

# AMP KiwiSaver Scheme for employers. As simple as AMP.

KiwiSaver is an easy way for your employees to save for their retirement and as their employer, you play an important role in KiwiSaver.







## A partner of choice for employers

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With over 160 years experience helping New Zealanders, we aim to make KiwiSaver as simple as possible for businesses to manage.

We'll help you provide an easy to understand retirement savings solution that helps your employees build towards a brighter financial future.

160+ yrs

AMP HAS BEEN  
LOOKING AFTER  
KIWIS SINCE 1854.



# Making KiwiSaver easy for your employees

By selecting an employer-chosen KiwiSaver scheme for your business, you're helping to encourage your employees to work towards a more comfortable retirement.

## Why should I have an employer-chosen KiwiSaver scheme for my business?

As KiwiSaver is an integral part of your employer responsibilities, you need to ensure KiwiSaver fits in easily with your business and your employees.

An easy way to do that is to appoint an employer-chosen KiwiSaver scheme for your workplace.

Having an employer-chosen KiwiSaver scheme means all employees who are automatically enrolled into KiwiSaver will be allocated to that scheme.

### It saves time.

With an employer-chosen KiwiSaver scheme you only have to deal with one set of KiwiSaver scheme information and one point of contact.

### We'll provide professional support.

With the AMP KiwiSaver Scheme as your employer-chosen KiwiSaver scheme, we can help with:

- Practical decision-making tools for your employees
- KiwiSaver information packs
- On-site financial planning seminars for employees

Remember, your employees can still select their own KiwiSaver scheme provider if they wish.

## How do I select the AMP KiwiSaver Scheme as our employer-chosen KiwiSaver scheme?

Easy. All you need to do is get an authorised signatory of your company to sign the enclosed form and send via:

**Post:** AMP KiwiSaver Scheme  
Freepost 170  
PO Box 55, Shortland Street  
Auckland 1140

## What do I need to do once the AMP KiwiSaver Scheme is my employer-chosen KiwiSaver scheme?

All you need to do is give any new or existing employees an AMP KiwiSaver Scheme employee pack which contains all the relevant information including:

- A covering letter introducing the AMP KiwiSaver Scheme as an employer-chosen KiwiSaver scheme to employees
- Inland Revenue Information Pack (KS3)
- AMP KiwiSaver Scheme Product Disclosure Statement, Fund Update Booklet and Scheme Guide.

Order your employee packs from [amp.co.nz/employee\\_packs](http://amp.co.nz/employee_packs) for delivery to your workplace.



*With AMP, your employer-chosen KiwiSaver scheme is easy for you and your employees.*



*What happens next?*

Once we've received your employer-chosen KiwiSaver scheme form we'll send you an information pack with all you need to know to ensure KiwiSaver fits in easily with your business.

# Introducing Lifesteps - a great choice for your employees

The AMP KiwiSaver Scheme has the Lifesteps Investment Programme.

Lifesteps reduces the need for your employees to reassess their choice of fund by automatically moving their savings between funds with different investment mixes as they grow older\*.

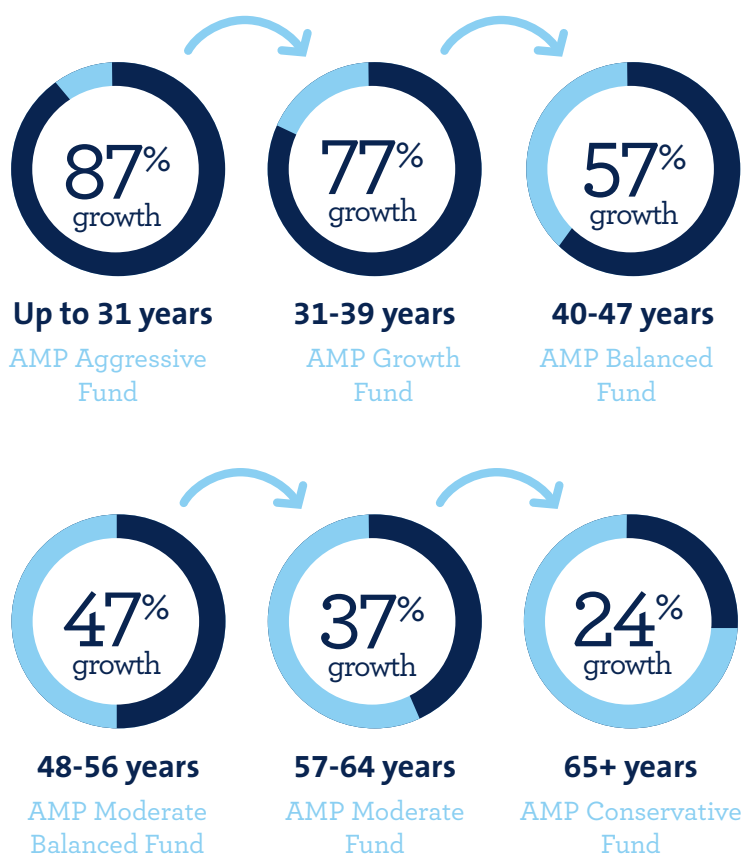
It's a great option, which gives your employees the peace of mind that their savings are invested in the most appropriate fund for a typical investor of their age.

The chart below shows the benchmark growth assets percentage reducing as a member gets older.



More information on Lifesteps can be found at [amp.co.nz/lifesteps](http://amp.co.nz/lifesteps).

- Growth assets (such as shares, property, infrastructure)
- Income assets (such as fixed interest, cash)



What about other investment options?

With the AMP KiwiSaver Scheme, your employees can choose from a range of options including funds from other fund managers.

From time to time the age ranges applying to funds comprised in the Lifesteps Investment Programme may be adjusted and funds specific to particular age bands may be added or deleted. Asset allocation benchmarks, ranges and performance objectives for each fund may change from time to time.

None of AMP Wealth Management New Zealand Limited, The New Zealand Guardian Trust Company Limited or any other person guarantees the AMP KiwiSaver Scheme, the investments made or any returns on the investment. Past investment performance is not indicative of future investment performance. Returns will vary depending on the investment performance of the funds.

\*This will be subject, in each case, to AMP having the ability to make that allocation, and having received sufficient information from Inland Revenue and/or the member. Please refer to the AMP KiwiSaver Scheme Product Disclosure Statement for more information.

# Here's a quick checklist of what you'll need to do

- ✔ **Distribute the AMP KiwiSaver Scheme employee packs to:**
  - New employees who qualify for automatic enrolment within seven days of them starting work.
  - Eligible existing employees who want to join KiwiSaver or switch to the AMP KiwiSaver Scheme from another provider.
- ✔ **Send employee names, addresses and IRD numbers to Inland Revenue:**
  - For all new employees who qualify for automatic enrolment.
  - For eligible existing employees who want to opt-in to KiwiSaver.
- ✔ **Deduct KiwiSaver contributions and make compulsory employer contributions at the correct rate.**
- ✔ **Forward contributions to Inland Revenue.**  
Do this along with your PAYE and any Employer Superannuation Contribution Tax (ESCT) payments.
- ✔ **Accept opt-out requests from your employees.**  
Notify Inland Revenue and refund any contributions to employees that have not yet been sent to Inland Revenue.
- ✔ **Act on any contribution holiday requests** once they're approved by Inland Revenue.



Please note this is a summary only.  
For full details of your KiwiSaver responsibilities as an employer, go to [kiwisaver.govt.nz](https://kiwisaver.govt.nz).

Phone 0800 267 5494  
Email [kiwisaver@amp.co.nz](mailto:kiwisaver@amp.co.nz)  
Web [amp.co.nz](http://amp.co.nz)  
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### Want to know more?

If you have any questions about filling in the form, or you would like more information about the AMP KiwiSaver Scheme, talk to your Adviser or call **0800 267 5494 (0800 AMP KIWI)**.

The information in this document is a summary of KiwiSaver only and is believed to be accurate at the time of printing (March 2017). Please refer to [kiwisaver.govt.nz](http://kiwisaver.govt.nz) or [amp.co.nz](http://amp.co.nz) for more information. AMP Wealth Management New Zealand Limited, The New Zealand Guardian Trust Company Limited, and related companies do not accept liability for, or consequence, of any error or omission, or change in legislation or Government Policy.

A disclosure statement is available from your Adviser, on request and free of charge.

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