

Permanent Emigration – Withdrawal Form



Please print in black or blue pen, in uppercase, one character per box and ☒ all that apply.



This form is for members wishing to request a withdrawal from their account on the grounds of permanent emigration. You can withdraw your investment early if you have emigrated, or are about to emigrate, permanently from New Zealand. Please note that all fields on the form must be completed or the form will be returned to you.

Privacy statement

Information in this form and any requested documents are being collected to enable administration of this account. The Privacy Act entitles the account holder to access and to request correction of any personal information.

Step 1 – Member details

In this section we need to confirm that you are who you say you are.

Membership number

IRD number

 - -

Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Date of birth

 / /

First name

Middle name(s)

Surname

Your overseas residential address

Number	Street name
Suburb	
City	Postcode
Country	

Mailing address (if different from overseas residential address)

Number	Street name
Suburb	
City	Postcode
Country	

Telephone

Mobile

Home phone

Email

Step 2 – Payment details

Please complete **part A** if you wish to withdraw your funds.



A Withdrawal

OPTION 1 – I wish my funds to be credited to a New Zealand bank account

(a bank encoded deposit slip or a copy of a bank statement needs to be attached)

Name on the bank account

SWIFT code

Account number

Name of bank and branch address

OR

OPTION 2 – I wish my funds to be credited to a nominated overseas account

2a Nominated bank

Name on the bank account

Name on the bank account

Address of the bank

Bank identifier as per below:

Sort code (UK only)

ABA number (US only)

IBIB code (India only)

IBAN code (if applicable)

BSB number (Australia and Pacific Islands)

Account number

SWIFT code

Currency type (if payment is unable to be made in the nominated currency, another acceptable currency will be used)

2b Intermediary bank (details to be provided by nominated bank)

Please complete this step if the payment is not in the currency of the country receiving the funds.

Name of the bank

SWIFT code

Account number

Address of the bank

I have attached the following supporting documents as proof of my account for Option 2:



A bank statement in my name on bank letterhead confirming my account details



A letter from my bank addressed to me confirming the SWIFT CODE



If 2b is completed, intermediary bank account details on their letterhead

Step 3 – Documentation

To be eligible to withdraw or transfer the funds from your account, you must have emigrated (or be about to emigrate) permanently from New Zealand.

To confirm this, please provide all applicable proof with your application:



Proof of your departure from New Zealand (e.g. flight details, a copy of your immigration movement records, or other travel documents)



If you have already left New Zealand, you must provide proof that you have lived at an overseas address at some time during the year following your departure (i.e. a bank statement or utility bill)



Proof of your visa for living in another country, if applicable (e.g. a photocopy of the visa)



If evidence you are supplying indicates you have temporarily returned to New Zealand since permanently emigrating (e.g. for a holiday), please indicate the reasons for the return on the document

Step 4 – Certified identity documents

If you have confirmed your identity with Mercer previously and your details haven't changed, please go to Step 5.



Copies of your documents can be certified by one of the following:
Justice of the Peace, Solicitor, Notary Public or Member of Parliament.

For a full list of certifiers and acceptable documents and how these can be certified, please read the 'Confirmation of Identity Guide', available on www.mflfunds.co.nz.

Certified documents are only valid for three months.



To the certifier: The certifier must view the original document(s) (not a fax, photocopy or scan) before writing their **Full Name, Occupation, Date** and **Signature** and make a statement to the effect that the document(s) provided are a true copy and represent the identity of the named individual.

Your withdrawal request must be submitted with one of the identification options set out below. We may have your identification documents on file; please contact us to confirm this. We may need to request new identification documents from you.

Option 1 – Electronic identity verification

Mercer as the Administration Manager has the ability to electronically verify your identity. Once we have received your withdrawal request, we will send you an SMS via our third party partner to biometrically verify your identity. To complete this method of verification, you must have a smartphone (with a front camera that is capable of taking a photo/video) and a current (not expired) version of one of the following:

New Zealand Passport

OR

New Zealand Driver Licence

If this method of identification is unsuccessful, you will be required to provide certified ID.

Option 2 – Certified copies of identity documents

Please provide a certified copy of your identity documents. Refer below for information on acceptable identity documents and who can certify them.

Preferred identification method – please select one of the following options:

- ☐ Option 1 – I would like the Administration Manager to electronically verify my identity
- ☐ Option 2 – I would like to provide the Administration Manager with certified copies of my identity documents

If you have selected Option 1, you do not need to provide certified ID now.

Provide a certified photocopy of current and valid documents

If you selected Option 2 as your preferred way for us to verify your identity, please select one of the certified identification options below.

We are only able to accept original certified copies of certified ID (i.e. the copy that has been physically certified).

These documents must be posted to us - our postal address is Mercer (N.Z.) Limited, PO Box 1849, Wellington 6140, New Zealand.

If your name has changed, please provide evidence of your name change which links your previous and current names.

A A certified photocopy of **ONE** of:

- ☐ A New Zealand or an overseas passport
- ☐ A New Zealand firearms licence
- ☐ A New Zealand Certificate of Identity*
- ☐ A New Zealand refugee travel document
- ☐ An emergency travel document
- ☐ An overseas government national identity card (appropriate pages containing name, date of birth, photograph and signature)

B A certified photocopy of **ONE** of:

- ☐ A New Zealand or an overseas driver licence
- ☐ A Kiwi Access Card (previously known as 18+ Card)

Plus

A certified photocopy of **ONE** of:

- ☐ A New Zealand or an overseas birth certificate
- ☐ A New Zealand or an overseas citizenship certificate

C A certified photocopy of **ONE** of:

- ☐ A New Zealand or an overseas driver licence

Plus

A certified photocopy of **ONE** of:

- ☐ A (Super) Gold Card
- ☐ A Community Services Card
- ☐ A bank account or a credit card statement issued by a New Zealand registered bank in the 12 months preceding the date of the application
- ☐ A statement issued by Inland Revenue or another government agency in the 12 months preceding the date of the application

* Please visit passports.govt.nz to read more about this ID document.

A Gold Card is NOT considered a type of a New Zealand Certificate of Identity.



I certify this to be a true copy of the original document and confirm it represents the identity of Joe Smith.

Name: **Jane Doe**
Occupation: **Justice of the Peace**
Date: **18/04/2024**
Signature: _____

How to have your ID correctly certified

Photocopy ID at 150% so the details are legible.
Please do not send in your physical identity documents
e.g. passport, driver licence, birth certificate etc.

Please note: Certification is valid for three months and must have been carried out within three months of this application. Your identity documents must be certified by one of the following people:
Justice of the Peace, Registered Lawyer, Chartered Accountant, Registered Teacher, Registered Doctor, Police Officer, Notary Public, Registrar/Deputy Registrar. Please refer to the Confirmation of Identity Guide.

! New Zealand Legislation: Acts
Acts are laws made by Parliament.

Crimes Act 1961
Section 111 - False statements or declarations

Everyone is liable to imprisonment for a term not exceeding three years who, on any occasion on which he is required or permitted by law to make any statement or declaration before any officer or person authorised by law to take or receive it, or before any Notary Public to be certified by him as such notary, makes a statement or declaration that would amount to perjury if made on oath in a judicial proceeding.

Step 5 – Declaration

Please complete this section in front of an approved person (being generally one of the persons listed below):

- (1) A declaration made in a Commonwealth country may be made before a Notary Public, Judge, a Commissioner of Oaths, a Justice of the Peace, or any person authorised by the law of that country to administer an oath there for the purpose of a judicial proceeding.
- (2) A declaration made in a country other than a Commonwealth country shall be made before a Notary Public, or before a Commonwealth representative, or before a Judge.

I, , of
(Full name of person making the declaration) (Address)

,
(Address) (Occupation)

- Request a withdrawal of my account balance on the grounds of my permanent emigration.
- Understand that payment of any benefit is at the discretion of the Administration Manager.
- Solemnly and sincerely declare that I have emigrated (or are about to emigrate) permanently from New Zealand on this day of 20 and that all the information I have provided in this form regarding my application is true and correct.
(Day) (Month) (Year)

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declarations Act 1957.

Signature of member

Declared at this day of 20
(Location) (Day) (Month) (Year)

Before me (please print full name)
Person authorised to take statutory declarations Please specify occupation

Address

Signature of authorised person

 **Please return your completed form to:** Mercer (N.Z.) Limited, Freepost Authority Number 3629, PO Box 1849, Wellington 6140.
 Alternatively, you can email your fully completed application form to **mfl@mercerc.com**

 **STOP: Before you submit your application, please take a moment to ensure that all of the criteria below have been met. If you submit an incomplete application, even with the intention of sending on other parts of it when they become available, this could mean that your application is delayed.**

1. You must provide proof of your identity. ☐
2. A declaration made in a Commonwealth country may be made in front of a Notary Public, Judge, a Commissioner of Oaths, or a Justice of the Peace. A declaration made in a country other than a Commonwealth country must be made in front of a Notary Public, a Commonwealth representative or a Judge. ☐
3. You must provide documentary evidence to support the date you left (or are about to leave) New Zealand. For example, a certified copy* of a passport stamp, a travel agent ticket or a record of travel from the immigration department. ☐
4. If you have already left New Zealand, you must provide proof that you have lived at an overseas address at some time during the year following your departure. ☐
5. Your contact address must be an overseas address. ☐
6. If evidence you are supplying indicates you have temporarily returned to New Zealand since permanently emigrating (e.g. for a holiday), please indicate the reasons for the return on the document. ☐

* Document copies must be certified as true copies by an authorised person, including a lawyer, Justice of the Peace or Notary Public. Certification is valid for 3 months.