

# Westpac Active Series Investment Form



Provides information on making a lump sum payment and making, stopping, or changing a regular payment (through internet banking), and is to be used for setting up, stopping, or changing a regular payment by direct debit, to a Trust (a fund) within the Westpac Active Series.

## How to manage payments

**Making a lump sum payment** - please follow the instructions in section 1 below.

Setting up, stopping, or changing a **regular payment** (through internet banking) – please follow the instructions in section 2 or 3 below.

Setting up, stopping, or changing a **regular payment by direct debit** - complete and send us this form and your completed Direct Debit form (if applicable) to:

**Post:** Westpac Managed Funds, PO Box 695, Wellington 6140

**Visit:** Any Westpac branch

## Need help?

If you need help completing this form or would like an update on your payment, call **0800 808 012** (or **+64 9 374 8338** if you are calling from overseas) weekdays between 8.30am and 5pm. Alternatively, email us at [investments@westpac.co.nz](mailto:investments@westpac.co.nz).

### Your checklist

Ensure you have either:

1. To make a lump sum payment – make an online transfer payment and complete the reference requirements.
  2. For setting up a regular payment:
    - Option 1 – set up regular automatic payment with your bank.
    - Or
    - Option 2 – if using Direct Debit function provide this fully completed investment form and direct debit authorisation form
  3. If stopping or changing an existing regular payment:
    - Option 1 – amend your automatic payment with your bank.
    - Or
    - Option 2 – If using Direct Debit function provide this fully completed investment form and direct debit authorisation form.
- And
- Check you have met the minimum investment amount of \$5,000 and/or \$1,200 annually

### Please note

- You are paying into an investment that requires AML compliance on withdrawal (e.g. certified proof of ID and your address). For trust, joint, and limited liability company accounts, you will need to provide these requirements for each joint Unitholder, director, or trustee, and if there have been changes to the trustees evidence of these changes will be required, along with any other mandatory information which we require.
- For withdrawal applications, we require a certified copy or original bank statement/deposit slip, if the bank account you've provided is not a Westpac New Zealand bank account.

#### Westpac branch use – branch checklist

Branch name

Staff name

- Form is complete     Customer is AML compliant, current ID and proof of address has been verified/certified and loaded into Sales Customer (Assist)

**A. Payments**

**Please complete the sections for the type of payment you wish to make.**

**1. Lump sum payment**

**You don't need to fill in this form.**

For new investment accounts, please wait until we have contacted you to inform you that your account is set up.

For investment accounts that are already active, please follow the instructions below to make the payment.

- Make a payment via Westpac internet banking. Search registered payees for "Westpac Active Series Managed Funds" (refer to attached guidelines); or
- To make a payment using a bank other than Westpac, please make payment from your bank account into Guardian Nominees Limited's bank account (account number 03-0584-0026000-84).

For these payments you will need to enter in the following reference fields:

- Your Unitholder number;
- Name of the fund you are investing into; and
- Your last name.

If these are missing or incorrect, the payment may be rejected.

The minimum amount for initial lump sum payment is \$5000 and subsequent lump sum payment is \$500, for each fund.

Units will usually be issued to you, in respect of a lump sum payment, at the unit price applying on the business day that your payment is received or the next business day, if your payment is not received on a business day.

**2. Set up a regular payment**

Set up an **automatic payment** to Guardian Nominees Limited's bank account 03-0584-0026000-84.

- For these payments you will need to enter in the following reference fields:
  - Your Unitholder number;
  - Name of the fund you are investing into; and
  - Your last name.

If these are missing or incorrect, the payment may be rejected.

- You don't need to complete this form for this option, just set up your payment (refer to attached guidelines).

Set up a direct debit to Guardian Nominees Limited's bank account 03-0584-0026000-84

- Complete the below section and submit this form.
- Also complete and submit the direct debit form at the back of the Westpac Active Series Product Disclosure Statement found here - [www.westpac.co.nz/kiwisaver-investments/managed-funds-active-series/](http://www.westpac.co.nz/kiwisaver-investments/managed-funds-active-series/)
- If you have selected direct debit and processing the request misses the start date, the payment will be set up to start at the next payment date in line with selected frequency.

The minimum amount for regular payment for each fund is \$1,200 annually.

Units will usually be issued to you, in respect of a regular payment, at the unit price applying on the business day that your payment is received or the next business day, if your payment is not received on a business day.

**Complete your details**

Unitholder number

Unitholder name \_\_\_\_\_ Occupation of each named unitholder \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Unitholder name \_\_\_\_\_ Occupation of each named unitholder \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Unitholder name \_\_\_\_\_ Occupation of each named unitholder \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Unitholder name \_\_\_\_\_ Occupation of each named unitholder \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

How would you like us to contact you if we need to discuss the withdrawal?

Email  Phone

Email is our preferred way to contact you.

Fund name	Amount	Frequency	Start date (please allow 10 business days from when you submit the form)
Conservative	\$	<input type="radio"/> Weekly <input type="radio"/> Fortnightly <input type="radio"/> Monthly <input type="radio"/> Quarterly	DD / MM / YYYY
Moderate	\$	<input type="radio"/> Weekly <input type="radio"/> Fortnightly <input type="radio"/> Monthly <input type="radio"/> Quarterly	DD / MM / YYYY
Balanced	\$	<input type="radio"/> Weekly <input type="radio"/> Fortnightly <input type="radio"/> Monthly <input type="radio"/> Quarterly	DD / MM / YYYY
Growth	\$	<input type="radio"/> Weekly <input type="radio"/> Fortnightly <input type="radio"/> Monthly <input type="radio"/> Quarterly	DD / MM / YYYY

### 3. Stop or change an existing regular payment

Stop or change your **automatic payment** with your bank (refer to attached guidelines).

- If you are changing your payment
  - Make sure you are making payment to Guardian Nominees Limited’s bank account 03-0584-0026000-84.
  - For these payments you will need to enter in the reference fields:
- Your Unitholder number;
- Name of the fund you are investing into; and
- Your last name.

If these are missing or incorrect, the payment may be rejected.

- You don’t need to complete this form for this option, just update your payment.

Change or stop your **direct debit** to Guardian Nominees Limited’s bank account 03-0584-0026000-84

- Complete the below section and submit this form.
- For changes:
  - Also complete and submit the direct debit form at the back of the Westpac Active Series Product Disclosure Statement found here - [westpac.co.nz/kiwisaver-investments/managed-funds-active-series/](http://westpac.co.nz/kiwisaver-investments/managed-funds-active-series/)
  - If processing the request misses the start date, the payment will be set up to start at the next payment date in line with selected frequency.

The minimum amount for regular payment for each fund is \$1,200 annually.

#### Complete your details

Unitholder number

Unitholder name \_\_\_\_\_ Occupation of each named unitholder \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Unitholder name \_\_\_\_\_ Occupation of each named unitholder \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Unitholder name \_\_\_\_\_ Occupation of each named unitholder \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Unitholder name \_\_\_\_\_ Occupation of each named unitholder \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

How would you like us to contact you if we need to discuss the withdrawal?

- Email  Phone

Email is our preferred way to contact you.

Fund name	Previous amount	Stop or change a direct debit*	Change details (if applicable)		
			New amount	New frequency (if applicable)	Start date^
Conservative	\$	<input type="radio"/> Stop <input type="radio"/> Change	\$	<input type="radio"/> Weekly <input type="radio"/> Fortnightly <input type="radio"/> Monthly <input type="radio"/> Quarterly	DD / MM / YYYY
Moderate	\$	<input type="radio"/> Stop <input type="radio"/> Change	\$	<input type="radio"/> Weekly <input type="radio"/> Fortnightly <input type="radio"/> Monthly <input type="radio"/> Quarterly	DD / MM / YYYY
Balanced	\$	<input type="radio"/> Stop <input type="radio"/> Change	\$	<input type="radio"/> Weekly <input type="radio"/> Fortnightly <input type="radio"/> Monthly <input type="radio"/> Quarterly	DD / MM / YYYY
Growth	\$	<input type="radio"/> Stop <input type="radio"/> Change	\$	<input type="radio"/> Weekly <input type="radio"/> Fortnightly <input type="radio"/> Monthly <input type="radio"/> Quarterly	DD / MM / YYYY

^ Only if you want to change the date. Please allow 10 business days from when you submit the form.

\* Please allow 10 business days from when you submit the form.

**B. Authorisation** I/We understand that:

- Units will usually be issued to me/us, in respect of payments to a fund, at the unit price applying on the business day that my/our payment is received or the next business day, if my/our payment is not received on a business day.
- By completing this form, I/we will be providing personal information which will be held securely by the Manager and in accordance with Westpac's Privacy Policy (available on the Westpac website at [westpac.co.nz/privacy](http://westpac.co.nz/privacy)). I/We have the right to access and correct this information subject to the provisions of the Privacy Act 2020 (as amended or replaced from time to time).

**Unitholder signing instructions:**

- All unitholders of the investment in the relevant fund(s) are required to sign this request. If the request is from:
  - A person under 18 – the request must be signed by the parent or guardian with signing authority
  - A company or incorporated body – the request must be signed by the authorised signatories (and by signing also confirm that they are authorised to make this request)
  - Power of attorney – an attorney appointed under a Power of Attorney must provide a certified copy of the Power of Attorney and complete a certificate of non-revocation and forward it with this request
  - The trustees of a trust – the request must be signed by the authorised signatories (and by signing also confirm that they are authorised to make this request).
  - A partnership – the request must be signed by the authorised signatories (and by signing also confirm that they are authorised to make this request).

Signature \_\_\_\_\_ Date DD / MM / YYYY

Signature \_\_\_\_\_ Date DD / MM / YYYY

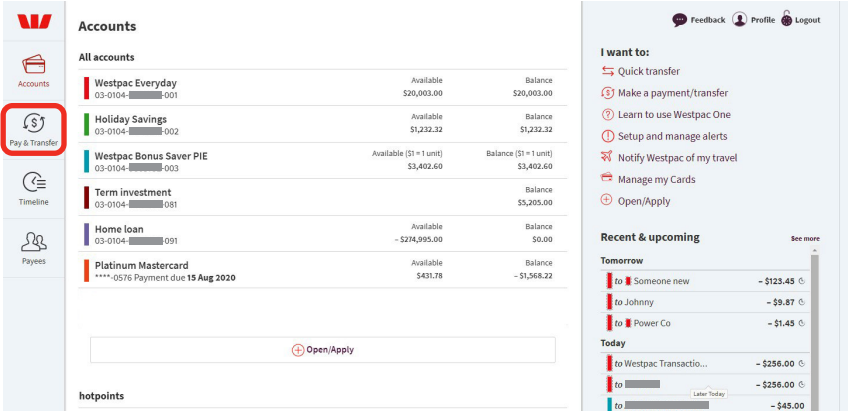
Signature \_\_\_\_\_ Date DD / MM / YYYY

Signature \_\_\_\_\_ Date DD / MM / YYYY

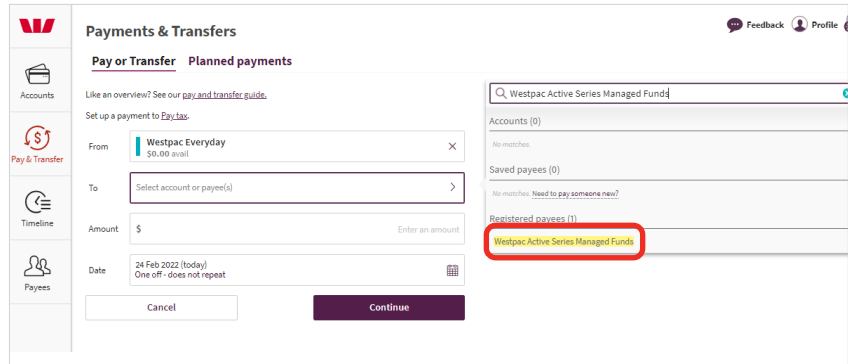
# How to add money to your Westpac Active Series account

We've made it really quick and easy to transfer money into your Westpac Active Series account in Westpac One® online banking.

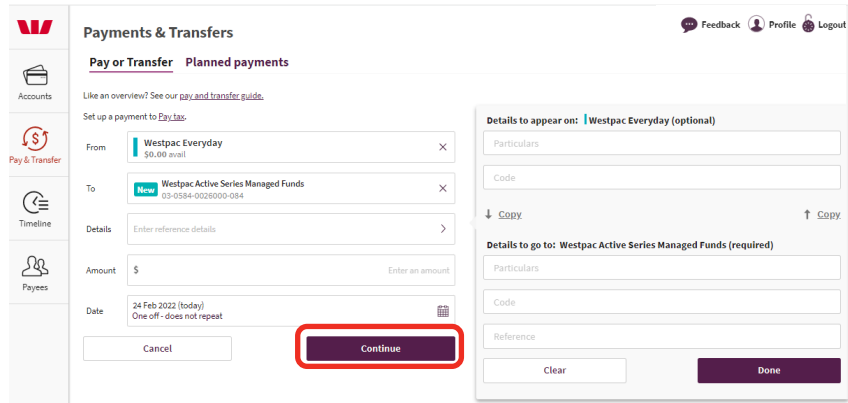
**1** Select 'Pay and Transfer'.



**2** Choose the account you wish to make the payment 'From'. Type 'Westpac Active Series Managed Funds' in the search bar and select as your 'To' account.



**3** Add the following payment details. Under 'Particulars' put the unit holder's last name, in the 'Code' section put the unit holder number and the name of the fund for 'Reference'. You can also set-up an automatic payment by selecting the reoccurring payment option in the date field and choosing a future date. Then select 'Continue.'



Investments into Westpac Active Series (Scheme) do not represent bank deposits or other liabilities of Westpac Banking Corporation ABN 33 007 457 141 (Westpac), Westpac New Zealand Limited (Westpac NZ) or other members of the Westpac Group of companies. They are subject to investment and other risks, including possible delays in payment of withdrawal amounts in some circumstances, and loss of investment value, including principal invested. The ultimate holding company of BT Funds Management (NZ) Limited (BTNZ) is Westpac. None of BTNZ (as Manager), Westpac NZ, Westpac, any member of the Westpac Group of companies, The New Zealand Guardian Trust Company Limited (as Supervisor), or any director or nominee of any of those entities, or any other person guarantees the managed funds' performance, returns or repayment of capital.

BTNZ is the issuer, and Westpac NZ is a distributor of, the Scheme. A copy of the Product Disclosure Statement for the Scheme is available from any Westpac branch or at westpac.co.nz.