First Home Withdrawal Form

Please upload this completed form via the Generate App or email to us.
If you would like help completing this form, please email info@generatekiwisaver.co.nz or phone us on 0800 855 322.

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. This is also subject to any applicable IRD clawback delays.

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 kaingaora.govt.nz

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. Please see page 2 for further details.
- ☐ You have attached the appropriate completed Solicitor's or Conveyancer's undertakings.
- ☐ You have attached an encoded deposit slip, copy of bank statement, certified letter or printed receipt 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).
- ☐ Fully completed statutory declaration witnessed by an authorised person.

Member Details

Title | First Name | Middle Name

Surname | Date of Birth D D M M Y Y Y Y

Residential Address

City | Country | Postcode

Home Phone | Work Phone

Mobile | Email

Generate KiwiSaver Member Number G E N

IRD No.

If you don't know your IRD number, please call the IRD on 0800 227 774 or visit www.ird.govt.nz/tasks/find-my-ird-number

Where to send this form

Via the app: Simply login to your app and upload your completed form and all supporting documentation for processing **or**
Email return: Please scan this completed form and all supporting documentation and email it to us at info@generatekiwisaver.co.nz **or**
Postal return: Please send this completed form and all supporting documentation to: Generate KiwiSaver Scheme, PO Box 91609, Victoria Street West, Auckland 1142

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 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. You cannot make a further first home withdrawal once funds have been released;

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. Any KiwiSaver contributions received after the withdrawal has been processed will remain in the KiwiSaver account and will not form part of the withdrawal. 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);

or

☐ The funds withdrawn will be applied solely towards paying the purchase price of the property **at settlement**.

The withdrawal amount 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

Firm or Company Name

Postal Address Number / Street Name / City / Country

Privacy Statement

Generate Investment Management Limited (or Generate group companies), Public Trust, any of their authorised agents, and any distributor (each an "Authorised Person") may collect and hold the personal information that you provide to us as part of this application.

Your information will be used by Generate and the Supervisor to manage your relationship with Generate and the Supervisor, to provide products and services to you, to comply with any applicable laws, to offer you further products and services that may be of interest to you and for any other use for which you have given authorisation. We may also disclose your personal information for these purposes to our staff members, related companies, our third party service providers and to the Financial Markets Authority or other applicable regulators. Generate may further use your information to electronically verify your identity. We may pass your information to and check it with the document issuer, official record holder and authorised third parties that Generate has contracted to carry out the verification process. Generate may share your information and the results of the verification process with appropriate third parties (such as a distributor or adviser that will or has been providing services to you) to enable that third party to comply with any applicable laws.

You may request a copy of the information held about you, and if any of the information is incorrect, ask for it to be corrected. You can do this by contacting us by email or call us on 0800 855 322.

For further information about how we handle your personal information, please read our Privacy Statement available at generatewealth.co.nz/privacy-statement/.

First Home Withdrawal Form

Identification Options

Option 1: Electronic Verification of Identity and Proof of Address (Required for all Signatories)

If you agree to Electronic Verification of Identity please tick the box below. If we are unable to identify you using this method or you do not consent, you will need to provide certified ID documents as per the Non-Electronic Verification of Identity section below.

Electronic Verification of Identity and Proof of Address

Generate 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 Generate to conduct identity checks in this way.

☐ I confirm that I give Generate authority to check my identity and/or address electronically using the documentation provided.

I have included a copy of my identification – either a current signed Passport or current Driver Licence (front & back) from New Zealand or Australia. Please note, if we are unable to identify you using this method, we will contact you to provide physical documents.

Pursuant to Australian legislative requirements Generate must provide you with the following information if you use any Australian identification documents:

Generate uses identity verification services to verify your identity.

In verifying your information, Generate complies with both the New Zealand Privacy Act 2020 and our Privacy Statement and your rights in relation to your data are included in both the Act and our Privacy Statement at generatewealth.co.nz/privacy-statement/. Generate's use of identity verification services involves third party systems and services.

If you decline or cannot give your consent to Generate's online identity verification process you may be asked to meet face-to-face with an advisor or alternatively obtain certification of the necessary identification documentation by a trusted referee. This can be a Justice of the Peace, Solicitor or Notary Public.

DVS means Document Verification Service and in Australia it is managed by the Framework Administrator represented by the Australian Attorney General's department. You can get information regarding the operation and management for Australian identity documents at architecture.digital.gov.au/document-verification-service-dvs.

Generate's complaints process is available at generatewealth.co.nz/complaints/.

Generate assumes no responsibility or liability to you for errors in the provision of identity verification services or for any actions taken based on the verification information provided.

Option 2: Non-Electronic Verification of Identity

If you have opted not to use Electronic Verification of Identity, you will need to provide the following documentation to complete your application.

CERTIFIED COPY OF IDENTIFICATION

OPTION 1	OPTION 2	AND one of the following:
☐ Passport; or	☐ Birth Certificate; or	☐ Kiwi Access Card (18+); or
☐ New Zealand Driver Licence; or	☐ Citizenship Certificate	☐ SuperGold Card (with photograph); or
☐ New Zealand Firearms Licence		☐ Total Mobility Card; or
		☐ Current International Driving Permit and a driver licence from another country

CERTIFICATION OF YOUR DOCUMENTS

Provide certified copies of identity documents.

- Certification must be within the last 12 months.
- Any birth certificates that have been issued before 2003 should be certified or verified.
- The approved person cannot be your spouse, partner, relative or living at the same address as you.
- The approved person could be: a Justice of the Peace, Solicitor, Notary Public, or any other person authorised to certify documents 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]"***

An employee or agent of Generate can verify original documents by sighting the original documents and then making the following statement "I verify that the attached documents are true copies of the original documents and that they represent the identity of [full name of the person being identified]"

Additional information: Generate may need to request additional information to process your application. If further information or documents are required, we will contact you using the contact details you have provided.

First Home Withdrawal Form

Statutory Declaration

A statutory declaration made in New Zealand must be made before a person entitled to witness a statutory declaration under the Oaths and Declarations Act 1957 such as a Justice of the Peace, Solicitor, Notary Public, or a person authorised to take a statutory declaration such as a Registrar or Deputy Registrar of the High Court or any District Court or a member of Parliament.

Note: What you write must be true. You can be prosecuted if you make a false declaration. If the statutory declaration is not completed in full, you will be required to have the amendment initialled and dated by the same witness.

Ensure you include your occupation. If you, the member, are either retired or unemployed please note this in the occupation box. Do not leave any fields blank.

I (full legal name as seen on ID)

of (full residential address) Number / Street Name / Suburb / City / Country

and (occupation (or unemployed/retired)) Do not leave blank

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 understand that any annual Government contribution entitlement I have received during my membership period whilst residing outside of New Zealand will be deducted from my withdrawal amount and returned to the Commissioner of Inland Revenue.
- 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 can be affected by market volatility, PIE tax and eligibility to receive government contributions.
- 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.

During the time I have been a member of KiwiSaver, I (tick one):

☐ Have had my principal place of residence in New Zealand for the entire time (continue to signature section).

☐ Was living overseas for the following period(s):

From (insert dates) D D M M Y Y Y Y to D D M M Y Y Y Y

From (insert dates) D D M M Y Y Y Y to D D M M Y Y Y Y

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 member)

Declared at (place) On (date)

Before me (person before whom the declaration is made)

Full Name (of person authorised to take declaration)

Occupation (of person authorised to take declaration)

Signature (of person authorised to take declaration)

First Home Withdrawal Form

Solicitor's or Conveyancing Practitioner's Letter – Conditional Agreement

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):

Date funds are required: D D M M Y Y Y Y

Please allow a minimum of 10 business days from the date we receive a fully completed application and all supporting documents for funds to be paid to your solicitor. Payment timeframes may be extended due to any applicable IRD clawback requirements.

Documents:

I/We enclose copies of the following:

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

Vendor's full legal name:

Dated: D D M M Y Y Y Y , 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.

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 the purchase price under the Agreement will be held by a stakeholder who is obliged to:
   i) hold the funds while the Agreement is conditional; and
   ii) repay the 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 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/We confirm that where the Sale and Purchase agreement was electronically signed, that this was completed by the member as a purchaser of the property

I/We confirm that I/we act for the Member, who is interested in purchasing the Property under the Agreement.
I/We confirm that I/we hold a current Practising Certificate issued pursuant to the Lawyers and Conveyancers Act 2006.
I/We confirm we hold the original completed statutory declaration, or I/we have posted the original to Generate.

Name of Firm/Company:

Name of Principal/Partner certifying:

Signature: Dated: D D M M Y Y Y Y

This certificate must be signed by the practice principal or a partner.

First Home Withdrawal Form

Solicitor's or Conveyancing Practitioner's Letter – Unconditional Agreement

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):

Date funds are required: D D M M Y Y Y Y

Please allow a minimum of 10 business days from the date we receive a fully completed application and all supporting documents for funds to be paid to your solicitor. Payment timeframes may be extended due to any applicable IRD clawback requirements.

Documents:

I/We enclose copies of the following:

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

Vendor's full legal name:

Dated: D D M M Y Y Y Y , 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.

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/We confirm that where the Sale and Purchase Agreement was electronically signed, that this was completed by the member as a purchaser of the property

I/We confirm that I/we act for the Member, who is to purchase the Property under the Agreement.
I/We confirm that I/we hold a current Practising Certificate issued pursuant to the Lawyers and Conveyancers Act 2006.
I/We confirm we hold the original completed statutory declaration, or I/we have posted the original to Generate.

Name of Firm/Company:

Name of Principal/Partner certifying:

Signature:

Dated: D D M M Y Y Y Y

This certificate must be signed by the practice principal or a partner.