



# Member Information Handbook



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## General Information

The Cook Islands National Superannuation Fund (the Fund) was established by an Act of the Cook Islands Parliament passed on the 24<sup>th</sup> November 2000 (CINS Act) and supplemented by the Cook Islands National Superannuation Fund Order 2016. This Order requires all employers who have in their employment any person for whom there is liability to pay contributions under the CINS Act 2000 or for whom such a liability would arise if the employee were not exempted under the provisions of section 37 to pay such contributions as required.

The Fund is designed to provide members with a means to save for their retirement. The Fund is intended to help give members financial security in their retirement or, in the event of their death before retirement, security for their dependants.

## Management of the Fund

### The Board

The Cook Islands National Superannuation Act established the National Superannuation Board (the Board). In broad terms the function of the Board is to ensure that the Fund is run in accordance with the Act. The Act sets out who will be members of the Board.

The members of the Board are:

- The Financial Secretary;
- A representative of the Cook Islands Workers Association Inc;
- A representative of the Cook Islands Chamber of Commerce Inc;
- A representative of private sector employers who is not a member of the Cook Islands Chamber of Commerce Inc, and
- A member nominated by contributors to the Fund.

The Board Members as at the date of this Member's handbook are:

Heinz Matysik - Non-Chamber Employers Representative (Chairman)  
Garth Henderson – Financial Secretary  
Anthony Turua – Cook Islands Workers Association Representative  
Tatiana Burn - Chamber of Commerce Representative  
Anna Koteka - Contributors Representative

The Board also has a Chief Executive Officer. The Chief Executive Officer is:

Damien Beddoes  
Email [damien.beddoes@superfund.gov.ck](mailto:damien.beddoes@superfund.gov.ck)

The Office of the Cook Islands National Superannuation Fund ("CINSF Office") is located at:

Ground Floor  
ANZ Bank Building  
PO Box 3076  
Avarua  
Rarotonga  
Cook Islands

Phone + 682 25-515  
Facsimile + 682 26-615

Email: [enquiry@superfund.gov.ck](mailto:enquiry@superfund.gov.ck)

The Fund's website address is [www.cinsf.com](http://www.cinsf.com). On the website you can find copies of various Fund documents. By clicking on the eBenefits tab and entering your Username and Password exactly as shown on your eBenefits authorisation certificate you will be able to view your member account balances. To obtain a user name and password contact the CINSF Office.

## **The Trustee**

The Trust Deed sets out how the Fund will be managed and details the benefits you will receive as a member.

The Trustee is responsible for ensuring that all the provisions in the Trust Deed are followed and that members' rights are protected. The Trustee is very important, as it is required to always act in the interest of the members of the Fund.

The Trustee is:

Public Trust  
PO Box 5067  
Wellington  
New Zealand

Phone: +64 4 978 4497    Email: [ctsenquiries@publictrust.co.nz](mailto:ctsenquiries@publictrust.co.nz)

Public Trust is a crown entity established under the Public Trust Act 2001 (New Zealand legislation).

## **Administration Manager**

To administer the Fund on a day to day basis, the Trustee has appointed an Administration Manager. On instruction from the Trustee, the Administration Manager keeps the register of members, records the contributions paid into the Fund, and pays all the benefits to members and pensioners and on-going Fund expenses.

The current Administration Manager is:

Link Market Services Limited  
Level 11, Deloitte Centre  
80 Queens Street  
PO Box 91976  
Auckland 1142  
New Zealand  
Phone +64 9 967 - 7764  
Fax +64 9 375 - 5991  
Email [cinsf@linkmarketservices.com](mailto:cinsf@linkmarketservices.com)

## **Auditor**

Each year the Trustee will also appoint an Auditor. The auditor's role is to review the records and accounts of the Fund and to report annually to the Trustee that all the information in those records and reports is correct.

The Auditor is:

Deloitte  
Private Bag 115033  
Auckland 1140.

The Auditor currently provides taxation advice to the Trustee.

## Investment Management

The Trustee, in consultation with the Board is responsible for establishing a Statement of Investment Policy and Objectives (“SIPO”) and selecting the underlying investments of the Fund. All investments are held in the name of the Trustee.

As at the date of this Members Information Handbook, the Trustee has decided to invest in the following investment funds.

- Russell Investments NZ Shares Fund
- Russell Investments NZ Fixed Interest Fund
- Russell Global Opportunities Fund - \$NZ Hedged Class B
- Russell Global Fund – Class B

The investment manager of the underlying investment funds is:

Russell Investment Group Limited  
Level 13, PwC Tower  
188 Quay Street  
PO Box 1050191  
Auckland

Further information about investment options and underlying investment funds can be found on pages 15 - 19 of the Members Information Handbook.

## Membership Eligibility

Membership of the Fund is compulsory for all employees in employment in the Cook Islands or employed outside the Cook Islands by an employer resident in the Cook Islands.

You do not have to join the Fund if you are:

- 60 or older;
- under the age of 18;
- over the age of 55 at the time you are required to join and you elect in writing not to join, or
- a member of an existing superannuation scheme as determined by the Board.

If you are exempt from joining the Fund but would still like to join, you may do so, except if you are a GSF member. Your employer is also required to contribute at the specified rate. All employers with employees employed in the Cook Islands or outside the Cook Islands while resident in the Cook Islands, must contribute to the Fund unless they qualify for a specific exemption.

## How Do You Join The Fund?

To join the Fund carefully read this Members Information Handbook and:

1. Complete the **Membership Application Form** on pages 30 - 32 ensuring that all the information you provide is correct.
2. Sign the form and provide, with a copy of your passport or birth certificate and drivers licence, to the CINSF Office. You can bring your passport, birth certificate and drivers licence to the CINSF Office for copying.

In the Membership Application Form you will need to choose which CINSF Investment Fund you wish your contributions to be invested in. You can choose either one CINSF Investment Fund or a combination of any two or all three CINSF Investment Funds. We call this your “Investment Direction”. For further information on how to set your Investment

Direction and information on the three CINSF Investment Funds, please see pages 15 - 19 of the Members Information Handbook.

If you do not provide an Investment Direction, your contributions will be invested in the CINSF Conservative (Default) Fund. The CINSF Conservative (Default) Fund has the same investment exposure as the whole of the Fund had prior to 1 July 2015.

## Membership Accounts

All contributions to the Fund are recorded in specified accounts held in your name.

The accounts are:

- Compulsory Account – this records all contributions you make as an employee and all your employer’s contributions. For administration purposes these amounts are recorded separately.
- Voluntary Account - records any additional contributions you choose to add to the Fund. You can withdraw the full balance or make a partial withdrawals from your Voluntary Account at any time subject to conditions (which can be obtained from the CINSF Office).
- Pension Account - records the amount transferred from your Compulsory Account when you retire and become eligible for a pension.

As well as the contributions paid into these accounts, interest will be added to each account provided that your nominated CINSF Investment Fund has a positive earnings rate. The amount of interest added will depend on how much your nominated CINSF Investment Fund earns each year, after paying the expenses of the Fund, and on how much is in each of your accounts. It is possible that your CINSF Investment Fund could have a negative interest rate. When this happens the value of your accounts may go down.

All amounts held in Pension Accounts are invested in the CINSF Conservative (Default) Fund.

## Contribution Rates

### Compulsory Contributions

The rate of contribution required to be made is the same for you and for your employer. It is a percentage of your earnings. Your earnings include:

- wages
- salary
- allowances
- holiday pay
- long service leave pay
- overtime
- bonuses
- gratuities
- extra salary
- commissions
- directors fees
- honoraria
- emoluments
- remuneration of any kind.

Earnings do not include:

- lump sum payments (other than accrued holiday pay) paid as a bonus gratuity or retiring allowance on termination of employment, or
- payments from a pension or annuity from past employment, or

- dividends (unless you are a shareholder employee), or
- any amount earned as an employee from employment outside the Cook Islands from an employer who is not resident; in and does not carry on business in the Cook Islands.

For a self-employed person earnings are the same as your assessable income under the Income Tax Act 1997.

All members will pay in 5% of their earnings matched by 5% from their employer.

The contribution rate may be varied from time to time by the Queen's Representative in the Cook Islands, on the recommendation of the Board and the Trustee.

## **Voluntary Contributions**

Members may also make voluntary contributions. These may be made either as a lump sum amount for a minimum of \$1000 or as a regular contribution of not less than 1% of your earnings. Voluntary contributions are paid into a Voluntary Account held in your name. Unlike the compulsory contributions, Voluntary contributions are not matched by contributions from your employer and do not form part of your pension calculation. You can withdraw the full balance or make a partial withdrawal from your Voluntary Account at any time subject to conditions (which can be obtained from the CINSF Office).

Following an amendment to the Trust Deed effective from 29 November 2016, Pensioners following early retirement or on reaching normal retirement date, may retain their Voluntary Account should they wish and make voluntary contributions. If you are a Pensioner and have retained your Voluntary Account after your retirement, you can withdraw the full balance or make a partial withdrawal from your Voluntary Account at any time subject to conditions (which can be obtained from the CINSF Office).

Pensioners who did not have a Voluntary Account prior to becoming a Pensioner cannot open a Voluntary Account.

## **Benefits Provided from the Fund**

The main purpose of the Fund is to provide you with a pension during your retirement. The normal retirement age is your 60<sup>th</sup> birthday. This is the age at which you will become entitled to a retirement pension. On retirement you can choose to retain your Voluntary Account balance in full or in part or opt for full repayment. If your Compulsory Account balance is less than \$15,000, it will be paid to you as a lump sum.

Should you continue to work past your 60<sup>th</sup> birthday and continue to make contributions; the value of your pension will be determined by your age and the balance of your Compulsory Account at your retirement date. You cannot re-join the Fund as a member after becoming a pension member.

There are other benefits, which are set out in more detail on following pages.

The rates of pensions payable ("pension rates") as described in this handbook are the latest pension rates recommended by the Fund's actuary and accepted by the Trustee and the Board. Pension rates are subject to change by the Trustee from time to time based on advice from the actuary and in consultation with the Board. The pension rates payable are not guaranteed.

## **Retirement Pension Benefit**

The normal retirement age is 60. This is the age at which you can start receiving a pension. If you wish to defer payment of your pension you need to give 1 months' notice before you reach the normal retirement age. You can issue a notice to commence payment of your pension at any time after that.

If you choose to retire at age 60, your pension payment is determined by the balance of your Compulsory Account and the pension rate applicable at that time.

If your Compulsory Account balance is less than \$15,000, this will be paid to you as a lump sum.

If your Compulsory Account balance is greater than \$15,000 you are entitled to elect to take 25% as a lump sum. However, if the Compulsory Account balance, after your election to take a 25% lump sum, is less than \$15,000, you will be paid that as a lump sum as well. Otherwise, the balance will determine your pension payment. This balance will be transferred to your Pension Account and will be invested in the CINSF Conservative (Default) Fund. By electing to take a lump sum, you will reduce the size of the pension you will receive.

The pension rate applicable from 1 January 2015 for a member retiring at age 60 is \$69 per every \$1,000 of the Compulsory Account balance. For details of which pension rates apply to different retirement ages, please contact the CINSF Office. Current pension rates for ages 60 to 64 contained in the most recent Actuarial Report are set out in the following table.

Age at Retirement	Pension rate per \$1000 in your Compulsory Account
60	\$69
61	\$70
62	\$71
63	\$72
64	\$73

To illustrate to you how pension payments are calculated, three examples are set out below.

#### Example 1

- Member is aged 60 and chooses to retire at that age.
- Member has a balance of \$19,000 in the Member's Compulsory Account.
- Member elects to take a 25% lump sum payment (\$4,750).
- The remaining balance is \$14,250. As the balance is less than \$15,000, this amount will not sustain a pension and therefore be paid as a lump sum.
- If the member had not elected to take a 25% lump sum payment, a pension would have been payable based on \$19,000. At the current pension rate applicable of \$69 at age 60, the annual pension would have been \$1,311 per annum or \$109 per month for life.

#### Example 2

- Member is aged 60 and chooses to retire at that age.
- Member has a balance of \$50,000 in the Member's Compulsory Account.
- Member elects to take a 25% lump sum payment (\$12,500).
- The remaining balance is \$37,500.
- A pension is payable based on \$37,500. At the current pension rate applicable of \$69 at age 60, the annual pension would be \$2,587.50 per annum or \$216 per month.
- If the member had not elected to take a 25% lump sum payment, a pension would have been payable based on \$50,000. This would have resulted in an annual pension of \$3,450 or \$287.50 per month for life.

#### Example 3

- Member is aged 63 and chooses to retire at that age.
- Member has a balance of \$50,000 in the Member's Compulsory Account.
- Member elects not to take a 25% lump sum.
- A pension is payable based on \$50,000. At the current pension rate applicable of \$72 at age 63, the annual pension would be \$3,600 per annum or \$300 per month.



The pension is paid to you for the rest of your life. In the event of your Pension Account balance reaching \$nil, you will continue to receive your pension at the same amount until your death. This is funded through the Fund's Pension Reserve Account.

### Early Retirement Pension Benefit

If you are over the age of 55, but have not reached your normal retirement age, and cease work because of ill health or redundancy, the pension you are entitled too depends on the pension rate applicable at your early retirement age and the balance of your Compulsory Account at the time you take early retirement. The recommended pension rates contained in the most recent Actuarial Report are set out in the following table.

Age at early retirement	Percentage of Compulsory Account paid out
55	\$65
56	\$66
57	\$67
58	\$67
59	\$68

If your Compulsory Account balance is less than \$15,000, it will be paid to you as a cash lump sum. If your Compulsory Account balance is greater than \$15,000 you are entitled to elect to take 25% as a lump sum. However, if the Compulsory Account balance, after your election to take a 25% lump sum, is less than \$15,000, you will be paid that as a lump sum as well. Otherwise, the balance will determine your early retirement pension payment. This balance will be transferred to your Pension Account and will be invested in the CINSF Conservative (Default) Fund. By electing to take a lump sum, you will reduce the size of the Early Retirement Pension you will receive.

Following your early retirement you can choose to retain your Voluntary Account balance in full or in part or opt for full repayment. Your Voluntary Account balance does not form part of the early retirement pension calculation.

An early retirement pension will not be paid if you are receiving a benefit from a Workers Compensation Fund that makes continuing contributions to the Fund on your behalf. When the continuing contributions cease, your early retirement pension will be calculated at that time based on your age and Compulsory Account balance.

### Total and Permanent Disablement Benefit

If you become totally and permanently disabled before the age of 55, either through injury or illness, you may become entitled to a benefit. That benefit will be paid as a lump sum and is made up of:

- The balance of your Voluntary Account (if any) although you can choose to retain your Voluntary Account balance in full or in part or opt for full withdrawal.
- a percentage of your Compulsory Account that depends on your age at the time of making the claim.

The percentage of your Compulsory Account that you would be entitled to is shown in the following table.

Age at date of making claim	Percentage of Compulsory Account paid out
Under 50	100%
50	85%
51	70%
52	55%
53	40%
54	25%

If you are totally and permanently disabled at age 55 or later you will become entitled to an Early Retirement Benefit (see above).

If your Compulsory Account balance is less than \$15,000, it will be paid to you as a cash lump sum. If your Compulsory Account balance is greater than \$15,000 you are entitled to elect to take 25% as a lump sum. However, if the Compulsory Account balance, after your election to take a 25% lump sum, is less than \$15,000, you will be paid that as a lump sum as well.

If you become totally and permanently disabled between the ages of 50 and 55 and the balance of your Compulsory Account after electing to take a 25% lump sum payment, is in excess of \$15,000, the balance of your Compulsory Account will be transferred to a Pension Account and a pension will be paid when you reach 55 at the applicable pension rate. All pension accounts are invested in the CINSF Conservative (Default) Fund.

By electing to take a lump sum, this will reduce the size of the Early Retirement Pension you will receive.

You may also be entitled to receive a total and permanent disablement benefit from the Group Life Insurance Policy should your medical condition meet certain criteria.

A Total and Permanent Disablement benefit will not be paid if you are receiving a benefit from a Workers Compensation Fund that makes continuing contributions to the Fund on your behalf, until the continuing contributions to the Fund cease.

## Prepaid Funeral Benefit

Where a member dies, the nominee, next of kin, the deceased member's Legal Personal Representative or authorised representative may apply for a proportion of the deceased's member's Compulsory Account to be paid to assist with funeral expenses. The amount payable is limited to a maximum amount of \$5,000 or the balance of the deceased member's Compulsory Account, whichever is the lesser amount,

A death certificate and a birth certificate for the deceased are required to be attached to the Prepaid Funeral Benefits Claim Form as well as the birth certificate and/or passport of the applicant.

## Death Benefits and Spousal Pensions

### Death Benefits and Spousal Pensions (prior to retirement)

1. Where a **member dies leaving a surviving spouse** the trustee will pay a death benefit to that surviving spouse as a lump sum as described below:
  - A. In the case of a member with a Compulsory Account who **dies before the normal retirement age** is payable, the death benefit payable for that member will be a lump sum equal to the sum of:
    - i. The insured benefit payable (see below) plus;
    - ii. That member's voluntary account balance (if any) plus; and
    - iii. At the election of the member's surviving spouse up to one quarter of the deceased member's Compulsory Account balance, with the balance payable as a pension.
  - B. In the case of a member who has a Compulsory Account and who **dies after the normal retirement age** but who elected to defer receipt of their pension, the death benefit payable in respect of that member will be a lump sum equal to the sum of:
    - i. That member's voluntary account balance (if any); plus

- ii. At the election of the member's surviving spouse up to one quarter of the deceased member's Compulsory Account balance, with the balance paid as a pension.
- C. In the case of a member who does not have a Compulsory Account, the death benefit payable in respect of that member will be a lump sum equal to the balance of that member's Voluntary Account.

With reference to 1(A)(iii) and 1(B)(ii) above, subject to conditions the remaining balance will be paid as a spousal pension, taking into account the age of the surviving spouse. If the spousal pension payable is less than 30% of the deceased member's annual earnings or less than the Old Age Pension, the balance of the Compulsory Account will be paid as a lump sum to the surviving spouse.

The amount of any spousal pension payable will be determined by the Trustee on actuarial advice.

2. Where the **member dies leaving no surviving spouse** the trustee will pay a death benefit as a lump sum to or for the benefit of such of the dependants and the Legal Personal Representative(s) of the deceased member as the trustee in its absolute discretion considers appropriate as follows:

- A. in the case of a member who has a Compulsory Account and who dies before retirement age and did not take early retirement, the Trustee will pay a cash lump sum equal to the sum of:
  - i. The insured benefit payable (see below);
  - ii. The deceased member's Compulsory Account balance; and
  - iii. The deceased member's Voluntary Account balance (if any).
- B. in the case of a member who has a Compulsory Account and who dies after the normal retirement age but who elected to defer receipt of their pension, the death benefit payable will be a cash lump sum equal to the sum:
  - i. The deceased member's Compulsory Account balance; and
  - ii. The deceased member's Voluntary Account balance (if any).
- C. In the case of a member who does not have a Compulsory Account the death benefit payable shall be a cash lump sum equal to the balance of the deceased member's Voluntary Account.

### **Spousal Pensions and Death in Retirement**

Where a pensioner dies and does not have a surviving spouse, the balance in the pensioner's pension account, if any, will be paid as a lump sum to the pensioner's dependants or Legal Personal Representative(s) of the deceased pensioner as the trustee in its absolute discretion considers appropriate.

On the death of a pensioner with a surviving spouse who is older than or the same age, or who is less than 10 years younger than the deceased pensioner at the date of the deceased pensioner's death, the surviving spouse will be paid a pension for life at the same rate as that received by the deceased pensioner. This payment will commence on the date of death of the deceased pensioner.

On the death of a pensioner with a surviving spouse who is 10 years or more younger than the deceased pensioner at the date of the deceased pensioner's death, the surviving spouse will be paid a pension for life commencing on the date of death of the deceased pensioner. The amount of the pension payable will be determined by the trustee on actuarial advice, taking into account the age of the surviving spouse. However, if the resulting pension is less than the Old Age Pension, the remaining balance of the deceased pensioner's account will be paid as a lump sum to the surviving spouse.

## Death of a Surviving Spouse

If a surviving spouse to whom a pension is paid dies while receiving a pension, the balance of the deceased pensioner's pension account, if any, will be paid as a lump sum to the dependents or to the legal personal representatives of the deceased spouse as the Trustee in its absolute discretion considers appropriate.

Please remember that the Trustee has the right, in consultation with the Board, to amend the rate of pension payable at any time.

## Insured Benefits

### Death Benefits

The Trustee, in consultation with the Board, has in place a Group Life Insurance Policy available to members.

If you are a member with a Compulsory Account and you die before you become entitled to any benefit from the Fund or before the normal retirement age, the Trustee will pay an insured benefit (provided that you are covered by insurance). The insured benefit will be paid as a lump sum equal to 100% of your annual earnings for 12 months as at 31 December before your date of death or the date in which you were admitted as a member to the Fund, whichever is the later.

For an Insured Benefit to be paid, a member **must have been under the age of 60 at the time of their death** and have made mandated contributions within 90 days of death. As at the date of this Members Information Handbook, mandated contributions are "employer and employee compulsory contributions".

The Board and the Trustee are reviewing this aspect and dependant on what insurance policies are available, may seek to extend the 90 day term. Any changes will be communicated to members.

On death, a member may leave a substantial benefit to be paid. This will be payable to a spouse or the dependents or the personal representative of the deceased. A Legal Personal Representative is the executor of a will or the administrator of an estate, if there is no will. In most cases the Trustee will pay to the Legal Personal Representative who will then be responsible for distribution in accordance with the law.

The Trustee and the Board strongly recommend that all members make a will to record their wishes as to the distribution of all their assets.

## Additional Insured Benefits

As at the date of this Members Information Handbook, the following claims can be made under the Group Life Insurance Policy:

### 1. Terminal Illness Benefit.

Where a member has been diagnosed by a Medical Practitioner as having an illness which is likely to result in the death of the member within twelve (12) months of diagnosis a Terminal Illness benefit is payable. The Insured benefit payable is the same as the insured death benefit as noted above.

### 2. Dismemberment and Major Burns Benefit

When an accident results in any losses listed below within 100 days of the date of such accident. The insurance benefit paid will be the lesser of the amount set out in the schedule below or an amount equal to the member's Death benefit payable. If more than one loss listed in the schedule below results from accident, the schedule is applicable to only that loss for which the greater amount is provided.

*"Major Burns" means third degree burns (full thickness skin destruction) to at least 20% of the body surface as measured by the rule of nine (9) of the Lund and Browder Body Surface Chart.*

*"Loss" when used in reference to hand or foot means complete severance through or above the wrist or ankle joint, when used with reference to eye, means the irrecoverable loss of the entire sight thereof, and when used with reference to thumb and index finger, means complete severance through or above the metacarpophalangeal joints and losses has a corresponding meaning.*

1. Major Burns	\$50,000
2. Loss of both hands	\$50,000
3. Loss of both feet	\$50,000
4. Loss of the entire sight of both eyes	\$50,000
5. Loss of one hand and one foot	\$50,000
6. Loss of one hand and the entire sight of one eye	\$50,000
7. Loss of one foot and the entire sight of one eye	\$50,000
8. Loss of one hand	\$25,000
9. Loss of one foot	\$25,000
10. Loss of entire sight of one eye.	\$16,250
11. Loss of thumb and index finger of either hand	\$12,500

A Dismemberment and Major Burns Benefit shall not be paid if a Death Benefit or a Terminal Illness benefit is payable in respect of the member as a result of the same accident and shall not be payable in respect of a loss that is the result of:

- a) The member deliberately injuring himself / herself or attempting to do so; or
- b) The member participating in any criminal act; or
- c) Any loss covered under this policy that occurred before the member's insurance commenced under this policy.

The payment of Dismemberment and Major Burns Benefit in respect of a member shall not in itself result in the termination of membership of the relevant member, or result in any reduction of other benefits under the Policy in respect of that member.

## Withdrawal from the Fund for Contract Workers

The Fund is designed to pay pensions on retirement. To ensure this aim is met, there are very limited provisions for withdrawal from the Fund.

A member, who has become a resident in the Cook Islands solely to work on a contract of employment of not more than three years, is entitled to a benefit on their permanent departure from the Cook Islands. That benefit will be paid as a lump sum equal to the total of their Compulsory Account plus investment earnings in the period plus any balance in their Voluntary Account. Payment of the claim is subject to a 6 month waiting period.

Subject to conditions, such a member will also be entitled to elect to transfer the balance of their Compulsory Account to a superannuation fund in their country of residence. Depending on your country of residence there may be tax implications in regard to the transfer of funds. Please contact your tax advisor if required.

## Claim Process for Benefits

There are a number of reasons for members to claim withdrawal benefits. Listed below are the only reasons that we accept for claiming withdrawal benefits.

- Retirement,
- Early Retirement (ceasing work due to ill health or redundancy and aged over 55 years),
- Total and Permanent Disability,
- Withdrawal by Contract Worker and
- Prepaid Funeral Benefit.

As at the date of this Members Handbook, the following claims may be made under the insurance policy.

- Death;
- Terminal Illness; and
- Dismemberment and Major Burns Benefit.

Should you wish to make a claim under any of the above criteria, claim forms are available from the CINSF office or your employer.

*Other information required when submitting a claim:*

### **Prepaid Funeral Benefit claim**

1. Completed prepaid funeral benefit claim form,
2. Copies of Deceased birth and death certificate,
3. Copies of Applicant birth certificate and / or passport,
4. Copies of Authorised Representative birth certificate and / or passport.

### **Retirement**

1. Completed claim form.
2. Provide a valid passport or birth certificate.

### **Death**

1. Completed claim form,
2. Copy of passport of claimant and deceased,
3. Copy of birth certificate of deceased,
4. Copy of death certificate of deceased,
5. Copy of Marriage certificate (if applicable),
6. Letters of Administration (if applicable),

7. Will and Probate (if applicable),
8. Declaration of Family History.

Entitlement to any insured death benefit is determined when processing the death claim.

#### **Early Retirement**

1. Completed claim form,
2. Provide copy of valid passport or birth certificate,
3. If early retirement is due to Serious Illness, a member must provide evidence that they have been absent from employment through illness for six consecutive months and medical evidence that they are unlikely to ever engage in employment for reward in any occupation,
4. If early retirement is due to redundancy, a member must provide evidence from their former employer.

#### **Total and Permanent Disability**

1. Completed claim form,
2. Medical Certificate describing the member's disability and evidence that they have been absent from employment through injury or illness for six consecutive months,
3. Provide valid copies of Passport or Birth Certificate of the Applicant,
4. Letter from Employer advising of employee's status (if applicable).

#### **Withdrawal by Contract Worker**

1. Completed claim form,
2. Provide copy of passport,
3. Letter from Employer advising contracted dates and/or copy of contract (if required),
4. Confirmation of departure.

#### **Transfer of Employee Contributions to an Overseas Superannuation Scheme**

1. Completed claim form,
2. Copy of current passport,
3. Confirmation from Overseas Superannuation Fund provider confirming acceptance of membership
4. Utilities bill or account statement confirming new residential address overseas.

#### **Voluntary Account Withdrawals (full or partial)**

1. Completed claim form.
2. Provide a valid passport or birth certificate.

## **Claims under the Insurance Policy (effective as at the date of this Member's Handbook)**

#### **Terminal Illness**

1. Completed claim form,
2. Certificate from a Medical Practitioner certifying that the member has an illness that is likely to result in the death of the member within 12 months of the diagnosis.
3. Provide copies of valid passport or birth certificate of the Applicant,
4. Letter from Employer advising of employee's status (if applicable).

#### **Dismemberment and Major Burns Benefit**

1. Completed claim form,
2. Certificate from a Medical Practitioner certifying that the member has suffered by accident, dismemberment and / or major burns. Dismemberment, as set out on page 11, must have resulted within 100 days of such accident.
3. Provide copies of valid passport or birth certificate of the Applicant,
4. Letter from Employer advising of employee's status (if applicable).

**Benefits payable under the Group Life Insurance Policy may change from time to time. Please contact the CINSF Office for further information.**

## Fees and Expenses

There are costs associated with running the Fund. These fall into a number of broad categories:

- Office Expenses,
- Insurance premiums,
- Administration Expenses,
- Trustees Fees,
- Investment Management Fees,
- Audit Fees,
- Consulting Fees.

**Details of these fees and expenses can be found in the Fund's Annual Financial Statements.**

### Office Expenses

These expenses relate to the general running of the Cook Islands Office and include items such as staff salaries and costs, board member fees and office rent.

At present, a proportion of the Cook Islands Office expenses are funded by the Cook Islands' Government through a budget appropriation known as POBOC. The level of POBOC funding is determined by the Cook Islands Government. Details of expenses and POBOC funding are shown in the Annual Financial Statements.

### Insurance Premiums

To ensure payment of the Insured Benefits described earlier, the Trustee has arranged a policy of insurance. The premium for this policy is charged to each member's Compulsory Account. Once a member turns 60, they are no longer entitled to any Insured Benefit payment and premium payments from their Compulsory Accounts will cease.

### Administration Fees

These fees are payable to the Fund's Administration Manager and includes payment for their work for maintaining membership records, management accounting, producing the Annual Financial Statements and the Trustees Annual Report to Members, payment of pensions and the payment of Fund expenses.

### Trustees Fees

These fees are payable to the Fund's Trustee. The amount of Trustees fees are agreed in consultation with the Board.

### Investment Management Fees

These fees are payable to the investment managers of the Fund's investments and are deducted from the balance of the investment funds held. Investment management fee rebates are received and the net fee position is shown in the Annual Financial Statements of the Fund.

### Audit Fees

These fees are payable to the Fund's Auditor for their time and attendances in regard to all matters in relation to the annual audit of the Fund.

### Consultant Fees

From time to time the Trustee will seek advice and services from providers of legal, taxation and actuarial services. The costs for these services are payable by the Fund.



## Reserve Accounts

The Trustee has established two accounts in the Fund known as the Reserve Account and the Pension Reserve Account.

The **Reserve Account** receives funds from the following sources:

- any benefits that have been forfeited;
- reserves of earnings;
- any other amounts not applied to a member account, pension account, or the Pension Reserve Account;
- transfer from the Pension Reserve Account; and
- transfer from all members' Compulsory Accounts to meet expenses.

The funds in the Reserve Account can be used to:

- provide additional money to the member or pension accounts; or
- add money to the Pension Reserve Account; or
- pay the expenses of the Fund or insurance premiums.

The **Pension Reserve Account** will receive money transferred from the Reserve Account.

All funds held in the Pension Reserve Account are held in the CINSF Conservative (Default) Fund. The Pension Reserve Account will receive income at the same rate as declared for the CINSF Conservative (Default) Fund. The Pension Reserve Account will be used to pay pensions to pensioners who have no money left in their Pension Accounts.

## Fund Investments

The Trustee, in consultation with the Board, has established a Statement of Investment Policy and Objectives ("SIPO"). The SIPO establishes the framework for the governance and investment of the Fund's investment assets that must be adhered to when investing the Fund's assets.

The Trustee will invest the assets of the Fund in a manner expected to ensure the continuing compliance with the Cook Islands National Superannuation Fund Act 2000 and the Trustee Act 1956 (New Zealand legislation) and any other relevant legislation.

The Trustee currently invests into the following unit trusts.

### **Russell Investments NZ Shares Fund**

The fund is a New Zealand registered Unit Trust and its principal investment will be investment in New Zealand equity securities with a focus on equity securities that are listed or expected to be listed on a registered exchange in New Zealand.

### **Russell Investments NZ Fixed Interest Fund**

The fund is a New Zealand registered Unit Trust and its principal investments will be investment in fixed interest securities denominated in New Zealand Dollars.

### **Russell Global Opportunities Fund - \$NZ Hedged – Class B**

The fund is an Australian registered Managed Investment Scheme and its principal investments are international shares listed on stock exchanges in developed and emerging international markets.

## Russell Global Bond Fund – Class B

The fund is an Australian registered Managed Investment Scheme and its principal investments are debt securities issued by supranational, international governments, quasi-governments, agencies and corporates as well as structured credit securities including mortgage and asset backed securities.

The investment manager of these investments is **Russell Investment Management Limited (or a Related Party)**.

The Trustee may in the future invest in other investment funds or in direct investment assets following consultation with the Board. Any such changes will require a change to the SIPO and will be communicated to all members.

## Investment Options

The Fund offers Members a choice of three different Investment Options, collectively known as the CINSF Investment Funds, namely;

- CINSF Conservative Fund (Default Fund).
- CINSF Balanced Fund.
- CINSF Growth Fund.

As part of your application to become a member, you are required to give an Investment Direction by completing the Investment Direction Form and providing it with your membership application form (at the back of this Members Information Handbook).

1. Please read this Handbook carefully and select which option best suits your personal circumstances and how much risk you are willing to tolerate with your investments.

To help you choose the right option, we've put together a Risk Profile Questionnaire, which will only take you a few minutes to complete. The questionnaire can be found on pages 27 and 28 of this Handbook.

2. You can select all three CINSF Investment Funds. If you choose more than one CINSF Investment Fund you will need to indicate on the Investment Direction form how much of your contributions (your compulsory and voluntary contributions) should be invested in each fund. Please use percentages, for example:

<b>On-going Contributions</b>	
CINSF Conservative Fund	20%
CINSF Balanced Fund	50%
CINSF Growth Fund	30%

(The total must add to 100%)

The minimum amount that can be invested in any one CINSF Investment Fund is 5%. Your initial Investment Direction will apply from your first contribution to the Fund and will continue to apply until you give a switch request. If you don't choose an option, your investment will be made into the CINSF Conservative (Default) Fund.

3. You can change your investment direction anytime you want to by completing the Switch Form located at the back of this Handbook. You can choose to allocate any compulsory or voluntary account balances between the three CINSF Investment Funds; in any proportion, subject to a 5% minimum and the total being 100%. You can also request that future contributions are invested in different proportions, for example, see the following tables. Please note that if you make contributions to both Compulsory and Voluntary Accounts, your contributions will be allocated in the same proportions (%).

**Table 1 – Allocation**

CINSF Conservative Fund	30%
CINSF Balanced Fund	30%
CINSF Growth Fund	40%

**Table 2 – On-going Contributions**

CINSF Conservative Fund	20%
CINSF Balanced Fund	35%
CINSF Growth Fund	45%

4. You are entitled to one free switch per year. Any additional requests to switch in any one year will be charged at \$75 each.

- Any requests to switch investment options will be recorded and processed 15 business days (or earlier if possible) after the month ended during which your switch request was received by the Fund Administrator. For example, if a switch request is received by the Fund Administrator on 14 August, the switch request will be processed 15 business days after 31 August, i.e. 21 September.

## CINSF Conservative Fund (Default Fund)

### Investment Policy and Objective

Produce rates of return over time in excess of inflation by investing a small percentage of the assets in growth assets while keeping the probability of a negative return at low levels.

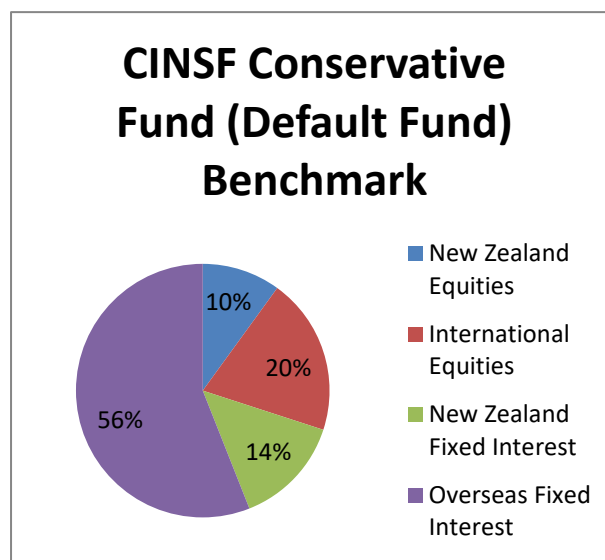
Achieve investment returns after expected added value from the underlying investment fund net of fund manager fees that exceed the New Zealand Consumer Price Index (CPI), measured over rolling 3-year periods by 3.8%pa.

### Investment Strategy

The CINSF Conservative Fund invests in a mix of investment funds offered by Russell Investment Management Limited and their Related Parties. The asset classes, benchmarks and ranges are as follows:

### Investment Ranges

Asset Class	Range
NZ Equities	8.5% - 11.5%
International Equities	16.5% - 23.5%
<b>Growth Assets</b>	<b>25% - 35%</b>
NZ Cash	0% - 5%
NZ Fixed Interest	13% - 15%
Overseas Fixed Interest	52% - 60%
<b>Income Assets</b>	<b>65% - 75%</b>



### Outperformance

Outperformance will be sought where appropriate (i.e. where management is active as opposed to passive) relative to the notional return on a benchmark portfolio designed to reflect the risk profile according to which the assets are invested at the time.

The outperformance objective is Total Fund Return (i.e. the total CINSF Investment Fund return net of investment manager fees) to exceed the Benchmark Return by 0.3% p.a. over rolling 3-year periods.

The Benchmark Return is the return that would have been achieved had the CINSF Investment Fund been invested at its benchmark asset allocation and earned the Index returns of each asset class.

### Level of risk

Low

### Risk of negative returns

6 years in 100

## CINSF Balanced Fund

### Investment Policy and Objective

Produce returns in excess of inflation appropriate for a long-term (7 years+) investment strategy for retirement.

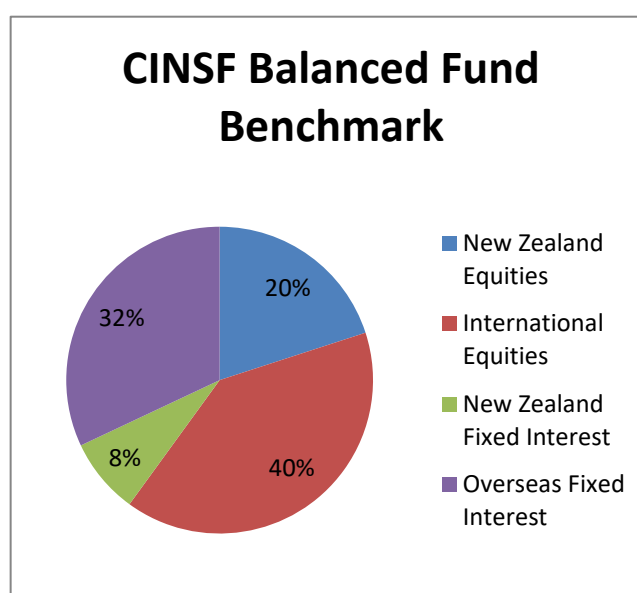
Achieve investment returns after expected added value from the underlying investment fund net of fund manager fees that exceed the New Zealand Consumer Price Index (CPI), measured over rolling 3-year periods by 4.7% p.a.

### Investment Strategy

The CINSF Balanced Fund invests in a mix of investment funds offered by Russell Investment Management Limited and their Related Parties. The asset classes, benchmarks and ranges are as follows:

### Investment Ranges

Asset Class	Range
NZ Equities	18.5% - 21.5%
International Equities	36.5% - 43.5%
<b>Growth Assets</b>	<b>55% - 65%</b>
NZ Cash	0% - 5%
NZ Fixed Interest	7% - 9%
Overseas Fixed Interest	28% - 36%
<b>Income Assets</b>	<b>35% - 45%</b>



### Outperformance

Outperformance will be sought where appropriate (i.e. where management is active as opposed to passive) relative to the notional return on a benchmark portfolio designed to reflect the risk profile according to which the assets are invested at the time.

The outperformance objective is Total Fund Return (i.e. the total CINSF Investment Fund return net of investment manager fees) to exceed the Benchmark Return by 0.4% p.a. over rolling 3-year periods.

The Benchmark Return is the return that would have been achieved had the CINSF Investment Fund been invested at its benchmark asset allocation and earned the Index returns of each asset class.

### Level of risk

Moderate

### Risk of negative returns

18 years in 100

## CINSF Growth Fund

### Investment Policy and Objective

Produce rates of return over time (10 years+) well in excess of inflation by investing the majority of the assets in growth assets (e.g. equities).

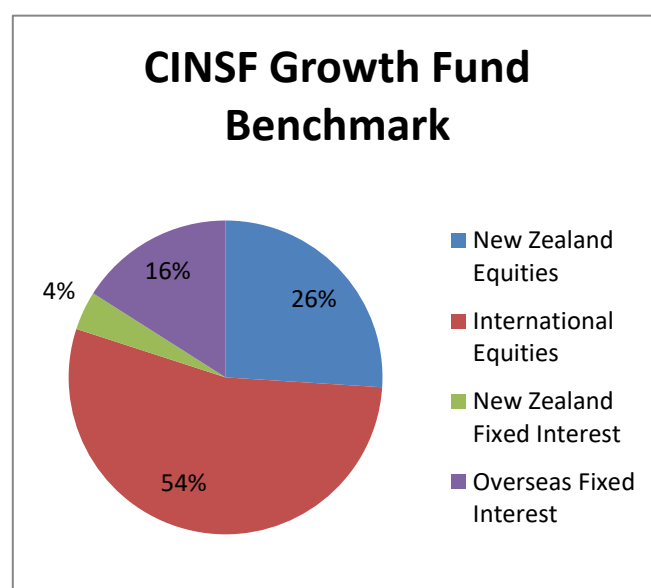
Achieve investment returns after expected added value from the underlying investment fund net of fund manager fees that exceed the New Zealand Consumer Price Index (CPI), measured over rolling 3-year periods by 5.3% p.a.

### Investment Strategy

The CINSF Growth Fund invests in a mix of investment funds offered by Russell Investment Management Limited and their Related Parties. The asset classes, benchmarks and ranges are as follows:

### Investment Ranges

Asset Class	Range
NZ Equities	24.5% - 27.5%
International Equities	50.5% - 57.5%
<b>Growth Assets</b>	<b>75% - 85%</b>
NZ Cash	0% - 5%
NZ Fixed Interest	3% - 5%
Overseas Fixed Interest	12% - 20%
<b>Income Assets</b>	<b>15% - 25%</b>



### Outperformance

Outperformance will be sought where appropriate (i.e. where management is active as opposed to passive) relative to the notional return on a benchmark portfolio designed to reflect the risk profile according to which the assets are invested at the time.

The outperformance objective is Total Fund Return (i.e. the total CINSF Investment Fund return net of investment manager fees) to exceed the Benchmark Return by 0.5% p.a. over rolling 3 year-periods.

The Benchmark Return is the return that would have been achieved had the CINSF Investment Fund been invested at its benchmark asset allocation and earned the Index returns of each asset class.

### Level of risk

High

### Risk of negative returns

23 years in 100

**All investments are held in the name of the Trustee as Trustee of the Fund.**

## What are the Risks?

All investments carry risk. There are risks associated with the Fund that could:

- Impact on your returns from the Fund; and
- Mean that you do not get back some (or, in extreme cases, any) of the contributions held in your Fund accounts.

It's important that you invest with realistic expectations – knowing the potential upside, and the potential downside.

All investments have risks. There is a risk that at any time the balance of your member account could be less than the amount you and your employer have contributed. It is also possible you may not receive the returns and/or benefits you expect.

Risk Type	Explanation	Mitigation
<b>Asset Class</b>		
Managed funds and unit trusts	<p>Managed funds share some risks with underlying assets as described below, as well as additional risks:</p> <p>The fund manager may not perform as expected, or may go out of business; or if the fund manager is dependent on the expertise and skill of particular individuals, the fund may suffer if those people leave.</p> <p>Managed funds may have different liquidity than the underlying Investments.</p>	<p>The Trustee has chosen to invest through Russell Investment Funds.</p> <p>Using fund managers to get exposure to markets is more practical and efficient than accessing the markets directly, given the size of the Fund.</p> <p>When selecting a manager, the Trustee has considered a range of key factors including their performance track record, management structure, investment process and philosophy, operations, risk management and compliance, transparency, liquidity and fees.</p>
Cash and bank deposits	<p>You could get a lower return than expected if:</p> <ul style="list-style-type: none"> <li>• Interest rates change; or</li> <li>• The bank or issuer is unable to pay the interest or return the principal.</li> </ul>	<p>Diversification: Assets held by the Russell fund that we invest in, invests in bank deposits with a number of different banks and term deposits over a range of different terms.</p>
Fixed interest: Government and corporate bonds	<p>You could get a lower return than expected if: Interest rates change; The bank or issuer is unable to pay the interest or return the principal; or Corporate bonds may become difficult or impossible to sell – (they become illiquid).</p> <p>Changes in interest rates can lead to changes in the value of investments and could result in gains or losses.</p>	<p>Diversification: The Russell funds that we invest in includes bonds with a number of different issuers, both NZ and global, with different maturity dates.</p> <p>The average maturity of investments is actively managed.</p>
Shares	<p>Shares could be worth less when they are sold than when they were bought, resulting in a loss to you. Share values go up and down for many different reasons, including company performance, economic factors,</p>	<p>The Russell funds that we invest in, buys shares primarily in global companies on world share markets. These are mainly very liquid markets. When selecting shares, the investment manager</p>

	<p>and market conditions.</p> <p>Shares can also become difficult or impossible to sell (they become illiquid).</p>	<p>considers among other things: diversification, liquidity, cost, potential risk and returns, and tax efficiency.</p>
<b>Market risk</b>	<p>Financial markets can fluctuate significantly, affecting returns in most asset classes.</p> <p>You should be prepared for declines in your member account balance, especially in the short term, and particularly if you are invested in an investment fund with exposure to shares.</p>	<p>We offer three different Investment options, with different exposure to shares and therefore different risks.</p> <p>You should take the time to give an Investment Direction that best matches your timeframe and attitude to risk.</p>
<b>Investment choice</b>	<p>This is the risk that you may be invested in an option that does not suit your risk e.g. your choice could be too risky or too cautious for your circumstances. For example, if you are close to retirement age, you should consider investing in a lower risk option such as the Conservative Portfolio as it has a lower exposure to shares and your shorter investment time frame may not allow your investments to recover from short term losses.</p>	<p>You have an option of 3 investment funds to match your personal circumstances and age.</p> <p>You should read through the risk section in regard to each CINSF Investment Fund, prior to determining your Investment Direction.</p>
<b>Currency risk</b>	<p>Some of the assets in the Investment funds such as international shares, fixed interest or cash may be denominated in foreign currencies.</p> <p>Returns can be affected by movements in the value of the New Zealand dollar and the relevant foreign currency.</p> <p>If the New Zealand dollar goes up, the relative value of these assets goes down. If the New Zealand dollar goes down, the relative value of these assets goes up.</p>	<p>To the extent relevant the underlying investment managers use derivatives such as forward foreign exchange contracts, cross currency swaps, futures and options and currency options to manage some of the currency risk.</p>
<b>Liquidity risk</b>	<p>This is the risk that the Fund cannot meet financial obligations in a timely manner. This risk arises where there is a mismatch between the maturity profile of investments and the amounts required to pay withdrawals.</p>	<p>Given that the Fund invests through a managed fund where assets of other investors are pooled with the Fund's assets, this risk is reduced.</p> <p>In addition, the underlying investment managers take reasonable care to ensure they can enter and exit securities within a reasonable timeframe.</p>

Other risks that may affect you and your investments include:

- **regulatory risk** (where changes in legislation impact on your benefits or the running of the Fund),
- **inflation risk** (where your investment does not earn enough to keep us with inflation), and
- **administrative risks** (where those responsible for the administration of the Fund are unable to perform their duties).

### **Can my investment be altered?**

Yes, for additional information on how to change your Investment Direction, see page 16 of the Members Information Handbook.

## **Changes to Benefits**

When the Fund was first established in 2000, the Trustee and the Board sought external advice in the design of the benefits and pensions payable under this Fund. Any variations to existing benefits will be communicated to members.

The Trustee will receive reports from the actuary from time to time on factors that affect the future of the Fund and after considering such reports may, in consultation with the Board:

- increase or reduce pensions
- transfer amounts from the reserve account to the pension account
- transfer amount from the pension account to the reserve account
- vary the proportion that may be paid as a lump sum.

A copy of the current actuarial report can be obtained from the CINSF Office.

## **Communication with Members**

This Members Information Handbook is designed to tell you about the Fund and how it operates. It is an important document and should be kept in a safe place.

When you join the Fund you will be sent a confirmation letter to confirm that you are a member. This is an important document and you will need to show it to any other employers you may work for over the years.

Every year by 30 June, a statement of the balance in your accounts, together with details of contributions paid in, expenses deducted, and investment earnings (or losses) will be mailed to you or is available by applying to the CINSF Office. At a later date, the statement will be available from the Fund's website.

Once a year, the Trustee produces an Annual Report to members setting out in detail events relating to the Fund that have occurred in the previous year. This will include a detailed analysis of the performance of the Fund, Summary Audited Financial Statements together with a report from the Auditor. The Annual Report is available to you on the Fund's website or by applying to the CINSF Office.

As well as the statement of your annual account balances and the Annual Report you can ask for details of your current member account balances in the Fund at any time. These details are available on the Funds website. If you do not have access to a computer you can contact either the Administration Manager or the CINSF Office to ask for your account balances.

You may also ask to see a copy of the Trust Deed and if you wish to pay a fee, you may receive a copy of the Trust Deed. The Trust Deed is available from the CINSF Office.

If you wish to contact anyone about the Fund please see the Directory Section at the back of this Handbook.



## Protection of Benefits

If you become of unsound mind, incapable of managing your affairs or bankrupt the Trustee will take control of your accounts and will use its discretion to make use of the money to your best advantage and your dependants.

You can't assign your benefits in the Fund, except in the case of matrimonial property agreements or other court orders about matrimonial property. You also cannot use your benefits as security for a loan.

## Working for different Employers

During your working life you are likely to work for different employers. You may change jobs or you may work for different employers at the same time.

Each time you start work for a new employer you must show them your membership certificate with your membership number on it. Your new employer will then ensure contributions on your behalf are forwarded to the Fund with the correct membership details.

## Leaving your Employer

When you leave an employer you do not have to do anything. The employer will be required to notify the Fund that you are no longer working for them. The contributions invested in your name will remain in the Fund to be added to when you start working for a new employer. For those members who have finished their short term contract and are returning to their country of residence, please refer to the section "Withdrawal from the Fund for Contract Workers" of this Handbook.

## Temporary Absence from Employment

If you usually work for an employer but are not working for a period of time, for example because the work is seasonal, your employer will notify the Fund of that situation. Your membership will continue and contributions will recommence into the Fund when you start work again.

## Leaving the Cook Islands

If you are a Cook Islands resident, and you leave the Cook Islands, your contributions remain in the Fund and continue to earn interest at the same rate as all other members of your CINSF Investment Fund(s).

You will be entitled to receive the Benefits described above when they become due. These benefits will be payable to you anywhere in the world. They will be payable to you in New Zealand Dollars with the costs of payment to anywhere outside the Cooks Islands or New Zealand charged against the benefit paid.

To ensure you get the benefits you are entitled to it is very important that you notify the CINSF Office if you leave the Cook Islands and that you continue to keep them advised of your overseas address. If you do not keep your address and information details up to date we may not be able to pay your benefits when they become due.

There are rules for people on short-term contracts in the Cook Islands. If you became a resident in the Cook Islands solely to work on a contract of employment of not more than three years, you will be entitled to withdraw the full value of your Compulsory Account plus investment earnings and the balance, if any, in your Voluntary Account. You also have the option of directing the Trustee to pay these amounts to an account held by you in a recognised superannuation scheme in your country of residence. For payments to a recognised superannuation scheme you will need to provide evidence of your membership of the relevant superannuation scheme. Eligibility for such transfers is subject to Trustees' discretion and evidentiary requirements.

The following documents will need to be provided when making your claim:

1. Completed Claim form,
2. Copy of current passport
3. Letter from employer advising contracted dates,
4. Copy of contract (if required).

Payment of the claim is subject to a 6 month waiting period.

## **Wind up of the Fund**

In the unlikely event that the Fund needs to be wound up there are specific rules on what happens to the investments held in the Fund. After payment of any expenses and liabilities for the wind up, the Fund's investments will be allocated in the following order on the wind up date:

- i. First, to all members and pensioners a lump sum benefit equal to the value of their Compulsory and Voluntary Accounts and Pension Accounts;
- ii. Second, to each pensioner under (i) an amount from the Pension Reserve Account as decided by the Trustee on actuarial advice;
- iii. Third, the balance of the Fund, if any, to each member and pensioner in proportion to each member's Compulsory Account or pensioner's Pension Account.

If there is insufficient money in the Fund to satisfy the obligations of the Fund for payment of benefits set out in (i), (ii) and (iii), the particular benefits will be reduced proportionately among all members and pensioners entitled to the benefits under sub clauses (i), (ii) and (iii).

## Directory

### Board Members:

Heinz Matysik - Non-Chamber Employers Representative (Chairman)  
Garth Henderson – Financial Secretary  
Anthony Turua – Cook Islands Workers Association Representative  
Tatiana Burn - Chamber of Commerce Representative  
Anna Koteka - Contributors Representative

Damien Beddoes (Chief Executive Officer)

All Board Members and the Chief Executive Officer can be contacted via the CINSF Office at

Ground Floor  
ANZ Bank Building  
PO Box 3076  
Avarua  
Rarotonga  
Cook Islands

Phone + 682 25-515  
Facsimile + 682 26-615

Email: [enquiry@superfund.gov.ck](mailto:enquiry@superfund.gov.ck)

### The Trustee

Public Trust  
PO Box 5067  
Wellington  
New Zealand

Phone +64 4 978 4497  
Fax +64 4 978 4480

Email: [CTS.Enquiry@publictrust.co.nz](mailto:CTS.Enquiry@publictrust.co.nz)

## Glossary

<b>Benchmark</b>	The intended long term allocation of a Trust to each asset class
<b>Board</b>	The Board of the National Superannuation Fund.
<b>Compulsory Account</b>	Combination of a Member's Employer and Employee Contribution Accounts
<b>Contract Worker</b>	A non-resident of the Cook Islands working on an employment contract of not more than 3 years.
<b>Early Retirement Age</b>	Where a Member attains 55 years of age and on which ceases employment as a result of ill-health or or redundancy.
<b>Fixed Interest</b>	A term used to describe investments that generate income in the form of agreed interest payments over an agreed period of time.
<b>Group Life Insurance Policy</b>	Means the current insurance policy arranged by the Trustee.
<b>Ill Health</b>	Where a Member has been absent from employment through illness for 6 consecutive months and is unlikely to ever engage in employment for reward in any occupation.
<b>Investment Direction</b>	A Member's choice of investment in any one or any combination of the three CINSF Investment Funds.
<b>Investment Ranges</b>	The minimum and maximum allocations a Trust can give to a given asset class.
<b>Legal Personal Representative</b>	Means a person appointed to administer a deceased person's estate or to manage the financial affairs of a person when that person is unable to do so.
<b>Normal Retirement Age</b>	Means 60 years of age.
<b>Old Age Pension</b>	Any pension payable under the Welfare Act 1989.
<b>Pension Account</b>	The account created by the transfer of all funds in a Compulsory Account on the date of a Member's nominated retirement age.
<b>Pension rates</b>	The rate applied by the Trustee on the recommendation of an Actuary for the calculation of a Member's retirement, early retirement or a spousal pension.
<b>Shares</b>	A term typically used to describe an ownership interest in a company. Shares are also known as equities.
<b>Total and Permanent Disablement</b>	Where a Member has been absent from employment through injury or illness for 6 consecutive months having become incapacitated to such an extent as to render the Member unlikely to ever engage in employment for reward in any occupation or work for which the Member is reasonably qualified by education training or experience.

## Risk Profile Questionnaire

To help you choose the right fund, we've put together this simple questionnaire which will only take you a few minutes to complete. The results are designed as a guide only and don't take into account your personal financial situation or needs. You should obtain financial advice tailored to your personal circumstances.

Circle the answer that best matches you and add up the numbers to get your score	
<b>How long do you have until you turn 60?</b>	
Less than 5 years	10
5 – 10 years	20
11 – 25 years	30
More than 25 years	40
<b>How much do you know about investing?</b>	
I only know about bank accounts and term deposits	5
I know a little bit about investments like bonds and shares	10
I know that it is important to spread my savings across different types of investments including bank accounts, bonds and shares	15
I know the potential risk and return rewards for different types of investments	20
<b>If your retirement fund balance went down over 12 months from \$10,000 to \$9,000. What would you do?</b>	
Transfer the entire investment to a more secure option	5
Transfer some (say half) of the investment to a more secure option	10
Do nothing	15
Invest more to take advantage of lower prices	20
<b>What is your general view about investment risk?</b>	
I am less concerned with how much my savings grow, I just don't want to lose the money I've put in.	5
I accept that my account may drop in value on the odd occasion but would expect it to grow slowly and steadily.	10
I am more concerned with growing my savings and I can accept monthly gains and losses in my account value but I would feel uneasy if I didn't recover any significant losses within a couple of years.	15
I want to maximize my savings. I accept that my account may have significant losses that may take many years to recover.	20
<b>If you had no debt and do not need a new truck, what would you do with a \$50,000 that had to be invested?</b>	
Put it all in the bank or on term deposit	5
Put it mostly in secure investments like term deposits and bonds and a small amount in growth investments like shares	10
Put most in the share market and the rest in a more secure investment such as a term deposit	15
Put it all in shares	20
<b>Your Score</b>	

## Matching your risk profile with an investment fund

### **0 – 50: You are a conservative investor**

If your score was between 0 – 50 you sit at the bottom of the investor risk scale. You are cautious when it comes to investing.

You will accept a small amount of investment risk to achieve modest returns over the short to medium term. You want to protect the value of your retirement savings.

You may wish to consider the CINSF Conservative Fund.

### **51 – 80: You are a balanced investor**

If your score was between 51 – 80, you sit just above the middle of the investor risk scale. You like some risk when it comes to investing.

You will accept a medium to high level of risk to grow your retirement savings over the medium to long term. You have a 7+ year time horizon.

You may wish to consider the CINSF Balanced Fund.

### **81+: You are a growth investor**

If your score was 81 or over then you are at the top of the investor risk scale. When it comes to investing you like to take risks.

You will accept a higher level of risk over the long term to achieve the potential of higher investment returns. Your primary aim is to grow your retirement savings over 10+ years. You know and accept that you are likely to experience big changes in the returns on your investment.

You may wish to consider the CINSF Growth Fund.

Remember that your attitude to risk may change over time and that past performance is not a reliable indicator of future performance.

We recommend that you revisit your risk profile every 5 years or whenever you have a significant life event – e.g.: serious illness, change of job or any substantial change in your financial circumstances.



## ELECTION NOT TO CONTRIBUTE

**My personal details are (please print)**

Date of Birth .....

Member RMD Number

--	--	--	--	--	--

MR/MRS/MISS/MS/DR Surname .....

First Names .....

Mailing Address.....

..... Cook Islands.

**CERTIFICATION**

Having reached the age of 55 on or before the date on which membership of the Cook Islands Superannuation Scheme became compulsory, in accordance with section 37(c) of the Cook Islands Superannuation Fund Act, I hereby notify my employer and the Board of the Cook Islands Superannuation Fund that I elect not to become a contributor to the Fund.

Signature ..... Date ...../...../.....

Please forward this form to the Chief Executive Officer, Cook Islands Superannuation Fund, PO Box 3076, Avarua, Rarotonga, Cook Islands.

CEO, COOK ISLANDS NATIONAL SUPERANNUATION FUND, P O BOX 3076, AVARUA, RAROTONGA, COOK ISLANDS



## MEMBERSHIP APPLICATION FORM

Complete and return form to Cook Islands National Superannuation Fund, PO Box 3076, Rarotonga, Cook Islands  
Or Email [enquiry@superfund.gov.ck](mailto:enquiry@superfund.gov.ck) **Please write in blue or black pen only**

Please read the Members Information Handbook and complete this form carefully. **If you do not complete the form properly your Application will not be confirmed and/or your Investment Direction will be recorded as being a 100% allocation to the CINSF Conservative Fund.**

### 1. Your Information

CINSF Member Number	(This is the same as your RMD number)					
Title	Mr	Mrs	Ms	Dr	Other	
First name(s)						
Surname						
Date of Birth	dd	mm	yyyy	Gender	Male	Female
Address Details						
Phone Numbers	Home Phone	Mobile Phone				
Email Address						
Next of Kin						
Contact Details	Next of Kin address	Phone Numbers				
Legal Representative						
Status	Please specify if Cook Islander, Permanent Resident, Foreign Worker.					
Nationality	Please specify e.g. New Zealand, Samoa, Fiji, Philippines. Etc.					

### 2. Your Employment Information

Employer Type	Primary Employer (main employment)	Secondary Employer (second job)
Name of Employer		
Address of Employer		
Phone Numbers		
Occupation		



### 3. Investment Accounts

All members commence with a compulsory account that 5% of your income, along with a matching 5% from your employer is paid into. You also have the choice of opening a voluntary account that you can choose to pay additional contributions into; your employer is not obligated to match the voluntary contributions you make. You have the ability to make 1 free withdrawal from your voluntary account in a calendar year. The full details of the voluntary account are explained in the Handbook.

Please indicate below if you wish to open a voluntary account. Contributions into the voluntary account are as a lump sum (minimum \$1,000) or as a regular payment from your income (minimum 1% of your income).

Voluntary Account	Yes	No
Lump Sum Contribution	\$	
Regular Contribution from Income	\$	per week / fortnight / month

### 4. Investment Direction for Contributions (Compulsory & Voluntary)

Please indicate how you wish your future contributions to be invested in the CINSF Investment Fund(s) by writing the percentage you want invested in each selected Fund (whole percentages only – no fractions please).

CINSF Conservative Fund	%
CINSF Balanced Fund	%
CINSF Growth Fund	%
<b>Total Percentage (must add up to 100%)</b>	<b>100%</b>

### 5. Member Declaration and Signature

I hereby

- i) Apply for admission as a member of the Fund and agree to be bound by the Cook Islands National Superannuation Act 2000 and the Trust Deed constituting the Fund; and
- ii) Acknowledge that I have been given and read a copy of the Members Handbook; and
- iii) Authorise the Board and the Trustee of the Fund to collect information from my Employer that is relevant for the purposes of administering the Fund; and
- iv) Authorise the Board and the Trustee, the Administration Manager of the Fund, any professional advisor to the Trustee and any life insurance company to disclose between themselves personal information that is relevant for the purposes of administering the Fund; and
- v) Certify that the above information is true and correct.
- vi) I direct the Trustee to invest my Balances and future contributions as indicated on this form. I acknowledge that neither the Trustee nor the Administration Manager will be liable to me for any loss as a consequence of any such investment direction.
- vii) I understand that the capital value of my contributions / investment in the CINSF Investment Fund(s) can rise or fall depending on marketing conditions or the investment managers' investment decisions. It is therefore possible that I may receive less back than I have invested. I acknowledge that choosing my Investment Direction is solely my responsibility and neither the Board nor the Trustee is to be regarded as representing or implying that my Investment Direction is appropriate for my personal circumstances. My choice of Investment Direction is a binding direction from me to the Trustee.

**Member Signature:**

**Date:** dd / mm /yyyy

## 6. Documentation

In order to open your investment account the following documentation is required to be submitted with this completed application form. Without the supporting documents your investment account cannot be opened and your contributions from your income and from your employer cannot be received.

<b>Photo Identification</b>	Passport	Driver Licence
<b>Other Identification</b>	Birth Certificate (only if the above is not available)	
<b>RMD Number</b>		

## 7. Employer Declaration and Signature

I, on behalf of \_\_\_\_\_, employer of the above mentioned employee, certify that he/she on the date of joining the Fund is actively at work performing full and normal duties.

**Employer Signature:**

**Date:** dd / mm /yyyy

**Name of Signatory:**

### CINSF Office Use Only

<input type="radio"/>	Confirm member personal details are checked against tracker system are correct.		
<input type="radio"/>	Check minimum Investment percentage rate is not less than 5%		
<input type="radio"/>	Check Investment direction totals add to 100%.		
Received & Loaded by:		Date	dd / mm /yyyy
Manager to Verify for approval:		Date	dd / mm /yyyy
Client Service Officer to enter member Investment Choice in;			
<input type="radio"/>	Tracker Note	Date	dd / mm /yyyy
<input type="radio"/>	Scan document to LINK		
<input type="radio"/>	Scan document to Vault		
<input type="radio"/>	Scan document to Tracker		
<input type="radio"/>	File document		
Employer Code:		Employer RMD:	
Completed by:		Date	dd / mm /yyyy

## INVESTMENT SWITCH REQUEST FORM

Complete and return form to Cook Islands National Superannuation Fund, PO Box 3076, Rarotonga, Cook Islands  
Or Email [enquiries@superfund.gov.ck](mailto:enquiries@superfund.gov.ck) **Please write in blue or black pen only**

Please read the Members Information Handbook and complete this form carefully. If you do not complete the form properly your Investment Direction will be recorded as being a 100% allocation to the CINSF Conservative Fund.

### 1. Your Information

CINSF Member Number							(This is the same as your tax number)
Title	Mr	Mrs	Ms	Dr	Other	Please specify	
First name(s)							
Surname							
Date of Birth	dd	mm	yyyy				
Address Details							
Phone Numbers							
Email Address							

#### Please note the following:

- Changes to my CINSF Investment Fund selection will be recorded and processed 15 business days (or earlier if possible) after the month ended during which the switch request was received by the Fund Administrator. For example, if a switch request is received by the Fund Administrator on 14 August 2015, the switch request will be processed 15 business days after 31 August 2015, i.e. 21 September 2015.
- If you wish to select a combination of CINSF Investment Funds, the minimum amount you can select for any one CINSF Investment Fund is 5%.
- Your Account Balance may be invested differently to your Future Contributions.

### 2. Investment Election for your current Account Balance

Please indicate how much of your current Account Balance you would like to invest in the CINSF Investment Fund(s) of your choice by writing the percentage you want invested in each selected Fund (whole percentages only – no fractions please).

CINSF Conservative Fund	%
CINSF Balanced Fund	%
CINSF Growth Fund	%
<b>Total Percentage (must add up to 100%)</b>	<b>100%</b>

**3. Investment Election for all Future Contributions**

Please indicate how you wish your future contributions to be invested in the CINSF Investment Fund(s) by writing the percentage you want invested in each selected Fund (whole percentages only – no fractions please).

CINSF Conservative Fund	%
CINSF Balanced Fund	%
CINSF Growth Fund	%
<b>Total Percentage (must add up to 100%)</b>	<b>100%</b>

**4. Member Declaration and Signature**

I direct the Trustee to invest my Balance and/or future contributions as indicated on this form. I acknowledge that neither the Trustee nor the Administration Manager will be liable to me for any loss as a consequence of any such investment direction.

I understand that the capital value of my contributions / investment in the CINSF Investment Fund(s) can rise or fall depending on marketing conditions or the investment managers’ investment decisions. It is therefore possible that I may receive less back than I have invested. I acknowledge that choosing my Investment Direction is solely my responsibility and neither the Board nor the Trustee is to be regarded as representing or implying that my Investment Direction is appropriate for my personal circumstances. My choice of Investment Direction is a binding direction from me to the Trustee.

**Member Signature:**

**Date:** dd / mm /yyyy

**CINSF Office Use Only**

<input type="radio"/>	Confirm member personal details are checked against tracker system are correct.
<input type="radio"/>	Check Investment direction totals add to 100%.
Received by:	Date dd / mm /yyyy
Manager to Verify for approval:	Date dd / mm /yyyy
Client Service Officer to enter member Investment Choice in;	
<input type="radio"/>	Tracker Note
<input type="radio"/>	Scan document to LINK
<input type="radio"/>	Scan document to Vault
<input type="radio"/>	Scan document to Tracker
<input type="radio"/>	File document
Completed by:	Date dd / mm /yyyy