

Adviser User Guide

Your guide to setting up client investments in GoalsGetter.



Issued by Amova Asset Management
New Zealand Limited

For Advisers

Benefits to your clients

Our easy-to-use, smart interface is designed specifically for retail customers, and allows clients to see all their investments with Amova in one place. Other benefits of using GoalsGetter for your clients include:

- A fully digital & transparent investing experience
- No platform fees
- The ability to set up and manage multiple goals and investments in one place
- An embedded projection tool that is intuitive and easy-to-access
- 24x7 access to track balances, transactions and performance
- Functionality to provide investors with the ability to establish regular savings (minimum payment \$20)



Scan the QR code to find out how GoalsGetter works

goalsgetter.co.nz/financial-advisers

Benefits to you

GoalsGetter automates and streamlines the operational side of your business, so you can spend more time with clients and growing your business. Other benefits of GoalsGetter for advisers include:

- Adviser controlled client onboarding digitally via the Adviser Dashboard
- Secure access to all your GoalsGetter clients' investments via the Adviser Portal
- Assistant access available to help onboard clients
- Retail Investment Scheme, comprising of diversified and single sector funds managed by Amova, available for individual and joint investors
- Create tailored KiwiSaver portfolios for your clients on our easy-to-use online platform, leveraging a curated selection of high quality funds
- Dedicated adviser support team available to assist with any questions
- An intuitive and user-friendly investment tool to help grow your clients' wealth



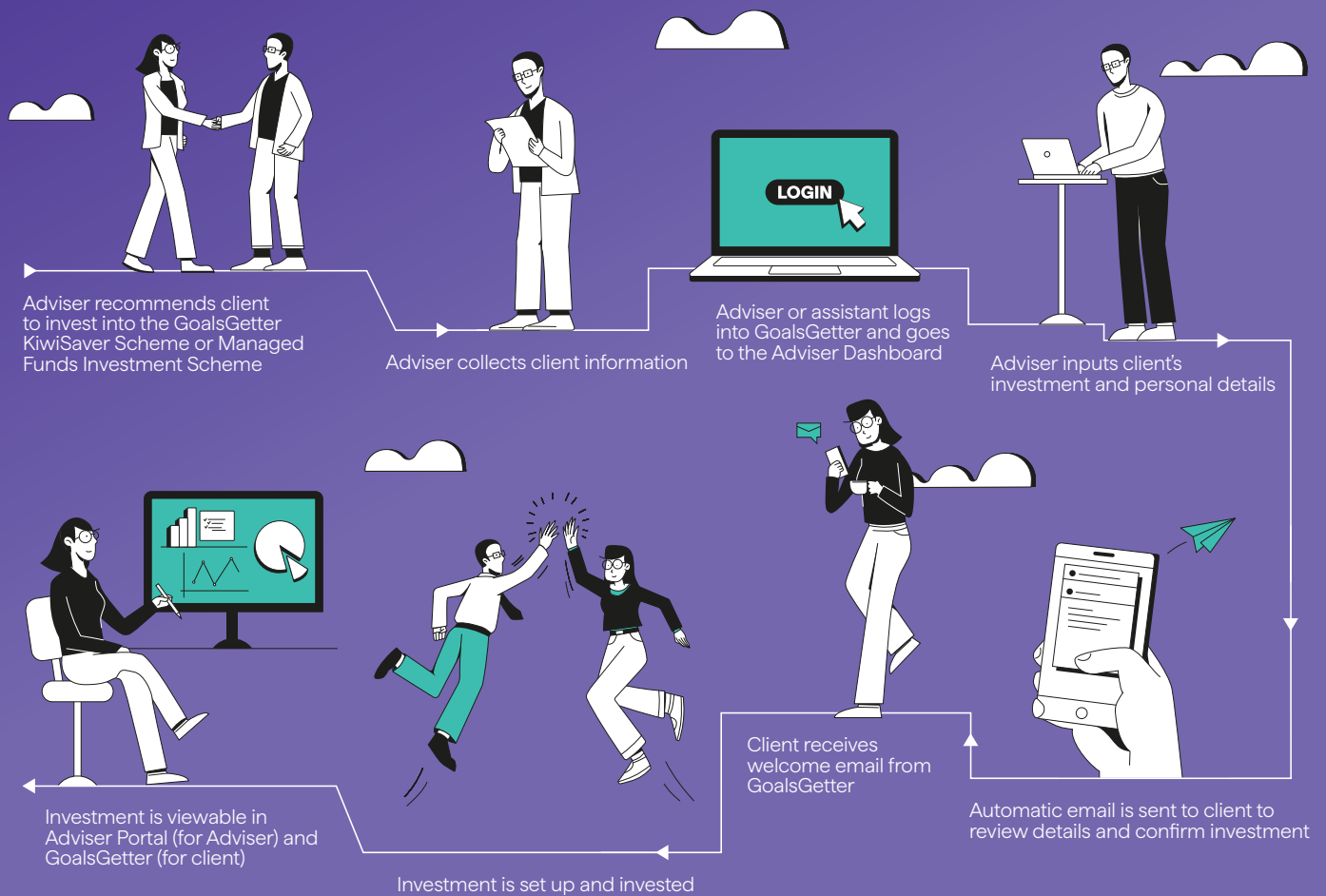
Set / track / achieve

GoalsGetter is a great tool to use with your clients to help them set, track + achieve their wealth goals under your guidance.

GoalsGetter enables advisers to diversify their clients' investments in a simple and cost effective way. Whether you're leveraging the full suite of Amova investment funds or unlocking choice with the GoalsGetter KiwiSaver Scheme, you have the ability to deliver tailored solutions for your clients.

Onboarding

Process of onboarding a client



GoalsGetter for Advisers Team

Distribution Team

nzdistribution@amova-am.com / 09 307 6364

Customer Support Team

support@goalsgetter.co.nz / 0800 303 308

goalsgetter.co.nz/financial-advisers

Note: Your Trust clients can also invest with Amova via manual application forms found in the GoalsGetter for Advisers Help Centre

Important Information. Amova Asset Management New Zealand Limited (Company No. 606057, FSP22562) is a licensed Investment Manager. This material has been prepared without taking into account a potential investor's objectives, financial situation or needs and is not intended to constitute personal financial advice, and must not be relied on as such.

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Setting up a client: KiwiSaver Transfer

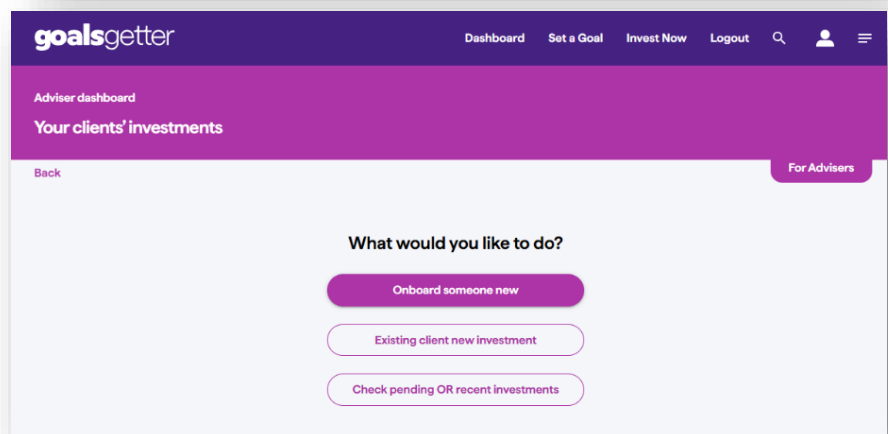
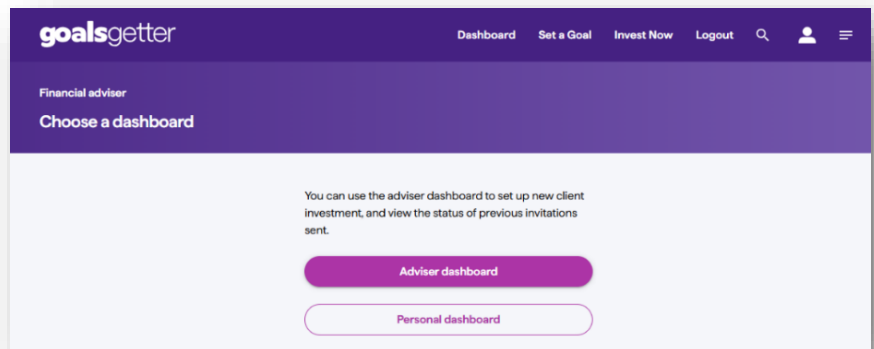


1. Setting up a client: KiwiSaver Transfer

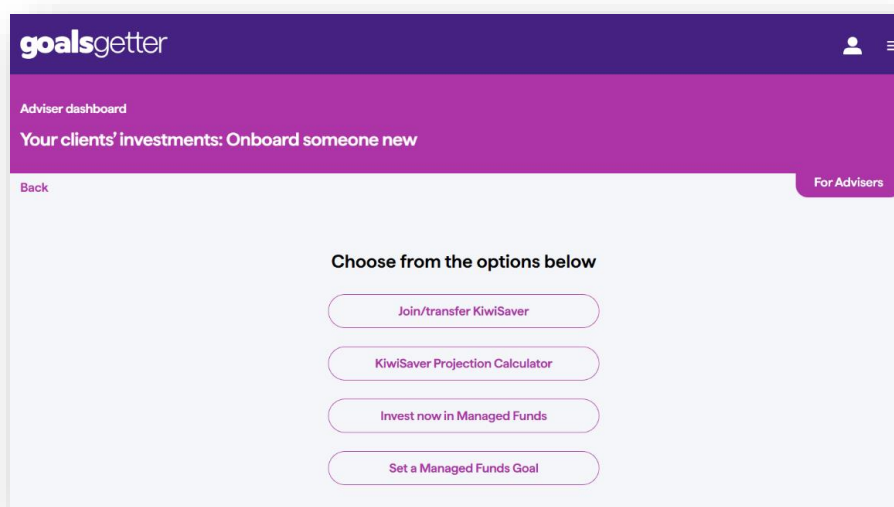
Adviser Steps

1. Visit www.goalsgetter.co.nz and login with your personal credentials.

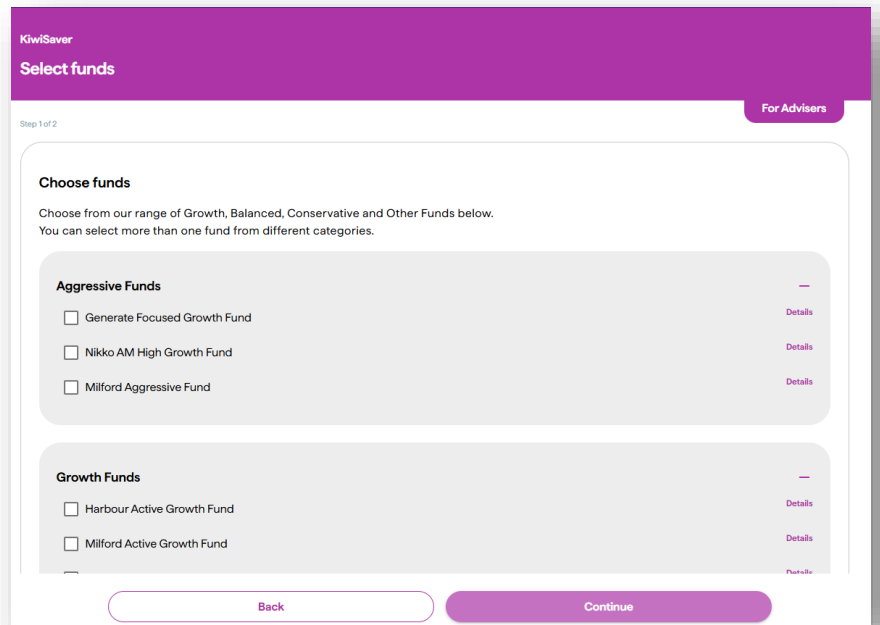
Select Adviser dashboard and then 'Onboard someone new'.



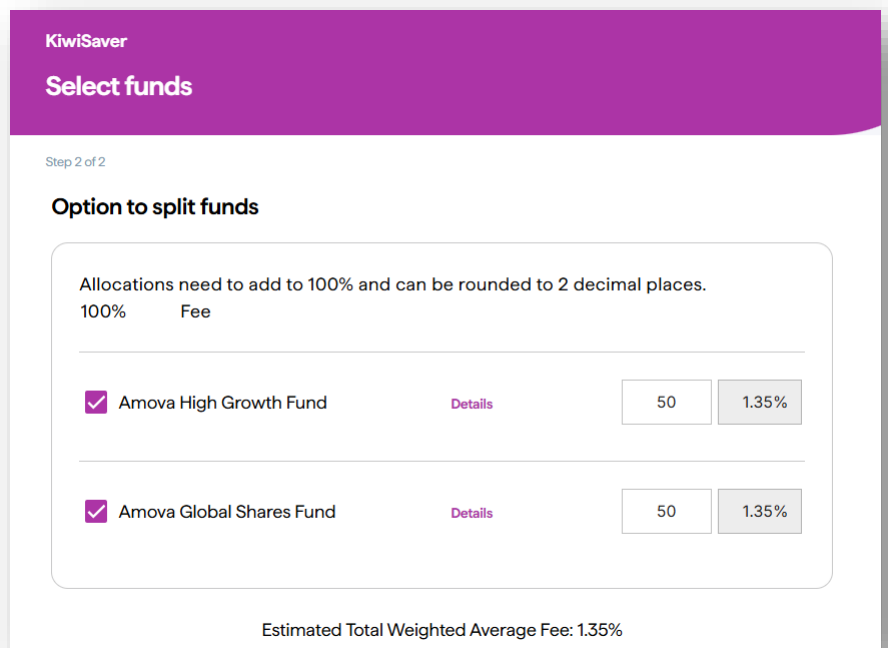
2. To join or transfer your client's KiwiSaver investment to the GoalsGetter KiwiSaver Scheme tap or click on the 'Join/transfer KiwiSaver' button.



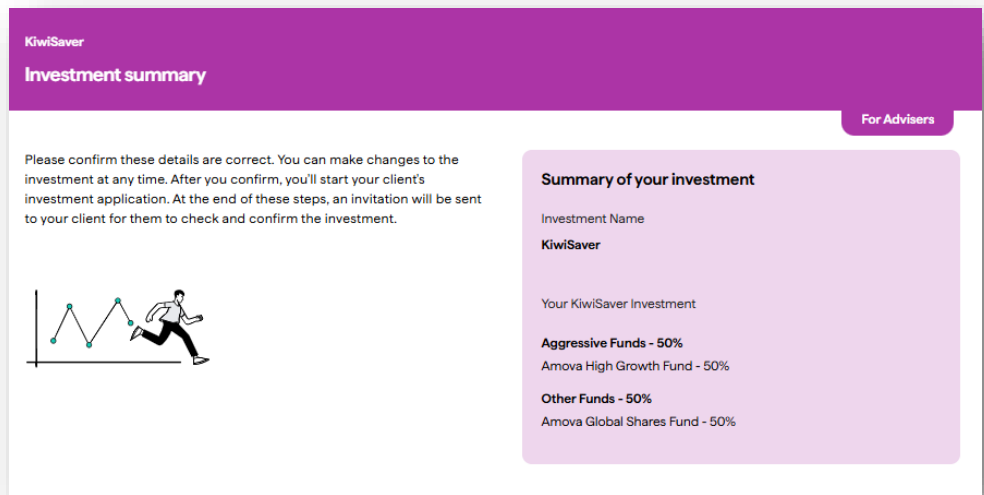
3. Select Funds: Choose from our range of Diversified Funds and Single Sector Funds below. You can select more than one fund from different categories.



4. Option to split funds. Allocations need to add to 100% and can be rounded to 2 decimal places.



5. Investment Summary:
Please confirm the details displayed are correct before clicking Confirm.

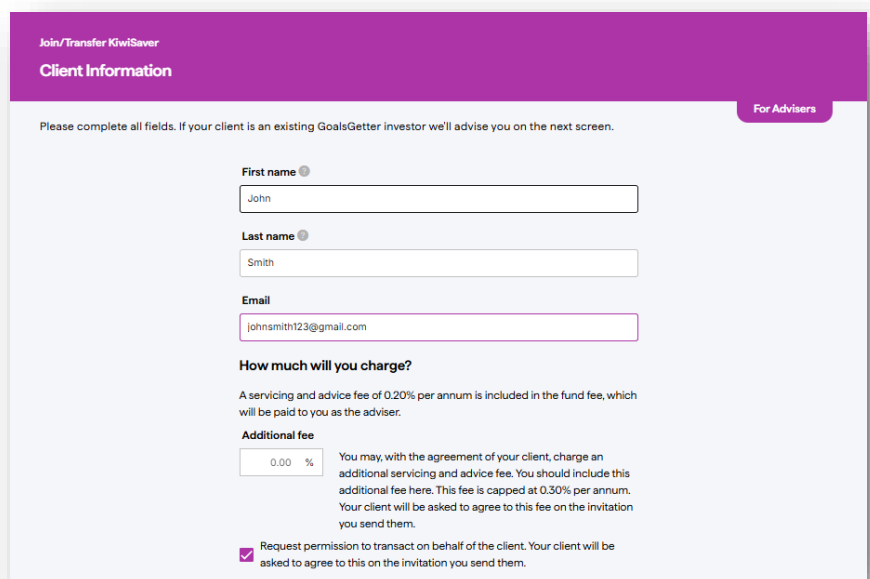


6. Individual client details: General

You will need to state if you will charge your client any additional fees. A servicing and advice fee of 0.20% per annum is included in the fund fee, which will be paid to you as the adviser.

You may, with the agreement of our client, charge an additional servicing and advice fee which is capped at 0.30% per annum.

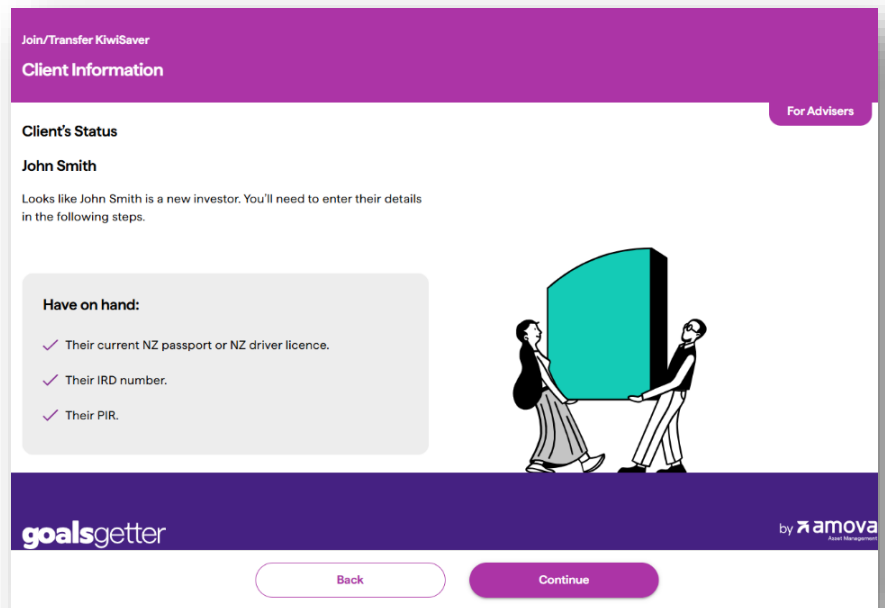
If you do not wish to charge any additional fees, type 0 in the additional fee box before tapping continue.



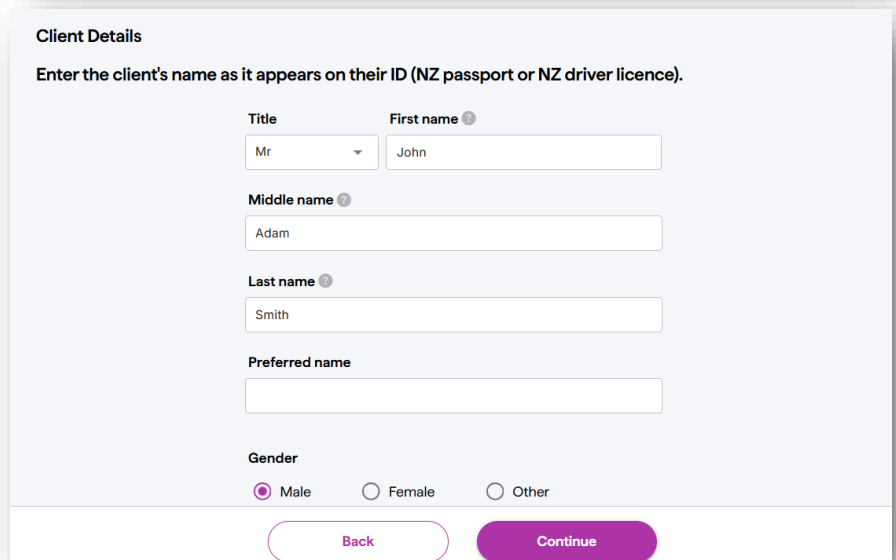
7. If your client is a new investor, you will need to enter their details in the following steps.

Please have the following on hand:

- Their NZ passport or drivers licence number
- Their IRD number
- Their PIR number



8. Enter the clients name as it appears on their ID.



9. We are required by law to check your client's identification.

Step 2 of 5 For Advisers

Identity Verification

We are required by law to check their identification and proof of address. We do this electronically.

ID Type

Number

Version number

Expiry date

10. Client details – Tax.

Step 3 of 5 For Advisers

Tax Residency

About tax residency

Are you a New Zealand tax resident?
 Yes No

IRD number

PIR
 [Check rate](#)

Are you a US citizen or resident for tax purposes?
 Yes No

Are you a tax resident in another country?
 Yes No

11. Please select the Purpose of Investment and occupation.

Step 4 of 5 For Advisers

Additional Information

The information below is required to allow us to understand more about you.

Purpose for investment

Occupation

12. Please tell us the preferred method of payment for your clients ongoing regular investment contributions.

Internet banking or direct debit.

This will only be asked if the client wishes to make regular contributions to their investment.

Join/Transfer KiwiSaver
Client Information
Step 5 of 5
For Advisers

Select Payment Type

Select a preferred method for a one-off payment or ongoing regular investment contributions.

Payment type

Direct Debit Internet Banking KiwiSaver Transfer

13. The direct debit can be set up on this screen. Once complete we will then send the request to your client's bank to get set up.

Select a preferred method for a one-off payment or ongoing regular investment contributions.

Payment type

Direct Debit Internet Banking KiwiSaver Transfer

GoalsGetter KiwiSaver Scheme

Instruction and authority to accepts direct debits

If you would prefer a paper form to complete, please [contact us](#)

Bank Details

Bank name

Account name

Account number

14. This is a final summary of your client's investment details. Tap or click 'send invite' to invite your client to review this application and confirm the investment.

Join/Transfer KiwiSaver
Confirm investment setup
For Advisers

Summary

This is a final summary of your client's investment details. Tap or click 'send invite' to invite your client to review this application and confirm the investment.

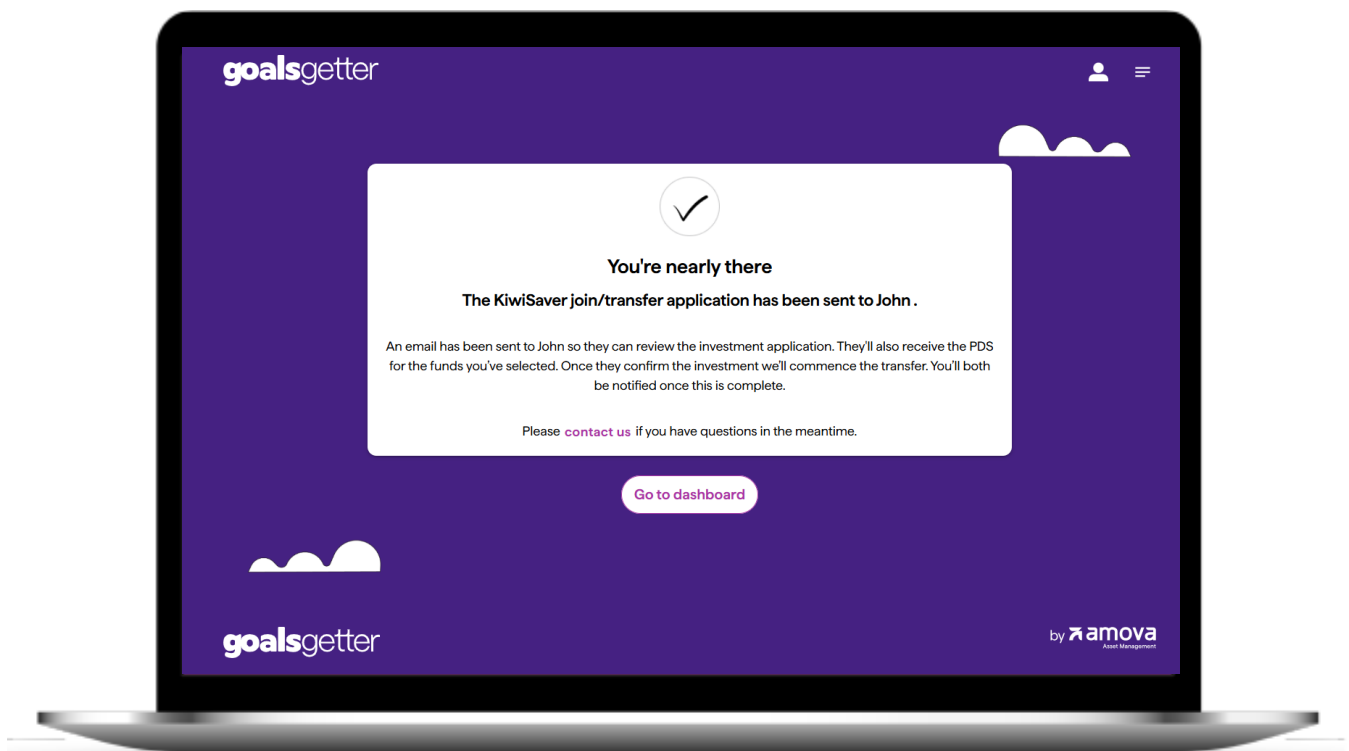
Account holder names
John Smith

Funds selected

| | | |
|---|-------------------------|-----|
| Amova High Growth Fund | Close | 50% |
| A diversified fund that primarily invests in international equities, with an allocation to Australasian equities and property. Read more | | |
| Amova Global Shares Fund | Details | 50% |

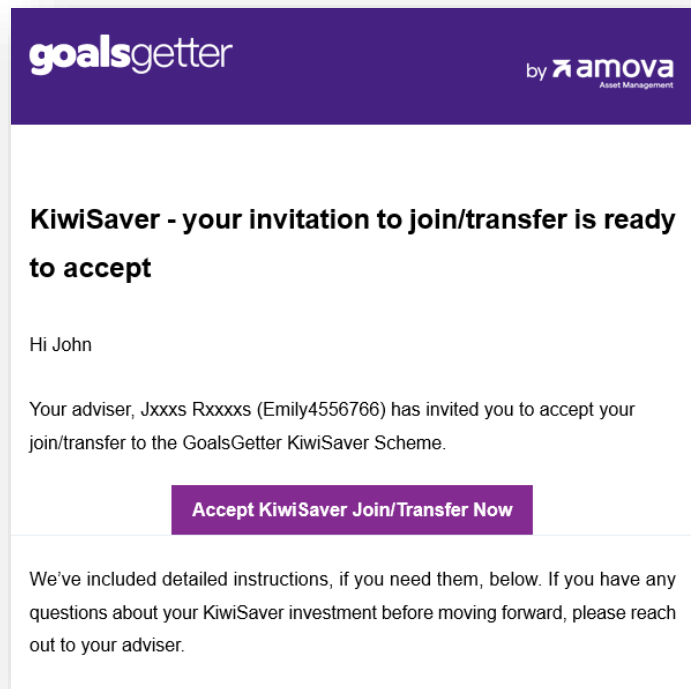
15. The investment application has been sent.

An email has been sent to your client so they can review the investment application. They will also receive the PDS for the funds you have selected. Once they confirm the investment you'll be notified about the next steps.



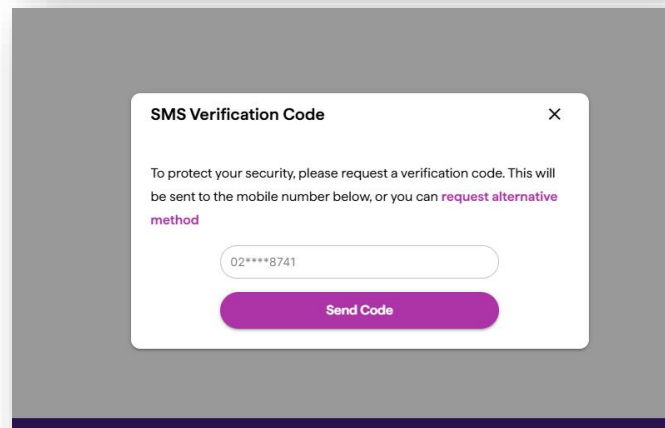
Client Steps

1. Receive invite, confirm set up by selecting the 'Accept KiwiSaver Join/Transfer Now' button within the email body copy. This will take you to GoalsGetter to review your details and accept your investment.

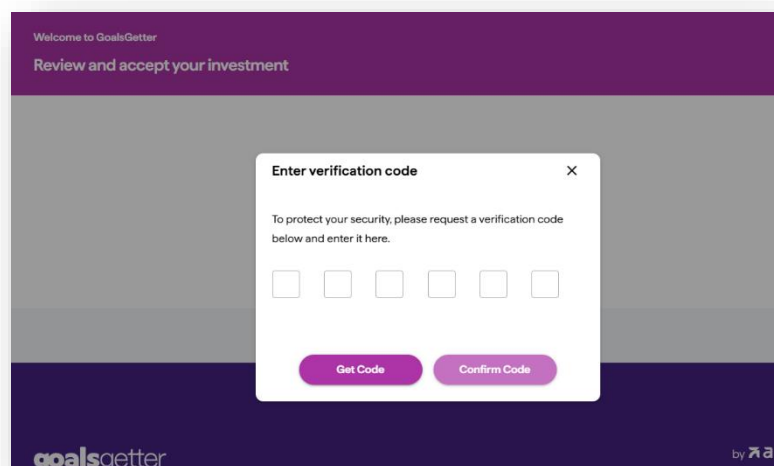


2. By clicking 'Accept KiwiSaver Join/Transfer Now', you will be redirected to the GoalsGetter app and be required to enter a 6-digit code.

To receive this, tap the 'Send Code' button and then the code will be sent to your same mobile number entered in the onboarding process. If you would like to receive the code by email, click 'request alternative method'.



Type in the 6-digit code once received and then select 'Confirm Code'



3. Next you will need to Review and accept your investment.

This includes checking the summary of your investment, your agreement with your adviser, and all investment details including your personal information were entered correctly by your adviser.

Do this by scrolling through and clicking the '+' button to review the entered details within each section. If any details are incorrect, you can edit them here.

Once you have reviewed all the information and accepted everything required, click the 'Accept Investment' button.

Hi Julian,


Your adviser, John Smith has prepared your investment and it is now ready for you to accept.

Please check that the details on each section of this page are correct. If you're happy to proceed with this investment please 'Accept Investment' below.

If you'd like to make any changes or have further questions for your adviser, select 'Decline' and your adviser will be notified to reach out to you.

All the best for your investing journey.

From the Team at GoalsGetter.



Summary of your investment

| | |
|---|----------------------|
| Goal Name | Account holder |
| Build Wealth | Julian Green |
| Target Amount | Initial Lump Sum |
| \$25,000 | \$1,000 |
| Monthly Contribution | Timeframe |
| \$250 | 19th Aug 2035 |
| Investment Fund Selected | |
| Amova SRI Equity Fund - 60% | |
| Amova ARK Disruptive Innovation Fund - 40% | |
| Download Product Disclosure Statement | |

Agreement with your adviser

The following is an agreement between you and your adviser.

| | |
|-------------------------------|---------------|
| Adviser name | Company name |
| John Smith | |
| Adviser email | Adviser phone |
| matt.morse+15083025@codehq.nz | 0210341034 |

- Fees to be deducted for servicing and advice:** I consent to Amova NZ deducting Servicing and Advice Fees payable to the adviser (in addition to Amova NZ fees and charges for the relevant product) from my investment. I agree that Amova NZ may deduct the fee amount shown below and pay them to my adviser on my behalf 0% (inclusive of GST if applicable)
- Consent to adviser receiving and/or accessing my information:** I consent to the adviser or any other person they may authorise, being able to access any information about the investments referred to above for the purposes of providing me with ongoing client servicing and advice and for the administration of the fees.
- Adviser may transact on my behalf:** I consent to the adviser referred to above being able to invest money on my behalf into Amova NZ products, to transfer between Amova NZ products, to request redemptions on my behalf and to otherwise transact with Amova NZ.

Your investment details

Please check each section below and accept conditions where prompted.

Funds selected

| | |
|----------------------------------|---|
| Total Investment | Amova SRI Equity Fund |
| \$1,000 | Initial Investment |
| Ongoing Contribution (per month) | Split |
| \$250.00 (Monthly) | \$600 60% |
| | Download Product Disclosure Statement |

| | |
|--------------------------------------|---|
| Amova ARK Disruptive Innovation Fund | Split |
| Initial Investment | |
| \$400 | 40% |
| | Download Product Disclosure Statement |

Distributions where applicable will be reinvested

Personal information +

Identity check +

Tax Residency +

Additional information +

Select Payment Type +

- I have read and understand the Product Disclosure Statement for the fund(s) I'm investing in
- I have read, understood and agree to the terms and conditions
- I consent that Amova and Apex Investments Administration (NZ) Limited (as Administration Manager) may:

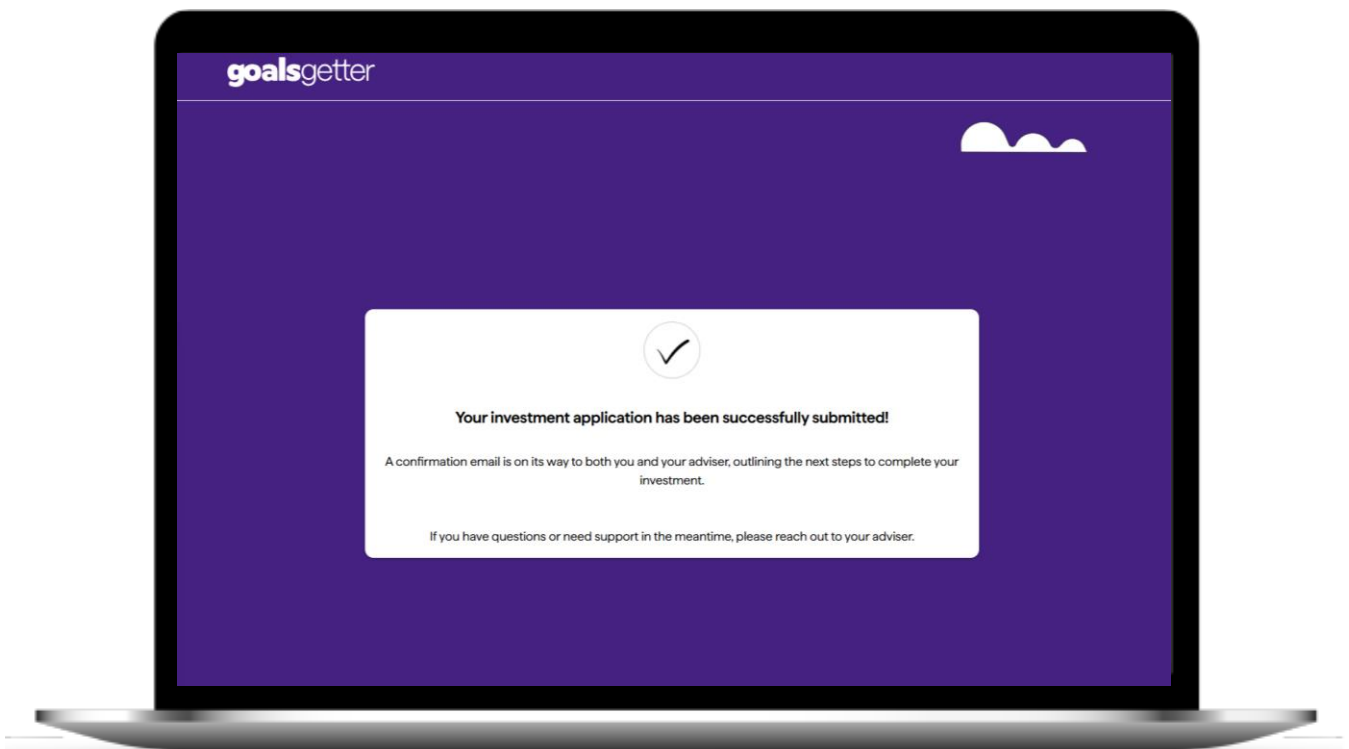
Please provide your agreement

Collect, use and store the information I've provided in this application, any information I've provide at a later date, and information collected from selected external agencies and entities, including CloudCheck who perform electronic verification, to verify my identity and address in accordance with the requirements of the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (the "purpose"), and

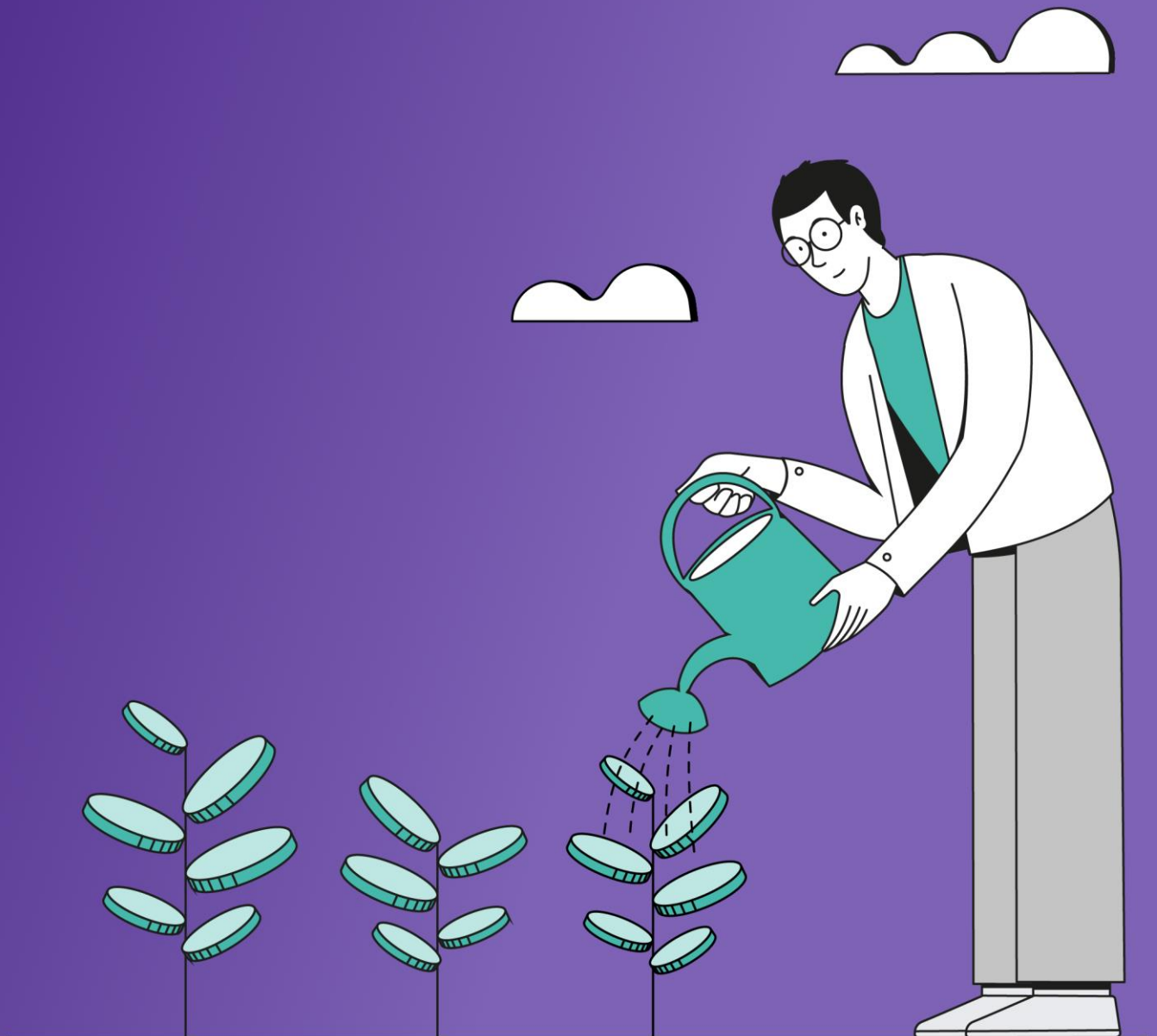
Disclose to, and receive from, selected external independent agencies and entities such information about me that they consider appropriate for the purpose. This may include the following sources: (1) the NZDR for the purpose of checking the Driver Licence and MOTO databases; (2) the Department of Internal Affairs for the purpose of checking the Passport, Birth Certificate and Citizen Certificate databases; (3) Land Information New Zealand; (4) Cenris Group Limited (and I authorise Cenris to use any information that they hold in their credit reporting bureau about me to compare against the information that I have provided to Amova.)

[Decline](#) [Accept Investment](#)

4. Upon accepting, you will see a confirmation screen, and you will also receive a confirmation email that your investment application has gone through, along with next steps. Your adviser will also be notified.



Build a projection using the Projection Calculator

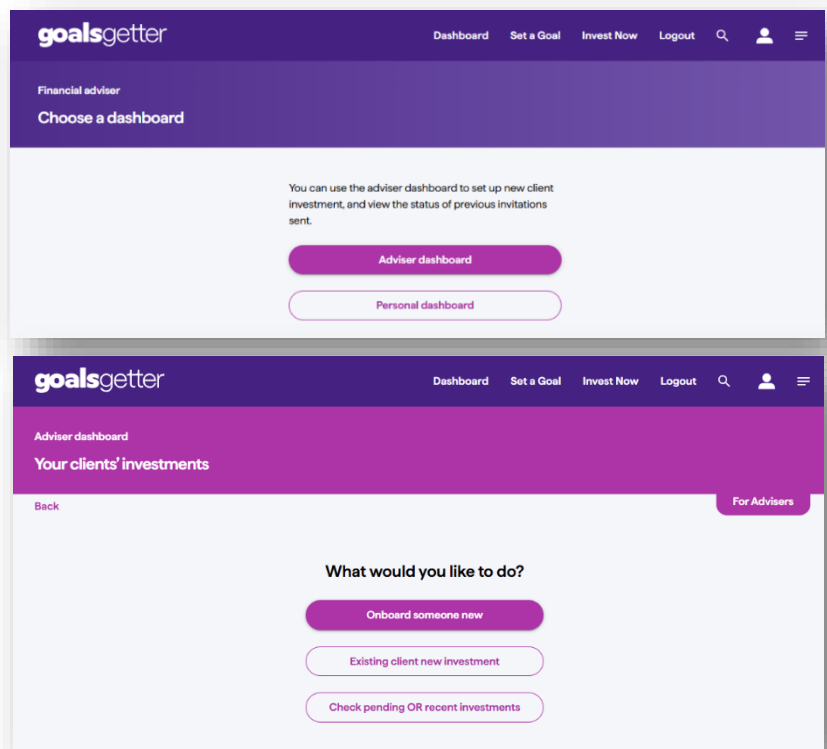


2. Build a projection using the Projection Calculator

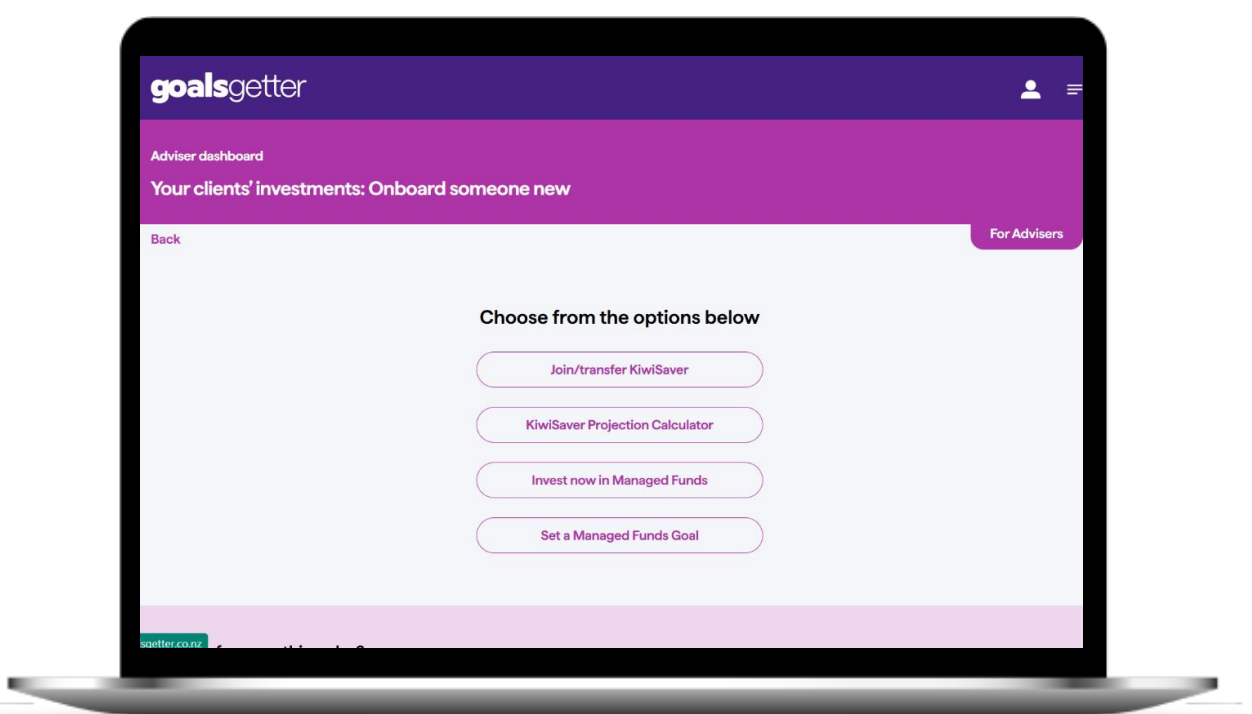
Adviser Steps

1. Visit www.goalsgetter.co.nz and login with your personal credentials.

Select Adviser dashboard and then 'Onboard someone new'.



To show your client or build a projection of how their KiwiSaver investment could growth with different inputs by selecting 'KiwiSaver Projection Calculator'.



2. In order to generate a projection for your client we need the following details:

- Age
- Earnings
- Main source of income
- Whether they are a current KiwiSaver member

3. If they are a current KiwiSaver member, select their current contribution rate.

4. With those inputs you will be given an initial projection. You can adjust any of the inputs to create a more desirable retirement scenario.

Once you and your client have a scenario you are happy with, you can either:

- Tap the 'download' button to download the projection graph and data to use in preparing a Statement of Advice for your client
- Select 'Choose Funds' to proceed to joining or transferring their KiwiSaver

Step 1 of 2

Client details

In order to generate a projection for your client we need the following details:

How to answer these questions

Age
18

Earnings (per annum before tax)
\$0

Main source of income
Please select

Are they a member of a KiwiSaver scheme?
 Yes No

Projection

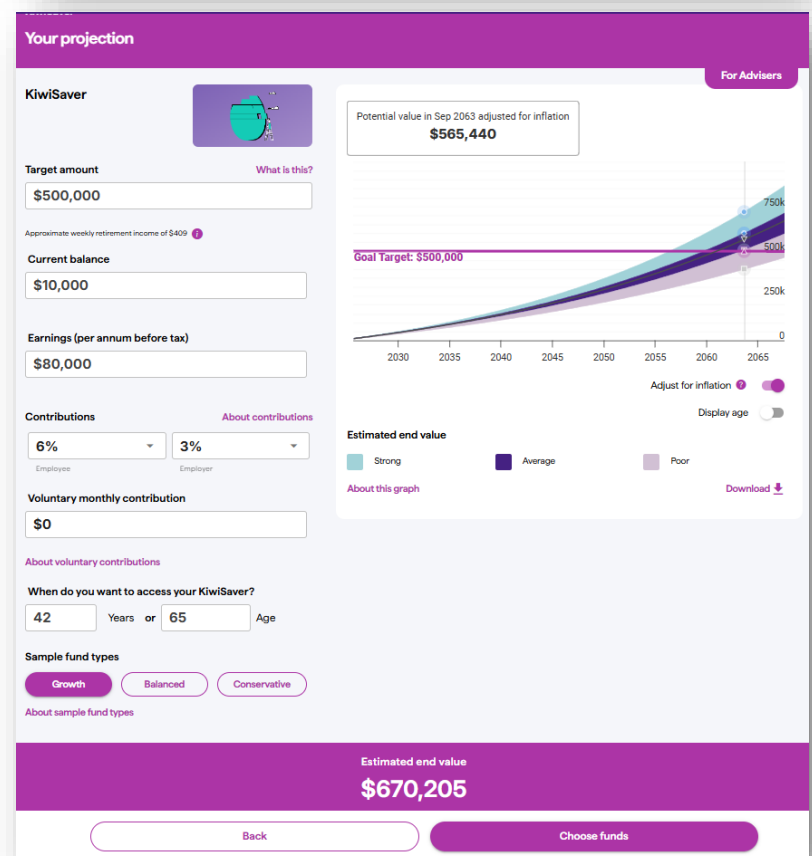
Step 2 of 2

Client details

Current contributions [About contributions](#)

3% 3%
Employee Employer

Voluntary monthly contribution
\$0



Setting up a client: Managed Funds



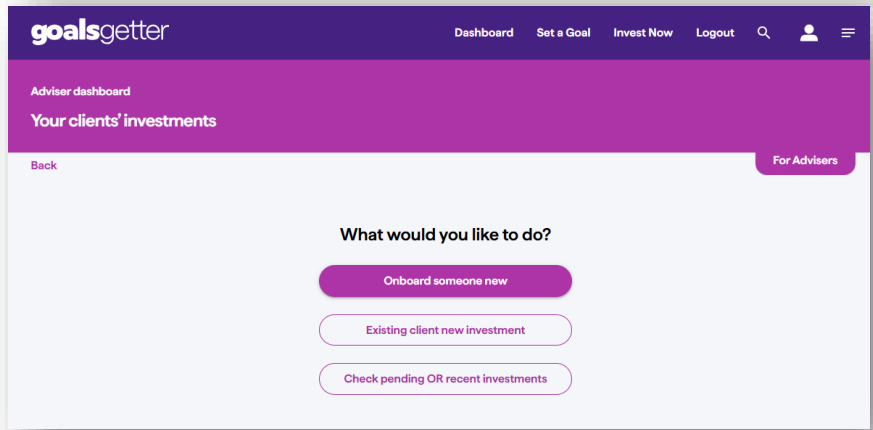
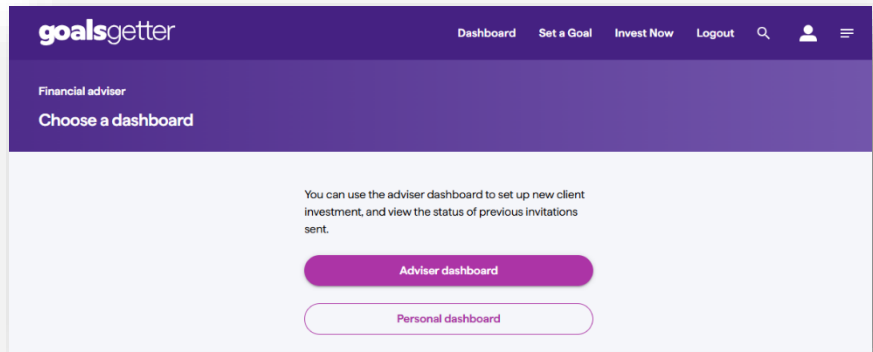
3. Setting up a client: Managed Funds

Adviser Steps

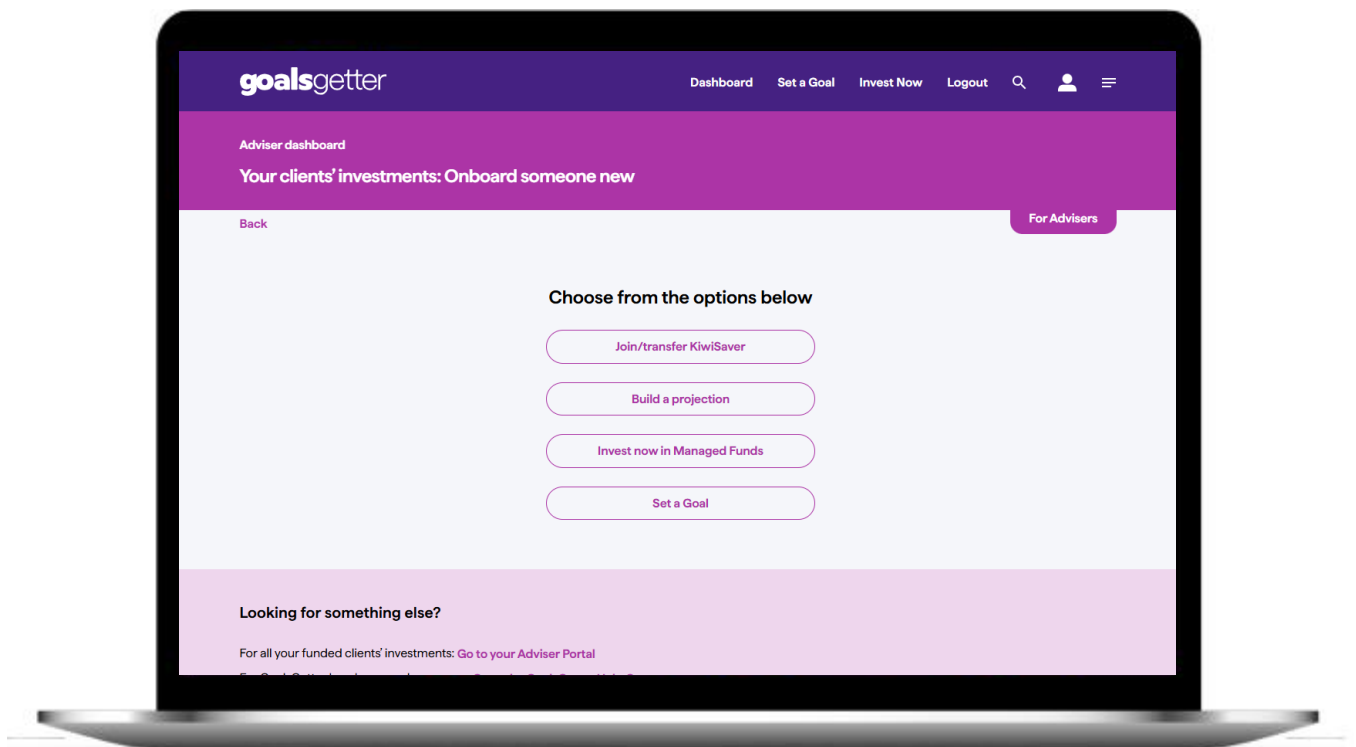
1. Visit www.goalsgetter.co.nz and login with your personal credentials.

Select Adviser dashboard and then click onboard someone new.

The “Managed Funds” path is to set up an investment if your client has an amount of money they want to invest and you don’t wish to set a goal for them.

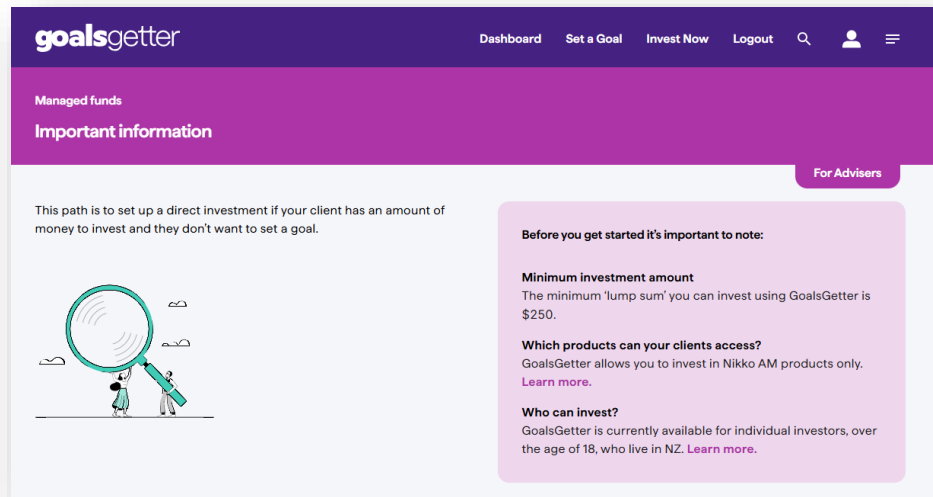


Please select 'Invest now in Managed Funds' here



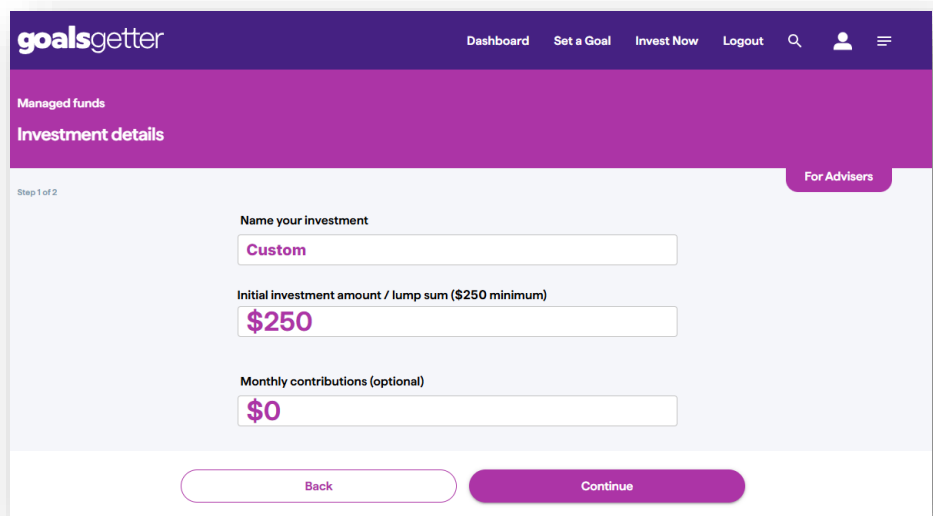
2. Before getting started, it's important to note:

- The minimum lump sum to invest is \$250.
- GoalsGetter allows you to invest in Amova products only.
- GoalsGetter is currently available for investors over the age of 18 who live in NZ.



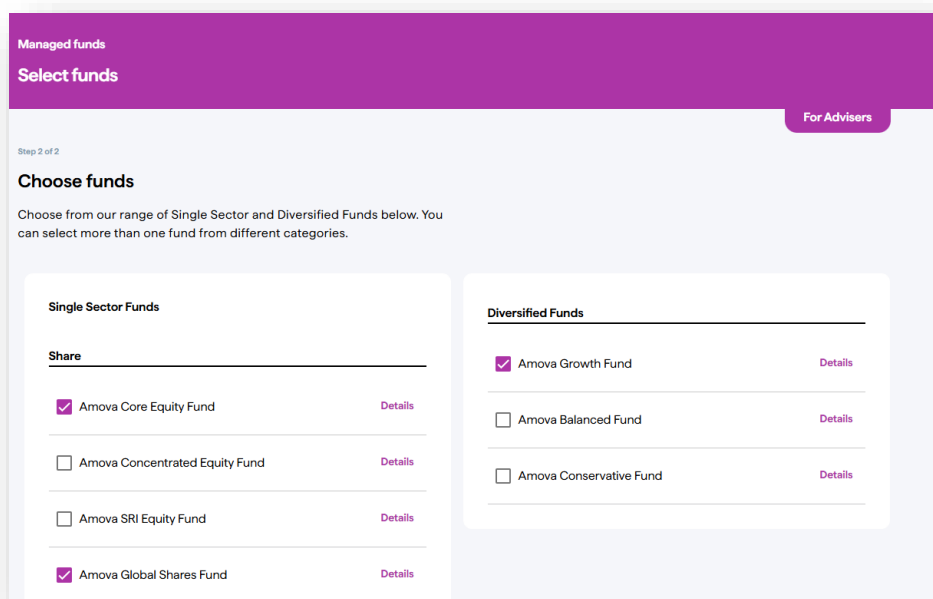
3. Investment details:

- Name of the investment, this will also appear on the clients dashboard
- Lump sum amount
- Ongoing contributions (optional)



4. Select Funds

Choose from our range of Single Sector and Diversified Funds below. You can select more than one fund from different categories.



5. Option to split funds:

Allocations need to add to 100% and be rounded to 2 decimal places.

Managed funds

Select funds

For Advisers

Step 2 of 2

Option to split funds

Allocations need to add to 100% and can be rounded to 2 decimal places.

| | |
|---|---|
| <input checked="" type="checkbox"/> Amova Growth Fund | <input checked="" type="checkbox"/> Amova Core Equity Fund |
| Split % <input type="text" value="50"/> | Split % <input type="text" value="20"/> |
| <input checked="" type="checkbox"/> Amova Global Shares Fund | |
| Split % <input type="text" value="30"/> | |

6. Investment Summary:


Please confirm these details are correct before clicking Confirm.

Confirm investment

Investment summary

For Advisers

Please confirm these details are correct. You can make changes to the investment at any time. After you confirm, you'll start your client's investment application. At the end of these steps, an invitation will be sent to your client for them to check and confirm the investment.



Summary of your investment

| | |
|---------------------------------------|------------------|
| Investment Name | Initial Lump Sum |
| Custom | \$3,000 |
| Monthly Contribution | |
| \$800 | |
| Investment Fund Selected | |
| Amova Growth Fund - 50% | |
| Amova Core Equity Fund - 20% | |
| Amova Global Shares Fund - 30% | |

7. Please complete all fields. If your client is an existing GoalsGetter investor we will advise you on the next screen.

Client investment application

Client Information

For Advisers

Please complete all fields. If your client is an existing GoalsGetter investor we'll advise you on the next screen.

Is this going to be a joint investment?

Yes No

First name

Last name

Email

How much will you charge?

Your fee (inclusive of GST if applicable)

%

Request permission to transact on behalf of the client.

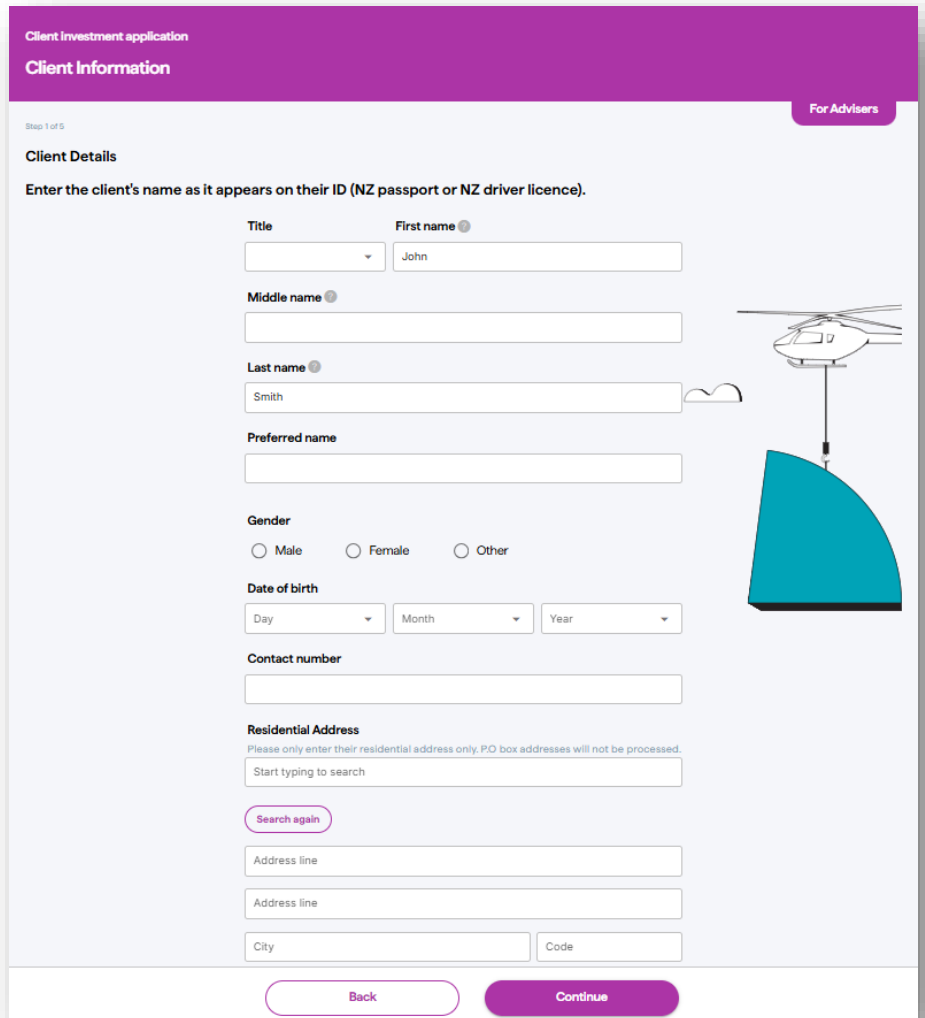
8. If your client is a new investor, you will need to enter their details in the following steps.

Please have on hand:

- Their NZ passport or driver's licence
- Their IRD number
- Their PIR number



9. Enter your clients' details as it appears on their ID.



10. We are required by law to check your client's identification.

Client investment application
Client Information

Step 2 of 5 For Advisers

Identity Verification

We are required by law to check their identification and proof of address. We do this electronically.

ID Type
NZ Drivers Licence

Number
[Text input field]

Version number
[Text input field]

Expiry date
[Date picker]

11. Client details – tax.

Client investment application
Client Information

Step 3 of 5 For Advisers

Tax Residency

About tax residency

Are you a New Zealand tax resident?
 Yes No

IRD number
[Text input field]

PIR
% [Check rate](#)

Are you a US citizen or resident for tax purposes?
 Yes No

Are you a tax resident in another country?
 Yes No

12. Please enter additional details regarding your client's investment such as purpose and expected account activity.

Client investment application
Client Information

Step 4 of 5 For Advisers

Additional Information

The information below is required to allow us to understand more about you and your activity and what you might do in the future.

Purpose for investment
Please select [Dropdown menu]

Expected account activity

Initial investment amount
\$3,000

Deposit
Please select at least one.

Regular Lump sum (one off)

Now & then Other

Withdrawal
Please select how often you plan to make a withdrawal from this investment. You can select more than one.

Regular Lump sum (one off)

[Back](#) [Continue](#)

13. Please tell us the preferred method of payment for your clients ongoing regular investment contributions

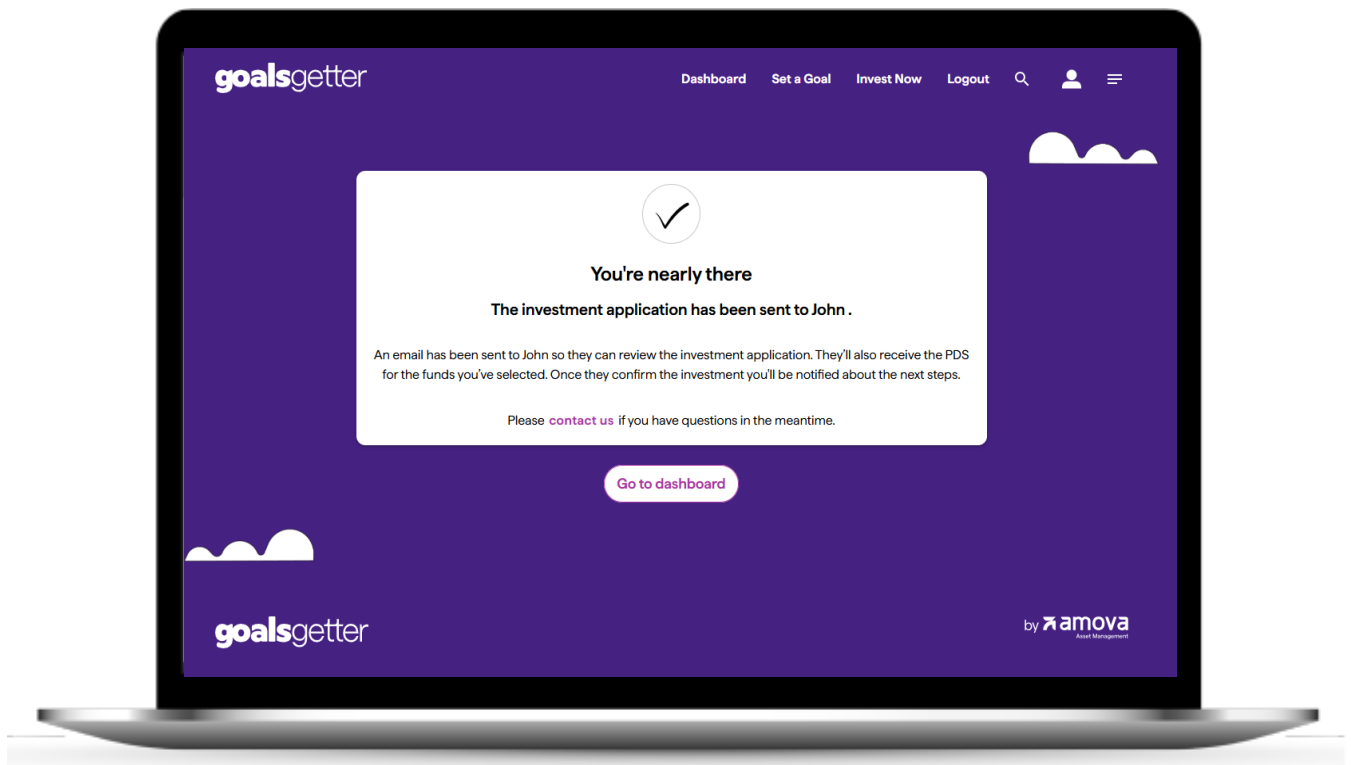
Internet banking or direct debit.

This will only be asked if the client wishing to make regular contributions to their investment.

14. The direct debit can be set up on this screen. Once completed we will then send the request to your client's bank to get set up.

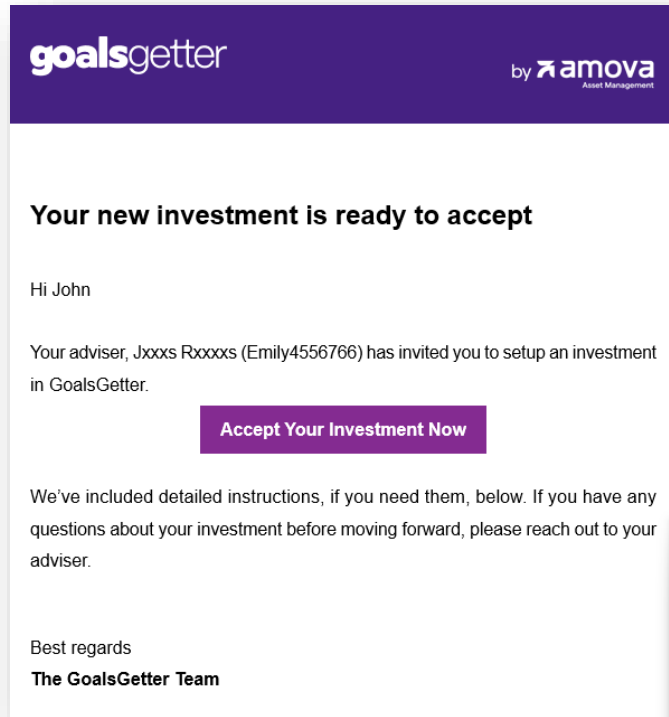
15. This is a final summary of your client's investment details. Tap or click 'send invite' to invite your client to review this application and confirm the investment.

16. The investment application has been sent. An email has been sent to your client so they can review the investment application. They will also receive the PDS for the funds you've selected. Once they confirm the investment you'll be notified about the next steps.



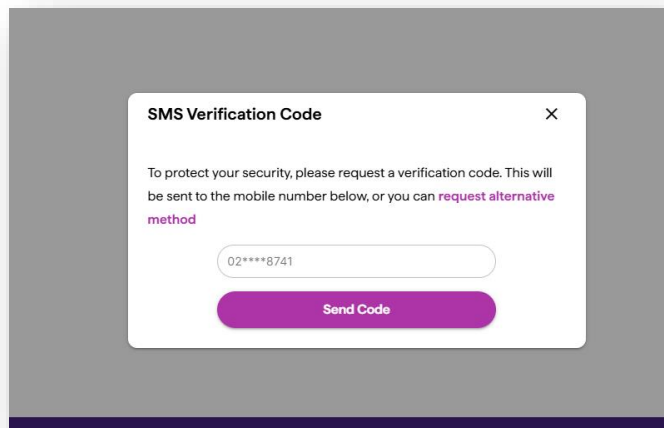
Client Steps

17. Receive invite, confirm set up by selecting 'Accept Your Investment Now' within the email body copy. This will take you to GoalsGetter to review your details and accept your investment.

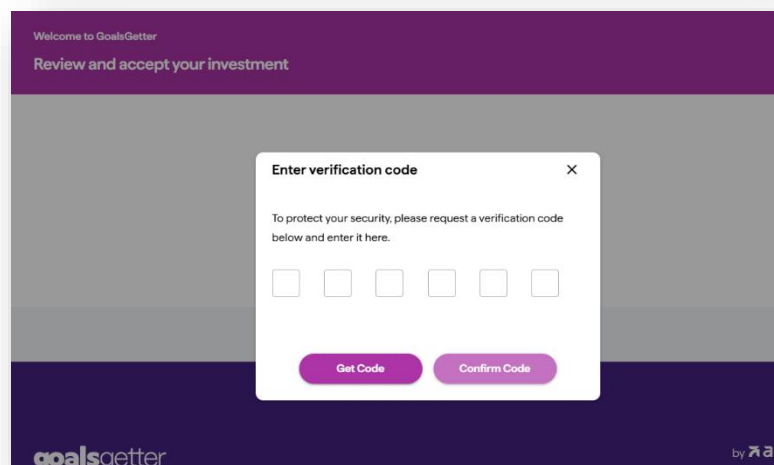


18. By clicking 'Review Investment, you will be redirected to the GoalsGetter app and be required to enter a 6-digit code.

To receive this, tap the 'Send Code' button and then the code will be sent to your same mobile number entered in the onboarding process. If you would like to receive the code by email, click 'request alternative method'.



Type in the 6-digit code once received and then select 'Confirm Code'



19. Next you will need to Review and accept your investment.

This includes checking the summary of your investment, your agreement with your adviser, and all investment details including your personal information were entered correctly by your adviser.

Do so by scrolling through and clicking the '+' button to review the entered details within each section, like below.

Once you have reviewed all the information and accepted everything required, click the 'Accept Investment' button.

Hi Julian,


Your adviser, John Smith has prepared your investment and it is now ready for you to accept.

Please check that the details on each section of this page are correct. If you're happy to proceed with this investment please 'Accept Investment' below.

If you'd like to make any changes or have further questions for your adviser, select 'Decline' and your adviser will be notified to reach out to you.

All the best for your investing journey.

From the Team at GoalsGetter.



Summary of your investment

| | |
|---|----------------------|
| Goal Name | Account holder |
| Build Wealth | Julian Green |
| Target Amount | Initial Lump Sum |
| \$25,000 | \$1,000 |
| Monthly Contribution | Timeframe |
| \$250 | 19th Aug 2035 |
| Investment Fund Selected | |
| Amova SRI Equity Fund - 60% | |
| Amova ARK Disruptive Innovation Fund - 40% | |
| Download Product Disclosure Statement | |

Agreement with your adviser

The following is an agreement between you and your adviser.

| | |
|-------------------------------|---------------|
| Adviser name | Company name |
| John Smith | |
| Adviser email | Adviser phone |
| matt.morse+15083025@codehq.nz | 0210341234 |

- Fees to be deducted for servicing and advice: I consent to Amova NZ deducting Servicing and Advice Fees payable to the adviser (in addition to Amova NZ fees and charges for the relevant product) from my investment. I agree that Amova NZ may deduct the fee amount shown below and pay them to my adviser on my behalf 0% (inclusive of GST if applicable)
- Consent to adviser receiving and/or accessing my information: I consent to the adviser or any other person they may authorise, being able to access any information about the investments referred to above for the purposes of providing me with ongoing client servicing and advice and for the administration of the fees.
- Adviser may transact on my behalf: I consent to the adviser referred to above being able to invest money on my behalf into Amova NZ products, to transfer between Amova NZ products, to request redemptions on my behalf and to otherwise transact with Amova NZ.

Your investment details

Please check each section below and accept conditions where prompted.

Funds selected

| | |
|----------------------------------|---|
| Total Investment | Amova SRI Equity Fund |
| \$1,000 | Initial Investment |
| Ongoing Contribution (per month) | Split |
| \$250.00 (Monthly) | \$600 60% |
| | Download Product Disclosure Statement |

| | |
|--------------------------------------|---|
| Amova ARK Disruptive Innovation Fund | Split |
| Initial Investment | |
| \$400 | 40% |
| | Download Product Disclosure Statement |

Distributions where applicable will be reinvested

Personal information +


Identity check +

Tax Residency +

Additional information +

Select Payment Type +

- I have read and understand the Product Disclosure Statement for the fund(s) I'm investing in
- I have read, understood and agree to the terms and conditions
- I consent that Amova and Apes Investments Administration (NZ) Limited (as Administration Manager) may:

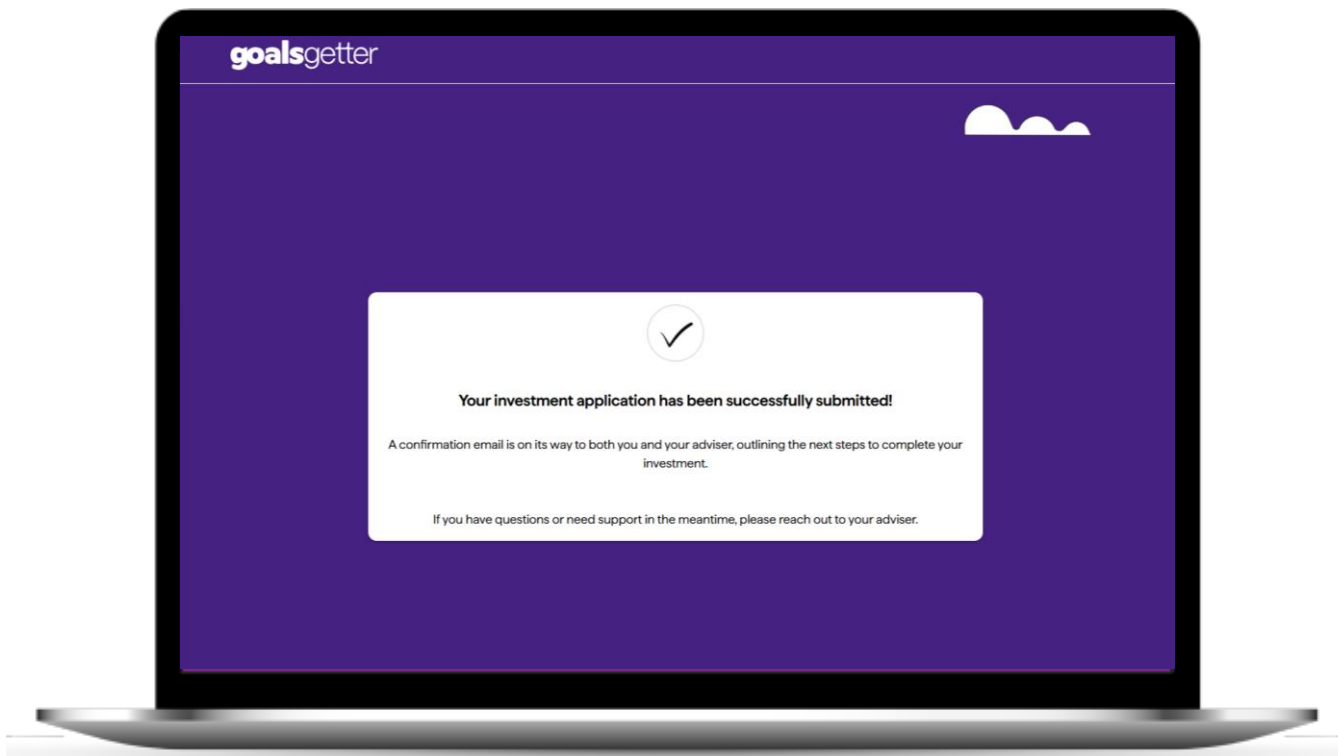
 Please provide your agreement

Collect, use and store the information I've provided in this application, any information I've provide at a later date, and information collected from selected external agencies and entities, including Cloudcheck who perform electronic verification, to verify my identity and address in accordance with the requirements of the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (the "purpose"), and

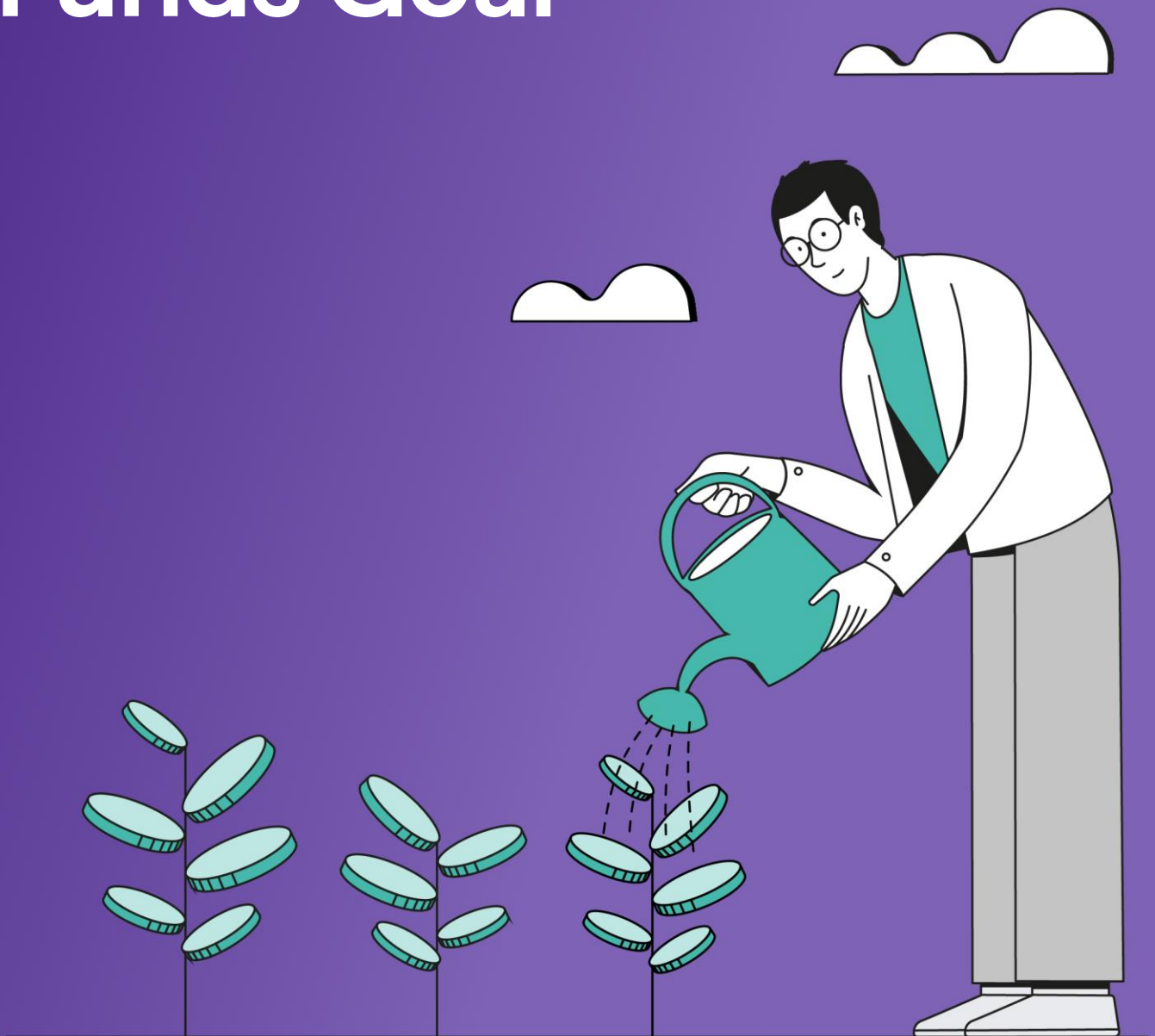
Disclose to, and receive from, selected external independent agencies and entities such information about me that they consider appropriate for the purpose. This may include the following sources: (1) the NZDR for the purpose of checking the Driver Licence and MOTO databases; (2) the Department of Internal Affairs for the purpose of checking the Passport, Birth Certificate and Citizen Certificate databases; (3) Land Information New Zealand; (4) Centrix Group Limited (and I authorise Centrix to use any information that they hold in their credit reporting bureau about me to compare against the information that I have provided to Amova.)

[Decline](#) [Accept Investment](#)

20. Upon accepting, you will see a confirmation screen, and you will also receive a confirmation email that your investment application has gone through, along with next steps. Your adviser will also be notified.



Setting up a client: Set a Managed Funds Goal

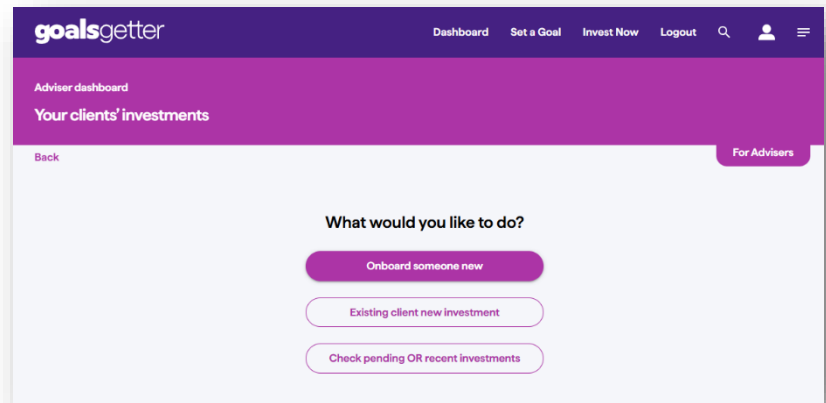
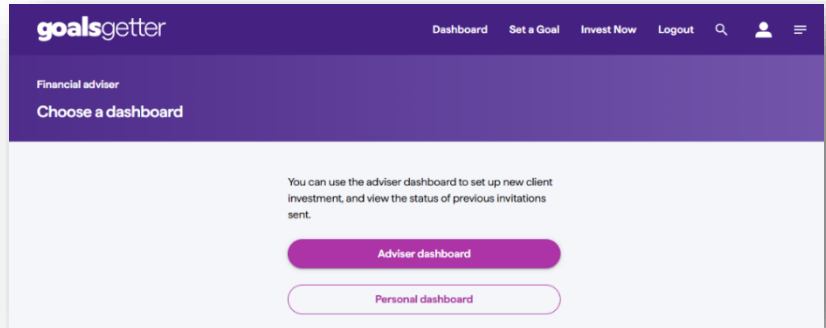


4. Setting up a client: Set a Managed Funds Goal

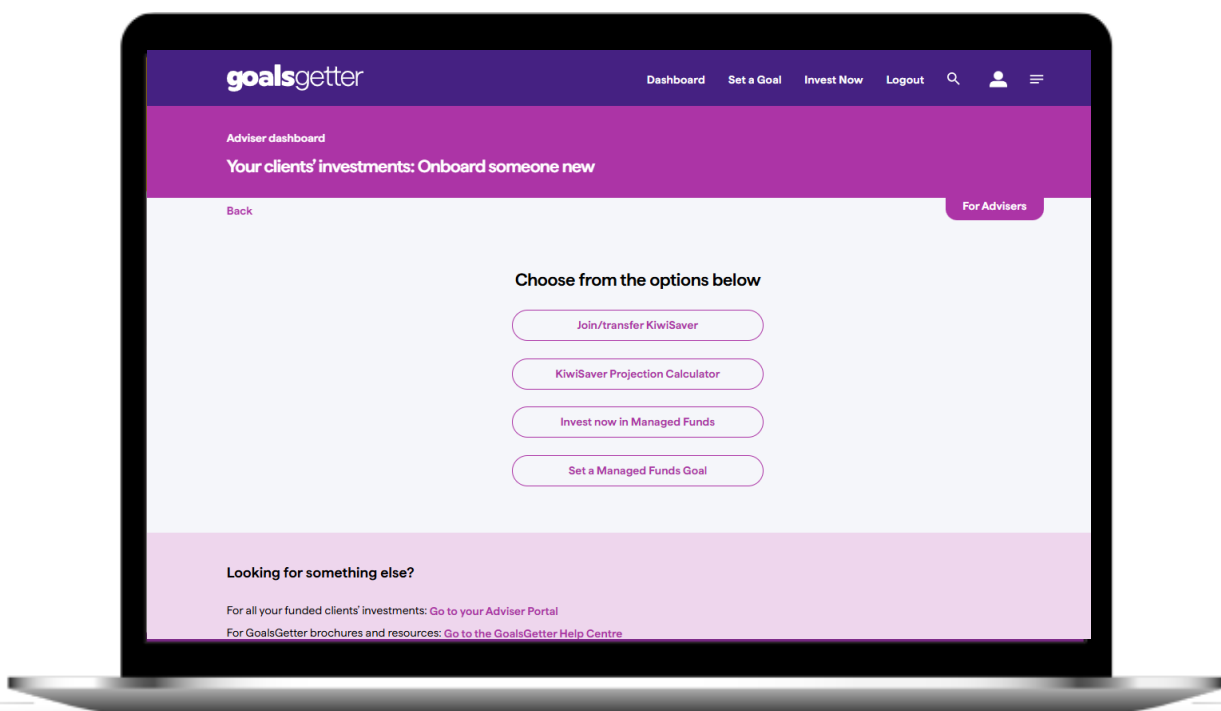
Adviser Steps

1. Visit www.goalsgetter.co.nz and login with your personal credentials.

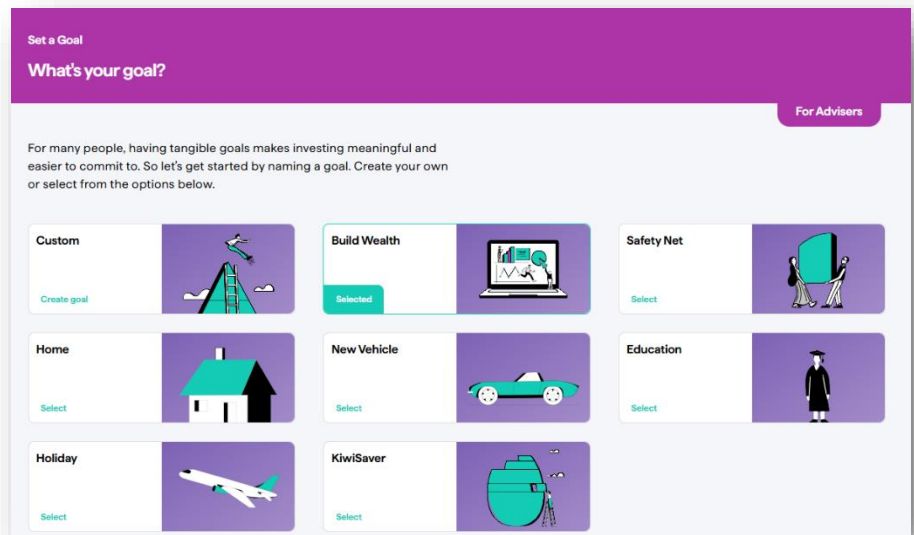
Select Adviser dashboard, then onboard someone new.



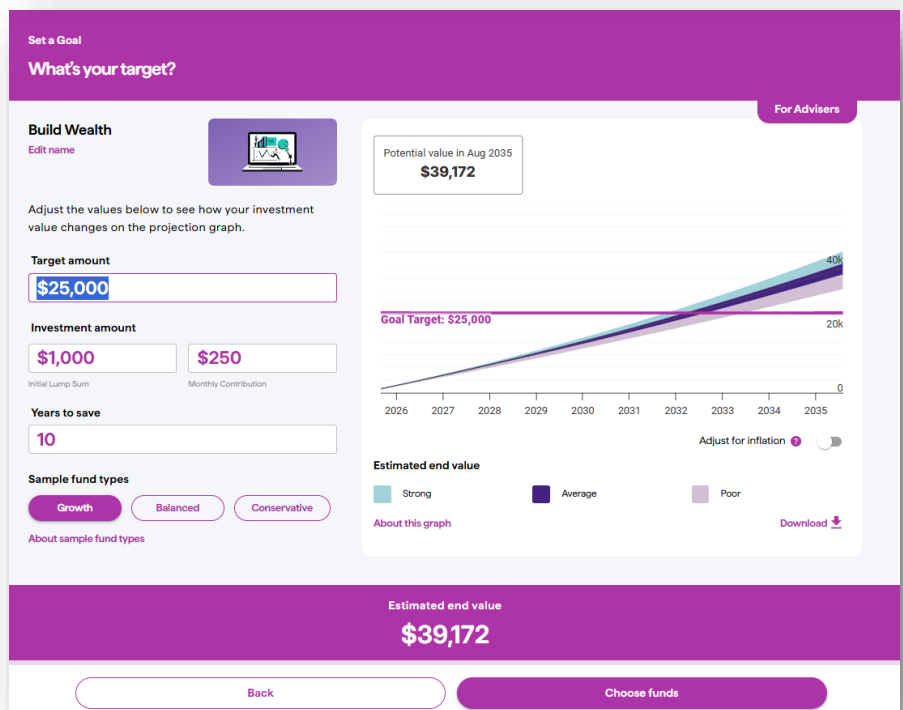
Select 'Set a Managed Funds Goal' here



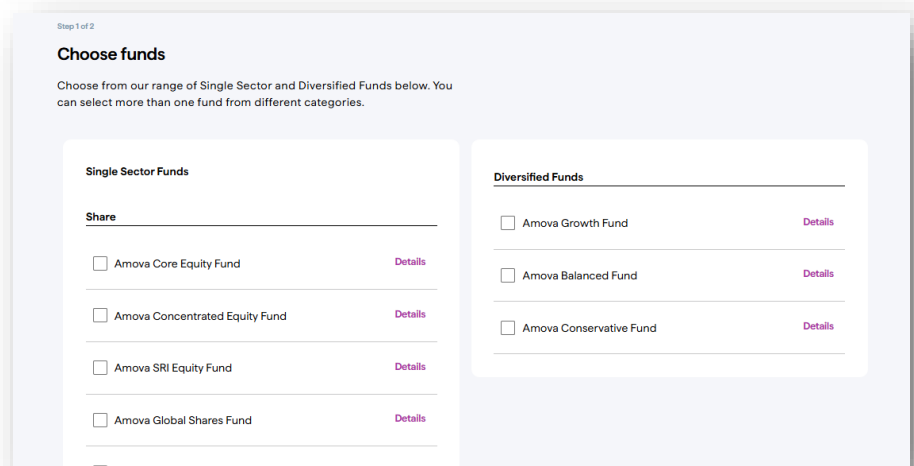
2. For many people having tangible goals makes investing meaningful and easier to commit to. So, let's get started by naming a goal. Create your own or select from the premade options.



3. Adjust the values below to see how your client's investment value changes on the projection graph.



4. Select Funds:
Choose from our range of Single Sector and Diversified Funds. You can select more than one fund from different categories.



5. Option to split funds.
Allocations need to add to 100% and can be rounded to 2 decimal places.

Set a Goal

Select funds

For Advisers

Step 2 of 2

Option to split funds

Allocations need to add to 100% and can be rounded to 2 decimal places.

Amova Growth Fund

Split %

Amova Global Shares Fund

Split %


6. Confirm goal parameters with new fund allocations applied.

STATUS: AWAITING INVESTMENT

For Advisers [View details](#)

Build Wealth

[Edit name](#)



Target amount

Investment amount

Initial Lump Sum Monthly Contribution

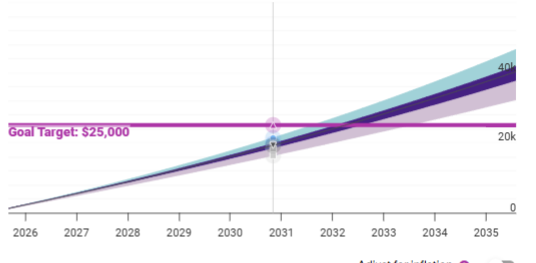
Years to save

Likelihood of reaching target VERY HIGH

[About likelihood](#)

Potential value in Nov 2030

\$19,207



Estimated end value

Strong Average Poor

[About this graph](#) [Download](#)

Fund split

| | |
|--------------------------|------------|
| Amova Growth Fund | Split: 50% |
| Amova Global Shares Fund | Split: 50% |

[Edit Funds](#) [Delete Goal](#)

Estimated end value

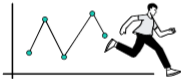
\$40,220

7. Investment Summary:
Please confirm these details before clicking Continue.

Investment summary

For Advisers

Please confirm these details are correct. You can make changes to the investment at any time. After you confirm, you'll start your client's investment application. At the end of these steps, an invitation will be sent to your client for them to check and confirm the investment.



Summary of your investment

| | |
|---------------------------------------|----------------------|
| Goal Name | Target Amount |
| Build Wealth | \$25,000 |
| Initial Lump Sum | Monthly Contribution |
| \$1,000 | \$250 |
| Timeframe | |
| 14th Aug 2035 | |
| Investment Fund Selected | |
| Amova Growth Fund - 50% | |
| Amova Global Shares Fund - 50% | |

8. Client information: Is this account for an individual or joint investors?


For this flow, we will proceed with a joint account.

Please complete all fields. If your client is an existing GoalsGetter investor we'll advise you on the next screen.


Is this going to be a joint investment?

Yes No

First client details


First name 

John

Last name 


Smith

Email


Email 

Email field is required

Second client details

First name 

Mary

Last name 

Smith

[Back](#) [Continue](#)

9. Client information – Client status confirmation.

Client's Status

John Smith

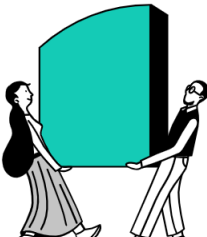
Looks like John Smith is a new investor. You'll need to enter their details in the following steps.

Mary Smith

Looks like Mary Smith is a new investor. You'll need to enter their details in the following steps.

Have on hand:

- ✓ Their current NZ passport or NZ driver licence.
- ✓ Their IRD number.
- ✓ Their PIR.



10. If you client/s are a new investor, you will need to enter their details in the following steps. Please have the following on hand.

- Their NZ passport or drivers' licence
- Their IRD number
- Their PIR number

Joint client investment application

Client Information

For Advisers

Things your clients should know

- Once a joint investment is set up, either party can transact without recourse to the other party.
- Both parties will have access to the other party's information and use of investment.
- Joint investments will be treated as one investment, with a PIR equal to the highest PIR of the joint investors.

For more information, please refer to the [terms and conditions](#) of investing.

11. Enter the client's name/s as it appears on their ID.

Joint client investment application

Client Information

Step 1 of 5 For Advisers

Client Details

Enter their name as it appears on their ID (NZ passport or NZ driver licence).

Details for John

Title **First name**

Mr John

Middle name

Adam

Last name

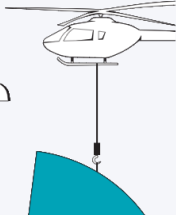
Smith

Preferred name

Gender

Male Female Other

Back Continue



12. We are required by law to check your client's identification.

Joint client investment application

Client Information

Step 2 of 5 For Advisers

Identity Verification

We are required by law to check their identification and proof of address. We do this electronically.

ID for John

ID Type

NZ Drivers Licence

Number

|

Version number

Expiry date

ID for Mary

ID Type

Back Continue

13. Client information – Tax.

Joint client investment application
Client Information
For Advisers

Step 3 of 5

Tax Residency

About tax residency
Tax residency for John

Are you a New Zealand tax resident?
 Yes No

IRD number

PIR
Check rate

Are you a US citizen or resident for tax purposes?
 Yes No

Are you a tax resident in another country?
 Yes No

Tax residency for Mary

[Back](#) [Continue](#)

14. Please select the Source of Funds/Wealth and Purpose of Investment.

Joint client investment application
Client Information
For Advisers

Step 4 of 5

Additional Information

The information below is required to allow us to understand more about you and your activity and what you might do in the future.

Information for John Smith

Purpose for investment

Expected account activity

Initial investment amount
\$1,000

Deposit
Please select at least one.

Regular Lump sum (one off)
 Now & then Other

15. Please tell us the preferred method of payment for your clients ongoing regular investment contributions.

Internet banking or direct debit.

This will only be asked if the client wishes to make regular contributions to their investment.

Joint client investment application
Client Information
For Advisers

Step 5 of 5

Select Payment Type

Select a preferred method for a one-off payment or ongoing regular investment contributions.

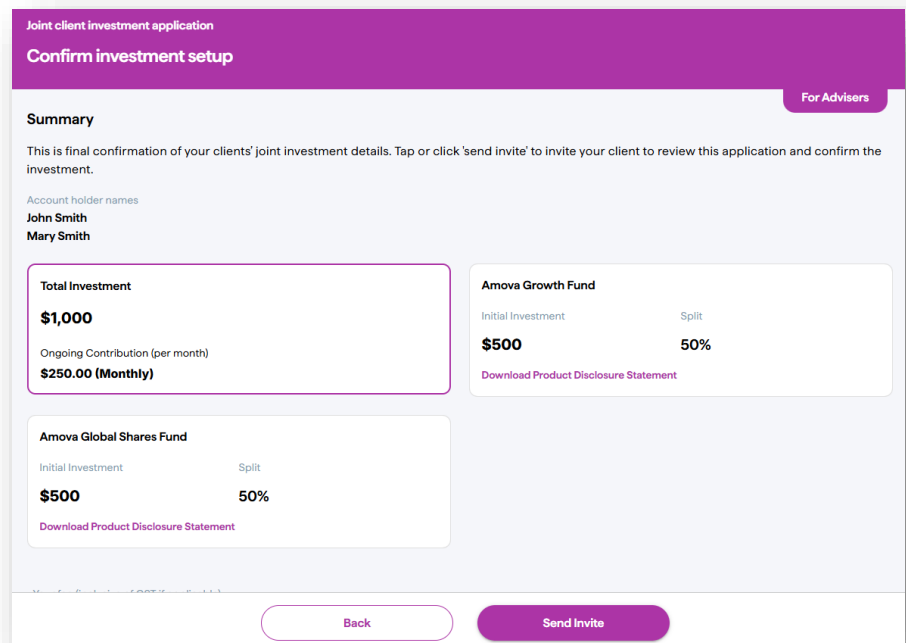
Payment type

Direct Debit Internet Banking

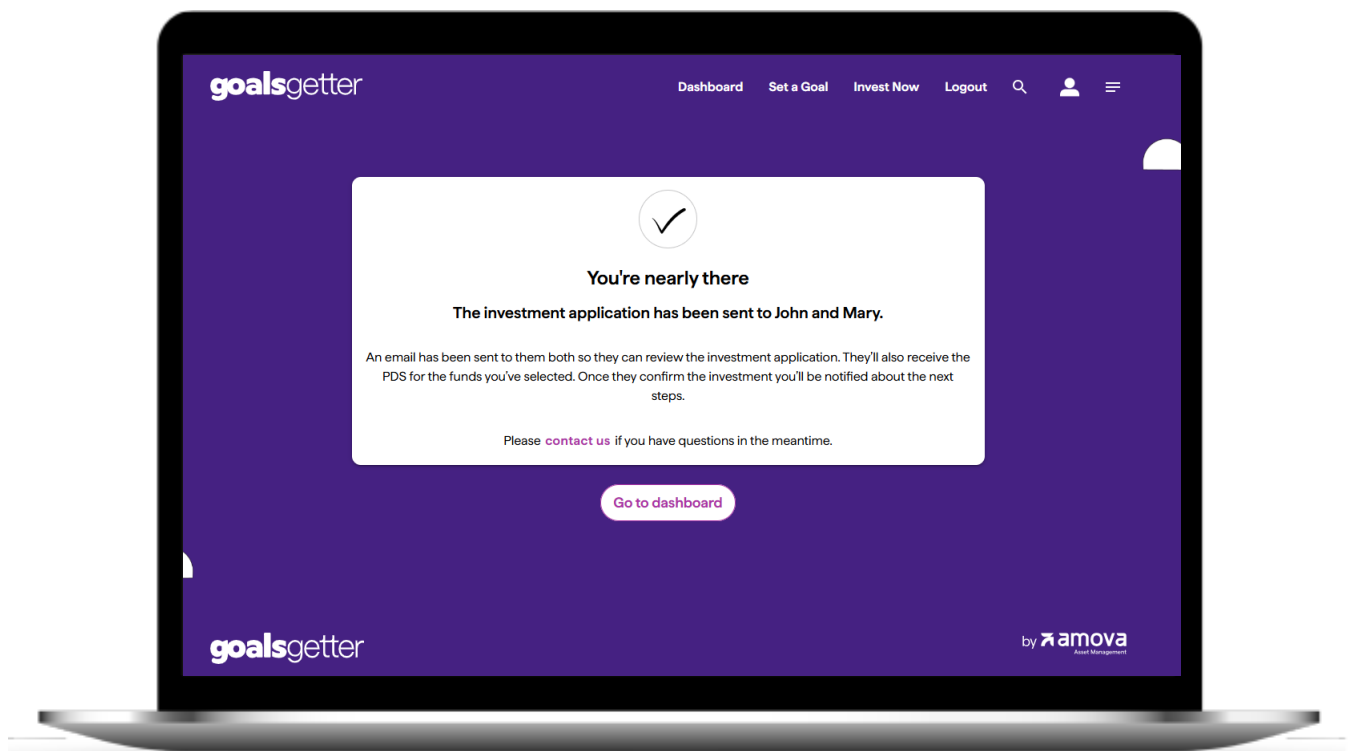
Internet Banking Instructions
Your client can set up one-off or regular payments via your internet banking by using the payment function and searching for Nikko AM as a registered payee. They will see options to choose the GoalsGetter KiwiSaver Scheme or the Amova NZ Investment Scheme.

Your client will need their Investor Number and IRD number to set this up. The minimum payment amount is \$20.

16. This is a final summary of your client's investment details. Tap or click 'send invite' to invite your client/s to review this application and confirm the investment.



17. The investment application has been sent. An email has been sent to your client/s so they can review the investment application. They will also receive the PDS for the funds you have selected. Once they confirm the investment you will be notified about the steps.



Client Steps

1. Receive invite, confirm set up by selecting 'Review Investment' within the email body copy. This will take you to GoalsGetter to review your details and accept your investment.

Your new investment is ready to review

Hi John

Your adviser, Sxxxxl Bxxxxn (Sam) has invited you to setup an investment in GoalsGetter.

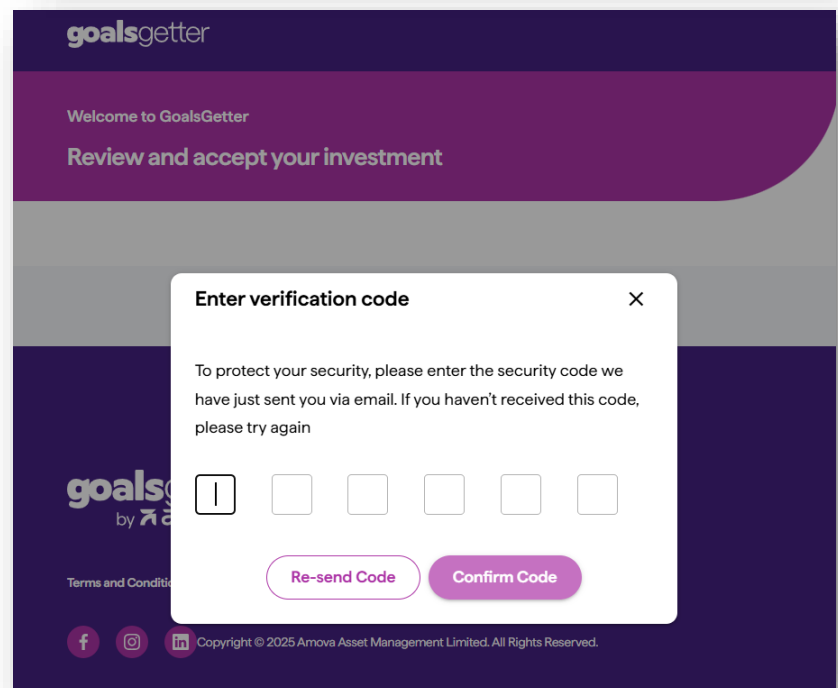
To proceed with this investment:

1. Click on the 'Review Your Investment' button below.
2. This will take you to a secure page protected by a verification step.
3. You'll receive an e-mail message with a X digit code.
4. Enter the code into the field provided on screen.
5. Please review all the information your adviser has provided about your investment on this page. Remember to check every section by clicking on the + icons.
6. Confirm your acceptance of all the terms and conditions.
7. If you're happy to proceed with the investment, click 'Accept Investment'.
8. Or, if you'd like to make any changes, click 'Decline' and we'll notify your Adviser that you have questions. They'll be in touch.

[Review Your Investment](#)

2. By clicking 'Review Your Investment', you will be redirected to the GoalsGetter app and be required to enter a 6-digit code.

To receive the verification code, click 'Send Code' and it will be sent to your same email inbox.



3. Next you will need to Review and accept your investment.

This includes checking the summary of your investment, your agreement with your adviser, and all investment details including your personal information were entered correctly by your adviser.

Do so by scrolling through and clicking the '+' button to review the entered details within each section, like below. If there are any mistakes you can edit them here.

Once you have reviewed all the information and accepted everything required, click the 'Accept Investment' button.

Hi Julian,


Your adviser, John Smith has prepared your investment and it is now ready for you to accept.

Please check that the details on each section of this page are correct. If you're happy to proceed with this investment please 'Accept Investment' below.

If you'd like to make any changes or have further questions for your adviser, select 'Decline' and your adviser will be notified to reach out to you.

All the best for your investing journey.

From the Team at GoalsGetter.



Summary of your investment

| | |
|---|----------------------|
| Goal Name | Account holder |
| Build Wealth | Julian Green |
| Target Amount | Initial Lump Sum |
| \$25,000 | \$1,000 |
| Monthly Contribution | Timeframe |
| \$250 | 19th Aug 2035 |
| Investment Fund Selected | |
| Amova SRI Equity Fund - 60% | |
| Amova ARK Disruptive Innovation Fund - 40% | |
| Download Product Disclosure Statement | |

Agreement with your adviser

The following is an agreement between you and your adviser.

| | |
|-------------------------------|---------------|
| Adviser name | Company name |
| John Smith | |
| Adviser email | Adviser phone |
| matt.morse+15083025@codehq.nz | 02112341234 |

Fees to be deducted for servicing and advice: I consent to Amova NZ deducting Servicing and Advice Fees payable to the adviser (in addition to Amova NZ fees and charges for the relevant product) from my investment. I agree that Amova NZ may deduct the fee amount shown below and pay them to my adviser on my behalf 0% (inclusive of GST if applicable)

Consent to adviser receiving and/or accessing my information: I consent to the adviser or any other person they may authorise, being able to access any information about the investments referred to above for the purposes of providing me with ongoing client servicing and advice and for the administration of the fees.

Adviser may transact on my behalf: I consent to the adviser referred to above being able to invest money on my behalf into Amova NZ products, to transfer between Amova NZ products, to request redemptions on my behalf and to otherwise transact with Amova NZ.

Your investment details

Please check each section below and accept conditions where prompted.

Funds selected

| | | | |
|---|------------|---|------------|
| Total Investment | | Amova SRI Equity Fund | |
| \$1,000 | | Initial Investment | Split |
| Ongoing Contribution (per month) | | \$600 | 60% |
| \$250.00 (Monthly) | | Download Product Disclosure Statement | |
| Amova ARK Disruptive Innovation Fund | | <input checked="" type="checkbox"/> Distributions where applicable will be reinvested | |
| Initial Investment | Split | | |
| \$400 | 40% | | |
| Download Product Disclosure Statement | | | |

Personal information +

Identity check +

Tax Residency +

Additional information +

Select Payment Type +

I have read and understand the [Product Disclosure Statement](#) for the fund(s) I'm investing in

I have read, understood and agree to the [terms and conditions](#)

I consent that Amova and Apex Investments Administration (NZ) Limited (as Administration Manager) may:

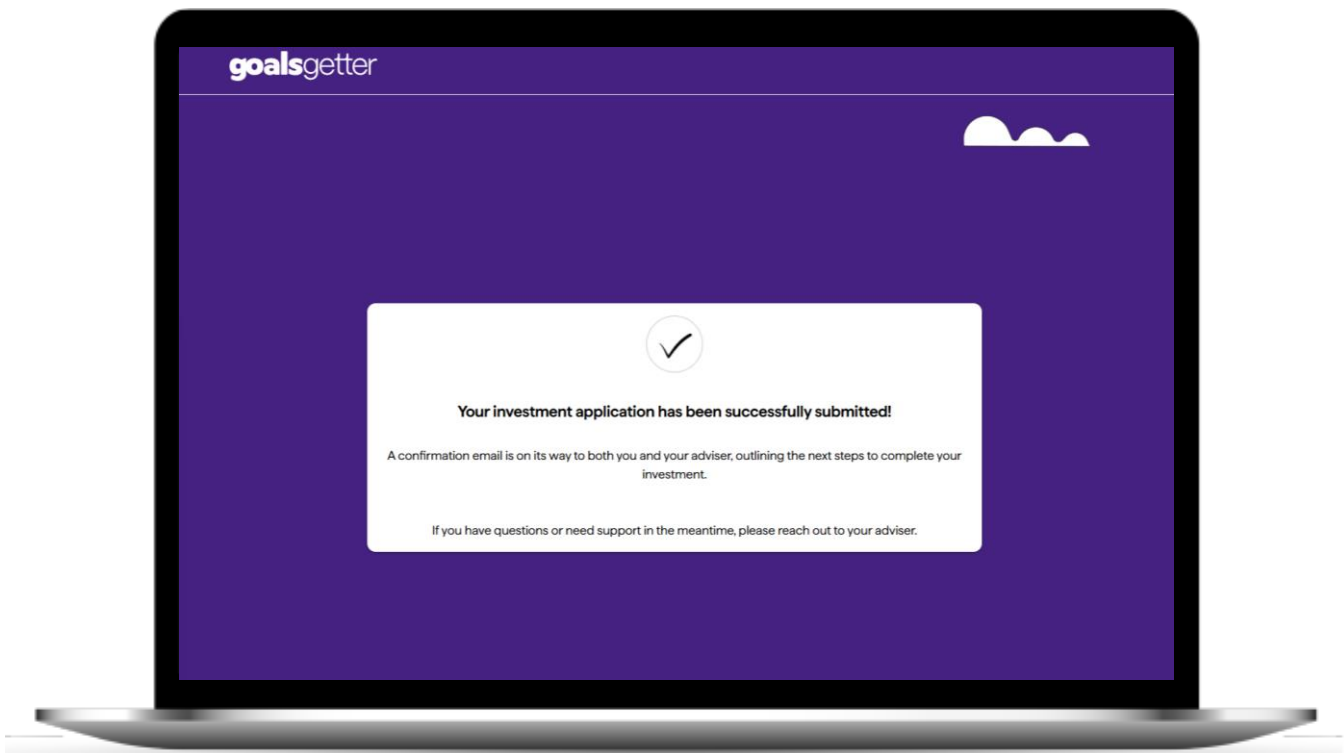
Please provide your agreement

Collect, use and store the information I've provided in this application, any information I've provide at a later date, and information collected from selected external agencies and entities, including CloudCheck who perform electronic verification, to verify my identity and address in accordance with the requirements of the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (the "purpose"), and

Disclose to, and receive from, selected external independent agencies and entities such information about me that they consider appropriate for the purpose. This may include the following sources: (1) the NZDR for the purpose of checking the Driver Licence and MOTO databases; (2) the Department of Internal Affairs for the purpose of checking the Passport, Birth Certificate and Citizen Certificate databases; (3) Land Information New Zealand; (4) Centrix Group Limited (and I authorise Centrix to use any information that they hold in their credit reporting bureau about me to compare against the information that I have provided to Amova.)

Decline
Accept Investment

4. Upon accepting, you will see a confirmation screen, and you will also receive a confirmation email that your investment application has gone through, along with next steps. Your adviser will also be notified.



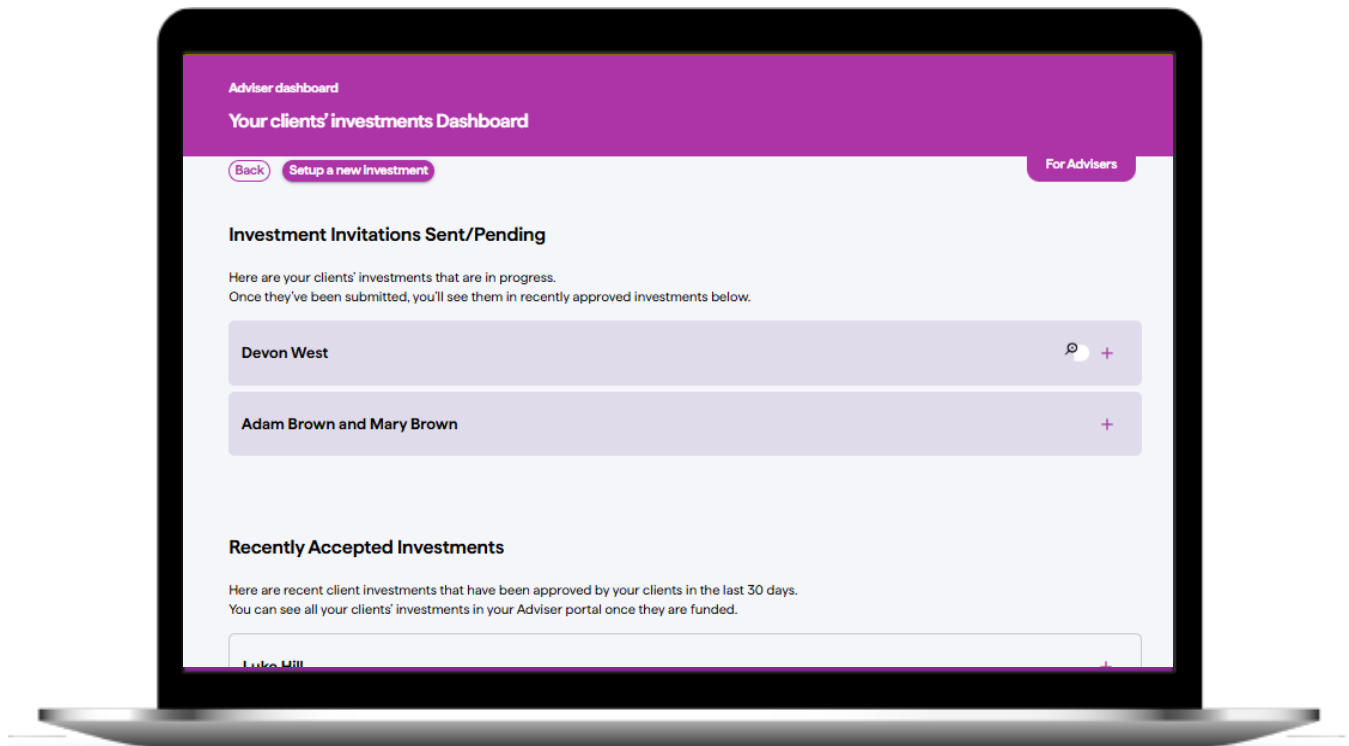
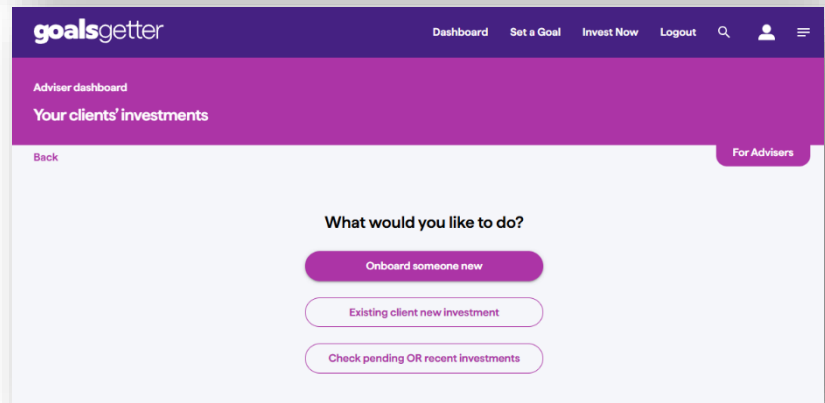
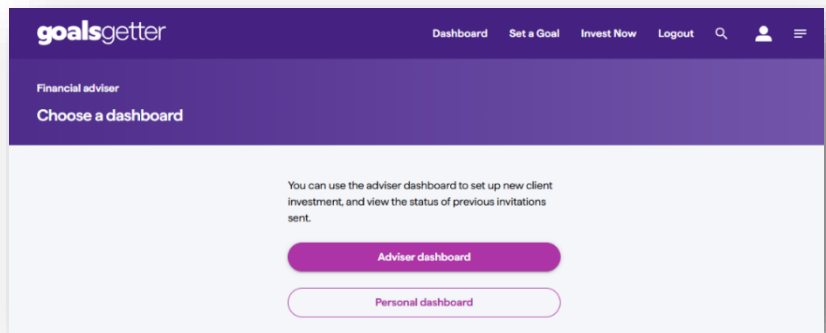
Navigating your Adviser Dashboard



5. Navigating your Adviser Dashboard

1. Visit www.goalsgetter.co.nz and login with your personal credentials.

Select Adviser dashboard, then 'Check pending OR recent investments'



2. On your adviser dashboard, there will be three different sections:

- Investment invitations Sent/Pending
- Recently Accepted Investments
- Unsubmitted Investments/ Saved Projections

3. Investment Invitations Sent/Pending will show all your clients' investment that are in progress.

Investments will appear with the client's name as the title, and on the right-hand side you can tap the '+' to expand each investment. KiwiSaver investments will have a Kiwi icon.



4. By expanding each investment in this section, you will be able to see the following details:

- Investment type
- Date you sent your client the invite
- Status of investment
- Funds selected for investment



You will also be able to resend the email investment invitations, and for joint investments you can see who has and has not accepted the investment. Once the investment invitation has been accepted, their investment tab will move to the lower section on your dashboard – 'Recently Accepted Investments'

5. 'Recently Accepted Investments' shows the recent client investments that have been approved by your clients in the last 30 days. You can see all your clients' investments in your Adviser portal once they are funded.

Recently Accepted Investments

Here are recent client investments that have been approved by your clients in the last 30 days. You can see all your clients' investments in your Adviser portal once they are funded.

Luke Hill —

Investment type: Retail

Date sent: 09:56 am - 18 August 2025

Date approved by Luke Hill: 09:58 am - 18 August 2025

Funds: Amova NZ Cash Fund - 30%
Amova Global Bond Fund - 70%

6. Unsubmitted Investments / Saved Projections: Here you will find your clients saved goals that you did not complete setting up an investment for.

Each time you make a projection or start a goal they will be saved here and titled with the date and time created.

When the client is ready, you can click or tap 'edit' to finish setting up the investment and then it will move up to the 'Investment Invitations Sent/Pending' section.

Unsubmitted Investments/ Saved Projections

Here are your clients' saved goals. Review and edit them here. When the client is ready, click or tap 'edit' to set up an investment.

09:52 am - 18 August 2025 —

[Edit](#)

Goal Name: Holiday

Created Date: 09:52 am - 18 August 2025

Funds: Amova Growth Fund - 100%

[Delete](#)

02:38 pm - 15 August 2025 🌙 —

[Edit](#)

Goal Name: KiwiSaver

Created Date: 02:38 pm - 15 August 2025

[Delete](#)

7. If you are looking for the GoalsGetter Help Centre, you can quickly navigate to these through your dashboard by clicking on the links at the bottom of the page.

[Back to home](#)

Looking for something else?

For all your funded clients' investments: [Go to your Adviser Portal](#)

For GoalsGetter brochures and resources: [Go to the GoalsGetter Help Centre](#)