Hive KiwiSaver Scheme

First Home Withdrawal Application

A. Introduction and Steps to Apply

This form facilitates your application to withdraw funds for your first home purchase. Before completing, please ensure you meet the following eligibility criteria:

1. You have been a KiwiSaver member (or complying superannuation fund member) for at least three years.
2. You have not previously made a home purchase withdrawal from any KiwiSaver scheme before.
3. The property is intended to be your principal place of residence.
4. You have never held an estate in land before, either solely or jointly.

Steps to Apply

- Read through each section carefully and complete all required fields, including your Statutory Declaration.
- Attach all supporting documentation.
- Pass this form to your solicitor or conveyancer to complete their part of the application.
- Your solicitor or conveyancer will submit the completed form on your behalf.

B. Return Instructions

- You must submit your application, along with all required supporting documents, at least 10 business days before your payment date.
- For faster processing times please return via email. Where not possible please return via post at the address below.

Email return

Please scan this application and all supporting documentation and email them to us at **hello@hive.co.nz**; OR

Postal return

Please send this application and any supporting documentation to:

Hive Funds Limited, PO Box 147454, Ponsonby, Auckland 1144.

If you would like help in completing this form, please email **hello@hive.co.nz** or phone us on **0800 242 023**.

C. Checklist

Before returning this application, please ensure that:

- ☐ You have answered all questions in this form.
- ☐ You have completed the Statutory Declaration which has been witnessed by a person authorised to take Statutory Declarations.
- ☐ You have provided a correctly certified and dated photocopy of identification and proof of residential address.
- ☐ If you are applying for a second chance home withdrawal, you have attached confirmation from Kāinga Ora that you qualify.
- ☐ If you are applying for a first home withdrawal to purchase an interest in a dwelling house on Māori land, you have attached certified evidence you have the right to occupy this Māori land.
- ☐ You are fully aware of the requirements you must meet in order to qualify for this withdrawal and that final approval of your withdrawal is subject to our approval process.
- ☐ You have attached a pre-printed deposit slip for your solicitor's Trust Account.
- ☐ You have attached a copy of the fully completed Sale and Purchase Agreement.
- ☐ You have attached your solicitor's certificate and undertaking.

D. Your Details

TITLE

FIRST NAME

MIDDLE NAME

SURNAME

RESIDENTIAL ADDRESS

SUBURB

CITY

COUNTRY

POSTCODE

DATE OF BIRTH

DD / MM / YYYY

MOBILE

EMAIL

IRD NUMBER

MEMBERSHIP NUMBER

H I V E

PIR ☐ 10.5% ☐ 17.5% ☐ 28%

Please go to https://www.ird.govt.nz/roles/portfolio-investment-entities/find-my-prescribed-investor-rate to work out your PIR, however if you have been residing outside of New Zealand for more than 325 days you will be a non-resident for tax purposes and the PIR of 28% will apply.

E. 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).

☐ **Second-Chance Home 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 provide approval from Kāinga Ora that you qualify.

☐ **Māori Land-First Home Withdrawal**
This applies to members who are purchasing an interest in a dwelling house on Māori land and who have not held an estate in land before (whether alone or jointly with another person). You will need to attach certified evidence of your right to occupy this Māori Land.

Timing of Withdrawal *(please tick one)*

☐ Funds to be applied at **settlement**; OR
(solicitor or conveyancer to complete undertakings on pg 8)

☐ Funds to be applied for a **deposit** (with any balance paid at settlement).
(solicitor or conveyancer to complete undertakings on pgs 9&10)

Amount of Withdrawal *(please tick one)*

Subject to the requirements of the trust deed for the Hive KiwiSaver Scheme, I request a:

☐ **Full Withdrawal** - A withdrawal of my full available balance from my member account.*

**You're required to leave $1,000 and any funds transferred from an Australian Complying Superannuation Scheme in your account.*

☐ **Partial Withdrawal** - A partial withdrawal of a specified amount or percentage from my Hive KiwiSaver Scheme account.

AMOUNT ($) OR PERCENTAGE (%)

The release of funds will be your and your employer's contributions first and Government Contributions second.

Please note: we will adjust your withdrawal transaction for any tax liability arising as a result of your withdrawal request. Acceptance of your first or second-chance home withdrawal request is at the discretion of the Manager.

F. Privacy Statement

By completing this form I acknowledge that the Privacy Act 2020 gives me the right to access and correct personal information held by Hive Funds Limited (including the Manager, associated entities and agents) and the Supervisor. I agree that the information in this withdrawal form, and any information provided by me at any later date, may be used to administer my Hive KiwiSaver Scheme membership.

G. Solicitor or Conveyancing Practitioner Details

SOLICITOR'S NAME

SOLICITOR'S FIRM

POSTAL ADDRESS

SUBURB

CITY

COUNTRY

POSTCODE

EMAIL

PHONE

H. Statutory Declaration

I, FULL NAME (FIRST NAME, MIDDLE NAME, SURNAME)

ADDRESS

SUBURB

CITY

COUNTRY

POSTCODE

OCCUPATION

Solemnly and sincerely declare and agree that:

1. I have read and understood the privacy information on page 3 of the first or second-chance home withdrawal form.

2. I have not previously withdrawn from any KiwiSaver scheme for a first or second-chance home purchase.

3. I have been a member of a KiwiSaver scheme or a complying superannuation fund for at least three years.

4. I have lived in New Zealand for the entire duration of my KiwiSaver membership, except for the following periods (if any):

FROM DD / MM / YYYY TO DD / MM / YYYY

FROM DD / MM / YYYY TO DD / MM / YYYY

FROM DD / MM / YYYY TO DD / MM / YYYY

5. The property I am buying is in New Zealand and will be my main home.

6. For a first-time withdrawal, I have never owned property before, or if I have, it was under conditions outlined in Rule 8(5) of the KiwiSaver scheme rules.

7. I am aware that incorrect or incomplete information in my application can hinder its assessment.

8. My application for a first or second-chance home withdrawal depends on your approval and the receipt of:

   a. A pre-printed bank deposit slip for my solicitor's Trust Account.

   b. A solicitor's certificate.

   c. A copy of the sale and purchase agreement showing me as the buyer and containing:

      i. An undertaking that the sale and purchase are either unconditionally obliged to settle or, if conditional, the withdrawal amount will be held by a stakeholder until the agreement is unconditional.

   d. An undertaking from my solicitor regarding the handling of funds depending on the sale's status.

9. If applicable, I will provide confirmation from Kāinga Ora for a second chance home withdrawal or proof of my right to occupy Māori land.

10. I will submit certified and dated copies of identification and proof of residential address.

11. My withdrawal amount will be based on the market value of my investments when my request is processed.

12. I consent for any solicitor involved in my home withdrawal to be approached by you for further information, and this authorisation is valid even as a photocopy.

13. I give consent for Hive Funds Limited to conduct AML/CFT checks, as part of their obligation under the AML/CFT Act including digital checks using information provided.

14. I affirm that all information provided is true and correct.

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

SIGNATURE

DECLARED AT (PLACE)

DATE

DD / MM / YYYY

Before me

NAME

OCCUPATION

e.g. Justice of the Peace, Solicitor, Notary Public or other person authorised to take a statutory declaration

ADDRESS

SIGNATURE

I. Identity Verification

To verify your identity, we need a certified copy of:

- [ ] Your current passport showing your name, date of birth, photo and signature; or
- [ ] Your New Zealand Firearms Licence; or
- [ ] Your Birth Certificate AND one of the following:
  - [ ] both sides of your 18+ card; or
  - [ ] both sides of your current New Zealand Driver Licence; OR
- [ ] Both sides of your New Zealand Driver Licence AND one of the following:
  - [ ] a recent (dated within the last 12 months) bank statement; or
  - [ ] a recent (dated within the last 12 months) statement from a government agency; or
  - [ ] both sides of a NZ bank credit, debit or Eftpos card containing your name, signature and expiry.

To verify your address, we need a certified copy of:

- [ ] a recent (dated within the last 12 months) bank statement; or
- [ ] a recent (dated within the last 12 months) utility bill showing your name and residential address; or
- [ ] a recent (dated within the last 12 months) letter from a Government Agency.

Please do not post original identity documents

Certification of documents

- Certification of documents must have been completed in the 12 months preceding presentation of the certified documents.
- Each photocopy must be certified by one of the following referee types: a Justice of the Peace, a Solicitor of a High Court, or a Notary Public.

The certified document/s must state:

- **For photo ID:** "The document is a true and correct copy of the original which has been sighted and it represents a true likeness of the person presenting the document."
- **For address and non-photo ID:** "The document is a true and correct copy of the original document."
- If you are sending in more than one form of identification, all photocopies must be certified.

J. Solicitor's or Conveyancer Letter

Funds to be Applied at Settlement - Unconditional Sale

To: **Hive Funds Limited** as Issuer and Manager of the Hive KiwiSaver Scheme (the **Scheme**)

Re: *(the Member's full legal name)*

I 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)*

The settlement date for the purchase of the Property is:

DD / MM / YYYY

Documents

I enclose copies of the following:

1. the Agreement for sale and purchase of the Property with:

(the Vendor's full legal name)

Dated:

DD / MM / YYYY

2. our Trust Account pre-printed bank deposit slip;

3. if applicable, confirmation from Kāinga Ora that the Member qualifies for second chance withdrawal; and

4. if applicable, proof the member has the right to occupy the Māori land.

AND I confirm that I act for the Member, who is to purchase the Property under the Agreement.

Undertakings

I 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 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**.

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

NAME OF FIRM/COMPANY

EMAIL

NAME OF PRINCIPAL/PARTNER CERTIFYING

SIGNATURE

DATE

DD / MM / YYYY

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

K. Solicitor or Conveyancer Letter

Funds to be Applied for Deposit - With any balance paid at settlement

To: **Hive Funds Limited** as Issuer and Manager of the Hive KiwiSaver Scheme (the **Scheme**)

Re: *(the Member's full legal name)*

I 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)*

The deposit for the purchase of the Property is required to be paid by:

DD / MM / YYYY

The current anticipated settlement date for the purchase of the Property is:

DD / MM / YYYY

The stakeholder in respect of the purchase is: *(e.g the Vendors Real Estate Agent)*

Documents

I enclose copies of the following:

1. the Agreement for sale and purchase of the Property with:

(the Vendor's full legal name)

Dated:

DD / MM / YYYY

2. our Trust Account pre-printed bank deposit slip;

3. if applicable, confirmation from Kāinga Ora that the Member qualifies for second chance withdrawal; and

4. if applicable, proof the member has the right to occupy the Māori land.

AND I confirm that I act for the Member, who is to purchase the Property under the Agreement.

Undertakings

I 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, and the Vendor and the Purchaser(s) are not yet contractually obliged to settle;

2. any funds received by me pursuant to the Application (the Funds) are to be applied towards paying a deposit under the Agreement (the Deposit Funds) and they will be held by the stakeholder who is obliged to

a. hold the Deposit Funds while the Agreement is conditional; and

b. repay the Deposit Funds to me if settlement under the Agreement is not completed by the due date in the Agreement or any agreed extended date (except where non-compliance of the settlement is due to the purchaser's default);

3. I will repay to you as soon as practicable on account of the Member (**with no further deductions or disbursements**) any Deposit Funds that the stakeholder repays to me if settlement is not completed; and

4. Any funds received by me pursuant to the Application which exceed the amount to be applied towards paying the deposit under the Agreement:

a. will be paid to the Vendor as part of the purchase price on settlement of the Agreement; or

b. if the settlement under the Agreement is not completed by the due date in the Agreement or any extended date, will be repaid to you as soon as practicable on account of the Member with no deductions or disbursements.

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

NAME OF FIRM/COMPANY

EMAIL

NAME OF PRINCIPAL/PARTNER CERTIFYING

SIGNATURE

DATE

DD / MM / YYYY

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