

# Investing and Withdrawing

This document provides additional information on investing in and withdrawing from the funds (Funds) offered in the AMP Investment Trust (AIT or Scheme). It also includes general information on the Scheme that is not included anywhere else on the Scheme's offer register entry. The information set out in this document should be read in conjunction with the relevant Product Disclosure Statements (PDSs) for these Funds.

The Scheme comprises three groups of Funds, those offered in the AIT – open to new investment and investors PDS (Other Open Funds), AIT – eInvest Funds PDS (eInvest Funds) and AIT – closed to new investors PDS (Closed to new investors Funds).



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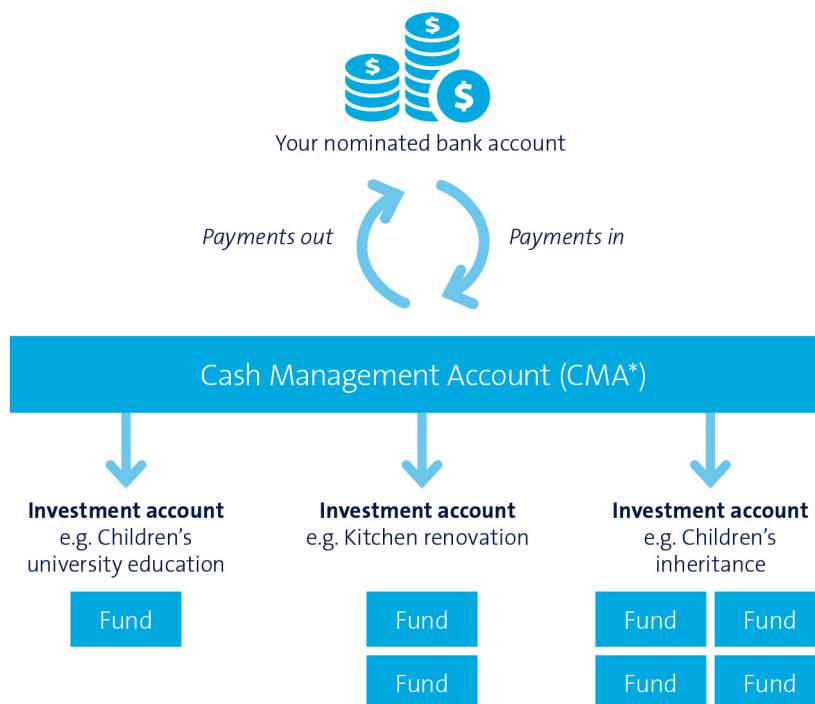
# Investing in the Funds

Individuals, trusts, companies and partnerships can all invest in the Funds offered in the Scheme. You can invest as an individual or two or more people can invest together. However, not all Funds are open to new investors, and you can only invest in the eInvest Funds through a service provider (see below). More information on how you can invest in a particular Fund is set out in the PDS for that Fund. You can invest as much or as little as you like, provided you always have the current minimum of \$1,000 in each of your chosen funds.

The minimum amounts for applications are set by AMP as the manager. If a person applying for units does not have the minimum amounts required by AMP to be invested, AMP may decline the application and refund monies to that person. No interest is paid on such refunds.

## How your investment works - Funds other than eInvest Funds

The diagram below provides an overview of how this investment works (excluding eInvest Funds), and more detail is set out below:



\*If you joined prior to 22 August 2016 you may not have signed up to the CMA facility.

## Saving for different goals

Throughout your life, there'll be many different things you want to save for. It might be a new car or a home renovation. Perhaps you want to put money aside for your children's education or a home deposit. Investment in these Funds makes it easy to set up different investment accounts, individually tailored for each of your goals.

You can have up to 20 investment accounts if you wish, and call them each a different name for easy reference.

## Setting up your investment profile

Firstly you need to decide what your financial goals are. From there, you can set up an investment account for each goal. For example, if you have three goals, all you will need to do is tell us how much of your initial investment and regular payments you would like to invest into each of the three investment accounts. Then you will need to tell us which Funds you would like each investment account to invest in.

Once you've decided this, you have what is called your 'investment profile'.

## How your eInvest Funds investment works

Currently the investment in the eInvest Funds must be made via an administration and custodial service, such as a personalised portfolio or wrap account service (Portfolio Service).

This means that when you invest in the eInvest Funds the provider of your Portfolio Service, or their nominee (Service Provider) will be treated as the registered holder of the units held in any of the eInvest Funds, and you will be the beneficial owner. You should normally have the same rights, benefits and entitlements as if you were the registered holder of the units although your Service Provider, as the registered holder, will be the only person able to exercise any rights, benefits and entitlements in relation to the units. More information is included in the PDS for the eInvest Funds. The terms of your Portfolio Service should also include more information on your rights and entitlements and how units are held on your behalf.

## How to make payments to your investment accounts

After your initial investment of at least \$1,000 for each of your chosen funds, you can choose to make regular payments or save by investing lump sums from time to time.

The table below applies to the Other Open Funds and the Closed to new investors Funds.

Payment option	How to invest
Regular payments	<b>How to set up a direct debit</b> It's easy to make regular payments by direct debit once you have made your initial lump sum investment. To set up a direct debit, complete a Direct Debit Authority form which is available on the AMP website at <a href="http://amp.co.nz/amp/forms">amp.co.nz/amp/forms</a> or from your Adviser or Service Provider. When you set up a direct debit, you'll need to tell us how you want it invested (in other words, you'll need to tell us your investment profile). You can do this by attaching the 'Additional Contribution' form to your Direct Debit Authority.
	<b>Frequency</b> Choose between weekly, fortnightly, four-weekly, monthly or quarterly.
	<b>Minimum amount</b> Each payment must be at least \$50. <b>Yearly increase facility</b> You can choose to use our yearly increase facility where your direct debit amount increases each year by either: – A percentage specified by you (minimum 5%); or – The annual inflation rate (official Consumer Price Index calculated by Statistics New Zealand). We'll increase your payments on the anniversary of your initial investment in the Fund(s) being established. We'll give you five weeks' notice of the increase and you'll be given the option to decline it.
Lump-sum payments	<b>How to make a lump-sum payment</b> You can make lump-sum payments by cheque, payable to 'AMP Investment Suite Subscription Account'. You need to attach your cheque to the Additional Contribution form and send it to us. <b>Frequency</b> As often as you like. <b>Minimum amount</b> Each lump-sum payment must be a minimum of \$250.

For the eInvest Funds please contact your Adviser or Service Provider for details on regular and lump-sum payments. Your Adviser or Service Provider may apply higher minimums than shown above to their services.

## Transfer from other AMP products

Investment in these Funds can be made through transfers from other AMP products. You will only be able to transfer to a Fund if it is open to you for investment – see the relevant PDS for more information. To transfer your savings from another AMP product, simply fill out the 'Additional Contribution' form which is available from your Adviser as well as our 'Product Transfer' form which is also available from your Adviser. This form tells you which AMP products you can transfer from.

## Cash Management Account (CMA)

For clients who have a CMA, the CMA is where all the money involved in your investments flows in and out. Anytime you invest, withdraw or make any transaction involving your funds, it will appear in your CMA. Some fees are also paid out of your CMA (refer to the 'AMP Investment Trust fees and other charges' document for more information on the charges relating to your investment).

If you don't have a CMA facility then the rest of the information below about the CMA is not relevant to you.

Your balance in the CMA currently earns interest at the OCR less 0.20%. If the OCR falls below 0.25%, this will be simultaneously reduced by the same amount as the OCR reduction, up to a maximum of a 0.20% reduction in the CMA margin (i.e. where your interest earned will equal the OCR). This may change without notice. The bank account where CMA monies are invested earns interest at the OCR plus 0.50%. We retain the difference between the interest earned on the bank account and the interest paid on CMA balances, which may equate to more or less than 0.70% depending on timing differences, bank fees and costs.

Withholding tax may apply to any interest earned in the CMA. For more information refer to the 'AMP Investment Trust tax' document on the Scheme's offer register and AMP website at [amp.co.nz/ampinvestmenttrust](http://amp.co.nz/ampinvestmenttrust).

Your CMA is used to meet fees and withdrawals, so it's important that you maintain a minimum balance of four months' worth of portfolio servicing fees, administration fees and any regular withdrawals you have set up (refer to the 'AMP Investment Trust fees and other charges' document for further details of these fees). You can also tell us if you'd like to maintain a balance over and above our required minimum. We may change the minimum balance from time to time, and if we do, we'll give you one month's notice.

If the balance of your CMA falls below a quarter of the minimum balance, we'll automatically sell some units in your funds. We'll sell enough units to bring your balance back up to four months' worth of portfolio servicing fees, administration fees and any regular withdrawals you have set up. You can tell us in your application form which investment accounts we should use first if this needs to be done. Within those investment accounts, we'll sell funds down in an order specified by us (see sell down order table below).

## Sell down order

Sell down order	Funds
1	Select Cash
2	NZ Cash
3	Select Income
4	NZ Bond
5	NZ Fixed Interest
6	Fixed Interest Income
7	Global Bonds -Multi Manager
8	AMPCI Global Fixed Interest
9	Select Conservative
10	Moderate Portfolio
11	Select Balanced
12	Balanced Portfolio
13	Growth Portfolio
14	Select Growth
15	Aggressive Portfolio
16	AMPCI NZ Shares Index
17	AMPCI NZ Shares
18	Australasian Shares - Multi Manager
19	AMPCI Global Shares Index
20	AMPCI Global Shares Index Hedged
21	AMPCI Global Shares
22	Global Equities - Multi Manager
23	Global Property
24	Global Infrastructure
25	Emerging Markets

# Withdrawals

Investment in these Funds is designed for easy, flexible saving, so you can request a withdrawal any time you like.

The minimum amount that must remain in each Fund after a withdrawal is \$1,000. If you're invested in an eInvest Fund, your Service Provider may have different minimums. You should ask your Adviser or Service Provider for details of these.

## How to make withdrawals

The following table provides details on how to make withdrawals from your investment in the Other Open Funds and Closed to new investors Funds.

Withdrawal option	How to make withdrawals
Regular withdrawals	<b>How to set up a regular withdrawal</b> Simply fill out the withdrawal form available at <a href="http://amp.co.nz/amp/forms">amp.co.nz/amp/forms</a> or contact your Adviser to action this.
	<b>Frequency</b> Monthly or quarterly.
	<b>Minimum amount</b> Each regular withdrawal must be at least \$100.
Lump-sum withdrawals	<b>How to withdraw a lump-sum</b> Simply fill out the withdrawal form available at <a href="http://amp.co.nz/amp/forms">amp.co.nz/amp/forms</a> or contact your Adviser to action this.
	<b>Frequency</b> You can make lump-sum withdrawals as often as you like.
	<b>Minimum amount</b> Each lump-sum withdrawal must be a minimum of \$500 or a full withdrawal.

For the eInvest Funds please contact your Adviser or Service Provider for details on making regular and lump-sum withdrawals. Your Adviser or Service Provider may apply higher minimums than shown above to their services.

## Withdrawal proceeds

For investment in the Funds (other than the eInvest Funds) withdrawal proceeds will initially be transferred to your cash management account (CMA), if you have one, and then credited to your nominated bank account on the date of processing. Otherwise, your money will be credited directly to your nominated bank account.

If your investment is in the eInvest Funds withdrawal proceeds will initially be transferred to your Service Provider. Payment of your money to you will be as agreed between yourself and your Service Provider and you should remember that there may be a short delay when requesting a withdrawal for the request to be processed through your Service Provider.

See the relevant PDS for details of when your request will be processed.

## Minimum fund balance

When you make withdrawals from your investment, you'll need to consider:

- the minimum fund balance of \$1,000. If your fund balance goes below \$1,000, we may contact you to see if you would like to make a top-up payment or a full withdrawal from that Fund(s). If we can't reach you we may sell your units in that Fund(s) and pay the proceeds to your nominated bank account; and
- the minimum CMA balance (as explained above). If the balance of your CMA falls to below a quarter of the minimum balance, we'll automatically sell some units in your fund(s) to bring it back to the minimum level.

## Tax on your withdrawals

Generally, when you make a full withdrawal from a fund, PIE tax will be deducted from the withdrawal amount. Tax may also be collected during the year. Please see the 'AMP Investment Trust Tax' document for more information. Where you request a partial withdrawal from a fund and the number of your units left in the trust is below the prescribed minimum holding for that trust, including as a result of PIE tax being deducted, we may treat it as a full withdrawal request.

When you are considering the value of your investment, it is important to bear in mind that a portfolio valuation showing the value of your units may not make any allowance for tax that may be deducted at your prevailing Prescribed Investor Rate (PIR) on full withdrawal or at the end of the year. Please discuss with your Adviser if you need confirmation of this.

## Switching between Funds

You can generally switch some or all of your investment to another Fund that is available to you for investment (see the relevant PDS). For the eInvest Funds, switches are processed through your Service Provider. Your Adviser or Service Provider will be able to help you to arrange a switch.

AMP may also prescribe a minimum amount that can be switched.

Switches are regarded as withdrawals from one fund and investment in another so there may be a short delay between the date of switching out of a fund and switching into the new fund.

## Transfer of Units

The flexibility of the investments in these Funds allows you to transfer your investment to any other person who is eligible to purchase units in the relevant Fund (see the relevant PDS). A transfer is treated as a withdrawal of units from one Fund and an application for units in another Fund.

The current minimum value for transfers is \$1,000, or such other amount determined by AMP.

On a transfer of units, a deduction may be made to reflect the appropriate level of PIE tax attributable to the units being transferred. For more information on the tax refer to the 'AMP Investment Trust tax' document on the Scheme's offer register entry and AMP website at [amp.co.nz/ampinvestmenttrust](http://amp.co.nz/ampinvestmenttrust).

## Rebalancing

Over time, your holdings (within each investment account) are likely to move away from your original allocations. To manage this, you can choose to use our rebalancing facility via the application form or by contacting us. This enables us to buy and sell units to realign your holdings in your chosen funds if they go outside the current 5% tolerance range. You can choose to have this done monthly, quarterly, half yearly or yearly.

## Telephone Transaction Service

You can manage your investment with our Telephone Transaction Service (TTS).

TTS allows you to make the changes listed under 'Changes you can make to your investment' as set out below. You can make withdrawals and check your balance and transactions.

To sign up for TTS, simply complete the 'Telephone Transaction Service' form which is available on the AMP website at [amp.co.nz/amp/forms](http://amp.co.nz/amp/forms) and also on the application form. Please be aware that by signing up to TTS, you automatically permit your Adviser to conduct any of the transactions that you can do including keeping track of your investments, on your behalf through TTS (except make a withdrawal, which must be done in writing).

The TTS is not available for the eInvest Funds.



# Changes you can make to your investment

As long as you maintain the \$1,000 current minimum in each of your chosen funds, you can make the following changes to your investment. All the forms mentioned below are available on the AMP website at [amp.co.nz/amp/forms](http://amp.co.nz/amp/forms).

What do you want to change?	Can I email or write to you with the change?	Can I let you know by phone using TTS?	Is there a form available to do this?
<p><b>I want to set up or change my direct debit payments.</b></p> <p>You can set up a direct debit at any time. If you're making direct debit payments, you can change the frequency and/or amount of your direct debits at any time.</p>	Yes – if you're simply changing the frequency and/or amount.	Yes – if you're simply changing the frequency and/or amount.	<p>Yes – if you're setting up a new direct debit or changing bank accounts, the amount or the frequency of your payments, fill out the Direct Debit Authority.</p> <p>If you're setting up a new direct debit, you'll also need to attach an 'Additional Contribution' form so we know how to invest your payments (i.e. your investment profile).</p>
<p><b>I want to change my choice of funds.</b></p> <p>If you decide to change your choice of funds, you can easily switch your savings from one fund to another.</p> <p>If you do switch your savings to new funds, we will automatically change your investment profile to match your new choice.</p>	Yes – by emailing or sending us the 'Changing your Investments' form.	Yes if switching to funds for which you currently hold investments in.	Yes – simply complete the 'Changing your Investments' form.
<p><b>I want to change my investment profile.</b></p> <p>You can change how your future payments are allocated between funds. If you have rebalancing turned on and you change your investment profile, we'll also switch all your existing balances to the new funds (as well as future payments) to reflect your new investment profile.</p>	Yes – by emailing or sending us the 'Changing your Investments' form.	Yes if changing payments to funds for which you currently hold investments in.	Yes – simply complete the 'Changing your Investments' form.
<p><b>I want to turn rebalancing on or off</b></p>	Yes	No	Yes – simply complete the 'Changing your Investments' form.
<p><b>I want to move my savings between investment accounts.</b></p> <p>If your investment goals change, you can easily move your savings from one investment account to another.</p>	Yes	Yes	Yes – simply complete the 'Changing your Investments' form.
<p><b>I want to set up or stop my yearly increase facility – or change the yearly rate.</b></p> <p>You can set up or stop your yearly increase facility. You can also change the rate at which your regular payments increase – each year.</p>	Yes	Yes	Yes – simply complete the 'Changing your Investments' form.
<p><b>I want to update my personal details.</b></p> <p>Please make sure you tell us when your personal details change, such as address or Prescribed Investor Rate.</p>	Yes (except to change your name or your withdrawal bank account).	Yes (except to change your name or your withdrawal bank account).	Yes – simply complete the 'Change of Details' form.



# Glossary

**AMP, we, our, us and the Manager** means AMP Wealth Management New Zealand Limited, the manager of the AMP Investment Trust.

**Closed to new investors Funds** means an investment fund offered in the AIT – closed to new investors Product Disclosure Statement.

**CMA** means Cash Management Account.

**Current** or **currently** means that legislation, policy or a practice is current as at the date of this document but may change at any time without notice.

**eInvest Fund** means an investment fund offered in the AIT – eInvest Funds Product Disclosure Statement.

**Fund** means an investment fund offered in the AMP Investment Trust.

**Investment account** is an account you set up in order to save for a particular financial goal. Your investment in the Scheme is the total of your investment accounts.

**Investment profile** defines how your money is allocated across your investment accounts and then across the fund options within each investment account. If you make regular payments to the Funds, we ask you to set an investment profile so that we always know how to invest your money.

**OCR** means Official Cash Rate. It is the interest rate set by the Reserve Bank of New Zealand to meet the inflation target

**Other Open Funds** means an investment fund offered in the AIT – open to new investment and investors Product Disclosure Statement.

**PDSs** means the Product Disclosure Statements for the AMP Investment Trust. There are currently three PDSs.

**PIE** means a Portfolio Investment Entity as defined in the Income Tax Act 2007.

**PIR** means Prescribed Investor Rate.

**Portfolio Service** means the administration and custodial service, such as a personalised portfolio or wrap account service, through which you invest in the Funds.

**Scheme** or **AIT** means the AMP Investment Trust.

**Service Provider** means the provider of the Portfolio Service, and includes any duly appointed nominee of that provider.

**Supervisor** means The New Zealand Guardian Trust Company Limited, the supervisor of the Scheme.

**TTS** means Telephone Transaction Service. TTS lets you make withdrawals from and check your balances and transactions by phone.

**You, your or investor** means the person who has invested in a fund either directly, or for the eInvest Funds via the Portfolio Service (i.e. the beneficial owner of the units).

Phone 0800 267 111  
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Web [amp.co.nz](http://amp.co.nz)  
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### Want to know more?

For more information about the AMP Investment Trust, please see the AMP Investment Trust's current Product Disclosure Statements at [amp.co.nz/ampinvestmenttrust](http://amp.co.nz/ampinvestmenttrust) or talk to your Adviser or contact us on 0800 267 111.

Your Adviser's disclosure statement is available from your Adviser on request and free of charge.