



MAS KiwiSaver Scheme

Other Material Information

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Signatory of:



CERTIFIED BY RIAA

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Section 1: Introduction

The MAS KiwiSaver Scheme – Other Material Information document provides additional material information on an investment in the MAS KiwiSaver Scheme (MAS KiwiSaver)¹ and should be read in conjunction with the MAS KiwiSaver Scheme Product Disclosure Statement (PDS) and other offer documents available at mas.co.nz/kiwisaver and on the Disclose Register - Scheme Register at disclose-register.companiesoffice.govt.nz

Medical Funds Management Limited (MFM, we, us, our) is the Manager of MAS KiwiSaver and is a wholly owned subsidiary of Medical Assurance Society New Zealand Limited (MAS).

The information in this document could change in the future.

¹ The term 'MAS KiwiSaver' is an abbreviation for 'the MAS KiwiSaver Scheme' and readers should view those terms interchangeably.

Section 2: Information on fees

You will be charged fees for investing in the MAS KiwiSaver funds (Funds). The fees you pay are outlined in this section.

Annual fund charge

The annual fund charge of MAS KiwiSaver is made up of:

- the manager's basic fee (management fee); and
- fund expenses, and the fees and expenses of funds that the Funds invest in. Together these are referred to as 'Other management and administrative charges'.

The estimated annual fund charges include GST as applicable.

Further information on the components of the annual fund charge are outlined below.

Manager's basic fee

We charge a fee for administering and managing the investments in the Funds of MAS KiwiSaver. The current fees are outlined in the table below:

Fund	Manager's basic fee (as a percentage of the net asset value of the Fund)
Global Equities Fund	1.00%
Aggressive Fund	1.00%
Growth Fund	1.00%
Balanced Fund	0.95%
Moderate Fund	0.85%
Conservative Fund	0.80%
Cash Fund	0.50%

The manager's basic fee is calculated daily and will reduce a Fund's unit price. The fee is accrued daily and paid monthly in arrears from MAS KiwiSaver.

The fee we charge you is used to pay such things as:

- the Administration Manager to administer MAS KiwiSaver; and
- the Investment Managers to invest MAS KiwiSaver's assets.

Minimum fee

There is a minimum fee of \$12.50 per calendar quarter (\$50 per annum). This is calculated and charged on the last day of the quarter by redeeming units from your account. The fee does not apply to members aged under 25 at the time the fee is calculated. This amount can change.

The minimum fee is not a separate charge to the Manager's basic fee.

Other management and administrative charges

Other management and administrative charges are made up of:

Fund expenses	The Trust Deed permits us to deduct fees, costs and expenses for the administration of MAS KiwiSaver Scheme. Examples include legal, regulatory and audit costs.
Underlying fund charges	The Funds may invest in other funds (underlying funds) to obtain exposure to certain asset classes, for instance international fixed interest. These underlying funds may charge their own management fees and expenses and may charge performance fees. These charges have an impact on the returns from the underlying funds and, therefore, on the value of your investment.

Supervisor fee

The Trust Deed entitles the Supervisor to charge a fee for their services. This fee is currently met by us, however, this may change in the future.

Basis for estimates of fund charges

The Funds' administrative costs and expenses may vary from year to year. Calculating these costs and expenses takes into account estimates provided by MAS KiwiSaver's professional service providers and our experience with MAS KiwiSaver.

We have estimated fees and expenses charged by underlying funds, based on their public disclosures. We have assumed that these will not change, however, we regularly review these.

We have estimated what future performance fees, if any, may be charged by underlying funds. Our estimate is based on the previous year's fee disclosed by the underlying fund.

We review all these estimates on an annual basis.

See the latest Fund Update for the most recent actual charges. These are available at mas.co.nz/kiwisaver-documents and on the Disclose Register – Offer Register at disclose-register.companiesoffice.govt.nz

Administration fee

Currently, there is no administration fee.

Transaction fees

Currently, we don't charge a fee to enter or leave our Funds. We do not currently charge a fee for switching between Funds. This may change in the future.

Investment costs

Costs of buying and selling investments are paid by the Funds and they are reflected in the value of your investment. These costs are an additional cost and not included in the annual fund charges.

Changes to fees or new fees

We may vary fees at any time or introduce new fees. Fees and expenses must not be unreasonable. Investors will be given at least 30 days' notice of any fee increase or if any new fee is introduced.

Section 3: Pricing and valuation

Funds are valued and unit-priced each business day. We have agreed to the sub-contracting of fund unit pricing by JBWere (NZ) Pty Limited (JBWere) to an independent third party, MMC Limited (MMC). The policies of MMC have been adopted as the policies relating to pricing and valuation for MAS KiwiSaver.

The key aspects of pricing and valuations are as follows:

- Funds are valued and unit-priced daily on each business day.
- Where assets are traded on financial markets, prices are to be sourced from independent market data providers including but not limited to: Bloomberg, Interactive Data, Thomson Reuters and IRESS. In general, MMC is the valuation provider for the majority of the securities.
- Where an asset is deemed illiquid, or pricing has been suspended, the Investment Manager will, as necessary, agree a price with us and confirm this with MMC.
- If there is uncertainty over the taxation treatment of an asset, we will seek guidance from specialist tax advisers before instructing MMC.

Section 4: **Withdrawing your investment**

Reaching KiwiSaver Retirement Age

You can withdraw your MAS KiwiSaver savings once you reach your KiwiSaver Retirement Age. If you join KiwiSaver on or after 1 July 2019, your KiwiSaver Retirement Age is the date you qualify for New Zealand superannuation (currently age 65). If you first joined KiwiSaver on or before 30 June 2019, your KiwiSaver Retirement Age is the later of the date you qualify for New Zealand superannuation (currently age 65), or you have been a member of a KiwiSaver scheme or a complying superannuation fund for at least five years. You can opt-out of this lock-in from age 65, but will lose eligibility for employer and Government contributions.

Before you reach KiwiSaver Retirement Age

Early withdrawals

You may be able to make an early withdrawal under certain conditions with agreement by us or the Supervisor as applicable. For additional information on how to make an early withdrawal, you can call us on **0800 627 738** or email masinvest@linkmarketservices.com

This section provides additional information about the eligibility for each early withdrawal method.

First home withdrawal

You may be able to make a withdrawal to buy a home or land to build on (an estate in land).

You can access your KiwiSaver savings to pay an initial deposit before the sale and purchase of your first home goes unconditional.

You can make a withdrawal if all of the following apply:

- you have been a member of a KiwiSaver or complying superannuation scheme (if you transferred from that scheme) for at least three years;
- your home or land is, or is intended to be, your principal place of residence, and it is in New Zealand;
- you have never owned an estate in land before; and
- you qualify under the KiwiSaver regulations, and you have not previously made a withdrawal from a KiwiSaver scheme for purchasing your first home.

You must keep a minimum of \$1,000 in your KiwiSaver account in addition to any amount transferred from an Australian complying superannuation scheme.

In limited circumstances you may be able to make a first home withdrawal where you have owned a home (or land) before so long as you have not made a KiwiSaver first home withdrawal before. This includes holding an estate in land as a trustee or if Kāinga Ora – Homes and Communities determines that you are in the same financial situation as a first home buyer. You might also be able to apply for a KiwiSaver HomeStart grant from Kāinga Ora – Homes and Communities. You can refer to the Kāinga Ora – Homes and Communities website at kaingaora.govt.nz for more information.

To apply, you need to complete a First Home Withdrawal Application, available at mas.co.nz/kiwisaver-documents. Further information is also available on mas.co.nz/first-home-buyers

Significant financial hardship

You may be able to make an early withdrawal if you are suffering or likely to suffer from significant financial hardship. This includes if you are, or likely to be:

- unable to meet minimum living expenses; or
- unable to meet mortgage payments on your family residence, resulting in the mortgage provider seeking to enforce the mortgage on your property; or
- modifying your home to meet special needs because of you or a dependant family member having a disability; or
- paying for medical treatment if you or a dependant family member become ill, has an injury, or requires palliative care; or
- incurring funeral costs if a dependant family member dies; or
- suffering from a serious illness.

You cannot withdraw the Government kick-start or any Government contributions.

Your withdrawal can include amounts transferred to your KiwiSaver account from an Australian Complying Superannuation Scheme.

To apply, you need to complete a Significant Financial Hardship Withdrawal Application Form for your Scheme, available at mas.co.nz/kiwisaver-documents and complete a statutory declaration with a statement of your financial position, and evidence that you are suffering or likely to suffer from significant financial hardship.

The Supervisor will determine whether you're eligible for a significant financial hardship withdrawal, and if accepted you'll receive the amount that in the Supervisor's opinion is needed to alleviate your hardship.

Serious illness

You may be able to make an early withdrawal if you have an injury, illness or disability that means that you are:

- totally and permanently unable to work at a job that your education, training or experience makes you suited to; or
- that poses a serious and imminent risk of death.

The Supervisor will determine whether you're eligible for a serious illness withdrawal.

To apply, you need to complete a Serious Illness Withdrawal Application Form for your Scheme, available at mas.co.nz/kiwisaver-documents and complete a statutory declaration that you understand the consequences of the withdrawal and have a declaration from your doctor that you are suffering from a serious illness.

The Supervisor will determine whether you're eligible for a serious illness withdrawal.

Life-shortening congenital condition

You may be able to make a withdrawal if you were born with a life-shortening congenital condition:

- meaning you are identified by law as having a life-shortening congenital condition; or
- shown by medical evidence to be likely to reduce your life expectancy (or the life expectancy of people in general with the same condition) below the age of 65.

If you make a withdrawal because of a congenital condition that is life-shortening, you will be able to withdraw all of your account balance if you choose. You will no longer be eligible to receive any Government contributions, and your employer can stop their contributions.

To apply, you need to complete a Life-shortening Congenital Condition Form, available at mas.co.nz/kiwisaver-documents and complete a statutory declaration that you understand the consequences of the withdrawal and have a declaration from your doctor that your condition is life-shortening.

The Supervisor will determine whether you're eligible for a life-shortening congenital condition withdrawal.

Permanent emigration to Australia

At any time after you have permanently emigrated from New Zealand you can transfer your KiwiSaver savings to an authorised foreign superannuation scheme.

You can transfer the total value of your KiwiSaver account (including Government contributions) to an Australian complying superannuation fund as long as your balance is below any maximum transfer amount set by Australian law.

If the balance you are transferring includes money originally sourced from an overseas superannuation scheme, you should seek independent tax advice before applying for a transfer.

To apply, you need to complete a Permanent Emigration (to Australia) Transfer Application Form, available at mas.co.nz/kiwisaver-documents and provide proof of emigration.

Permanent emigration to countries other than Australia

At any time after you have permanently emigrated from New Zealand you can transfer your KiwiSaver savings to an authorised foreign superannuation scheme.

Alternatively, you can apply to withdraw your funds no earlier than one year after you have permanently emigrated from New Zealand if you wish your funds to be paid to you.

You cannot transfer or withdraw the Government contributions or any amount transferred from an Australian complying superannuation scheme. Any Government contributions will be repaid to Inland Revenue.

To apply, you need to complete a Permanent Emigration (excluding Australia) Withdrawal Application Form, available at mas.co.nz/kiwisaver-documents and provide proof of emigration.

Retirement withdrawal of Australian savings (from age 60)

If your MAS KiwiSaver account includes savings transferred from an Australian superannuation scheme, and you meet the definition of being retired as set out under Australian law, you may be able to withdraw these savings when you turn 60.

These savings do not qualify for matching annual Government contributions and cannot be used for a first home withdrawal (including the First Home Grant). You cannot transfer these amounts to other countries (other than Australia).

Other foreign superannuation transfers (other than Australia)

Savings transferred to KiwiSaver from a foreign superannuation scheme (other than Australia) may trigger a tax liability or student loan repayment. You may be able to withdraw funds to meet these obligations.

You will need to apply within 24 months of the date the assessment is made by Inland Revenue. You will not be able to withdraw more than you need and the money will be paid directly to Inland Revenue.

Death

If you die, your account balance will be paid to your estate's personal representative. Or, if your balance does not exceed the prescribed amount (currently \$15,000) and other conditions are met, your account balance may be paid out to your surviving partner or children.

Court order

Some laws, such as the Property (Relationships) Act 1976, may require us to pay some or all of your KiwiSaver savings if required by law or a court order.

Section 5: Market index information

The performance of each Fund is measured against a market index. The market index for a Fund comprises the benchmark index return of each of the asset classes the Fund invests in, weighted by the Fund's benchmark asset allocation to each asset class. The current benchmark index is outlined in the table below:

Asset Class	Benchmark Index
International Equities	MSCI All Country World Total Return Index (69% hedged to NZD)
Australasian Equities	S&P/NZX 50 Gross Index
International Fixed Interest	Barclays Global Aggregate Index (hedged to NZD)
New Zealand Fixed Interest	Bloomberg NZ Bond Composite 0+ Yr Index
Cash & Cash Equivalents	S&P/NZX Bank Bills 90-Day Index

These indices may be updated or changed at any time. More information on the market indices may be obtained from the following webpages:

Source	Webpage
MSCI	msci.com/indexes
S&P indices	us.spindices.com (and refer to New Zealand indices)
Barclays	indices.barclays
Bloomberg	bloomberg.com/professional/product/indices/bloomberg-ausbond-index/

These webpages are current at the date of this Other Material Information document and may change.

Section 6: Universe of investment risks

This section provides you with a summary of risks that may have an impact on the performance of your funds invested in MAS KiwiSaver. It provides important information about the impact of these risks that you may face alongside mitigation strategies and controls we and our agents, including MAS, employ to help identify and manage these risks.

All investments have a potential return and carry a degree of risk. The principal risks you face are that you may not receive the returns you expect and/or that you may not be able to recover the full amount of your contributions.

As illustrated in the Long Term Risk/Return graph below different asset classes and Funds carry a different level of risk based on the underlying asset allocations and benchmarks.

Risk can be reduced through investment diversification by investing in a range of asset classes within a Fund such as cash & cash equivalents, fixed interest and equities. A key benefit of diversification is when different asset classes are uncorrelated (or negatively correlated) which means that as some assets may fall in value others rise. The lesser the correlation the more the diversification benefit.

Different asset classes will have different risk and return characteristics.

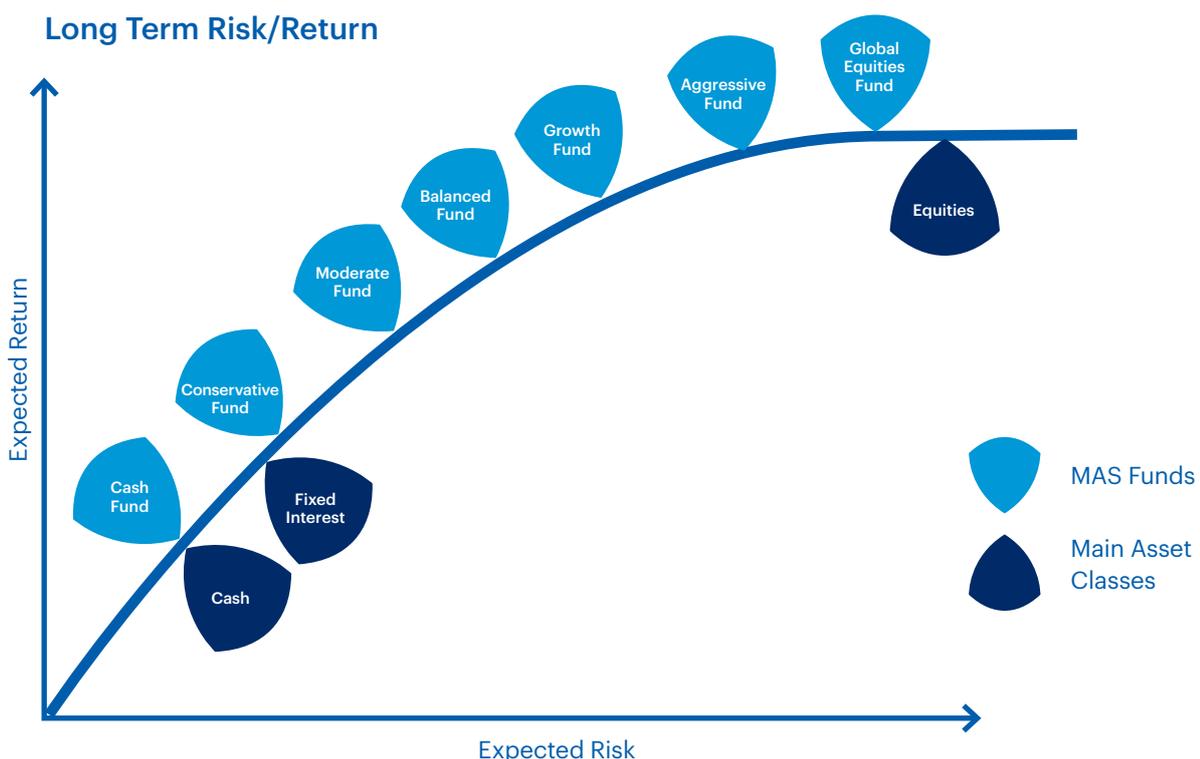
Income assets

At the lower end of the risk spectrum are income assets which include cash & cash equivalents and fixed interest. They are expected to provide returns in the form of income with potential for some capital change. Income assets are generally lower risk with lower return potential over the longer term compared with growth assets.

Growth assets

Conversely, at the other end of the risk spectrum are growth assets such as equities. They are designed to grow your investment. These have the potential for higher returns over the long term compared with income assets, but returns may fluctuate up and down and be negative on occasion.

The principal risks that can affect the return or value of MAS KiwiSaver have been broken into General Investment Risks and Other General Risks and are outlined in the rest of this section.



General Investment Risks

The value of your investment may be adversely affected by any or all of the following General Investment Risks:

Risk type	Risk description	Impact of risk	How we mitigate these risks
Asset Allocation Risk	Funds that invest more in growth assets such as Australasian and international equities have higher potential returns. At the same time, they also have greater risks than Funds that invest more in income assets such as cash or fixed interest.	Potential for lower investment returns if there is not a spread of assets.	MAS KiwiSaver Scheme's Statement of Investment Policy and Objectives (SIPO)* sets Strategic Asset Allocation benchmarks for each Fund. Investment Managers may change the mix of assets to either take advantage of market conditions or to protect Fund values during periods of market volatility, as long as they remain within the permitted ranges.
Active Investment Management Risk	Our Investment Managers actively manage the investments held in our Funds. Decisions made by the Investment Managers (such as how they will allocate money between asset classes, investment sectors and individual investments) may improve or reduce Fund returns.	Potential for lower returns if our Investment Managers choose investments that underperform the market or Fund's benchmark.	The SIPO sets criteria by which the performance of our Investment Managers is monitored. We can change Investment Managers at any time if we are not satisfied with their performance.
Market Risk	The value of our Funds can move up and down due to the overall performance of financial markets, which in turn are affected by factors such as changes in the economy, political events and investor sentiment.	Potential for lower investment returns due to adverse market movements.	The SIPO requires that when making investment decisions the Investment Managers comply with the investment guidelines, invest in the approved asset classes and maintain diversification between assets and asset classes. Investment Managers also actively research markets and keep abreast of market impacts.
Interest Rate Risk	The market value of fixed interest securities changes when interest rates change. These fluctuations have more impact on Funds with more longer-term fixed interest investments.	Potential for lower investment returns due to adverse market movements.	The SIPO requires Investment Managers to invest in an approved range of securities and places limits on the term of cash and fixed interest investments.
Currency Risk	Many of our Fund investments are denominated in foreign currencies. As the value of these currencies fluctuate relative to the New Zealand dollar, the value of Funds can change as well.	Potential for lower investment returns due to currency volatility.	The Currency Hedging Policy is documented in the SIPO and defines the requirements for managing currency risk in individual asset classes.

* A copy of the latest SIPO relating to MAS KiwiSaver can be found at mas.co.nz/kiwisaver-documents and on the Disclose Register - Scheme Register at disclose-register.companiesoffice.govt.nz

Risk type	Risk description	Impact of risk	How we mitigate these risks
Liquidity Risk	Sometimes Funds are unable to sell an investment when they want to or are forced to accept a lower price than would be expected in normal conditions.	Potential that the MAS KiwiSaver Scheme is unable to meet monetary obligations in a timely manner. Risk of lower investment returns if assets are required to be sold at depressed prices.	The SIPO sets Strategic Asset Allocation benchmarks for the cash asset class for each Fund to ensure sufficient liquidity to meet demands for payments. In addition, the Funds hold a diversified range of assets with a high level of liquidity.
Credit Risk	The value of fixed interest investments is in part linked to the ability of a borrower to meet their future payment obligations.	Potential reduction in the level of returns if the full amount of an investment is not able to be recovered due to the default of a borrower.	Investment Managers monitor credit risk exposures on a daily basis and take proactive action to reduce exposure to credit where there is emerging risk.
Counterparty Risk	The risk that a party to a financial contract defaults or is otherwise unable to fulfil their obligations.	Potential for lower investment returns due to a transaction having to be replaced with one on less favourable terms.	When selecting counterparties to transact with, the Investment Managers follow a due diligence process.
Derivative Risk	<p>Derivatives are financial contracts whose value is dependent on, or derives from, the value of one or more underlying assets (such as equities, fixed interest, commodities, currency, or cash).</p> <p>Derivatives provide exposure to an underlying asset without the need to buy or sell that asset.</p> <p>The MAS KiwiSaver Scheme and any funds that the MAS KiwiSaver Scheme invest into may use derivatives for the purpose of risk management (particularly in managing interest rate and currency risk), performance enhancement or to optimise investment strategy implementation.</p>	Derivatives may not perform in line with expectations, resulting in unexpected gains or losses and increased volatility.	Investment Managers may enter into derivative contracts as permitted under the SIPO. Derivative exposures are monitored daily by Investment Managers. Derivatives are not used to leverage the Funds as at the date of the current SIPO.

Other General Risks

The value of your investment, and your ability to withdraw, may also be affected by some or all of the following general risks.

Risk type	Risk description	Impact of risk	How we mitigate these risks
Operational Risk	The risk of loss to members resulting from a technological, process, people, third party or other failure affecting the MAS KiwiSaver Scheme's operations or the financial markets in general.	Potential for failures (caused by technology, people, process, third party, other) to result in lower returns to you, or affect your ability to withdraw from the MAS KiwiSaver Scheme.	We and the operational manager of the MAS KiwiSaver Scheme, have a Compliance and Risk framework in place. In the event of an operational failure, MAS has a Business Continuity Plan in place to manage the resumption of business in a timely manner. We also actively monitor third party providers involved in providing services to the MAS KiwiSaver Scheme to ensure contractual and regulatory compliance.
Legislative and Regulatory Risk	The risk that the MAS KiwiSaver Scheme is affected by future changes to tax, superannuation, or other legislation.	Potential for lower returns or changed benefits.	We, and our legal advisers, actively monitor new developments to the regulatory environment. We regularly engage with other market participants and regulators to keep abreast/ ahead of any potential changes.
Tax Risk	<p>The risk of the Administration Manager either over or underpaying tax within the MAS KiwiSaver Scheme on your behalf as a result of you providing the administration manager with the wrong Prescribed Investor Rate (PIR) or not advising the Administration Manager to change your PIR when it needed to be changed or not advising the Administration Manager of your IRD number.</p> <p>If the rate applied to your PIE income is lower than your correct PIR you will be required to pay any tax shortfall as part of the income tax year-end process.</p> <p>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.</p> <p>Tax risk also exists in relation to the types and rates of tax imposed on underlying investments, which can impact on the returns made from that investment.</p>	<p>You are personally responsible for advising us of your correct PIR, and for any underpayment of tax.</p> <p>Changes in taxation may affect the taxable income, Portfolio Investment Entity (PIE) tax paid and/or the returns of the MAS KiwiSaver Scheme.</p>	<p>We request that you review your PIR each year and notify us of any changes. Inland Revenue will notify us of any update to your PIR, based on the information they hold. You can provide us with a different PIR.</p> <p>We, and our agents including MAS, its tax advisers and Investment Managers, actively monitor New Zealand taxation changes.</p>

Risk type	Risk description	Impact of risk	How we mitigate these risks
Risk of losing PIE Tax Status	The risk that if the MAS KiwiSaver Scheme loses its PIE status, it will be taxed as a widely-held superannuation fund rather than under the PIE regime. Your tax treatment will differ accordingly.	Loss of PIE tax status, and resulting change in your tax rate, could result in lower after tax returns.	We, and our Administration Managers, have processes in place to monitor compliance with PIE eligibility.
Borrowing Risk	The risk that where borrowing has occurred in relation to a Fund, the lender would have the right to demand payment from that Fund. If there are insufficient assets in the Fund to repay the loan, the assets of other Funds in the MAS KiwiSaver Scheme could be used to meet the repayment. The level of borrowings by the Funds is subject to certain conditions in the Trust Deed.	Risk of lower investment returns if assets of one Fund are required to be sold to ensure repayment of obligations of another Fund.	We mitigate this risk by limiting borrowings of the Funds except to provide liquidity for the repayment or redemption of any units and by investing in assets that are generally liquid in nature under ordinary circumstances.

Section 7: Conflict of interests

Any asset transactions between multiple Funds which are managed by the same Investment Manager must be considered on their own merit and transacted at recognised market prices.

When we exercise our powers or perform our duties, we must act in good faith and act, in what we believe to be, the best interests of members of MAS KiwiSaver. Our directors provide current declarations of interests prior to each Board meeting.

Our parent company, Medical Assurance Society New Zealand Limited (MAS) is responsible for the operational management of MAS KiwiSaver. MAS has a Conflict of Interest Policy that applies to all MAS directors and staff. This Policy outlines the processes followed by MAS to identify, declare, manage and mitigate conflicts. Individuals involved in the offer of MAS KiwiSaver including MAS directors and staff, and third parties, may invest in MAS KiwiSaver.

JBWere is an Investment Manager of MAS KiwiSaver.

The JBWere Conflict of Interest Policy covers the systems and processes that they follow to identify, declare, manage and mitigate conflicts.

The key points are as follows:

- In buying, selling or otherwise dealing with investments, the Investment Manager may act at the same time for us, MAS, the Supervisor, the Custodian and any other persons MAS or we authorise the Investment Managers to so act for.
- From time to time the Investment Manager may be able to offer preferential allocation of investments to enable participation in securities offerings and that they are entitled to offer these opportunities to such clients as it may in its discretion determine.
- The Investment Manager, an associate or other persons connected to them may have a direct, indirect or professional interest in any company, investment or other matter which is the subject of possible investment advice or transaction, as the case may be. However, they undertake to us that in providing investment advice they will not be motivated, in their provision of such advice, by any such conflict of interest.

Bancorp Treasury Services (Bancorp) is an Investment Manager of MAS KiwiSaver. Under Bancorp employment contracts any employee who may have a direct, indirect or professional interest in any company, investment or other matter which is the subject of possible investment advice or transaction, must undertake that in providing investment advice they will not be motivated, in their provision of such advice, by any such conflict of interest.

Section 8: **Trade allocation and execution**

Trades for MAS KiwiSaver are executed by JBWere, as Investment Manager. In doing so they apply their Trade Allocation and Execution Policy to ensure that all clients are treated fairly and equitably when trades are allocated across Investment Portfolios with respect to priority of execution of orders and in the allocation of trades.

Execution factors taken into account by JBWere include price, cost, speed, likelihood of execution and settlement.

The process by which JBWere determines the importance of each of the execution factors outlined above is specific to each instrument type. For the asset classes directly managed, the factors of price, liquidity, likelihood of execution and settlement size, credit risk, rating and maturity are important and the relative importance of each of them may differ depending on each individual order. JBWere will utilise its dealing experience to determine the relative importance of each factor and will execute orders accordingly.

In the instance where trades are partially complete, the trade will, to the extent practicable, be pro-rated across participating funds to ensure fair and equitable treatment of all funds and client Portfolios.

Section 9: **Proxy voting**

We have contracted Institutional Shareholder Services (ISS) as proxy voting agent for the Australasian and international equities component of the Funds. ISS is delegated by MAS to vote on behalf of the Funds in accordance with ISS proxy voting guidelines.

These guidelines are available on the ISS website: [issgovernance.com/policy-gateway/iss-global-voting-principles](https://www.issgovernance.com/policy-gateway/iss-global-voting-principles)

The RIAA Certification Symbol signifies that a product or service offers an investment style that takes into account certain environmental, social, governance or ethical considerations. The Symbol also signifies that the MAS KiwiSaver Scheme adheres to the strict operational and disclosure practices required under the Responsible Investment Certification Program for the category of Superfund Option. The Certification Symbol is a Registered Trade Mark of the Responsible Investment Association Australasia (RIAA). Detailed information about RIAA, the Symbol and the MAS KiwiSaver Scheme's methodology and performance can be found at www.responsiblereturns.com.au, together with details about other responsible investment products certified by RIAA¹.

¹The Responsible Investment Certification Program does not constitute financial product advice. Neither the Certification Symbol nor RIAA recommends to any person that any financial product is a suitable investment or that returns are guaranteed. Appropriate professional advice should be sought prior to making an investment decision. RIAA does not hold an Australian Financial Services Licence.

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