

## New Zealand Post Superannuation Plan Change of investment form

Please fill in this form and return it to us if you would like to switch funds or change your investment. Any change you make will take effect from the month following the receipt of your form. Check your form carefully before you send it. **We cannot action your application unless it is completed in full.**

### Step one: Complete your personal details

Please check this information and change any of it if you need to.

Title:		Surname:	
First names:			
Employee number:		Date of birth:	
Postal address:			
Daytime phone/mobile:	(    )	Email:	

### Step two: Let us know how you would like your savings invested

<b>Account balances</b> (the money you have in your accounts now)		
In which fund or funds would you like to invest the balance of your member and employer accounts?		
<i>Fund</i>	<i>Percentage</i>	Note: You must choose zero or multiples of 5%
Short Term Fund	%	
Medium Term Fund	%	
Long Term Fund	%	
= 100%		

<b>Contributions</b> (the money contributed to your accounts in future)		
In which fund or funds would you like to invest your contributions each payday? If you're a deferred member, you can leave this blank as you no longer make contributions.		
<i>Fund</i>	<i>Percentage</i>	Note: You must choose zero or multiples of 5%
Short Term Fund	%	
Medium Term Fund	%	
Long Term Fund	%	
= 100%		

### Step three: Sign and date the form

By signing this form, you acknowledge that you are responsible for your own choice of fund or funds. If you need help deciding which option to choose you should speak to an authorised financial adviser.

Your signature: \_\_\_\_\_

Date: DD / MM / YYYY

**Please return this form to:** Freepost 165572, New Zealand Post Superannuation Plan, Mercer, PO Box 1849, Wellington 6140. Alternatively, you can fax this form to (04) 819 2699 or scan and email it to nzpostsuper@mercerc.com

## Summary of investment options

The New Zealand Post Superannuation Plan offers you three investment choices: the **Short Term Fund**, the **Medium Term Fund** and the **Long Term Fund**. You can choose to invest your account balances (the money you have in your accounts now) in any of the three funds – or a mix. If you like, you can choose a different fund or funds for your future contributions (the money contributed to your accounts in future).

### Understanding risk and return

Each of the three investment options is a different mix of the the same ‘ingredients’. Those ingredients are **growth assets** and **income assets**.

#### Growth assets:



Best suited to long-term saving (10+ years). Growth assets (e.g. shares) tend to produce higher long-term returns than income assets but with more highs and lows along the way.




#### Income assets:



Best suited to short-term saving (up to three years). Returns from income assets (e.g. cash) tend to be more consistent but lower over time than growth assets.

Remember though, returns from all types of investments can be negative.

### A closer look at your choices

Short Term Fund	Medium Term Fund	Long Term Fund
Lower risk; primarily designed for short-term saving up to 3 years	Medium risk; primarily designed for medium-term saving between 3 and 10 years	Higher risk; primarily designed for long-term saving (10+ years)
<i>Benchmark<sup>1</sup></i>	<i>Benchmark</i>	<i>Benchmark</i>
		
<i>Allowable range<sup>2</sup></i> Income assets 100% Growth assets 0%	<i>Allowable range</i> Income assets 35-65% Growth assets 35-65%	<i>Allowable range</i> Income assets 15-50% Growth assets 50-85%

<sup>1</sup> The ‘benchmark’ is the mix of assets we aim to maintain in the normal course of events.

<sup>2</sup> We can vary the mix of assets between these ranges if we think market conditions mean it is in your best interests.

**Which option is best for you?**

This depends on your personal circumstances. As a general rule, the closer you are to retirement the less risk you will want to take on board. That’s because you have less time to ride out the highs and lows associated with returns from growth assets. When you make your choice, think about when you are likely to need to access your savings. (The names of the funds give an indication of the timeframes they are considered most suitable for.) It also pays to think about whether you’re comfortable accepting a higher level of risk in the hope your savings will grow more strongly over time. If you don’t like the idea of negative returns you might be more comfortable in the Short Term Fund, even if you are likely to invest for a long time.

	<b>Savings timeframe</b> When you are likely to need to access the money	<b>Risk/return profile</b> How you feel about risk
<b>Short Term Fund</b>	Up to 3 years	Not comfortable with the idea of a negative return
<b>Medium Term Fund</b>	3 to 10 years	Comfortable with the occasional negative return if it means a better chance of more long-term growth
<b>Long Term Fund</b>	More than 10 years	Comfortable with short-term volatility in order to maximise the chance of long-term growth

**Changing your investment options**

You can change your investment choice at any time during the year. You can do this online at [www.superplan.co.nz](http://www.superplan.co.nz) or by completing this form which you can download from the website or from the New Zealand Post intranet. Any change you make won’t start until the first of the month after we receive your online change or completed form.