



SUPERLIFE
a Member of the NZX Group

New Zealand Rugby Players Superannuation Plan

under the SuperLife Superannuation Master Trust

EMPLOYEE BOOKLET | 28 AUGUST 2023

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 SuperLife Superannuation Master Trust dated 28 August 2023.

superlife.co.nz

1. Introduction

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

This booklet and the Product Disclosure Statement (**PDS**) for the SuperLife Superannuation Master Trust contain important information about the Plan.

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, NZ Rugby Sevens Contract, or a Black Ferns Contract (**Player Contract**).

You can join the Scheme by giving the manager, Smartshares Limited (**we, our or us**), a completed application form from the back of this booklet.

Making investments

Your contributions

Regular

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.

You can change the amount you contribute by telling NZRU.

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.

Regular contributions are deducted by NZRU from your before-tax salary or wages.

Voluntary

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.

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.

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.

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.

NZRU contributions are subject to ESCT. You can view the ESCT rates at ird.govt.nz.

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.

Withdrawing your investments

Reason for withdrawal	What you can withdraw
Retirement	When you're 34 we will 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 will 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; and • you meet any additional NZRU requirements; and • the NZRU determine you're unlikely to be employed on a Player 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>
Significant financial hardship	<p>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.</p> <p>NZRU will talk with us and decide whether you're suffering from significant financial hardship and whether to approve any withdrawal.</p>
Voluntary	<p>You may withdraw amounts from your voluntary contribution account at any time.</p> <p>You can withdraw amounts of at least \$1,000 each time unless you withdraw the total value of your voluntary contribution account.</p>
Death	If you die the manager will pay the total value of your accounts to your estate.
First home purchase	<p>You may apply to withdraw some or all of the value of your accounts for the purpose of a first home purchase, provided you leave a minimum balance of \$1,000.</p> <p>Your eligibility is assessed in the same way as the KiwiSaver first home withdrawal rules.</p>
Fertility treatment	<p>You may apply to withdraw up to \$20,000 per year for the purpose of fertility treatment for yourself or your partner.</p> <p>The withdrawal limit applies as a total across your regular contribution account and the NZRU contribution account.</p> <p>We will assist you through the application process.</p>

Withdrawing your investments continued

We may reduce your investment to pay PIE tax on your behalf when we transfer any amount 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 disclose-register.companiesoffice.govt.nz (search for SuperLife Superannuation Master Trust).

You can make a withdrawal request by contacting SuperLife on 0800 27 87 37 or superlife@superlife.co.nz.

3. Description of your investment option(s)

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

Diversified Funds	Single Sector Funds
SuperLife SMT Moderate Fund	SuperLife SMT NZ Cash Fund
SuperLife SMT Balanced Fund	SuperLife SMT NZ Fixed Interest Fund
SuperLife SMT Growth Fund	SuperLife SMT World Fixed Interest Fund
	SuperLife SMT Australasian Shares Fund
	SuperLife SMT World Shares Fund
	SuperLife SMT Global Property Shares Fund

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

4. What are the fees?

You will be charged the fees described below.

Fund	Annual fund charges	Other charges
SuperLife SMT Moderate Fund	0.38%	Administration fee of \$30 per year
SuperLife SMT Balanced Fund	0.38%	
SuperLife SMT Growth Fund	0.38%	
SuperLife SMT NZ Cash Fund	0.23%	
SuperLife SMT NZ Fixed Interest Fund	0.39%	
SuperLife SMT World Fixed Interest Fund	0.40%	
SuperLife SMT Australasian Shares Fund	0.39%	
SuperLife SMT World Shares Fund	0.39%	
SuperLife SMT Global Property Shares Fund	0.41%	

The administration fee is charged at \$2.50 each month, and deducted from your investment.

Example of how fees apply to an investor

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

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 SuperLife SMT 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.

Please complete the Identity and Address Verification form before submitting this application form. Forward your application form to superlife@superlife.co.nz or post to: SuperLife SMT, PO Box 105262, Auckland 1143.

SECTION 1: PERSONAL DETAILS

Title (Mr, Mrs, Miss, Ms, Mx, Dr or Other)

Date of birth

D	D	M	M	Y	Y	Y	Y
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First name

Surname

Home phone

Work phone

Mobile

Email

Occupation (must be supplied)

Country (or countries) of citizenship (if more than one please specify all)

Home address

Street address	
Suburb	
Town/city	
Country	Postcode

Postal address

Street address	
Suburb	
Town/city	
Country	Postcode

SECTION 2: TAX DETAILS

IRD number (Must be supplied)

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Prescribed Investor Rate (PIR) (Tick one)

10.5% 17.5% 28%

If you are unsure of your PIR please visit ird.govt.nz/pir
If you don't tell us your 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
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Are you a U.S. citizen or Green Card holder?

No Yes (Please provide your Taxpayer Identification Number (TIN) below)

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In the last 12 months, have you, any member of your immediate family, or any close business associate, been engaged in a role overseas that was, or is, related to political office or foreign public service?

No YES (Country)

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SECTION 3: FUND SELECTION

SuperLife Superannuation Master Trust offers three diversified funds. The SuperLife SMT Moderate Fund, SuperLife SMT Balanced Fund and SuperLife SMT Growth Fund invest in a different mix of assets (including cash, fixed interest, equities and property). SuperLife 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 SuperLife SMT Balanced Fund

My fund selection is:

SuperLife 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%)	
SuperLife SMT Moderate Fund	<input type="checkbox"/>		%
SuperLife SMT Balanced Fund	<input type="checkbox"/>		%
SuperLife SMT Growth Fund	<input type="checkbox"/>		%
SuperLife SMT NZ Cash Fund	<input type="checkbox"/>		%
SuperLife SMT NZ Fixed Interest Fund	<input type="checkbox"/>		%
SuperLife SMT World Fixed Interest Fund	<input type="checkbox"/>		%
SuperLife SMT Australasian Shares Fund	<input type="checkbox"/>		%
SuperLife SMT World Shares Fund	<input type="checkbox"/>		%
SuperLife SMT Global Property Shares Fund	<input type="checkbox"/>		%
		100	%

SECTION 4: CONTRIBUTION DETAILS

Your contributions

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

Member regular contributions: (\$ amount each year)

Member voluntary contributions: (\$ amount each year)

SECTION 5: TAX RESIDENCY SELF-CERTIFICATION INFORMATION

Please read the following information before completing the “Country/Jurisdiction(s) of Tax Residence” details in section 2.

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, the manager 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, the manager is 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 2

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, the manager may contact you for further information.

SECTION 6: DECLARATIONS AND AUTHORISATIONS

- I wish to enrol for membership of the SuperLife Superannuation Master Trust (“Scheme”) upon the terms of the employee booklet for the New Zealand Rugby Players Superannuation Plan (“Plan”) dated 28 August 2023, the product disclosure statement for the Scheme dated 28 August 2023, the trust deed governing the Scheme (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 by Smartshares Limited (“Smartshares”) as manager of the Scheme, will form the basis of my membership in the Scheme.
- I confirm that I meet the eligibility criteria for joining the Scheme (see your employee booklet).
- I understand that no 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 Smartshares 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 Smartshares.
- Where I have provided an email address, I consent to being sent an internet URL for access to an electronic copy of the Scheme’s 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 Smartshares and the supervisor of the Scheme in relation to my account via email.
- I acknowledge that communications provided to me via email will be deemed to be dispatched and received at the time the electronic communication is sent by or on behalf of Smartshares to that email.
- 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.

I confirm that I have read and accept the above declarations and authorisations and have received, read and understood the current SuperLife Superannuation Master Trust Product Disclosure Statement dated 28 August 2023 and employee booklet for the Plan dated 28 August 2023.

Your signature

Date

D	D	M	M	Y	Y	Y	Y
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SECTION 7: NEW ZEALAND RUGBY UNION INCORPORATED'S DECLARATION

New Zealand Rugby Union Incorporated confirms that:

- the applicant meets the eligibility criteria for the Plan
- the applicant has received a copy of the current product disclosure statement for SuperLife Superannuation Master Trust and the current employee booklet for the Plan and
- the employer contribution details in section 4 of this application form are correct.

Signed by a person authorised by New Zealand Rugby Union Incorporated

Print

Name

Title

Date

D	D	M	M	Y	Y	Y	Y
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SECTION 8: PRIVACY STATEMENT

The personal information provided by you when you complete the application form will be held by Smartshares Limited (we, our or us) as manager of the SuperLife Superannuation Master Trust.

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

- the supervisor of the SuperLife 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 SuperLife Superannuation Master Trust
- our related companies
- any agent or other third party, whether in New Zealand or elsewhere, that provides services related to the SuperLife 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 SuperLife Superannuation Master Trust, the Plan and any other products you may have with us
- the payment of your investment to you
- statistical purposes
- keeping you informed about other financial opportunities, products or services offered by us (including via email)
- customer surveys and research carried out by research and direct marketing companies employed by us.

We have has 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 to send you promotional material you can contact us and we will not send you any promotional material. For details on our privacy policy please refer to superlife.co.nz/legal/privacy-policy

To meet the requirements under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009, we must verify your identity and residential address. **If you have already provided us with this information, then you do not need to complete this section. If you are unsure, please call us to confirm. We have 2 options available, please select one of the options below:**

OPTION 1: ELECTRONIC IDENTITY AND ADDRESS VERIFICATION

Please tick the box below to give us your consent to electronically verify your details. You will receive a link from noreply@cloudcheck.co.nz on the device you are using to do this. Please follow the prompts to have your photo taken. The photo helps us verify the identity of the person presenting the documents.

I would like to verify my identity and address electronically. I authorise SuperLife to undertake this.

You must have a valid NZ or Australian passport or driver's licence to complete electronic verification.

If we are unable to successfully identify you through electronic verification, you will need to provide us with the documents as per Option 2 (on the following page).

OPTION 2: CERTIFIED IDENTITY AND ADDRESS DOCUMENTS

If you select this option, you will need to provide SuperLife with certified copies of your ID documents and address proof as listed below. These documents must be posted to Freepost SuperLife, PO Box 105262, Auckland City, 1143.

A certified copy is a photocopy of an original document, on which an authorised person has written: "I certify this to be a true copy of the original document" or words to that effect (adding in the case of an identification document the words "and that it represents the identity of [full name]"); and – added their name and occupation, the date, their signature, their registration number (or equivalent) and their contact phone number.

The certifier cannot be someone who is related to you, is your spouse or partner, or lives at the same address. Certification must have been completed no more than 3 months prior to this application.

Your identity documents must be certified by one of the following (only if in NZ):

- Justice of the peace
- Registrar/Deputy Registrar
- Member of Parliament
- Registered teacher
- Notary Public
- Registrar
- Registered lawyer
- Police officer
- Registered doctor
- Kaumatua
- Chartered accountant
- Minister of Religion

Please contact us if you are having documents certified overseas so we can advise who can certify your documents. This list will differ from above.

Identification (please tick one option)

Option 1
One document from this section

NZ Passport (identity page)

Overseas Passport (identity page)

NZ firearms licence

NZ certificate of identity

Option 2
NZ driver's licence PLUS one of the documents from this section

SuperGold card

NZ full birth certificate OR Birth certificate issued by foreign government

NZ citizenship certificate OR Citizenship certificate issues by foreign government

Bank statement or IRD letter issued in your name in the last 6 months

Option 3
Kiwi Access (formally 18+) Card PLUS one of the documents from this section

NZ full birth certificate OR Birth certificate issued by foreign government

NZ citizenship certificate OR Citizenship certificate issued by foreign government

Address

Please supply a certified copy of one of the following as proof of address. The document you provide must be addressed to you showing the residential address you have declared in this application and be dated within the last 12 months:

Letter of invoice from utility company

Bank statement

Letter from government agency e.g., Inland Revenue, Waka Kotahi, rates bill, etc.



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Stay in touch

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