# 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.

If you are unable to complete and return this form, please send an email to 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  | [ ]  WeeksEffective immediately for \_\_\_\_\_weeks. | [ ]  Months Effective immediately for \_\_\_\_\_months. | [ ]  Between datesEffective 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.
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| 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.