

Administered by:

**Legal & Professional Services Ltd**

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**The Law Retirement  
KiwiSaver Scheme**



## If you are an Employee

1. Complete the Application Form: [click here to complete online.](#)
2. Notify your Pay Clerk of the amount you wish to contribute: 2%, 4% or 8% of your gross salary.

***NB:** The minimum employee and employer contribution rates will change from 2% to 3% as at 1st April 2013. The other employee contribution options of 4% and 8% will remain unchanged.*

## Transfer from another KiwiSaver Scheme

Complete the Application/Transfer Form: [click here to complete online.](#)

## Self Employed

You can nominate the amount you wish to save each month. For every dollar contributed by the member, eligible members will receive a Member Tax Credit (MTC) of 50 cents – up to a maximum of \$521.43 per year. To receive the maximum MTC of \$521.43, members need to contribute \$1,042.86 per year.

- Complete an [application form](#)
- Complete a [direct debit form](#) nominating the amount you wish to save each month  
Send your application and direct debit forms to: PO Box 1130, Auckland 1140, email: [kiwisaver@diversified.co.nz](mailto:kiwisaver@diversified.co.nz) or fax: (09) 366 7381

## Employer – Preferred Provider

An Employer can choose to have a preferred scheme provider so that employees who don't choose their own savings scheme will be allocated this provider as their default scheme.

An employer does not incur any legal liabilities by appointing a preferred provider.

However, if at any stage an employer starts offering advice to employees, they will need to comply with the legal obligations of giving financial advice. [Diversified Investment Strategies Limited](#) can assist with the advice part of the KiwiSaver process.

[Click here to download a preferred provider application form](#)