

ADVISOR CODE

For internal use only.



Milford KiwiSaver Plan Update Form

Please complete this form if you joined the Milford KiwiSaver Plan indirectly, such as via your employer or as a Minor. We require this information to ensure our records are correct and enable us to keep you up to date on your savings.

Send completed form to:

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

ACCOUNT NUMBER

Member Details

FIRST NAME

MIDDLE NAME(S)

SURNAME

TITLE

DATE OF BIRTH

EMAIL ADDRESS (required for access to online client portal)

MOBILE PHONE NUMBER

HOME PHONE NUMBER

PHYSICAL ADDRESS (cannot be a PO Box)

SUBURB

CITY

COUNTRY

POSTCODE

POSTAL ADDRESS (if different from physical address)

SUBURB

CITY

COUNTRY

POSTCODE

IRD NUMBER

Are you a New Zealand citizen or resident? Yes No

Prescribed Investor Rate (PIR) (Please tick appropriate box)

You can find out more about PIRs at www.ird.govt.nz/pir. If you are unsure of your PIR, we recommend you seek professional advice or contact Inland Revenue. **If a PIR is not selected or previously provided a 28% PIR will apply.**

10.5% 17.5% 28%

Milford KiwiSaver Plan Update Form (continued)

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.

If you want to change the Fund(s) you are invested in, 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"/> %

Investor Identification

The Anti-Money Laundering and Countering Financing of Terrorism Act 2009 requires Milford to verify the identity of new clients and, periodically, reconfirm information about existing clients. We have **two options** for clients to confirm their identity. Please select one of the options below.

Option 1: Electronic Identity Verification and Proof of Address

Milford can confirm the identity and/or New Zealand address of many of our clients electronically, with their permission. Please note that we use a 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 NZ Passport (preferred) or NZ Driver Licence (front & back)

Please note, if this method fails to identify you, we will contact you to provide physical documents, as per Option 2 below.

Option 2: Certified copies of Identity Documents

If you prefer to provide Milford with original certified copies of your identification and address documents or you have opted not to use Electronic Identity Verification, then you will need to provide the following documentation:

Please note we need certified photocopies of your documents (we need the copy that has been physically certified). These documents cannot be scanned to us. Please do not send original versions of your identity documents.

- Please verify my identity and address with the attached documents:
- Certified copy of identification document/s (see page 3 for acceptable documents)
 - Certified copy of physical address (see page 3 for acceptable documents)

Milford KiwiSaver Plan Update Form (continued)

Investor Identification (continued)

If you have opted not to use Electronic Identity Verification or did not pass this system check then you will need to provide the following documentation.

Please provide a certified photocopy of each document:

- The documents can be verified by a Milford employee or certified by a Trusted Referee as described below.
- 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.

1. CERTIFIED COPY OF IDENTIFICATION

Originals can be verified by a Milford employee or certified by a Trusted Referee as described below.

Option 1	Option 2
One of the following:	
<input type="checkbox"/> Current New Zealand Passport (preferred)	<input type="checkbox"/> New Zealand Driver Licence (front and back)
<input type="checkbox"/> New Zealand Firearms Licence	In combination with one of the following:
<input type="checkbox"/> Overseas Passport with proof of NZ residency	<input type="checkbox"/> Bank statement, dated within the last 12 months
OR	<input type="checkbox"/> Valid credit or debit card with name embossed and signature
	<input type="checkbox"/> Birth certificate
	<input type="checkbox"/> Citizenship certificate
	<input type="checkbox"/> Government agency letter (IRD, Work & Income, Electoral Commission) that you received in the post and dated within the last 12 months
	<input type="checkbox"/> SuperGold card with photo, name and signature

2. CERTIFIED ADDRESS PROOF

Originals can be verified by a Milford employee or certified by a Trusted Referee as described below.

Must state name and physical address, cannot be a PO Box address.

One of the following:
<input type="checkbox"/> Bank statement, dated within the last 12 months
<input type="checkbox"/> Current house or contents insurance policy
<input type="checkbox"/> Current vehicle registration dated within the last 12 months
<input type="checkbox"/> Government agency letter (IRD, Work & Income, Electoral Commission) that you received in the post and dated within the last 12 months
<input type="checkbox"/> Utility bill (power, water, internet, fixed home phone, SKY) dated within the last 12 months
<input type="checkbox"/> Rates bill dated within the last 12 months
<input type="checkbox"/> Tenancy agreement dated within the last 12 months
<input type="checkbox"/> Letter issued by local Health Board dated within the last 12 months

ACCEPTED TRUSTED REFEREES

Originals can be verified by a Milford employee **OR** certified by a Trusted Referee in accordance with the instructions outlined below. Certified copies of identification must be presented to Milford within three months of certification.

Identification must be certified by one of the following:
<ul style="list-style-type: none">▪ 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
The certifier must:
<ul style="list-style-type: none">▪ 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]."▪ 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 Update Form (continued)

Your Agreement

Privacy Statement

1. The personal information you provide in this Update Form (and identity information collected in connection with this Update 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. 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. 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 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 Update 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 acknowledge that I will be unable to make any withdrawal from the Funds until Milford has received my signed withdrawal request and any supporting or identification information required.
- All the information I have provided in this Update Form is to the best of my knowledge and belief, correct and complete. I undertake to notify Milford of any change which causes the information to become incorrect or incomplete.
- I acknowledge and agree to the terms of the Privacy Statement and electronic provision of information above.

SIGNATURE OF MEMBER

DATE

Please note we cannot accept electronic signatures.

Please send your form and any supplementary documentation to:

1. If you have agreed to use **Electronic Identity Verification**, then you may scan and email your form to **transactions@milfordasset.com**.
2. If you are sending **certified copies of documents**, please post to:
Milford Funds Limited
PO Box 960
Shortland Street
Auckland 1140