# Overview

Due to the unprecedented situation of Coronavirus (Covid-19 virus), FBuShare participants can submit an application to suspend their contributions to FBuShare for a limited time on financial hardship grounds.

This form must be completed by the employee or their People and Performance adviser. Please send completed form to [fbushare@fb.co.nz](mailto:fbushare@fb.co.nz).

If you are unable to complete and return this form, please send an email to [fbushare@fb.co.nz](mailto:fbushare@fb.co.nz) confirming your full legal name and the suspension period (i.e., for how long you would like to suspend your contribution to FBuShare).

# Employee’s request

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name |  | | | | |
| Employee ID |  | Payroll or Business unit: | | | |
| Country |  | | | | |
| Pay frequency | Weekly | Fortnightly | | Monthly |  |
| Suspend FBuShare contribution for | Weeks  Effective immediately for \_\_\_\_\_weeks. | Months  Effective immediately for \_\_\_\_\_months. | | Between dates  Effective from \_\_\_\_\_\_\_ to \_\_\_\_\_ dates. | |
| Requested outcome | By suspending my FBuShare contributions until the time specified above; I understand that:   * My FBuShare deductions will be stopped, as will the purchase of shares on my behalf under FBuShare; * Purchased and Additional shares will remain in FBuShare and will continue to be entitled to be considered for Award Shares under the Plan Rules; * I will not be able to re-apply for suspension until the next Plan Window once my FBuShare deduction recommences; and * My request to immediately stop FBuShare deductions will be actioned as soon as practically possible. | | | | |
| If completed by employee | Signature\*: Dated: | | | | |
| If completed by P&P advisor | Name and signature\*: | | Dated: | | |

\*Please write your full name in case you cannot access a printer.