

# Milford KiwiSaver Plan – Intermediary Investing on Behalf of a Minor

The attached application form should be completed if you wish to open a KiwiSaver account on behalf of a Minor. A Minor is defined as any investor under the age of 18 years old.

Please note the important information below outlining how an investment account made on behalf of a Minor is administered by Milford, including who has authority to transact and view the account.

## How to open a KiwiSaver account for your child

To open a KiwiSaver account for children under 18 years old, we'll need to verify their identity, confirm their address and in all instances, you will need to provide additional documents for yourself as the parent(s) or guardian(s) of the child.

	Child is 15 years or younger	Child is 16 or 17 years old
<b>Opening the account</b> Who signs the Application Form to open the account?	Both parents/guardians or one Oranga Tamariki guardian must sign the form (and be linked to the account).	Child + one parent/guardian/Oranga Tamariki guardian must sign the Application Form.  If both parents/guardians require access to the account, then both must sign (and be linked to the account).
<b>Access to Client Portal</b> Who can have access to the online client portal?	Any parent/guardian linked to the account will have access to view the account.  The child can also have access if they have their own email address.	Any parent/guardian linked to the account will have access to view the account.  The child can also have access if they have their own email address.

## Tax Rate

The tax rate applied to the account is determined by the ownership of the account. As the Minor is the account owner, their Prescribed Investor Rate (PIR) will apply.

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## What happens when the Minor turns 18 years old?

When the Minor turns 18 years old:

- They remain the legal owner of the account.
- They will now have sole and full authority over the account, including making transfers and withdrawal decisions (noting that the KiwiSaver withdrawal restrictions will still apply).
- For the parent(s)/guardian(s) - any authority over the account ceases at this time. Their portal access to view that particular account is also removed.
- Milford will email the parent/guardian to request that updated contact details and current identity documentation be provided by the Minor to Milford.

## Other points to note

It is not possible to open a joint KiwiSaver account between a parent and a child nor can you open a KiwiSaver account in the parent's name and then later transfer it to the child's name. An individual, regardless of age, can only have one KiwiSaver account.

If you have any questions regarding the opening and ongoing operation of a Minor KiwiSaver account, please contact the Investor Services team at [info@milfordasset.com](mailto:info@milfordasset.com) or on 0800 662 346.



# Milford KiwiSaver Plan - Intermediary Application / Transfer Form for a Minor

## Parent/Guardian/Oranga Tamariki Guardian Details

FIRST NAME	MIDDLE NAME(S)	SURNAME	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PREFERRED NAME	TITLE	DATE OF BIRTH	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
EMAIL ADDRESS (required for access to online client portal)	MOBILE PHONE NUMBER	HOME PHONE NUMBER	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PHYSICAL ADDRESS (cannot be a PO Box)	SUBURB		
<input type="text"/>	<input type="text"/>		
CITY	COUNTRY	POSTCODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
POSTAL ADDRESS (if different from physical address)	SUBURB		
<input type="text"/>	<input type="text"/>		
CITY	COUNTRY	POSTCODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### Identification and Proof of Address

We have two options for clients to confirm their identity. Please select **one** of the options below.

#### Option 1 - Electronic

Milford can confirm the identity and/or New Zealand address of many of our clients electronically, with their permission. Please note that we use an external third party system not owned by Milford to conduct identity checks in this way.

- I confirm that I give Milford authority to check my identity and/or address electronically using the documentation provided. **I have included a copy of my current signed NZ Passport (preferred) or NZ Driver Licence (front & back).**

#### Option 2 - Certified Copies of Identity Documents

Please provide a certified photocopy of your documents (we need the physical copy that has been certified).

- I will provide certified identification documents.  
**For further detail on document requirements, including who can certify them and correct certification wording, see page 5.**

**How did you hear about Milford?** (Please select as many that apply).

- Newspaper/magazine advertising       Online advertising       Online search       Radio       Social Media  
 TV/video advertising       Referral

Other \_\_\_\_\_

# Milford KiwiSaver Plan - Intermediary Application / Transfer Form for a Minor

## Parent/Guardian/Oranga Tamariki Guardian Details 2

(required if application is for a Minor aged 15 years or younger)

FIRST NAME	MIDDLE NAME(S)	SURNAME	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PREFERRED NAME	TITLE	DATE OF BIRTH	
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	
EMAIL ADDRESS (required for access to online client portal)	MOBILE PHONE NUMBER	HOME PHONE NUMBER	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PHYSICAL ADDRESS (cannot be a PO Box)	SUBURB		
<input type="text"/>	<input type="text"/>		
CITY	COUNTRY	POSTCODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
POSTAL ADDRESS (if different from physical address)	SUBURB		
<input type="text"/>	<input type="text"/>		
CITY	COUNTRY	POSTCODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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- I confirm that I give Milford authority to check my identity and/or address electronically using the documentation provided.  
**I have included a copy of my current signed NZ Passport (preferred) or NZ Driver Licence (front & back).**

#### Option 2 - Certified Copies of Identity Documents

Please provide a certified photocopy of your documents (we need the physical copy that has been certified).

- I will provide certified identification documents.

**For further detail on document requirements, including who can certify them and correct certification wording, see page 5.**

# Milford KiwiSaver Plan - Intermediary Application / Transfer Form for a Minor

## Investment Details

The Milford KiwiSaver Plan offers the option of investing your contributions in any of the below Funds or splitting your contributions across multiple Funds. Please note the percentage you wish to invest into each Fund, ensuring the amount totals 100%. If you wish to invest in one Fund only, please enter 100 in that box.

Cash Fund	<input type="text"/> %	Conservative Fund	<input type="text"/> %	Moderate Fund	<input type="text"/> %
Balanced Fund	<input type="text"/> %	Active Growth Fund	<input type="text"/> %	Aggressive Fund	<input type="text"/> %

**Note:** In the event of an error in completing this part of the form, Milford has the discretion to allocate you into the Milford Balanced Fund.

## Investor Identification

The Anti-Money Laundering and Countering Financing of Terrorism Act 2009 requires Milford to verify the identity of new clients and associated parties. Where possible, with your consent, Milford seeks to electronically verify identity and address. Where this is not possible, we require certified copies.

### MINOR'S IDENTIFICATION AND LINK TO PARENT(S)/GUARDIAN(S)

	Minor was born in NZ and consents to electronic verification	Minor was born in NZ, but does not consent to electronic verification	Minor was born overseas
<b>Parent(s) (as recorded on birth certificate) are legal guardians</b>	<ul style="list-style-type: none"> <li>Copy of Birth Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Certified copy of Birth Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Certified copy of Birth Certificate (including certified translation if not in English)</li> </ul>
<b>Legal Guardian(s) (other than parents)</b>	<ul style="list-style-type: none"> <li>Copy of Birth Certificate</li> <li>Certified copy of evidence of guardianship (e.g. Court Order)</li> </ul>	<ul style="list-style-type: none"> <li>Certified copy of Birth Certificate</li> <li>Certified copy evidence of guardianship (e.g. Court Order)</li> </ul>	<ul style="list-style-type: none"> <li>Certified copy of Birth Certificate (including certified translation if not in English)</li> <li>Certified copy of evidence of guardianship (e.g. Court Order)</li> </ul>

# Milford KiwiSaver Plan - Intermediary Application / Transfer Form for a Minor

## Investor Identification (continued)

### IDENTIFICATION FOR PARENTS/GUARDIANS/ORANGA TAMARIKI GUARDIAN

#### Option 1 - Electronic Verification

- Consent to Electronic verification (on pages 2-3)
- Include a copy of current signed NZ passport (preferred) or driver licence (front & back)

#### Option 2 - Provide certified copies of documents

##### Identification Option A

One of the following:

- Current signed Passport (preferred)
- New Zealand Firearms Licence

**OR**

##### Identification Option B

New Zealand Driver Licence (front and back)

In combination with one of the following:

- Bank statement dated within the last 12 months
- Valid credit or debit card with name embossed and signature
- Birth Certificate
- Citizenship Certificate
- Government agency letter (IRD, Work & Income, Electoral Commission) dated within the last 12 months
- SuperGold card with photo, name and signature

**AND**

##### Proof of address

One of the following documents that has been issued in the last 12 months:

- Bank statement (we accept downloaded bank statements)
- Current house or contents insurance policy or renewal statement
- Government agency letter (IRD, Work & Income, Electoral Commission)
- Utility bill (power, water, internet, fixed home phone, SKY)
- Rates bill
- Tenancy agreement
- Letter issued by the local Health Board

### DOCUMENT CERTIFICATION

- The documents can be verified by a Milford employee or certified in accordance with the instructions outlined below.
- Certified copies of identification must be presented to Milford within three months of certification.
- These documents cannot be scanned to us (we need the copy that has been physically certified).
- Please do not send in original versions of your identity documents.

Identification must be certified by one of the following:

- Lawyer with a current practising certificate
- Chartered Accountant
- Member of the Police
- Justice of the Peace
- Registered Medical Doctor
- Registered Teacher
- New Zealand Honorary Consul
- Notary Public
- A person who has the legal authority to take statutory declarations or the equivalent in New Zealand
- If outside New Zealand, a person authorised by law to take a statutory declaration (or equivalent) in that country

The certifier must:

- For photographic ID, make the statement **“I certify this to be a true copy of the original which I have sighted and represents a true and correct likeness of (name of the person presenting the documentation for certification).”**
- For certification of other documents, make the statement **“I certify this to be a true copy of the original which I have sighted.”**
- Include their name, occupation and capacity to be a certifier e.g. registration number (if applicable), signature and date of certification.
- Not be living at the same address, a relative or spouse of the individual presenting the documents.

# Milford KiwiSaver Plan - Intermediary Application / Transfer Form for a Minor

## Your Agreement

### Privacy Statement

1. The personal information you provide in this Application Form (and identity information collected in connection with this Application Form), or in the future, will be collected and held by Milford Funds Limited ("Milford") for purposes relating to the administration, marketing, operation, security and management of the Funds, the provision of services to you, and compliance with any laws, rules and regulations whether in New Zealand or in any other country. Milford will do this in accordance with all applicable New Zealand privacy laws and our Privacy Policy which can be accessed on our website at [milfordasset.com/privacy-policy](https://milfordasset.com/privacy-policy). Your personal information may be disclosed to, and held and used by, the following persons:

- The Supervisor of the Funds
- Milford Asset Management Limited or any of its subsidiaries or related companies (together, the "Milford Group")
- Inland Revenue
- Financial Markets Authority
- Any third party, whether in New Zealand or elsewhere, that provides services to the Milford Group. In particular, if you have opted for electronic identity verification, the information will be shared with external agencies who may use a credit file header database to verify your address (note, this is not a credit check)
- Your own financial adviser (and their staff), this only applies if you have notified us of this relationship (you are responsible for advising us if and when this relationship ends)
- Any other person or entity where it is relevant to do so for the purposes set out above.

We can also release personal information to third parties as instructed by you and in other ways permitted by the Privacy Act.

2. Your personal information may also be used by, and you consent to the use of your personal information by, Milford or any other member of the Milford Group to keep you informed about other financial opportunities, products and services of any Milford Group member, including by email, by text message, by Milford Group's online portal or by any other electronic means. Any electronic communication offering other financial opportunities, products or services will include an unsubscribe facility.
3. You have the right to access and request correction to the personal information you have supplied, by contacting Milford on 0800 662 346 or by emailing us at [info@milfordasset.com](mailto:info@milfordasset.com). Any update to your personal information may be used to update other information held about you by any member of the Milford Group.

### Electronic provision of information

4. I/We consent to receiving any communication from the Supervisor or any member of the Milford Group electronically via Milford Group's online portal, or at the email address specified in this Application Form, or any other email address advised to any Milford Group entity from time to time. These communications include those required by law and those provided in connection with your Fund, including annual reports and annual tax certificates.

### Declaration

- I/We have received and read a copy of the Product Disclosure Statement dated 20 June 2024 ("PDS"), and understand that additional information about the Funds is available on the Funds' online register entry.
- I/We agree to be bound by the terms and conditions of the PDS and the Trust Deed.
- I/We understand that the Milford KiwiSaver Plan is a vehicle for long-term investment and as the Funds invest in equities, the value of my/our investment is liable to fluctuations and may rise and fall from time to time.
- I/We accept that it is solely my/our decision to make this investment and that I/we have chosen the appropriate Fund for my/our risk tolerance and circumstances.
- I/We understand that Milford has not assessed the suitability of this investment for my/our personal financial situation, financial needs or goals.
- I/We understand the manner in which the fees will be deducted from my/our investment.
- I/We acknowledge that I/we will be unable to make any withdrawal from the Funds until Milford has received my/our signed withdrawal request and any supporting or identification information required.
- All the information I/we have provided in this Application Form is to the best of my/our knowledge and belief, correct and complete. I/We undertake to notify Milford of any change which causes the information to become incorrect or incomplete.
- I/We will immediately advise Milford about any changes to my/our personal details (including my/our residential or email address, telephone number, legal status or capacity).
- I/We acknowledge and agree to the terms of the Privacy Statement and electronic provision of information above.
- I/We acknowledge that any Guardian authority over the account will cease when the Minor turns 18 years old.

### For KiwiSaver transfers only:

- I/We apply to transfer the applicant's KiwiSaver account to the Milford KiwiSaver Plan.
- I/We authorise the manager or the Supervisor of the transferring scheme to provide to Milford or the Supervisor of the Milford KiwiSaver Plan any of my/our personal information as necessary to complete the transfer of the applicant's benefits to the Milford KiwiSaver Plan.

If you wish to transfer a non-KiwiSaver superannuation to your KiwiSaver account, please contact Milford directly.

**Please sign over page.**



# Milford KiwiSaver Plan - Intermediary Application / Transfer Form for a Minor

## Your Agreement (continued)

SIGNATURE OF APPLICANT (required if applicant is 16 or 17)

DATE

FULL NAME OF PARENT/GUARDIAN/ORANGA TAMARIKI GUARDIAN\*

SIGNATURE OF PARENT/GUARDIAN/ORANGA TAMARIKI GUARDIAN\*

DATE

FULL NAME OF SECOND PARENT/GUARDIAN (if required)\*

SIGNATURE OF SECOND PARENT/GUARDIAN\*

DATE

\* If the application is being made for someone aged 15 years or younger, all of the applicant's parents or guardians or an Oranga Tamariki guardian (if appointed) must sign above. If the application is being made for someone who is 16 or 17, the applicant must sign together with one of the applicant's parents or guardians or Oranga Tamariki guardians.

# Milford KiwiSaver Plan - Intermediary Application / Transfer Form for a Minor

## Checklist

### Application checklist

- Application form completed and signed by all relevant individuals
- Birth certificate and any other documentation to verify the identity of the minor (as stated on page 4)
- Electronic Identity Verification consent OR certified identification & proof of address for parents/guardians/Oranga Tamariki guardian - refer to page 5
- Certified copy of evidence of guardianship (only required for Legal Guardian(s) other than Parents)

### POSTAL DETAILS

If you are including **certified copies**, please post your application form and all supplementary documentation to:

**Milford KiwiSaver Plan**  
**PO Box 960**  
**Shortland Street**  
**Auckland 1140**

Otherwise, please email your scanned application form and copies of identity documents to [transactions@milfordasset.com](mailto:transactions@milfordasset.com)

# Milford KiwiSaver Plan – Intermediary Application / Transfer Form for a Minor

For use by financial advisers only.

APPLICATION ON BEHALF OF AN ADVISED CLIENT	
FINANCIAL ADVICE PROVIDER	<input type="text"/>
FINANCIAL ADVISER	<input type="text"/>
ADVISER CODE	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>

## Financial Advice Provider Fee Authorisation (if applicable)

**Only complete this section if you want fees to be deducted from your account and paid to your Financial Advice Provider.**

The Financial Advice Provider must have a KiwiSaver Financial Adviser agreement with Milford.

### FEE AMOUNT

**Ongoing Advice and Administration Fee: 0.20% per annum of your account balance (paid monthly)**

- I instruct you to charge me the above fees and to pay them to my Financial Advice Provider.
- I understand that means the Financial Advice Provider fees will be deducted from my KiwiSaver account balance.
- I understand it is my responsibility to inform Milford should I want to stop paying the fees (for example, because I am no longer receiving advice and administration from my Financial Advice Provider).

SIGNATURE OF APPLICANT (required if applicant is 16 or 17)

DATE

SIGNATURE OF PARENT/GUARDIAN/ORANGA TAMARIKI GUARDIAN\*

DATE

SIGNATURE OF SECOND PARENT/GUARDIAN\*

DATE

\* If the application is being made for someone aged 15 years or younger, all of the applicant's parents or guardians or an Oranga Tamariki guardian (if appointed) must sign above. If the application is being made for someone who is 16 or 17, the applicant must sign together with one of the applicant's parents or guardians or Oranga Tamariki guardians.

### Fee rebate

For all Milford KiwiSaver Funds other than the Milford KiwiSaver Cash Fund you will receive a rebate from Milford of 0.20% per annum (paid monthly). For any investment in the Milford KiwiSaver Cash Fund you will receive a rebate of 0.05% per annum (paid monthly). This fee rebate will be credited to your KiwiSaver account on a monthly basis in recognition of the ongoing servicing and administration you receive from your Financial Advice Provider. The rebate is only payable if you are in the Milford KiwiSaver Plan on the last day of the month and your Ongoing Advice and Administration Fee has been paid that month.

### Important Information:

- The Ongoing Advice and Administration Fee is tax deductible for the purposes of calculating the amount of PIE tax applied to your account.
- The fee rebate is subject to change. If there is a change Milford will notify you of this change two months prior to the fee rebate change.