



CRAIGS[®]
INVESTMENT PARTNERS

Craig's KiwiSaver Scheme

Product Disclosure Statement

14 December 2017

Craig's Investment Partners
Superannuation Management Limited

This document replaces the product disclosure statement dated 19 June 2017.

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 www.business.govt.nz/disclose. 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 adviser to help you make an investment decision.



KiwiSaver
Poua he Oranga

NZX Firm

1. Key Information Summary



What is this?

This is a managed investment scheme. Your money will be pooled with other investors' money and invested in various investments. Craigs Investment Partners Superannuation Management Limited (CIPSML, we 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 adviser 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 KiwiSaver Scheme ('Craigs KiwiSaver' or the 'Scheme') allows you to build a portfolio of investments that suits your risk profile and investment objectives by selecting investments from the list of Investment Options.

Additional information is available in the Investment Options supplement available on the Craigs Investment Partners ('CIP' or 'Craigs') website craigsip.com/kiwisaver-investment-options and on the disclose register business.govt.nz/disclose.

The Investment Options include a range of investments, including global, New Zealand and Australian equities, fixed interest securities, investment trusts, New Zealand (NZ) managed funds, index funds, listed property trusts and cash. Included on the list of Investment Options are the QuayStreet Funds, issued by QuayStreet Asset Management Limited ('QSAM'), which is a related company of CIPSMML.

The CIP Private Wealth Research team is responsible for researching and recommending securities to the CIP Investment Committee for review and approval. The CIP Investment Committee will formally review and update the Investment Options each quarter or more regularly where appropriate. The CIP Investment Committee may also include some NZ managed funds in the Investment Options if they are managed by licensed managed investment scheme managers under the Financial Markets Conduct Act 2013 ('FMCA').

When a security is removed as an Investment Option, this will be communicated to members who hold the security with a recommendation that the member review their portfolio and investment direction and advise us of any changes. A member must confirm to us if they wish to continue holding a removed security. The quarterly personalised reports will identify within the holdings statement whether securities you hold have been removed from the Investment Options.

We will request a new investment direction where your current investment direction includes a security that has been removed from the Investment Options.

The 'Investment Options' supplement includes a description of each security, whether the security is offered by a related party, the risk indicator for each security, information about the risk indicator, the estimated total annual fund charges for each security, whether a performance fee is applicable and information about the fees for the Scheme. The most recent 'Investment Options' supplement is available from your Investment Adviser, from the CIP website craigsip.com/kiwisaver-investment-options or from the offer register at business.govt.nz/disclose.

Who manages Craigs KiwiSaver?

CIPSMML is the manager of the Craigs KiwiSaver Scheme.

Please refer to section 7 'Who is involved?' for more information.

How can you get your money out?

KiwiSaver is designed to help people save for retirement.

Under the KiwiSaver rules you may only withdraw funds if you satisfy certain criteria such as when you::

- reach the age of retirement (currently 65) and have been in KiwiSaver for at least 5 years;
- are buying your first home;
- suffer serious illness;
- suffer significant financial hardship;
- die;
- have permanently emigrated; or
- you have to pay tax or make a student loan repayment which arises from a foreign superannuation scheme withdrawal.

There are rules around when each of these withdrawals can be made and how much of your account can be withdrawn.

Please refer to section 2 'How does this investment work?' for more information.

How will your investment be taxed?

Craigs KiwiSaver 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?

CIPSMML 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, risk indicator and the total fees actually charged in relation to their investment portfolio in the Scheme.

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2. How does this investment work?

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

Structure of the Scheme

Craigs KiwiSaver is a trust, governed by a trust deed between us and The New Zealand Guardian Trust Company Limited, the Scheme's Supervisor.

This Product Disclosure Statement offers you membership in a KiwiSaver scheme.

Craigs KiwiSaver provides you with the flexibility to build a portfolio of investments from our list of Investment Options that suits your risk profile and investment objectives. A Craigs 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 Craigs Investment Adviser or by completing a 'Change of Investment Direction' form.

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 securities 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 securities which you have invested in (less fees and taxes).

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



Our Investment Approach

The Investment Options include a range of equity, fixed interest, investment trusts, NZ managed funds, index funds and listed property trust investments, available in local and international listed and unlisted markets, together with cash and the QuayStreet Funds.

Investment Options are selected by the CIP Private Wealth Research team. The research analysts undertake analysis, or use analysis from chosen providers, which considers data relating to a particular security, the industry and markets it operates in, competitive position, market liquidity together with general and specific economic indicators and commentary. The research team presents recommendations, and where appropriate, the CIP Investment Committee will approve either the inclusion or exclusion of a security as an Investment Option.

The key principles of the CIP Private Wealth Research philosophy can be summarised as:

- 1) A focus on quality across all asset classes;
- 2) An objective to grow capital but with a focus on generating cash flow;
- 3) A conservative approach to risk management; and
- 4) A recognition of the importance of careful and broad diversification.

The list of Investment Options is formally reviewed and updated each quarter, although changes can be made at any time. If a security is removed from the list of Investment Options, this will be communicated to members who hold the security.

The list of Investment Options is available from your Craigs Investment Adviser, from the CIP website craigsip.com/kiwisaver-investment-options or from the offer register at business.govt.nz/disclose.

The key benefits of investing in Craigs KiwiSaver are:

- The ability to self-select your investment portfolio, allowing you to choose investments that suit your risk profile and investment objectives.
- The broad range of securities available for you to select as part of your portfolio.
- Holding partial shares or below minimum holdings through pooling of members' investments allows greater portfolio diversity.
- Access to research and analysis of the CIP Private Wealth Research Team and the CIP Investment Committee.
- Access to a qualified Investment Adviser.

Responsible investment, including environmental, social, and governance considerations, is taken into account in the investment policies and procedures of the Scheme as at the date of this product disclosure statement. You can obtain an explanation of the extent to which responsible investment is taken into account in those policies and procedures at the issuer's Internet site at craigsip.com/services/kiwisaver.

As at the date of this product disclosure statement, responsible investment considerations are taken into account by the Scheme in respect of the QuayStreet Balanced SRI Fund only, and not in relation to investment policies and procedures for the remaining Investment Options.

Joining the Scheme

To be eligible to join the Scheme you must be:

- Transferring from an existing KiwiSaver scheme; or
- A non-KiwiSaver investor who is:
 - a New Zealand citizen or entitled to permanent residence in New Zealand;
 - under 65, being the qualifying age for New Zealand Superannuation; and
 - living in, or normally living in, New Zealand (subject to certain exceptions for state services workers).

There is no Crown guarantee in respect of any KiwiSaver scheme or investment product of a KiwiSaver scheme.

Making Investments

If you're employed, you can choose to contribute a regular amount of 3%, 4% or 8% of your before-tax salary or wages. Your contribution is deducted from your after-tax pay and paid to the Scheme via Inland Revenue. If you do not choose a rate, the default contribution rate is 3%.

You can change the rate at which you contribute to the Scheme. You can also take a contributions holiday.

You may pay additional regular or lump sum amounts into the Scheme at any time.

If you are over 18 and contributing into KiwiSaver, you may also be entitled to employer contributions. Your employer contributions will be a minimum of 3% of your before-tax pay and are subject to tax.

If you are self-employed (and don't deduct PAYE), aged over 65 or not working, you can make lump sum payments or regular contributions to the Scheme. You can decide the timing and amount of your contributions.

If you are contributing to KiwiSaver, you may also be eligible to receive a Government contribution (member tax credit) of up to \$521.43 a year, provided you are:

- Over 18 and under age 65;
- Or over 65 and yet to complete 5 years KiwiSaver membership

More information on contributions is available on the offer register business.govt.nz/disclose and the CIP website craigsip.com/kiwisaver-investment-options.



Withdrawing your investments

The nature of a KiwiSaver Scheme means your savings are locked in until the later of the dates:

- You are eligible for NZ Superannuation (currently 65); or
- You have been a member of a KiwiSaver scheme or a complying superannuation fund for at least 5 years (if you joined over the age of 60).

You may be able to make an early withdrawal of part (or all) of your savings under the KiwiSaver rules if you satisfy certain criteria. There are rules around when each of these withdrawals can be made and how much of your account can be withdrawn.

The table below summarises the permitted withdrawals from the Scheme.

Permitted withdrawals (as referred to in the KiwiSaver Act 2006)	Your contributions and returns	Your employer's contributions and returns	Member tax credits	Government kick-start payment*	Australian transferred savings
Retirement (currently 65)**	✓	✓	✓	✓	✓
Buying your first home***	✓	✓	✓	✗	✗
Serious illness	✓	✓	✓	✓	✓
Significant financial hardship****	✓	✓	✗	✗	✓
Permanent emigration - to countries other than Australia	✓	✓	✗	✓	✗
Permanent emigration - to Australia*****	✓	✓	✓	✓	✓
Death of member	✓	✓	✓	✓	✓
Transfer to another KiwiSaver scheme	✓	✓	✓	✓	✓
To pay tax which arises from a foreign superannuation scheme withdrawal	✓	✓	✗	✗	✓

*Only applicable to members who joined KiwiSaver before 2pm on 21 May 2015 and received a kick-start incentive payment into their KiwiSaver account.

**Provided you have been a member of a KiwiSaver scheme or a complying superannuation fund for at least five years.

*** You must retain a minimum balance of \$1,000 in your KiwiSaver account

**** The amount of the withdrawal is limited to the amount that, in the supervisor's opinion, is needed to alleviate your hardship.

***** These amounts must be transferred to an Australian complying superannuation scheme.

Restrictions also apply to withdrawals if you have transferred Australian superannuation savings into the Scheme.

Buying your first home

You may apply to us to make a one off withdrawal from the Scheme to help pay for the purchase of your first home or to help pay the initial deposit, if you meet the following requirements:

- You have been a KiwiSaver member or a member of a complying superannuation fund for a combined period of at least three years;
- the home you are purchasing is, or is intended to be, the home you and your family will mainly reside in; and
- you have not previously owned property (as defined under the KiwiSaver rules).

Any first home withdrawal must be paid into your solicitors trust account and must be paid prior to settlement. In some circumstances you may still be able to make a withdrawal if you have owned a home before. You may also be entitled to a KiwiSaver HomeStart grant. See hnzc.co.nz for more information. You must retain a minimum balance of \$1,000 in your KiwiSaver account.

Serious illness

You may apply for a withdrawal on the grounds of serious illness if:

- You have an illness, injury or disability that results in you being totally and permanently unable to work in the job that you are suited by reason of experience, education or training; or
- you have an illness, injury or disability that poses a serious risk of you dying soon.

We will require medical evidence (including a declaration from your medical team) before being able to recommend a decision to the Supervisor on a serious illness withdrawal request.

Significant financial hardship

You may apply for a withdrawal on the grounds of significant financial hardship.

The sorts of circumstances where that may be available include:

- If you are unable to meet minimum living expenses; or
- if you are unable to meet mortgage repayments on your principal family residence resulting in the mortgagee seeking to enforce the mortgage on the residence; or
- meeting the costs of modifying your home to meet your, or your dependent family member's special needs; or
- meeting the cost of your, or your dependent family member's, medical treatment for an illness or injury; or
- meeting the cost of your, or your dependent family member's, palliative care; or
- meeting the cost of a funeral for a dependent family member.

We will require evidence of your financial position together with a statutory declaration of your assets and liabilities and income and expenditure before being able to recommend a financial hardship withdrawal to the Supervisor. The Supervisor may limit a withdrawal to an amount that, in the Supervisor's opinion, is required to alleviate your hardship.

Permanent emigration from New Zealand

TO AUSTRALIA

You can transfer your Scheme balance to an Australian complying superannuation scheme following your permanent emigration to Australia.

We will require evidence that you have permanently emigrated, including a statutory declaration. You can transfer everything including your contributions, your employer's contributions, the \$1,000 kick-start (if you were eligible) and member tax credits.

TO ANYWHERE ELSE

After one year you may apply for a withdrawal on grounds of permanent emigration.

We will require evidence that you have permanently emigrated, including a statutory declaration. You can transfer everything including your contributions, your employer's contributions and the \$1,000 kick-start (if you were eligible). Member tax credits are refunded to the IRD.

Permanent emigration from Australia

If you permanently emigrate to New Zealand from Australia, you may transfer your Australian complying superannuation scheme savings to the Scheme.

You may make a withdrawal of an **amount equal to the amount transferred (excluding any gains or losses on that amount)** from your Australian superannuation scheme when you attain the age of 60 and satisfy the 'retirement' definition in the Australian legislation.

Payment on death

If you die while you are a member of the Scheme, your interest in the Scheme will be paid to your estate or, if your balance does not exceed the prescribed amount (currently \$15,000) and other conditions are met, we may pay your balance to an eligible claimant under the Administration Act 1969.

We will require a certified copy of the death certificate, or probate, or where there is no Will, a Letter of Administration.

Withdrawal to meet tax liability on foreign superannuation withdrawal

If you have transferred savings from a foreign superannuation scheme to a KiwiSaver scheme, you may be able to make a withdrawal to pay tax or make a student loan repayment owing as a result of the transfer.

We will require evidence of the tax liability, including a statutory declaration.

To the extent possible, the withdrawal will be paid to the IRD and not to you.

Release of funds required under other enactments

In accordance with the KiwiSaver Act 2006, we must comply with any enactment requiring the release of funds from the Scheme. That can include releasing funds if ordered by a Court (including under the Property (Relationships) Act 1976).

Written notice required

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.

For more information on withdrawals go to the offer register; business.govt.nz/disclose or the CIP website; craigsip.com/services/kiwisaver.

How to switch between Investment Options

You can switch all or part of your investment into another security or securities on the list of Investment Options by completing the 'Investment Direction and Switching form' available from your Craigs Investment Adviser or the CIP website craigsip.com/document-library.

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

Brokerage expenses of up to 1.25% of the amount of the relevant transaction may be incurred when a switch is being executed.

How to change investment direction

You can change your investment direction for future contributions at any time by contacting your Craigs Investment Adviser or completing an 'Investment Direction and Switching' form, which is available on the CIP website craigsip.com/document-library.



3. 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 equity, fixed interest, investment trust, NZ managed fund, index fund and listed property trust investments available in local and international listed and unlisted markets, together with cash and the QuayStreet Funds.

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.

The QuayStreet Funds are issued and managed by QSAM. Both QSAM and CIPSMML are owned by CIP. Further information about the QuayStreet Funds can be found in the QuayStreet Funds' Product Disclosure Statement.

Selection of Investment Options

The CIP Private Wealth Research team is responsible for researching and recommending securities to the CIP Investment Committee for review and approval for inclusion in the list of Investment Options as set out under the heading "Our Investment Approach" on page 5. In addition, NZ managed funds, which are offered by licensed managed investment scheme managers may be screened by the CIP Investment Committee for inclusion in the Investment Options.

The CIP Investment Committee will formally review and update the Investment Options each quarter or more regularly where appropriate. Details of changes made during the quarter will be published on the CIP website and included with your personalised quarterly report. If a security is removed, this will be communicated to members who hold the security. A member must confirm to us if they wish to continue holding or, if their current investment direction includes a removed security, continue investing in a removed security. We will notify you at the end of each quarter if you continue to hold securities that are no longer included as an Investment Option or where your investment direction includes a removed security.

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

The 'Investment Options' supplement includes;

- a description of each security;
- whether a security is offered by a related party;
- the risk indicator for each security;
- information about the risk indicator;
- the estimated total annual fund charges for each security;
- whether a performance fee is applicable; and
- information about the fees for the Scheme.

The most recent 'Investment Options' supplement is available from your Investment Adviser, from the CIP website craigsip.com/kiwisaver-investment-options or from the offer register at business.govt.nz/disclose.

We have prepared a Statement of Investment Policies and Objectives (SIPO) for the Scheme. The SIPO contains the investment guidelines and policies for selecting investments to be recommended for inclusion in the list of 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.

4. 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-profiler.

Our 'Investment Options' supplement includes a risk indicator for each security. An explanation of the risk indicator is included in the back of the 'Investment Options' supplement.

Where the manager of a NZ managed fund or a NZ ETF which is an Investment Option has its own fund update, the latest risk indicator for that fund is included in that fund's fund update. The 'Investment Options' supplement includes a link to these fund updates.

The most recent 'Investment Options' supplement is available from your Investment Adviser, from the CIP website craigsip.com/kiwisaver-investment-options or from the offer register at business.govt.nz/disclose.

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	The overall performance of the financial markets directly affects returns of securities. Therefore the value of your securities may go up and down in response to changes in market conditions, for example prospects of companies, political events, natural disasters or economic events.
Specific Investment Risk	The securities 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 include securities 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 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 a security that underperforms the market or other investments.
Concentration Risk	This is the possibility that you may over-invest in a particular security, sector, industry, region or products, which lacks adequate diversification and could leave your portfolio vulnerable.

Other Specific Risks

Below is a specific risk that is not reflected in the risk indicator. This risk applies to Craigs KiwiSaver because you can self-select your own portfolio of investments from the list of Investment Options.

Key Person Risk

The CIP Investment Committee overseeing the list of Investment Options is relatively small which creates risk from over-reliance on the skills of those individuals. The selection of investments forming part of the Investment Options is dependent on the knowledge, commitment and continued involvement of the CIP Investment Committee. It is 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 Investment Committee.

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

More information relating to risk associated with the Scheme is available on the CIP website craigsip.com/document-library and within the 'Other Material Information' document on the offer register; business.govt.nz/disclose.



5. What are the fees?

You will be charged fees for investing in Craigs KiwiSaver. 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 Craigs KiwiSaver can be found in the Investment Options supplement. The fees actually 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 securities you hold and the market value of your investment in those particular asset classes.

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

Tiered Management Fee structure:

Asset Class	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 Fees
NZ Managed Funds	Charged at a flat rate of 0.35%
QuayStreet Funds	Management fees are charged within the QuayStreet Funds, not within the Scheme.
Cash and term deposits	0.35%

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 below.

Performance-based fees

Performance fees may be charged within certain securities. 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.

Other charges

Type of Fee or expense	Charging basis
Administration fee	Up to \$30 per annum per member charged to your member account in September and March.
Brokerage	Maximum of 1.25% of the amount of the relevant transaction when sales or purchases of securities are made. This includes where a new investment or a withdrawal is made or where you change securities.
Scheme expenses	<p>Approximately \$27.00 per annum per member. This estimate has been based on the total amount of costs and expenses recovered during the Scheme's previous financial year on a per member basis. The actual expenses incurred will vary from time to time and are recovered on a per member basis.</p> <p>The Scheme expenses incurred in operating and managing the Scheme such as audit, legal fees, bank charges and transaction charges, are deducted from your cash holding or by selling down securities within your portfolio proportionately unless they are met out of the management fee.</p>

Explanation of Total Annual Fund Charges

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

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

- **Management fees** – Management fees are calculated based on the number of days the security has been held throughout the relevant year. The management 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 fees payable to the administration manager, custodian and supervisor out of the management fees. Fees will be recovered at the end of each quarter from your cash holdings, or by selling down securities within your portfolio proportionately.

- **Fees and expenses of underlying funds** – in relation to a security that is a fund, that fund 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 securities charge performance fees.

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

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 \$57.00.

Estimated total fees for the first year

Brokerage: \$125.00

Management Fees: \$123.44

Other charges: \$57.00

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, subject to any maximum levels in the Scheme's Trust Deed and the requirement in the KiwiSaver Act 2006 not to charge unreasonable fees, by giving notice to all members.

6. What taxes will you pay?

Craigs KiwiSaver 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.

Tax can have significant consequences for your investments 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, please refer to our supplementary document 'Other Material Information' available on the offer register business.govt.nz/disclose or the CIP website craigsip.com/document-library.

7. Who is involved?

About Craigs Investment Partners Superannuation Management Limited

CIPSMML is the manager of Craigs KiwiSaver Scheme. Our contact details are:

Craigs Investment Partners Superannuation Management Limited

158 Cameron Road
PO Box 13155
TAURANGA 3141

Phone: 0800 878 278

Email: clientservices@craigsip.com

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 a sub-custodian.
Administration Manager, Investment Manager & Registrar	Craigs Investment Partners Limited	Performs administrative, investment and registry functions for the Scheme.

8. How to complain

If you have a complaint, contact:

Craigs KiwiSaver Scheme

Craigs Investment Partners Superannuation Management Limited

158 Cameron Road

PO Box 13155

TAURANGA 3141

Attention: The Head of Compliance

Phone: 0800 782 900

Email: clientservices@craigsip.com

or if we cannot resolve your problem, please contact the supervisor:

The New Zealand Guardian Trust Company Limited

Level 6

191 Queen Street

PO Box 274, Shortland Street

AUCKLAND 1140

Attention: Relationship Manager Corporate Client Services

Phone: 09 909 5100

Email: ct-auckland@nzgt.co.nz

You can contact the dispute resolution scheme

Both we and the supervisor are required to be members of an approved dispute resolution scheme, which for both of us is Financial Services Complaints Limited.

If you have a problem that neither we nor the supervisor can resolve, you can contact:

Financial Services Complaints Limited

PO Box 5967

Lambton Quay

Level 4, 101 Lambton Quay

WELLINGTON 6011

Phone: 0800 347 257

Email: compaints@fscl.co.nz

They will not charge a fee to any complainant to investigate or resolve a complaint.

9. Where you can find more information

Further information relating to Craigs KiwiSaver is available on the offer register and the scheme register at business.govt.nz/disclose 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 Craigs KiwiSaver Scheme is available free of charge on the CIP website craigsip.com/document-library or on request to us in writing or by phone.

10. How to apply

To start investing in Craigs KiwiSaver, complete the Craigs KiwiSaver Scheme application form at the end of this document, sign it and return it to us with certified proof of identity, residential address and your bank account details.



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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 KiwiSaver Scheme
Craigs Investment Partners Limited,
Freepost 366, PO Box 13155,
Tauranga 3141.
Phone: 0800 878 278

SECTION A1 MUST BE COMPLETED

News & Views and Exchange newsletter

A regular publication and newsletter with topical research articles and company events.

Research Wrap

A monthly email communication that includes a market summary, company research and strategy reports.

CLIENT ACCOUNT NO.

INVESTMENT ADVISER

Craigs KiwiSaver 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 Partners Adviser or the Client Services team on 0800 878 278 or email clientservices@craigsip.com.

A Account Details

A1 Applicant

If the applicant is a minor (individual under the age of 18 years), a parent or guardian of the minor will need to complete Section J.

By completing this application form, I confirm that I am eligible to enter into this agreement as I am a New Zealand Citizen, or entitled to live in New Zealand indefinitely and I am living, or normally live, in New Zealand for the purposes of the KiwiSaver Act 2006.

NAME & ADDRESS

Title *please select one*

Mr Mrs Miss Ms Dr Other

Full Name *first, middle and last name*

Preferred Name *if different from above*

Mailing Name

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

Post code | | | | |

Mailing Address *if not the same as residential address*

Post code | | | | |

CONTACT DETAILS & COMMUNICATIONS

Please fill out all details and tick the box identifying the best way for us to contact you

Home Ph Mobile
 Work Ph Post as per mailing address
 Email

How would you like to receive your reports?

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

Please indicate if you would like to receive:

'News & Views' and 'Exchange newsletter' Yes Email Post

'Research Wrap' email Yes *email only*

PERSONAL DETAILS, CITIZENSHIP & RESIDENCY STATUS

Gender Male Female

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

Country of Birth NZ Other *specify* _____

Country of Citizenship NZ Other *specify* _____

Country of Residency NZ Other *specify* _____

New Zealand Residency Status *tick one box only*

Permanent Resident / Citizen Resident Visa Work Permit

Long Term Business Visa Other *specify* _____

Occupation & Employer

Occupation _____

Employer _____

Public Office

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

No Yes *specify* _____

SECTION A2 MUST BE COMPLETED

PIR

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

A2 Account Taxation Information

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

Prescribed Investor Rate (PIR)

select one option only

10.5% 17.5% 28% Other *specify* _____

What is your Country of Residence for Tax Purposes?

New Zealand Tax Details

IRD Number _____

Foreign Tax Details

Australian Tax Number _____

US IRS Tax Identification Number (*SSN or TIN*) _____

UK National Insurance Number _____

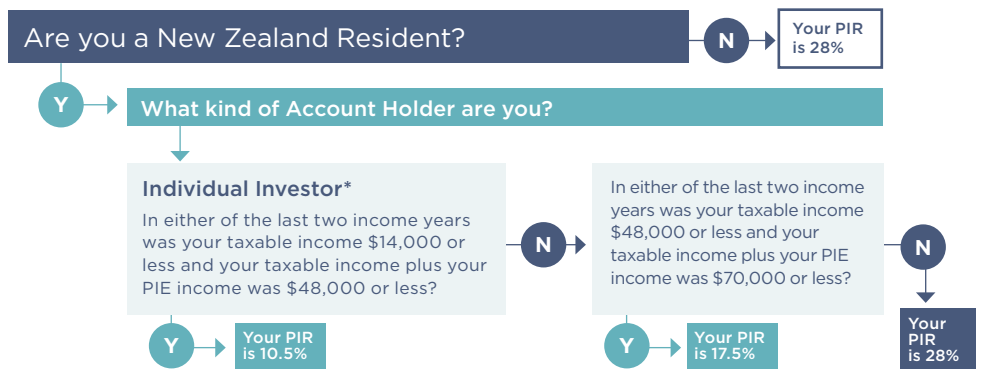
Other Country _____ Identification Number _____

Country _____ Identification Number _____

A3 Prescribed Investor Rate (PIR)

How to work out your Prescribed Investor Rate (PIR)

A PIR is required if you have invested in, or are considering investing in a Portfolio Investment Entity (PIE).



CLIENT ACCOUNT NO.

INVESTMENT ADVISER

SECTION B MUST BE COMPLETED

B NZX Prescribed Person Confirmation

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.

Are you or any person associated with this account one of the following:

- a) a Director, Partner, Managing Principal, Responsible Executive, shareholder or employee of an NZX Market Participant; or
- b) the spouse, de facto partner or dependent child of a person referred to in (a).

Yes *please provide details below* No

NZX Prescribed Person Details

Account holder/Associated person _____

NZX Firm _____

NZX Employee Name _____

Position _____

SECTION C MUST BE COMPLETED

C Listed Entity Director/Officer Details

Is any Applicant or Authorised Person a Director or Officer of an entity that has securities listed on any Recognised Securities Exchange?

Yes No

If 'Yes', please complete the Director/Officer 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 _____

SECTION D MUST BE COMPLETED

D Transfers from Other KiwiSaver and Super Schemes

Existing KiwiSaver Transfers

Please note it could take up to 35 days for your KiwiSaver provider to release your KiwiSaver funds to us.

UK Pension Transfer

Please note, as KiwiSaver Schemes no longer have QROPS status, any withdrawal or transfer may be subject to a UK unauthorised payment charge of 40% and potentially an unauthorised payment surcharge of 15%.

Are you transferring from another KiwiSaver Scheme?

Yes No *go to section E*

If yes, please provide the following information

Name of Scheme Provider *if known* _____

Are there any funds in your current KiwiSaver originating from:

Australian Superannuation UK Pension Transfer

Would you like us to contact you about transferring funds from your:

Australian Superannuation UK Pension Transfer New Zealand Superannuation

E Investment Direction

Please complete the portfolio and investment details for your Craigs KiwiSaver Scheme. If you wish to change where your contributions are invested you need to complete a new 'Investment Direction' form. This is available on the CIP website craipsip.com/document-library.

Please tick the portfolio you would like your funds to be invested in:

Note: You can invest in both QuayStreet Funds and a Self-selected Portfolio. In this case please tick both options.

QuayStreet Funds

If you are investing into QuayStreet Funds, a QuayStreet Funds Product Disclosure Statement is available from your Investment Adviser.

Self-selected Portfolio

You can select from our Investment Options available in the Investment Options supplement. Investment Options may change over time, for the latest list please visit craipsip.com/kiwisaver-investment-options or contact your Investment Adviser 0800 272 442.

Where a security is removed from the Investment Options we will contact you and request a new Investment Direction.

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

QuayStreet Funds

Please refer to the QuayStreet Funds Product Disclosure Statement on quaystreet.com/documents

Self-selected Portfolio

List the Individual securities if relevant under 'Self-selected Portfolio'.

Investment Date

Your contributions will be invested on one of five set investment dates. Currently the set investment dates are the 5th, 10th, 15th, 20th or 25th of every month (or the next business day if the selected date falls on a weekend or public holiday).

QuayStreet Funds	Regular Investment	Lump Sum Investment	Investment Date <i>please select one</i>				
			5th	10th	15th	20th	25th
QuayStreet Fixed Interest Fund	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QuayStreet Income Fund	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QuayStreet Conservative Fund	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QuayStreet Balanced Fund	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QuayStreet Balanced SRI Fund	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QuayStreet Growth Fund	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QuayStreet New Zealand Equity Fund	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QuayStreet Australian Equity Fund	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QuayStreet International Equity Fund	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QuayStreet Altum Fund	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Self-selected Portfolio <i>Please list securities below</i>	Regular Investment	Lump Sum Investment	Investment Date <i>please select one</i>				
			5th	10th	15th	20th	25th
_____	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	%	%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total regular and/or lump sum investments	%	%					

* If you have been automatically enrolled but you have not selected an Investment direction, your contributions will be held in the QuayStreet Conservative Fund.

Reason for selecting securities

- Portfolio diversification
- Currency exposure
- Country exposure
- Other *please provide as much detail as possible*
- Industry exposure
- Income
- To obtain access to international securities

Securities

Securities cannot be actively traded within this Scheme and should be purchased with the intention of being held long term.

F Contributions

Contribution Type

select one option to indicate your contribution type

- Employee
- Non-employed
- Self-employed
- Under 18

Complete Section F1 if applicable

F1 Employee Contributions

To be completed by all employees (including employees under 18). As an employee your contributions will be deducted from your wages/salary and forwarded to us via the IRD.

Name of Employer

Employer IRD Number <i>if known</i>	Employer Phone

Employer Postal Address

	Postcode
--	----------

Contribution Rate
Please contact your employer if you wish to change your contribution rate.

Contribution Rate *select one only*

- 3% of your wages/salary
- 4% of your wages/salary**
- 8% of your wages/salary**

** We recommend you discuss any contribution over 3% with your Investment Adviser.

Note If you want to contribute over and above your employee contributions please complete section F2.

Complete Section F2 if applicable

F2 Voluntary Contributions (Self-employed, Non-employed and Additional Contributions)

To be completed by all non-employed and self-employed applicants. Employees wishing to contribute over and above their employee contributions should also complete this section.

REGULAR CONTRIBUTIONS

Amount \$ _____ Monthly Quarterly 6 Monthly Annually

Investment Date 5th 10th 15th 20th 25th

Date of First Contribution | D | D | | M | M | | Y | Y | | Y | Y |

Regular contribution funds are to be sourced from *select one only*

- Nominated bank account - please complete the Direct Debit form in Section L
- Craigs Investment Partners (CIP) Cash Management Account - please complete the Cash Management Account Authority to Deduct Section K

LUMP SUM CONTRIBUTION***

Amount \$ _____

Investment Date 5th 10th 15th 20th 25th

*** Please note the final date for processing of contributions to qualify for Member Tax Credits (MTC) entitlement is 25 June.

Lump sum investment funds are to be sourced from *select one only*

- Direct Credit - payable to NZGT Supervisor for Craigs KiwiSaver Scheme, ANZ Bank 06-0101-0948546-00
- Craigs Investment Partners Cash Management Account - please complete the Cash Management Account Authority to Deduct Section K
- Cheque attached - payable to NZGT Supervisor for Craigs KiwiSaver Scheme and crossed non-transferable

Investment Date
Your contributions will be invested on one of five set investment dates. Currently the set investment dates are the 5th, 10th, 15th, 20th or 25th of every month (or the next business day if the selected date falls on a weekend or public holiday).

Lump Sum Contributions
Please note that the minimum lump sum contribution is \$1000.



G Source of Funds and Nature and Purpose of Business Relationship

In complying with our obligations under the Anti-Money Laundering and Countering Financing of Terrorism Act, we are required to obtain:

> Information relating to the source of funds for an account. Please provide as much detail as possible including dates and amounts e.g. investments, inheritance, trust distribution.

- Salary / Wages
- Other *please provide as much detail as possible*

> 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:

select all that are applicable

- To save for my retirement
- To save for my first home
- 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
- Other *please provide as much detail as possible*

H Investor Declaration and Signature(s)

I/we request that Craigs Investment Partners Superannuation Management Limited open a Craigs KiwiSaver Scheme Account in the name of the applicant(s).

I/we confirm that:

1. I/we have received and read the Disclosure Statement(s) for my/our Craigs Investment Partners Adviser(s).
2. I/we have received a copy of the latest Craigs KiwiSaver Scheme Product Disclosure Statement and Employer Supplement (where applicable) (together referred to as "the PDS"); and
3. I/we have read and understood the information contained in the PDS to my/our satisfaction; and
4. I/we have retained a copy of the PDS; and
5. I/we acknowledge that if I/we do not instruct Craigs Investment Partners Superannuation Management Limited and/or its Investment Advisers to determine suitability that the advice provided will then be class advice and I/we am/are aware of the limitations of class advice.
6. I/the applicant am/is eligible to enter this agreement as I/the applicant am/is a New Zealand citizen or entitled, in terms of the Immigration Act 2009, to be in New Zealand indefinitely and I/the applicant am/is living or normally live in New Zealand for the purposes of the KiwiSaver Act 2006; and
7. I/we agree to be bound by the terms of the Trust Deed governing the Scheme including, if applicable, the terms of my employers Participation Agreement relating to the Scheme; and
8. I/we understand that I/the applicant am/is permitted to have only one active KiwiSaver Account and in the event that there is another account open Craigs Investment Partners Superannuation Management Limited will arrange transfer of my/the applicants funds; and
9. The information supplied on this form is correct; and
10. My/the applicants contributions are to be invested as indicated in the Investment Direction included with the Application Form; and
11. I/we understand that Craigs Investment Partners Superannuation Management Limited (and any companies in its group) will hold personal information in respect of me/us in relation to my/our investment. I/we consent to Craigs Investment Partners Superannuation Management Limited disclosing my/our personal information to my Investment Adviser, and to any administrator, auditor, tax adviser, supervisor and custodian or any adviser as required for the proper maintenance of the investment. I/our information will also be disclosed in accordance with the law, including the KiwiSaver Act to the IRD; and
12. I/we understand that I/we may request to see, and if necessary, request the correction of personal information; and
13. I/we agree that by providing my/our email on the application form, Craigs Investment Partners Superannuation Management Limited (and any companies in its group) may provide information by email to me/us regarding this investment, and
 - I/we also agree to receiving by email (or otherwise) information regarding other products and services of the Craigs Investment Partners group of companies; and
14. I/we acknowledge my investment is not guaranteed by any person including the Manager, Supervisor, or any company in their group of companies.
15. I/we authorise Craigs Investment Partners Superannuation Management Limited to disclose my information to the Financial Markets Authority as required under the Financial Markets Conduct Act 2013.
16. I/we understand that none of the Supervisors, Craigs Investment Partners Superannuation Management Limited, or any of their respective related entities or any other person guarantees the performance or obligations of the funds.
17. I/ we acknowledge that the Investment Options in which I can invest can change from time to time and securities can be removed from the list. I confirm that when notified of the removal of a security I have selected I will confirm whether I wish to continue with my selection or alter my Investment Direction. I acknowledge that none of Craigs Investment Partners Superannuation Management Limited, Craigs Investment Partners, the Supervisor or any related entities have any liability for any loss incurred as a result of a security being removed from the Investment Options and any corresponding decision to maintain or alter my portfolio.

I am/We are US citizen(s) or considered to be US resident(s) for US tax purposes.

- Yes No

If the applicant is under the age of 16 years, all parents/guardians of the minor will need to complete Section J.

If signing as a parent/guardian I/we confirm I/we are the parent/guardian of the applicant and we have read and confirm the acknowledgment on the behalf of the applicant. I/we acknowledge that I/we shall be entitled to instruct Craigs Investment Partners Superannuation Management Limited in relation to Craigs KiwiSaver Scheme until they turn 18, at this time such right shall transfer to them, and they shall have full capacity to give instruction and my right shall cease.

I/we acknowledge that:

Full Name *first, middle and last name*

Capacity

Signature

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

Full Name *first, middle and last name*

Capacity

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 Limited, Custodial Services Limited (if applicable) and CIP Cash Management Nominees Limited (if applicable) accept your application.

Craigs Investment Partners Superannuation Management Limited will retain the original copy of this Application Form. Please contact us if you require a copy for your records. If this Application Form is completed and sent to Craigs Investment Partners electronically, please ensure that the original Application Form is sent to us by post, together with your certified identity verification documentation and Direct Debit Form (if applicable).

Capacity

Please enter the 'Capacity' in which you are signing this Application Form i.e. Self; Attorney for the Client; Parent or Guardian for a Minor.

Who must sign

Both a parent/guardian and the minor **must** sign for KiwiSaver Accounts opened on behalf of a minor aged 16 or 17.

If the minor is under the age of 16 then **all** parents/guardians must sign the application form.

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.

I Identity Verification Requirements

Identity Verification

Client 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 copied and 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.

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 the certification

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

To comply with our obligations under the Anti-Money Laundering and Countering the Financing of Terrorism Act (AML/CFT Act) we are required to collect information on the identity and address of our clients, any person authorised to act on behalf of our client and any Beneficial Owner of our client, and to verify this information using relevant identification documents.

The collection and verification of information may vary depending on, amongst other things, client type, country of birth and country of residence. In some instances enhanced due diligence may be required in order to complete the account opening process and ensure our continued compliance with the AML/CFT Act. 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

All identity documents must be certified by either a Justice of the Peace, a Lawyer, a Notary Public, a New Zealand Chartered Accountant, a New Zealand Police Constable or a Member of Parliament.

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 preceeding 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.

Alternatively, documents can be verified by your Craigs Investment Partners Adviser.

11 Proof of Identity

For each Individual or Attorney appointed under a Power of Attorney, please provide the following documents:

Option 1

A certified photocopy of ONE of the following:



- New Zealand or overseas passport containing your name, date of birth, photograph and signature
- New Zealand firearms licence
Firearms Licence: If you provide us with a certified copy of a Firearms Licence, please also provide a certified copy of a NZ Driver Licence or card issued by a registered bank showing your name and signature in order for us to verify your signature on your Client Agreement.
- A national identity card issued by a foreign government, the United Nations or an agency of the United Nations containing your name, date of birth, photograph and signature.

OR

Option 2

(A New Zealand Driver Licence and a second document from the list below)

A certified photocopy of:



- New Zealand driver licence

AND a certified photocopy of one of the following:

- New Zealand full birth certificate
- Certificate of New Zealand or overseas citizenship
- A credit card, debit card or eftpos card issued by a New Zealand registered bank that contains your name and signature
- A bank statement issued by a New Zealand registered bank in the 12 months immediately preceeding the date of the application
- A statement issued to you by a government agency in the 12 months immediately preceeding the date of the application e.g. Inland Revenue
- SuperGold card.

12 Proof of Identity for a Minor



Identity of a Minor

Must be verified by providing photo ID (including proof of age), or if not available, by providing a certified copy of the minor's birth certificate.

Please provide a certified copy of the following:

Required

- New Zealand or overseas passport containing the minors name, date of birth, photograph and signature (if available); and
- Full Birth Certificate – for Minor; and
- Parent/Guardians proof of identity (as above in section 11)

If Guardian

- Guardianship Order (if relevant)

13 Proof of Residential Address



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

- Utilities bill
- Rates bill
- Bank account statement
- A statement issued to you by a government agency in the last 12 months immediately preceding the date of the application e.g. Inland Revenue.

14 Proof of Bank Account



Please provide a certified photocopy of ONE of the following:

- A bank encoded deposit slip with pre-printed details of your bank account name and number
- A copy of a cheque for your bank account
- A copy of a bank account statement
- A verification letter or other document of confirmation provided by your bank
- A printed version of your bank account details from your online banking.

Complete Section J
if applicable, and provide
Identification Documents
as per Section I

J Parent/Guardian of a Minor

J1 First Parent / Guardian

A parent or guardian must complete this section for an account opened on behalf of a minor (individual under 18 years).

NAME & ADDRESS

Title *please select one*

Mr Mrs Miss Ms Dr Other _____

Full Name *first, middle and last name*

Preferred Name *if different from above*

Mailing Name

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

Post code | | | | |

Mailing Address *if not the same as residential address*

Post code | | | | |

Relationship with Applicant *e.g. mother, father, guardian*

CONTACT DETAILS & COMMUNICATIONS

Please fill out all details and tick the box identifying the best way for us to contact you

Home Ph Mobile

Work Ph Post as per mailing address

Email

Please indicate if you would like to receive:

'News & Views' and 'Exchange newsletter' Yes Email Post

'Research Wrap' email Yes *email only*

PERSONAL DETAILS, CITIZENSHIP & RESIDENCY STATUS

Gender Male Female

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

Country of Birth NZ Other *specify* _____

Country of Citizenship NZ Other *specify* _____

Country of Residency NZ Other *specify* _____

New Zealand Residency Status *tick one box only*

Permanent Resident / Citizen Resident Visa Work Permit

Long Term Business Visa Other *specify* _____

Mailing Name

This is how you would like your
correspondence addressed.

News & Views and Exchange newsletter

A regular publication and
newsletter with topical research
articles and company events.

Research Wrap

A monthly email communication
that includes a market summary,
company research and strategy
reports.

J2 Second Parent / Guardian

A parent or guardian must complete this section for an account opened on behalf of a minor (individual under 18 years).

NAME & ADDRESS

Title *please select one*

Mr Mrs Miss Ms Dr Other

Full Name *first, middle and last name*

Preferred Name *if different from above*

Mailing Name

Mailing Name

This is how you would like your correspondence addressed.

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

Post code | | | | |

Mailing Address *if not the same as residential address*

Post code | | | | |

Relationship with Applicant *e.g. mother, father, guardian*

CONTACT DETAILS & COMMUNICATIONS

Please fill out all details and tick the box identifying the best way for us to contact you

Home Ph

Mobile

Work Ph

Post *as per mailing address*

Email

Please indicate if you would like to receive:

'News & Views' and 'Exchange newsletter'

Yes

Email

Post

'Research Wrap' email

Yes *email only*

News & Views and Exchange newsletter

A regular publication and newsletter with topical research articles and company events.

Research Wrap

A monthly email communication that includes a market summary, company research and strategy reports.

PERSONAL DETAILS, CITIZENSHIP & RESIDENCY STATUS

Gender

Male

Female

Date of Birth

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

Country of Birth

NZ

Other *specify*

Country of Citizenship

NZ

Other *specify*

Country of Residency

NZ

Other *specify*

New Zealand Residency Status *tick one box only*

Permanent Resident / Citizen

Resident Visa

Work Permit

Long Term Business Visa

Other *specify*



Craigs Investment Partners (CIP) Cash Management Account Authority to Deduct

If contributions are to be sourced from a Craigs Investment Partners (CIP) Cash Management Account the owner of the account must complete this Authority to Deduct section.

To Craigs Investment Partners (CIP) Cash Management Nominees Limited,

I/we authorise Craigs Investment Partners, until further notice, to debit the funds from my/our account as detailed below:

Craigs Investment Partners Cash Management Account Name

Craigs Investment Partners Cash Management Account Number

--	--	--	--	--	--	--	--	--	--

KiwiSaver Contributions on Behalf of:

Craigs KiwiSaver Scheme Account Name

Craigs KiwiSaver Scheme Account Number

--	--	--	--	--	--	--	--	--	--

Craigs KiwiSaver Scheme Account Number

If unknown, Craigs Investment Partners will complete.

Authorised Signature(s)

Please ensure that for cash management accounts with more than one signatory, all authorised signatures are obtained.

Authorised Signature(s)

Full Name *first, middle and last name*

Signature

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

Full Name *first, middle and last name*

Signature

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

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Complete Section L
if applicable

L Craigs KiwiSaver Scheme Direct Debit Form

Please read conditions overleaf.

Investment Date

Your investment date should match your investment date in Section E of the Craigs KiwiSaver Scheme Application Form.

Craigs KiwiSaver Scheme Account Number

If unknown, Craigs Investment Partners will complete.

This completed Direct Debit Form should be returned to your nearest Craigs Investment Partners branch, or post it to:

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

Phone: 0800 878 278

Proof of bank account

Additional information and identification documents must be provided for all account holders where the bank account is in a name other than the name of the Craigs KiwiSaver Scheme account holder.

Authorised Signature

Where the Bank Account being debited is in a name other than the name of the Craigs KiwiSaver Scheme Account please provide details from the Bank of those persons authorised to give instructions on the Bank Account. Details should include Account Name, Account Number and name and signatures of the Authorised persons.

CLIENT ACCOUNT NO.

INVESTMENT ADVISER

This form is to be completed if you have selected to make contributions direct to your Craigs KiwiSaver Scheme Account from a nominated bank account.

Investment Date for Direct Debit

Please indicate the day of the month you would like this Direct Debit to be deducted from your account. If this day falls on a non-business day, the Direct Debit will take effect on the next business day.

Investment Date 5th 10th 15th 20th 25th

Craigs KiwiSaver Scheme Account Name

Craigs KiwiSaver Scheme Account Number

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Authority to Accept Direct Debits

not to operate as an assignment or agreement

I/we authorise you until further notice in writing to debit my/our account with all amounts which NZGT as Supervisor for Craigs KiwiSaver Scheme Account (herein after referred to as the Initiator), the registered Initiator of the above Authorisation Code, may initiate by Direct Debit. I/we acknowledge and accept that the Bank accepts this Authority only upon the conditions listed on the rear of this form.

Name of Account *to be debited*

Account Details

BANK				BRANCH				ACCOUNT NUMBER				SUFFIX							

Authorisation Code | 0 | 6 | 1 | 9 | 1 | 0 | 1 | **Date** | D | D | D | M | M | Y | Y | Y | Y | Y | Y |

To The Bank Manager,

Bank Name

Bank Branch

Before signing this direct debit form, please ensure you have read the conditions overleaf.

Authorised Signature(s)

Full Name *first, middle and last name*

Signature

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

Full Name *first, middle and last name*

Signature

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

For bank use only

Approved

1910
06 2007

Date Received

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Recorded By

Checked By

Bank Stamp

Conditions of this Authority to Accept Direct Debits

1. The Initiator:

- (a) Has agreed to give advance notice of the net amount of each Direct Debit and the due date of the debiting at least 10 calendar days (but not more than 2 calendar months) before the date when the Direct Debit will be initiated. This notice will be provided in writing (including electronic means and SMS where the Customer has provided prior written consent, including by electronic means including SMS, to communicate electronically).

The advance notice will include the following message:

"Unless advice to the contrary is received from you by (date*), the amount of \$..... will be directly debited to your bank account on (initiating date)."

- (b) May, upon the relationship, which gave rise to this Authority being terminated, give notice to the Bank that no further Direct Debits are to be initiated under the Authority. Upon receipt of such notice the Bank may terminate this Authority as to future payments by notice in writing to me/us.
- (c) May, upon receiving an "authority transfer form" (dated after the day of this authority signed by me/us and addressed to a bank to which I/we have transferred my/our bank account, initiate Direct Debits in reliance of that transfer form and this Authority for the account identified in the authority transfer form.

** This date will be at least two (2) days prior to the initiating date to allow for amendment of Direct Debits.*

2. The Customer may:

- (a) At any time, terminate this Authority as to future payments by giving written notice of the termination to the Bank and to the Initiator.
- (b) Stop payment of any Direct Debit to be initiated under this Authority by the Initiator by giving written notice to the Bank prior to the Direct Debit being paid by the Bank.

3. The Customer acknowledges that:

- (a) This Authority will remain in full force and effect in respect of all Direct Debits passed to my/our account in good faith notwithstanding my/our death, bankruptcy, or other revocation of this Authority until actual notice of such event is received by the Bank.
- (b) In any event this Authority is subject to any arrangement now or hereafter existing between me/us and the Bank in relation to my/our account.
- (c) Any dispute as to the correctness or validity of an amount debited to my/our account shall not be the concern of the Bank except in so far as the Direct Debit has not been paid in accordance with this Authority. Any other dispute lies between me/us and the Initiator.
- (d) Where the Bank has used reasonable care and skill in acting in accordance with this Authority, the Bank accepts no responsibility or liability in respect of:
 - (i) the accuracy of information about Direct Debits on Bank statements
 - (ii) any variations between notices given by the Initiator and the amounts of Direct Debits.
- (e) The Bank is not responsible for, or under any liability in respect of the Initiator's failure to give written notice correctly nor for the non-receipt or late receipt of notice by me/us for any reason whatsoever. In any such situation the dispute lies between me/us and the Initiator.

4. The Bank may:

- (a) In its absolute discretion conclusively determine the order of priority of payment by it of any monies pursuant to this or any other Authority, cheque or draft properly executed by me/us and given to or drawn on the Bank.
- (b) At any time terminate this Authority as to future payments by notice in writing to me/us.
- (c) Charge its current fees for this service in force from time to time.
- (d) Upon receipt of an "authority to transfer form" signed by me/us from a bank to which my/our account has been transferred, transfer to that bank this Authority to Accept Direct Debit.



CRAIGS[®]

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