Christian KiwiSaver Scheme

Other Material Information

10 September 2019

Issued by The New Zealand Anglican Church Pension Board

Ethical at heart

Christian KiwiSaver Scheme

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1. General

This Other Material Information document sets out important information about your investment in the **Christian KiwiSaver Scheme** (***Scheme***) and should be read together with the Product Disclosure Statement (***PDS***), the Statement of Investment Policy and Objectives (***SIPO***) and any other documents held at www.christiankiwisaver.nz/documents and on the register at www.disclose-register.companiesoffice.govt.nz (***Disclose***) in relation to the Scheme.

In this document:

- ***Trustee***, ***our***, ***we*** or ***us*** means The New Zealand Anglican Church Pension Board:
- ***Board*** means the Board of The New Zealand Anglican Church Pension Board:
- ***you*** or ***your*** means members or prospective members of the Christian KiwiSaver Scheme:
- ***current*** or ***currently***, in relation to legislation, policy, activity, practice or any matter refers to that legislation, policy, activity, practice or matter as at the date of this document.

We have prepared this document to meet the requirements of section 57(1)(b)(ii) of the Financial Markets Conduct Act 2013 (***FMCA***) and clauses 52 and 53(1)(l) of Schedule 4 of the Financial Markets Conduct Regulations 2014.

Capitalised terms used in this document have the same meaning as in the Scheme's trust deed dated 7 March 2018 (***Trust Deed***) unless otherwise defined in this document.

2. The Scheme

The Scheme was established on 29 June 2007 and began accepting members on 12 July 2007. It is registered under the Financial Markets Conduct Act 2013 as a restricted KiwiSaver scheme. Its principal purpose is to provide retirement benefits to members. The Scheme was formerly known as the Koinonia KiwiSaver Scheme.

The Scheme is governed by its Trust Deed (a copy of which is held on Disclose and on the Scheme's website www.christiankiwisaver.nz/documents) and its assets must be invested in accordance with its SIPO.

The Scheme is a restricted KiwiSaver scheme and membership is offered only to:

- employees of organisations whose primary activities are in our opinion Christian mission or ministry (including employees of charitable entities associated with or operating in the Christian church, or employees of entities which we approve as having a Christian special character); and
- persons who express a Christian faith and have a commitment to Christian community involvement when applying (and their immediate family members and dependants).

3. Information about those involved with the Scheme

Trustee

The Trustee of the Scheme is The New Zealand Anglican Church Pension Board which trades as Anglican Financial Care.

We are also the manager of the Scheme and, as the Scheme is a restricted KiwiSaver scheme, there is no requirement for the Scheme to have a supervisor or external custodian.

The Board is constituted by Title B Canon XIV of the Anglican Church in Aotearoa, New Zealand and Polynesia and was incorporated in New Zealand under the Charitable Trusts Act 1957 on 24 November 1972.

Board Members

The current members of our Board are:

The Very Reverend Lawrence Kimberley BCom, ACA, BTheol (Chair)
Lawrence is the Dean of Christchurch Cathedral and a member of the Christchurch Diocesan Pension Committee. Lawrence was appointed by representatives of the Dioceses in New Zealand and has been on the Board since 2000.

The Reverend Vicki Sykes BA, Dip.Tchg, LTh, Grad.Dipl. NFP Management, MSocP (Hons) (Deputy Chair)
Vicki is self-employed and works as a consultant, supervisor, coach, and director on several boards. She was previously Chief Executive of Friendship House, an ecumenical community and social services agency in Manukau, from 1998 to 2015. She has also worked in education and Anglican Parish ministry. Vicki was elected on to the Board by the ordained ministers of the General Synod/te Hīnota Whānui in 2016.

Kerry Burridge – BCA, Dip. Banking, MPhil (Hons)
Kerry is an experienced director, senior executive and international consultant who specialises in economic development, banking and finance. She is an independent specialist director on the board of the Bank of Cook Islands, a role she has had since October 2013. She has worked extensively with international aid donors throughout the Pacific Island nations. Kerry was appointed to the Board by the Standing Committee of General Synod/te Hīnota Whānui in 2018.

Brendan O'Donovan M Com (Hons) (Licensed Independent Trustee)
Brendan is a professional director with over 25 years' experience in the financial services industry. His most recent corporate role was as Chief Economist of Westpac Banking Group NZ. Brendan is a trustee for a number of retirement schemes and serves as an adviser to Parliament's Finance and Expenditure Committee. Brendan was appointed to the Board by the Standing Committee of the General Synod/te Hīnota Whānui as the Board's Licensed Independent Trustee on 1 April 2017. He is also Chair of our Investment Committee.

The Venerable Don Rangi QSM
Don retired from the public service in 2013 and is engaged as an Ecumenical Chaplain to Māori at Wellington Hospital (CCDHB). He is the Vicar General of Te Hui Amorangi ki te Upoko o te Ika. Don was appointed to the Board by representatives of Te Pihopatanga o Aotearoa in 2016.

Tom Ricketts
Tom has worked in the banking industry for the majority of his professional life. He is currently a trustee of the Diocese of Polynesia, Chairman of HFC Bank and a director of a number of companies in Fiji. He has previously served as the Chairman of Telecommunications Fiji Ltd and Deputy Chairman of the Fiji National Provident Fund. Tom was appointed to the Board by the Diocese of Polynesia in 2015.

Hugh Stevens BSc, BE (Hons), MBA
Hugh has worked in the financial services industry for over 15 years, both in New Zealand and overseas. He is CEO of Smartshares Limited. Hugh was appointed by the Standing Committee of the General Synod/te Hīnota Whānui and joined the Board in 2015. He is also a member of our Investment Committee.

David Wallace MBA, BMus
David leads the wealth management business at a major bank. David was appointed to the Board by the Standing Committee of the General Synod/te Hīnota Whānui and has been a Board member since 2012.

The members of our Board, and their contact address, may change from time to time. A list of Board members, and their contact address, at any time are available online at www.christiankiwisaver.nz/about_us/trustee and www.christiankiwisaver.nz/contact_us.

Investment Committee

The Scheme's investments are currently managed by an Investment Committee which is appointed by, and is an instrument of, the Board.

The Investment Committee must comply with investment policies set by the Board and must act within the scope of its delegated authority from the Board.

The current members of the Investment Committee, who can be contacted at our address, are Board members Brendan O'Donovan, who is Chair of the Investment Committee, and Hugh Stevens and the following non-Board appointees:

Don Baskerville BSc, AIA
Don is a business consultant with over 30 years' experience in the superannuation industry, an associate actuary and a member of the Institute of Directors. Don has been on the Investment Committee since 2009, previously serving between 1990 and 1994.

Andrew Johnson – BSc (Math), CFA
Andrew has over 35 years' experience in the investment and superannuation industries. Currently he is a professional director and independent investment consultant specialising in strategic portfolio management. Prior to this Andrew was employed as Head of Asset Consulting for a global asset manager. He joined the Investment Committee on 1 July 2019.

Kevyn Rendell BA Hons, DipBS
Kevyn is a principal of Gould Steele & Co, a licensed stock broker of over 35 years' standing and a member of The Institute of Financial Professionals. Kevyn has been on the Investment Committee since 2009.

Auditors

EY are the Scheme's current auditors.

Solicitors

Chapman Tripp are the Scheme's current solicitors.

4. Additional information about the Scheme

Investment

We intend that the Scheme will be generally administered in a manner consistent with what we consider to reflect Christian values, recognising the importance of ethical considerations to investment decisions and dealings with stakeholders and third parties. You should note though that:

- to provide broader investment spread across and within asset sectors, the Scheme may invest in indices and funds which are not subject to ethical review; and
- ethical investment can come at a cost, particularly from higher expenses (due to the increased time required for company research and stock selection).

The Scheme has three investment funds – the Growth Fund, the Balanced Fund and the Income Fund. You can choose to invest your savings in one or any mix of these Funds (subject to the restrictions noted in the PDS).

Despite the establishment of separate investment funds within the Scheme, the Scheme's assets comprise one single trust fund.

Investment returns

We currently calculate an earnings rate for each Fund on a quarterly basis. These returns can be positive, negative or zero. If we declare a negative earnings rate for any Fund in which you have invested, we will reduce your account balance. Currently we allocate investment earnings to your account quarterly.

We calculate each Fund's returns using a methodology determined by us from time to time which takes into account (without limitation):

- the earnings of the Fund;
- taxation liabilities and provisions;
- the liquidity of investments; and
- such other matters as we may consider relevant;

and which is determined after deducting fees.

The current fees for the Funds are:

- Income Fund 1.0% per annum of the net asset value of the Income Fund
- Balanced Fund 1.5% per annum of the net asset value of the Balanced Fund
- Growth Fund 1.6% per annum of the net asset value of the Growth Fund.

The above fees will not be deducted from the investment earnings allocated to your account for the quarter if you have **not** attained age 18 on the first day of that quarter (i.e. on 1 April, 1 July, 1 October or 1 January, as applicable).

The above fees are calculated daily as a percentage of the net asset value of each Fund. These fees include all costs and expenses for trusteeship, administration and investment management of the Scheme. The Trustee may from time to time change the amounts and types of fees payable.

After the end of each quarter we determine the earnings rate for each Fund with respect to that quarter taking into account the matters listed above.

Our current methodology for determining the earnings rate to be allocated (expressed as a percentage) is:

Earnings rate = A ÷ B

Where

A = Investment income and non-investment income of the Fund
LESS fees
LESS investment earnings allocated on withdrawals since the previous allocation
PLUS amount remaining in reserve after previous allocation

and

B = The daily average aggregate balance of members' holdings in the Fund across the period.

Interim returns

When you become eligible **and** elect to receive a benefit, for each Fund you have chosen we will apply an interim earnings rate (currently calculated in the manner set out below) in respect of the benefit payable, for the period between:

- the last date on which an earnings rate for that Fund was allocated to your account; and
- the date on which your benefit is paid to you.

The interim earnings rate is currently the average return of the previous 20 quarters for the relevant Fund unless otherwise determined by the Trustee.

We currently also apply an interim earnings rate if you switch all of your balance from one Fund to another. If, however, you choose to switch only some of your money from one Fund to another Fund then, after we have next determined quarterly earnings rates, the investment earnings attributed to you will take account of the balance you held in each respective Fund for the relevant period in the quarter.

Government contributions

Currently, when you join the Scheme, while you:

- contribute to the Scheme; and
- live mainly in New Zealand; and
- are aged between 18 and your Qualifying Date (see the PDS),

you will be eligible for annual Government contributions (formerly called member tax credits) matching your own personal contributions to the Scheme at the rate of 50 cents per dollar up to a maximum Government contribution of $521.43 a year (which equals $10 a week). A 'year' for this purpose is 1 July to 30 June.

Those Government contribution entitlements will reduce in proportion to the part of any year during which you were not a KiwiSaver member, had yet to reach age 18 or were contributing while you did not live mainly in New Zealand.

We will claim your Government contribution entitlements annually on your behalf, usually at the beginning of each July. When you fully withdraw from the Scheme (unless for permanent emigration other than to Australia, or to transfer to another KiwiSaver scheme), we will claim for your benefit the Government contributions for the period since the commencement of the relevant year.

When we receive each Government contribution payment, we will apply it to your savings (or add it to your benefit where you are withdrawing all of your savings from the Scheme).

In some circumstances, after you have withdrawn from the Scheme Inland Revenue may pay your Government contributions direct to you.

Amending the Trust Deed and SIPO

Subject to the restrictions in the Financial Markets Conduct Act 2013 and any other applicable legislation, we can amend all or any of the provisions of the Trust Deed at any time.

We can amend the SIPO for the Scheme, including benchmark asset allocations and ranges, at any time.

Where required by law, we will notify you of any material changes to the Trust Deed or the SIPO.

Winding up the Scheme

We can decide to wind up the Scheme at any time.

The Financial Markets Authority may also require the Scheme to be wound up in certain circumstances set out in the FMCA.

If the Scheme is wound up, your claim on its assets will rank behind outstanding fees and expenses, taxation liabilities, any other claims preferred at law and the Scheme wind-up costs. This means that after a wind-up you may not recover the full amount paid to the Scheme by you or for your benefit.

Indemnities

Unless we fail to meet the standard of conduct and care required by the FMCA, we are indemnified from the assets of the Scheme for and in respect of any debt, liability or obligation incurred by or on behalf of the Scheme or a Fund, or any action taken or omitted in connection with the Scheme or a Fund, out of the assets of the Scheme to the full extent of that liability and the costs of any litigation or other proceedings in which that liability has been determined.

5. Additional information about risks

No investment is free from risk. The return on an investment carries a corresponding potential level of risk that you may lose some or all of the investment, receive negative returns or not receive a particular rate of return. Investments in the Scheme are not guaranteed.

There are risks associated with investing in the Scheme as the value of your investment in the Scheme is linked to market performance. The returns on your investment will fluctuate from time to time according to market conditions (these fluctuations are sometimes called 'volatility') and in some years those returns may be negative.

Generally, investments in income assets (such as cash and cash equivalents, fixed interest and mortgages) tend to be less volatile than investments in growth assets (in the Scheme's case equities, private equity investments (see below) and, as at the date of this document, holdings in forest land). Although the Income Fund (invested only in income assets) is expected to carry less risk than the Balanced Fund and the Growth Fund (each with a mix of income and growth assets) the value of your investment in any Fund can go up or down.

Because your returns are linked to the amount in your account(s) at the time you receive your benefits, and because these accounts have earnings allocated to them at rates which we determine and are debited with fees (and possibly negative earnings) there is a risk that you will not recover the full amount contributed by you or for your benefit.

When choosing your investment it is important that you:

- set your investment goals;
- know what sort of investor you are and how much risk you are comfortable with;
- know what your investment timeframe is; and
- understand that events affecting your investments cannot always be foreseen.

Investment sector risks

There are risks arising from investments in each asset sector. The main risks associated with each sector are:

- **Cash and cash equivalents:** the main risk with respect to cash investments is inflation risk (this is the risk that inflation will erode value - i.e. that the return on the investment is less than inflation). There is also credit risk - the risk of the institution holding the cash being unable to pay interest or repay the investment;
- **Fixed Interest:** the main risk with respect to fixed interest investments is interest rate risk - the value of fixed interest investments is affected by changes in interest rates (and if these rise then the investment becomes less valuable). Again, there is also credit risk - the risk of the borrower being unable to pay the interest payments or repay the investment;
- **Equities:** the main risk with respect to equity investments is market risk - the value of equities is influenced by a wide range of factors including the performance of the company, market sentiment and the economic performance of the country or sector. Another key risk with international equities is currency risk (we use hedging to manage this risk);
- **Forest Land:** the main risk with respect to forest land investments is the market risk arising from the need for long-term land holding while forests are growing (the value of the forest land can be affected by demand, location, the quality of the property, market conditions, opinion and the market for property investment). Liquidity risk also affects this sector, as forest land is a long-term and relatively illiquid asset; and
- **Private Equity:** These are investments comprising ownership interests in, or fixed interest investments issued by, operating companies that are not publicly listed on a securities exchange. The main risks with respect to private equity investments are manager risk, market risk and specific investment risk.

The relative significance of these risks will be affected by a Fund's asset allocations from time to time. The current benchmark asset allocations for each of the three Funds are set out in Section 3 of the Scheme's PDS (*Description of your investment options*).

Other risks

The value of your investment in the Scheme may also be affected by any one or more of the following risks:

- **Regulatory risk** is the risk of future changes to relevant legislation in New Zealand or overseas adversely affecting the operation of the Scheme and the Scheme's investments;
- **Administrative or operational risk** is the risk arising from technological or other failures, a process failure, fraud, litigation, disruption to business by reason of industrial dispute, system failure, natural disaster or other unforeseen events affecting either the Scheme or markets generally;
- **Taxation risk** is the risk that changes in tax legislation or tax rates may adversely impact on returns;
- **Loss of PIE status risk** is the risk of the Scheme failing to meet the on-going eligibility criteria for PIE status and our being unable to remedy this in time. If this happened then all the Scheme's taxable income would be taxed at 28% (rather than at members' individual PIRs). We monitor the Scheme's on-going compliance with the PIE legislation;
- **Counterparty risk** is the risk of the other party to a contract not fulfilling its obligations under that contract, a dispute arising in relation to the contract or the other party becoming insolvent or otherwise being unable to meet its financial obligations (if this occurs, the full value of the investment may not be recovered); and

- **Service provider risk** is the risk of any of the parties associated with operating the Scheme and investing Scheme assets failing to perform its obligations (this may adversely affect investment returns, access to the services or the payment of withdrawals).

6. Additional information about tax

Tax on contributions

Member contributions to the Scheme are made from after-tax income, so no more tax is payable on those contributions.

Employer contributions to the Scheme currently have employer's superannuation contribution tax deducted from them at the following rates (an 'income year' is 1 April to 31 March):

- 10.5% if the total of your taxable earnings and the before-tax employer superannuation contributions made for your benefit (to any workplace savings scheme and/or KiwiSaver scheme) was $16,800 or less in the previous income year;
- 17.5% if the total of those earnings plus employer contributions was between $16,801 and $57,600 in the previous income year;
- 30% if the total of those earnings plus employer contributions was between $57,601 and $84,000 in the previous income year; and
- 33% in every other case.

If your current employer did not employ you for all of the previous income year, the above rates will be based on estimates of your expected taxable earnings and employer superannuation contributions for the current income year.

Tax on investment income

The following is a general statement of current New Zealand investment income tax law as it relates to Scheme members who are New Zealand residents. Tax legislation, its interpretation and the rates and bases of taxation are subject to change. Different tax rules may apply in respect of non-resident members.

We do not accept any responsibility for your taxation liabilities. You should consult your own tax adviser about your taxation position in relation to the Scheme or withdrawals, payments or transfers from the Scheme.

The Scheme is a multi-rate portfolio investment entity (**PIE**). As the Scheme is a multi-rate PIE, we:

- attribute to you a proportionate share of each relevant Fund's taxable income and tax credits;
- calculate tax on your proportionate share of that income based on your prescribed investor rate (**PIR**) – you must give us your PIR, which will be 10.5%, 17.5% or 28% depending on your income (see *Prescribed Investor Rate* below);
- pay this tax (**PIE tax**); and
- adjust either your investment in the relevant Fund, or the amount paid to you, to reflect the PIE tax.

Investments not subject to Foreign Investment Fund (FIF) regime
Equities held in New Zealand resident companies, or in most Australian resident companies listed on an approved Australian Securities Exchange index, are broadly taxed under the ordinary New Zealand tax

rules, subject to certain exceptions. Dividends received on such equities are usually fully taxable, with a credit allowed for any attached imputation credits (but not for any Australian franking credits). The Scheme is entitled to a tax credit for any withholding tax deducted from such dividends. Tax is not payable by the Scheme on any gains from the sale of such equities and no tax deduction can be claimed for any tax losses.

Investments subject to FIF regime

Other international equities held by the Scheme are usually taxed under the fair dividend rate (**FDR**) method of taxation in the FIF regime. Under FDR, such equities will give rise to deemed income in an income year (or part year) equal to 5% (or a pro rata portion) of the opening market value of the equities at the beginning of each quarter for that income year (or part year).

The Scheme is entitled to a credit for any withholding tax paid on dividends received from such equities, subject to certain limits. Any dividends or profits from sales of the equities are ignored for tax purposes. No tax deduction can be claimed for any losses in respect of the equities under this method.

Tax on income derived by Scheme

Interest earned by the Scheme, foreign exchange gains from non-New Zealand dollar denominated debt instruments and income derived from hedging contracts are all taxable. The Scheme is entitled to a deduction for expenses incurred in earning income and for any foreign exchange and hedging losses.

Prescribed Investor Rate

For New Zealand resident individuals who give us their IRD number, there are three PIRs available as at the date of this document (a 'tax year' is 1 April to 31 March):

- 10.5% for members who had, in either of the two tax years immediately before the current tax year, taxable income of $14,000 or less (this excludes PIE Income) and $48,000 or less in taxable income plus net PIE Income;
- 17.5% for members who had, in either of the two tax years immediately before the current tax year, taxable income of $48,000 or less (this excludes PIE Income) and $70,000 or less in taxable income plus net PIE Income; and
- 28% for members who do not qualify for either of the lower rates.

When calculating your PIR, taxable income generally includes foreign-sourced income even if you were not resident in New Zealand when that income was earned. New residents can exclude their non-resident foreign-sourced income if they reasonably expect their taxable income to be lower than their total income from the tax year before becoming a New Zealand resident.

For a non-resident or a member who does not provide an IRD number and/or a PIR the PIR is 28%.

You must tell us if your PIR changes or if you cease to be resident in New Zealand.

We calculate the tax liability attributable to members in relation to each Fund for each calculation period (and as at the date of any full withdrawal or switch between Funds) using members' PIRs. The tax liability attributed to you for each Fund will be deducted from your account(s) before the full withdrawal or switch is made.

If you have elected the correct PIR, you need not include the income attributed to you in a tax return (unless you are newly resident and have elected to include your non-resident foreign sourced income – see above). Also, such income will not affect eligibility for family assistance or student loan repayments, or child support obligations.

If you elect a PIR lower than the correct rate, or you do not advise a change to a higher rate, Inland Revenue may require you to file a tax return and pay any consequential tax shortfall at your marginal tax rate plus any penalties or interest. Inland Revenue may also contact us and direct us to change your PIR.

If you are eligible to elect a lower PIR and notify a higher PIR to us in error, or fail to advise a change to a lower PIR, Inland Revenue will not refund any excess tax paid.

Fees paid by you for management and administration services are taken into account as deductions for the purposes of calculating the tax payable on your behalf. You cannot claim deductions for any such fees in your own tax returns.

Tax on overseas transferred funds

UK tax treatment may apply in some cases to a withdrawal of funds transferred to the Scheme (directly or indirectly) from a UK pension scheme. Because the Scheme is no longer a Qualifying Recognised Overseas Pension Scheme (**QROPS**) for UK pension transfer purposes, we can no longer accept any transfers to the Scheme from UK pension schemes (and if any UK pension transfer moneys are transferred to the Scheme from another KiwiSaver scheme or New Zealand retirement scheme then the transfer may trigger a UK tax penalty).

The withdrawal of any other funds transferred to the Scheme (directly or indirectly) from any overseas (non-Australian) scheme may also have overseas tax consequences.

For more information in either case, you should consult a tax specialist.

Tax on benefits

Under current legislation, when you make a withdrawal from the Scheme in New Zealand the amount withdrawn will not be subject to any further New Zealand taxation.

Non-resident members should seek tax advice in their country of residence concerning the tax treatment in that country of payments or transfers from the Scheme.

7. Conflicts of interest

We and the Investment Committee maintain conflict of interest policies. Members of the Board and the Investment Committee are required to disclose interests which they believe may have the potential to lead to conflicts of interest or may be relevant to the perception of their conduct as a member of the Board and/or the Investment Committee.

Notwithstanding the interests of the parties which have appointed them, all of the Board's members must act honestly and in the members' best interests, treat members equitably and not use Scheme information either for improper advantage or to cause detriment to members. The Board must also, in exercising any power or performing any duty, exercise the care, diligence and skill that a prudent person engaged in that profession would exercise in those circumstances. We have a Licensed Independent Trustee as a member of the Board, as required by the FMCA.

Where the Board has entered, or enters, into any transaction providing for a related party benefit (as defined in the FMCA) to be given:

- that transaction must be in the members' best interests or on arm's length terms (or otherwise comply with the FMCA related party transactions provisions); and

- the Board, with the consent of the Licensed Independent Trustee Board member, must certify accordingly.

If any particular conflicts of interest do arise in relation to the Scheme then the Board's members will identify and record those conflicts and take steps to manage them (as appropriate) on a case by case basis. Those steps might include (for example):

- taking independent legal or other advice; and
- having a Board member who is conflicted due to having a direct personal interest in a matter under consideration withdraw from the discussions and decision-making process.

8. Material contracts

We have not entered into any material contracts (not being contracts entered into in the ordinary course of business) in respect of the Scheme.

9. Market indices

The benchmark portfolio against which we compare the investment return for each Fund (Income, Balanced and Growth) is a composite index:

- comprising the benchmark indices used to measure the Scheme's overall performance by individual asset class; and
- weighted according to the target investment mix for the relevant Fund.

More information about the benchmark indices (including the current benchmark index used for each asset class is contained in the SIPO) a copy of which is available:

- from www.christiankiwisaver.nz/documents or
- on the offers register at www.disclose-register.companiesoffice.govt.nz under the Christian KiwiSaver Scheme (select *Search Offers*, enter *OFR10845* and go to *Documents*).

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A Product Disclosure Statement is available from the website