

KiwiSaver Scheme First Home Withdrawal Form

- FOR SETTLEMENT

Use this form if you've been a KiwiSaver Scheme member for at least three years, qualify as a first-time home buyer and haven't previously made a first home withdrawal from your KiwiSaver Scheme. It should be used if you need funds for settlement only. For deposit, use *KiwiSaver Scheme First Home Withdrawal Form – for Deposit*.

Please note: Any home purchase withdrawal from the Simplicity KiwiSaver Scheme is subject to approval. You must maintain a balance of \$1000 after your withdrawal and you cannot withdraw any funds that were transferred from an Australian complying superannuation scheme. Any approved withdrawal amount must be used as part of the purchase of the property.

You can fill out this form online and print it to sign, or print it first and complete it by hand. Please email your completed form and relevant supporting documents to info@simplicity.kiwi. Do not post any documents to us.

For any questions about this form, call us on **0800 032 412** (9am-5pm, weekdays) or email info@simplicity.kiwi

1. Certification requirements

Statutory declarations and certification of identity documents

In this form we ask you to make a statutory declaration (please refer to section 7) and to provide us with certified identification. There are some requirements that you should take note of:

- Statutory declarations and certifications must be dated **within the last three months**.
- The person taking the statutory declaration or certifying your documents must be over 18 years of age and cannot be related to you or live at the same address as you.
- **Statutory declarations** need to be made in front of a Justice of the Peace, Solicitor, Notary Public, Registrar or Deputy Registrar of the District Court or the High Court, or other person authorised to take a Statutory Declaration in accordance with the Oaths and Declarations Act 1957.
- We recommend that you ask the person who takes your statutory declaration to also **certify your identification**. Certifying identification (but not statutory declarations) can also be done by a member of the police, a medical doctor, registered teacher, member of parliament, or chartered accountant.
- When certifying identity documents, the certifier must write on the copy:
 - o the **date** of certification
 - o their **name, occupation, registration number, signature**
 - o a statement to the effect that the documents provided are a **true** and **correct copy** and represent a **true likeness** to the named individual
 - o If the certifier has a stamp, they should stamp the copies

Please contact us if you're completing this form overseas as specific rules apply.

2. Your details

Full name			
Occupation			
Date of birth	<div><div></div><div></div></div> <div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div>		
IRD No.	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	If you don't know your IRD number, please call the IRD on 0800 775 247.	
Home address			
City	Country	Postcode	
Home phone	Mobile		
Email			

3. Your withdrawal request

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First Home Purchase 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

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Previous Home Owner Buyer Withdrawal: this applies to members who have held an estate in land before. If you are applying for a previous home owner buyer withdrawal you will need to attach confirmation from Kāinga Ora that your financial position (in terms of income, assets and liabilities) is what would be expected of a person that has never held an estate in land (whether alone or jointly with another person). **You can only ever make one first home withdrawal from your KiwiSaver Scheme.**

For more information or the necessary form, please go to Kāinga Ora website - [kaingaora.govt.nz/en_NZ/home-ownership/kiwisaver-first-home-withdrawal](https://kaingaora.govt.nz/en/NZ/home-ownership/kiwisaver-first-home-withdrawal)

4. Payment amount

How much money do you need (please tick one)?

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Full withdrawal*

☐

Partial withdrawal \$ _____

**This will be an amount up to the value of your Simplicity KiwiSaver Scheme account, less \$1000 and any funds that were transferred from an Australian complying superannuation scheme – please contact us if you are unsure what those amounts are.*

Once you have made a withdrawal from your Simplicity KiwiSaver Scheme account to buy your first home, you will remain a Simplicity KiwiSaver Scheme member. You can keep making contributions as usual and continue to save for your retirement.

Please note if you were not resident in New Zealand for any period while you have been a KiwiSaver Scheme member, some of your government contributions (if permitted to be withdrawn) may need to be refunded to Inland Revenue. This means additional time of up to 5 working days (in addition to the usual 10 working days) may be required to process your application.

5. Government contribution declaration

When you request a KiwiSaver withdrawal, you must complete a statutory declaration confirming whether your principal place of residence was New Zealand for the period of your KiwiSaver scheme membership. Going overseas on a holiday, even for several months is not considered a change of principal residence. However, if you lived or worked overseas and received KiwiSaver Scheme government contributions, we must refund that portion of the contributions back to Inland Revenue.

Please note that if you were working overseas as an employee of the New Zealand government or as a volunteer for certain charitable organisations, you are eligible for government contributions. If this applies, please provide evidence with your application such as a current letter on your employer's letterhead confirming the dates of your employment.

Please tick one of the following:

☐

I confirm that my principal place of residence was New Zealand for the entire period I have been a member of KiwiSaver; or

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I confirm that for the period that I have been a member of KiwiSaver scheme, my principal place of residence was New Zealand except for the following periods:

Departure date	DD/MM/YYYY	Return date	DD/MM/YYYY	Location	_____
Departure date	DD/MM/YYYY	Return date	DD/MM/YYYY	Location	_____
Departure date	DD/MM/YYYY	Return date	DD/MM/YYYY	Location	_____
Departure date	DD/MM/YYYY	Return date	DD/MM/YYYY	Location	_____

6. Solicitor or conveyancing practitioner

Solicitor's or conveyancing practitioner's name _____

Company name _____

Address _____

Phone number _____

**7.
Statutory
Declaration**

I _____ Full name of person making declaration

Occupation of person making declaration
of _____ Street address
City _____ Country _____ Postcode _____

solemnly and sincerely declare that:

1. I have been a member of a KiwiSaver Scheme for 3 or more years OR Inland Revenue received a contribution to a KiwiSaver Scheme for me at least 3 years ago; and 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; and the property or land I purchase in connection with this application is located in New Zealand and intended to be my principal place of residence; and I have not previously held a fee simple estate, stratum estate (freehold) or cross lease estate (freehold) before, whether alone or jointly with another person, OR I have held a fee simple estate, stratum estate (freehold) or cross lease estate (freehold) before, but I qualify for a first home withdrawal as a previous property owner or because the estate was an interest in Māori land.
2. I understand \$1000 and funds that were transferred from an Australian complying superannuation scheme cannot be withdrawn for a first home withdrawal.
3. I understand that my withdrawal value might fluctuate based on the unit price(s) applying at the date when the withdrawal is processed and will be adjusted for any tax liability, fees, and expenses.
4. The information given in this form is true and correct. I understand that this application is subject to assessment by Simplicity, that Simplicity may request additional information in support of this application, and that Simplicity will not be able to complete its assessment of this application if the information given in this form is incomplete or incorrect.
5. I agree that Simplicity may approach the solicitor or conveyancing practitioner named above to obtain further information as may be reasonably required in connection with this application, and I hereby authorise that solicitor or conveyancing practitioner to provide such further information.
6. I understand the information supplied by me with this application can be used to electronically verify my identity and address and consent to my personal information being disclosed for these purposes to third parties where relevant including a government agency or reliable, independent source.
7. I have read the privacy statement in this form.

Please sign the section below in front of the witness.

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

My signature _____ **Date** DD/MM/YYYY _____

Declared at _____

Before me

Signature of witness _____

Name of witness _____

Occupation of witness _____

STAMP

Registration number: _____

8. Required documents

Proof of identity

Please provide a certified copy (refer to section 1), showing full name, date of birth, photo & signature, of your current:

- Passport; or
- New Zealand driver licence; or
- New Zealand firearms licence

Contact us if you do not have any of the required documents.

Proof of address

Please provide proof of your current physical residential address (not a PO box) from one of the sources listed below. Enclose a copy of an invoice, statement, letter or contract in your name, delivered electronically or by mail. The document must be **dated within the last three months**.

- Utility bill e.g. water, electricity, gas, telecommunications
- Insurance company statement or letter
- Car registration notification
- Government or local government agency e.g. benefits statement, Watercare, Council notice
- Rental Tenancy Agreement – the only tenancy agreement acceptable is a copy of the agreement lodged with Tenancy Services

Contact us if you do not have any of the required documents.

9. Privacy statement

Simplicity NZ Limited, Public Trust, and any of their authorised agents (each an “Authorised Person”) may collect information about the member provided in connection with this application or the Scheme and will hold the personal information securely in accordance with the Privacy Act 2020. They may use the personal information to manage your investment in the Scheme, to communicate with you or to promote other products and services to you. You may ask to see the information we hold about you, and if any of the information is incorrect, ask for it to be corrected.

Please direct any requests to info@simplicity.kiwi

10. Document checklist

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

- | | |
|--------------------------|---|
| <input type="checkbox"/> | I am fully aware of the requirements I must meet in order to qualify for this withdrawal (see declarations in section 7 of this form); |
| <input type="checkbox"/> | Completed all sections of this withdrawal form; |
| <input type="checkbox"/> | Provided certified proof of identity dated within the last three months ; |
| <input type="checkbox"/> | Provided proof of address dated within the last three months ; |
| <input type="checkbox"/> | The solicitor's or conveyancing practitioner's undertaking is completed in full; |
| <input type="checkbox"/> | Attached evidence of my right to occupy Māori land (if your property is on Māori land); |
| <input type="checkbox"/> | Attached the solicitor's or conveyancing practitioner's pre-printed bank deposit slip; |
| <input type="checkbox"/> | Attached a copy of the Sale and Purchase Agreement under which I am named as the purchaser (and a Deed of Nomination is attached, if applicable); |
| <input type="checkbox"/> | Attached confirmation from Kāinga Ora that I qualify as being in the same position as a first home buyer (if applicable); |

We will process your application once all documents have been received and approved. If you do not want the application processed immediately, please submit the documents at least 10 working days before the funds are required.

Please note: If you have lived overseas at any time you have been in a KiwiSaver Scheme you may need to allow 15 working days as we need to contact IRD and they will check any government contribution adjustments required, before your withdrawal can be processed. We cannot pay funds after a property settlement has taken place.

Solicitor's or conveyancing practitioner's letter – for Settlement

Funds are to be applied for settlement

To: The manager of the Simplicity KiwiSaver Scheme (the Scheme)

Please complete each question to avoid any processing delays.

1. Full name of Member: _____ (the Member)

2. We refer to the member's application for a home purchase withdrawal from the Scheme (the Application), which relates to the intended purchase of the following property:

Address of property (must match Sale and Purchase Agreement):

3. Settlement date (FILL OUT ONE):

The settlement date for the property purchase is: DD/MM/YYYY

OR

The settlement date for the property purchase is: ____ working days after Code Compliance Certificate is issued.

4. I/We have attached the Sale and Purchase Agreement for the property with vendors' name(s)

5. The Sale and Purchase Agreement date is: DD/MM/YYYY

6. Long settlement? I/We understand that Simplicity processes applications once documents are received and approved and does not hold applications for later processing. The withdrawal amount will be paid to the designated trust bank account **within 10 working days** of receiving a complete withdrawal request (15 days if the applicant had declared overseas periods in section 5 of the form).

I have read and agree to #6 – please initial here: _____

7. I/We confirm that we act for the Member, who is interested in purchasing the property under the agreement.

Full name of Solicitor or Conveyancing Practitioner: _____

Confirmation

8. I/We confirm to you that (TICK ONE):

☐

The Member is a purchaser of the property as per the Sale and Purchase Agreement.

OR

☐

The Sale and Purchase Agreement stipulates "and/or nominee" and a Deed of Nomination is attached.

Please attach the Solicitor's Trust Bank Account encoded deposit slip or bank document with the bank's logo, Solicitor's Trust Account name and number.

Continuation - Solicitor's or Conveyancing Practitioner's Letter – for Settlement

Undertaking

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 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 behalf of the Member with no deductions or disbursements;
4. the Property is not on Māori land (as defined in the Te Ture Whenua Māori Act 1993) or evidence of the applicant's right to occupy is attached.

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

Name of the Firm/Company _____

Signature of Partner/Principal _____ **Date** DD/MM/YYYY

Name of Partner/Principal _____

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