Scope of Service - Investment Administration Service ('IAS')

Our Investment Administration Service ('IAS') has been designed by Craigs Investment Partners to help you streamline your investment paperwork, but leave you to make your own investment decisions.

Complete Administration

IAS simplifies the administration of your investments, but leaves you in control of all decision-making associated with your portfolio. This service is ideal if you wish to actively control your investments and decision-making yourself, but are too busy to attend to the day-to-day administration associated with your portfolio. Your entire portfolio will be administered by a custodian (Custodial Services Limited), in order to ensure your assets are protected at all times. This means that all paperwork for your portfolio, including corporate actions and tax reporting, is managed by the custodian to save you time and hassle.

Portfolio Reporting

As well as providing the complete administration of your investments, IAS also offers portfolio and tax reporting on your investments.

Access to Craigs Investment Partners Research

IAS clients have access to all Craigs Investment Partners research and can discuss investment opportunities by contacting their Adviser at any time.

Cash Management Account

IAS automatically includes our Craigs Investment Partners Cash Management Accounts. Craigs Investment Partners Cash Management Accounts facilitate smooth settlement of multi-currency transactions while delivering competitive returns and flexible investing for your cash funds held in New Zealand dollars and major foreign currencies. Your Cash Management Account is a key component of your investment portfolio.

The benefits of our Cash Management Accounts are:

- Competitive interest rates for on-call deposits with monthly compounding interest
- Hold cash in NZD, AUD, GBP, USD, EUR, HKD, CAD currencies
- Ability to settle your equity transactions and receive dividends and distributions from investments, saving you time and administrative burden.
- No entry, exit or transaction fees*

Principal Benefits

IAS allows you to consolidate your entire global portfolio into one account on which you will receive comprehensive reporting. The service takes care of the administration of your assets thus freeing up your time to make your own investment decisions.

Principal Risks

Discussing investment opportunities with your Investment Adviser is done on a 'class advice**' basis, therefore it is general advice and does not regard your particular financial situation or other circumstances. As a result, the investment advice may not be suitable for your particular needs. If you wish for your Investment Adviser to determine the suitability of your investments please discuss the available service options with your Investment Adviser.

The fees associated with this service reflect the administration services provided as well as access to Craigs Investment Partners research. These fees are deducted from the value of your portfolio and should be taken into consideration when determining which service level is appropriate to you.

Disclosure Statement

In accordance with the Financial Advisers Act 2008 (the 'Act') and the Code of Professional Conduct for Authorised Financial Advisers, this service is a class service and anyone receiving such service will not receive a personalised service as defined by the Act.

This means that in providing any financial advice we will not consider whether such advice is suitable to your personal circumstances, and will not take into account your financial position, financial needs, financial goals or risk tolerance.

You should therefore consider your personal circumstances in determining whether such investment advice is suitable to you.

If you wish for your Investment Adviser to determine the suitability of your investments please contact your Adviser, who will discuss the options with you.

*For full details on Craigs Investment Partners Cash Management Accounts, please visit our website www.craigsip.com

**'class service' or 'class advice' is more generic investment advice, which does not take into account your personal and financial circumstances.