarterly fund updates, annual reports, the 'Other Material Information' document, the Trust Deeds and the SIPO for the Portfolios, is available on the offer register and the scheme register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz). A copy of information on the offer register and the scheme register is available on request to the Registrar of Financial Service Providers.

Fund updates and other information relating to the Portfolios (including the 'Other Material Information' document and the SIPO) is also available on our website. You may request a copy of this information from us free of charge.

## 10. HOW TO APPLY

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You can invest in a Portfolio by completing an application form at the back of this PDS. You will be required to verify your identity and address, and in some cases the source of your funds and wealth, for the purposes of the Anti-Money Laundering and Countering Financing of Terrorism Act 2009.



## Section B: Personal Details

### Individual 1

#### Name

Title First name

Middle name(s)

Surname

#### Date of birth

#### Country of birth

#### Occupation

Residential address (not PO Box)  Same as postal address on previous page.

Street

Suburb

City

Postcode

#### Email

#### Telephone

Mobile

Home

Business

#### Are you a New Zealand tax resident?

Yes  No

If Yes, please provide your IRD number.

#### Are you a US Person? (A US Person includes a US tax resident, citizen or permanent resident/Green Card holder)

Yes  No

If Yes, please provide your US Tax Identification Number.

#### Are you a tax resident of any other country? (i.e. not including New Zealand or the United States)

Yes  No

If Yes, please provide us with the jurisdiction and the Tax Identification Number (TIN)\* for each.

#### Country

#### TIN\*

#### Reason

\* If a TIN is unavailable, please provide the appropriate reason A, B or C where applicable:

**Reason A** - The country/jurisdiction where you are resident does not issue TINs to its residents.

**Reason B** - You have not been issued with a TIN or equivalent number.

**Reason C** - The country/jurisdiction where you are resident does not require the collection of TINs.

### Individual 2

#### Name

Title First name

Middle name(s)

Surname

#### Date of birth

#### Country of birth

#### Occupation

Residential address (not PO Box)  Same as postal address on previous page.

Street

Suburb

City

Postcode

Continued over...

**Email****Telephone**

Mobile

Home

Business

**Are you a New Zealand tax resident?** Yes No

If Yes, please provide your IRD number.

**Are you a US Person? (A US Person includes a US tax resident, citizen or permanent resident/Green Card holder)** Yes No

If Yes, please provide your US Tax Identification Number.

**Are you a tax resident of any other country? (i.e. not including New Zealand or the United States)** Yes No

If Yes, please provide us with the jurisdiction and the Tax Identification Number (TIN)\* for each.

**Country****TIN\*****Reason**

\* If a TIN is unavailable, please provide the appropriate reason A, B or C where applicable:

**Reason A** – The country/jurisdiction where you are resident does not issue TINs to its residents.**Reason B** – You have not been issued with a TIN or equivalent number.**Reason C** – The country/jurisdiction where you are resident does not require the collection of TINs.If there are more than two people who can control the account, please provide details of these people using the Additional Controlling Persons Form available on our website at [www.nzfunds.co.nz](http://www.nzfunds.co.nz).

## Section C: Investment Options

### Lump Sum Investment

Category	Portfolio	Notice period*	Lump sum investment	Upfront adviser fee**
 Cash	Core Cash Portfolio	None	<input type="text" value="\$"/>	<input type="text" value="\$"/>
 Income	Core Income Portfolio	21 days	<input type="text" value="\$"/>	<input type="text" value="\$"/>
	Global Income Portfolio	21 days	<input type="text" value="\$"/>	<input type="text" value="\$"/>
 Inflation	Core Inflation Portfolio	21 days	<input type="text" value="\$"/>	<input type="text" value="\$"/>
	Property Inflation Portfolio	21 days	<input type="text" value="\$"/>	<input type="text" value="\$"/>
	Equity Inflation Portfolio	21 days	<input type="text" value="\$"/>	<input type="text" value="\$"/>
 Growth	Core Growth Portfolio	21 days	<input type="text" value="\$"/>	<input type="text" value="\$"/>
	Global Multi-Asset Growth Portfolio	21 days	<input type="text" value="\$"/>	<input type="text" value="\$"/>
	Global Equity Growth Portfolio	21 days	<input type="text" value="\$"/>	<input type="text" value="\$"/>
	Dividend and Growth Portfolio	21 days	<input type="text" value="\$"/>	<input type="text" value="\$"/>
<b>Total</b>			<input type="text" value="\$"/>	<input type="text" value="\$"/>

\* Withdrawals are permitted only after expiry of the notice period.

\*\* The client authorises NZ Funds to deduct units from the client's holdings in the relevant Portfolio to fund the payments of this fee to the financial adviser.

Please make any cheques payable to **NZGT ASF NZ Funds - Applications** marked 'Account Payee Only', or by direct credit to **03-0104-0122344-00** and include your account name and your NZ Funds client number (if an existing client) in the payment reference details.

Continued over...

## Regular Contributions

If you have elected to make regular contributions, please indicate the details of your contributions in the table below.

Category	Portfolio	Frequency*	Amount	Start date**	New/Amend
Cash	Core Cash Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Core Income Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
Income	Global Income Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Core Inflation Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
Inflation	Property Inflation Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Equity Inflation Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Core Growth Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
Growth	Global Multi-Asset Growth Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Global Equity Growth Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Dividend and Growth Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	<b>Total</b>		\$ <input type="text"/>		

\* Frequency periods for regular contributions are weekly, fortnightly, monthly or quarterly.

\*\* Please complete a Direct Debit Form (attached to this Product Disclosure Statement) and note 'Start date' must be a minimum of 10 days from expected receipt date by NZ Funds.

## Regular Withdrawals

Your regular withdrawals will continue until you advise NZ Funds otherwise.

Please note that regular withdrawals are permitted only from the following Portfolios.

Category	Portfolio name	Notice period	Frequency*	Amount	Start date**	New/Amend
Cash	Core Cash Portfolio	None	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Core Income Portfolio	21 days	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
Income	Global Income Portfolio	21 days	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A

\* Frequency periods for regular withdrawals are fortnightly, monthly or quarterly.

\*\* Please note that any withdrawal notice period that applies must expire before the first regular withdrawal payment commences.

Continued over...

## Section D: Terms And Conditions

By signing this Application Form, I/we confirm that:

- All details provided in this Application Form are correct.
  - I/we have received, read and understood the Product Disclosure Statement dated 20 December 2017 to which this Application Form was attached. I/we understand that additional information about the NZ Funds Managed Portfolio Service is available on the online register entry at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).
  - I/we agree to be bound by the Terms And Conditions contained in the Product Disclosure Statement, the Trust Deeds (as amended from time to time) and the online register entry relating to the NZ Funds Managed Portfolio Service.
  - I/we understand that personal information provided in this Application Form and any personal information provided by me/us in the future will be used by NZ Funds and the Supervisor, and any related companies of these parties, together with my/our financial adviser, for administering the investment, including satisfying the requirements of the AML/CFT Act\* (this may include using my/our personal information for the purpose of electronic identity verification using various third party databases including the Department of Internal Affairs database). I understand my personal information may also be shared with relevant authorities including Inland Revenue. NZ Funds may also use my/our personal information to provide me/us with information about other products and services. I/we acknowledge that I/we have the right to access and correct this information.
  - I/we authorise NZ Funds to disclose personal information to the Financial Markets Authority as may be required from time to time under the Financial Markets Conduct Act 2013 or any other law.
  - If you are a US Person, NZ Funds may be required to provide certain information about your investment in the NZ Funds Managed Portfolio Service to Inland Revenue in order for NZ Funds to satisfy its obligations under the US Foreign Account Tax Compliance Act (FATCA)\*. In accordance with the provisions of the FATCA regime, Inland Revenue may pass this information to the United States Internal Revenue Service.
  - If you are a tax resident of another country, NZ Funds may be required to provide certain information to Inland Revenue in order to satisfy its obligations under the Common Reporting Standards (CRS)\*. In accordance
- with the provisions of the CRS regime, Inland Revenue may pass this information to tax departments of other participating jurisdictions.
- **I/we agree to comply with the Common Reporting Standards (CRS) regulations which include agreeing to inform NZ Funds of any changes of tax residency status that apply to account holders within 30 days of the change.**
  - NZ Funds, as Manager of the NZ Funds Managed Portfolio Service, has the power under the Trust Deeds to redeem any units, if it believes compliance of applicable laws (such as AML/CFT, FATCA and CRS) has not been met. NZ Funds does not need to notify the affected unit holder before invoking this power. If NZ Funds chooses to redeem my/our units, the funds will be returned to the nominated bank account (or cheque) in the same name as the NZ Funds Managed Portfolio Service account. Alternatively, the funds will be held in a non-interest bearing bank account.
  - I/we consent to NZ Funds communicating with me/us, and providing me/us with information, by electronic means (i.e. by email, as provided by me/us and/or by providing me/us with a URL link, or with information through an electronic facility). These communications may include, but not be limited to, general correspondence, investment updates, and legally required communications or documents (including transaction confirmations, annual reports and annual tax statements).
  - I/we consent to receiving transaction confirmations relating to my/our investment(s) in the NZ Funds Managed Portfolio Service on a six monthly basis.
  - If two or more individuals have completed this Application Form and separate ownership is not defined, NZ Funds and the Supervisor are entitled to assume the investment is jointly held by those individuals.
  - NZ Funds and the Supervisor are entitled to rely on my/our elected PIR for all investments I/we have made for this account.
  - **I/we understand the value of my/our investment in a Portfolio can rise and fall depending on market conditions and other circumstances prevailing at the time, and that there is no promise or guarantee made by any person as to the performance of any investment or the return of any funds invested.**

\* For further information regarding AML/CFT, FATCA and CRS please refer to our Compliance Guidance Note available on our website at [www.nzfunds.co.nz](http://www.nzfunds.co.nz).

### Client Signature(s)

I/we agree to the Terms And Conditions set out above. If signing on behalf of an Individual, please name the Individual.

Individual 1

Date

Individual 2

Date

### Note

The Anti-Money Laundering and Countering Financing of Terrorism Act 2009 requires verification of identity of the applicant. Please ensure the relevant identity information on the following pages is completed in full.

Continued over...

## Authorised Financial Adviser Use Only

I confirm I am an Authorised Financial Adviser authorised to provide financial adviser services in relation to this transaction, and that any upfront adviser fee and client fee agreement is:

- Authorised for deduction under an agreement with the Client; and
- The amount of the fee or fees does not exceed the amount(s) specified in the agreement with the client.

Adviser name

Adviser FSP number

Adviser company

Adviser code

Adviser signature

Date

## Section E: Identity Verification

NZ Funds, as a financial institution, is required by law to collect identity and address information on its clients.

All new individuals must complete identity verification.

Existing clients may be required to complete identity verification by their financial adviser or NZ Funds.

There are three ways to complete identity verification. The options are:

- 1) Documentary identity verification - certified face-to-face by a Trusted Referee and verified by an Authorised Individual\* (complete following page); or
- 2) Documentary identity verification - verified face-to-face by an Authorised Individual\* (complete following page); or
- 3) Electronic identity verification - your financial adviser may conduct identity verification by electronic means. In such circumstances, documentary identity verification would not be required. Please attach Electronic Verification Certificate to this Application Form.

For 1) and 2) above, you must ensure the relevant documents are attached to this form.

Please complete the following documentary identity verification forms for all individuals named in this application and provide the appropriate documentation.

Note: document certification by a Trusted Referee must occur no earlier than three months prior to the date of presentation.

### Exception handling procedures

Where an individual is unable to supply documents as required, please contact NZ Funds on 0508 733 337 or via email at [clientservices@nzfunds.co.nz](mailto:clientservices@nzfunds.co.nz).

\* Authorised Individual refers to a person listed on the NZ Funds 'Register of Individuals Authorised to perform CDD'.

# Documentary Identity Verification - Individual 1

## Identity information

In order to verify your identity, select and tick **ONE** of the ID combination columns below:

ID Combination 1	ID Combination 2	ID Combination 3
<input type="radio"/> NZ driver licence. And <b>ONE</b> of the documents listed below: <input type="radio"/> Credit, debit or eftpos card (Including name and signature) <input type="radio"/> Bank statement <input type="radio"/> Government agency document (e.g. IRD correspondence)	<input type="radio"/> NZ driver licence, <b>OR</b> <input type="radio"/> 18+ card. And <b>ONE</b> of the documents listed below: <input type="radio"/> Full birth certificate <input type="radio"/> Citizenship certificate	<input type="radio"/> Passport, <b>OR</b> <input type="radio"/> NZ firearms licence.

## Residential address documentation

In order to verify your residential address, select and tick **ONE** of the options below. This document must be no more than six months old.

<input type="radio"/> Bank or financial institution statement	<input type="radio"/> Rates or house insurance document
<input type="radio"/> Utility document (e.g., electricity, gas, water, landline telephone or Sky TV)	<input type="radio"/> Government agency document (e.g., correspondence from IRD or an educational institution)

## For persons under 18 years of age

<input type="radio"/> If the identity information options are unavailable, a birth certificate or student card is acceptable.	<input type="radio"/> If the residential address options are unavailable, proof of the parent(s) or guardian(s) address where the minor resides is acceptable.
---	--

## Certification By A Trusted Referee<sup>†</sup>

Name	Trusted Referee <sup>†</sup> type
<input type="text"/>	<input type="text"/>

- have sighted the original documents selected above, each of which represents the identity (i.e., name, date of birth and residential address) of Individual 1; and
- have signed copies of those documents and attached these to this form; and
- confirm that the copies of those documents attached are true copies of the original documents of Individual 1 sighted by me today.

## Signature of Trusted Referee<sup>†</sup>

## Date

## Verification Completed By An Authorised Individual\* (Please tick one)

- I have met Individual 1 face-to-face and have sighted the original documents selected above, each of which represents the identity (i.e., name, date of birth, and residential address) of Individual 1, in accordance with the Anti Money Laundering and Countering Financing of Terrorism Act 2009.
- I have verified the documents which have been certified by a Trusted Referee and have verified the identity information of Individual 1 in accordance with the Anti Money Laundering and Countering Financing of Terrorism Act 2009.

## Name of Authorised Individual\*

## Signature of Authorised Individual\*

## Date

### <sup>†</sup> A Trusted Referee must be:

- at least 16 years of age; and
- not related, spouse or partner, living at the same residential address or involved in the transaction or business; and
- from the following list of Trusted Referees -

- |                               |   |                      |                               |
|-------------------------------|---|----------------------|-------------------------------|
| • Commonwealth representative | • Chartered accountant  | • Registered teacher | • Justice of the Peace        |
| • Registered medical doctor   | • Member of Parliament  | • Notary Public      | • New Zealand Honorary Consul |
| • Lawyer                      | • A person who has legal authority to take statutory declarations |                      |                               |

\* Authorised Individual refers to a person listed on the NZ Funds 'Register of Individuals Authorised to perform CDD'.

## Documentary Identity Verification - Individual 2

### Identity information

In order to verify your identity, select and tick **ONE** of the ID combination columns below:

ID Combination 1	ID Combination 2	ID Combination 3
<input type="radio"/> NZ driver licence. And <b>ONE</b> of the documents listed below: <input type="radio"/> Credit, debit or eftpos card <small>(Including name and signature)</small> <input type="radio"/> Bank statement <input type="radio"/> Government agency document <small>(e.g., IRD correspondence)</small>	<input type="radio"/> NZ driver licence, <b>OR</b> <input type="radio"/> 18+ card. And <b>ONE</b> of the documents listed below: <input type="radio"/> Full birth certificate <input type="radio"/> Citizenship certificate	<input type="radio"/> Passport, <b>OR</b> <input type="radio"/> NZ firearms licence.

### Residential address documentation

In order to verify your residential address, select and tick **ONE** of the options below. This document must be no more than six months old.

- |  |  |
|--|--|
| <input type="radio"/> Bank or financial institution statement  | <input type="radio"/> Rates or house insurance document  |
| <input type="radio"/> Utility document<br><small>(e.g., electricity, gas, water, landline telephone or Sky TV)</small> | <input type="radio"/> Government agency document<br><small>(e.g., correspondence from IRD or an educational institution)</small> |

### For persons under 18 years of age

- |   |  |
|---|--|
| <input type="radio"/> If the identity information options are unavailable, a birth certificate or student card is acceptable. | <input type="radio"/> If the residential address options are unavailable, proof of the parent(s) or guardian(s) address where the minor resides is acceptable. |
|---|--|

## Certification By A Trusted Referee\*

Name	Trusted Referee* type
<input type="text"/>	<input type="text"/>

- have sighted the original documents selected above, each of which represents the identity (i.e., name, date of birth and residential address) of Individual 2; and
- have signed copies of those documents and attached these to this form; and
- confirm that the copies of those documents attached are true copies of the original documents of Individual 2 sighted by me today.

Signature of Trusted Referee\*

Date

## Verification Completed By An Authorised Individual\* (Please tick one)

- I have met Individual 2 face-to-face and have sighted the original documents selected above, each of which represents the identity (i.e., name, date of birth, and residential address) of Individual 2, in accordance with the Anti Money Laundering and Countering Financing of Terrorism Act 2009.
- I have verified the documents which have been certified by a Trusted Referee and have verified the identity information of Individual 2 in accordance with the Anti Money Laundering and Countering Financing of Terrorism Act 2009.

Name of Authorised Individual\*

Signature of Authorised Individual\*

Date

### \* A Trusted Referee must be:

- at least 16 years of age; and
- not related, spouse or partner, living at the same residential address or involved in the transaction or business; and
- from the following list of Trusted Referees -

- |                               |   |                      |                               |
|-------------------------------|---|----------------------|-------------------------------|
| • Commonwealth representative | • Chartered accountant  | • Registered teacher | • Justice of the Peace        |
| • Registered medical doctor   | • Member of Parliament  | • Notary Public      | • New Zealand Honorary Consul |
| • Lawyer                      | • A person who has legal authority to take statutory declarations |                      |                               |

\* Authorised Individual refers to a person listed on the NZ Funds 'Register of Individuals Authorised to perform CDD'.



## Section B: Entity Details

Full name of Entity (if different from account name)

Is the Entity a New Zealand tax resident?

Yes  No

Country of establishment

Is the Entity a tax resident of any other country?

Yes  No

If Yes, please provide us with the jurisdiction and the Tax Identification Number (TIN)\* for each.

Country

TIN\*

Reason







\* If a TIN is unavailable, please provide the appropriate reason A, B or C where applicable:

**Reason A** - The country/jurisdiction where the Entity is resident does not issue TINs to its residents.

**Reason B** - The Entity has not been issued with a TIN or equivalent number.

**Reason C** - The country/jurisdiction where the Entity is resident does not require the collection of TINs.

Is the Entity a Financial Institution (FI)? (See our Compliance Guidance Note available on our website at [www.nzfunds.co.nz](http://www.nzfunds.co.nz).)

Yes  No

Is the Entity an active non-financial entity? (See our Compliance Guidance Note available on our website at [www.nzfunds.co.nz](http://www.nzfunds.co.nz).)

Yes  No

## Controlling Persons

Please list all related parties who are associated with the account, regardless of whether they will be signatories to the investment account.

A Controlling Person can be a natural person or an entity such as a trust or company.

Name	Trustee	Director	Settlor	Appointer/ Protector	Beneficiary**	Shareholder
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Trustees or Directors or any person who is able to operate this investment account - **please continue to Section C.**

All others - **please complete Section E.**

\*\* If the trust is a discretionary trust, beneficiary information need not be provided until a beneficiary receives a distribution from the trust. See our Compliance Guidance Note available on our website at [www.nzfunds.co.nz](http://www.nzfunds.co.nz) for more information.

Continued over...

## Section C: Controlling Person's Details

This section must be completed by all Controlling Persons who are able to operate this investment account.

### Controlling Person 1

#### Name

Title First name Middle name(s) Surname

#### Occupation

#### Country of birth

#### Date of birth

DD / MM / YYYY

Residential address (not PO Box)  Same as account postal address on page 1.

#### Street

Suburb

City

Postcode

#### Email

#### Telephone

Mobile

Home

Business

#### Are you a New Zealand tax resident?

Yes  No

If Yes, please provide your IRD number.

#### Are you a US Person? (A US Person includes a US tax resident, citizen or permanent resident/Green Card holder)

Yes  No

If Yes, please provide your US Tax Identification Number.

#### Are you a tax resident of any other country? (i.e. not including New Zealand or the United States)

Yes  No

If Yes, please provide us with the jurisdiction and the Tax Identification Number (TIN)\* for each.

#### Country

#### TIN\*

#### Reason

\* If a TIN is unavailable, please provide the appropriate reason A, B or C where applicable:

**Reason A** – The country/jurisdiction where you are resident does not issue TINs to its residents.

**Reason B** – You have not been issued with a TIN or equivalent number.

**Reason C** – The country/jurisdiction where you are resident does not require the collection of TINs.

### Controlling Person 2

#### Name

Title First name Middle name(s) Surname

#### Occupation

#### Country of birth

#### Date of birth

DD / MM / YYYY

Residential address (not PO Box)  Same as account postal address on page 1.

#### Street

Suburb

City

Postcode

Continued over...

**Email**

**Telephone**

Mobile

Home

Business

**Are you a New Zealand tax resident?**

 Yes  No

If Yes, please provide your IRD number.

**Are you a US Person? (A US Person includes a US tax resident, citizen or permanent resident/Green Card holder)**

 Yes  No

If Yes, please provide your US Tax Identification Number.

**Are you a tax resident of any other country? (i.e. not including New Zealand or the United States)**

 Yes  No

If Yes, please provide us with the jurisdiction and the Tax Identification Number (TIN)\* for each.

**Country**

**TIN\***

**Reason**

\* If a TIN is unavailable, please provide the appropriate reason A, B or C where applicable:

**Reason A** - The country/jurisdiction where you are resident does not issue TINs to its residents.

**Reason B** - You have not been issued with a TIN or equivalent number.

**Reason C** - The country/jurisdiction where you are resident does not require the collection of TINs.

### Controlling Person 3

**Name**

Title

First name

Middle name(s)

Surname

**Occupation**

**Country of birth**

**Date of birth**

**Residential address (not PO Box)**  Same as account postal address on page 1.

Street

Suburb

City

Postcode

**Email**

**Telephone**

Mobile

Home

Business

**Are you a New Zealand tax resident?**

 Yes  No

If Yes, please provide your IRD number.

**Are you a US Person? (A US Person includes a US tax resident, citizen or permanent resident/Green Card holder)**

 Yes  No

If Yes, please provide your US Tax Identification Number.

Continued over...

**Are you a tax resident of any other country? (i.e. not including New Zealand or the United States)**

Yes  No

If Yes, please provide us with the jurisdiction and the Tax Identification Number (TIN)\* for each.

Country	TIN*	Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* If a TIN is unavailable, please provide the appropriate reason A, B or C where applicable:

**Reason A** – The country/jurisdiction where you are resident does not issue TINs to its residents.

**Reason B** – You have not been issued with a TIN or equivalent number.

**Reason C** – The country/jurisdiction where you are resident does not require the collection of TINs.

## Controlling Person 4

**Name**

Title First name Middle name(s) Surname

**Occupation**

**Country of birth**

**Date of birth**

DD / MM / YYYY

**Residential address (not PO Box)**  Same as account postal address on page 1.

Street/PO Box

Suburb City Postcode

**Email**

**Telephone**

Mobile

 ( )

Home

 ( )

Business

**Are you a New Zealand tax resident?**

Yes  No

If Yes, please provide your IRD number.

         

**Are you a US Person? (A US Person includes a US tax resident, citizen or permanent resident/Green Card holder)**

Yes  No

If Yes, please provide your US Tax Identification Number.

**Are you a tax resident of any other country? (i.e. not including New Zealand or the United States)**

Yes  No

If Yes, please provide us with the jurisdiction and the Tax Identification Number (TIN)\* for each.

Country	TIN*	Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* If a TIN is unavailable, please provide the appropriate reason A, B or C where applicable:

**Reason A** – The country/jurisdiction where you are resident does not issue TINs to its residents.

**Reason B** – You have not been issued with a TIN or equivalent number.

**Reason C** – The country/jurisdiction where you are resident does not require the collection of TINs.

If there are more than four people who can control the account please provide details of these people using the Additional Controlling Persons Form available on our website at [www.nzfunds.co.nz](http://www.nzfunds.co.nz).

Continued over...

## Section D: Investment Options

### Lump Sum Investment

Category	Portfolio	Notice period*	Lump sum investment	Upfront adviser fee**
 Cash	Core Cash Portfolio	None	\$ <input type="text"/>	\$ <input type="text"/>
	 Income	Core Income Portfolio	21 days	\$ <input type="text"/>
Global Income Portfolio		21 days	\$ <input type="text"/>	\$ <input type="text"/>
 Inflation	Core Inflation Portfolio	21 days	\$ <input type="text"/>	\$ <input type="text"/>
	Property Inflation Portfolio	21 days	\$ <input type="text"/>	\$ <input type="text"/>
	Equity Inflation Portfolio	21 days	\$ <input type="text"/>	\$ <input type="text"/>
 Growth	Core Growth Portfolio	21 days	\$ <input type="text"/>	\$ <input type="text"/>
	Global Multi-Asset Growth Portfolio	21 days	\$ <input type="text"/>	\$ <input type="text"/>
	Global Equity Growth Portfolio	21 days	\$ <input type="text"/>	\$ <input type="text"/>
	Dividend and Growth Portfolio	21 days	\$ <input type="text"/>	\$ <input type="text"/>
<b>Total</b>			\$ <input type="text"/>	\$ <input type="text"/>

\* Withdrawals are permitted only after expiry of the notice period.

\*\* The client authorises NZ Funds to deduct units from the client's holdings in the relevant Portfolio to fund the payments of this fee to the financial adviser.

Please make any cheques payable to **NZGT ASF NZ Funds - Applications** marked 'Account Payee Only', or by direct credit to **03-0104-0122344-00** and include your account name and your NZ Funds client number (if an existing client) in the payment reference details.

### Regular Contributions

If you have elected to make regular contributions, please indicate the details of your contributions in the table below.

Category	Portfolio	Frequency*	Amount	Start date**	New/Amend
 Cash	Core Cash Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	 Income	Core Income Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY
Global Income Portfolio		<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
 Inflation	Core Inflation Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Property Inflation Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Equity Inflation Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
 Growth	Core Growth Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Global Multi-Asset Growth Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Global Equity Growth Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Dividend and Growth Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
<b>Total</b>			\$ <input type="text"/>		

\* Frequency periods for regular contributions are weekly, fortnightly, monthly or quarterly.

\*\* Please complete a Direct Debit Form (attached to this Product Disclosure Statement) and note 'Start date' must be a minimum of 10 days from expected receipt date by NZ Funds.

Continued over...

## Regular Withdrawals

Your regular withdrawals will continue until you advise NZ Funds otherwise.  
Please note that regular withdrawals are permitted only from the following Portfolios.

Category	Portfolio name	Notice period	Frequency*	Amount	Start date**	New/Amend
 Cash	Core Cash Portfolio	None	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY <input type="text"/>	<input type="radio"/> N <input type="radio"/> A
 Income	Core Income Portfolio	21 days	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY <input type="text"/>	<input type="radio"/> N <input type="radio"/> A
	Global Income Portfolio	21 days	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY <input type="text"/>	<input type="radio"/> N <input type="radio"/> A

\* Frequency periods for regular withdrawals are monthly or quarterly.

\*\* Please note that any withdrawal notice period that applies must expire before the first regular withdrawal payment commences.

## Section E: Other Controlling Persons

Those Controlling Persons who have completed Section C, or existing clients, do not have to complete this section.

Controlling Persons are those who exercise control over the entity, including:

- Shareholders with more than 25% ownership
- Settlers
- Protectors
- Beneficiaries
- Any other natural person who can exercise control regardless of whether they exercise that control.

All Controlling Persons who have not completed Section C must complete below.

### Other Controlling Person 1

Name

Date of birth

Residential address (not PO Box)

Are you a US Person? (A US Person includes a US tax resident, citizen or permanent resident/Green Card holder)

Yes

No

If Yes, please provide your US Tax Identification Number.

Are you a tax resident of any other country? (i.e. not including New Zealand or the United States)

Yes

No

If Yes, please provide us with the jurisdiction and the Tax Identification Number (TIN)\* for each.

Country

TIN\*

Reason





\* If a TIN is unavailable, please provide the appropriate reason A, B or C where applicable:

**Reason A** – The country/jurisdiction where you are resident does not issue TINs to its residents.

**Reason B** – You have not been issued with a TIN or equivalent number.

**Reason C** – The country/jurisdiction where you are resident does not require the collection of TINs.

Continued over...

## Other Controlling Person 2

Name

Date of birth

Residential address (not PO Box)

Are you a US Person? (A US Person includes a US tax resident, citizen or permanent resident/Green Card holder)

 Yes  No

If Yes, please provide your US Tax Identification Number.

Are you a tax resident of any other country? (i.e. not including New Zealand or the United States)

 Yes  No

If Yes, please provide us with the jurisdiction and the Tax Identification Number (TIN)\* for each.

Country

TIN\*

Reason

## Other Controlling Person 3

Name

Date of birth

Residential address (not PO Box)

Are you a US Person? (A US Person includes a US tax resident, citizen or permanent resident/Green Card holder)

 Yes  No

If Yes, please provide your US Tax Identification Number.

Are you a tax resident of any other country? (i.e. not including New Zealand or the United States)

 Yes  No

If Yes, please provide us with the jurisdiction and the Tax Identification Number (TIN)\* for each.

Country

TIN\*

Reason

## Other Controlling Person 4

Name

Date of birth

Residential address (not PO Box)

Are you a US Person? (A US Person includes a US tax resident, citizen or permanent resident/Green Card holder)

 Yes  No

If Yes, please provide your US Tax Identification Number.

Are you a tax resident of any other country? (i.e. not including New Zealand or the United States)

 Yes  No

If Yes, please provide us with the jurisdiction and the Tax Identification Number (TIN)\* for each.

Country

TIN\*

Reason

\* If a TIN is unavailable, please provide the appropriate reason A, B or C where applicable:

**Reason A** – The country/jurisdiction where you are resident does not issue TINs to its residents.

**Reason B** – You have not been issued with a TIN or equivalent number.

**Reason C** – The country/jurisdiction where you are resident does not require the collection of TINs.

Continued over...

## Section F: Terms And Conditions

By signing this Application Form, we confirm that:

- All details provided in this Application Form are correct.
- We have received, read and understood the Product Disclosure Statement dated 20 December 2017 to which this Application Form was attached. We understand that additional information about the NZ Funds Managed Portfolio Service is available on the online register entry at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).
- We agree to be bound by the Terms And Conditions contained in the Product Disclosure Statement, the Trust Deeds (as amended from time to time) and the online register entry relating to the NZ Funds Managed Portfolio Service.
- We understand that personal information provided in this Application Form and any personal information provided by us in the future will be used by NZ Funds and the Supervisor, and any related companies of these parties, together with our financial adviser, for administering the investment, including satisfying the requirements of the AML/CFT Act\* (this may include using our personal information for the purpose of electronic identity verification using various third party databases including the Department of Internal Affairs database). We understand our personal information may also be shared with relevant authorities including Inland Revenue. NZ Funds may also use our personal information to provide us with information about other products and services. We acknowledge that we have the right to access and correct this information.
- We authorise NZ Funds to disclose personal information to the Financial Markets Authority as may be required from time to time under the Financial Markets Conduct Act 2013 or any other law.
- If you are a US Person, NZ Funds may be required to provide certain information about your investment in the NZ Funds Managed Portfolio Service to Inland Revenue in order for NZ Funds to satisfy its obligations under the US Foreign Account Tax Compliance Act (FATCA)\*. In accordance with the provisions of the FATCA regime, Inland Revenue may pass this information to the United States Internal Revenue Service.
- If you are a tax resident of another country, NZ Funds may be required to provide certain information to Inland Revenue in order to satisfy its obligations under the Common Reporting Standards (CRS)\*. In accordance with the provision of the CRS regime, Inland Revenue may pass this information to tax departments of other participating jurisdictions.
- **We agree to comply with the Common Reporting Standards (CRS) regulations which include:**
  - **Agreeing to inform NZ Funds of any distributions made to beneficiaries that are not New Zealand tax residents. This includes distributions from holdings that sit outside the NZ Funds Managed Portfolio Service.**
  - **Agreeing to inform NZ Funds of any changes of tax residency status that apply to account holders and any Controlling Persons\*\*, within 30 days of the change.**
- NZ Funds, as Manager of the NZ Funds Managed Portfolio Service, has the power under the Trust Deeds to redeem any units, if it believes compliance of applicable laws (such as AML/CFT, FATCA and CRS) has not been met. NZ Funds does not need to notify the affected unit holder before invoking this power. If NZ Funds chooses to redeem our units, the funds will be returned to the nominated bank account (or cheque) in the same name as the NZ Funds Managed Portfolio Service account. Alternatively, the funds will be held in a non-interest bearing bank account.
- We consent to NZ Funds communicating with us, and providing us with information, by electronic means (i.e. by email, as provided by us and/or by providing us with a URL link, or with information through an electronic facility). These communications may include, but not be limited to, general correspondence, investment updates, and legally required communications or documents (including transaction confirmations, annual reports and annual tax statements).
- We consent to receiving transaction confirmations relating to our investment(s) in the NZ Funds Managed Portfolio Service on a six monthly basis.
- NZ Funds and the Supervisor are entitled to rely on our elected PIR for all investments we have made for this account.
- **We understand the value of our investment in a Portfolio can rise and fall depending on market conditions and other circumstances prevailing at the time, and that there is no promise or guarantee made by any person as to the performance of any investment or the return of any funds invested.**

\* For further information regarding AML/CFT, FATCA and CRS please refer to our Compliance Guidance Note available on our website at [www.nzfunds.co.nz](http://www.nzfunds.co.nz)

\*\* Controlling Persons for CRS refers to trustees, settlors, protectors, beneficiaries, directors and shareholders.

### Client Signature(s)

To be signed by Controlling Persons who have completed Section C.

We agree to the Terms And Conditions set out above.

Controlling Person 1

Date

Controlling Person 2

Date

Controlling Person 3

Date

Controlling Person 4

Date

### Note

The Anti-Money Laundering and Countering Financing of Terrorism Act 2009 requires verification of identity of the applicant. Please ensure the relevant identity information on the following pages is completed in full.

Continued over...

## Authorised Financial Adviser Use Only

I confirm I am an Authorised Financial Adviser authorised to provide financial adviser services in relation to this transaction, and that any upfront adviser fee and client fee agreement is:

- Authorised for deduction under an agreement with the Client; and
- The amount of the fee or fees does not exceed the amount(s) specified in the agreement with the client.

Adviser name

Adviser FSP number

Adviser company

Adviser code

Adviser signature

Date

# NZFUNDS

## Switch Form



NZ Funds Managed Portfolio Service Product Disclosure Statement dated 20 December 2017.

Return to New Zealand Funds Management Limited, Private Bag 92226, Auckland 1142, or by email to registry@nzfunds.co.nz.

### Client Details

Account name

NZ Funds client number

     

### Switch Instructions

Category	Portfolio	Switch from (\$ or "All")	Switch to (\$ or "All")
Cash	Core Cash Portfolio	\$ <input type="text"/>	\$ <input type="text"/>
	Core Income Portfolio	\$ <input type="text"/>	\$ <input type="text"/>
Income	Global Income Portfolio	\$ <input type="text"/>	\$ <input type="text"/>
	Core Inflation Portfolio	\$ <input type="text"/>	\$ <input type="text"/>
Inflation	Property Inflation Portfolio	\$ <input type="text"/>	\$ <input type="text"/>
	Equity Inflation Portfolio	\$ <input type="text"/>	\$ <input type="text"/>
	Core Growth Portfolio	\$ <input type="text"/>	\$ <input type="text"/>
Growth	Global Multi-Asset Growth Portfolio	\$ <input type="text"/>	\$ <input type="text"/>
	Global Equity Growth Portfolio	\$ <input type="text"/>	\$ <input type="text"/>
	Dividend and Growth Portfolio	\$ <input type="text"/>	\$ <input type="text"/>
	<b>Total</b>	\$ <input type="text"/>	\$ <input type="text"/>

Switch requests are normally processed within two business days of receipt. NZ Funds may in its discretion defer processing some or all switch requests for up to 21 days where it considers it is necessary or appropriate.

If you intend to pay fees to your financial adviser from the Portfolio into which you have switched, your financial adviser will need to send details of your new fee agreement (if applicable).

Continued over...

## Regular Contributions

If you have elected to make regular contributions, please indicate the details of your contributions in the table below.

Category	Portfolio	Frequency*	Amount	Start date**	New/Amend
 Cash	Core Cash Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
 Income	Core Income Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Global Income Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
 Inflation	Core Inflation Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Property Inflation Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Equity Inflation Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
 Growth	Core Growth Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Global Multi-Asset Growth Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Global Equity Growth Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Dividend and Growth Portfolio	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
<b>Total</b>			\$ <input type="text"/>		

\* Frequency periods for regular contributions are weekly, fortnightly, monthly or quarterly.

\*\* Please complete a Direct Debit Form (attached to this Product Disclosure Statement) and note 'Start date' must be a minimum of 10 days from expected receipt date by NZ Funds.

## Regular Withdrawals

Your regular withdrawals will continue until you advise NZ Funds otherwise.

Please note that regular withdrawals are permitted only from the following Portfolios.

Category	Portfolio name	Notice period	Frequency*	Amount	Start date**	New/Amend
 Cash	Core Cash Portfolio	None	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
 Income	Core Income Portfolio	21 days	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A
	Global Income Portfolio	21 days	<input type="text"/>	\$ <input type="text"/>	DD / MM / YYYY	<input type="radio"/> N <input type="radio"/> A

\* Frequency periods for regular withdrawals are fortnightly, monthly or quarterly.

\*\* Please note that any withdrawal notice period that applies must expire before the first regular withdrawal payment commences.

Continued over...

## Terms And Conditions

By signing this Switch Form, I/we confirm that:

- All details provided in this Switch Form are correct.
- I/we have received, read and understood the Product Disclosure Statement dated 20 December 2017 to which this Switch Form was attached. I/we understand that additional information about the NZ Funds Managed Portfolio Service is available on the online register entry at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).
- I/we agree to be bound by the Terms And Conditions contained in the Product Disclosure Statement, the Trust Deeds (as amended from time to time) and the online register entry relating to the NZ Funds Managed Portfolio Service.
- I/we understand that personal information provided in this Application Form and any personal information provided by me/us in the future will be used by NZ Funds and the Supervisor, and any related companies of these parties, together with my/our financial adviser, for administering the investment, including satisfying the requirements of the AML/CFT Act\* (this may include using my/our personal information for the purpose of electronic identity verification using various third party databases including the Department of Internal Affairs database). I/we understand my/our personal information may also be shared with relevant authorities including Inland Revenue. NZ Funds may also use my/our personal information to provide me/us with information about other products and services. I/we acknowledge that I/we have the right to access and correct this information.
- I/we authorise NZ Funds to disclose personal information to the Financial Markets Authority as may be required from time to time under the Financial Markets Conduct Act 2013 or any other law.
- If you are a US Person then you agree that NZ Funds may be required to provide certain information about your investment in the NZ Funds Managed Portfolio Service to Inland Revenue in order for NZ Funds to satisfy its obligations under the US Foreign Account Tax Compliance Act (FATCA). You further understand and agree that in accordance with the provisions of the FATCA regime, Inland Revenue may pass this information to the United States Internal Revenue Service.
- If you are a non-tax resident of New Zealand, NZ Funds may be required to provide certain information to Inland Revenue in order to satisfy its obligations under the Common Reporting Standards (CRS)\*. In accordance with the provision of the CRS regime, Inland Revenue may pass this information to tax departments of other participating jurisdictions.
- I/we agree to comply with the Common Reporting Standards (CRS) regulations which include:
  - Agreeing to inform NZ Funds of any distributions made to beneficiaries that are not New Zealand tax residents. This includes distributions from holdings that sit outside the NZ Funds Managed Portfolio Service.
  - Agreeing to inform NZ Funds of any changes of tax residency status that apply to account holders and any Controlling Persons\*\*, within 30 days.
- NZ Funds, as Manager of the NZ Funds Managed Portfolio Service, has the power under the Trust Deeds to redeem any units, if it believes compliance of applicable laws (such as AML/CFT, FATCA and CRS) has not been met. NZ Funds does not need to notify the affected unit holder before invoking this power. If NZ Funds chooses to redeem my/our units, the funds will be returned to the nominated bank account (or cheque) in the same name as the NZ Funds Managed Portfolio Service account. Alternatively, the funds will be held in a non-interest bearing bank account.
- I/we consent to NZ Funds communicating with me/us, and providing me/us with information, by electronic means (i.e. by email, as provided by me/us and/or by providing me/us with a URL link, or with information through an electronic facility). These communications may include, but not be limited to, general correspondence, investment updates, and legally required communications or documents (including transaction confirmations, annual reports and annual tax statements).
- I/we consent to receiving transaction confirmations relating to my/our investment(s) in the NZ Funds Managed Portfolio Service on a six monthly basis.
- If two or more individuals have completed this Application Form and separate ownership is not defined, NZ Funds and the Supervisor are entitled to assume the investment is jointly held by those individuals.
- NZ Funds and the Supervisor are entitled to rely on my/our elected PIR for all investments I/we have made for this account.
- I/we understand the value of my/our investment in a Portfolio can rise and fall depending on market conditions and other circumstances prevailing at the time, and that there is no promise or guarantee made by any person as to the performance of any investment or the return of any funds invested.

\* For further information regarding AML/CFT, FATCA and CRS please refer to our Compliance Guidance Note available on our website at [www.nzfunds.co.nz](http://www.nzfunds.co.nz)

\*\* Controlling Persons for CRS refers to trustees, settlors, protectors, beneficiaries, directors and shareholders.

## Client Signature(s)

I/we agree to the Terms And Conditions set out above. If signing on behalf of an Individual/Company, please name the Individual/Company.

Individual 1/Director/Trustee

Date

Individual 2/Director/Trustee

Date

Director/Trustee

Date

Director/Trustee

Date

## Authorised Financial Adviser Use Only

I confirm I am an Authorised Financial Adviser authorised to provide financial adviser services in relation to this transaction, and that any upfront adviser fee and client fee agreement is:

- Authorised for deduction under an agreement with the Client; and
- The amount of the fee or fees does not exceed the amount(s) specified in the agreement with the Client.

Adviser name

Adviser FSP number

Adviser company

Adviser code

Adviser signature

Date

## Note

The Anti-Money Laundering and Countering Financing of Terrorism Act 2009 requires verification of identity. Please ensure all the relevant AML forms are completed in full, if applicable.



# Direct Debit Form

Return to New Zealand Funds Management Limited, Private Bag 92226, Auckland 1142, or by email to registry@nzfunds.co.nz.

## NZ Funds Client Details

Account name

NZ Funds client number

     

## Bank Details

Bank account name to be debited

Bank

 

Branch

 

Account number

   

Suffix

 

### Authority to accept direct debits

(Not to operate as an assignment or agreement)

Authorisation code

0	3	1	8	0	0	8
---	---	---	---	---	---	---

Bank

Branch

Date

 DD / MM / YYYY

I/We authorise you, until further notice in writing, to debit my/our account with you all amounts which

### New Zealand Funds Management Limited

(hereinafter referred to as the Initiator)

the registered Initiator of the above Authorisation code, may initiate by Direct Debit.

I/We acknowledge and accept that the bank accepts this authority only upon the conditions listed on the reverse of this form.

Information to appear on my/our bank statement

N	Z	F	M		S	A	V	I	N	G	S
---	---	---	---	--	---	---	---	---	---	---	---

Payer Particulars

## Signature(s)

Signature

Date

 DD / MM / YYYY

Signature

Date

 DD / MM / YYYY

## For Bank Use Only

Approved	Date received:	Recorded by:	Checked by:	Bank stamp
1800 <hr/> 11/15				

Original – retain at branch.  
Copy – forward to Initiator if requested.

## Conditions Of This Authority To Accept Direct Debits

### 1) The Initiator:

- a) Undertakes to give notice of the commencement date, frequency and net amount at least 10 calendar days before the first Direct Debit is drawn (but not more than 2 calendar months). This notice will be provided in writing (including by electronic means and SMS where I/we have provided prior written consent (including by electronic means including SMS) to communicate electronically).

Where the Direct Debit system is used for the collection of payments which are regular as to frequency, but variable as to amount, the Initiator undertakes to provide me/us with a schedule detailing each payment amount and each payment date.

In the event of any subsequent change to the frequency or amount of the Direct Debit, the Initiator has agreed to give advance notice of at least 30 days before the change comes into effect. This notice must be provided in writing (including by electronic means and SMS where I/we have provided prior written consent (including by electronic means including SMS) to communicate electronically).

- b) May, upon the relationship which gave rise to this Authority being terminated, give notice to the Bank that no further Direct Debits are to be initiated under the Authority. Upon receipt of such notice the Bank may terminate this Authority as to future payments by notice in writing to me/us.
- c) May, upon receiving written notice (dated after the date of this Authority) from a bank to which I/we have transferred my/our account, initiate Direct Debits in reliance of that written notice and this Authority from the account identified in the written notice.

### 2) The Customer may:

- a) At any time, terminate this Authority as to future payments by giving notice of termination to the Bank and to the Initiator by the means agreed by me/us, the Bank and the Initiator.
- b) Stop payment of any Direct Debit to be initiated under this Authority by the Initiator by giving written notice to the Bank prior to the Direct Debit being paid by the Bank.
- c) Where a variation to the amount agreed between the Initiator and the Customer from time to time to be direct debited has been made without notice being given in terms of clause 1(a) above, request the Bank to reverse or alter any such Direct Debit initiated by the Initiator by debiting the amount of the reversal of alteration of Direct Debit back to the Initiator through the Initiator's Bank, PROVIDED such request is made not more than 120 days from the date when the Direct Debit was debited to my/our account.

### 3) The Customer acknowledges that:

- a) This Authority will remain in full force and effect in respect of all Direct Debits passed to my/our account in good faith notwithstanding my/our death, bankruptcy or other revocation of this Authority until actual notice of such event is received by the Bank.
- b) In any event this Authority is subject to any arrangement now or hereafter existing between me/us and the Bank in relation to my/our account.
- c) Any dispute as to the correctness or validity of an amount debited to my/our account shall not be the concern of the Bank except in so far as the Direct Debit has not been paid in accordance with this Authority. Any other dispute lies between me/us and the Initiator.
- d) Where the Bank has used reasonable care and skill in acting in accordance with this Authority, the Bank accepts no responsibility or liability in respect of:
  - The accuracy of information about Direct Debits on bank statements; and
  - Any variations between notices given by the Initiator and the amounts of Direct Debit.
- e) The Bank is not responsible for, or under any liability in respect of the Initiator's failure to give notice in accordance with 1(a), nor for the non-receipt, or late receipt of notice by me/us for any reason whatsoever. In any such situation the dispute lies between me/us and the Initiator.
- f) Notice given by the Initiator in terms of clause 1(a) to the debtor responsible for the payment shall be effective. Any communication necessary because the debtor responsible for payment is a person other than me/us is a matter between me/us and the debtor concerned.

### 4) The Bank may:

- a) In its absolute discretion conclusively determine the order of priority of payment by it of any monies pursuant to this or any other Authority, cheque or draft properly signed by me/us and given to or drawn on the Bank.
- b) At any time terminate this Authority as to future payments by notice in writing to me/us.
- c) Charge its current fees for this service in force from time-to-time.

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# **NZFUNDS**

**New Zealand Funds Management Limited**

**Auckland**

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21 Queen Street  
Private Bag 92163, Auckland 1142  
New Zealand

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