

Custodial Services

Safe Custody and Administration Service



Custodial Services Limited offers a safe custody service whereby securities are held and administered on your behalf.

Custodial Services Limited (CSL) is a wholly owned subsidiary of Craigs Investment Partners Limited.

CSL provides a safe custody or nominee service* whereby securities are held by CSL on your behalf in a bare trustee capacity. Although CSL assumes legal title of your assets, you retain beneficial ownership of your investments at all times.

at a glance

Custodial Services

Safe custody and full administration service

Acts as a bare trustee and holds your investments in trust for you

You retain beneficial ownership of your investments at all times

Custodial Services collects income, maintains your investments and ensures appropriate action is taken for corporate actions

Within our safe custody and administration service we:

- Receive all correspondence relating to your investments and process any related paperwork on your behalf;
- Provide for the safe and efficient transfer of your assets, removing any possible delays when trading foreign securities, including processing scrip and settling cash;
- Collect all income and other entitlements associated with your investments and translate these to New Zealand dollars if requested;
- Ensure appropriate action is taken for any corporate action which affects your investments;
- Ensure appropriate tax and compliance registrations are met; and
- Ensure the safe and efficient transfer of all your securities for estate planning purposes, without the need to reseal probate in foreign jurisdictions.

Custodial Services will provide six monthly reports showing the holdings and transactions undertaken. We will also issue you with taxation reports to assist with the preparation of your end of year tax returns.

*Custodial Services Limited may use sub-custodians for overseas holdings. These custodians have contractual agreements with Custodial Services Limited.

A Disclosure Statement is freely available on request please visit www.craigsip.com for more information.

FREEPHONE: 0800 272 442 **WEBSITE:** www.craigsip.com

Security

Clients using Custodial Services do this with confidence of knowing that their investments are secure and protected.

- CSL policies and processes are regularly audited by KPMG to ensure appropriate protection of clients' holdings.
- CSL is also subject to audits by the New Zealand Exchange (NZX).

Craigs Investment Partners Limited is an accredited NZX Participant firm and operates under the NZX Participant Rules. These rules require CSL to record daily movements of all client safe custody investments, provide regular reporting and advise clients of any material changes to their holdings.

Additional security is provided by the professional indemnity insurance held by Craigs Investment Partners Limited and CSL for the protection of clients' investments.

Custodial Services Limited Board of Directors

CSL has its own Board of Directors. The Board consists of five directors, two of whom are independent of Craigs Investment Partners Limited namely; Barrie Owen, previous KPMG partner and Michael Smith, consultant to Holland Beckett Solicitors. The remaining three CSL Directors are Frank Aldridge, Ken Phillip, and Neil Craig, all of whom are employees of Craigs Investment Partners Limited.

For further information please contact a Craigs Investment Partners Adviser by phoning 0800 272 442 or visit www.craigsip.com

Craigs Investment Partners Limited is one of New Zealand's largest investment advisory and management firms, offering personalised investment solutions to private, corporate and institutional clients.

We have 17 branches throughout New Zealand, approximately 110 Investment Advisers and over \$5.5 billion in funds under management and administration. We are an accredited NZX Participant and NZX Trading and Advising Firm and therefore our business and advisers operate under the rules of the NZX.

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