

# Scope of Service

## KiwiSaver Advisory Service

### Welcome to Forsyth Barr

If you are seeking to open a new Summer KiwiSaver Scheme or Westpac KiwiSaver Scheme account, advice on your existing investment in either of these KiwiSaver schemes or to transfer your existing KiwiSaver account to either of these KiwiSaver schemes, this document outlines the services we can offer.

The information provided in this document is general in nature and is intended to guide you towards the type of service that best suits your requirements. You are welcome to discuss this with a Forsyth Barr Investment Adviser.

All Forsyth Barr Investment Advisers who provide the services outlined in this document are registered as financial advisers and must comply with the Code of Professional Conduct for Financial Advice Services, which is available on the Financial Markets Authority's website – [www.fma.govt.nz](http://www.fma.govt.nz).

Forsyth Barr Limited (Forsyth Barr) and our Investment Advisers are also governed by the NZX Participant Rules, which can be viewed at [www.nzx.com](http://www.nzx.com).

### 1. Overview

The services provided under this Scope of Service are in relation to “the KiwiSaver schemes” being the Summer KiwiSaver Scheme, which is managed by Forsyth Barr Investment Management Limited and the Westpac KiwiSaver Scheme, which is managed by BT Funds Management (NZ) Limited. Octagon Asset Management Limited is the investment manager of the Summer KiwiSaver Scheme.

When you contact us, please ask to speak with an Investment Adviser.

There are two potential levels of service for those who are seeking advice on KiwiSaver, summarised below. You are invited to consider and select the service that suits your requirements.

A. Non-personalised service: where we will provide you with general information and advice relating to being a member of the KiwiSaver schemes, but do not take account of your specific financial situation or goals.

B. Personalised service: where we will take account of your broader financial situation and goals, in addition to KiwiSaver.

This Scope of Service provides information in relation to both our non-personalised and personalised service.

### 2. Important Information

#### A. Non-Personalised Service - Basis of Service Provided

If you select our non-personalised service, we will provide you with:

- information on the features of the KiwiSaver schemes, as well as the features of KiwiSaver generally
- information on how to become a new member of, or transfer into, the KiwiSaver schemes
- information on whether the fees and past returns of your current KiwiSaver scheme account are higher or lower than the KiwiSaver schemes
- based on your responses to our standard questionnaires, advice on your risk profile and the KiwiSaver funds that we would recommend for a KiwiSaver member with that risk profile
- advice on how to find a tool that compares your current KiwiSaver scheme account (if applicable) to the KiwiSaver schemes
- other information and advice we think would help you decide whether or not to invest in the KiwiSaver schemes, without having regard to your personal financial circumstances or investment goals beyond considering what is suitable for people with similar risk profiles to you.

We will also contact you periodically to confirm the basis of the service we are providing to you and to check if you require any changes to this service.

### **Limitations**

Under this service, we will not ask for (or accept) any personal information concerning your income, debt or other personal financial circumstances, or consider your personal investment goals or objectives. This means our advice will not take into account any personal factors relating to your current or future financial position. As a result, we won't be able to advise you on:

- how much you should contribute to KiwiSaver, given your financial circumstances and personal investment goals
- whether you should take advantage of the first home withdrawal facility
- whether your KiwiSaver investments and your other investments, taken together, are consistent with your risk profile or will meet your investment goals
- whether you should switch from your current KiwiSaver scheme account to either of the KiwiSaver schemes.

### **B. Personalised Service - Basis of Service Provided**

If you select our personalised service, in addition to the advice available through our non-personalised service described above, we will be able to make specific recommendations concerning the KiwiSaver schemes based on our understanding of your personal financial circumstances and personal investment goals or objectives.

These recommendations will be based on the investment objectives we agree with you which will cover things like the overall level of risk you want for your KiwiSaver account, your level of contributions, consideration of other investments you may have and which of the KiwiSaver schemes and funds within those schemes will be suitable to meet your objectives.

We will contact you periodically to offer to review your personal financial circumstances and reconfirm your personal investment goals or objectives, and to check if you require any changes to this service.

### **Limitations**

Under this service, the advice that we give you is based on the investment objectives that we agree with you, and would very likely be different if the agreed investment objectives were different. We also only take into account information you have told us.

We don't advise on other investment opportunities or other KiwiSaver products under this service. Please contact a Forsyth Barr Investment Adviser for information about other Forsyth Barr investment services.

Please note that both the non-personalised and personalised services are limited to the KiwiSaver schemes only. We won't advise you on other investment possibilities or investing in other KiwiSaver schemes. Our advice would very likely be different if we considered other investment possibilities. We also don't advise on related considerations like tax or estate planning.

Before acting on any advice, you should always consider the appropriateness of the advice having regard to your specific circumstances. We are happy to discuss the level of service that will best meet your needs.

### **C. Principal Benefits and Risks of Investing and Financial Advice**

For more details regarding the benefits and risks of investing in the Summer KiwiSaver scheme, please refer to the Product Disclosure Statement for the Summer KiwiSaver Scheme, available at [www.summer.co.nz/pds](http://www.summer.co.nz/pds).

For more details regarding the benefits and risks of investing in the Westpac KiwiSaver scheme, please refer to the Product Disclosure Statement for the Westpac KiwiSaver Scheme, available at [www.westpac.co.nz/kiwisaver-investments/kiwisaver/investing-with-kiwisaver/](http://www.westpac.co.nz/kiwisaver-investments/kiwisaver/investing-with-kiwisaver/).

Financial advisory services provide benefits including professional service, advice, recommendations, opinions and research regarding your investments.

The main risks associated with advice under our **personalised service** are that:

- the investment objectives we have agreed with you become out of date, for example because of a change in your overall financial situation or goals
- we are not aware of information relevant to our advice, for example because you hold an investment outside our service you have not told us about.

Each year we will contact you to for an annual review to re-confirm your investment objectives and our other arrangements with you. However, if your circumstances change it is your responsibility

to contact your Investment Adviser so that your investment objectives and our advice on the composition of your investment portfolio can be reviewed and updated as soon as possible.

As we do not take your financial situations or goals into account when providing you with our **non-personalised service**, our advice for this service is largely based on which class of investor you fall into, based on your responses to our standard questionnaires. The principal risk of using the non-personalised service is that there are aspects of your financial situation and goals that are not captured by the classes of investor we consider, and that our advice would be different if we had that additional information. For example, our advice about your risk profile and the KiwiSaver funds that we recommend as a result could be different if we knew the details of your overall financial situations or goals.

#### **D. Fees**

We do not charge a fee for providing you with advice for the services described in this Scope of Service. However you will be charged fees by the managers of the KiwiSaver schemes for investing in those schemes. The fees are paid from the funds you are invested in and reduce your KiwiSaver balance. The Product Disclosure Statements for the KiwiSaver schemes have more information about these fees. Forsyth Barr receives a share of these fees, and your Investment Adviser may receive remuneration from Forsyth Barr based in part on those fees. For more details, please see the Advice Information Statement provided to you.

### **3. Next Steps**

Please let us know if you would like to proceed on the basis of this Scope of Service. You can join or transfer to either of the KiwiSaver schemes online or by completing the application form contained in the relevant scheme Product Disclosure Statements.

Prior to that, you will meet or communicate with a Forsyth Barr Investment Adviser. He or she can assist you with the process of joining either of the KiwiSaver schemes. We welcome your interest and look forward to discussing your KiwiSaver requirements with you.