

# Babybreak application

## Form

Please complete this form if you are taking parental leave and wish to apply for a baby**break** from paying your my**super** Annual Fund Charge.

### 1. Complete your personal details

mysuper  
member number:

First name(s):

Last name:

Date of birth:

Address:

Postcode:

Mobile:

Personal email:

### 2. Leave period

Please advise the start and end dates of your babybreak.



#### IMPORTANT

The baby**break** can not be backdated and will not commence until the application is processed and accepted by my**super**.

Date parental leave **begins**:

Date parental leave **ends**.\*  \* must not exceed 52 weeks

### 3. Additional information

Please ensure you have supplied the following information to your employer prior to applying for a baby**break**:

- Birth parent's notice / formal letter requesting parental leave, **OR**
- Adoptive parent's notice / formal letter requesting parental leave.

Yes

### 4. Declaration

- I declare that I have read the Terms and Conditions of the baby**break**.
- I declare that the information supplied in this form is true and correct and that **mysuper** may contact my employer's Payroll team to confirm the details provided on this form.
- I declare that I have read and understood the current **mysuper** Product Disclosure Statement (PDS) and other material information (available at [mysuper.co.nz/disclose](https://mysuper.co.nz/disclose) for download), and accept all Terms and Conditions outlined on page 2 of this form.

Signature:

On: 

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### 5. Terms and conditions

**mysuper** will waive the Annual Fund Charge (administration and investment management fees charged each financial year – 1 July to 30 June) for **mysuper** Members who are on parental leave for a period of up to 52 weeks per approved parental leave period.

- To be eligible to receive the offer, the applicant must:
  - be a **mysuper** Member;
  - be about to go on parental leave from their employer;
  - complete and submit a baby**break** Application Form 20 working days prior to your parental leave starting; and
  - provide start and end dates for the babybreak period required, that align with their agreed parental leave from their employer.
- Insurance premiums are excluded and will continue as normal.
- Following completion of parental leave or 52 weeks leave (whichever is less), the Annual Fund Charge (administration and investment management fees) will commence as per the current **mysuper** Product Disclosure Statement and other material information (available from [mysuper.co.nz/disclose](https://mysuper.co.nz/disclose) for download).
- The offer only applies to new parental leave requests (either paid or unpaid) from your employer. This is available to birth parents (including same sex couples) and adoptive parents for a period of 52 weeks or less.
- No more than one application per approved parental leave will be considered.

- The period to which the offer applies:
  - Concludes no more than 52 weeks after the baby has first arrived;
  - Will not be greater than 52 weeks per parental leave request; and
  - Must be declared on the babybreak Application Form and align with notice supplied to your employer.
- If the period you apply for is less than 52 weeks and you later decide to extend your leave period, in agreement with your employer, please complete another babybreak Application Form and we will extend the offer up to the maximum of 52 weeks.
- Should a member in receipt of the offer cease to be on parental leave prior to the date shown on the baby**break** Application Form, they must notify **mysuper** immediately.
- Please allow 10 business days for **mysuper** to receive, process and accept the babybreak Application Form.
- Applications can not be backdated and are not valid until processed and accepted by **mysuper**.
- **mysuper** may contact your employer during the period of the offer. If the contact, name, and / or leave periods details can not be confirmed or are no longer valid, the offer may be withdrawn immediately.
- **mysuper** reserves the right to amend, vary or withdraw this offer at any time without notice. Any changes will be updated via the **mysuper** Product Disclosure Statement and other material information (available from [mysuper.co.nz/disclose](https://mysuper.co.nz/disclose) for download).

## 6. Submitting your application

Please return the completed form by email to [hello@mysuper.co.nz](mailto:hello@mysuper.co.nz)