

SYNDEX PORTAL USER GUIDE

The Syndex Portal provides information about your investment in NZPM Co-operative through enabling you to view your investment portfolio and share transactions, access key shareholder documents such as your Year-End Statements, Graded Cash Statements and Distribution Statements (Dividend Payment Notices), and apply for new shares.

This user guide has been created to help you quickly navigate to these key areas of the portal.

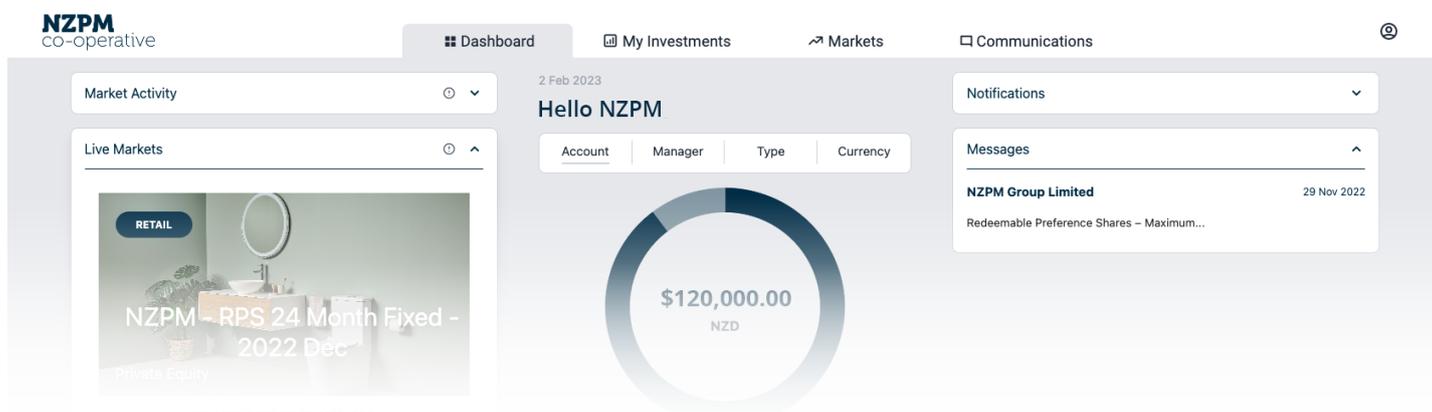
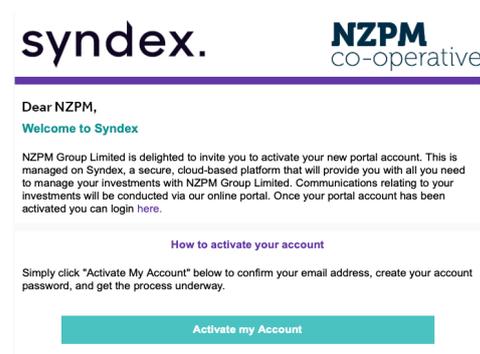
About Syndex

Syndex is an online investment trading platform provider for issuers and investors. NZPM uses Syndex services to manage shareholder investments. Syndex have created the Portal to provide investors with increased transparency and trading efficiencies.

Accessing the Portal

To access your portal, **you will need to first activate your account** through the link emailed by Syndex. Once activated you can continue to login [here](#) or via the Syndex website. Your portal account will show you information about all your investments held in NZPM including your personal, company and trust investments.

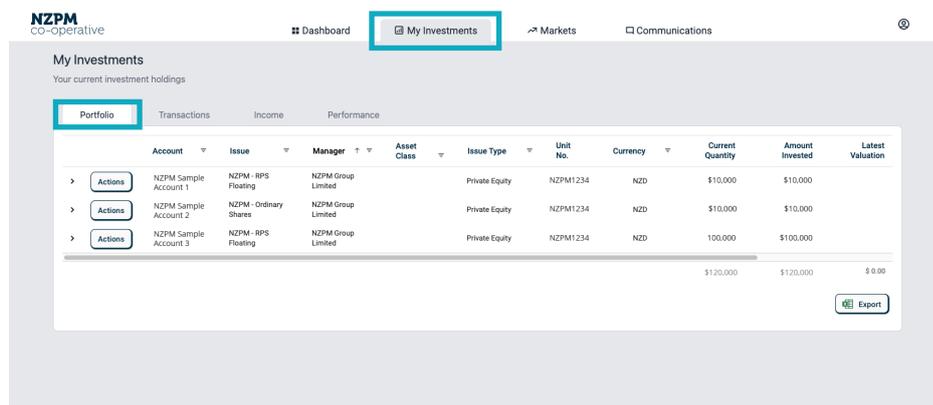
You will be asked to set up your account details which will include completing your Anti-Money Laundering (AML) Identity Verification. This is a legislative requirement that NZPM must comply with.



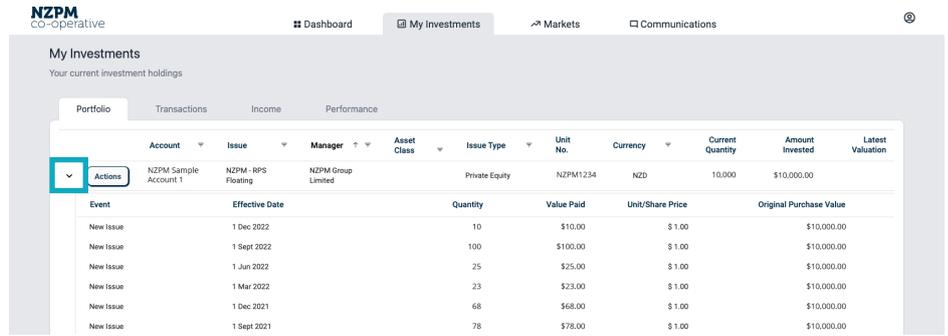
Viewing your Investment Portfolio

To view your current shareholding and transaction history click the **'My Investments' tab**.

Click into the **'Portfolio' tab** to find your current investment balances.

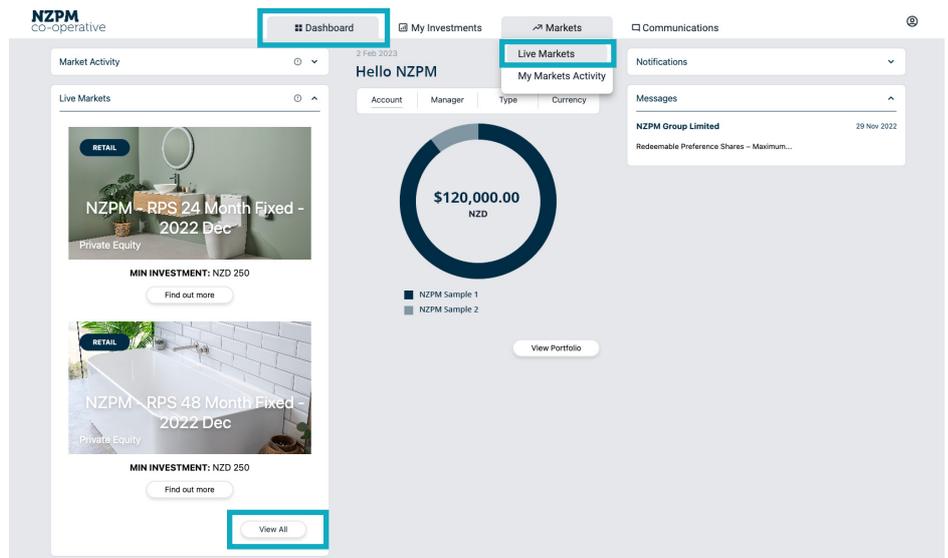


Then to view the transaction history for each investment, click the corresponding arrow on the far left.



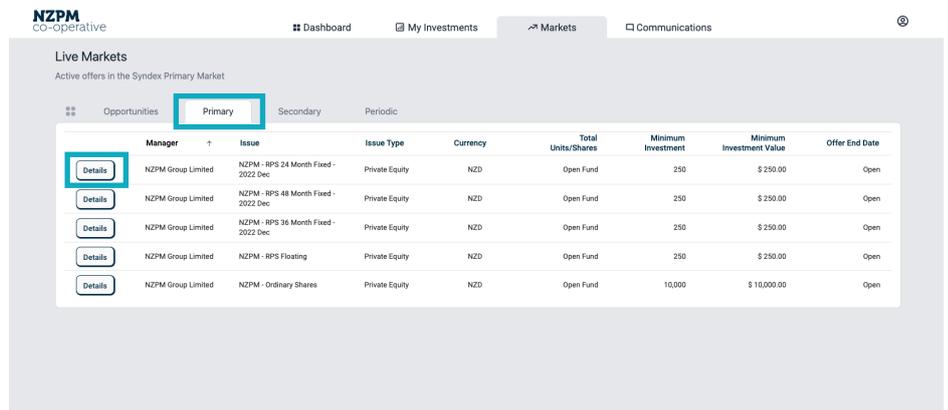
How to apply for new Redeemable Preference Shares

To navigate to the Share Application page, go to the **'Dashboard' tab** and click the **'View All' button** in the **'Live Markets'** section. Alternatively, you can click on the **'Live Markets'** option on the **'Markets' drop-down**.



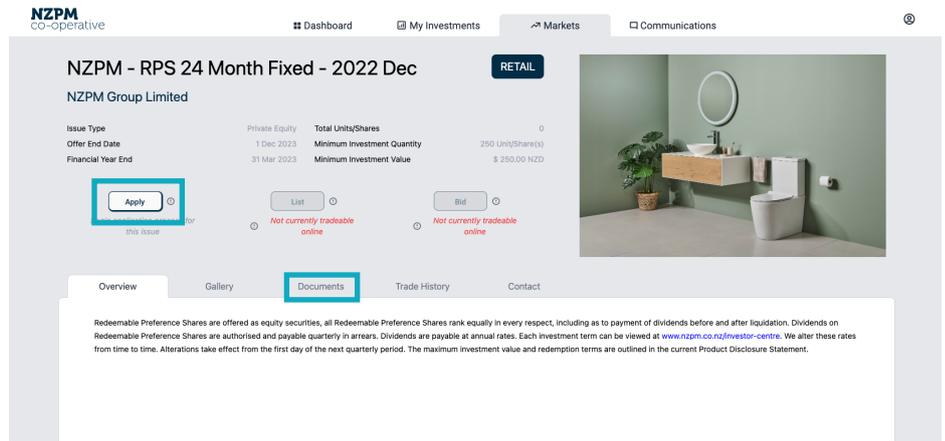
Then proceed to the **'Primary' tab** which lists the share investment options for NZPM. There are four Redeemable Preference Share options: three fixed term options of 24, 36 and 48 months and a floating option. A fixed term option is an investment that earns a fixed dividend rate for a fixed period of time and cannot be redeemed until the end of the fixed period.

Click the **'Details' button** on the specific share issue you wish to apply for. Here you will find information on the share issue, including the Product Disclosure Statement (Found under the **'Documents Tab'** as shown on the next page).



Click the **'Apply' button** to navigate through the application process.

All applications will have to complete AML verification requirements before being accepted by the Board. This is required for all directors and shareholders (holding more than 25%) of a company, and all trustees and some beneficiaries of Trusts.

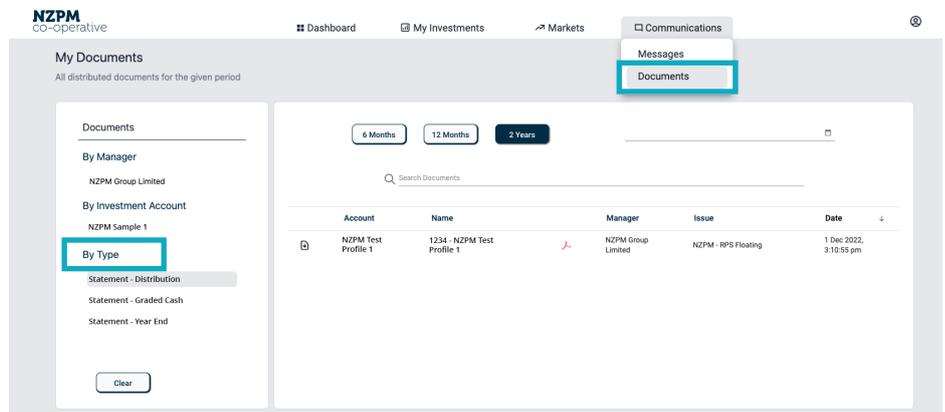


How to view your key documents

Key documents such as Distribution Statements, Graded Cash Statements and Year End Statements are located within **'My Documents'**. This is populated through email attachments i.e. if you have received statements via email they will appear in the portal.

To view **'My Documents'**, click on the **'Documents'** option under the **'Communications'** drop-down.

You can then filter by clicking on the different options on the left-hand side under **'By Type'**.



Contact Us

For further questions or assistance, NZPM and Syndex contact information is located in the **'Contact us'** option under the  icon in the top right corner.

Some personal details can be updated under the **'Investment Accounts'** option under the  icon. For other personal detail updates, please contact the NZPM Share Registrar.

