Westpac Active Series Withdrawal Form

To be used when requesting a lump sum withdrawal or a regular withdrawal from a Trust (a fund) within the Westpac Active Series.

This form has three functions. You can request to:

1. Make a lump sum withdrawal;
2. Set up a regular withdrawal; or
3. Stop or change an existing regular withdrawal.

For a deceased estate withdrawal see the Westpac Active Series Deceased Estate Withdrawal Form

How do I make a withdrawal?

1. Complete all sections of this form.
2. Review 'Your checklist' to ensure you have everything you need.
3. Once completed, send us your form and supporting documents to:

Westpac Managed Funds
PO Box 934, Auckland 1140

Westpac Managed Funds
Westpac on Takutai Square
53 Galway Street, Auckland 1010

Any Westpac branch

When can I expect payment?

Once we've received your completed withdrawal form and all supporting documents and your request is accepted, generally your withdrawal will be paid to you within 10 business days. Please note that we may suspend withdrawals or delay payments, in certain situations, which may impact processing timeframes and the amount received on withdrawal.

Need help?

If you need help completing this form or would like an update on your withdrawal, 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**.

Your checklist

Please ensure that you provide us with the below:

- Your fully completed withdrawal form
- Identification (if expired since you last provided this to us):
  - Original certified copy of acceptable identity documentation (such as the photo and signature pages of your current signed passport, or both sides of your current New Zealand driver licence).*
- Proof of address (if you have never provided this to us in the past or the last proof of address provided to us no longer meets the timeframe below):
  - Original certified copy of proof of address showing your name (such as a recent rates, power or phone bill). This can't be from Westpac and must be dated within 12 months of your application.*

Identification and proof of address not required if stopping a regular withdrawal

Note: For joint, limited liability company or trust accounts, please provide the above certified copies for each joint Unitholder, director or trustee**

- For payment, an original certified copy or original bank statement/deposit slip is required, if the bank account you've provided is not a Westpac New Zealand bank account.

All documents must be received by Westpac within three months of being certified. For a full list of acceptable identification and proof of address, go to **westpac.co.nz/AML**

*Or you can take original documents into a Westpac branch and have these verified by branch staff.
**If there has been a change to trustees, please provide the trust deed showing the changes.

What's a certified copy?

A certified copy is a copy of an original document on which an authorised person (such as a Justice of the Peace, solicitor or other legally authorised person) has confirmed it is a true copy of the original. All certified copies must include:

- The certifier's name, occupation, signature and date
- The following or equivalent wording: "I certify this to be a true copy of the original document as sighted by me on [date]"
- For identity documents only, add: "and it represents the true likeness and identity of the individual"

The certifier can't be: someone you're related to, your spouse/partner, someone who lives at the same address, or involved in the transaction or business requiring the certified document.

Alternatively, you can go into a Westpac branch and have these original documents verified by branch staff.

A. 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.

B. Withdrawals

Please complete the sections for the type of withdrawal(s) you wish to make.

1. Lump sum withdrawal

Fund name	Partial withdrawal (please specify amount)	Tick box here for withdrawal of full balance (we will also close your investment if you select this option)
Conservative	$	◯
Moderate	$	◯
Balanced	$	◯
Growth	$	◯
Total	$	

Please note:

- Westpac Active Series one-off withdrawals must be at least $500 or 500 units (whichever is less).
- Bank details to be provided in section below.
- You cannot select a certain withdrawal date for this type of withdrawal.
- Once we've received your completed withdrawal form and all supporting documents and your request is accepted, generally your withdrawal will be paid to you within 10 business days.

2. Set up a regular withdrawal

Fund name	Amount	Frequency	Start date (please allow 10 business days from when you submit the form)*
Conservative	$	◯ Weekly ◯ Fortnightly ◯ Monthly ◯ Quarterly	DD / MM / YYYY
Moderate	$	◯ Weekly ◯ Fortnightly ◯ Monthly ◯ Quarterly	DD / MM / YYYY
Balanced	$	◯ Weekly ◯ Fortnightly ◯ Monthly ◯ Quarterly	DD / MM / YYYY
Growth	$	◯ Weekly ◯ Fortnightly ◯ Monthly ◯ Quarterly	DD / MM / YYYY

* If initial set up misses the start date, the regular withdrawal will be set up to start at the next payment date in line with selected frequency.

Please note:

- Westpac Active Series withdrawals must be at least $1,200 (total) annually for regular withdrawals.
- Bank details to be provided in section below.

3. Stop or change an existing regular withdrawal

Fund name	Previous amount	Stop or change	Change details (if applicable)			
			New amount	New frequency (if applicable)	New withdrawal date^	New bank details
Conservative	$	◯ Stop ◯ Change	$	◯ Weekly ◯ Fortnightly ◯ Monthly ◯ Quarterly	DD / MM / YYYY	◯ Yes ◯ No
Moderate	$	◯ Stop ◯ Change	$	◯ Weekly ◯ Fortnightly ◯ Monthly ◯ Quarterly	DD / MM / YYYY	◯ Yes ◯ No
Balanced	$	◯ Stop ◯ Change	$	◯ Weekly ◯ Fortnightly ◯ Monthly ◯ Quarterly	DD / MM / YYYY	◯ Yes ◯ No
Growth	$	◯ Stop ◯ Change	$	◯ Weekly ◯ Fortnightly ◯ Monthly ◯ Quarterly	DD / MM / YYYY	◯ Yes ◯ No

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

Please note:

- Westpac Active Series withdrawals must be at least $1,200 (total) annually for regular withdrawals.
- Bank details to be provided in section below.

C. Bank account details

Please provide us with a New Zealand bank account that is in the same name(s) as the Westpac Active Series account name (i.e. if it is a joint investment, please provide a joint bank account in the same names).

For trusts and other entities, please provide the trust or other entity account details, or an account in the same names as all the trustees, or third-party account details, such as a solicitor or accountant, may be accepted with explanation. If approved, the withdrawal will be paid to your nominated account.

If the bank account below is not a Westpac New Zealand bank account, you'll need to supply a certified copy or original bank statement/deposit slip (or have the original copy sighted by branch staff).

Account name

Account number | | | | | | | | | | | | | | | | |

D. Authorisation

I/We understand that:

- BT Funds Management (NZ) Limited (as manager of the Westpac Active Series) ("Manager") will not process this withdrawal request unless it receives a fully completed withdrawal form and supporting documents where required and may ask for further information from me/us in relation my/our withdrawal request which will delay the processing of this request.
- The withdrawal value will normally be based on the following unit prices, so may be subject to change:
  - **Lump sum withdrawal** - the unit price applying on the business day the withdrawal request is accepted.
  - **Regular withdrawal** – the unit price applying on the business day that a withdrawal payment is made, in accordance with my/our instructions in this form.
- The withdrawal value can be affected by market volatility, PIE tax rebates or deductions, or other pending transactions.
- Where, as a result of this withdrawal request, my/our account balance would fall below the minimum holding for a fund ($5,000 or 5,000 units, whichever is less), then my/our withdrawal request will be deemed to have been made in respect of the full value of my/our investment in that fund.
- If I/we fully withdraw the value of my/our investments in Westpac Active Series, the Manager will close my/our account and if I/we want to re-join Westpac Active Series, I/we will need to re-apply.
- This instruction can't be revoked, once submitted, unless the Manager and supervisor of Westpac Active Series agree otherwise.
- 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**). 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).

I/We confirm that the information provided in this application form and other supporting documents is true and correct.

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

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.

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)

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