

Form – Financial hardship request

1 Overview

The purpose of this form is to record an employee's request to either suspend contributions to FBuShare or withdraw from FBuShare on financial hardship grounds and the decision made by the company.

The form must be signed by both the employee and the People and Performance (P&P) adviser. Please send completed form to fbushare@fb.co.nz.

2 Employee's request

Full Name			
Employee ID		Payroll or Business unit	
Country			
Contribution	per weekly / month / year		
Reason for request			
Requested outcome	<input type="checkbox"/> Suspend	Suspend contributions until the next Plan Window and retain my shares in FBuShare.	
		By selecting this option; I understand that: <ul style="list-style-type: none"> • Purchased and Additional shares will remain in FBuShare and these shares will continue to be entitled to be considered for an Award under the Plan Rules, and • I will not be able to recommence contributions to FBuShare until the next Plan Window. 	
Requested outcome	<input type="checkbox"/> Withdraw	Stop contributions and cease participation in FBuShare.	
		By selecting this option; I understand that: <ul style="list-style-type: none"> • I will not be able to recommence contributions to FBuShare until the next Plan Window. • I will need to transact (sell or transfer) all available shares held under FBuShare, and • I will lose my rights to be considered for an Award under the Plan Rules on the transacted shares. 	
Employee's signature	Dated:		

Form – Financial hardship request

3 People & Performance adviser's endorsement

Name		
Checklist	<input type="checkbox"/>	I have advised the employee of the options available to them under the FBuShare Plan Rules.
	<input type="checkbox"/>	I have explained to the employee the consequence of suspending their contributions to or withdrawing from FBuShare.
	<input type="checkbox"/>	I have advised the employee that they will not be able to recommence contributions to FBuShare until the next annual Plan Window.
Notes		
Signature	Dated:	

4 FBuShare decision

Decision	<input type="checkbox"/> Rejected <input type="checkbox"/> Suspend contributions <input type="checkbox"/> Agree to withdrawal <input type="checkbox"/> Other		
Notes			
Signature	Dated:		

5 FBuShare actions

Action	Action by	Date
Informed employee and P&P contact of decision.		
Advised the employee that they will need to use Employee Online to sell their shares if they want to withdraw.		
Informed payroll to stop the employee's contributions.		