



Contributing in Respect of Prior or Interrupted Government Service

GOVERNMENT SUPERANNUATION FUND

NEW GENERAL Scheme

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Important information

The Government Superannuation Fund (GSF) schemes are managed and administered by the GSF Authority (the Authority) in terms of the GSF Act 1956 (the GSF Act). The Authority has appointed Datacom Connect Limited (Datacom), a subsidiary of Datacom Group Limited, as the Schemes Administrator.

The Schemes Administrator does not have the authority to interpret the GSF Act or to make any determination on questions arising under the GSF Act. All interpretative issues and determinations are referred to the Authority for a decision.

If there is any doubt about a matter, eg. how an allowance is calculated, the Schemes Administrator will approach the Authority for a determination and then advise the contributor of the Authority's decision. If the contributor disagrees with, or is dissatisfied with, the Authority's decision he/she has the right to appeal to the GSF Appeals Board (the Appeals Board) against that decision.

The GSF Act requires the Authority to exercise its discretion consistently with the published statement of policies unless it considers it inappropriate to do so in the particular circumstances. The statement of policies may be amended by the Authority from time to time, subject to compliance with the procedural requirements set out in the Act.

Appeals must be made in writing within 28 days of the Authority's decision being advised to the contributor. The appeal will then be presented to the Appeals Board at its next meeting. The Appeals Board considers all written and oral evidence submitted by the contributor or his/her representative, as well as the Authority's report, and takes into account the interests of the Crown and any other interested party before making its decision. The Appeals Board's decision is final and the contributor is advised of the outcome.

Disclaimer

This booklet is a summary of key provisions of the GSF Act, regulations made pursuant to the GSF Act, and policy decisions including those set out in the statement of policies. While every effort has been made to ensure that the information contained in this booklet is accurate, it is intended as a guide only. In particular, please note that:

- This booklet does not take into account any individual's particular circumstances, financial or otherwise.
- The policies and conditions described in this booklet can change over time so before taking any action you should check whether the information contained in this booklet is still up to date.

This booklet is in no way binding on any person, and does not prevail over any applicable law or policy decision.

To the fullest extent permitted by law, neither the Authority nor any other person accepts any liability for any loss, damage, cost or expense that may arise from any reliance on any information contained in this booklet.

This booklet is not intended to, and does not create, any legal or equitable rights exercisable by any person. If you have any queries in relation to the schemes, or require any further information in relation to the schemes, please contact:

Schemes Administrator
Government Superannuation Fund
Datacom Connect Limited
P O Box 3614
Wellington 6140

Free Phone: 0800 654 731
Telephone: (04) 470 6348
Fax: (04) 470 6366

Contributing in Respect of Prior or Interrupted Government Service

1. Introduction

This booklet provides information on contributing in respect of prior or interrupted Government service for contributors to Part 2A of Government Superannuation Fund (GSF) (the New General Scheme) under the GSF Act and the various associated policies. The position may be different under other schemes within the GSF (eg. the Armed Forces, Police or Prison Schemes).

The length of contributory service is one of three key factors used in calculating a retiring allowance. (The other two key factors are salary and age.) The greater the length of service, the higher the retiring allowance. If contributors have prior Government service that is not included as part of their contributory service, an election may be made to contribute in respect of this service.

2. Categories of service which may be purchased

2.1 Government service

Contributors can elect to contribute in respect of any Government service, including a period during which contributions were temporarily ceased, which is not already included as contributory service where:

- the contributor was a permanent full-time employee throughout the period of service the contributor wishes to purchase,
- the contributor is a permanent full-time employee in Government service at the time of the election, and
- the contributor is under age 50 at the time of the election.

Where the above criteria are not met, the Authority will consider applications from contributors on a case by case basis, having regard to the individual concerned, other GSF members and the Fund itself.

2.2 Pre-entry training or pre-entry service

Elections can be made to contribute in respect of pre-entry training or service:

Pre-entry training is defined as study or training leading to a recognised degree, diploma or certificate, including apprenticeships, which the Authority considers a requirement of, and relevant to the position held by the contributor at the time of the initial appointment. The period which contributions may be made must not exceed the period normally required to obtain the qualification concerned.

Pre-entry service includes employment as a practitioner, tradesman or employee in a type of work providing a specialised skill or knowledge which in the opinion of the Authority has been a requirement of, and relevant to the position held by the contributor at the time of the initial appointment.

3. Cost

3.1 For contributors under age 50 purchasing Government Service

For contributors under age 50, the rate of contributions required will be 6.5%.

Calculation of cost example:

Service Purchased (Years and Days) x Rate = Aggregate%

1 Jan 2000 – 24 Jun 2005 (5.48219) x 6.5% = 35.63424%

Current Salary x Aggregate% = Cash Cost

\$60,000.00 x 35.63424% = \$21,380.55

Contributors electing to contribute in respect of previous service make payments for the non contributory period at the higher of the following two rates:

- the salary received by him/her for the period of non contributory service or
- the salary he/she was receiving at the time of making the election.

3.2 Cost for the purchase of all other service

Contributing in respect of all other service not covered by 3.1 above is subject to the approval of the Authority. Such approval, if given, is usually conditional upon the contributor making additional contributions to meet the full cost of the election. The Schemes Administrator will provide information on the cost on request.

Example of calculation of cost to contribute for a period from 1 January 2000 to 24 June 2005.

Salary x Actuarial Factor (based on Age) x Service Purchase = Cost

\$60,000/10,000 x 1680 x 5.48219 years = Cost \$55,260.48

If a contributor elects to receive a refund of contributions, or to transfer to another superannuation scheme on cessation of Government service, the amount payable will not include any of the above cost that represents the employer subsidy.

4. How to make an election

Elections should be made on the attached **Form GS22 - Purchase of Prior or Interrupted Government Service**. Contributors complete Section A, and employers complete Section B. The form is then sent to the Schemes Administrator.

Written verification of the previous service or copies of qualifications gained during training for the period being purchased is required.

You are also required to provide verification of your name, date of birth and home address and confirm the source of the funds being used to purchase the service. In some cases may also need to provide verification of the source of the funds. This is a requirement under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

Contributors will be provided with details of the cost of the election. This cost estimate will remain valid for 30 days from the date it is provided.

5. How to make payment

The contributor may make payment in full at the time of confirming the election. All cheques must be made payable to "The Government Superannuation Fund".

Alternatively, payment may be spread over a period of up to 10 years. Interest is payable where payment is spread. The cost estimate provides repayment options and includes information on the cost of the interest charges.

If the election is not confirmed, and payment not made or commenced within 30 days of the date of the offer, the election will lapse.

6. Variation in repayment/revocation of acceptance

Subsequent to confirming an election and commencing payment, a contributor may:

- pay a lump sum to complete the payment;
- pay a lump sum towards completion of payment and either continue instalments at the same amount (thereby reducing the period of the repayment) or continue reduced instalments over the previously accepted period of repayment;
- reduce the term of repayment by increasing the amount of the instalments;
- providing repayment can be made in full within 10 years of the date of the offer was accepted, reduce the amount of the instalments.

A contributor may revoke the election in writing before payment is completed. Contributors must advise the Schemes Administrator if they wish to vary the method or repayment or revoke the election.

If payment is not completed in full, the period of service purchased will be reduced.

GSF booklets for the New General Scheme include

- GS 2 Retiring Allowance Options
- GS 5 Granting a Charge over your Contributions to GSF
- GS 6 Information
- GS 7 Information on Leave Without Pay
- GS 19 Options Available While Remaining in Government Service
- GS 20 Options Available on Cessation of Government Service
- GS 21 Election to Contribute at Previous Salary Rate Following Reduction in Superable Salary
- GS 22 Contributing in Respect of Prior or Interrupted Government Service
- GS 96 Option to Cease Contributing to GSF and Elect a Deferred Pension

If you would like copies of booklets relevant to your membership, please contact the Schemes Administrator at the address noted at the front of this brochure. Copies of the booklets are also available on the Authority's website – www.gsfa.govt.nz

SECTION A

(To be completed by the contributor and forwarded to your employer to complete Section B. When BOTH sections have been completed please forward to the Schemes Administrator.)

Please note that the ability to purchase prior or interrupted service is only available in certain circumstances. If you have any queries regarding your eligibility to make the election set out in this form please contact the Schemes Administrator.

Section B of this form must be completed by the employer relevant to the service you are applying to purchase, or your first employer where you are applying to purchase a period of training or study prior to joining Government service. If you are applying to purchase multiple periods of service with different employers you will need to complete a separate form for each employer.

In all cases you must provide evidence of employment for the period of service you are applying to purchase, verification of your name, date of birth and home address and advise the source of the funds being used to purchase the service. (See the attached for information regarding the documents which may be provided for this purpose.) In some cases you may need to provide verification of the source of the funds. This information is required under Anti-Money Laundering legislation.

First Names _____ Surname _____

GSF Number _____ Date of Birth ____ / ____ / ____

Postal Address _____

Home Address _____

Home Phone () _____ Work Phone () _____

Fax Number () _____

Email Address (see overleaf) _____

Please provide an offer to elect to purchase additional contributory service as detailed below:

Type of Service	From	To
_____	____ / ____ / ____	____ / ____ / ____
_____	____ / ____ / ____	____ / ____ / ____

Is there a maximum \$ amount you wish to purchase? ☐ Yes ☐ No

If yes, please state amount \$ _____

Source of the funds being used to purchase the service. _____

Are you a permanent full time employee in Government service at the date of this election? ☐ Yes ☐ No

Does the period of service you wish to purchase include any period whilst you were on leave without pay from your employer? ☐ Yes ☐ No

If yes, period of leave without pay ____ / ____ / ____ to ____ / ____ / ____

Does the period of service you wish to purchase relate to a period of training or study? ☐ Yes ☐ No

If yes, you must provide copies of the certificates obtained.

Does the period of service you are applying to purchase include any period of part time service. ☐ Yes ☐ No

If yes, period of part time service included ____ / ____ / ____ to ____ / ____ / ____
and part time percentage of _____ %

Does the period of service you are applying to purchase include any period during which your employment was not permanent (ie. temporary, casual or fixed term). ☐ Yes ☐ No

If yes, period during which employment was not permanent
____ / ____ / ____ to ____ / ____ / ____ and nature of employment ☐ Temporary ☐ Casual ☐ Fixed

Was the salary you were receiving during the period you are applying to purchase higher than your current salary? ☐ Yes ☐ No

If yes, salary during period ____ / ____ / ____ to ____ / ____ / ____ was \$ _____

Tick if required:

☐ Please provide a comparison of the retiring allowance payable at age _____, based on acceptance of the offer and on completion of payment. I understand that the figures provided will be an estimate only.

I authorise the collection of personal information from and disclosure of personal information to my employer and/or such other persons as may be necessary to process this election.

Please ensure you read the Privacy Act Statement at the end of this form.

Signature _____ Date ____ / ____ / ____

SECTION B

VERIFICATION OF SERVICE

(To be completed and signed by the employer relevant to the periods of service detailed under Section A.

Note - if you are employed in the education sector, your Board of Trustees is your employer.)

1. I confirm that the above named was employed in the Government service for the period/s stated above. ☐ Yes ☐ No
2. Is the contributor wanting to purchase any part-time service or service which was not permanent? ☐ Yes ☐ No
3. Is the contributor wanting to purchase any of the following type of service: study, training or non-Government service? ☐ Yes ☐ No
4. I confirm that the service the contributor is applying to purchase which relates to a period of study or training was a requirement of the contributor's position held at the time of their initial appointment. ☐ Yes ☐ No

The position held was _____

Name of Employer _____

Address _____

Phone Number () _____

Signature of Employer _____ Date ____ / ____ / ____

When BOTH sections have been completed, please forward the form, together with your verification of identity documents, to the Schemes Administrator, GSF, PO Box 3614, Wellington 6140. Alternatively, if you are providing certified copies of your verification of identity documents, you may email scanned copies of the form and documents to gsf@datacom.co.nz. Note: electronic signatures are not accepted.

If you have any queries please call toll free 0800 654 731 or (04) 470 6348.

Privacy Act Statement

The personal information you supply by completing this form is being collected by Datacom Connect Limited (**Datacom**), as administrator of the schemes on behalf of the Government Superannuation Fund Authority (the **Authority**). The schemes are governed by the Government Superannuation Fund Act 1956 (the **Act**). The information collected in this form will be held by Datacom and will be stored electronically within New Zealand. It will be used to process any election under this form and/or update your member record. It may also be used to contact you in the future.

The information may be exchanged between the Authority and Datacom. It may be disclosed to third parties such as Annuitas Management Limited (provider of executive office/secretariat service to the Authority) or agents of the Authority or Datacom, in accordance with the Privacy Act 2020, for the purpose of the ongoing management and administration of GSF and the schemes and to enable the Authority to fulfil its statutory or legal obligations, such as for tax reporting or anti-money laundering requirements. If you do not provide the information requested, we may not be able to process any election and/or update your member record, as set out in this form. If we are required to disclose your information to any person or entity outside of New Zealand, we will either ensure that the recipient is required to protect your personal information in a way that provides comparable safeguards to those in the Privacy Act 2020, or we will contact you to obtain your authorisation to the disclosure.

By providing your **email address** you consent to Datacom and/or the Authority contacting you by email regarding your entitlements under the schemes governed by the Act and other information about services, as appropriate. If you no longer wish to receive correspondence by email you should complete a Change in Personal Details form or advise Datacom.

You are entitled to access and request correction of the personal information collected in this form in accordance with the Privacy Act 2020. For more detailed information about the Privacy Act you can refer to the website of the Office of the Privacy Commissioner at www.privacy.org.nz. The Authority's Privacy Policy can be viewed at www.gsfa.govt.nz.

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