



Craig's Superannuation Scheme

Product Disclosure Statement

17 November 2023

Craig's Investment Partners
Superannuation Management Limited

This document replaces the Product Disclosure Statement dated 13 July 2023.

This document gives you important information about this investment to help you decide whether you want to invest. There is other useful information about this offer on disclose-register.companiesoffice.govt.nz. Craig's Investment Partners Superannuation Management Limited has prepared this document in accordance with the Financial Markets Conduct Act 2013. You can also seek advice from a financial advice provider to help you make an investment decision.

NZX Firm

01.

Key information summary

What is this?

This is a managed investment scheme. Your money will be pooled with other members' money and invested in various investments. Craigs Investment Partners Superannuation Management Limited ("CIPSML", "we", "our" or "us") will invest your money and charge you a fee for its services. The returns you receive are dependent on the performance of the investments you have selected. The value of those investments may go up or down. The types of investments and the fees you will be charged are described in this document.

Warning

The law normally requires people who offer financial products to give certain specified information to investors before they invest. This requires those offering financial products to have disclosed information that is important for investors to make an informed decision.

The usual disclosure rules do not apply to this offer because there is an exemption for offers of investments in self-select schemes. With a self-select scheme you choose the investments you want in your investment portfolio from a list of Investment Options provided by CIPSML. As a result of the exemption, you may not have information that allows you to easily understand the overall risks and fees that apply to your investment portfolio. You will also not be able to easily compare an investment in the self-select scheme with other similar managed funds.

Investments in self-select schemes will not be suitable for all retail investors. We recommend that you seek independent financial advice before committing yourself. Your financial advice provider can help you understand your risk profile and assist you to select investments that are suitable for you.

We suggest you ask questions, read all documents carefully, and seek independent financial advice before committing yourself.

What will your money be invested in?

The Craigs Superannuation Scheme (the "Scheme") allows you to build a portfolio that suits your risk profile and investment objectives by selecting investments from the list of Investment Options contained in the Scheme's Investment Options Supplement.

The Scheme's Investment Options Supplement can be found on the Craigs Investment Partners ("CIP" or "Craigs") website craigsip.com/documents and the offer register at disclose-register.companiesoffice.govt.nz

The Investment Options you can select from include a range of investments, including global, New Zealand and Australian equities, investment trusts, managed funds, index funds and listed property trusts. Cash can be held in the cash accounts within your portfolio.

You must hold a minimum of 0.25% of your portfolio as cash to ensure we can recover taxes and fees.

The CIP Product Committee is responsible for approving and removing Investment Options. They will review and update the Investment Options at least quarterly. For more information, see the Scheme's

'Other Material Information' document available on craigsip.com/documents or the offer register at disclose-register.companiesoffice.govt.nz

When an investment is removed as an Investment Option, all members who hold the investment are contacted with a recommendation to review their portfolio and Investment Direction (as defined in the Scheme's Trust Deed) and advise us of any changes. Any investment not listed in the Investment Options Supplement will be identified in your holdings statement.

We will request a new Investment Direction where your current Investment Direction includes an investment which has been removed from the Investment Options Supplement.

The Investment Options Supplement includes a description of each Investment Option, whether it is covered by the CIP Private Wealth Research team, whether it is offered by a related party, the risk indicator for each Investment Option, an explanation of the risk indicator, the estimated total annual fund charges for each Investment Option, whether any performance fee, individual action fees and other charges are applicable and information about the fees for the Scheme and fees for Investment Options.

Who manages Craigs Superannuation Scheme?

CIPSML is the manager of the Scheme.

See section 7 'Who is involved?' for more information.

How can you get your money out?

The Scheme is a superannuation scheme and is a Qualifying Recognised Overseas Pension Scheme (QROPS). This means the Scheme can accept transfers from United Kingdom (UK) pension schemes. The Scheme must comply with both New Zealand's superannuation scheme rules contained in the Financial Markets Conduct Regulations 2014 ("Superannuation Scheme Rules") for non-UK contributions and UK QROPS rules for funds transferred from UK pension schemes.

Your Scheme account may contain both non-UK derived contributions and contributions transferred from a UK pension scheme. Withdrawal rights are dependent on the origin of the funds. Because of the different terms and conditions applicable, particularly the withdrawal conditions, we recommend you establish separate Scheme accounts for UK and non-UK derived funds.

Non-UK derived contributions and any returns on them may be withdrawn in full from the New Zealand Superannuation qualification age (currently 65 years). You may make an early withdrawal if you satisfy certain criteria.

UK derived contributions and any returns on them may be accessed from the minimum normal pension age in the UK (currently age 55).

There are exceptions which would allow you to apply for early access to your funds. See section 2 'How does this investment work?' for more information.

How will your investment be taxed?

The Scheme is not a Portfolio Investment Entity (PIE) so is taxed as a widely-held superannuation fund at a flat rate of 28% on taxable income.

See section 6 'What taxes will you pay?' for more information.

Where can you find more key information?

CIPSML is not required to publish quarterly fund updates due to the nature of the Scheme. Members will receive a personalised quarterly report which will show the returns, the risk indicator and the total fees actually charged in relation to their investment portfolio in the Scheme.



Contents

1	Key information	1
2	How does this investment work?	4
3	Description of your Investment Options	10
4	What are the risks of investing?	11
5	What are the fees?	13
6	What taxes will you pay?	17
7	Who is involved?	18
8	How to complain	19
9	Where you can find more information	20
10	How to apply	20

02.

How does this investment work?

The Scheme is a superannuation scheme registered under the Financial Markets Conduct Act 2013 and is designed to help you save for your retirement.

The Scheme is a QROPS and is able to accept transfers from UK pension schemes.*

Structure of the Scheme

The Scheme is a trust governed by a trust deed between us and The New Zealand Guardian Trust Company Limited as the Scheme's supervisor (the "Supervisor").

This Product Disclosure Statement (PDS) offers you membership in a superannuation scheme.

The Scheme provides you with the flexibility to build a portfolio from our Investment Options that suits your risk profile and investment objectives. A financial adviser engaged by CIP ("Craig's Investment Adviser") is available to help you select your portfolio at no additional cost. By joining the Scheme, you will also gain access to CIP's Private Wealth research material.

You can change the composition of your portfolio as your circumstances change by contacting your Craig's Investment Adviser or by completing an 'Investment Direction and Switch' form available on craigsip.com/documents

Your contributions into the Scheme (and those that are made for your benefit) are credited to a Scheme account in your name. Your contributions are pooled with other members' contributions and invested into the Investment Options selected by you and held through the Scheme. The advantage of your investment being pooled with other members is you can achieve greater diversity by holding partial shares or below minimum holding requirements.

The value of your Scheme investment at any time will reflect the value of the Investment Options you have invested in, including cash held (less fees and taxes).

Your portfolio is not segregated and liabilities of the Scheme can affect all portfolios.

** His Majesty's Revenue and Customs (HMRC) does not and has never certified, approved or recommended any overseas pension scheme that contends or believes it has QROPS status.*

Our Investment Approach

The Investment Options include a range of investments such as global, New Zealand and Australian equities, investment trusts, managed funds, index funds and listed property trusts. Cash can be held in the cash accounts within your portfolio.

The CIP Product Committee approves all Investment Options. To be included as an Investment Option, an investment must be either covered by CIP Private Wealth Research or subject to a due diligence process.

Covered Investment Options are reviewed and recommended by CIP Private Wealth Research analysts. The team will analyse, or use analysis from chosen providers, which relates to the investment, its industry and markets it operates in, competitive position, liquidity as well as specific economic indicators and commentary.

The due diligence process undertaken by the CIP Product Committee includes a check of the characteristics of the investment and a review of the issuing manager. More information is available in the Scheme's 'Other Material Information' document available at craigsip.com/documents or the offer register at disclose-register.companiesoffice.govt.nz

The Investment Options are reviewed and updated each quarter, although changes can be made at any time. If an investment is removed from the Investment Options Supplement, members who hold the investment will be contacted. The Investment Options Supplement is available from your Craigs Investment Adviser, on the CIP website craigsip.com/documents or the offer register at disclose-register.companiesoffice.govt.nz

Key benefits of investing in the Scheme are:

- Transferring your **UK Pension** into the Scheme to consolidate your funds for your retirement;
- **Self-selecting** your investment portfolio. This allows you to choose from a broad range of investments that suit your risk profile and investment objectives;
- Holding **partial shares** or below minimum holdings. This allows for greater portfolio diversity;
- Accessing CIP Private Wealth **research** and analysis;
- Accessing **financial advice** by speaking to a Craigs Investment Adviser.

Scheme portfolios have a cash account component. You will be required to retain 0.25% of your portfolio's value in the cash account. The cash account will be used to record contributions, any income distribution and any payments out of your portfolio such as tax, fees and withdrawals.

Responsible investment, including environmental, social and governance considerations, is not taken into account in the investment policies and procedures of the Scheme as at the date of this PDS. However, some managed funds available as Investment Options have responsible investment policies and procedures. Please see the offer documents of the relevant fund for more information on the extent to which responsible investment is taken into account.

Joining the Scheme

You can join the Scheme by completing the Application Form provided with this PDS.

To be eligible to join the Scheme you must be:

- A New Zealand citizen or entitled to be in New Zealand indefinitely; and
- living, or normally living in New Zealand.

You may make regular and/or lump sum contributions to the Scheme. The minimum regular contribution you may make is \$100 per month. The minimum lump sum contribution you may make is \$1,000. If you have transferred a UK pension to your account, please check with your Craigs Investment Adviser before making additional contributions.

After 12 months membership you need to maintain a minimum balance of \$1,200.

This is not personalised financial advice as it does not take into account your personal financial circumstances. We recommend you seek advice before making any investment decision. Investments are subject to risks, and returns are not guaranteed.

Making Investments

Members can choose how much to contribute and how often, by making regular contributions and/or lump sum contributions, as long as the required minimums set out on page 5 are met.

The minimum investment amounts and account balance requirements may vary from time to time.

There is no maximum amount that may be contributed to the Scheme.

You can make contributions by direct debit, direct credit or through a transfer from another scheme.

UK Pension Transfers

The Scheme is able to accept transfers from UK pension schemes. We recommend you obtain tax advice before transferring your UK pension to the Scheme. If you do transfer your UK pension to the Scheme, your savings will be governed by the terms and conditions of the Scheme, and the terms and conditions of your UK pension scheme will no longer apply. Any transfers from a UK pension scheme or other QROPS will be treated as UK derived contributions in the Scheme and subject to QROPS rules. Because of the different terms and conditions

applicable, particularly the withdrawal conditions, we recommend you establish separate Scheme accounts for UK and non-UK derived funds.

UK pension transfers can attract an HMRC overseas transfer charge (OTC) of 25% of the transferred value, as calculated under the QROPS rules. This would be payable if you are not a New Zealand resident when you transfer your UK pension to the Scheme. The OTC can also apply if your residency changes while you are a member of the Scheme within five full UK tax years from the date of your original UK pension transfer. The OTC may also apply if specified information has not been provided to the UK scheme administrator. We may refuse an application for a UK pension transfer at any time without giving a reason.

Some clients will have a special type of pension called Final Salary or Defined Benefits. These types of pensions, along with others that contain 'safeguarded rights' can require UK regulated transfer advice. There will be a charge for this advice from the UK regulated adviser.

More information on contributions is in the 'Other Material Information' document available on craigsip.com/documents or from the offer register at disclose-register.companiesoffice.govt.nz



Withdrawing your investments

The applicable withdrawal restrictions will depend on whether you are withdrawing UK derived contributions or contributions that are not derived from the UK.

Withdrawal benefits in respect of UK derived contributions will be based on the current UK QROPS rules. These are as follows:

Withdrawals from UK derived contributions

Withdrawal type	Criteria	Amount
Retirement (age 55)	You have reached the UK minimum normal pension age (currently age 55).	All of your UK derived contributions and any investment returns on those UK derived contributions may be withdrawn, but may be subject to UK tax. Please speak to your Craigs Investment Adviser or our Client Services team for clarification.
Ill health resulting in early retirement	If you retire before age 55 because of ill health and we receive evidence from a registered medical practitioner that you are, and will continue to be, incapable of carrying on your occupation because of physical or medical impairment.	You will be able to elect to receive your UK derived contributions in the same way as if you had reached age 55.
Serious illness	If you retire before age 55 because of serious ill health and we receive evidence from a registered medical practitioner that you are expected to live for less than one year.	The full value of your UK derived contributions and any investment returns on those UK derived contributions will be paid to you as a lump sum.
Death benefit		The full value of your UK derived contributions and any investment returns on them, paid to your estate.

The UK QROPS rules may change from time to time.

Withdrawals are subject to documentation and other requirements being met.

We recommend you obtain tax advice before making a withdrawal if you have any UK derived contributions.

Withdrawals from non-UK derived contributions

Withdrawals in respect of non-UK derived contributions can only be made when permitted under the Superannuation Scheme Rules.

The table below shows the amounts you can withdraw and when:

Withdrawals from Non-UK derived contributions

Withdrawal type	Criteria	Amount
Retirement	The earlier of: <ul style="list-style-type: none">• New Zealand superannuation qualification age (currently age 65); or• age 60, provided the Supervisor is reasonably satisfied you have permanently retired.	The full value of your non-UK derived contributions and any investment returns on them.
Transition to retirement (between 55 years and 65 years)	You have reached age 55 and are withdrawing regular payments over a period of time.	The full value of your non-UK derived contributions and any investment returns on them can be withdrawn through regular payments in accordance with the formula set out in the Superannuation Scheme Rules.
Significant financial hardship	You are suffering or likely to suffer from significant financial hardship as defined in the Superannuation Scheme Rules.	Up to the full value of your non-UK derived contributions and any investment returns on them, provided that the Supervisor may limit the withdrawal amount to an amount which is required to alleviate the particular hardship. Significant financial hardship withdrawals cannot be made before age 55 if you have UK derived contributions in the Scheme.
Serious illness	You are suffering from serious illness as defined in the Superannuation Scheme Rules.	The full value of your non-UK derived contributions and any investment returns on them.
Death benefit		The full value of your non-UK derived contributions and any investment returns on them, paid to your estate.

Minimum withdrawal amounts

Where a withdrawal is permitted, you can withdraw your contributions monthly or in lump sum amounts. The current minimum monthly withdrawal permitted is \$1,000.

Payment on death

If your Scheme member balance exceeds the prescribed amount (currently \$15,000) when you die, your Scheme balance will be paid to the Executor(s) or administrators of your estate (as applicable). **We will require a certified copy of the probate or letters of administration (as applicable).**

If your Scheme member balance does not exceed the prescribed amount (currently \$15,000) when you die, we may pay your Scheme balance to an eligible claimant under the Administration Act 1969. **We will require a certified copy of the death certificate and will (if any).**

For details of the documents we require, please refer to the Scheme's 'Other Material Information' document at craigsip.com/documents or the offer register at disclose-register.companiesoffice.govt.nz

We may defer a withdrawal or transfer out of the Scheme in certain circumstances if we determine that doing so is not practicable or would be materially prejudicial to the interests of any members. A deferral may only exceed 10 working days if the Supervisor approves.

If you wish to withdraw funds from the Scheme you must give written notice using our withdrawal request forms. A withdrawal request cannot be withdrawn once given. A withdrawal request will generally be actioned once reviewed by us and confirmed as a valid request. We may require a statutory declaration or other evidence before a withdrawal can be made.

For more information on withdrawals go to the CIP website at craigsip.com/documents or the offer register at disclose-register.companiesoffice.govt.nz

How to switch between Investment Options

You can switch all or part of your investment into another Investment Option by completing the 'Investment Direction and Switch' form available from your Craigs Investment Adviser or the CIP website craigsip.com/documents

We have discretion to reject switches, for example if the Scheme is being used to actively trade investments.

Additional trading expenses, being the actual costs to the member of buying and selling investments, (including brokerage of up to 1.25% of the amount of the relevant listed equity transaction) may also be incurred when a switch is being executed.

03.

Description of your Investment Options

We have a range of Investment Options each with individual risk characteristics. This allows you to select a portfolio of investments which suit your risk profile, investment strategy and investment objectives.

The Investment Options include a range of global, New Zealand and Australian equities, investment trusts, managed funds, index funds and listed property trusts. Cash can be held in the cash accounts within your portfolio.

All cash is deposited with ANZ Bank New Zealand Limited, including cash received and held prior to investment. Cash may be held in multi-currency accounts which may be interest bearing.

Selection of Investment Options

The CIP Product Committee decides which investments will be included as Investment Options.

The Committee reviews and updates the Investment Options at least quarterly. Details of changes made are published on the CIP website. If you hold an Investment Option that is removed, we will notify you. Any resulting change to your Scheme portfolio will be shown in your next quarterly report.

Neither CIPSMML, nor CIP, has any liability to members for any losses incurred as a result of an investment being removed as an Investment Option and any decision to maintain or alter the member's portfolio following that removal.

The Investment Options Supplement contains information which includes;

- a description of each Investment Option;
- if an Investment Option is covered by Craigs Private Wealth Research;
- if an Investment Option is offered by a related party;
- an explanation of the risk indicator and the risk indicator applicable to each Investment Option;
- estimated total annual fund charges, performance fees, individual action fees, other charges and whether management fee rebates are applicable for each Investment Option; and
- information about the fees for the Scheme and each Investment Option.

The most recent Investment Options Supplement is available from your Craigs Investment Adviser on craigsip.com/documents or the offer register at disclose-register.companiesoffice.govt.nz

For more information regarding the Investment Options and CIP Product Committee, refer to the Scheme's 'Other Material Information' document on craigsip.com/documents or the offer register, disclose-register.companiesoffice.govt.nz

We have prepared a Statement of Investment Policies and Objectives (SIPO) for the Scheme. The SIPO contains the investment guidelines and policies for selecting financial products and other investments to be recommended for inclusion as Investment Options. We can change the SIPO from time to time at our discretion without notifying you. Any material changes to the SIPO will be included in the Scheme's Annual Report.

04.

What are the risks of investing?

To help you clarify your own attitude to risk, you can seek financial advice or work out your risk profile at craigsip.com/risk.

A risk indicator for each Investment Option, and an explanation of the risk indicator, is included in our Investment Options Supplement.

Where an Investment Option is a New Zealand managed fund or a New Zealand Exchange Traded

Fund (ETF) and has its own fund update produced by the manager of that fund, the latest risk indicator for that fund can be found in its most recent fund update. The Investment Options Supplement contains a link to these fund updates.

The most recent Investment Options Supplement is available on craigsip.com/documents or the offer register at disclose-register.companiesoffice.govt.nz

General investment risks

Some of the general investment risks that may cause an Investment Option's value or the value of your portfolio to move up and down are:

Market Risk	Investment returns are directly affected by the overall performance of the financial markets. Therefore the value of investments may go up and down in response to changes in market conditions, for example, prospects of companies, political, social and environmental events, natural disasters, climate change, pandemics or economic conditions and events such as inflation, interest rates or recession.
Specific Investment Risk	The Investment Options that you select may face unforeseen events which affect the value of the underlying business and may reduce the value of your investment.
Currency Risk	The Investment Options are offered in a range of currencies. Changes in the currency valuations can result in unpredictable gains and losses when foreign investments are converted from the foreign currency into New Zealand dollars.
Interest Rate Risk	Interest rate risk is the possibility that an Investment Option held will decline in value as a direct result of changes in interest rates.
Portfolio Construction Risk	This is the possibility that, in constructing a portfolio, you have an inappropriate income/growth split or that you fail to monitor and manage the portfolio in line with your investment objectives. There is also a risk that you may select an Investment Option that underperforms the market or other investments.
Concentration Risk	This is the possibility that you may over-invest in a particular Investment Option, sector, industry, region or product, which lacks adequate diversification and could leave your portfolio vulnerable.
Security Liquidity Risk	This is the possibility that if an Investment Option is not widely traded (i.e. is illiquid) then the Investment Option may not be able to be purchased or sold at the requested time or at a reasonable price.

Other specific risks

Below are specific risks that are not reflected in the risk indicator. These risks apply to the Scheme because you can self-select your own portfolio of investments from the Investment Options Supplement.

Key Person Risk	<p>The selection of Investment Options forming part of the Investment Options Supplement is dependent on the knowledge, commitment and continued involvement of the CIP Product Committee. There is a risk that the CIP Product Committee members do not have the necessary skill or experience to provide the necessary recommendations. We have taken steps to mitigate the risk by only appointing CIP Product Committee members who have relevant qualifications and experience. It is also possible that one or more may wish to step down from their role. If this were to occur, this could have an adverse effect on performance. We manage this risk by ensuring there are alternate employees who could be appointed to the CIP Product Committee.</p>
QROPS Rule changes	<p>HMRC may change the QROPS rules at any time, particularly those relating to withdrawals. Any rule changes may result in additional taxes becoming payable to HMRC.</p> <p>We intend to communicate to members any changes to the QROPS rules.</p>
QROPS Unauthorised Payment Risk	<p>If we permit you to withdraw or transfer funds from the Scheme in contravention of the QROPS rules, there is a risk HMRC could require you to pay up to 55% unauthorised payment charge.</p> <p>We provide no guarantee that your withdrawal or transfer of funds will not incur unauthorised payment charges and we do not indemnify you against these charges if you incur them for any reason.</p>
Loss of QROPS Status	<p>The Scheme may lose its QROPS status at any time and we cannot guarantee the Scheme will continue to have QROPS status. If QROPS status is lost, we will notify members.</p> <p>Your UK tax obligations may change in relation to your UK derived contributions and you may not be permitted to make future transfers of UK derived contributions to the Scheme.</p>
Security Selection Risk	<p>Members select Investment Options from the Investment Options Supplement. Investment Options may be removed from the Investment Options Supplement from time to time. Members may elect to continue to hold an investment that has been removed as an Investment Option or, if their current Investment Direction includes a removed investment, continue investing in a removed investment. Neither CIPSM, nor CIP, has any liability to members for any losses incurred as a result of an investment being removed from the Investment Options Supplement and any decision to maintain or alter the member's portfolio following that removal.</p>

There are also general business risks relating to our operations that may result in loss (e.g. extended loss of access to IT Systems).

Other risks not reflected in the risk indicator include general business risk, derivative risk, counterparty risk, regulatory risk, IT and cyber risk, insolvency risk, asset allocation risk and asset class risk. Details of these can be found in the Scheme's 'Other Material Information' document available at craigsip.com/documents or from the offer register at disclose-register.companiesoffice.govt.nz

05.

What are the fees?

You will be charged fees for investing in the Scheme. Fees are deducted from your investment and will reduce your returns. Some Investment Options such as funds and ETFs, may also charge fees.

The fees you pay will be charged in two ways:

- regular charges (for example, annual fund charges). Small differences in these fees can have a big impact on your investment over the long term;
- one-off fees (for example, brokerage).

Information on the fees for the Scheme can be found in the Investment Options Supplement. The actual fees charged during the most recent year will be provided in your personalised quarterly report.

Management fees

The Scheme has a tiered management fee structure. This means the management fees charged to your Scheme account are determined by the asset class of the Investment Options you hold and the market value of your investment in those particular asset classes.

The total management fee charged by us will not exceed 1.25% (per annum) of the market value of your total investment into the Scheme. Fees will be recovered from your cash holdings, or by selling down investments within your Scheme portfolio proportionately.

Tiered management fee structure

Asset class	Management fee <i>(per annum)</i>			
	Tier 1 0 to \$250,000	Tier 2 \$250,001 to \$750,000	Tier 3 \$750,001 to \$2,500,000	Tier 4 \$2,500,001 upwards
Equities and Listed Securities	1.25%	1.00%	0.75%	0.25%

Flat management fee structure

Asset class	Management fee <i>(per annum)</i>
NZ Managed Funds	0.35%
Cash	0.35% on amounts over \$10,000, no charge for amounts under \$10,000

More information relating to fees associated with the Scheme (including details of any fee rebate arrangements where applicable) is available in the Investment Options Supplement which is available at craigsip.com/documents or from the offer register at disclose-register.companiesoffice.govt.nz

For those securities that are funds, the management fees are not the same as the annual fund charges. An explanation of what annual fund charges comprise is set out on the next page.

Performance-based fees

Performance fees may be charged within certain Investment Options. The performance fee will typically be reflected in the security's price and may therefore indirectly affect your returns. For further information, please refer to the Investment Options Supplement.

Management fee rebates

Fee rebate arrangements may apply to Investment Options available in the Investment Options Supplement. If you choose to purchase or hold an Investment Option where a management fee rebate arrangement is in place, part of the management fee charged by the manager of that underlying fund will be paid back to you as a rebate. Further information about management fee rebates can be found in the Investment Options Supplement available at craigsip.com/documents. Rebate arrangements are subject to change from time to time, please speak to your financial adviser for more information.

Other charges

Type of fee or expense	Charging basis
Scheme expenses	<p>Approximately \$40.00 per annum per member. This estimate has been based on the total amount of costs and expenses recovered from other superannuation schemes we manage in the previous financial year. The actual expenses incurred in this Scheme will vary from time to time and are recovered on a per member basis.</p> <p>The Scheme expenses cover the costs and expenses incurred in the Scheme for operating and managing the Scheme including audit, legal and transaction fees. The Scheme expenses are deducted from your portfolio cash holding. If there is not enough cash in your portfolio to cover these expenses, they can be recovered by selling down investments within your portfolio proportionately.</p>

Explanation of Total Annual Fund Charges

The total annual fund charges for each Investment Option are set out in the Investment Options Supplement. These are stated as a percentage of the net asset value of the Investment Option.

The **Total Annual Fund Charge** is made up of the following:

- **Management fees** – Calculated based on the number of days the Investment Option has been held throughout the relevant year. This fee covers the cost of managing the Scheme, including managing the investments, processing contributions, withdrawals and corporate actions, dealing with correspondence and preparing statements. We currently meet the relevant fees payable to the administration manager, custodian and supervisor out of the management fees. Fees will be recovered at the end of each month from your cash holdings, or by selling down Investment Options within your portfolio proportionately.

- **Fees and expenses of underlying funds** – Investment Options that are funds may also have fees and expenses which are charged by the manager and supervisor of that fund. These fees and expenses will be reflected in the fund's unit price and may therefore indirectly affect your returns.
- **Performance fee** – The total annual fund charge will include the performance fees for any related underlying fund. Performance fees for other underlying funds are not included as part of the total annual fund charge. The Investment Options Supplement identifies which Investment Options charge performance fees.

Certain fees, charges or expenses relating to the Scheme are subject to GST at the prevailing rate.

For further information on fees and charges, please refer to the Scheme's 'Investment Options Supplement' document available at craigsip.com/documents or from the offer register at disclose-register.companiesoffice.govt.nz

Example of how fees apply to an investor

Sarah invests \$10,000 in a number of the Investment Options from the Investment Options Supplement. She is charged brokerage when her funds are invested of \$125.00 (1.25% of \$10,000).

This brings the starting value of her investment to \$9,875.00.

She is also charged the management fee, which works out to \$123.44 (1.25% of \$9,875.00). These fees might be more or less if her account balance has increased or decreased over the year and are dependent on the type of investments she has selected.

Over the next year, Sarah pays other charges of \$40.00.

Estimated total fees for the first year

Brokerage	\$125.00
Management fees	\$123.44
Other charges	\$40.00

If Sarah's Investment Options include any funds, those funds may be subject to further fees (including performance fees) and expenses.

This example may not be representative of the actual fees you may be charged and reflects a sample portfolio of Investment Options at the maximum management fee rate.

The fees can be changed

We can change the existing fees and introduce new fees by giving two months' notice to all affected members.



06.

What taxes will you pay?

The Scheme is not a PIE so is taxed as a widely-held superannuation fund at a flat rate of 28% on taxable income.

Tax can have significant consequences for your investment and it is important, if you have any queries relating to the tax consequences of your investments, that you seek professional advice.

For further information on the tax consequences of investing in the Scheme and the potential tax implications of transferring foreign superannuation entitlements to the Scheme, please refer to the Scheme's 'Other Material Information' document available at craigsip.com/documents or from the offer register at disclose-register.companiesoffice.govt.nz



07.

Who is involved?

About Craigs Investment Partners Superannuation Management Limited

CIPSML is the manager of the Scheme.

You can contact us at:

Craigs Investment Partners Superannuation Management Limited

158 Cameron Road

PO Box 13155

TAURANGA 3141

Phone: 0800 878 278

Email: clientservices@craigsip.com

Financial advice can be provided to members (or prospective members) of the Scheme by CIP (a related party of the Scheme) or by another financial advice provider.

Who else is involved?

	Name	Role
Supervisor	The New Zealand Guardian Trust Company Limited	Supervises the performance of our functions.
Custodian	The New Zealand Guardian Trust Company Limited	Holds the assets of the Scheme on behalf of members. The New Zealand Guardian Trust Company Limited has appointed Citibank N.A. as custodian for certain assets.
Administration Manager, Investment Manager & Registrar	Craigs Investment Partners Limited	Performs administrative, investment and registry functions for the Scheme.
Financial Advice Provider	Craigs Investment Partners Limited	Can provide financial advice to Scheme members and prospective members through its Craigs Investment Advisers.

08.

How to complain

If you have a complaint, contact:

The Head of Compliance

Craigs Investment Partners Superannuation Management Limited

158 Cameron Road

PO Box 13155

TAURANGA 3141

Phone: 0800 878 278

Email: clientservices@craigsip.com

Or if we cannot resolve your problem, you may contact the supervisor:

Relationship Manager Corporate Client Services

The New Zealand Guardian Trust Company Limited

Level 6

191 Queen Street

PO Box 274, Shortland Street

AUCKLAND 1140

Phone: 09 909 5100

Email: ct-auckland@nzgt.co.nz

You may refer your complaint to Financial Services Complaints Ltd (FSCL) – A Financial Ombudsman Service. FSCL is our independent external ombudsman and dispute resolution service that has been approved by the Minister of Consumer Affairs under the Financial Service Providers (Registration and Dispute Resolution) Act 2008. FSCL will not charge you a fee to investigate or resolve a complaint.

Financial Services Complaints Ltd (FSCL) – A Financial Ombudsman Service

PO Box 5967

Lambton Quay

Level 4, 101 Lambton Quay

WELLINGTON 6140

Phone: 0800 347 257

Email: complaints@fscl.org.nz

09.

Where you can find more information

Further information relating to the Scheme is available on the offer register and the scheme register at disclose-register.companiesoffice.govt.nz (for example, financial statements). Copies of the information on the offer register or scheme register are also available on request to the Registrar of Financial Service Providers.

The annual report, the Investment Options Supplement and other information relating to the Scheme is available free of charge at craigsip.com/documents or on request to us in writing or by phone.

10.

How to apply

To start investing in the Scheme, complete the Application Form at the end of this document.

Where to send your completed Application Form

Please either deliver your completed Application Form to the nearest Craigs Investment Partners branch, or post it to:

Craigs Superannuation Scheme
Craigs Investment Partners Limited
Freepost 366, PO Box 13155
Tauranga 3141

Phone: 0800 878 278

Craigs Superannuation Scheme Application Form

Please read and follow all instructions
when completing this Application Form

If you have any questions or require assistance, please contact your Craigs Investment Adviser or the Client Services team on 0800 878 278 or email clientservices@craigsip.com

A Account Details

Section A1 must be completed

A1 Individual or Primary Applicant

Main contact for this account

NAME & ADDRESS

Title *please select one*

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Dr ☐ Other *specify* _____

First Name

Middle Name

Last Name

Preferred Name *if different from above*

Please complete all details and tick your preferred method of contact

☐ Home Ph ☐ Mobile

☐ Work Ph ☐ Post *as per mailing address*

☐ Email

Residential Address *where you live, not a PO Box number*

Postcode | | | | |

Mailing Address *if not the same as residential address*

Postcode | | | | |

Client Account No.

Craigs Investment Adviser

How would you like to receive your reports and communication?

☐ Electronically via Craigs Investment Partners website ☐ Post as per mailing address

Please note: Order confirmations are only available via the Craigs website.

Please indicate how you would like to receive the below, or leave blank if you would like to opt-out.

News and Views publication ☐ Email ☐ Post

A quarterly publication with topical articles and company events

Market Insights e-newsletter

A fortnightly email that covers current market information ☐ Yes email only

PERSONAL DETAILS

Gender ☐ Male ☐ Female ☐ Non Binary ☐ Other/Prefer not to say

Date of Birth | D | D | M | M | Y | Y | Y | Y |

Town or City of Birth _____

Country of Birth ☐ NZ ☐ Australia ☐ Other specify _____

CITIZENSHIP & RESIDENCY STATUS

Country of Citizenship ☐ NZ ☐ Australia ☐ Other specify _____

If **Other**, please provide a copy of your residency documentation:



☐ Permanent Resident ☐ Resident Visa ☐ Other specify _____

Occupation

Occupation _____ ☐ Retired ☐ Not employed

Public Office

Have you, or an immediate family member, held a public office position in the last two years e.g. diplomat, high level judicial, military or ministerial position in New Zealand or overseas?

☐ No ☐ Yes specify _____

To be eligible to join the Scheme you must be:

- a New Zealand citizen or entitled to be in New Zealand indefinitely; and
- living, or normally living in New Zealand.

Identity Verification

Identity verification documents held by Craigs Investment Partners must always be current, hence you may be asked to update your identity verification documents from time to time. Craigs Investment Partners may request to sight the original of any identity verification document that has been used by you for identity verification purposes.

Photo ID

Photo ID provided must be of a quality to enable the person's identity to be verified.

Certified Copy

Where required, identity documents must be certified by one of the following:

- Justice of the Peace (JP)
- Lawyer
- Notary Public
- NZ Chartered Accountant
- NZ Police Constable
- Member of Parliament
- Registered Medical Doctor
- Registered Teacher
- Minister of Religion.

This person certifying must not be related to you, be your spouse or partner, live at the same address as you or be involved in this application.

Certified documents must include the full name, occupation and an original signature of the certifier and the date of certification.

Certification must have been carried out in the three months preceding presentation of the certified documents.

Example wording to be used on certification

"I certify this to be a true copy of the original document which I have sighted, and where it is an identity document, represents the identity of the named individual in the document; Signature, Full Name, Occupation, Date."

IDENTITY AND ADDRESS VERIFICATION

We can identify you one of two ways:

- 1) **Electronically** – Please indicate below if you authorise us to verify your identity and residential address electronically. By selecting this option, you are authorising Craigs Investment Partners to use your personal information to verify your identity and residential address electronically with information held in third party databases (including the Department of Internal Affairs, NZ Transport Agency and a credit reporting agency).

- ☐ I authorise Craigs Investment Partners to electronically verify my identity and residential address. Please provide us with a copy of the document you select below - either your valid New Zealand/Australian Passport (including photo and signature pages) or New Zealand/Australian Driver Licence (both sides).

☐ NZ Passport

☐ NZ Driver Licence

☐ Australian Passport

☐ Australian Driver Licence



We will contact you if we are unable to verify your identity information electronically

- 2) **Manually** – If you choose manual verification, original copies of the relevant documents listed in the Manual Identity Verifications Requirements (Section H) can be sighted and verified by a Craigs Investment Partners employee, or alternatively you can provide us with certified copies of those documents.

Information provided will be handled in accordance with the Use and Disclosure of Information provisions included in the Terms and Conditions and the Craigs Investment Partners Privacy Statement.

A2 Account Taxation Information

Please contact your tax adviser if you have any queries regarding this section.

Country of Tax Residence ☐ NZ ☐ Other please specify in 'Foreign Tax Details' section below

IRD Number

I am a US citizen, green card holder or a US person for US tax purposes.

Please ensure you tick either Yes or No ☐ Yes ☐ No

Please contact your Tax Adviser if you require assistance completing this section.

Country/Jurisdiction of Tax Residence

TIN – is a tax processing number, 'Tax Identification Number'.

Dependent on the country of tax residency the 'TIN' may also be known by another name. Please see some common examples below.

Australia TIN

Tax File Number (TFN).

UK TIN

National Insurance Number (NINO) or Unique Taxpayer Reference (UTR).

US TIN

If you answered yes to the US question, please provide us with one of the following US Tax Identification Numbers (TIN):

- Social Security Number "SSN"
- Individual Taxpayer Identification Number "ITIN"

For further information on TINs or to find the type of tax identifier required for your country of tax residency, please see www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/

Prescribed Investor Rate ("PIR")

A PIR is the rate at which income from a PIE is taxed. It is based on your taxable income.

FOREIGN TAX DETAILS

Please only complete the following if you are a tax resident in one or more countries other than New Zealand.

Please confirm each country/jurisdiction in which you are a tax resident, including the US if indicated above, and provide your TIN for each country/jurisdiction.

Country/Jurisdiction of Tax Residence	TIN	If no TIN is available please select reason a, b or c from below if applicable
1.		
2.		
3.		

Please explain why you are unable to obtain a TIN if you selected reason **b** below.

If no TIN is available please provide the appropriate reason a, b or c where indicated below:

- a) the country/jurisdiction does not issue TINs to its residents
- b) you are otherwise unable to obtain a TIN or equivalent number (please explain why you are unable to obtain a TIN above if you have selected this reason)
- c) no TIN is required (Note: Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by the jurisdiction)

Prescribed Investor Rate ("PIR")

This is for information purposes only. Craigs Superannuation Scheme is not a Portfolio Investment Entity (PIE), so is taxed as a widely-held superannuation fund at a flat rate of 28% on taxable income.

Select one option only

☐ 10.5% ☐ 17.5% ☐ 28%

Foreign Investment Funds
Investors who have certain types of overseas investments may have foreign investment fund income.

Resident Withholding Tax (“RWT”)

Select one option only

☐ 10.5% ☐ 17.5% ☐ 30% ☐ 33% ☐ 39% ☐ Other *specify* _____

RWT RATES	
Income Threshold	RWT Tax
\$0 - \$14,000	10.5%
\$14,001 - \$48,000	17.5%
\$48,001 - \$70,000	30%
\$70,001 and \$180,000	33%
\$180,000 and over	39%
No-notification rate	45%

☐ Exempt

Have you elected or are you required to apply the Foreign Investment Fund Fair Dividend Rate rules when calculating taxable income on your overseas investments?

☐ Yes ☐ No

Non-Resident Withholding Tax (“NRWT”)

If you are a non-resident for New Zealand tax purposes, please select one option below.

If you are a non-resident for New Zealand tax purposes and hold the account jointly with a person who is a resident in New Zealand for tax purposes, please select rate of RWT above.

- ☐ Non-Resident Withholding Tax (NRWT) to be deducted; and/or
- ☐ Approved Issuer Levy to be applied
(this option applies to certain approved interest-bearing investments only)

Section B must be completed

As an NZX Market Participant, Craigs Investment Partners Limited is prohibited under the NZX Participant Rules from buying or selling securities for a Prescribed Person of any other NZX Firm.

B NZX Prescribed Person Confirmation

A Prescribed Person of an NZX Market Participant is any one of the following:

- a) an Employee of that NZX Market Participant;
- b) the spouse or de facto partner and dependent children of an Employee of that Market Participant.

Employees of an NZX Market Participant include directors, partners, full and part-time employees, temporary and fixed-term contractors, secondees and interns.

NZX PRESCRIBED PERSON DETAILS

Are you or any person associated with this account an Employee of an NZX Market Participant (including Craigs Investment Partners)?

☐ Yes ☐ No

If yes, please complete the details below:

NZX Market Participant Employee Name _____

NZX Firm _____

Position _____

Are you, or anyone associated with this account, the spouse, de facto partner or dependent child of an Employee of an NZX Market Participant (including Craigs Investment Partners)?

☐ Yes ☐ No

If yes, please complete the details below:

Name _____

Relationship to NZX Market Participant Employee _____

Name _____

Relationship to NZX Market Participant Employee _____

Section C must be completed

C Listed Entity Director/Officer Details

Is the Applicant or any person associated with this account a Director or Officer of an entity that has securities listed on any Recognised Securities Exchange?

☐ Yes ☐ No

If yes, please complete the details below:

LISTED ENTITY DIRECTOR/OFFICER DETAILS

Director/Officer Name _____

Relationship to Listed Entity _____

Listed Entity Name _____

Registered Exchange _____

Director/Officer Name _____

Relationship to Listed Entity _____

Listed Entity Name _____

Registered Exchange _____

D

Transfers from Other Superannuation Schemes

Are you transferring from another New Zealand Superannuation Scheme?

☐ Yes ☐ No

If yes, please provide the following information

Name of Scheme Provider

Provider Scheme Number *if known*

Your Scheme Member Number

Are you transferring from a UK Pension Provider?

☐ Yes ☐ No *go to section E*

If yes, please provide the following information

Name of Scheme Provider

Plan Reference Number

National Insurance Number

Date you left the UK for tax purposes

UK Pension Transfer

We require your National Insurance Number for reporting purposes. The Scheme is required to report to His Majesty's Revenue & Customs (HMRC) all withdrawals made within 10 years of the original transfer from your UK pension scheme. Reporting is also required if you are a UK tax resident in the current year or any of the previous 5 full UK tax years (if your UK pension transfer was completed prior to 6 April 2017) or 10 full UK tax years (if your UK pension transfer was completed on or after 6 April 2017).

E

Investment Direction and Contributions

If you would like to set an Investment Direction or to make contributions to the Scheme, please contact your Craigs Investment Adviser.

F

Source of Funds and Nature and Purpose of Business Relationship

We are required to obtain:

- Information relating to the original source of wealth or the source of funds for the account.
- Information on the nature and purpose of the relationship between ourselves and clients to allow us to understand our clients' activities over time and to anticipate our clients' transactions and activities.

SOURCE OF FUNDS

Please select from the list below and provide a detailed description of the origin of the funds of the account.



☐ **Employment earnings** *(please specify the nature and period of employment)*

☐ **Sale of a property** *(please specify the date of sale, type of property and location)*

☐ **Inheritance** *(please specify the date and type of inheritance)*

☐ **Income from a company** *(please specify the company, amount, type and frequency of payments)*

☐ **Deposit(s) from a family bank account** *(please specify the amount, type and frequency of payments)*

☐ **Other** *(please provide a detailed description of the activity that generated the Account's wealth or funds)*

We may contact you if we require further information from you regarding your Source of Funds.

We are required to obtain information on the nature and purpose of the relationship between ourselves and clients to allow us to understand our clients' activities over time and to anticipate our clients' transactions and activities. Please select from the list below, those that best describe the nature and purpose of your investment:

- ☐ To obtain access to a diversified managed fund
- ☐ To obtain access to New Zealand, Australian or international securities
- ☐ To obtain access to fixed interest or an income generating fund
- ☐ To help grow my savings
- ☐ To save for my retirement
- ☐ Other *please provide as much detail as possible*

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

G Signature, Confirmations and Acknowledgements

By signing this Application Form you confirm that you:

1. have received, read and understood the latest Craigs Superannuation Scheme Product Disclosure Statement (PDS); and
2. agree to be bound by the terms and conditions set out in the PDS, Investment Options Supplement and the Trust Deed for the Craigs Superannuation Scheme, this Application Form and any register entry (held on disclose-register.companiesoffice.govt.nz) relating to the Craigs Superannuation Scheme

You also confirm that:

1. you satisfy the eligibility criteria for joining the Craigs Superannuation Scheme (see section 2 of the PDS entitled "Joining the Scheme").
2. the contributions relating to your Craigs Superannuation Scheme account are to be invested as indicated in the Investment Direction included with this Application Form as amended from time to time.
3. you understand that the value of an investment can go up or down over time and neither the Manager, Supervisor, or any of their respective related companies (as defined in the Companies Act 1993) (each a "Related Company") or any other person guarantees the performance and returns of the Investment Options available in the Investment Options Supplement. Investments are subject to investment risk, including possible delays in repayment, loss of income and principal invested. To the extent permitted by law, the Manager, Supervisor, each of their respective Related Companies and any other person will not be liable for the capital value or performance of your Craigs Superannuation Scheme account.
4. you acknowledge that the Investment Options available in the Investment Options Supplement can change from time to time. You confirm that when notified of the removal of an Investment Option that you have selected, you will confirm whether you wish to continue with or alter your Investment Direction in connection with that Investment Option. You acknowledge that the Manager, Craigs Investment Partners Limited, the Supervisor and each of their respective Related Companies does not have any liability for any loss incurred as a result of an Investment Option being removed from the Investment Options Supplement and any corresponding decision to maintain or alter that Investment Option position and the Investment Direction in respect of your Craigs Superannuation Scheme account.
5. you are aware of the limitations of any advice provided if you do not instruct your financial adviser to take into account your financial situation, needs, goals or risk tolerance when providing advice.
6. you understand that the personal information you provide in this Application Form, and any further personal information that you provide the Manager in the future in connection with your Craigs Superannuation Scheme account, will be handled in accordance with the Craigs Investment Partners Privacy Statement. A copy of the Privacy Statement is available at craigsip.com/privacy. You have the right to access and correct the personal information you have supplied, by contacting the Manager.
7. in accordance with the Craigs Investment Partners Privacy Statement, your personal information may be disclosed to, held and used by your Craigs Investment Adviser, the Manager and each of its Related Companies, auditors, tax advisers, the Supervisor, the Inland Revenue, the Financial Markets Authority and any other person or entity as required for the proper maintenance and operation of the Craigs Superannuation Scheme.
8. your personal information may be used by the Manager and each of its Related Companies to keep you informed about other financial opportunities, products and services of the Manager and each of its Related Companies, including by email, by text message or by any other electronic means. Any marketing email that you receive will include an unsubscribe facility.
9. you acknowledge that the Manager must report to His Majesty's Revenue & Customs (HMRC) all withdrawals (including transfers) of a member's funds transferred from a UK registered pension scheme made from the Craigs Superannuation Scheme for a period of 10 years from the original date of transfer from the UK registered pension scheme.
10. where you have authorised the Manager to electronically verify your identity and residential address in this Application Form, you consent to the Manager using your personal information for that purpose and where necessary disclosing your personal information to external and independent agencies for the purpose of matching your information with identification information held in third party databases including the Department of Internal Affairs, the New Zealand Transport Authority and a credit reporting agency.

Signing as Attorney

If you are signing this Application Form as attorney for an applicant, please contact Craigs Investment Partners before you sign it. We will send you the appropriate Certificate of Non-revocation of Power of Attorney that must be signed by you when you sign the Application Form.

Capacity

Please enter the 'Capacity' in which you are signing this Application Form i.e. Self; Attorney for the Applicant.

11. The information provided on this Application Form is correct.

Applicant Name

Capacity

Signature

Date | D | D | M | M | Y | Y | Y | Y |

If signing as a parent/guardian**For a Minor (<18 years)**

All parents/legal guardians/or one Oranga Tamariki guardian (if any) must complete Section I and sign this Application Form.

You confirm that you are the parents/legal guardians (or that you are an Oranga Tamariki guardian) of the person named in section A of this Application Form. You confirm that you have read and accept the above confirmations and acknowledgements, and you are authorised to sign this Application Form, for and on behalf of the person named in section A of this Application Form.

You acknowledge that you will be entitled to instruct Craigs Investment Partners Superannuation Management Limited in relation to this Craigs Superannuation Scheme account until the applicant turns 18, at which time this right will transfer to them, and they will have full capacity to instruct on this account and your right shall cease.

Parent / Guardian Name

Signature

Date | D | D | M | M | Y | Y | Y | Y |

Parent / Guardian Name

Signature

Date | D | D | M | M | Y | Y | Y | Y |

You are required to return the Application Form within one month from the date of signing, otherwise we may, at our sole discretion, require you to complete a new Application Form or provide additional documentation to verify information in the Application Form.

You will become a client once Craigs Investment Partners Superannuation Management Limited accept your application.

H

Manual Identity Verification Requirements

The Certifier:

- must be at least 16 years old
- cannot be your spouse or partner
- cannot be related to you
- cannot live at the same address as you
- cannot be involved in the transaction or business requiring certification.

Photo ID

Photo ID provided must be of a quality to enable the person's identity to be verified.

Example wording to be used on certification

"I certify this to be a true copy of the original document which I have sighted, and where it is an identity document, represents the identity of the named individual in the document; Signature, Full Name, Occupation, Date."

Overseas Passport

If you have an overseas passport, please include a certified copy of your current residence visa or electronic visa.

You must return Proof of Identity Document(s) for each applicant.

Identification documents provided must be current at the time of presentation i.e. not expired where an expiry date is applicable to the form of identification.

Certification

Original identity documents can be sighted and verified by a Craigs Investment Partners employee. Alternatively, identity documents must be certified by one of the following: Justice of the Peace (JP), Lawyer, Notary Public, NZ Chartered Accountant, NZ Police Constable, Member of Parliament, Registered Medical Doctor, Registered Teacher or Minister of Religion.

This person certifying must not be related to you, be your spouse or partner, live at the same address as you or be involved in this application.

Certified documents must include the full name, occupation and an original signature of the certifier and the date of certification. Certification must have been carried out in the three months preceding presentation of the certified documents. The certifier must sight the original documents and make a statement that the documents provided are a true copy and represent the identity of the named individual.

PROOF OF IDENTITY

Please provide the following documents:

Option 1

A certified/verified photocopy of one of the following:

- New Zealand or overseas passport containing name, date of birth, photograph and signature, the document must not be cropped in anyway
- A national identity card containing name, date of birth, photograph and signature



OR

Option 2

A certified copy of a New Zealand or Australian Driver Licence (both sides if expiry is displayed on the back) AND a certified/verified copy of one of the following:

- New Zealand full birth certificate
- Certificate of New Zealand or overseas citizenship
- Credit/debit/eftpos card issued by a registered bank that contains client's name and signature – CVC/CVV must not be visible
- Bank/Credit Card statement in client's name issued by a registered bank in 3 months before the application (if address has changed – this can still be used as second form of ID but not for proof of current address)
- A statement issued by a government agency in the 12 months before date of the application (e.g. IRD; Studylink; ACC) (**NOT** a Rates or Utilities bill)
- SuperGold card with a signature



OR

Option 3

A certified/verified copy of: New Zealand Firearms Licence AND a certified/verified copy of one of the following:

- Credit/debit card/eftpos card issued by a registered bank that contains client's name and signature
- New Zealand or Australian Driver Licence
- SuperGold card with a signature



For Minors

A certified/verified copy of:

- Birth certificate/court appointed guardianship
- Parent/guardian proof of identity (as per outlined in the sections above)

PROOF OF BANK ACCOUNT

It is important to notify us if your bank account details change.

Please attach one of the following:

- ☐ A copy of a bank account statement; or
- ☐ A verification letter or other document of confirmation provided by your bank; or
- ☐ A printed version of your bank account details from your online banking



PROOF OF RESIDENTIAL ADDRESS

A copy of one of the following issued within the last twelve months that includes your name and address:

- ☐ Utilities bill
- ☐ Rates bill
- ☐ Bank account statement
- ☐ A statement issued to you by a government agency e.g. Inland Revenue



**Complete section I
if applicable**

**What happens when the Minor
turns 18 years old?**

- They remain the legal owner of the account.
- They will now have sole and full authority over the account, including making transfer and withdrawal decisions.
- For the parent(s)/guardian(s), any authority over the account ceases at the time.
- Please speak to your Craigs Investment Adviser for further information about opening and the ongoing operation of an account for a minor.

I Parent/Guardian of a Minor

All parents/legal guardians or one Oranga Tamariki guardian (if any) must complete Section I and sign this Application Form.

I1 First Parent/Guardian

NAME & ADDRESS

Title *please select one*

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Dr ☐ Other *specify* _____

First Name

Middle Name

Last Name

Preferred Name *if different from above*

Please complete all details and tick your preferred method of contact

☐ Home Ph ☐ Mobile

☐ Work Ph ☐ Post *as per mailing address*

☐ Email

Residential Address *where you live, not a PO Box number*

Postcode | | | | |

Mailing Address *if not the same as residential address*

Postcode | | | | |

PERSONAL DETAILS

Gender ☐ Male ☐ Female ☐ Non Binary ☐ Other/Prefer not to say

Date of Birth | D | D | M | M | Y | Y | Y | Y |

Town or City of Birth _____

Country of Birth ☐ NZ ☐ Australia ☐ Other *specify* _____

CITIZENSHIP & RESIDENCY STATUS

Country of Citizenship ☐ NZ ☐ Australia ☐ Other *specify* _____

If **Other**, please provide a copy of your residency documentation:

☐ Permanent Resident/Resident Visa ☐ Work Visa
☐ Do not reside in NZ ☐ Other Visa *specify* _____



Public Office

Have you, or an immediate family member, held a public office position in the last two years e.g. diplomat, high level judicial, military or ministerial position in New Zealand or overseas?

☐ No ☐ Yes *specify* _____

Identity Verification

Identity verification documents held by Craigs Investment Partners must always be current, hence you may be asked to update your identity verification documents from time to time. Craigs Investment Partners may request to sight the original of any identity verification document that has been used by you for identity verification purposes.

Photo ID

Photo ID provided must be of a quality to enable the person's identity to be verified.

Certified Copy

Where required, identity documents must be certified by one of the following:

- Justice of the Peace (JP)
- Lawyer
- Notary Public
- NZ Chartered Accountant
- NZ Police Constable
- Member of Parliament
- Registered Medical Doctor
- Registered Teacher
- Minister of Religion.

This person certifying must not be related to you, be your spouse or partner, live at the same address as you or be involved in this application.

Certified documents must include the full name, occupation and an original signature of the certifier and the date of certification.

Certification must have been carried out in the three months preceding presentation of the certified documents.

Example wording to be used on certification

"I certify this to be a true copy of the original document which I have sighted, and where it is an identity document, represents the identity of the named individual in the document; Signature, Full Name, Occupation, Date."

IDENTITY AND ADDRESS VERIFICATION

We can identify you one of two ways:

- 1) **Electronically** – Please indicate below if you authorise us to verify your identity and residential address electronically. By selecting this option, you are authorising Craigs Investment Partners to use your personal information to verify your identity and residential address electronically with information held in third party databases (including the Department of Internal Affairs, NZ Transport Agency and a credit reporting agency).

- ☐ I authorise Craigs Investment Partners to electronically verify my identity and residential address. Please provide us with a copy of the document you select below - either your valid New Zealand/Australian Passport (including photo and signature pages) or New Zealand/Australian Driver Licence (both sides).

☐ NZ Passport

☐ NZ Driver Licence

☐ Australian Passport

☐ Australian Driver Licence



We will contact you if we are unable to verify your identity information electronically

- 2) **Manually** – If you choose manual verification, original copies of the relevant documents listed in the Manual Identity Verifications Requirements (Section H) can be sighted and verified by a Craigs Investment Partners employee, or alternatively you can provide us with certified copies of those documents.

Information provided will be handled in accordance with the Use and Disclosure of Information provisions included in the Terms and Conditions and the Craigs Investment Partners Privacy Statement.

12 Second Parent/Guardian

NAME & ADDRESS

Title *please select one*

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Dr ☐ Other *specify* _____

First Name

Middle Name

Last Name

Preferred Name *if different from above*

Please complete all details and tick your preferred method of contact

☐ Home Ph

☐ Mobile

☐ Work Ph

☐ Post *as per mailing address*

☐ Email

Residential Address *where you live, not a PO Box number*

Postcode | | | | |

Mailing Address *if not the same as residential address*

Postcode | | | | |

PERSONAL DETAILS

Gender ☐ Male ☐ Female ☐ Non Binary ☐ Other/Prefer not to say

Date of Birth | D | D | M | M | Y | Y | Y | Y |

Town or City of Birth

Country of Birth ☐ NZ ☐ Australia ☐ Other *specify* _____

CITIZENSHIP & RESIDENCY STATUS

Country of Citizenship ☐ NZ ☐ Australia ☐ Other *specify* _____

If **Other**, please provide a copy of your residency documentation:

☐ Permanent Resident/Resident Visa

☐ Work Visa

☐ Do not reside in NZ

☐ Other Visa *specify* _____



Public Office

Have you, or an immediate family member, held a public office position in the last two years e.g. diplomat, high level judicial, military or ministerial position in New Zealand or overseas?

☐ No ☐ Yes *specify* _____

Identity Verification

Identity verification documents held by Craigs Investment Partners must always be current, hence you may be asked to update your identity verification documents from time to time. Craigs Investment Partners may request to sight the original of any identity verification document that has been used by you for identity verification purposes.

Photo ID

Photo ID provided must be of a quality to enable the person's identity to be verified.

Certified Copy

Where required, identity documents must be certified by one of the following:

- Justice of the Peace (JP)
- Lawyer
- Notary Public
- NZ Chartered Accountant
- NZ Police Constable
- Member of Parliament
- Registered Medical Doctor
- Registered Teacher
- Minister of Religion.

This person certifying must not be related to you, be your spouse or partner, live at the same address as you or be involved in this application.

Certified documents must include the full name, occupation and an original signature of the certifier and the date of certification.

Certification must have been carried out in the three months preceding presentation of the certified documents.

Example wording to be used on certification

"I certify this to be a true copy of the original document which I have sighted, and where it is an identity document, represents the identity of the named individual in the document; Signature, Full Name, Occupation, Date."

IDENTITY AND ADDRESS VERIFICATION

We can identify you one of two ways:

- 1) **Electronically** – Please indicate below if you authorise us to verify your identity and residential address electronically. By selecting this option, you are authorising Craigs Investment Partners to use your personal information to verify your identity and residential address electronically with information held in third party databases (including the Department of Internal Affairs, NZ Transport Agency and a credit reporting agency).

☐ I authorise Craigs Investment Partners to electronically verify my identity and residential address. Please provide us with a copy of the document you select below - either your valid New Zealand/Australian Passport (including photo and signature pages) or New Zealand/Australian Driver Licence (both sides).

☐ NZ Passport

☐ NZ Driver Licence

☐ Australian Passport

☐ Australian Driver Licence



We will contact you if we are unable to verify your identity information electronically

- 2) **Manually** – If you choose manual verification, original copies of the relevant documents listed in the Manual Identity Verifications Requirements (Section H) can be sighted and verified by a Craigs Investment Partners employee, or alternatively you can provide us with certified copies of those documents.

Information provided will be handled in accordance with the Use and Disclosure of Information provisions included in the Terms and Conditions and the Craigs Investment Partners Privacy Statement.

J

Tax Residency Self-Certification Guidance

Information to assist with the Foreign Tax Details Sections in A.

The OECD's Common Reporting Standard ("CRS") and the US Foreign Account Tax Compliance Act ("FATCA") have both been incorporated into New Zealand tax law, as part of a broader framework for the exchange of tax information. The legislation requires Craigs Investment Partners to collect and report certain information about our clients' personal and financial information, depending on whether a client is tax resident in a jurisdiction other than New Zealand.

Each jurisdiction has its own rules for defining tax residence, and jurisdictions have provided information on how to determine if you are resident in the jurisdiction on the OECD Automatic Exchange of Information portal. In general, a person will be tax residence in the jurisdiction in which they ordinarily reside. Special circumstances may cause you to be tax resident elsewhere or tax resident in more than one jurisdiction at the same time (dual residency). If you are a US citizen or tax resident under US law, you should indicate that you are a US tax resident on this form and you may also need to fill in an IRS W-9 form. For more information on tax residence, please consult your tax adviser or the information at the OECD Automatic Exchange of Information portal.

If the account holder or a controlling person is tax resident in a jurisdiction or jurisdictions other than New Zealand, we may be legally obliged to pass on certain personal information in this form and information on their financial accounts to the Inland Revenue Department. They may exchange this information with the tax authority of each foreign jurisdiction in which tax residency resides. The foreign tax authority may use this information for their review and audit purposes. In return, the Inland Revenue Department receives from foreign tax authorities similar information relating to New Zealand tax residents.

As a financial institution, we are not allowed to give tax advice. Your tax adviser may be able to assist you in answering specific questions on this Client Agreement. Your domestic tax authority can provide guidance regarding how to determine your tax status.

You can also find out more, including a list of jurisdictions that have agreed to automatically exchange tax information, along with details about the information being requested, on the OECD Automatic Exchange of Information portal: www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/ and the Inland Revenue Department website: www.ird.govt.nz/international-tax/exchange-of-information/crs/aeoi-and-crs

THIS PAGE IS LEFT INTENTIONALLY BLANK



Find us at 19 locations nationwide.

SPEAK WITH US TODAY

0800 272 442

CRAIGSIP.COM

Craigs Investment Partners Limited is a NZX Participant firm. Craigs Investment Partners Limited's Financial Advice Provider Disclosure Statement is available on request and free of charge. Investments are subject to risk and not guaranteed. For more information on Craigs financial advice services, please visit craigsip.com.

Craigs Superannuation Scheme Product Disclosure Statement - 11.23