

First Home Withdrawal Form

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

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

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

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

You may also be eligible for a KiwiSaver First Home Grant administered by Kainga Ora. You can only apply for this grant by visiting the Kainga Ora website <https://kaingaora.govt.nz/> or calling 0800 801 601.

Document checklist:

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

- You have answered all questions in the first home withdrawal form and completed the statutory declaration in the required manner in front of a Justice of the Peace, Solicitor, Notary Public or other person **authorised** to take Statutory Declarations.
- If you are applying as a previous home owner, you have attached confirmation from Kainga Ora that you qualify.
- You have attached the appropriate completed Solicitor's or Conveyancer's undertakings (please refer to page 5 for funds to be used for deposit and page 6 for funds to be used for settlement).
- You have attached a pre-printed deposit slip for your solicitor's or conveyancing practitioner's trust account and that person's certificate and undertaking (unless provided separately).
- You have attached a copy of the Sale and Purchase Agreement **identifying you as the purchaser** or a deed of nomination, if applicable of the relevant property and with all details completed on the first and last page.
- You have attached a **certified** copy of identity (please refer to table on page 3).
- You have attached a copy of residential address (please refer to table on page 3).

Member Details

Title _____ First Name _____ Middle Name _____

Surname _____ Date of Birth

D	D	M	M	Y	Y	Y	Y
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Residential Address _____

City _____ Country _____ Postcode _____

Home Phone _____ Work Phone _____

Mobile _____ Email _____

Generate KiwiSaver Member Number

G	E	N							
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 IRD No.

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

First Home Withdrawal Form

Withdrawal Details

Type of Withdrawal (please tick one)

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

Previous Home Owner Withdrawal
(this applies to members who have held an estate in land before. If you are applying for a second-chance home withdrawal you will need to attach confirmation from Kainga Ora that your financial position is what would be expected of a person who has never held an estate in land – call Kainga Ora on 0800 801 601 or visit www.kaingaora.govt.nz). **You must not have previously made a KiwiSaver First Home Withdrawal.**

Amount of Withdrawal (please tick one)

I request:

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

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

*** You must leave a minimum of \$1,000 in your Scheme account after making a home purchase withdrawal and any Australian Superannuation transferred if applicable. Please note, once the amount is withdrawn, it is not possible to apply for a subsequent one for first home purchase purposes.**

How withdrawal amount will be applied (please tick one)

The funds withdrawn will be applied (in the first instance) towards paying a **deposit on the property** (with any residue then applied towards the balance of the purchase price at settlement), (please complete undertaking on page 5);
or

The funds withdrawn will be applied solely towards paying the purchase price of the property **at settlement** (please complete undertaking on page 6).

The amount withdrawal will be deducted proportionally from each Fund that you have invested in, and taken:

- first from your own and any employer contributions (and your investment earnings), and
- second, from your member tax credits amount.

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

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

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

Solicitor or Conveyancing Practitioner Details

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

Firm or Company Name _____

Postal Address _____

City _____

Country _____

Postcode _____

Phone _____

First Home Withdrawal Form

Identity and Proof of Address Documents (mandatory)

OPTION 1	OPTION 2
<input type="checkbox"/> Passport; or <input type="checkbox"/> New Zealand Drivers Licence; or <input type="checkbox"/> New Zealand Firearms Licence.	<input type="checkbox"/> Birth Certificate; or <input type="checkbox"/> Citizenship Certificate. AND one of the following: <input type="checkbox"/> Kiwi Access Card; or <input type="checkbox"/> Tertiary Student Photo ID; or <input type="checkbox"/> Current International Driving Permit
<p>Choose one of the acceptable forms of proof of address for applicant's residential address (not a PO Box) by sending us a copy of an invoice, statement, letter or contract in applicant's name, dated within the last 12 months, from one of the following sources:</p> <input type="checkbox"/> Utility provider e.g. water, electricity, gas, telecommunications, Sky TV (or other fixed address media provider) <input type="checkbox"/> Government or local Government agency e.g. IRD, benefits statement, Council notice <input type="checkbox"/> NZ bank correspondence <input type="checkbox"/> Non-Generate KiwiSaver correspondence <input type="checkbox"/> Car registration notification/demand	
<p>If you do not have one of the above forms then please provide copy of an invoice, statement, letter or contract in applicant's name, dated within the last 3 months, from one of the following sources:</p> <input type="checkbox"/> Electronic white pages <input type="checkbox"/> Rental tenancy agreement <input type="checkbox"/> Non-bank, non-KiwiSaver financial institution <input type="checkbox"/> Insurance company	

Certification of your Documents (mandatory)

Provide originals or have an approved person certify copies of all identity documents; and proof of address (which is not required to be certified).

An employee or agent of Generate can verify original documents by sighting the original documents and then making the following statement "I verify that I have sighted the originals of the attached documents and the documents are exact copies of the original."

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

Privacy Act

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

Where do I send my application to?

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

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

First Home Withdrawal Form

Statutory Declaration

I _____ first name _____ middle name _____ surname _____ (full legal name of person making declaration)

_____ (occupation (or unemployed/retired) of person making declaration)

of _____ street _____ suburb _____

_____ city _____ postcode _____ (full residential address of person making declaration)

solemnly and sincerely declare that:

- I have read the Privacy Statement on page 3 of this first home withdrawal form.
 - all information I have provided in this form is true and correct;
 - I have never made a withdrawal from a KiwiSaver scheme (whether this Scheme or any scheme to which I previously belonged) for a home purchase;
 - I have been a member of a KiwiSaver Scheme for three years or more;
 - the property I wish to purchase is intended to be my principal place of residence;
 - I have never held an estate in land*, or I **attach** confirmation from Kainga Ora that it is satisfied my financial position is what would be expected of a person who has never held an estate in land.
- * This is subject to limited exceptions (see clause 8(5) of the KiwiSaver Scheme Rules in the KiwiSaver Act 2006).
- I understand that should the information given be incomplete or incorrect, Generate will not be able to complete its assessment of my application without receiving the complete and correct information.
 - I understand that my application for a first home withdrawal is subject to the approval of Generate and to Generate receiving:
 - i. a pre-printed bank deposit slip for my solicitor's or conveyancing practitioner's trust account; and
 - ii. a certificate from my solicitor or conveyancing practitioner attaching a copy of the Sale and Purchase Agreement which clearly shows me as the purchaser and contains undertakings (in a form acceptable to the Trustee) relating to the status of that Agreement and the application of funds withdrawn;
 - I understand that my withdrawal value will be based upon the unit price(s) at the date my request is processed and may fluctuate;
 - I understand \$1,000 and any amount transferred from an Australian complying Superannuation Scheme can't be withdrawn for a First Home withdrawal.
 - I agree that Generate may obtain from my solicitor or conveyancing practitioner any additional information that it needs in order to process this application, and I hereby authorise my solicitor or conveyancing practitioner to give such further information. A photocopy of this authorisation shall be read as the original; and
 - I consent to Generate electronically verifying my identity by passing my information to and checking it with the document issuer, official record holder and authorised third parties. I understand that Generate may still require original and certified copies of my identity and/or proof of address.

- **Please tick one (this relates to the withdrawal of Government contributions):**

During my KiwiSaver membership, my principal place of residence was New Zealand, or

During my KiwiSaver membership, there were periods when my principal place of residence was not New Zealand (please specify):

_____ month / year _____ to _____ month / year _____ (insert dates)

_____ month / year _____ to _____ month / year _____ (insert dates)

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

Signature of person making the declaration _____

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

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

Name _____

Occupation _____

Address _____

Signature _____

Stamp

Statutory declaration made in New Zealand

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

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

First Home Withdrawal Form

Solicitor's or Conveyancing Practitioner's Letter – Funds to be applied for **deposit** (with any residue paid at settlement)

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

Re: _____ (Member's full legal name)

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

The Property: _____ (full address of Property)

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

D	D	M	M	Y	Y	Y	Y
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Documents:

I/We enclose copies of the following:

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

_____ (Vendor's full legal name)

Dated:

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

_____ (the Agreement), and

- 2) Our pre-printed bank deposit slip. Please provide an original copy of the deposit slip showing the bank account number without any changes or amendments.

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

Undertakings:

I/We undertake to you that:

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

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

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

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

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

Name of Firm/Company: _____

Name of Principal/Partner certifying: _____

Signature: _____

Dated:

D	D	M	M	Y	Y	Y	Y
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First Home Withdrawal Form

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

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

Re: _____ (Member's full legal name)

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

The Property: _____ (full address of Property)

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

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

 * mandatory

*** Please note, we will only process the application once the settlement is confirmed.**

Documents:

I/We enclose copies of the following:

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

(Vendor's full legal name)

Dated:

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

 _____ (the Agreement), and

2) Our pre-printed bank deposit slip. Please provide an original copy of the deposit slip showing the bank account number without any changes or amendments.

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

Undertakings:

I/We undertake to you that:

- 1) as at the date of this letter any conditions to the Agreement are fulfilled or waived and the Vendor and the Purchaser(s) are unconditionally obliged to settle; and
- 2) any funds received by us/me pursuant to the Application (the **Funds**) will be paid to the Vendor as part of the purchase price; or
- 3) if settlement under the Agreement is not completed by the due date in the Agreement or any agreed extended date, the Funds will be repaid to you as soon as practicable on account of the Member with no deductions or disbursements.

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

Name of Firm/Company: _____

Name of Principal/Partner certifying: _____

Signature: _____

Dated:

D	D	M	M	Y	Y	Y	Y
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