



New Zealand Rugby Players Superannuation Plan

under the ASB Superannuation Master Trust

Employee Booklet | 18 October 2019

This booklet gives you important information about the New Zealand Rugby Players Superannuation Plan. This booklet supplements and should be read together with the Product Disclosure Statement for the ASB Superannuation Master Trust dated 25 July 2019.

1. Introduction

New Zealand Rugby Union Incorporated has a workplace savings plan (**Plan**) under the ASB Superannuation Master Trust (**Scheme**).

This booklet and the Product Disclosure Statement for the ASB Superannuation Master Trust (**PDS**) contain important information about the Plan. We have used the same numbering in this document as the PDS (although not all sections are used in this document).

2. How does this investment work?

Joining the Scheme

You can join the Scheme if you're employed by New Zealand Rugby Union Incorporated (**NZRU**) on a NZ Rugby Contract, NZ Rugby Draft Contract or NZ Rugby Sevens Contract (**Player Contract**), or a Black Ferns Contract.

You can join the Scheme by giving us a completed application form from the back of this booklet.

Making investments

Your contributions

Members on a Player Contract	
Regular	<p>You can make regular contributions up to a maximum amount of \$5,000 for each year you're employed on a Player Contract. If you're employed on a Player Contract for part of a year, the maximum amount will be reduced proportionately for that year.</p> <p>You can change the amount you contribute by telling NZRU.</p> <p>You can suspend or stop making contributions. If you suspend or stop your contributions, NZRU will also suspend or stop making contributions until you start paying contributions again.</p> <p>Regular contributions are deducted by NZRU from your before-tax salary or wages.</p>
Voluntary	<p>You can make voluntary contributions at any time. Voluntary contributions can be deducted by NZRU from your before-tax salary or wages or you can make payments directly to us.</p>
Members on a Black Ferns Contract	
Regular	<p>You can make regular contributions up to a maximum amount of \$1,250 for each year you're employed on a Black Ferns Contract. If you're employed on a Black Ferns Contract for part of a year, the maximum amount will be reduced proportionately for that year.</p> <p>You can change the amount you contribute by telling NZRU.</p> <p>You can suspend or stop making contributions. If you suspend or stop your contributions, NZRU will also suspend or stop making contributions until you start paying contributions again.</p> <p>Regular contributions are deducted by NZRU from your before-tax salary or wages.</p>
Voluntary	<p>You can make voluntary contributions at any time. Voluntary contributions can be deducted by NZRU from your before-tax salary or wages or you can make payments directly to us.</p>

Regular contributions, and any voluntary contributions that NZRU deducts from your before-tax salary or wages, are subject to employer superannuation contribution tax (ESCT). You can view the ESCT rates at ird.govt.nz.

NZRU contributions

The contributions NZRU makes depend on how long in total you've been employed on any Player Contract or Black Ferns Contract.

Members on a Player Contract	
Regular - Less than 5 years	NZRU will contribute an amount of 2.5 times your regular contributions up to a maximum amount of \$12,500 per calendar year.
Regular - 5 years or more years	NZRU will contribute an amount of 3 times your regular contributions up to a maximum amount of \$15,000 per calendar year.
Members on a Black Ferns Contract	
Regular - Less than 5 years	NZRU will contribute an amount of 2.5 times your regular contributions up to a maximum amount of \$3,125 per calendar year.
Regular - 5 years or more years	NZRU will contribute an amount of 3 times your regular contributions up to a maximum amount of \$3,750 per calendar year.
NZRU contributions are subject to ESCT.	

Accounts

We will open the following accounts in your name:

- a regular contribution account
- a voluntary contribution account and
- a NZRU contribution account.

Leaving employment

Your regular contributions and NZRU contributions will stop when you're no longer employed on a Player Contract or Black Ferns Contract.

Withdrawing your investments

Reason for withdrawal	What you can withdraw
Retirement	When you're 34 we'll transfer 50% of the value of your regular contribution account and the NZRU contribution account to your voluntary contribution account. Then six years later, we'll transfer the remainder of your regular contribution account and the NZRU contribution account to your voluntary contribution account. You may be able to transfer the remainder earlier if NZRU agree.
Early retirement	<p>If:</p> <ul style="list-style-type: none"> • you're under 34 and no longer employed on a Player Contract or Black Ferns Contract. • you meet any additional NZRU requirements and • the NZRU determine you're unlikely to be employed on a Player Contract or Black Ferns Contract again <p>you can apply to transfer some or all of the value of your regular contribution account and the NZRU contribution account to your voluntary contribution account. The NZRU will decide whether to approve any transfer.</p>

Reason for withdrawal	What you can withdraw
Significant financial hardship	If you suffer from significant financial hardship, you can apply to withdraw some or all of the value of your regular contribution account and the NZRU contribution account. NZRU will talk with us and decide whether you're suffering from significant financial hardship and whether to approve any withdrawal.
Voluntary	You may withdraw amounts from your voluntary contribution account at any time. You can withdraw amounts of at least \$1,000 each time unless you withdraw the total value of your voluntary contribution account.
Death	If you die we'll pay the total value of your accounts to your estate.

We may reduce your investment to pay PIE tax on your behalf when we transfer any amounts from your regular contribution account or the NZRU contribution account to your voluntary contribution account. If we receive a PIE tax refund on your behalf, your investment will increase by the value of the PIE tax refund. More information about the taxes you will pay can be found in the other material information document that is available at business.govt.nz/disclose (search for ASB Superannuation Master Trust).

You can make a withdrawal request by contacting us on 0800 ASB RETIRE (0800 272 738) or retire@asb.co.nz

3. Description of your investment option(s)

You can invest in any of the following nine funds of the Scheme.

Multi-sector funds	Single sector funds
ASB Moderate Fund	ASB NZ Cash Fund
ASB Balanced Fund	ASB NZ Fixed Interest Fund
ASB Growth Fund	ASB World Fixed Interest Fund
	ASB Australasian Shares Fund
	ASB World Shares Fund
	ASB Global Property Shares Fund

If you don't choose a fund when you join, your money will be invested in the ASB Balanced Fund.

5. What are the fees?

The annual fund charges below are the same amounts shown in the PDS.

Fund	Annual fund charges	Other charges
ASB Moderate Fund	0.38%	Administration fee of \$30 per year
ASB Balanced Fund	0.38%	
ASB Growth Fund	0.39%	
ASB NZ Cash Fund	0.23%	
ASB NZ Fixed Interest Fund	0.40%	
ASB World Fixed Interest Fund	0.39%	
ASB Australasian Shares Fund	0.39%	
ASB World Shares Fund	0.39%	
ASB Global Property Shares Fund	0.42%	

The administration fee is charged at \$2.50 each month. We reduce your investment each month to pay the administration fee.

There is no maximum amount for the administration fee.

Example of how fees apply to an investor

Ron invests \$10,000 in the ASB Balanced Fund.

This means the starting value of his investment is \$10,000.

He is charged annual fund charges, which work out to about \$38 (0.38% of \$10,000). These fees might be more or less if his account balance has increased or decreased over the year.

Over the next year, Ron pays other charges of \$30.

Estimated total fees for the first year

Fund charges: \$38

Other charges: \$30

See the latest fund update for an example of the actual returns and fees investors were charged over the past year.

This example applies only to the ASB Balanced Fund. If you are considering investing in other funds in the Scheme, this example may not be representative of the actual fees you may be charged.



ASB Superannuation Master Trust New Zealand Rugby Players Superannuation Plan Application Form



18 October 2019

For office use only

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1. Personal details

Title						Other	Email				Mobile								
Mr	Mrs	Miss	Ms	Mx	Dr														
First names						Telephone Work				Home									
Surname						Postal address													
						Number and Street													
						Suburb													
Date of birth						City				Postcode									
D	D	M	M	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Occupation (must be supplied)						Country													
Country (or countries) of citizenship (if more than one please specify all)																			

Please complete and attach the identity verification section on page 5 when submitting this application form.

2. Tax details

IRD number (must be supplied)

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Prescribed Investor Rate (PIR) (please tick one):

10.5%
 17.5%
 28%

If you are unsure of your PIR please visit ird.govt.nz/toi/pir/workout.
If you don't tell us a PIR the default rate of 28% will be used.

Your tax residency

Please refer to the 'Tax residency self-certification information' in Section 5 of this form before completing the table below.

Country/Jurisdiction(s) of tax residence	Taxpayer Identification Number (TIN)	Enter Reason A, B or C if no TIN is available	If you have selected Reason B, please explain why a TIN was not issued to you

3. Fund selection

ASB Superannuation Master Trust offers three multi-sector funds. The ASB Moderate Fund, ASB Balanced Fund and ASB Growth Fund invest in a different mix of assets (including cash, fixed interest, equities and property). ASB Superannuation Master Trust also offers six single sector funds that individually invest in cash and cash equivalents, fixed interest, equities or property.

Each fund has a different level of expected risk and return.

You should consider your investor profile when choosing a fund or funds to invest in.

If you do not choose a fund, contributions will be invested in the ASB Balanced Fund.

My fund selection is:

ASB Superannuation Master Trust Funds	I want to invest in one fund only (please tick)	I want to invest in multiple funds (% of contributions must equal 100%)
ASB Moderate Fund	<input type="radio"/>	%
ASB Balanced Fund	<input type="radio"/>	%
ASB Growth Fund	<input type="radio"/>	%
ASB NZ Cash Fund	<input type="radio"/>	%
ASB NZ Fixed Interest Fund	<input type="radio"/>	%
ASB World Fixed Interest Fund	<input type="radio"/>	%
ASB Australasian Shares Fund	<input type="radio"/>	%
ASB World Shares Fund	<input type="radio"/>	%
ASB Global Property Shares Fund	<input type="radio"/>	%

4. Contribution details

Your contributions

Please indicate your level of contributions below. Contributions will be deducted from your before-tax salary or wages and forwarded to the ASB Superannuation Master Trust. See your employee booklet for information about contributions.

Member regular contributions: (\$ amount each year)

Member voluntary contributions: (\$ amount each year)

5. Tax residency self-certification information

Please read the following information before completing the "Country/Jurisdiction(s) of Tax Residence" details on page 1.

Why do you need to provide this information?

The Tax Administration Act 1994 supports the implementation of the Common Reporting Standards (CRS) and the Foreign Account Tax Compliance Act (FATCA) in New Zealand. CRS and FATCA require certain New Zealand Financial Institutions to collect and report particular information about an Account Holder's tax residence.

What is tax residence?

Each country/jurisdiction has its own rules to define tax residence. Generally your jurisdiction of tax residence is the country where you have a permanent place of abode. Special circumstances may cause you to be a tax resident elsewhere or tax resident in more than one country at the same time. If you are a citizen of the United States (US) or a Green Card holder, you must indicate that you are a US tax resident on this form. If your tax residence is located outside of New Zealand, we may be legally obliged to pass on the information in this form and other information with respect to your financial accounts to the IRD. The IRD may then exchange this information with tax authorities of another country/jurisdiction.

If you are unsure about your tax residence, please contact your tax advisor. Alternatively you can check the OECD website, which includes tax residence information for a number of countries or the Inland Revenue website for further information on New Zealand tax residence. Please note that as a Financial Institution, we are not allowed to give tax advice.

What is a taxpayer identification number (TIN) or functional equivalent?

The TIN or its equivalent is a unique combination of letters or numbers assigned by a country/jurisdiction to an individual to identify them for the purposes of administering the tax laws of such jurisdiction. In New Zealand the TIN is equivalent to the IRD number. Some examples of a TIN for an individual include a social security/insurance number, citizen/personal identification/service code/number, and resident registration number.

Completing the Tax residence table in Section 1

In this table, please list all applicable country/jurisdiction(s) where you are a tax resident, including New Zealand. For each country/jurisdiction, except New Zealand, you will need to provide a taxpayer identification number (TIN) or equivalent.

If a TIN is not available for that country/jurisdiction, use the appropriate reason **A**, **B** or **C**. See below for details on each reason.

Reason A The country/jurisdiction where I am a tax resident does not issue a TIN to its residents

Reason B I have not been issued a TIN by the country/jurisdiction of tax residence (please include an explanation as to why a TIN was not issued in the "Explanation for Reason B" column for the corresponding entry number)

Reason C The domestic law of the country/jurisdiction where I am a tax resident does not require the collection of a TIN.

Additional information

Based on the information you provide us, we may contact you for further information.

6. Declarations and authorisations

- I wish to enrol for membership of the ASB Superannuation Master Trust upon the terms of the employee booklet for the New Zealand Rugby Players Superannuation Plan ("Plan") dated 18 October 2019, the product disclosure statement for the ASB Superannuation Master Trust dated 25 July 2019, the trust deed governing the ASB Superannuation Master Trust (as amended from time to time) and the admission deed for the Plan (as amended from time to time). I understand that this request for enrolment, if accepted, will form the basis of my membership in the ASB Superannuation Master Trust.
- I confirm that I meet the eligibility criteria for joining the ASB Superannuation Master Trust (see your employee booklet).
- I understand that the interests in the ASB Superannuation Master Trust are not bank deposits or other liabilities of ASB Bank Limited or its subsidiaries ("the Banking Group"). I understand that none of the Banking Group, the supervisor, any company in the Commonwealth Bank of Australia Group nor any other person guarantees any investment returns or repayment of my investment. I understand that the value of my investment can rise or fall depending upon market conditions. I may receive back less than what was invested.
- I acknowledge that:
 - (a) choosing which fund or funds to invest in is my responsibility, and that neither the manager nor the supervisor is to be regarded as representing or implying that my choice of fund or funds is appropriate for my personal circumstances; and
 - (b) my fund selection will be a binding direction from me to the manager.
- I grant express consent for the manager to disclose my information to its related companies (whether incorporated or constituted in New Zealand or elsewhere).
- Where I have provided an email address, I consent to being sent an internet URL for access to an electronic copy of the ASB Superannuation Master Trust Annual Report (Annual Report URL Notices), and other communications (including notices and documents).
- To the extent I register online to do so, I consent to receiving communications (including notices, documents and Annual Report URL Notices) from the manager and the supervisor of the ASB Superannuation Master Trust in relation to my account through the inbox of my ASB Internet Account Access.
- I acknowledge that communications provided to me through the inbox of my ASB Internet Account Access will be deemed to be dispatched and received at the time the electronic communication is uploaded by or on behalf of the manager to that inbox.
- I have read the privacy statement in section 8 below.
- I authorise my employer to deduct contributions from my salary in accordance with section 4 of this application form.
- I understand that I have rights of access to, and correction of the personal information I supply.

6. Declarations and authorisations - continued

I confirm that I have read and accept the above declarations and authorisations and have received, read and understood the current ASB Superannuation Master Trust Product Disclosure Statement dated 25 July 2019 and employee booklet for the Plan dated 18 October 2019.

Signature of applicant

Date

D	D	M	M	Y	Y	Y	Y
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Please complete and attach the identity verification section on page 5 when submitting this application form.

7. New Zealand Rugby Union Incorporated's Declaration

New Zealand Rugby Union Incorporated confirms that:

- the applicant meets the eligibility criteria for the Plan and
- the applicant has received a copy of the current product disclosure statement for ASB Superannuation Master Trust and the current employee booklet for the Plan.

Signed by a person authorised by New Zealand Rugby Union Incorporated

Print name and title

Date

D	D	M	M	Y	Y	Y	Y
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8. Privacy Statement

The personal information provided by you when you complete the application form will be held by us, as the manager of the ASB Superannuation Master Trust at 12 Jellicoe Street, FreePost Authority ASB, PO Box 35, Shortland Street, Auckland 1140.

This information may be disclosed to, and held by, the following:

- the supervisor of the ASB Superannuation Master Trust
- New Zealand Rugby Union Incorporated, Level 4, 100 Molesworth Street, Thorndon, Wellington
- The New Zealand Rugby Players Association Incorporated, Unit 107, 23 Edwin Street, Mt Eden, Auckland
- the advisers of the ASB Superannuation Master Trust
- our related companies, whether incorporated or constituted in New Zealand or elsewhere
- any agent or other third party, whether in New Zealand or elsewhere, that provides services related to the ASB Superannuation Master Trust
- your personal financial adviser (if relevant)
- Inland Revenue.

This and any other personal information obtained will be used for purposes relating to:

- the administration, marketing, operation and management of the ASB Superannuation Master Trust, the Plan and any other products you may have with us or our related companies
- the payment of your investment to you
- statistical purposes
- keeping you informed about other financial opportunities, products or services offered by us or our related companies (including via email)
- customer surveys and research carried out by research and direct marketing companies employed by us or our related companies.

We have the right to receive information from Inland Revenue and may use this to update your personal information.

You have rights of access to, and correction of, the personal information you supply. If you do not want us (or any of our related companies) to send you promotional material you can tell us and promotional material will not be sent.

Please forward your application form to:

FreePost Authority ASB, ASB Superannuation Master Trust, ASB Group Investments, PO Box 35, Shortland Street, Auckland 1140

For Bank Use Only

Method of Identification - Customer

1.
2.

Customer has been AML verified (please tick)

Internal customer number (CIF)

Branch

Introduced by

Actioned by

Date Stamp

18 October 2019



56520-16429-1019



ASB Superannuation Master Trust

New Zealand Rugby Players Superannuation Plan

Identity Verification



Please complete this section and attach it to the application form to verify your identity and address.

Evidence of your identity

Please complete either section A or B below.

A. ASB customers

Complete this section if you're an ASB customer and you have previously verified your identity and address details.

Please fill in your personal ASB account number

1	2	3																	
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If you haven't previously verified your identity and address details, please also supply evidence as outlined in section B below.

B. Non ASB customers

Complete this section and supply the required documents below to verify your identity and address details.

Evidence of your identity - Choose one set from below

	Primary Identification Document	Secondary Identification Document
Set One	<ul style="list-style-type: none"> ✓ Passport (NZ or overseas*) ✓ New Zealand Firearms Licence 	Not Required
Set Two	<ul style="list-style-type: none"> ✓ New Zealand driver licence 	<ul style="list-style-type: none"> ✓ Non-ASB credit card (with matching signature and embossed name) ✓ Non-ASB Debit card (with matching signature and embossed name) ✓ SuperGold card ✓ Non ASB bank statement ✓ Government agency correspondence
Set Three	<ul style="list-style-type: none"> ✓ Birth certificate (NZ or overseas*) ✓ Citizenship certificate (NZ or overseas*) 	<ul style="list-style-type: none"> ✓ New Zealand driver licence ✓ Overseas driver licence (with photo) with an English translation (if required) and accompanied by an International Driving Permit ✓ 18+ card or Kiwi Access card ✓ New Zealand Armed Forces ID ✓ New Zealand Police ID ✓ SuperGold card (with photo) ✓ Student ID (from NZ institutions only) with photo (under 18 only)

*If you supply an overseas passport, citizenship certificate or birth certificate, please also provide a copy of your residency documents. Any documents not in English need to be accompanied by an independent and certified English translation.

Evidence of your address

Please supply us with evidence of your residential address by supplying a certified photocopy of any one of the following (please tick):

- These documents should be no more than 12 months old.
- Must show your current residential address.

One item from the list below	Important notes
<input type="radio"/> Non-ASB Bank statements or correspondence	<ul style="list-style-type: none"> • Posted and digital copies of these documents are acceptable. • Utility bills and local authority bills sent to a PO Box are acceptable as long as your physical address is included on the statement and there is a fixed service provided to that address. • 'On-account' mobile phone statements do not need to contain a fixed service address.
<input type="radio"/> Government agency correspondence	
<input type="radio"/> Non-ASB registered KiwiSaver or superannuation scheme correspondence	
<input type="radio"/> IRD correspondence	
<input type="radio"/> Current Non-ASB insurance policy (house or contents)	
<input type="radio"/> Local authority rates or water bill	
<input type="radio"/> Utility bill (gas, power, fixed phone line, internet, SKY TV, On-account mobile phone)	
<input type="radio"/> Signed tenancy or lease agreement	<ul style="list-style-type: none"> • Documents must be originals. • A tenancy or lease agreement must be signed by both the tenant(s) and landlord.
<input type="radio"/> Driver licence containing address (this must be a current (not expired) driver licence from New Zealand, Australia or the United Kingdom that contains your current residential address)	
<input type="radio"/> Correspondence from a recognised retirement home (must confirm you reside at the rest home/facility and be from a recognised Ministry of Health certified retirement home provider)	

B. Non ASB customers (continued)

Certifying your identity and address evidence

If you are submitting this form at an ASB branch, an ASB staff member can sight your original documents and take copies to attach to the form. Alternatively, all evidence provided must be certified photocopies of your original documents.

Eligible persons with the legal authority to take statutory declarations or certify documents [#]	Important notes
<ul style="list-style-type: none">✓ A lawyer (as defined in the Lawyers and Conveyancers Act 2006)✓ A chartered accountant (within the meaning of section 19 of the New Zealand Institute of Chartered Accountants Act 1996)✓ A notary public✓ A justice of the peace✓ A registered medical doctor✓ An Honorary Consul at a New Zealand Consular office✓ If Overseas, a person authorised by law in that country to take statutory declarations or equivalent.[^]	<ul style="list-style-type: none">• Certified documents may be posted to ASB or presented to a branch.• Electronic scans can be accepted only if sent directly from the eligible person performing the certification.• Certifications must be carried out no earlier than three months prior to the date the form is completed.• The eligible person must be over 16 years of age, and must not be related to the customer and must not live at the same address as the customer, and must not be involved in the transaction or business requiring certification.

[#]This list is not exhaustive, please contact ASB for further guidance.

[^]Additional requirements exist for some overseas countries, please contact ASB for further guidance.

The eligible person who certifies your documents must include:

- ✓ Their full name, signature, the date and their qualification or occupation which makes them eligible to certify.
- ✓ The following statement on all certified copies of **photographic identity**:
"I certify this is a true copy of the original document and the document provided presents a true and correct likeness of the individual named".
- ✓ The following statement on certified copies of **all other forms of evidence**:
"I certify that this is a true copy of the original documents".

Keep in touch

- › Drop in to any ASB branch
- › Call 0800 272 738
- › Visit asb.co.nz
- › Visit us at facebook.com/asbbank
- › Follow us on twitter.com/asbbank