



KiwiSaver Information Guide

Macquarie Investment Management Limited

This document is aimed at helping you understand the requirements to transfer your benefits from the Macquarie Superannuation Plan to a New Zealand KiwiSaver scheme. The information provided in this document is general information only and has been prepared without taking into account your individual objectives, financial situation or needs.

Trans-Tasman portability arrangement

The Trans-Tasman superannuation portability arrangement came into effect on 1 July 2013 allowing former Australian and New Zealand residents who emigrate between the two countries, with the intention of staying permanently, to take their retirement savings with them when they move across the Tasman.

The transfer of retirement savings between Australia and New Zealand is voluntary for members and also voluntary for funds to accept transferred amounts.

The Macquarie Superannuation Plan will facilitate the transfer of funds to a KiwiSaver scheme, however it will not be accepting amounts transferred from a KiwiSaver scheme, either directly or from other APRA regulated superannuation funds that hold KiwiSaver amounts.

Information requirements

To transfer benefits to a KiwiSaver scheme, a member of an Australian superannuation fund must:

- have permanently emigrated from Australia to New Zealand, and
- provide certain information required by the trustee of the superannuation fund to facilitate the transfer.

For details of the information required by the trustee of the Macquarie Superannuation Plan before a payment can be made to a KiwiSaver scheme please refer to the 'KiwiSaver transfer checklist' and 'KiwiSaver transfer form'.

Payment of superannuation benefits

Under superannuation law, where a member requests the transfer of benefits to New Zealand, the trustee of the Australian superannuation fund must transfer all of the member's benefits to a KiwiSaver scheme.

For members of the Macquarie Superannuation Plan, this requirement means:

- requests to transfer part of a member's superannuation benefits to a KiwiSaver scheme cannot be accepted
- if a member holds multiple accounts within the Macquarie Superannuation Plan, the balance of each account will be redeemed to facilitate the transfer of benefits to a KiwiSaver scheme, and
- if any funds held in a member's account are unable to be redeemed (such as suspended or illiquid assets) this will have an impact on the transfer of benefits to a KiwiSaver scheme.

Transfer of funds

Amounts transferred from an Australian superannuation fund to a KiwiSaver scheme are not taxed on exit from the Australian superannuation system and transfers will be treated as a rollover payment.

Once all requirements have been met, the transfer may take up to 30 days to complete.

All relevant paperwork relating to the transfer of a member's benefits will be sent to the receiving KiwiSaver scheme within seven days of paying the benefit. Copies of all relevant paperwork will be sent to the member within 30 days of paying the benefits to the KiwiSaver scheme.

The trustee Macquarie Investment Management Limited (MIML) does not take any responsibility for currency risk nor will act on any request to delay or expedite the transfer.

Currency conversion

On redemption of the member's benefits within the Macquarie Superannuation Plan the funds will only be sent in Australian dollars to the KiwiSaver scheme.

It will be the responsibility of the KiwiSaver scheme to convert the funds to New Zealand dollars and you may incur additional fees for this currency conversion. Macquarie Superannuation Plan will not be liable for any fees that arise as a result of the transfer. Members should discuss details relating to the currency conversion process with their KiwiSaver scheme.

For more information, please speak to your financial adviser or us on **1800 025 063**.

This document is dated 23 November 2019 and has been issued by Macquarie Investment Management Limited ABN 66 002 867 003, AFSL No 237492, RSEL L0001281. This document has been prepared without taking into account your particular objectives, financial situation or needs.

Macquarie Investment Management Limited is not an authorised deposit-taking institution for the purposes of the Banking Act (Cth) 1959, and Macquarie Investment Management Limited's obligations do not represent deposits or other liabilities of Macquarie Bank Limited ABN 46 008 583 542. Macquarie Bank Limited does not guarantee or otherwise provide assurance in respect of the obligations of Macquarie Investment Management Limited.

KiwiSaver Transfer Checklist

Macquarie Investment Management Limited



MACQUARIE

In order to transfer the balance of your account/s with the Macquarie Superannuation Plan to your KiwiSaver provider, all of the following items need to be provided.

Macquarie KiwiSaver transfer form

Complete the *KiwiSaver transfer form* in full.

Proof of residence in New Zealand

Provide one **Primary** and one **Secondary** document from the options below.

Primary documents:*

- a certified copy of your passport showing your photo and New Zealand arrival stamp
- a certified copy of your New Zealand drivers licence
- a certified copy of a photo identification card issued for New Zealand regulatory purposes (eg aviation/maritime security identification, security industry).

Secondary documents* (dated after the date of permanent immigration to New Zealand):

- a certified copy of utility bill addressed to you at your current New Zealand address (eg rates notices, council, water, electricity)
- a certified copy of bank statement addressed to you at your current New Zealand address
- a certified copy of New Zealand or Australian Government issued document with the your current New Zealand address
- a certified copy of New Zealand mortgage documents.

* Documents should be no older than 12 months and cannot be expired.

KiwiSaver account statement

Provide a copy of KiwiSaver account statement issued within the last 12 months showing:

- your full name
- New Zealand residential address, and
- KiwiSaver scheme account number.

A letter from the KiwiSaver scheme

Provide a letter/documentation from the KiwiSaver scheme outlining:

- the scheme is a registered KiwiSaver scheme under the New Zealand KiwiSaver Act 2006
- the scheme is able to accept transfers from APRA-regulated funds into its scheme

- provide following details of how the funds are to be paid:
 - overseas bank name
 - bank branch name (ie suburb or town)
 - overseas bank address
 - SWIFT Code
 - account number
 - reference (maximum 12 characters).

Note: Funds will only be sent electronically and cannot be done by bank draft.

Complete section 3 of the *KiwiSaver transfer form* using the details provided by your KiwiSaver scheme provider.

Statutory Declaration stating you have permanently emigrated to New Zealand

Complete either the Australian or New Zealand statutory declaration in section 6 or 7 of the *KiwiSaver transfer form* below

A full list of authorised persons who can witness the **New Zealand** statutory declaration can be found in the *Oaths and Declarations Act 1957* available on the New Zealand Legislation website at www.legislation.govt.nz (see section 9 of the *Oaths and Declarations Act 1957* for declarations made in New Zealand and section 11 of that Act for declarations made outside of New Zealand).

A full list of authorised persons who can witness the **Australian** statutory declaration can be obtained from the Australian Attorney-General's Department website www.ag.gov.au

If you are completing the Australian statutory declaration overseas the witness must:

- fall within one of the categories on the list of authorised witnesses, and
- have a connection to Australia.

Generally, if an individual's occupation can be found on the Attorney-General's list of authorised witnesses and they perform that occupation within Australia and its territories, they will be considered an authorised witness and may witness a Commonwealth of Australia Statutory Declaration overseas.

For example, a member of a police force in Australia has a connection to Australia and therefore may witness a Commonwealth statutory declaration overseas.

However, a police officer of a foreign police force does not possess an appropriate connection to Australia and therefore cannot witness a Commonwealth statutory declaration.

If you are uncertain whether an individual is an authorised witness, please contact us on **1800 025 063** or the Commonwealth of Australia's Attorney-General's Department.

For more information, please speak to your financial adviser or us on **1800 025 063**.

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KiwiSaver Transfer Form

Macquarie Investment Management Limited ABN 66 002 867 003 AFSL 237 492 RSEL L0001281
Macquarie Superannuation Plan ABN 65 508 799 106 RSE R1004496



Unless otherwise specified, all fields within this form are mandatory.

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Personal details

Title:	<input type="text"/>	Full given name(s):	<input type="text"/>		
Surname:	<input type="text"/>	Date of birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>
New Zealand address (residential)					
Street name and number:	<input type="text"/>				
Suburb:	<input type="text"/>	State:	<input type="text"/>	Postcode:	<input type="text"/>
Australian phone number:	<input type="text"/>	New Zealand phone number:	<input type="text"/>		
New Zealand email address:	<input type="text"/>				
Last known address in Australia					
Street name and number:	<input type="text"/>				
Suburb:	<input type="text"/>	State:	<input type="text"/>	Postcode:	<input type="text"/>
Account numbers – list all your account numbers if you have multiple accounts with Macquarie Superannuation Plan					
1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>
4.	<input type="text"/>	5.	<input type="text"/>	6.	<input type="text"/>
Approximate date of permanent emigration to New Zealand (dd/mm/yyyy):	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/> I have attached a copy of certified Primary and Secondary documentation.					

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KiwiSaver scheme details

Inland Revenue Department (IRD) number:	<input type="text"/>				
Name of KiwiSaver scheme:	<input type="text"/>				
Postal address					
Street name and number:	<input type="text"/>				
Suburb:	<input type="text"/>	State:	<input type="text"/>	Postcode:	<input type="text"/>
Phone number:	<input type="text"/>	Email address:	<input type="text"/>		
KiwiSaver registration number:	<input type="text"/>	KiwiSaver account number:	<input type="text"/>		

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Transfer details

! Please note we will only transfer funds in Australian dollars via telegraphic transfer.

All fields below are required under AML/CTF Act 2006

Overseas bank details

Overseas bank name:

Branch name:

Overseas bank address:

State: Postcode: Country:

Swift code: Beneficiary account number:

Beneficiary account name: Reference:

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Deduction instructions

If eligible, do you intend to claim a deduction on any personal contributions?

No ► **go to section 5**

Yes, please complete the details below

Deduction notices (optional and only valid for contributions made into the superannuation account above)

Only complete if the withdrawal/rollover includes personal contributions for which you wish to lodge or vary a deduction notice. This will be taken to be a deduction notice in the ATO approved form. **You cannot lodge or vary a deduction notice for contributions once your total withdrawal benefit has been rolled over to a KiwiSaver scheme and in certain other circumstances. Please speak to your adviser for further information.**

1. For contributions made in the current financial year

a) Contribution(s) made in the financial year ending 30 June 20

b) Personal contributions (covered by this notice) that I will be claiming as a tax deduction (this amount is in addition to any amounts included in earlier deduction notice(s) for the relevant financial year)

\$

c) If you are varying an earlier deduction notice by reducing the amount you wish to claim please state the total deduction amount you wish to claim for the entire financial year.

\$

2. For contributions made in the prior financial year

a) Contribution(s) made in the financial year ending 30 June 20

b) Personal contributions (covered by this notice) that I will be claiming as a tax deduction (this amount is in addition to any amounts included in earlier deduction notice(s) for the relevant financial year)

\$

c) If you are varying an earlier deduction notice by reducing the amount you wish to claim please state the total deduction amount you wish to claim for the entire financial year.

\$

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Declaration

If you have completed the deduction notice in section 4 and you have not previously lodged a notice with the fund for these contributions.

I confirm:

- I am lodging this/these notice/s before both of the following dates:
 - the day that I lodged my income tax return for the year stated for the respective contribution(s), and
 - the end of the income year after the year stated for the respective contribution(s)
- at the time of completing this notice:
 - I intend to claim the personal contributions stated in the deduction notice (in section 4) above as a tax deduction
 - the trustee has not begun to pay a pension based in whole or part on these contributions
 - I have not included these contributions in an earlier notice
 - the fund still holds these contributions
 - I understand that I may not be able to vary this notice after the withdrawal/rollover has occurred, the information given on this form is correct and complete.

If you have completed the deduction notice in section 4 and have already lodged a notice with the fund for these contributions and wish to reduce the amount stated in that notice.

I confirm:

- I intend to claim the personal contributions stated in the deduction notice in section 4 above as a tax deduction
 - I wish to vary my previous notice for these contributions by reducing the amount I advised in my previous notice.
- I confirm that either:
- I have not yet lodged my income tax return for the year stated for the contribution and this variation notice is being lodged on or before 30 June of the following financial year, or
 - the Australian Taxation Office (ATO) has disallowed my claim for a deduction for the relevant year stated for the respective contribution and this notice reduces the amount stated in my previous notice by the amount that has been disallowed.

By signing this request form I am making the following statements:

- I request and acknowledge that my whole withdrawal benefit in the Macquarie Superannuation Plan be transferred to my KiwiSaver account
- I have opened a KiwiSaver scheme account in the KiwiSaver scheme named in section 2
- my KiwiSaver scheme has confirmed they can accept this transfer
- the information given on this form is correct and complete
- I authorise my registered financial adviser to redeem entire assets in my account at market rates and until sold. I acknowledge the transaction fees as disclosed in the applicable Product Disclosure Statement (PDS). Where I do not have a registered financial adviser, I authorise the trustee to redeem entire assets in my account at market rates and until sold. This instruction will be acted on and effected by the trustee as soon as practicable
- Macquarie Investment Management Limited may utilise the services of any financial institution or foreign exchange service provider, or their agents (the "financial institution") for the purposes of given effect to your instructions for the use of the Facility and for the provision of the foreign exchange services
- the rate of currency exchange cannot be guaranteed by Macquarie Investment Management Limited. Macquarie Investment Management Limited does not take any responsibility for currency fluctuations. The rate of currency exchange for the foreign exchange services applicable to any transaction is only secured when the transaction is processed by the financial institution
- I have read the KiwiSaver transfer checklist and information guide
- I confirm the above terms and conditions have been read and understood and agree to be bound by these.

Signature

Date: / /

Full given name(s):

Surname:

! Completing the statutory declaration

For New Zealand statutory declaration ► **go to section 6**

For Australian statutory declaration ► **go to section 7**

You can complete **either** the New Zealand or Australian statutory declaration.

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New Zealand statutory declaration

A New Zealand statutory declaration may be made before a person who is able to witness a statutory declaration under New Zealand's Oaths and Declarations Act 1957.

I, Name:

Street name and number:

Suburb: State: Postcode:

Occupation:

solemnly and sincerely declare that:

- I have permanently emigrated from Australia to New Zealand
- my current place of residence in New Zealand is as noted in section 1 above
- I have opened a KiwiSaver scheme account listed in section 2
- I request and consent to the payment of the whole of my withdrawal benefit to my account in the KiwiSaver scheme named in section 2
- the KiwiSaver scheme named in section 2 will accept the withdrawal amount to my KiwiSaver scheme account
- I understand that payment will only be made in Australian dollars
- I solemnly and sincerely declare that all the information provided in or with this application is true and correct
- this Statutory declaration has been witnessed by a person who is authorised to witness a New Zealand Statutory Declaration.

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

Signature of person making the declaration

Date: / /

Declared at (place and address):

Before me,

Name:

Street name and number:

Suburb: State: Postcode:

Occupation and qualifications:

Signature of person before whom the declaration is made

Date: / /

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Australian statutory declaration

An Australian statutory declaration may be made before a person who is able to witness a statutory declaration under Australia's *Statutory Declarations Act 1959 and Statutory Declaration Regulations 1993*.

If completing this statutory declaration overseas you may have it witnessed at an Australian Consular or by authorised witness who has a connection with Australia as per the Attorney-Generals Department website (www.ag.gov.au). For example, a member of a police force in Australia may witness an Australian statutory declaration overseas. However, a police officer of a foreign police force cannot witness an Australian statutory declaration.

I, Name:

Street name and number:

Suburb: State: Postcode:

Occupation:

make the following declaration under Australia's Statutory Declarations Act 1959 and Statutory Declaration Regulations 1993:

- I have permanently emigrated from Australia to New Zealand
- my current place of residence in New Zealand is as noted in section 1 above
- I have opened a KiwiSaver scheme account listed in section 2
- I request and consent to the payment of the whole of my withdrawal benefit to my account in the KiwiSaver scheme named in section 2
- the KiwiSaver scheme named in section 2 will accept the withdrawal amount to my KiwiSaver scheme account
- I understand that payment will only be made in Australian dollars
- I solemnly and sincerely declare that all the information provided in or with this application is true and correct
- this Statutory declaration has been witnessed by a person who is authorised to witness an Australian Statutory Declaration.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of Australia's *Statutory Declarations Act 1959 and Statutory Declaration Regulations 1993*, and I believe that the statements in this declaration are true in every particular.

In addition to the relevant Australian laws, I agree that I make this declaration believing it to be true by virtue of New Zealand's Oaths and Declaration Act 1957 and that I intend to be legally bound under this Act.

Notes:

1. A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years – see section 11 of the *Statutory Declarations Act 1959*.
2. Chapter 2 of the Criminal Code applies to all offences against the *Statutory Declarations Act 1959* – see section 5A of the *Statutory Declarations Act 1959*.

Signature of person making the declaration

Date: / /

Declared at (place and address):

Before me,

Name:

Street name and number:

Suburb: State: Postcode:

Occupation and qualifications:

Signature of person before whom the declaration is made

Date: / /

Please return this form to **Macquarie Investment Management Limited, GPO Box 4045, Sydney NSW 2001** or by email to wapsolutions@macquarie.com. If you have any queries about completing this form please contact your adviser or us on **1800 025 063**.