

Octagon Investment Funds Product Disclosure Statement

Offer of units in the Octagon Investment Funds

Date: 4 October 2023

Investment Manager: Octagon Asset Management Limited

Issuer: Forsyth Barr Investment Management Limited

This document replaces the product disclosure statement dated 7 June 2023.

This document gives you important information about this investment to help you decide whether you want to invest. There is other useful information about this offer on www.companiesoffice.govt.nz/disclose.

Forsyth Barr Investment Management Limited has prepared this document in accordance with the Financial Markets Conduct Act 2013. You can also seek advice from a financial advice provider to help you make an investment decision.



Octagon 



1: Key information summary

What is this?

This is a managed investment scheme. Your money will be pooled with other investors' money and invested in various investments. Forsyth Barr Investment Management Limited will invest your money and charge you a fee for its services. The returns you receive are dependent on the investment decisions of Forsyth Barr Investment Management Limited and its investment manager, and the performance of the investments. The value of those investments may go up or down. The types of investments and the fees you will be charged are described in this document.

What will your money be invested in?

With the Octagon Investment Funds you can choose to invest in any combination of the nine funds offered in this product disclosure statement (PDS).

These investment options are summarised on the next page. For more information about the investment target and strategy for each investment option see **section 3 'Description of your investment options'**.

The tables on the next page and in section 3 include **risk indicators**.

*See **section 4 'What are the risks of investing?'** for an explanation of the risk indicator and for information about other risks that are not included in the risk indicator. To help you clarify your own attitude to risk, you can seek financial advice or work out your own risk profile at www.sorted.org.nz/tools/investor-profiler/.*

Who manages the Octagon Investment Funds?

Forsyth Barr Investment Management Limited (referred to as "**we**" or "**us**" in this PDS) manages the Octagon Investment Funds. We've appointed Octagon Asset Management Limited (**Octagon**) as the investment manager. For more information see **section 7 'Who is involved?'**.

What are the returns?

The return on your investment comes from:

any increase or decrease in the funds' unit price, and

any distributions made from the funds.

Only the Income Fund pays distributions, which we aim to pay quarterly. We decide the level of income (and, if applicable, capital) to be distributed for each distribution period.

See **Section 2 "How does this investment work?"** for more information.

How can you get your money out?

Your investment in the funds is redeemable. You can request a withdrawal any time. Withdrawal requests are processed each business day. See **section 2, 'How does this investment work?'**, for information about how to make a withdrawal request. Also, as discussed in that section, in certain circumstances we can suspend, defer or partially restrict withdrawals.

Your investment in the Octagon Investment Funds can be sold, but there is no established market for trading these financial products. This means that you may not be able to find a buyer for your investment.

How will your investment be taxed?

Each of the funds is a multi-rate Portfolio Investment Entity (PIE).

The amount of tax you pay in respect of a PIE is based on your prescribed investor rate (PIR). This can be 0%, 10.5%, 17.5% or 28%. See **section 6** of the PDS **'What taxes will you pay?'** for more information.

Where can you find more key information?

We're required to publish quarterly updates for each fund. The updates show the returns, and the total fees actually charged to investors, during the previous year. The latest fund updates are available at www.octagonasset.co.nz/quarterly-fund-updates. We'll also give you copies of those documents on request.

Our Funds

Enhanced Cash Fund	<p>Invests in cash, cash equivalents and short-term New Zealand fixed interest assets, aiming to provide a return above the Official Cash Rate (OCR) over a rolling 12 month period.</p> <p>RISK INDICATOR</p> <p>LOWER RISK 1 2 3 4 5 6 7 Potentially Lower Returns Potentially higher returns</p> <p>ANNUAL FUND CHARGES* 0.35%</p>
New Zealand Equities Fund	<p>Invests mostly in New Zealand shares, and can invest in Australian listed shares, where the company has meaningful operations in New Zealand, aiming to achieve positive long-term returns.</p> <p>RISK INDICATOR</p> <p>LOWER RISK 1 2 3 4 5 6 7 Potentially Lower Returns Potentially higher returns</p> <p>ANNUAL FUND CHARGES* 1.15%</p>
Australian Equities Fund	<p>Invests mostly in Australian shares, and can invest in New Zealand listed shares, where the company has meaningful operations in Australia, aiming to achieve positive long-term returns.</p> <p>RISK INDICATOR</p> <p>LOWER RISK 1 2 3 4 5 6 7 Potentially Lower Returns Potentially higher returns</p> <p>ANNUAL FUND CHARGES* 1.15%</p>
Listed Property Fund	<p>Mostly invests in listed financial products issued by entities whose principal business involves the owning or managing of property, property-like assets or real assets, aiming to achieve positive long-term returns.</p> <p>RISK INDICATOR</p> <p>LOWER RISK 1 2 3 4 5 6 7 Potentially Lower Returns Potentially higher returns</p> <p>ANNUAL FUND CHARGES* 1.15%</p>
Global Equities Fund	<p>Invests in international shares, aiming to achieve positive long-term returns.</p> <p>RISK INDICATOR</p> <p>LOWER RISK 1 2 3 4 5 6 7 Potentially Lower Returns Potentially higher returns</p> <p>ANNUAL FUND CHARGES* 1.35%</p>
New Zealand Fixed Interest Fund	<p>Invests in New Zealand fixed interest assets, aiming to achieve positive long-term returns.</p> <p>RISK INDICATOR</p> <p>LOWER RISK 1 2 3 4 5 6 7 Potentially Lower Returns Potentially higher returns</p> <p>ANNUAL FUND CHARGES* 0.75%</p>
Income Fund	<p>Invests across multiple asset classes, aiming to pay distributions, while maintaining the fund's capital value over the long-term. Investors can expect moderate to high levels of movement up and down in value.</p> <p>RISK INDICATOR**</p> <p>LOWER RISK 1 2 3 4 5 6 7 Potentially Lower Returns Potentially higher returns</p> <p>ANNUAL FUND CHARGES* 0.75%</p>
Balanced Fund	<p>Invests across multiple asset classes, aiming to achieve positive long-term returns with moderate to high levels of movement up and down in value.</p> <p>RISK INDICATOR**</p> <p>LOWER RISK 1 2 3 4 5 6 7 Potentially Lower Returns Potentially higher returns</p> <p>ANNUAL FUND CHARGES* 1.15%</p>
Growth Fund	<p>Invests across multiple asset classes, aiming to achieve positive long-term returns by selecting a lesser exposure to cash and fixed interest investments and a greater exposure to equity and property investments. Investors can expect high levels of movement up and down in value.</p> <p>RISK INDICATOR**</p> <p>LOWER RISK 1 2 3 4 5 6 7 Potentially Lower Returns Potentially higher returns</p> <p>ANNUAL FUND CHARGES* 1.25%</p>

* Exclusive of GST. Annual fund charges are expressed as a percentage of the value of your investment (estimated where the fund invests in an external managed investment scheme). Also, when market conditions are more volatile than usual, a buy or sell spread may be applied when you purchase or redeem units or switch between funds. See section 5 'What are the fees?' for more information.

** These funds started on 11 December 2020. We've calculated the risk indicator using market index returns data for periods before that date, and actual fund returns data for the remainder of the five year period to 30 September 2023. Using market index return data may make the risk indicator a less reliable indicator of how much fund values might go up and down in the future.

Table of Contents

1	Key information summary	1
2	How does this investment work?	3
3	Description of your investment options	5
4	What are the risks of investing?	8
5	What are the fees?	9
6	What taxes will you pay?	10
7	Who is involved?	10
8	How to complain	11
9	Where you can find more information	11
10	How to apply	11

2: How does this investment work?

Each Octagon Investment Fund is set up as a trust, with its own investment objectives and permitted investments. Each fund has its own assets and liabilities, and assets of one fund can't be used by another fund.

You can invest in the Octagon Investment Funds either directly with us, or indirectly through selected investment platforms. If you invest with us directly you'll receive units in the funds you have chosen. If you invest with us through an investment platform, the platform's custodian will hold units in the funds on your behalf, and all your dealings in relation to the funds will be with the investment platform. When you withdraw money from a fund you (or a platform's custodian on your behalf) redeem units.

Each unit in a fund is the same as any other unit in that fund, and represents an interest in the net assets of that fund. Units are valued on each business day. The number of units you (or a platform's custodian on your behalf) receive or redeem will depend on the unit value at the relevant time.

We calculate the value of units in a fund by taking the total value of the fund's assets less liabilities (including any accrued fees or charges), and dividing it by the number of units that have been issued to investors. Unit values will go up and down over time as the value of the investments that make up the fund changes.

Key benefits

The key benefits to you from investing in Octagon Investment Funds are:

You can choose from a range of investment options - single-asset class and multi-asset class funds:

- **Single-asset class funds** invest in a collection of assets that have similar characteristics – for example, the New Zealand Equities Fund; and
- **Multi-asset class funds** invest in a variety of assets chosen to meet a particular investment approach – for example, the Income Fund;

Each fund gives you access to a portfolio of investments selected by Octagon's team of investment professionals who actively monitor and manage the investments;

You can make a lump sum investment at any time, or establish a regular contribution plan; and

You can switch between funds.

Responsible investment Policy

Octagon applies negative screening and otherwise takes ESG factors into account as part of its overall analysis supporting its investment decisions. However, other than in relation to its negative screening, ESG factors may not be determinative of its investment decisions, and Octagon Investment Funds may include investments that have less favourable ESG ratings.

For more information see our Responsible Investment Policy in our Statement of Investment Policies and Objectives (SIPO) on our website (www.octagonasset.co.nz) or on the Disclose Register (www.disclose-register.companiesoffice.govt.nz).

Distributions

Other than the Income Fund, the funds don't pay distributions. The Income Fund aims to pay distributions in April, July, October and January. When determining the amount of distribution we can elect to pay any portion of the income the fund has received, pay a portion of capital as a distribution, or, make no distribution payment for the quarter. You can elect to have any distributions re-invested in the fund or paid into your bank account (if you invest directly with us). If you're investing in the funds through an investment platform, this election and any distribution you receive will be done through the platform.

For further information on the payment dates and the amount of distributions refer to www.octagonasset.co.nz/our-funds/income-fund. For more information on distributions, please see the 'Other Material Information' document at www.octagonasset.co.nz/our-funds.

Making investments

You can choose to invest in one fund, or a combination of funds.

There is currently no minimum initial investment amount or minimum additional lump sum investment when investing with us directly. If you're investing with us through an investment platform, minimum investment amounts may apply.

If you're investing with us directly, you can apply for units in any fund by sending us a completed application form (or, as available, a verified instruction through an Octagon online facility), or with payment by direct credit or direct debit. Your investment is made by the purchase of units in the fund(s) you select. If you're investing in funds through an investment platform, you'll apply for units in the funds in accordance with the terms and conditions of the platform provider.

If we receive your application, or an application from a platform on your behalf, and payment before 5pm on a business day, the application will be processed based on the unit values for that day. If we receive the application and payment at or after 5pm on a business day (or we receive it on a day that is not a business day), the application will be processed based on the unit values for the next business day. We can decide not to accept an application for units. If that happens we'll let you know.

You can find more information about how to make an investment in the funds in **section 10 'How to apply'**.

Withdrawing your investments

You may apply to withdraw your money from the funds at any time. If you've invested with us directly, you can make a withdrawal request by sending us a notice (including, as available, a verified instruction through an Octagon online facility) which specifies the amount to be withdrawn from the fund(s) that you're invested in. If you've invested in the funds through an investment platform, you can only withdraw your money through the platform and in accordance with the terms and conditions of the platform provider. If we receive your withdrawal notice, or a withdrawal notice from a platform, before 5pm on a business day, the withdrawal will be processed based on the unit values for that day. If we receive your withdrawal notice, or a withdrawal notice from a platform, at or after 5pm on a business day (or we receive it on a day that is not a business day) your withdrawal will be processed based on the unit values for the next business day. You may also need to pay PIE tax when you make a withdrawal. If so we'll deduct that when we process your withdrawal.

If you've invested with us directly you can make a lump sum withdrawal, or set up a regular withdrawal facility. Currently, no minimum amounts apply to those withdrawals. Contact us to make a withdrawal.

How to switch between funds

You can switch your investments between different funds at any time. A switch notice, once given, cannot be taken back. When you make a switch we treat it as a withdrawal from the fund that you wish to exit, and an application to buy units in the new fund that you've decided to invest in. As a result, you may need to pay PIE tax when your withdrawal is processed and buy/sell spreads may apply.

If you've invested with us directly, contact us to switch existing investments. If you've invested in the funds through an investment platform, you can only switch investments between different funds through the platform, and in accordance with the terms and conditions of the platform provider.

Deferring and suspending withdrawals

We can defer processing a withdrawal or switching notice for up to five business days if we need to sell investments to meet the payment out of the fund you're withdrawing from. The applicable unit values will be those for the day we process the notice.

We may suspend withdrawals from and switches out of a fund if we decide to close the fund, or in any other circumstance where we believe accepting withdrawals would not be workable or would prejudice investors in a particular fund or investors in the funds generally (for example, if trading was suspended on a relevant exchange, or we received a large volume of withdrawal requests around the same time for the same fund). A suspension can last up to 90 days, and may be extended with the consent of the Supervisor. If withdrawals are suspended for a fund, we'll let anyone who submits a withdrawal notice know that it will not be processed until the suspension is lifted.

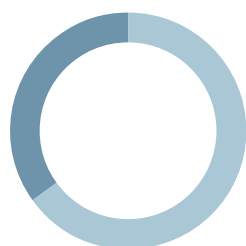
With the Supervisor's consent, we may separate out ("side-pocket") some of a fund's investments, if we believe that it's in the best interests of the investors in the fund to do that (for example, if some of the fund's investments become illiquid). Usually, this will mean that a new class of units will be created, representing investors' interests in the "side-pocketed" investments. Units in this new class will be allocated to the fund's investors, but you won't be able to withdraw or switch them. If this happens we'll let you know.

3: Description of your investment options

Enhanced Cash Fund

Aims to provide a return above the Official Cash Rate (OCR) over a rolling 12 month period, by investing in cash, cash equivalents and short-term New Zealand fixed interest assets. These investments typically have very low movement up and down in value.

TARGET INVESTMENT MIX:



We aim to invest in...

Cash and cash equivalents	65%
New Zealand fixed interest	35%
International fixed interest	0%
Australasian equities	0%
International equities	0%
Listed property	0%

RISK INDICATOR:*



MINIMUM SUGGESTED INVESTMENT TIMEFRAME:

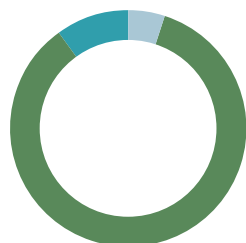
Less than 12 months

* This fund started on 7 June 2023. We've calculated the risk indicator using market index returns data for periods before that date, and actual fund returns data for the remainder of the five year period to 30 September 2023. Using market index return data may make the risk indicator a less reliable indicator of how much fund values might go up and down in the future.

New Zealand Equities Fund

Aims to achieve positive long-term returns by investing mostly in New Zealand shares, and can invest in Australian listed shares where the company has meaningful operations in New Zealand. These investments typically have high levels of movement up and down in value.

TARGET INVESTMENT MIX:



We aim to invest in...

Cash and cash equivalents	5%
New Zealand fixed interest	0%
International fixed interest	0%
Australasian equities	85%
International equities	0%
Listed property	10%

RISK INDICATOR:



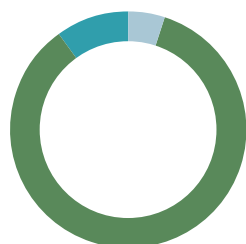
MINIMUM SUGGESTED INVESTMENT TIMEFRAME:

Five years

Australian Equities Fund

Aims to achieve positive long-term returns by investing mostly in Australian shares, and can invest in New Zealand listed shares where the company has meaningful operations in Australia. These investments typically have very high levels of movement up and down in value.

TARGET INVESTMENT MIX:



We aim to invest in...

Cash and cash equivalents	5%
New Zealand fixed interest	0%
International fixed interest	0%
Australasian equities	85%
International equities	0%
Listed property	10%

RISK INDICATOR:



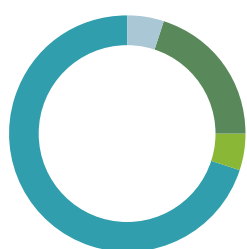
MINIMUM SUGGESTED INVESTMENT TIMEFRAME:

Five years

Listed Property Fund

Aims to achieve positive long-term returns by investing in listed financial products issued by entities whose principal business involves the owning or managing of property, property-like assets or real assets. These investments typically have high levels of movement up and down in value.

TARGET INVESTMENT MIX:



We aim to invest in...

Cash and cash equivalents	5%
New Zealand fixed interest	0%
International fixed interest	0%
Australasian equities	20%
International equities	5%
Listed property	70%

RISK INDICATOR:



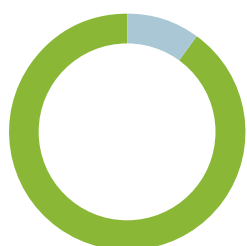
MINIMUM SUGGESTED INVESTMENT TIMEFRAME:

Five years

Global Equities Fund

Aims to achieve positive long-term returns by investing in international shares. These investments typically have very high levels of movement up and down in value.

TARGET INVESTMENT MIX:



We aim to invest in...

Cash and cash equivalents	10%
New Zealand fixed interest	0%
International fixed interest	0%
Australasian equities	0%
International equities	90%
Listed property	0%

RISK INDICATOR:



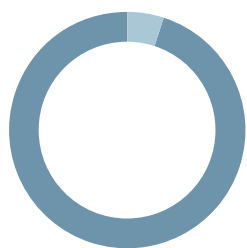
MINIMUM SUGGESTED INVESTMENT TIMEFRAME:

Five years

New Zealand Fixed Interest Fund

Aims to achieve positive long-term returns by investing in New Zealand fixed interest assets. These investments typically have low to moderate levels of movement up and down in value.

TARGET INVESTMENT MIX:



We aim to invest in...

Cash and cash equivalents	5%
New Zealand fixed interest	95%
International fixed interest	0%
Australasian equities	0%
International equities	0%
Listed property	0%

RISK INDICATOR:



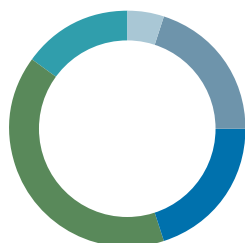
MINIMUM SUGGESTED INVESTMENT TIMEFRAME:

Three years

Income Fund

Aims to pay distributions, while maintaining the fund's capital value over the long-term by selecting exposure across asset classes. Investors can expect moderate to high levels of movement up and down in value.

TARGET INVESTMENT MIX:



We aim to invest in...

Cash and cash equivalents	5%
New Zealand fixed interest	20%
International fixed interest	20%
Australasian equities	40%
International equities	0%
Listed property	15%

RISK INDICATOR:**



MINIMUM SUGGESTED INVESTMENT TIMEFRAME:

Five years

Balanced Fund

Aims to achieve positive long-term returns by selecting exposure across asset classes. Investors can expect moderate to high levels of movement up and down in value.

TARGET INVESTMENT MIX:



We aim to invest in...

Cash and cash equivalents	10%
New Zealand fixed interest	22%
International fixed interest	11%
Australasian equities	30%
International equities	20%
Listed property	7%

RISK INDICATOR:**



MINIMUM SUGGESTED INVESTMENT TIMEFRAME:

Five years

Growth Fund

Aims to achieve positive long-term returns by selecting exposure across asset classes with a greater allocation to growth assets. Investors can expect high levels of movement up and down in value.

TARGET INVESTMENT MIX:



We aim to invest in...

Cash and cash equivalents	5%
New Zealand fixed interest	12%
International fixed interest	6%
Australasian equities	37%
International equities	30%
Listed property	10%

RISK INDICATOR:**



MINIMUM SUGGESTED INVESTMENT TIMEFRAME:

Five years

** These funds started on 11 December 2020. We've calculated the risk indicator using market index returns data for periods before that date, and actual fund returns data for the remainder of the five year period to 30 September 2023. Using market index return data may make the risk indicator a less reliable indicator of how much fund values might go up and down in the future.

We review the Statement of Investment Policies and Objectives (SIPO) for the funds annually, and also if market conditions or events mean that we need to. Our review looks at the type of investments that can be made by the funds and any limits on those. We do not need to give you notice of any changes, but we'll discuss them with the Supervisor. You can find the latest SIPO

at www.octagonasset.co.nz/our-funds/, and material changes to the SIPO made during each year will be described in the funds' annual report.

Further information about the assets in each of the funds can be found in the fund updates at www.octagonasset.co.nz/quarterly-fund-updates.

4: What are the risks of investing?

Understanding the risk indicator

Managed funds in New Zealand must have a standard risk indicator. The risk indicator is designed to help investors understand the uncertainties both for loss and growth that may affect their investment. You can compare funds using the risk indicator. Below is an example of a risk indicator:



See section 3 '**Description of your investment options**' for the risk indicators that have been calculated for the funds.

The risk indicator is rated from 1 (low) to 7 (high). The rating reflects how much the value of the relevant fund's assets goes up and down (volatility). A higher risk generally means higher potential returns over time, but more ups and downs along the way. To help you clarify your own attitude to risk, you can seek financial advice or work out your risk profile at www.sorted.org.nz/tools/investor-profiler/.

Note that even the lowest category does not mean a risk-free investment, and there may be other risks that are not captured by this rating.

This risk indicator is not a guarantee of a fund's future performance. The risk indicator is based on the returns data for the five years to 30 September 2023. While risk indicators are usually relatively stable, they do shift from time to time. You can see the most recent risk indicator in the latest fund update for the relevant fund.

General investment risks

Some of the things that may cause a fund's value to move up and down, which affect the risk indicator are: investment return risk, currency risk, liquidity risk, and investment manager risk:

Investment return risk

Investment return risk is the risk of negative or lower than expected returns on your investments. All investments carry some risk, and events affecting investments cannot always be foreseen. This may mean you get back less from your investment in the Octagon Investment Funds than you hoped for. You might not receive back the full amount you invested in the funds.

Investment return risk comes from various sources, and is different for different asset classes. The following list describes the main investment return risks for the different asset classes. Some of these are 'market' risks - the risk that the value of investments made by the funds are affected by developments in market sentiment, inflation, interest rates, employment, or regulatory and political conditions. Others are 'company' risks - risks that are specific to an investment in a particular business or entity.

CASH AND CASH EQUIVALENTS

The borrower does not pay the interest or repay the principal amount of the debt. Inflation may also erode its value.

FIXED INTEREST

The borrower does not pay the interest or repay the principal amount of the debt. Also, the market value of fixed interest investments will generally fall if market interest rates rise, or the creditworthiness of the issuer declines. Fixed interest investments are typically more risky than cash and cash equivalents.

EQUITIES (SHARES) AND PROPERTY

The risks of equity and listed property investments are similar. They include the risk that if the entity's business performs poorly the value of the investment may fall, and there may be no profits to distribute to investors. The value of the investment may be affected by general market movements as well as issues specific to the entity. Equity and listed property investments are typically more risky than cash and fixed interest investments.

We manage investment return risk by diversifying our investments, and only making investments that are consistent with the fund's investment strategy.

Currency risk

This is the risk that movements in foreign exchange rates affect the New Zealand dollar value of offshore investments made by the funds. We can manage this risk by holding New Zealand dollar cash and by using foreign exchange hedging (this is where we enter into a financial contract aimed at protecting the fund against changes in foreign exchange rates), and by investing with external managers that can use foreign exchange hedging.

Liquidity risk

This is the risk that an investment made by a fund may not be able to be sold at the required time, due to a lack of a liquid market for that security. This may result in the investment being sold for less than its fair value, buy/sell spreads for the fund being introduced or increased, or a fund suspending or deferring withdrawals, or "side-pocketing" assets (because it cannot sell its investments). We manage this risk by maintaining some cash in the funds, and by choosing investments which we think can be sold within a reasonable time.

Investment Manager risk

This is the risk that Octagon or an external investment manager we select makes poor investment decisions. We manage this risk by having a thorough selection process for appointing investment managers or investing into other funds, and monitoring their investment performance.

Other specific risks

Other circumstances that can significantly increase the risk to returns for investors and that may not be reflected in the risk indicator include:

ESG RELATED RISKS

Taking environmental, social and governance (ESG) factors into account adds additional costs which may reduce returns. Taking into account ESG factors may also limit investment choices which may constrain investment returns. There are also different risks, costs, and outcomes involved with different approaches to incorporating ESG factors. There is also a risk that the approach or criteria applied by a fund manager may not align with your preferences.

DISTRIBUTION RISK

Distribution risk is that a fund that intends to make regular distributions is unable to do so or makes distribution payments that are lower than expected. This could occur if the fund receives less income than expected or for any other reason where the manager determines that it is not appropriate to pay a distribution or that it is appropriate to pay a reduced distribution, when compared to previous distributions. The Income Fund is the only one of our funds that makes distributions. We manage distribution risk for that fund by preferring investments that pay income and by including a portion of capital in distribution payments, where we think it is suitable to do so, in order to make regular distributions.

For more information about the risks of investing, please see the 'Other Material Information' document, which is available at www.octagonasset.co.nz/our-funds/.

5: What are the fees?

You'll be charged fees for investing in the funds. Fees are deducted from your investment and reduce your returns. If we invest in other managed investment schemes, they may also charge fees. The fees you pay will be charged in two ways:

Regular charges (for example, annual fund charges). Small differences in these fees can have a big impact on your investment over the long term

One-off fees (currently none)

All fees and charges are quoted exclusive of GST.

Annual fund charges

Fund	Annual fund charges (% p.a. of the value of your investment)
ENHANCED CASH FUND	0.35%
NEW ZEALAND EQUITIES FUND	1.15%
AUSTRALIAN EQUITIES FUND	1.15%
LISTED PROPERTY FUND	1.15%
GLOBAL EQUITIES FUND	1.35%
NEW ZEALAND FIXED INTEREST FUND	0.75%
INCOME FUND	0.75%
BALANCED FUND	1.15%
GROWTH FUND	1.25%

The annual fund charge is calculated daily for each fund and reflected in the value of your investment. It covers management and administration charges paid to us out of the fund for performing our functions as manager. It also covers the scheme's expenses (including fees charged by the Supervisor), fees charged by the scheme's investment manager, and any amounts paid to financial advice providers or investment platforms who distribute the funds. Different distribution channels (i.e. investing directly, investing through a financial advice provider, or through an investment platform) each have different pros and cons associated with them which provide value to investors in different ways. More information about those pros and cons can be found in the 'Other Material Information' document which is available at www.octagonasset.co.nz/our-funds/.

We may rebate all or part of our fee, either generally or for certain unit holders.

The annual fund charge also covers management and administration charges paid out of any other managed investment scheme that the fund invests into (including a scheme where we are the manager). We have to estimate these charges if we're not the manager of that other scheme and the charges are not based on fixed percentages of net asset value. In that case, the fund charge as a whole will be estimated, but we'll adjust the portion of the fund charge that is paid to us so that the estimated total annual fund charge is the same as shown in the previous table.

The actual amounts incurred may vary from our estimates. More information on how we estimate these charges can be found in the 'Other Material Information' document which is available at www.octagonasset.co.nz/our-funds/.

Buy/sell spreads

When market conditions are more volatile than usual, we may, at our discretion, apply buy/sell spreads. A buy spread is added to the unit price when units are purchased, and a sell spread is deducted from the unit price when units are redeemed. Buy/sell spreads are not a fee paid to us or any investment manager, but are a cost retained by the relevant fund to cover higher than usual transaction costs due to market conditions that arise from each investor's application, withdrawal or switch. If we judge market conditions to be normal, there will generally not be any buy/sell spreads.

The purpose of buy/sell spreads is to make sure that these transaction costs are borne by the investor making the application, withdrawal or switch, and not other investors in the fund.

The buy/sell spreads applicable at any time will be published on our website at www.octagonasset.co.nz/how-we-invest/ buy-sell-spreads. We may apply or change the buy/sell spreads at any time without notice to investors.

Other fees

If you invest with us through an investment platform, the platform may charge additional fees.

There are no other individual action fees currently payable to the funds.

Examples of how fees apply to an investor

Kim invests \$10,000 in the New Zealand Equities Fund. At the time Kim invests, there is no buy spread applicable.

She is charged annual fund charges of \$115 (1.15% of \$10,000). These fees might be more or less if her account balance has increased or decreased over the year.

Estimated total fees for the first year

Fund charges	\$115
--------------	-------

See the latest fund update at: www.octagonasset.co.nz/quarterly-fund-updates for an example of the actual returns and fees investors were charged over the past year.

This example applies only to the New Zealand Equities Fund. If you're considering investing in other funds in the scheme, this example may not be representative of the actual fees you may be charged.

The fees can be changed

The existing fees may change, new fees may be introduced or we may start charging a fee we're not currently charging. Subject to the trust deed governing the Funds, we may:

Rebate or reduce any charge, in respect of any investor or group of investors - for example, we may rebate part of our management fee.

Vary the amount or calculation basis of any of the fees - for example, we may increase our management fee for a fund to any amount up to 2% p.a. of the net asset value of the fund.

Start charging fees that we don't currently charge - for example, we may charge an entry and/or exit fee of up to 5% of the amount withdrawn.

We must publish a fund update for each fund showing the fees actually charged during the most recent year. Fund updates, including past updates, are available at www.octagonasset.co.nz/quarterly-fund-updates.

6: What taxes will you pay?

Each of the funds of the Octagon Investment Funds is a portfolio investment entity. The amount of tax you pay is based on your prescribed investor rate (**PIR**). To determine your PIR go to www.ird.govt.nz/roles/portfolio-investment-entities/find-my-prescribed-investor-rate. If you're unsure of your PIR, we recommend you seek professional advice or contact Inland Revenue.

It's your responsibility to tell us your PIR when you invest or if your PIR changes. If you don't tell us, a default rate may be applied.

If the rate applied to your PIE income is lower than your correct PIR, you'll be required to pay any tax shortfall as part of the income tax year-end process.

If the rate applied to your PIE income is higher than your PIR any tax over-withheld will be used to reduce any income tax liability you may have for the tax year and any remaining amount will be refunded to you.

Inland Revenue may also tell us to update your PIR if their records indicate a change is required in which case we'll update your PIR and let you know. After the end of each financial year there may be a small delay in processing transactions while we finalise PIE tax for our investors.

7: Who is involved?

Octagon Asset Management

For customer service assistance please contact us at 0800 628 246 or email info@octagonasset.co.nz.

About Forsyth Barr**Investment Management**

We're part of the Forsyth Barr Group, a New Zealand owned firm operating since 1936 that assists personal, institutional and corporate clients. We've managed the Octagon Investment Funds (previously known as the Forsyth Barr Investment Funds) since they were launched.

Our address is:

35 The Octagon
Dunedin 9016
Phone: 0800 367 227

Who else is involved?

	Name	Role
SUPERVISOR	Trustees Executors Limited	Supervises us as the manager
CUSTODIAN	Trustees Executors Limited (acting through its nominee company T.E.A. Custodians Limited)	Holds the assets of the funds
INVESTMENT MANAGER	Octagon Asset Management Limited	Responsible for day-to-day investment management Octagon also communicates regularly to scheme investors
ADMINISTRATION	Forsyth Barr Limited	Provides us with day-to-day administration services
	Apex Investment Administration (NZ) Limited	Provides us with registry functions and investment accounting services

8: How to complain

If you're not satisfied with the service you've received from Octagon Investment Funds and want to make a complaint, please contact Octagon Asset Management at 0800 628 246 or email info@octagonasset.co.nz, or write to:

35 The Octagon
Private Bag 1999
Dunedin 9054

If you're not satisfied with the outcome, you can forward your complaint to either:

The Compliance Manager
Forsyth Barr Limited
Level 23, Shortland & Fort
88 Shortland Street
Auckland 1010
Phone: 0800 367 227

Email: compliance@forsythbarr.co.nz

Or to the Supervisor:

Trustees Executors Limited
Level 11, 51 Shortland Street
PO Box 4197
Auckland 1140
Phone: 0800 878 783

You may refer your complaint to Financial Services Complaints Ltd (FSCL) – A Financial Ombudsman Service. FSCL is our independent external ombudsman and dispute resolution service that has been approved by the Minister of Consumer Affairs under the Financial Service Providers (Registration and Dispute Resolution) Act 2008. FSCL's service is free of charge to you.

FSCL
PO Box 5967
Wellington 6140
Phone: 0800 347 257
Email: complaints@fscl.org.nz

Full details of how to access the FSCL scheme can be found on FSCL's website www.fscl.org.nz.

9: Where you can find more information

You can find further information about the Octagon Investment Funds including financial statements on the scheme and offer registers at www.companiesoffice.govt.nz/disclose.

You can get a copy of the information on the scheme and offer registers by asking the Registrar of Financial Service Providers.

You can get fund updates relating to the funds, and other information, at www.octagonasset.co.nz/our-funds.

You can also get this information free, by phoning us on 0800 628 246, or by emailing us at info@octagonasset.co.nz.

10: How to apply**Investing with us directly**

You can apply to invest in the Octagon Investment Funds by completing the application form attached to the back of this PDS. Once you've completed it, please attach the required documents and mail it to us:

Octagon Investment Funds
c/- Forsyth Barr Investment Management Limited
Private Bag 1999
Dunedin 9054

Once available, you'll also be able to apply to invest in the Octagon Investment Funds through an Octagon online facility accessed through www.octagonasset.co.nz.

Investing through an investment platform

You can invest in the Octagon Investment Funds through selected investment platforms in accordance with the terms and conditions of the particular platform provider. The platform will then make an application for units in the fund(s) on your behalf.

Application Form **Octagon** **Investment Funds**



Product Disclosure Statement
for the Octagon Investment Funds
dated 4 October 2023

**Company, Incorporated Society,
Incorporated Charitable Trust,
Partnership, Limited Partnership
or Unincorporated Association**

For Office Use Only

Investment Adviser:

Account Number:



Only complete this Application Form if applicant is one of the following:

☐ Company ☐ Incorporated Society ☐ Partnership ☐ Limited Partnership ☐ Incorporated Charitable Trust ☐ Unincorporated Association

The funds are not offered in any jurisdiction other than New Zealand, and investment in the funds offered is open to any entity registered in New Zealand.

Documentation required to complete this application: Follow the Guide in the Appendix.

Section A: Applicant Details

Type of entity: Indicate whether the entity is a company, Incorporated Society, Incorporated Charitable Trust, Partnership, limited partnership, overseas limited partnership or Unincorporated Association.

Nominee director: A nominee director of a Company carries out their role in accordance with the directions or instructions of another person who is not a director (but does not include a director who is required to follow, or accustomed to following, the directions or instructions of a holding company of the Company or an appointing shareholder).

Nominee general partner: A nominee general partner of a limited partnership carries out their role in accordance with the directions or instructions of another person who is not a general partner.

Principal Business or Registered Office Address: This address should match what is recorded on the Companies Register.

Mailing Address: Only complete this part if your Mailing Address is different to your Principal Business or Registered Office Address.

Email Address: By providing your email addresses at any place in this application form you are consenting to receiving information required to be provided to you under the relevant legislation by email (where permitted) and receiving information about Forsyth Barr's products and services by email.

Full Legal Name:

Trading Name (if applicable):

Type of entity:

Company, Incorporated Society, Incorporated Charitable Trust Number:

Country of Incorporation or Registration:

If the applicant is a company, is it a nominee general partner of a Limited Partnership (NZ or overseas)? ☐ Yes ☐ No

Primary business activity of the company/partnership:

Principal Business or Registered Office Address:

Street No./Name:

Suburb/RD No.:

Town/City:

Postcode:

Country: ☐ New Zealand ☐ Other (please state):

Mailing Address:

Street No./Name/PO Box:

Suburb/RD No.:

Mail Centre:

Town/City:

Postcode:

Country: ☐ New Zealand ☐ Other (please state):

Phone Work:

Phone Mobile:

Fax:

Email:

Please note that any individuals named in this section who are not account holders will be Authorised Persons on your account. If any Director, Partner, Officer or Trustee of the Applicant is a company, please list the company name(s) below and complete an Authorised Company Client Information Schedule for each:

Email Address: By providing your email addresses at any place in this form you are consenting to receiving information required to be provided to you under the relevant legislation by email (where permitted) and receiving information about Forsyth Barr's products and services by email.

Page 15

Section B: Director, Partner, Officer, or Trustee Details *(continued)*

If any Director, Partner, Officer or Trustee of the Applicant is a company, please list the company name(s) below and complete an Authorised Company Client Information Schedule for each:

Company Name:

Company Name:

Second Director, Partner, Officer, or Trustee (individual)

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Other

Full Name:

Controlling Person Type:

Date of Birth:

DAY		MONTH		YEAR	

 Country of Birth:

Country(s) of Citizenship/Nationality:

I confirm that

☐ I am a nominee director/nominee general partner ☐ I am not a nominee director/nominee general partner

Tax Details

I certify that I am a tax resident in the following country/countries (please select the country and supply the Tax Identification Number (TIN) for all that apply):

☐ New Zealand:

--	--	--	--	--	--	--	--	--	--

 (IRD Number)

☐ Australia:

--	--	--	--	--	--	--	--	--	--

 (Tax File Number)

☐ United States:

--	--	--	--	--	--	--	--	--	--

 (Social Security Number)

☐ United Kingdom:

--	--	--	--	--	--	--	--	--	--

 (National Insurance Number)

☐ Other Country (please state):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Is the Individual a United States Person?

☐ Yes (please complete IRS Form W-9, available on request or online at www.irs.gov/pub/irs-pdf/fw9.pdf)

☐ No

Residential Address:

Street No./Name:

Suburb/RD No.:

Town/City: Postcode:

Country: ☐ New Zealand ☐ Other (please state):

Mailing Address:

Street No./Name/PO Box:

Suburb/RD No.: Mail Centre:

Town/City: Postcode:

Country: ☐ New Zealand ☐ Other (please state):

Phone Work: Phone Home:

Phone Mobile: Fax:

Email:

Director, Partner, Officer, or Trustee: Please provide the full legal names of ALL Directors, Partners, Officers and Trustees.

Controlling Person Type: Please supply ALL Controlling Person Types that the individual holds (e.g. Trustee, Director, Settlor).

Nominee director: A nominee director of a Company carries out their role in accordance with the directions or instructions of another person who is not a director (but does not include a director who is required to follow, or accustomed to following, the directions or instructions of a holding company of the Company or an appointing shareholder).

Nominee general partner: A nominee general partner of a limited partnership carries out their role in accordance with the directions or instructions of another person who is not a general partner.

Tax Identification Number (TIN): Please supply the country/countries and TINs of any other countries where you are a tax resident.

IRD Number: For New Zealand residents, if a valid IRD Number is not provided, the default withholding tax rate of 45% will be applied.

United States Person: A United States Person can include US citizens, US tax residents and persons born in the US. If you are unsure, you should contact your tax adviser.

Mailing Address: Only complete this part if your Mailing Address is different to your Residential Address.

Email Address: By providing your email addresses at any place in this form you are consenting to receiving information required to be provided to you under the relevant legislation by email (where permitted) and receiving information about Forsyth Barr's products and services by email.

If any Director, Partner, Officer or Trustee of the Applicant is a company, please list the company name(s) below and complete an Authorised Company Client Information Schedule for each:

Section C: Authorised Persons

This section only needs to be completed if you wish to nominate someone to instruct on your account in addition to the Applicant(s) recorded in Section B.

First Authorised Person details

Full Name: This includes your First Name, Middle Name(s), Last Name – please do not use initials or abbreviations.

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Other

Full Name:

Relationship to Applicant:

Date of Birth:

DAY	MONTH	YEAR			

Country of Birth:

Country(s) of Citizenship/Nationality:

Occupation:

Residential Address:

Street No./Name:

Suburb/RD No.:

Town/City:

Postcode:

Country: ☐ New Zealand

☐ Other (please state):

Mailing Address: Only complete this part if your Mailing Address is different to your Residential Address.

Mailing Address:

Street No./Name/PO Box:

Suburb/RD No.:

Mail Centre:

Town/City:

Postcode:

Country: ☐ New Zealand

☐ Other (please state):

Email Address: By providing your email addresses at any place in this form you are consenting to receiving information required to be provided to you under the relevant legislation by email (where permitted) and receiving information about Forsyth Barr's products and services by email.

Phone Work:

Phone Home:

Phone Mobile:

Fax:

Email:

Section C: Authorised Persons *(continued)*

Second Authorised Person details

Full Name: This includes your First Name, Middle Name(s), Last Name – please do not use initials or abbreviations.

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Other

Full Name:

Relationship to Applicant:

Date of Birth:

DAY		MONTH		YEAR	

Country of Birth:

Country(s) of Citizenship/Nationality:

Occupation:

Residential Address:

Street No./Name:

Suburb/RD No.:

Town/City:

Postcode:

Country: ☐ New Zealand ☐ Other (please state):

Mailing Address:

Street No./Name/PO Box:

Suburb/RD No.:

Mail Centre:

Town/City:

Postcode:

Country: ☐ New Zealand ☐ Other (please state):

Phone Work:

Phone Home:

Phone Mobile:

Fax:

Email:

Mailing Address: Only complete this part if your Mailing Address is different to your Residential Address.

Email Address: By providing your email addresses at any place in this form you are consenting to receiving information required to be provided to you under the relevant legislation by email (where permitted) and receiving information about Forsyth Barr's products and services by email.

Please note, all Authorised Person(s) must provide their details above and sign *Section J: Agreement and Signatures*.

Section D: Anti-Money Laundering and Tax Disclosures

How will the account be used? (please reply 'Yes' or 'No'):

- | | | |
|--|---------------------------|--------------------------|
| Invest a lump sum of more than NZD \$500,000 | <input type="radio"/> Yes | <input type="radio"/> No |
| Invest lump sum amounts from time to time | <input type="radio"/> Yes | <input type="radio"/> No |
| Make regular contributions | <input type="radio"/> Yes | <input type="radio"/> No |
| Make regular withdrawals | <input type="radio"/> Yes | <input type="radio"/> No |
| Receive or send money from or to countries other than New Zealand or Australia | <input type="radio"/> Yes | <input type="radio"/> No |

Politically Exposed Persons

Is any Director/Partner/Officer/Trustee/Beneficial Owner either:

Prominent Public Function: e.g. head of a country, government minister, senior politician, senior Judge, governor of a central bank, ambassador, high commissioner, high-ranking member of the armed forces, or senior position in a State enterprise.

- ☐ an individual who holds, or has held at any time in the preceding 12 months, a prominent public function in any country (other than New Zealand); or
- ☐ an immediate family member of a person referred to above, including a spouse, partner, child, child's spouse/partner or a parent.

If 'Yes', please provide details of the public function held and the country:

Origin of Wealth: A detailed description of the activity which has generated the overall net worth of the Politically Exposed Person.

Please provide details of the origin of their wealth and evidence e.g. if the origin of their wealth is business income then a copy of the business financial statements:

Source of Funds: A description of the origin and means of transfer for monies being paid into their Octagon account e.g. electronic transfer from a New Zealand bank account.

Please provide details of the source of any funds to be paid into their account with Octagon:

Section D: Anti-Money Laundering and Tax Disclosures *(continued)*

Applicant Information

Please answer the following questions:

- Is the applicant a vehicle for holding personal assets? ☐ Yes ☐ No
- Does the company have nominee shareholders or nominee directors or shares in bearer form? ☐ Yes ☐ No
- Is the Applicant a nominee general partner of a limited partnership or overseas limited partnership? ☐ Yes ☐ No

Source of Funds/Wealth

This section is mandatory if:

- the Applicant is incorporated/registered/established in a country other than New Zealand; or
- you answered 'Yes' to any of the questions in the Applicant Information section above.

Please provide details of the origin of the Applicant's wealth:

Please provide details of the source of any funds to be paid at account opening into the Applicant's account with Octagon and evidence e.g. if the source of funds is the proceeds from an investment then a confirming document from the company or bank where the investment was made:

Nominee Director: A nominee director of a Company carries out their role in accordance with the directions or instructions of another person who is not a director (but does not include a director who is required to follow, or accustomed to following, the directions or instructions of a holding company of the Company or an appointing shareholder).

Nominee Shareholder: A nominee shareholder means a shareholder who carries out the role of shareholder in accordance with the directions or instructions of another person who is not a shareholder.

Nominee general partner: A nominee general partner of a limited partnership carries out their role in accordance with the directions or instructions of another person who is not a general partner.

Bearer Shares: A bearer share accords ownership in a company to whoever holds the physical bearer share certificate and ownership can be transferred by delivery of the physical share certificate. NB: New Zealand incorporated companies are unable to issue bearer shares.

Origin of Wealth: A detailed description of the activity which has generated their net worth, e.g. employment earnings (please specify the nature of their employment), sale of a business (please specify the nature of the business and industry).

Source of Funds: A description of the origin and means of transfer for monies being paid into your Octagon account e.g. electronic transfer from your New Zealand bank account.

Section D: Anti-Money Laundering and Tax Disclosures *(continued)*

Effective control: an individual with effective control can include those with the ability to control the Applicant, those in senior management positions and/or those with the ability to dismiss those in senior management positions.

Full Name: This includes your First Name, Middle Name(s), Last Name – please do not use initials or abbreviations.

Controlling Person Type: Please supply ALL Controlling Person Types that the individual holds (e.g. Trustee, Director, Settlor).

Tax Identification Number (TIN): Please supply the country/countries and TINs of any other countries where you are a tax resident.

United States Person: A United States Person can include US citizens, US tax residents and persons born in the US. If you are unsure, you should contact your tax adviser.

Mailing Address: Only complete this part if your Mailing Address is different to your Residential Address.

Beneficial Ownership

Please provide details of all beneficial owners of the Applicant. A beneficial owner is an individual who owns more than 25% of the Applicant, who has effective control of the Applicant, and/or with ultimate ownership or control of the Applicant, whether directly or indirectly'. Should no individual own more than 25% of the Applicant, you must still provide details of at least one individual who has effective control and/or with ultimate ownership or control of the Applicant, whether directly or indirectly.

First Beneficial Owner

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Other

Full Name:

Controlling Person Type:

Date of Birth:

DAY	MONTH	YEAR			

Country of Birth:

Country(s) of Citizenship/Nationality:

Tax Details

I certify that I am a tax resident in the following country/countries (please select the country and supply the Tax Identification Number (TIN) for all that apply):

<input type="radio"/> New Zealand:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											(IRD Number)
<input type="radio"/> Australia:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											(Tax File Number)
<input type="radio"/> United States:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											(Social Security Number)
<input type="radio"/> United Kingdom:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											(National Insurance Number)
<input type="radio"/> Other Country (please state):	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											

Is the Beneficial Owner a United States Person?

- ☐ Yes (please complete IRS Form W-9, available on request or online at www.irs.gov/pub/irs-pdf/fw9.pdf)
- ☐ No

Residential Address:

Street No./Name:

Suburb/RD No.:

Town/City: Postcode:

Country: ☐ New Zealand ☐ Other (please state):

Mailing Address:

Street No./Name/PO Box:

Suburb/RD No.: Mail Centre:

Town/City: Postcode:

Country: ☐ New Zealand ☐ Other (please state):

Phone Work: Phone Home:

Phone Mobile:

Email:

Beneficial Ownership (continued)

Full Name: This includes your First Name, Middle Name(s), Last Name – please do not use initials or abbreviations.

Controlling Person Type:
Please supply ALL Controlling
Person Types that the
individual holds (e.g. Trustee,
Director, Settlor).

Tax Identification Number (TIN):
Please supply the country/
countries and TINs of any other
countries where you are a tax
resident.

United States Person: A United States Person can include US citizens, US tax residents and persons born in the US. If you are unsure, you should contact your tax adviser.

Mailing Address: Only complete this part if your Mailing Address is different to your Residential Address.

Tax Details

I certify that I am a tax resident in the following country/countries (please select the country and supply the Tax Identification Number (TIN) for all that apply):

[illegible]

Is the Beneficial Owner a United States Person?

☐ Yes (please complete IRS Form W-9, available on request or online at www.irs.gov/pub/irs-pdf/fw9.pdf)

☐ No

Residential Address:

Mailing Address:

Email:

Section D: Anti-Money Laundering and Tax Disclosures *(continued)*

Beneficial Ownership (continued)

Third Beneficial Owner

Full Name: This includes your First Name, Middle Name(s), Last Name – please do not use initials or abbreviations.

Controlling Person Type: Please supply ALL Controlling Person Types that the individual holds (e.g. Trustee, Director, Settlor).

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Other

Full Name:

Controlling Person Type:

Date of Birth:

DAY		MONTH		YEAR	

 Country of Birth:

Country(s) of Citizenship/Nationality:

Tax Details

Tax Identification Number (TIN): Please supply the country/countries and TINs of any other countries where you are a tax resident.

I certify that I am a tax resident in the following country/countries (please select the country and supply the Tax Identification Number (TIN) for all that apply):

☐ New Zealand:

--	--	--	--	--	--	--	--	--	--

 (IRD Number)

☐ Australia:

--	--	--	--	--	--	--	--	--	--

 (Tax File Number)

☐ United States:

--	--	--	--	--	--	--	--	--	--

 (Social Security Number)

☐ United Kingdom:

--	--	--	--	--	--	--	--	--	--

 (National Insurance Number)

☐ Other Country (please state):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

United States Person: A United States Person can include US citizens, US tax residents and persons born in the US. If you are unsure, you should contact your tax adviser.

Is the Beneficial Owner a United States Person?

☐ Yes (please complete IRS Form W-9, available on request or online at www.irs.gov/pub/irs-pdf/fw9.pdf)

☐ No

Residential Address:

Street No./Name:

Suburb/RD No.:

Town/City: Postcode:

Country: ☐ New Zealand ☐ Other (please state):

Mailing Address:

Street No./Name/PO Box:

Suburb/RD No.: Mail Centre:

Town/City: Postcode:

Country: ☐ New Zealand ☐ Other (please state):

Phone Work: Phone Home:

Phone Mobile:

Email:

Mailing Address: Only complete this part if your Mailing Address is different to your Residential Address.

Section D: Anti-Money Laundering and Tax Disclosures *(continued)*

Beneficial Ownership (continued)

Fourth Beneficial Owner

Full Name: This includes your First Name, Middle Name(s), Last Name – please do not use initials or abbreviations.

Controlling Person Type: Please supply ALL Controlling Person Types that the individual holds (e.g. Trustee, Director, Settlor).

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Other

Full Name:

Controlling Person Type:

Date of Birth:

DAY	MONTH	YEAR			

Country of Birth:

Country(s) of Citizenship/Nationality:

Tax Details

Tax Identification Number (TIN): Please supply the country/countries and TINs of any other countries where you are a tax resident.

I certify that I am a tax resident in the following country/countries (please select the country and supply the Tax Identification Number (TIN) for all that apply):

<input type="radio"/> New Zealand:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											(IRD Number)								
<input type="radio"/> Australia:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											(Tax File Number)								
<input type="radio"/> United States:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											(Social Security Number)								
<input type="radio"/> United Kingdom:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											(National Insurance Number)								
<input type="radio"/> Other Country (please state):	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																			

United States Person: A United States Person can include US citizens, US tax residents and persons born in the US. If you are unsure, you should contact your tax adviser.

Is the Beneficial Owner a United States Person?

- ☐ Yes (please complete IRS Form W-9, available on request or online at www.irs.gov/pub/irs-pdf/fw9.pdf)
- ☐ No

Residential Address:

Street No./Name:

Suburb/RD No.:

Town/City:

Postcode:

Country: ☐ New Zealand

☐ Other (please state):

Mailing Address:

Street No./Name/PO Box:

Suburb/RD No.:

Mail Centre:

Town/City:

Postcode:

Country: ☐ New Zealand

☐ Other (please state):

Phone Work:

Phone Home:

Phone Mobile:

Email:

Mailing Address: Only complete this part if your Mailing Address is different to your Residential Address.

Section D: Anti-Money Laundering and Tax Disclosures *(continued)*

Nominee Director: A nominee director of a Company carries out their role in accordance with the directions or instructions of another person who is not a director (but does not include a director who is required to follow, or accustomed to following, the directions or instructions of a holding company of the Company or an appointing shareholder).

Nominee Shareholder: A nominee shareholder means a shareholder who carries out the role of shareholder in accordance with the directions or instructions of another person who is not a shareholder.

Nominee General Partner: A nominee general partner of a limited partnership carries out their role in accordance with the directions or instructions of another person who is not a general partner.

If the applicant is a company, does it have any nominee directors (other than listed in section B)? If 'Yes', please list their details below.

☐ Yes ☐ No

If the applicant is a company, does it have any nominee shareholders? If 'Yes', please list their details below.

☐ Yes ☐ No

If the applicant is a limited partnership (NZ or overseas), does it have any nominee general partners (other than listed in section B)? If 'Yes', please list their details below.

☐ Yes ☐ No

Name:

Status: ☐ Nominee Director ☐ Nominee Shareholder ☐ Nominee General Partner

Name:

Status: ☐ Nominee Director ☐ Nominee Shareholder ☐ Nominee General Partner

Name:

Status: ☐ Nominee Director ☐ Nominee Shareholder ☐ Nominee General Partner

Name:

Status: ☐ Nominee Director ☐ Nominee Shareholder ☐ Nominee General Partner

Name:

Status: ☐ Nominee Director ☐ Nominee Shareholder ☐ Nominee General Partner

Name:

Status: ☐ Nominee Director ☐ Nominee Shareholder ☐ Nominee General Partner

Section E: Settlement Details

Bank Account Details

For direct credits (i.e. to set up payments to a bank account), we require bank account documentation.

Select from the list below:

- ☐ A bank encoded deposit slip with pre-printed details of your bank account name and number
- ☐ A bank statement
- ☐ A verification letter or other document of confirmation provided by your bank

Details of the bank account that you would like to make payments to:

New Zealand

Name of Bank Account:

Bank:

Bank Account Number:

BANK			BRANCH			ACCOUNT NUMBER										SUFFIX			

Additional information

We may require additional information and/or documentation from you in order to meet the requirements of the Anti-Money Laundering and Countering the Financing of Terrorism Act 2009. We will notify you if we require anything further.

Bank Account payments:
We are able to pay funds to –

- a bank account in the organisation's name;
- Inland Revenue Department;
- to an accountant's trust account or solicitor's trust account

Section F: Tax Details

New Zealand Tax Residents

Prescribed Investor Rate: A PIR is the tax rate that the PIE you invest in can use to calculate the tax on the income it derives from investing your contributions, if you have also provided your IRD number. If a PIR is not selected the default PIR of 28% will be applied. Inland Revenue may also tell us to update your PIR if their records indicate a change is required.

Prescribed Investor Rate (PIR): ☐ 0% ☐ 10.5% ☐ 17.5% ☐ 28%

For further information on selecting the appropriate PIR, please refer to www.ird.govt.nz. Please advise Octagon should your tax details change.

Overseas Tax Residents

The default Prescribed Investor Rate (PIR) for non-residents is 28%.

Tax Details

I certify that the entity is a tax resident in the following country/countries (please select the country and supply the Tax Identification Number (TIN) for all that apply):

<input type="radio"/> New Zealand:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	(IRD Number)
<input type="radio"/> Australia:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	(Tax File Number)
<input type="radio"/> United States:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	(Employer Identification Number)
<input type="radio"/> United Kingdom:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	(Unique Taxpayer Reference)
<input type="radio"/> Other Country (please state):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Is the entity a United States Person?

- ☐ Yes (please complete IRS Form W-9, available on request or online at www.irs.gov/pub/irs-pdf/fw9.pdf)
- ☐ No

1. Entity Type Classification

Please answer all of the following:

If you answer **YES** to **ANY** of the questions below, please complete the 3. *Financial Institutions* section.

If you answer **NO** to **ALL** of the questions below, please complete the 2. *Non-Financial Entity* section.

Is the entity managed on a discretionary basis by a Financial Institution, **AND** is more than 50% of the entity's income generated from investment activities in financial products? ☐ Yes ☐ No

Is the entity a trust which generates more than 50% of its income from investment activities in financial products, **AND** has a trustee which is a Financial Institution? ☐ Yes ☐ No

Is the entity a bank, non-bank deposit taker, custodian, investment fund and fund manager, private equity, hedge fund or an insurer? ☐ Yes ☐ No

Is the entity an investment entity that carries on a business of trading in financial assets for or on behalf of a customer, **AND** has more than 50% of its income attributable to investment activities? ☐ Yes ☐ No

2. Non-Financial Entity

Is the account held for an Active or Passive Non-Financial Entity?

- ☐ Active Non-Financial Entity

An **Active Non-Financial Entity** is one where, in the preceding calendar year, **less than 50%** of the entity's gross income was passive income, **AND** where **less than 50%** of the assets held by the entity were assets held for the production of passive income.

This also includes the following entities:

- A Holding Company, other than a Holding Company of a Financial Institution that does not hold itself out to be a PE fund, VC fund or Leveraged Buyout Fund, or any similar type of investment vehicle.
- A registered charity (even if it derives predominantly passive income)
- A Listed Company that is not an Investment Entity/Exchange Traded Fund

- ☐ Passive Non-Financial Entity

A **Passive Non-Financial Entity** is one where, in the preceding calendar year, the entity earned **50% or more** of its gross income from passive investments **OR** where **50% or more** of the entity's assets were held for the production of passive income in the preceding calendar year.

Tax Identification Number (TIN): Please supply the country/ countries and TINs of any other countries where the entity is a tax resident.

An Entity which is a US Person: It includes partnerships or corporations organised in the United States or under the laws of the United States or any State thereof, a trust if a court within the United States would have authority under applicable law to render orders or judgments concerning substantially all issues regarding administration of the trust and one or more US persons have the authority to control all substantial decisions of the trust, or an estate of a decedent that is a citizen or resident of the United States.

Entity managed by another Financial Institution: An institution manages the entity if it is responsible for making and executing investment decisions without needing prior approval from management, the board or trustees of the entity. Ad hoc investment advice isn't 'management' of the entity.

Trustee which is a Financial Institution: A 'Financial Institution' includes trustee corporations, and can include lawyer and accountant nominee or trust companies. However, it will exclude lawyers or accountants acting as a trustee in a personal capacity. It also usually excludes trustee companies which are only a trustee of a single trust. If in doubt, please contact the Trustee.

Financial products: Any asset that may be held in an account, such as shares, bonds, debentures, and money.

Passive Investments/Income: Passive income includes dividends, interest, rents and royalties (other than rents and royalties derived in the active conduct of a trade/business), annuities, and amounts received under cash insurance contracts.

Section F: Tax Details *(continued)*

3. Financial Institutions

Global Intermediary Identification Numbers (GIINs): Assigned to Financial Institutions and sponsoring entities for purposes of identifying their registration status with the IRS under FATCA.

Reporting Financial Institution does not currently have a GIIN: If the Financial Institution has applied for a GIIN but has not received it yet, please wait for it to be issued before returning the form.

Sponsoring Entity: In some circumstances, where an account is held by a trust which has a Trustee Company as a Trustee, the Trustee Company may choose to sponsor the Trust. Please check with your Trustee Company if this is an option.

i. **Does the entity have a Global Intermediary Identification Number (GIIN)? If yes, please provide the details below:**

Financial Institution's Name:

GIIN:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

OR

ii. **If the Financial Institution requires a GIIN and it has not registered to be issued with one, it can apply at this website: www.irs.gov/businesses/corporations/fatca-foreign-financial-institution-registration-tool. Instructions on how to register can be found at this website: www.irs.gov/pub/irs-pdf/p5118.pdf. Once the GIIN has been received please write the Financial Institution's name and GIIN above.**

There is guidance available from the IRD to help Financial Institutions understand their obligations and due diligence requirements to identify and report where foreign tax residents may be associated with the account. If you think this may apply to you please read IRD Guidance Note IR1083 where US persons are associated with the account and where any other foreign tax residents are associated with the account please refer to IRD Guidance Note 1049.

OR

iii. **Has another Financial Institution agreed to sponsor or document the entity?**

☐ Yes

Sponsoring Financial Institution's Name (or documenting Trustee's name):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

GIIN:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

OR

iv. **Is the entity a Non-Reporting Financial Institution/Exempt Beneficial Owner:**

☐ Yes

This may include:

- Governmental entities
- International Organisation
- Certain retirement funds
- Maori Authorities
- Registered Deemed Compliant Financial Institutions
- Certified Deemed Compliant Financial Institutions

Section G: Octagon Investment Funds information

You can make a single sum investment and/or regular contribution into the Octagon Investment Funds as follows:

- Direct Credit funds to Forsyth Barr Investment Management Ltd (Investment Funds Application Account 01-1839-0938584-00)
- Direct Debit - please complete a Direct Debit Authority located at the back of this document and return it with your application

Once your application form has been received and your account with Octagon Investment Funds opened, your Investment Adviser will contact you to reconfirm your investment choices in the Octagon Investment Funds.

Initial Investment

Please tick the Investment Fund(s) of your choice.

<input type="radio"/> Enhanced Cash Fund:	<input type="text" value="\$"/>
<input type="radio"/> New Zealand Equities Fund:	<input type="text" value="\$"/>
<input type="radio"/> Australian Equities Fund:	<input type="text" value="\$"/>
<input type="radio"/> Listed Property Fund:	<input type="text" value="\$"/>
<input type="radio"/> Global Equities Fund:	<input type="text" value="\$"/>
<input type="radio"/> New Zealand Fixed Interest Fund:	<input type="text" value="\$"/>
<input type="radio"/> Income Fund:	<input type="text" value="\$"/>
<input type="radio"/> Balanced Fund:	<input type="text" value="\$"/>
<input type="radio"/> Growth Fund:	<input type="text" value="\$"/>

Regular Contribution

I wish to start regular contributions to my Octagon Investment Funds on:

DAY		MONTH		YEAR			

I wish to make regular contributions (as indicated below) via Direct Debit:

Frequency: Please tick one box only.

Frequency: ☐ Weekly ☐ Fortnightly ☐ Monthly ☐ 4 weekly ☐ Quarterly

Fund

Regular contribution amount:

<input type="radio"/> Enhanced Cash Fund:	<input type="text" value="\$"/>
<input type="radio"/> New Zealand Equities Fund:	<input type="text" value="\$"/>
<input type="radio"/> Australian Equities Fund:	<input type="text" value="\$"/>
<input type="radio"/> Listed Property Fund:	<input type="text" value="\$"/>
<input type="radio"/> Global Equities Fund:	<input type="text" value="\$"/>
<input type="radio"/> New Zealand Fixed Interest Fund:	<input type="text" value="\$"/>
<input type="radio"/> Income Fund:	<input type="text" value="\$"/>
<input type="radio"/> Balanced Fund:	<input type="text" value="\$"/>
<input type="radio"/> Growth Fund:	<input type="text" value="\$"/>

Section H: Options for Income Fund

Distribution options: If no selection is made, the default option of 'Reinvest' is selected.

Bank Account Details: You may alter your bank account details for receiving distributions by contacting us in writing and giving us at least 2 business days notice.

Income Fund distribution options:

☐ Reinvest

☐ Direct Credit

Bank Account Details (if direct credit option chosen above)

Account Name:*	Bank:
----------------	-------

*Must be in the same name as the applicants in section A

Account Number:

BANK				BRANCH				ACCOUNT NUMBER				SUFFIX					

Section I: Agreement and Signatures

By signing this Application Form:

- I/We apply for units in the Octagon Investment Funds and agree to be bound by the governing documents of the Octagon Investment Funds, as amended from time to time, and by the requirements of applicable law and regulation;
- I/We confirm that I/we have received, read and understood the Product Disclosure Statement for the Octagon Investment Funds;
- I/We direct you to apply my/our investment monies by investing in the investment option(s) of the Octagon Investment Funds that I/we have selected;
- I/We agree that I/we will notify you of my/our Prescribed Investor Rate and any changes to it, and that special rules apply for joint holders and non-residents including the application of the highest Prescribed Investor Rate to jointly held accounts;
- I/We confirm that I/we am/are eligible to invest in the Octagon Investment Funds, and if I/we am/are completing this form on behalf of a minor, that I/we am/are authorised to complete this form on their behalf;
- I/We acknowledge that choosing investment option(s) is solely my/our responsibility, and neither you nor the Supervisor recommends or is advising me/us that any particular investment option is appropriate for my/our personal circumstances;
- I/We agree that where I/we make regular scheduled investments via direct debit, you may notify me/us at the outset of your intention to debit my/our account as instructed until further notice, and not on each initiation of a direct debit payment;
- I/We confirm that the information supplied within this form is true and correct, and is not misleading (including by omission), and I/we agree to notify you in writing within 2 business days if the details that I/we have previously provided to you are or become incomplete, inaccurate, or misleading (including by omission); and
- I/We agree that I/we will provide you with any information or documentation that you request from me/us for the purposes of you complying with any legal requirements.
- I/We understand that provision of false, inaccurate or incomplete information may constitute an offence(s) and penalties may apply.
- I/We have obtained the necessary consent and authorisation to allow disclosure and use of information provided in the Tax Residency Self Certifications.

Except as authorised above, we will not disclose information about you acquired in connection with your account to other persons, unless you authorise that disclosure. If we do disclose information about you, we may not be allowed to tell you.

You have the right to see all personal information that we hold about you. If the information held about you is wrong, you have the right to have it corrected.

To further the relationship between us, we may provide you with information about products and services which we think may be of interest to you.

- I/We will notify Octagon of any changes to any information within 30 days of the change occurring and, where required, will provide Octagon with a new self-certification of tax residency.

Electronic Communications

I/We also agree that:

- if I/we supply you with an email address or register on the Octagon website, to the extent permissible by law you may provide me/us with any notice, report or communication in connection with my/our account to me/us by sending it to me/us at that email address, or making it available for me/us to view through that website (as applicable);
- if I/we supply you with an email address that is accessible by other persons, those persons will be able to access any electronic communications that you send to me at that address;
- pursuant to section 11(2) of the Unsolicited Electronic Messages Act 2007, any electronic messages (including emails) sent to me/us do not need to include any functional unsubscribe facility; and
- you only intend to send electronic messages to me/us where I/we am/are physically present in New Zealand when the message is accessed.

Privacy

I/We authorise you to:

- collect, hold, and disclose information about me/us for the purposes of providing services to me/us, compliance with applicable laws, administering my/our account, or for your own marketing purposes or to further the relationship between us;
- collect information about me/us from, or disclose information about me/us to, any of your affiliates or any third party who helps you to achieve any of the purposes above, credit reporting agencies, the New Zealand Traffic Authority, the New Zealand Government Confirmation Service and the Department of Internal Affairs for the purpose of verifying my/our identity/identities in accordance with anti-money laundering laws, any reputable organisations with whom you have a continuing relationship, and any person where required by applicable law or where you believe the giving of information will help prevent fraud, money laundering or other crimes;
- use information about me/us for any of the purposes above;
- vary these privacy terms from time to time without notice to me/us, provided you make the varied terms publicly available at www.octagonasset.co.nz/investment-funds-privacy

Instructions for Signing

- Every person named as one of the Directors, Partners, Officers, Trustees or as an Authorised Person must sign below
- At least two Directors must sign on behalf of a Company, unless the Company only has one Director in which case the Director's signature must be witnessed as set out below

Name:

Signature:

Date:

DAY	MONTH					YEAR	

Name:

Signature:

Date:

DAY	MONTH					YEAR	

Name:

Signature:

Date:

DAY	MONTH					YEAR	

Name:

Signature:

Date:

DAY	MONTH					YEAR	

Section J: Agreement and Signatures *(continued)*

Witness (if a company only has one Director then the Director's signature must be witnessed as set out below)

Name of Witness:	
Occupation:	
Address:	
Street No./Name/PO Box:	
Suburb/RD No.:	Mail Centre:
Town/City:	Postcode:

Signature:	Date:							
		DAY	MONTH	YEAR				

Please post your completed application to: Octagon Investment Funds, Private Bag 1999, Dunedin 9054.

Authority to Accept Direct Debits - Investment Funds

Not to operate as an assignment or an agreement

Name of my account to be debited (acceptor)

Name of my Bank:

BANK

BRANCH

ACCOUNT NUMBER

SUFFIX

AUTHORISATION CODE

0	1	0	5	4	8	9
---	---	---	---	---	---	---

Approved

0548

09/21

From the acceptor to:

 (my bank)

I authorise you to debit my account with the amounts of direct debits from **Octagon Investment Funds** with the authorisation code specified on this authority in accordance with this authority until further notice.

I agree that this authority is subject to:

- The bank's terms and conditions that relate to my account, and
- The specific terms and conditions listed below.

Please include the following information on my bank statement:

Required Signatures: All Account Holders must sign this authority.

Authorised Signature:

Date:

DAY		MONTH		YEAR			

Authorised Signature:

Date:

DAY		MONTH		YEAR			

Authorised Signature:

Date:

DAY		MONTH		YEAR			

Authorised Signature:

Date:

DAY		MONTH		YEAR			

Authorised Signature:

Date:

DAY		MONTH		YEAR			

Authorised Signature:

Date:

DAY		MONTH		YEAR			

Specific conditions relating to notices and disputes

I may ask my bank to reverse a direct debit up to 120 calendar days after the debit if:

- I don't receive a written notice of the amount and date of each direct debit from the initiator, or
- I receive a written notice but the amount or the date of debiting is different from the amount or the date specified on the notice.

The initiator may only send a direct debit if you have:

- asked the initiator to send it, and
- agreed the amount of the direct debit.

The initiator is required to give you a written notice of the amount and date of each direct debit no less than the date of the debit.

If the bank dishonours a direct debit but the initiator sends the direct debit again within 5 business days of the dishonour, the initiator is not required to give you a second notice of the amount and date of the direct debit.

Appendix: What do we need as proof of identity?

If you are a **Company, Incorporated Society, Incorporated Charitable Trust, or Authorised Company**, we need to see **ALL** these documents:

- A Certificate of Incorporation from an official/independent source
- Confirmation of Directors from an official/independent source
- Confirmation of identity of shareholders from an official/independent source
- The ownership structure, signed and dated by a senior official

If you are a **Partnership, Limited Partnership or an Unincorporated Association**, we need to see a copy of the relevant pages of your Partnership Deed/Agreement which must show:

- the name of your Partnership/Limited Partnership/Unincorporated Association;
- the names of the Partners/Officers;
- the names of other people who can act on behalf of your Partnership/Limited Partnership/Unincorporated Association

What else is required?

We are also required to verify the identity and address of each Director, Partner, Officer, Beneficial Owner and Authorised Person involved with the organisation. These requirements are outlined on the right.

What do you need to provide to set up a direct debit or direct credit to your Octagon account?

To set up a direct debit we require a completed Authority to Accept Direct Debits.

To set up a direct credit we require your written instruction to do so.

We also require bank account documentation, for example:

- a bank encoded deposit slip with pre-printed details of bank account name and number;
- a bank statement;
- a verification letter or other document of confirmation provided by the entity's bank.

We are able to pay funds to –

- a bank account in the organisation's name;
- Inland Revenue Department;
- to an accountant's trust account or solicitor's trust account.-

If you are a **Director, Partner, Officer, Beneficial Owner or Authorised Person**, you need to provide the original for verification, or a certified copy of –

- A current New Zealand Passport
- A current New Zealand Firearms Licence
- Overseas passport or a similar document issued for the purpose of international travel which –
 - contains the name, date of birth, a photograph and the signature of the person in whose name the document is issued; and
 - is issued by a foreign government, the United Nations or an agency of the United Nations.
- A national identity card issued for the purpose of identification, that –
 - contains the name, date of birth and a photograph of the person in whose name the document is issued and their signature or other biometric measure included where relevant; and
 - is issued by a foreign government, the United Nations or an agency of the United Nations.

If you can't provide any of those forms of identification, you need to provide the **original** for verification or **certified copies** of your current **New Zealand Driver's Licence** (showing both sides of the Licence)

plus ONE of these documents:

- Your Birth Certificate or Citizenship Certificate
- A Government agency document with your full name and signature (e.g. SuperGold Card)
- A Government agency statement dated within the last 12 months (e.g. IRD statement)
- A document issued by a registered bank showing your name and signature (e.g. credit/debit card, eftpos card)
- A bank statement dated within the last 12 months issued by a registered bank (delivered by mail, not via internet banking)

What do we need as proof of residential address?

We need a copy of **ONE of these documents, dated within the last 12 months** with your name and address displayed on it:

- Utility or Rates bill
- Telephone bill
- Insurance policy
- Signed (by the tenant/s and landlord) tenancy or lease agreement
- Share registry statement
- Credit Card statement
- Bank statement
- Government Agency statement (e.g. IRD Statement)
- Electoral Roll entry
- Online White Pages

What is 'a certified copy' of a document?

A 'certified copy' of a document is one where a trusted referee has viewed the original document and compared it with a scanned or photocopied version. The trusted referee provides a written statement on the copy to the effect that the copy provided is a true and correct copy and represents your identity. The trusted referee's written statement must include their name, occupation, and signature and the date of confirmation. Please note: This confirmation is only valid for three months.

Who is a 'Trusted Referee'?

He or she is someone who:

- is at least 16 years old
- is not your spouse or partner
- is not related to you
- does not live at the same address as you
- is not involved in the business or transaction requiring the certification

They must be a:

- Commonwealth representative
- New Zealand Police Constable
- Justice of the Peace
- Registered Medical Doctor
- Registered Teacher
- Minister of Religion
- Lawyer
- Notary Public
- New Zealand Honorary Consul
- Member of Parliament
- Chartered Accountant
- Kaumatua

