



# HOW TO GUIDE:

## OPT-IN TO LOYALTY AS SHARES THROUGH THE INDUSTRY PORTAL

Capitalised terms used in this user guide have the meanings set out in the Zespri Loyalty as Shares Scheme (LaS Scheme) Offer Document.

From 2025, under the LaS Scheme, growers will have the opportunity to receive the second instalment of their Loyalty payment for the previous season (2024 season) as shares. The Offer Period will be open from 8am, 22 May 2025 until 5pm, 6 June 2025. You will not be able to Opt-In to the LaS Scheme outside of these times.

In order to Opt-In to LaS, you will need to access the Industry Portal through the Canopy website. This user guide provides instructions on how to achieve this.

We have a separate user guide for opting out of LaS.

If you need to reset your password for the Canopy, you can use the 'Forgot Password' function on the Canopy login homepage. Alternatively you can contact the Zespri Grower Service Centre on 0800 155 355 between 8am and 4pm, Monday to Friday or email [contact.canopy@zespri.com](mailto:contact.canopy@zespri.com).

## HELP AND SUPPORT

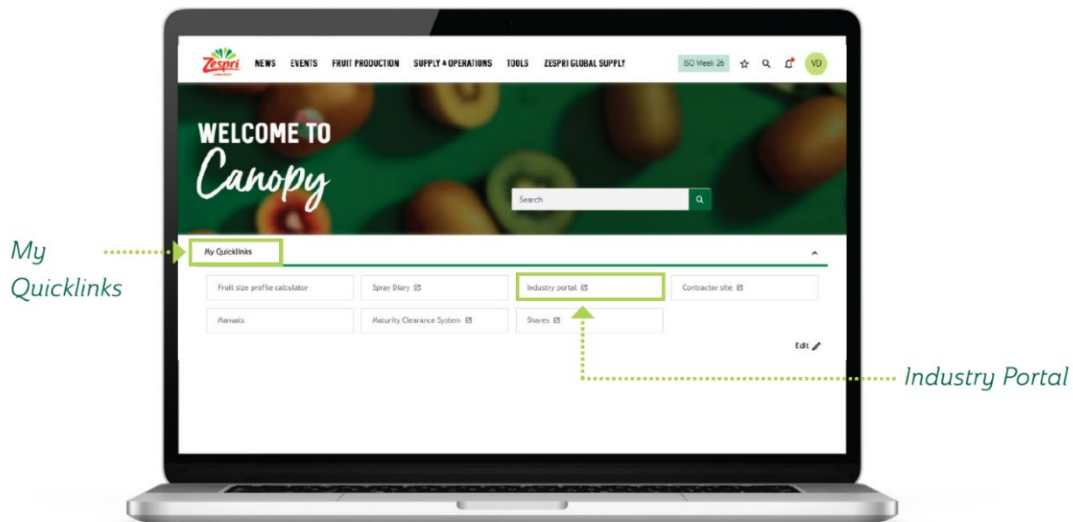
If you need support with understanding anything in this user guide, please contact the Shares Team on 07 572 6402 or via email to [shares@zespri.com](mailto:shares@zespri.com).

It is important to ensure that if you are having issues accessing the Industry Portal that you get in contact with Zespri as soon as possible. We will not be able to assist with any amendments outside of the Opt-In and Opt-Out periods.

	Opens	Closes
Offer Period	8am 22 May 2025	5pm 6 June 2025
Opt-Out window	8am 19 June 2025	5pm 26 June 2025

## LET'S GET STARTED

1. To start off the process, you will need to log into the Zespri Canopy website. The website address is <https://canopy.zespri.com/>
2. Once you have logged into the Zespri Canopy website, below the 'Welcome to Canopy' image, you will see 'My Quicklinks'. Click on this and then select 'Industry Portal'.

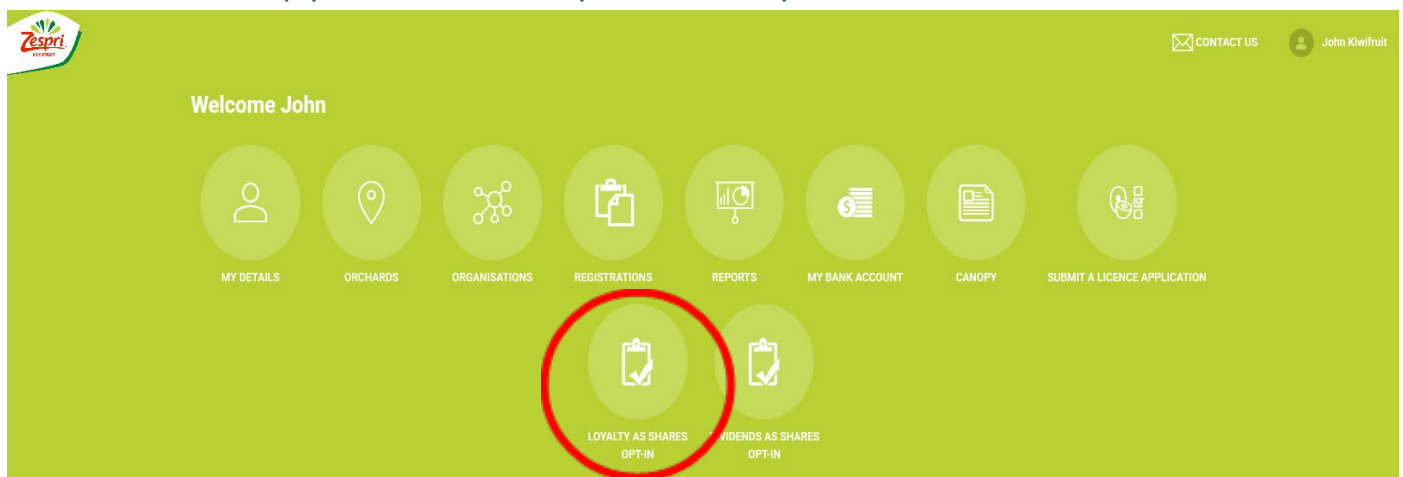


*Note: The Industry Portal is a separate site from the Canopy website, but it is accessible to you under your Canopy login. You will be automatically redirected once you click on the 'Industry Portal' button. Once you're in the Industry Portal website, the below homepage should be displayed.*

## LAS OPT-IN

1. On the Industry Portal homepage, you will see several icons to choose from, including the Loyalty as Shares Opt-In. Click the icon.

Please note that the icon will only be visible to you if you are the Titleholder of the fruit and are eligible to opt-in to LaS. If you do not see this option and you believe you are the owner of the 2024 crop please contact Zespri as soon as possible.



2. Once you have selected the Loyalty as Shares Opt-In icon, a pop-up box with links to the Offer Document and Product Disclosure Statement (PDS) will appear. Click on both the Offer Document and PDS to open and read (the offer document will open in a separate tab however the Industry Portal will still be open on the existing webpage), then click next.



**Loyalty as Shares Opt-In** X

This is an Opt-In Form for the Zespri Loyalty as Shares Scheme (**LaS Scheme**).

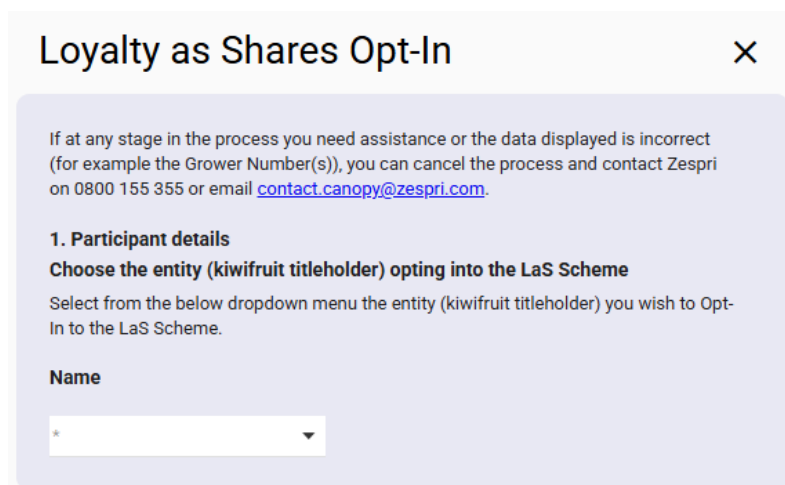
Full details of the LaS Scheme are available in the LaS Scheme Offer Document (**Offer Document**) available [here](#) and Zespri's Product Disclosure Statement in respect of an offer of Shares (**PDS**) available [here](#).

Do not submit this form unless you have read and understood the Offer Document and PDS.

Capitalised terms used in this form are defined in the Offer Document.

**NEXT**

3. A box will appear with participant details, where you can open the drop-down menu to select the 'Name' you wish to choose. A list of eligible entities (kiwifruit titleholders) you are associated with and have Industry Portal access for will appear. Please note that if you have several entities, it may take a few seconds for the list to load, so please don't refresh or navigate away from the page.



**Loyalty as Shares Opt-In** X

If at any stage in the process you need assistance or the data displayed is incorrect (for example the Grower Number(s)), you can cancel the process and contact Zespri on 0800 155 355 or email [contact.canopy@zespri.com](mailto:contact.canopy@zespri.com).

**1. Participant details**

**Choose the entity (kiwifruit titleholder) opting into the LaS Scheme**

Select from the below dropdown menu the entity (kiwifruit titleholder) you wish to Opt-In to the LaS Scheme.

**Name**

\* ▼

4. Once you have selected the entity you would like to Opt-In, further details will appear, including the full legal name of the entity and contact details.

**It is important to check these details are correct before proceeding.**

## 1. Participant details

### Choose the entity (kiwifruit titleholder) opting into the LaS Scheme

Select from the below dropdown menu the entity (kiwifruit titleholder) you wish to Opt-In to the LaS Scheme.

#### Name

Kiwifruit Trust

#### Participant's full legal name(s)

John Kiwifruit as trustees of Kiwifruit Trust

#### Examples of different titleholders:

- If the titleholder is a trust, then the names of the trustees will appear in the full legal names,
- If the titleholder is a partnership, then the individuals in the partnership will be populated.
- If the titleholder is a Company, then the Company name will appear.
- If the titleholder is an Individual, then the full name of the individual will appear.

5. Using the drop-down menu, choose the best contact person to receive the LaS Opt-In confirmation. Additional contact details for the contact person will appear.

**Choose the contact person**

John Kiwifruit

**Address**  
123 Kiwifruit Lane  
Te Puke  
1234

**Mobile phone**  
027 123 4567

**Email address**  
john@kiwifruitcompany.co.nz

If you wish to receive your Opt-In confirmation at another email address please enter it below. All other LaS Scheme communications will be sent to the email address for the primary contact we hold in our database which can be updated via the Industry Portal or by contacting Zespri.

john@kiwifruitcompany.co.nz

6. You have the option to change the email address that the LaS Opt-In confirmation email will be sent to. To do this you can remove the email address populated and replace this with the new email address. If the address, mobile phone or email details shown are not correct, please call the Zespri Grower Service Centre on 0800 155 355.

**Choose the contact person**

John Kiwifruit

**Address**  
123 Kiwifruit Lane  
Te Puke  
1234

**Mobile phone**  
027 123 4567

**Email address**  
john@kiwifruitcompany.co.nz

If you wish to receive your Opt-In confirmation at another email address please enter it below. All other LaS Scheme communications will be sent to the email address for the primary contact we hold in our database which can be updated via the Industry Portal or by contacting Zespri.

john@kiwifruitcompany.co.nz

7. The list of Grower Numbers shown are those from the previous season that are eligible to receive the second loyalty payment instalment as shares. If the Opt-In box is white, you have not yet opted in. If the box is grey, you have already opted in for this grower number.

**Please select the Grower Number(s) you want to Opt-In to the LaS Scheme**

Grower No.	Supplier	Orchard address	Opt-In
22222	Southlink Supply Limited	123 Kiwifruit Lane Te Puke, 1234	<input type="checkbox"/>
33333	Southlink Supply Limited	1234 Kiwifruit Road Te Puke 1234	<input type="checkbox"/>

Note: The LaS Scheme relates to the Loyalty Premium payable for last season's crop, so we require the relevant Grower Number(s) for the prior season to be selected from the list above or if it is missing from the list, entered below.

Insert your Grower Number(s) for last season's crop if missing from above.

8. Select the Grower Number(s) you want to opt-in to the LaS Scheme by ticking the Opt-In box next to the Grower Number. If there is a Grower Number not in the list that you believe is eligible for the LaS Scheme, you can include this in the text box below the list of Grower Numbers. The eligibility of any Grower Numbers listed in this box will be verified by Zespri.

**Please select the Grower Number(s) you want to Opt-In to the LaS Scheme**

Grower No.	Supplier	Orchard address	Opt-In
22222	Southlink Supply Limited	123 Kiwifruit Lane Te Puke, 1234	<input checked="" type="checkbox"/>
33333	Southlink Supply Limited	1234 Kiwifruit Road Te Puke 1234	<input checked="" type="checkbox"/>

Note: The LaS Scheme relates to the Loyalty Premium payable for last season's crop, so we require the relevant Grower Number(s) for the prior season to be selected from the list above or if it is missing from the list, entered below.

Insert your Grower Number(s) for last season's crop if missing from above.

9. Manually entering a Grower Number/s in the text box (i.e. numbers that were not pre-populated in the list of Grower Numbers) that you think should be included and eligible is a slightly different process. This is a manual process and Zespri will receive and check eligibility of your request separately to the pre-populated Grower Numbers submitted. You will get a confirmation email, confirming Zespri has received this request, but there will be a two working day timeframe for Zespri to validate once it is received. Someone from Zespri may need to contact you for further details. Once Zespri has approved this request you will receive an email with confirmation of acceptance of your Opt-In.

Note: The LaS Scheme relates to the Loyalty Premium payable for last season's crop, so we require the relevant Grower Number(s) for the prior season to be selected from the list above or if it is missing from the list, entered below.

22222  
33333

10. Review the LaS Opt-In Acknowledgements, Confirmations and Authorisations and agree to the Terms and Conditions by clicking the tick box, before clicking the Submit button. If you click **Cancel**, your request will not be saved.

I agree to the above terms and conditions.

SUBMIT

CANCEL

Note: Your request will not be saved if you click on the cancel button.

11. A confirmation window will appear when the form is submitted, and confirmation will also be sent to the email address you nominated for the Opt-In. If you do not receive a confirmation email within 15 minutes, please contact Zespri. Please note you will receive one email for each Grower Number you have opted in to the LaS scheme.

## Loyalty as Shares Opt-In



Thank you for completing the online process to Opt-In to the LaS Scheme. We will send you confirmation that you have been opted-in to the LaS Scheme to the email address you provided in the Opt-In Form. This may take 15 minutes or so to process.

CLOSE