



# HOW TO GUIDE:

## OPT-OUT OF 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 as shares. Once you have opted in to the LaS Scheme, you will have the opportunity to Opt-Out during the Offer Period (8am, 22 May 2025 until 5pm, 6 June 2025) or during the Opt-Out Window (8am, 19 June 2025 until 5pm, 26 June 2025.) You will not be able to opt-out of the LaS Scheme outside of these times.

In order to Opt-Out of the LaS Scheme, 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 in to the LaS Scheme.

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

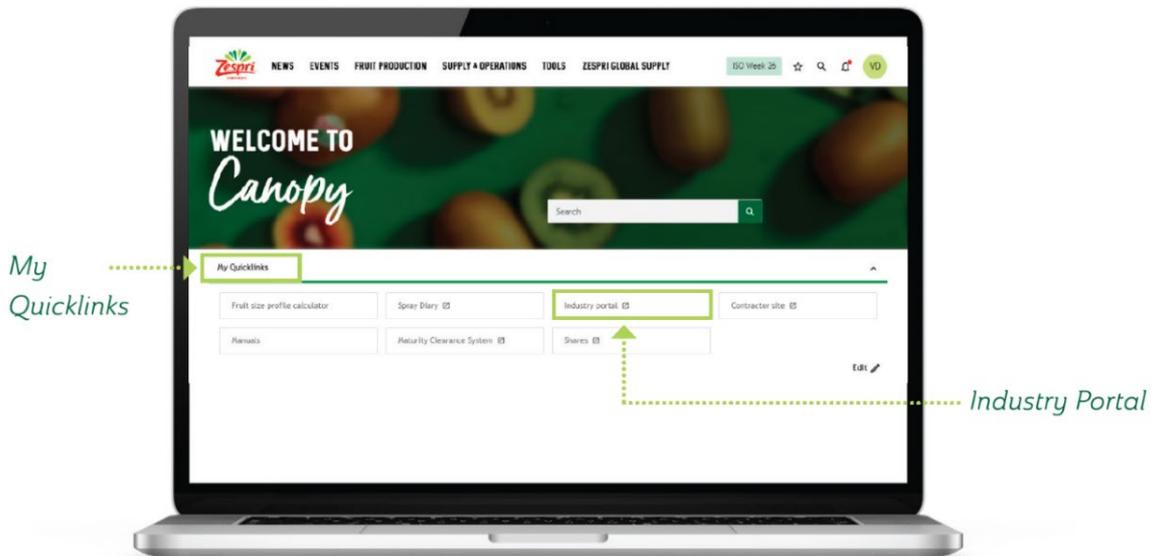
If you need support with understanding anything in this user guide, please contact the Shares Team on 07 572 6402 or via email to [shares@zespri.com](mailto:shares@zespri.com).

It is important to ensure that if you are having issues access 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.

	<b>Opens</b>	<b>Closes</b>
<b>Offer Period</b>	8am 22 May 2025	5pm 6 June 2025
<b>Opt-Out window</b>	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'.



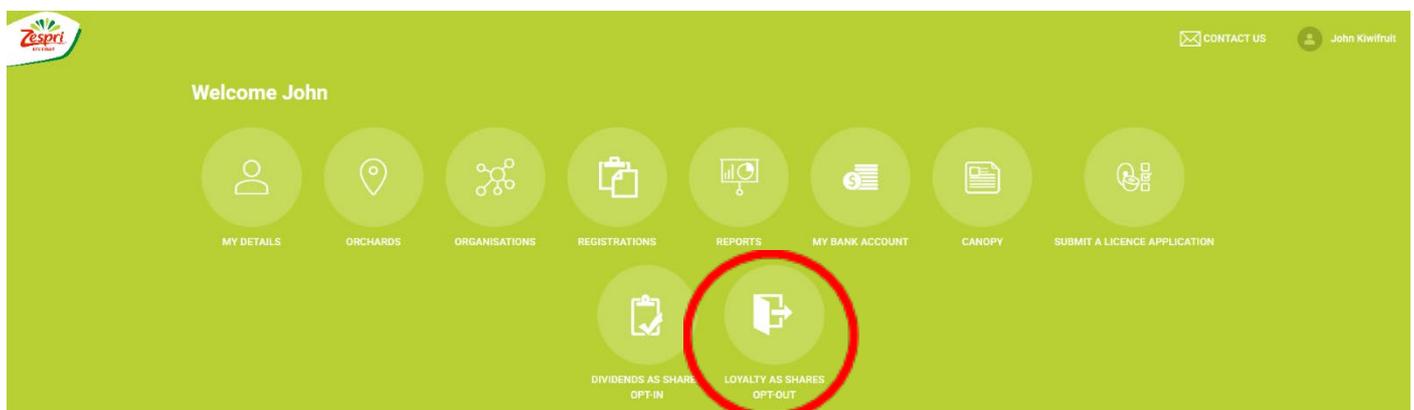
*Note: The Industry Portal is a separate site from the Canopy website, but it is accessible to you under your Canopy login. You will be automatically redirected once you click on the 'Industry Portal' button. Once you're in the Industry Portal website, the below homepage should be displayed.*

## LAS OPT-OUT

After you have opted in one or more of your Grower Numbers, you will have the opportunity to Opt-Out (both during the Offer Period and during the Opt-Out Window.) The Loyalty as Shares Opt-Out icon will only show if you have one or more Grower Numbers currently opted in.

Please note that if you have opted in for any Grower Numbers which were not shown in the list by adding these into the text box, you will need to Opt-Out for these Grower Numbers by contacting the Zespri Grower Service Centre team on 0800 155 355 or emailing [contact.canopy@zespri.com](mailto:contact.canopy@zespri.com).

1. Select the Loyalty as Shares Opt-Out icon



- Once you have selected the Loyalty as Shares Opt-Out 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-Out ×

This is an Opt-Out Form for the Zespri Loyalty as Shares Scheme (**LaS Scheme**) and is given subject to the terms of the LaS Scheme Offer Document (**Offer Document**) available [here](#).

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

**NEXT**

- From this window, use the drop-down menu to select the entity you want to opt-out of the LaS Scheme. Please note that if you have a number of 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-Out ×

### 1. Participant details

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

**Name**

▼

- Further details will appear, including full legal name and the list of Grower Numbers you have already opted in and the date you opted in. Please note that if you added any Grower Numbers manually to the text box, these will not show in the list of currently opted-in Grower Numbers. To opt-out for these additional numbers, you will need to add them to the text box or contact the Zespri Grower Service Centre on 0800 155 355.

**Name**

Kiwifruit Company Limited ▼

**Participant's full legal name(s)**  
Kiwifruit Company Limited

Note: If the Participant is an unlimited partnership, trust or unincorporated joint venture, full legal names of all partners, trustees or joint venture parties will be displayed. If these details are incorrect please contact Zespri on 0800 155 355 or email [contact.canopy@zespri.com](mailto:contact.canopy@zespri.com).

**Choose the contact person**

▼

**Loyalty as Shares**

Grower No.	Supplier	Opt-In date	Opt-Out	Opt-Out date
22222	Southlink Supply Limited	14/01/2025	<input type="checkbox"/>	
33333	Southlink Supply Limited	14/01/2025	<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.

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

**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-Out 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. Select the Grower Numbers you would like to Opt-Out by ticking the Opt-Out box. As above, add any other Grower Numbers you have previously opted in for that are not on the list into the text box.

**Loyalty as Shares**

Grower No.	Supplier	Opt-In date	Opt-Out	Opt-Out date
22222	Southlink Supply Limited	14/01/2025	<input checked="" type="checkbox"/>	
33333	Southlink Supply Limited	14/01/2025	<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.

22220  
33330

**2. Opt-Out**  
By submitting this form, the authorised user (on behalf of the Participant listed above):

- 2.1 Opts-Out of the LaS Scheme; and
- 2.2 gives the acknowledgements set out in paragraph 3 below.

**3. Authorisation**  
The person submitting this form warrants to Zespri that they are authorised to submit this Opt-Out Form on behalf of the Participant named above and bind the Participant to the terms of this Opt-Out Form.

I agree to the above terms and conditions.

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

- Review the terms and conditions and agree to these by ticking the box next to the statement and click submit.

**2. Opt-Out**

By submitting this form, the authorised user (on behalf of the Participant listed above):

- 2.1 Opts-Out of the LaS Scheme; and
- 2.2 gives the acknowledgements set out in paragraph 3 below.

**3. Authorisation**

The person submitting this form warrants to Zespri that they are authorised to submit this Opt-Out Form on behalf of the Participant named above and bind the Participant to the terms of this Opt-Out Form.

I agree to the above terms and conditions.

**SUBMIT**   **CANCEL**

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

- A confirmation window will appear, and you will receive a confirmation email to the email address you nominated for the opt-out. 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 out of. If you have included any Grower Numbers in the text box (i.e. numbers that were not pre-populated in the list of Grower Numbers), your confirmation email will be sent manually from Zespri within 2 working days.

**Loyalty as Shares Opt-Out** ×

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

**CLOSE**