

# New Zealand Post Superannuation Plan

## First-home withdrawal form

Use this form to make a withdrawal from your savings in the Plan to put towards the purchase of a first home. You can only withdraw money to purchase a home that you will live in (not an investment property). You will remain a member of the Plan once you've made a withdrawal and your contributions will continue. You do not have to pay the money back and you will not lose any other benefit of being a member.

### Can you make a withdrawal?

You will be eligible for a first-home withdrawal if you have not:

- previously owned a property (either alone or jointly with another person)<sup>1</sup>, and
- made a first-home withdrawal from a complying superannuation fund or KiwiSaver scheme before.

In addition, if you are a CSF member and wish to withdraw money from that section of the Plan, you will need to have been a complying superannuation fund or KiwiSaver scheme member for at least three years. You are eligible to make a withdrawal if you have previously owned a property if Kāinga Ora-Homes and Communities (formerly Housing New Zealand) confirms that you qualify for a second-chance withdrawal. Find out more at [www.kaingaora.govt.nz](http://www.kaingaora.govt.nz).

### How much can you withdraw?

You may withdraw the current value of your contributions and employer contributions. This includes the main (unlocked) section and any money you have invested in the CSF (locked) section of the Plan. You can also withdraw money from your voluntary account if you have one.

Call **0800 NZP SAVE (0800 697 728 – choose option 1)** if you want an estimate of how much you can withdraw. Remember this estimate may change by the time you need the money. Please call and confirm the amount of money available before committing to any financial arrangement.

### Timing

We must receive your completed form and other documentation (see checklist below) at least **two weeks before settlement date**. Your withdrawal will be paid direct to your solicitor's trust account.

### Document checklist

- All pages of this application completed, including the Statutory Declaration (step four on page 3) completed by an authorised person.
- Copy of Sale and Purchase Agreement showing you as the purchaser (or one of the purchasers).
- Undertaking completed by your solicitor (see page 4).
- Pre-printed bank deposit slip from your solicitor.
- Confirmation from Kāinga Ora that you qualify (if you are applying for a second-chance home withdrawal).

We are unable to process your application until we have received all the required documentation and confirmed you are eligible to make a withdrawal.

### Other sources of funding

After three years' membership of the Plan (or another complying superannuation fund, exempt employer scheme, or KiwiSaver scheme), you **may** be entitled to a First Home Grant. **This is administered by Kāinga Ora.**

The subsidy is \$1,000 for each year you've been contributing, up to a maximum of \$5,000 for five years. If you're a couple buying a house together and you both qualify for a subsidy, you could receive a combined subsidy of up to \$20,000. Income and house price caps apply. A minimum 5% deposit is also be required.

Find out more at [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) or [www.kaingaora.govt.nz](http://www.kaingaora.govt.nz).

<sup>1</sup> There are some exceptions. For example, if you held land as a bare trustee. Your solicitor will be able to give you further details.

## First-home withdrawal form

Call **0800 NZP SAVE (0800 697 728 – choose option 1)** if you need help completing this form.

### Step one: Complete your personal details

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	Surname:	
First names:			
Employee number:		Date of birth:	DD / MM / YYYY
Postal address:			Postcode:
Daytime phone/mobile:	( )	Email:	

### Step two: Complete your solicitor's details

Solicitor's name:		Phone:	( )
Solicitor's company:		Fax:	( )
Solicitor's email:			
Postal address:			Postcode:

### Step three: Let us know the details of the purchase

Address of property being purchased:			
Date purchase goes unconditional:	DD / MM / YYYY	Date funds required:	DD / MM / YYYY

### Step three: Let us know the details of the withdrawal

#### Standard (unlocked) accounts

Choose one only	<input type="checkbox"/> A <b>partial</b> withdrawal of \$_____ from my standard (unlocked) accounts.
	<input type="checkbox"/> A withdrawal of my maximum entitlement for a first-home withdrawal from my standard (unlocked) accounts.

#### CSF (locked) accounts

Any withdrawal from the CSF section is subject to the rules set out in the trust deed.

Choose one only	<input type="checkbox"/> A <b>partial</b> withdrawal of \$_____ from my CSF (locked) accounts.
	<input type="checkbox"/> A withdrawal of my maximum entitlement for a first-home withdrawal from my CSF (locked) accounts.

The proceeds from this withdrawal can only be paid to your solicitor's trust account. Please include a pre-printed bank deposit slip from your solicitor with your application.

**Step four: Complete this statutory declaration**

You need to complete this statutory declaration before you can withdraw funds from your accounts. The declaration must be completed before:

- A person enrolled as a barrister or solicitor of the High Court
- A Justice of the Peace
- A notary public
- A Registrar or Deputy Registrar of the Supreme Court, High Court, a District Court or Court of Appeal, or
- Another person authorised to take statutory declarations.

**Statutory Declaration**

I (full name) .....

Of (address) .....

**solemnly and sincerely declare that:**

- I have never before made a first home withdrawal from the New Zealand Post Superannuation Plan, another complying superannuation fund or a KiwiSaver scheme
- The property I wish to purchase is intended to be my principal place of residence
- I have: (tick one)
  - not owned a home or land before, either as the sole owner or as part owner with another person, or
  - only owned or co-owned a home or land as a trustee (on the basis described in rule 8(5) of the KiwiSaver Scheme rules), or
  - owned or co-owned a home or land before but I attach a letter from Kāinga Ora stating that I qualify for a second-chance home withdrawal

*Additional declarations if you are a CSF member and wish to make a first home withdrawal from the CSF section*

- I have been a member of a complying superannuation fund or KiwiSaver scheme for three years or more.
- During my membership of the CSF section of the New Zealand Post Superannuation Plan and/or a KiwiSaver scheme: (tick one)
  - there were no periods when my principal place of residence was not New Zealand, or
  - New Zealand has been my principal place of residence except during the periods set out below
 

Start date:	DD / MM / YYYY	End date:	DD / MM / YYYY
Start date:	DD / MM / YYYY	End date:	DD / MM / YYYY

**(This relates to the withdrawal of government contributions.)**

AND I MAKE this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature ..... (of the person making the declaration)

Declared at ..... this day of ..... 20.....

**Before me**

Signature ..... (of the person witnessing the declaration)

Full name.....

Address .....

Occupation ..... Phone number (.....) .....

**Step five: Ask your solicitor to provide a letter in this format**

Date: .....

The Directors  
New Zealand Post Trustees Limited  
C/- Mercer  
PO Box 1849  
Wellington 6140

**[NAME OF MEMBER] (MEMBER) - FIRST-HOME WITHDRAWAL**

We refer to the member's application for a home purchase withdrawal from the New Zealand Post Superannuation Plan (**application**), which relates to the purchase of [insert details of property] (**property**).

The settlement date for the purchase of the Property is [insert date].

We enclose copies of the following:

1. the agreement for sale and purchase of the Property with [insert name] (**vendor**) dated [insert date] (**agreement**), and
2. our pre-printed bank deposit slip.

We confirm that we act for the member, who is to purchase the property under the agreement.

We 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 us pursuant to the application (**funds**) will be paid to or as instructed by 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 extended date, the Funds will be repaid to you as soon as practicable on account of the member with no deductions or disbursements, and
4. We will notify you in writing within five working days of the successful completion of this sale and purchase or of any extension to the due date.

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

Signature

Name

Name of law firm

**Privacy statement**

The information in this form and any required supporting documentation is being collected so a decision can be made about your first-home withdrawal request. New Zealand Post Trustees Limited (as trustee of the Plan), New Zealand Post Limited and its associated companies and Mercer (N.Z.) Limited have access to this information. Access is subject to strict security arrangements, and the trustee of the New Zealand Post Superannuation Plan and other parties noted above will comply with the Privacy Act 2020 when dealing with this information.

**Step six: Sign and date this form**

- I have read the privacy statement (above).
- I confirm that the information in this application form is true and correct.
- I understand that should the information given in this application be incomplete or incorrect, the directors of the trustee of the New Zealand Post Superannuation Plan will not be able to complete their assessment of this application without receiving complete and correct information.
- I consent to the use of the personal information provided in this application by the New Zealand Post Superannuation Plan, New Zealand Post Limited and its associated companies and Mercer (N.Z.) Limited so that they can assess this application for a withdrawal. I understand that I may ask to access and correct my personal information.
- I agree that the New Zealand Post Superannuation Plan and/or Mercer (N.Z.) Limited may approach my solicitor to provide them with information about this application and my purchase, and I hereby authorise such solicitor to give such further information requested either by the Plan or Mercer (N.Z.) Limited. A photocopy of this authorisation shall be read as the original.
- I understand that my withdrawal value will be based on the balance of my accounts in the Plan at the date my request is processed, will be paid to my solicitor's trust account, and can only be applied towards the purchase of a first home.

Your signature: \_\_\_\_\_

Date: DD / MM / YYYY

**Return the completed form to:**

Freepost 165572  
New Zealand Post Superannuation Plan  
C/- Mercer  
PO Box 1849  
Wellington 6140

Alternatively, you can fax it to (04) 819 2699 or scan and email it to [nzpostsuper@mercerc.com](mailto:nzpostsuper@mercerc.com)

**Mercer to complete**

Eligibility confirmed:      Signature: \_\_\_\_\_

Date: DD / MM / YYYY