



CRAIGS[®]
INVESTMENT PARTNERS

Craigs KiwiSaver Scheme

Product Disclosure Statement

23 February 2023

Craigs Investment Partners
Superannuation Management Limited

This document replaces the Product Disclosure Statement dated 23 November 2022.

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. Craigs 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.



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 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 KiwiSaver Scheme ('Craigs KiwiSaver' or 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. You must hold a small percentage (circa 0.25%) of your portfolio as cash to ensure we can recover taxes and fees.

More information is available in the Investment Options Supplement on the Craigs Investment Partners ('CIP' or 'Craigs') website

craigsip.com/kiwisaver-investment-options and on the Disclose Register offer register disclose-register.companiesoffice.govt.nz.

The Investment Options include a range of investments, including equities, investment trusts, managed funds, index funds, listed property trusts and cash. These are published in the Investment Options Supplement.

The CIP Product Committee is responsible for approving and removing Investment Options. They will review the Investment Options at least quarterly. For more information please review the Craigs KiwiSaver Other Material Information document available on the CIP website craigsip.com/document-library#craigs-kiwisaver-document-library or from the offer register at disclose-register.companiesoffice.govt.nz.

When a security is removed as an Investment Option, all members who hold the security are contacted with a recommendation to review their portfolio and investment direction and advise us of any changes. You must confirm to us if you wish to continue holding a removed security. Any security not listed in the Investment Options will be identified in your holdings statement. We will request a new investment direction where your current investment direction includes a security that has been removed from the Investment Options.

There may be circumstances where we need to sell a security to comply with applicable laws. Members will be given at least one month's written notice and proceeds held as cash until we receive a new investment direction.

The Investment Options Supplement includes a description of each security, whether it is covered by CIP Private Wealth Research team, whether it 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.

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 the following criteria:

- reaching the age of retirement (currently 65) and being in KiwiSaver for at least five years*;
- buying your first home;
- suffering serious illness or life-shortening congenital conditions;
- suffering significant financial hardship;
- death;
- permanent emigration; or
- having 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.

**If you joined KiwiSaver from 1 July 2019, there will be no compulsory five-year lock-in period for members aged 60 and over. From 1 April 2020 members who were over age 60 and joined KiwiSaver prior to 1 July 2019 will be able to opt-out of the 5 year membership requirement by notifying us and withdraw their funds when they turn 65.*

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 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 Supervisor.

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

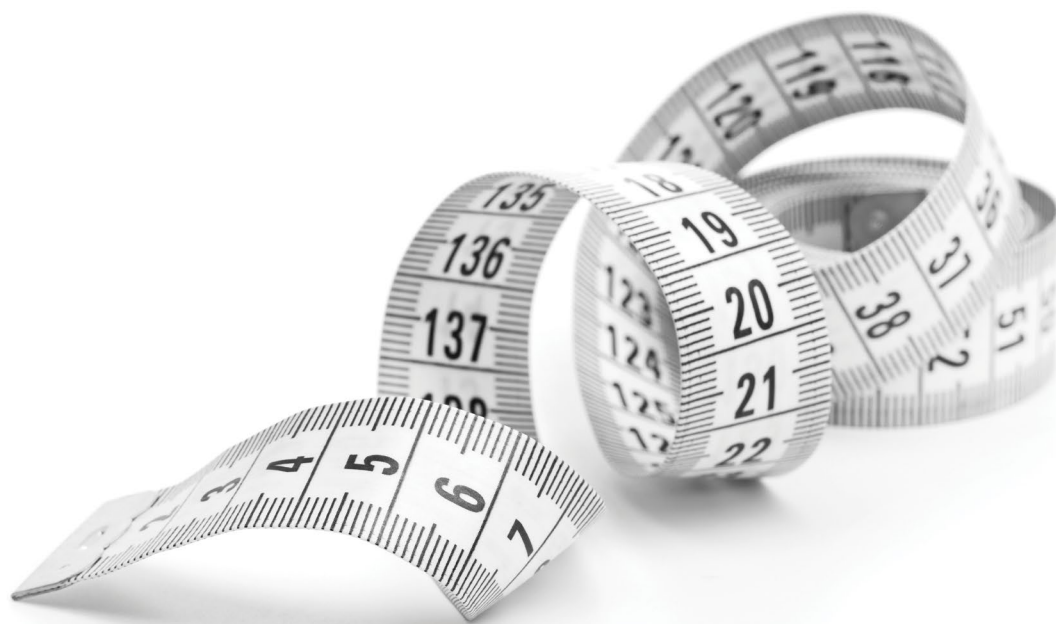
Craigs KiwiSaver provides you with the flexibility to build a portfolio from our Investment Options that suits your risk profile and investment objectives. A financial adviser engaged by CIP ('Craigs Investment Adviser') is available to help you select your portfolio at no additional cost. By joining 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 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.



Our Investment Approach

The Investment Options include a range of equity, investment trusts, managed funds, index funds and listed property trusts, and cash.

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

Covered stocks are reviewed and recommended by CIP Private Wealth Research analysts. The team will analyse, or use analysis from chosen providers, which relates to the security, 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 Product Committee includes a check of the characteristics of the security and a review of the issuing manager. More information is available in the Craigs KiwiSaver Other Material Information or from the offer register at craigsip.com/document-library#craigs-kiwisaver-document-library or from the offer register at disclose-register.companiesoffice.govt.nz.

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

Key benefits of investing in Craigs KiwiSaver are:

- **self-selecting** your investment portfolio. This allows you to choose 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 Craigs Private Wealth **research** and analysis.
- accessing financial advice by speaking to a Craigs Investment Adviser.

Each Craigs KiwiSaver portfolio has a cash account. You will be required to keep 0.25% of your portfolio's value as cash. The account is used to record contributions, income distributions, and payments such as tax, fees or 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 Product Disclosure Statement. However, some managed funds available as Investment Options have responsible investment policies and procedures. Please refer to the offer documents of the relevant fund for more information.



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; 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%, 6%, 8% or 10% 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 or apply for a 'savings suspension'.

You may also 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.

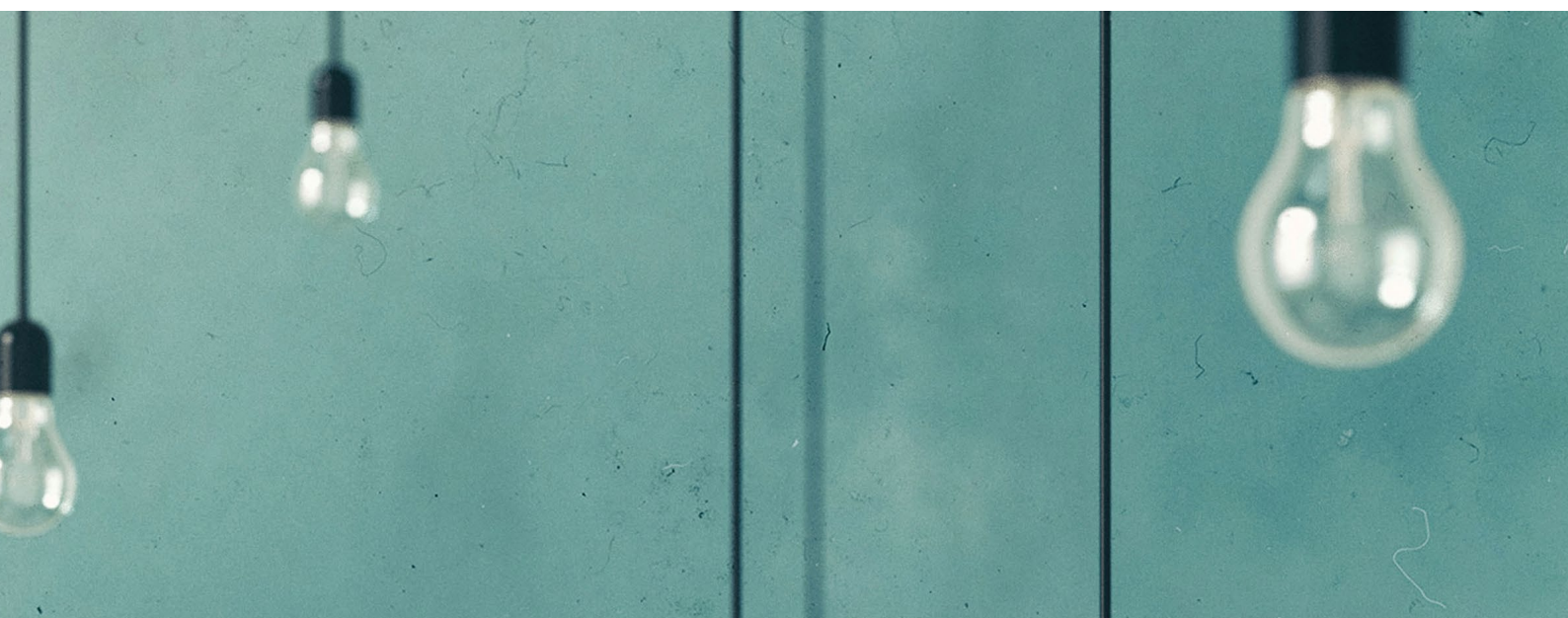
If you are self-employed (and do not deduct PAYE), aged over 65 or not working, you can make lump sum payments or regular contributions to the Scheme. You can decide the timing and amount of your contributions.

If you are contributing to KiwiSaver, you may also be eligible to receive a "Government Contribution" of up to \$521.43 a year, provided you are:

- 18 or over and under age 65; or
- over 65, joined KiwiSaver prior to 1 July 2019 and yet to complete five years KiwiSaver membership (provided you have not opted out of the five year membership requirement).

More information on contributions is available on the offer register disclose-register.companiesoffice.govt.nz 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 you are eligible for NZ Superannuation (currently 65)**.

You may be able to make an early withdrawal of part (or all) of your savings under the KiwiSaver rules if you

satisfy specific 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	Government contribution	Government kick-start payment*	Australian transferred savings
Retirement (currently 65)**	✓	✓	✓	✓	✓
Buying your first home***	✓	✓	✓	x	x
Life-shortening congenital conditions	✓	✓	✓	✓	✓
Serious illness	✓	✓	✓	✓	✓
Significant financial hardship****	✓	✓	x	x	✓
Permanent emigration - to countries other than Australia	✓	✓	x	✓	x
Permanent emigration - to Australia*****	✓	✓	✓	✓	✓
Death of member	✓	✓	✓	✓	✓
Transfer to another KiwiSaver scheme	✓	✓	✓	✓	✓
To pay tax which arises from a foreign superannuation scheme withdrawal	✓	✓	x	x	✓

*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. However, members who join KiwiSaver from 1 July 2019 at the age of 60 or over and therefore have not been a member for five years when they qualify for NZ super will be able to access their funds at 65. From 1 April 2020 members who were over age 60 and joined prior to 1 July 2019 will be able to opt-out of the 5 year membership requirement by notifying us and access their funds when they turn 65.

*** 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 solicitor's 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 First Home Grant. Terms & conditions apply see kaingaora.govt.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 submitting a serious illness withdrawal request to the Supervisor for their review and determination.

Life-shortening congenital conditions

You may apply for a withdrawal on the grounds of life-shortening congenital conditions if you are suffering from a condition that has existed from the date of your birth and:

- You have a known congenital condition which is likely to shorten your life below the age of 65 (these congenital conditions are identified through regulations); or
- There is medical evidence to verify that your congenital condition is expected to reduce life expectancy below NZ retirement age.

We will require a medical certificate that verifies the condition before submitting a life-shortening congenital condition withdrawal request to the Supervisor for their review and consideration. We will also require a statutory declaration acknowledging that your funds are to be released as if you had reached New Zealand Superannuation qualification age and that after withdrawal, you are no longer eligible to receive the Government contribution or compulsory employer contributions.

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 arising from a disability; 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 submitting a financial hardship withdrawal request to the Supervisor for their review and consideration. 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), Government contributions and any transferred superannuation funds (if applicable).

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 your contributions, your employer's contributions and the \$1,000 kick-start (if you were eligible). Government contributions 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; disclose-register.companiesoffice.govt.nz 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 from the 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 listed equity 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 equities, investment trusts, managed funds, index funds, listed property trusts and cash.

All cash is deposited with ANZ Bank New Zealand Limited, including cash received and held prior to investment.

Selection of Investment Options

The CIP Product Committee decides which securities will be 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 a security that is removed, we will notify you. You must confirm to us if you wish to continue to hold or invest in a removed security. We will also notify you at the end of each quarter if any security you hold or invest into is no longer an Investment Option.

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.

CIPSMML reserves the right to sell securities held by a member if CIPSMML determines that it is required in order for the Scheme to comply with applicable laws.

We must give the member one month's prior written notice before any securities are sold. The proceeds will be held as cash until we receive a new investment direction.

The Investment Options Supplement includes;

- a description of each security;
- if a security is covered by Craigs Private Wealth Research;
- if a security is offered by a related party;
- risk indicators and information about them;
- estimated total annual fund charges and performance fees (if applicable); and
- information about the fees for the Scheme.

For more information regarding the Investment Options and Product Committee, refer to the Craigs KiwiSaver Other Material Information document available craigsip.com/document-library#craigs-kiwisaver-document-library or from the offer register at disclose-register.companiesoffice.govt.nz.

The most recent Investment Options Supplement is available from your Craigs Investment Adviser, from the CIP website craigsip.com/kiwisaver-investment-options or from the offer register at 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 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.

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.formsbyair.com/forms/risk-profiler.

Our Investment Options Supplement includes a risk indicator for each security and an explanation of the risk indicator.

Where a NZ managed fund or a NZ Exchange Traded Fund ('ETF') which is an Investment Option, has its own fund update produced by the manager of that fund, 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 Craigs Investment Adviser, from the CIP website craigsip.com/kiwisaver-investment-options or from 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	Fund 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, pandemics or economic conditions and events such as inflation, interest rates or recession.
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 an Investment Option 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.
Security Liquidity Risk	If an investment is not widely traded (i.e. is illiquid) then the Scheme may not be able to purchase or sell the investment or may only be able to sell at a discounted price.

Other Specific Risks

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

Key Person Risk	The CIP Product Committee which approves the 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 Product 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 committee.
Security Selection Risk	Members select securities from the list of Investment Options. Securities may be removed from the list from time to time. Members may elect to continue to hold a removed security or, if their current investment direction includes a removed security, continue investing in a removed security. Neither CIPSMML, nor CIP, has any liability to members for any losses incurred as a result of a security being removed from the Investment Options list and any decision to maintain or alter the member's portfolio following that removal.

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 and regulatory risk. Details of these can be found in the 'Other Material Information' supplement on the offer register; disclose-register.companiesoffice.govt.nz.



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 actual fees charged during the most recent year will be provided in your 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	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 on the offer register: 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 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 \$30.00 per annum per member charged to your member account in October and April. Members who are under 18 years old are not charged this fee.
Brokerage	Maximum of 1.25% of the amount of the relevant listed equity 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	Approximately \$15.00 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. 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.

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** – are calculated based on the number of days the security 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 fees payable to the administration manager, custodian and supervisor out of this fee. Fees will be recovered at the end of each month from your cash holdings, or by selling down securities within your portfolio proportionately.

- **Fees and expenses of underlying funds** – securities 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 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 \$45.00.

Estimated total fees for the first year

Brokerage: \$125.00

Management Fees: \$123.44

Other charges: \$45.00

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 disclose-register.companiesoffice.govt.nz or the CIP website craigsip.com/document-library.

7. Who is involved?

About Craigs Investment Partners Superannuation Management Limited

CIPSML is the manager of the 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

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

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 878 278

Email: clientservices@craigsip.com

or if we cannot resolve your problem, you may 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: complaints@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 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 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 either online at craigsip.com/personal-wealth/craigs-kiwisaver or complete the attached application form along with identification requirements.



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Risk Tolerance Questionnaire

The questionnaire will help you assess your risk profile. Your risk profile considers your financial position, your goals, investment time frame and overall appetite for risk. The questions are only a guide and are not a replacement for the financial advice or a detailed investment plan.

Risk Willingness

These first seven questions attempt to gauge your risk willingness i.e. how comfortable you are taking risk.

Q1. With regards to investments, you would describe your attitude to risk and return as:	CIRCLE ONE	
> Conservative - you are not much of a risk taker and accept this will result in lower long term returns	0	
> Moderate - you are willing to take moderate risk to improve returns	5	
> High - you are willing to take a reasonably high level of risk to generate higher returns	10	
> Aggressive - you are willing to take a very high level of risk to maximise returns	15	
Q2. What is your primary goal in regards to this investment?		
> To protect the initial capital value of my investment	0	
> To achieve moderate capital growth	5	
> To achieve high capital growth	10	
Q3. If your investment dropped in value by more than 10% in one year, you would feel:		
> Very nervous - you do not like losses	0	
> Concerned - it would make you uncomfortable	5	
> A little concerned - depending on the reason for the fall	10	
> Fine - you are familiar with the sharemarket fluctuations	15	
Q4. When reviewing your portfolio would you focus more on:		
> The performance of individual securities within the portfolio	0	
> The portfolio's overall return	5	
Q5. If your investment were to drop significantly in value, your reaction would be to:		
> Sell (and shift to a lower risk investment as soon as possible)	0	
> Consider selling (and shifting to a lower risk investment in future)	5	
> Monitor your investment more closely, but keep the status quo as you are in this for the long haul	15	
> Consider buying more (as you prefer to buy when markets are cheap)	20	
Q6. Which statement best describes your investment experience?		
> Almost no knowledge / experience	0	
> Limited experience	5	
> Some experience	10	
> Extensive experience (e.g. a long history of investing in a variety of shares and bonds)	15	
Q7. The chart below shows best and worst returns for five portfolios over one year.* You would prefer:		
	> Investment A	0
	> Investment B	5
	> Investment C	10
	> Investment D	15
	> Investment E	20




Your Risk Willingness Score.

Add up the numbers that correspond to each of your circled responses for questions 1 to 7.

TOTAL

Risk Capacity

The following four questions look at your **risk capacity** i.e. how much risk you can take without jeopardising your financial goals.

Q8. How long are these funds to be invested for?		
> Very long term (potentially more than 35 years)		30
> Long term (10 - 35 years)		20
> Medium term (5 - 10 years)		15
> Short term (less than 5 years) - Note: this implies very little capacity to invest in equities		0
Q9. Do you need to draw an income from this portfolio?		
> I don't intend to draw an income from this portfolio in the next 10 years		20
> Not currently, but I will / may within the next 10 years		15
> Yes, but this is supplementary to my other income sources		10
> Yes, this investment income is my primary source of income		0
Q10. Do you intend to make a substantial withdrawal within the next 10yrs (e.g. more than 30% of the initial investment)?		
> No		20
> Yes		0
Q11. How much reliance do you have on this investment portfolio to meet your financial goals?		
> Very low (this is only a small part of your overall net wealth)		20
> Low		15
> Moderate		10
> High (this portfolio represents a significant portion of your financial assets)		5
> Very high (this portfolio represents the majority of your financial assets)		0
	Your Risk Capacity Score.	TOTAL
	Add up the numbers that correspond to each of your circled responses for questions 8 to 11.	

Scoring the questionnaire

You will need to refer to the two total scores, your Risk Willingness Score and your Risk Capacity Score to identify your Overall Risk Profile. Firstly, identify which score range your Risk Profile score is in (left column) and also your Risk Capacity (bottom row). Where the two meet in the diagram - this is your Overall Risk Profile.

For example - if your Risk Willingness Score is 50 (Medium) and your Risk Capacity is 75 (High) - your Overall Risk Profile would be Moderate.

Overall Risk Profile

Your Risk Willingness Score	81 - 100	Conservative	Moderate	Moderately Aggressive	Aggressive	Aggressive
	61 - 80	Conservative	Moderately Conservative	Moderate	Moderately Aggressive	Moderately Aggressive
	41 - 60	Conservative	Moderately Conservative	Moderate	Moderate	Moderate
	21 - 40	Conservative	Moderately Conservative	Moderately Conservative	Moderately Conservative	Moderate
	0-20	Defensive	Conservative	Conservative	Conservative	Moderately Conservative
	Score	0-44	45 - 54	55 - 69	70 - 79	80 - 90
Your Risk Capacity Score						

Please bear in mind that this is only a guide and is not a substitute for a detailed investment plan. This information is not personalised financial advice and does not take into account your particular financial situation or goals. We recommend you seek advice before making any investment decision. Investments are subject to risks and returns are not guaranteed. If you have completed this guide, and would like to discuss your findings and investment opportunities, contact a Craigs Investment Partners adviser or call the Client Services team on **0800 878 278**.

PERSONAL DETAILS, CITIZENSHIP & RESIDENCY STATUS

Gender Male Female Prefer not to say

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

Town or City of Birth _____

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 (*please provide details below*)

Name _____

Relationship to Account Holder _____

Public Office Position Held _____

Dates Position Held _____

IDENTITY AND ADDRESS VERIFICATION

We can identify you one of two ways:

- Electronically** - Please indicate below if you authorise us to verify your identity and residential address electronically and also **provide us with a copy** of the document you select below - either your valid New Zealand Passport or New Zealand Driver Licence (both sides). 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).

IF ELECTRONICALLY *please provide details for one of the following:*



NZ Passport

NZ Passport Number _____

Expiry Date

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

NZ Driver Licence

NZ Driver Licence Number _____

Card Version
Number _____

Expiry Date

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

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

I authorise Craigs Investment Partners to electronically verify my identity and residential address.

- Manually** - If you choose manual verification, you will need to provide us with certified copies of the documents listed in the Manual Identity Verification Requirements (Section I).

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

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

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. See section I for details of the wording required for the certification.

Alternatively, original documents can be sighted by a Craigs Investment Partners employee.

A2 Account Taxation Information

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

What is your Country of Residence for Tax Purposes? _____

New Zealand Tax Details

IRD Number _____

I am a US citizen or considered to be a US resident for US tax purposes.

Please ensure you tick either Yes or No Yes No

Foreign Tax Details (Other than New Zealand)

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)

This is for information purposes only. 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. If your tax rate is lower than 28% there may be advantages in investing in the QuayStreet KiwiSaver Scheme. Speak with the Craigs KiwiSaver Team by phoning 0800 878 278 or email clientservices@craigsip.com.

Select one option only (Please note: Craigs KiwiSaver Scheme is taxed at rate of 28%)

10.5% 17.5% 28%

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).

NEW ZEALAND TAX RESIDENTS

New Zealand individuals have different PIRs depending on their worldwide income for the last two years.

The table below details requirements for each PIR. You need to work out your income for each of the last two years. You can then choose the lower PIR for the current year.

TAXABLE INCOME WAS	TAXABLE INCOME PLUS PIE INCOME	PIR
\$14,000 or less	\$48,000 or less	10.5%
\$48,000 or less	\$70,000 or less	17.5%
All other cases		28%

NON NEW ZEALAND TAX RESIDENTS

If you are not a New Zealand Tax resident your PIR is 28%.

PIR

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

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

Name of Account holder/Associated person _____

Relationship to the NZX Employee _____

NZX Firm _____

NZX Employee Name _____

Position _____

SECTION C MUST BE COMPLETED

C Listed Entity Director/Officer Details

Is the Applicant or any person associated with this account an 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 _____

Position in Listed Entity _____

Listed Entity Name _____

Registered Exchange _____

Director/Officer Name _____

Position in Listed Entity _____

Listed Entity Name _____

Registered Exchange _____

SECTION D MUST BE COMPLETED

D Transfers from other KiwiSaver and Super Schemes

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

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%.

E

Investment Direction

Please complete the portfolio and investment details for your Craigs KiwiSaver Scheme.

If you are investing into NZ Managed Funds, please refer to the relevant Offer documents including the Product Disclosure Statement available at business.govt.nz/disclose.

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

Self-selected Portfolio

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

Securities

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

Investment Days

Your contributions will be invested the next investment day. We currently operate at least two investment days each week.

Self-selected Portfolio <i>Please list securities below</i>	Regular Investment	Lump Sum Investment
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%

QuayStreet Funds	Regular Investment	Lump Sum Investment
QuayStreet Fixed Interest Fund	%	%
QuayStreet Income Fund	%	%
QuayStreet Conservative Fund	%	%
QuayStreet Balanced Fund	%	%
QuayStreet Socially Responsible Investment Fund	%	%
QuayStreet Growth Fund	%	%
QuayStreet New Zealand Equity Fund	%	%
QuayStreet Australian Equity Fund	%	%
QuayStreet International Equity Fund	%	%
QuayStreet Altum Fund	%	%
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 Balanced Fund.*

I would like any future contributions invested as per my Investment Direction.

Yes No I will contact Craigs regarding any future contributions

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 craigsip.com/document-library. 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 craigsip.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.

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

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**
- 6% of your wages/salary**
- 8% of your wages/salary**
- 10% 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.

Investment Days
Your contributions will be invested the next investment day. We currently operate at least two investment days each week.

- Amount** \$ _____
- Weekly
 - Fortnightly
 - Monthly
 - Quarterly
 - 6 Monthly
 - Annually

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
- Direct Credit - payable to NZGT Supervisor for Craigs KiwiSaver Scheme, ANZ Bank 06-0101-0948546-00

LUMP SUM CONTRIBUTION***

Amount \$ _____

*** Please note the final date for processing of contributions to qualify for the Government Contributions 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

F3 Proof of Bank Account (only required if contributing by Direct Debit)

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 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.

SECTION F4 MUST BE COMPLETED

F4 Authorisation to Transact on the Account

- Single Authorisation** *tick if only one person can act individually on this account*
- Multiple Authorisation** *tick if instructions must be given by more than one person on this account*

Name *first, middle and last name*

Name *first, middle and last name*

Name *first, middle and last name*

SECTION G MUST BE COMPLETED

G Source of Funds and Nature and Purpose of Business Relationship

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*

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

> 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 below those that best describe the nature and purpose of your investment:

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

H 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.

I/We confirm that:

1. I/We have received and read the Disclosure Statement(s) for my/our Craigs Investment Partners Adviser(s) (where applicable).
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 and I am/we are aware of the limitations of any advice provided if I/we do not instruct Craigs Investment Partners Superannuation Management Limited and/or its investment advisers to take into account my/our financial situation, needs, goals or risk tolerance when providing advice.
6. The value of my investment can move up and down over time; and
7. If applicable, you have considered and compared the benefits of your current scheme before transferring to the Craigs KiwiSaver Scheme; and
8. 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
9. I/We agree to be bound by the terms of the Trust Deed governing the Craigs KiwiSaver Scheme including, if applicable, the terms of my employers Participation Agreement relating to the Craigs KiwiSaver Scheme; and
10. 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
11. The information supplied on this Application Form is correct; and
12. My/The applicants contributions are to be invested as indicated in the Investment Direction included with the Application Form; and
13. 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. My/Our information will also be disclosed in accordance with the law, including the KiwiSaver Act to the IRD; and
14. I/We understand that the information provided in this Application Form will be handled in accordance with the Craigs Investment Partners Privacy Statement. The Privacy Statement is available at craigsip.com/privacy.
15. I/We understand that I/we may request to see, and if necessary, request the correction of personal information; and
16. 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
17. I/We confirm that if Electronic Identity and Address Verification was selected in this form, I/we consent to Craigs Investment Partners Limited using the personal information that I/we have provided to verify my/our identity electronically and where necessary disclosing the information to external and independent agencies for the purpose of matching my/our 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.
18. I/We acknowledge my investment is not guaranteed by any person including the Manager, Supervisor, or any company in their group of companies. 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, or any of their respective related entities or any other person will not be liable to you for the capital value or performance of your investment.

19. 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.
20. 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.
21. 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.

If signing as a parent/guardian

If the applicant is under 16 years old both parents/guardians will need to complete Section J and sign the Application Form. Alternatively, one CYPFA Guardian must sign.

If the applicant is aged 16 or 17 years one parent or guardian and the minor must complete Section J and sign the Application Form.

If signing as a parent or guardian I/we confirm I/we are the parent or guardian of the applicant and we have read and confirm the acknowledgment on the behalf of the applicant.

I/we acknowledge that I/we will be entitled to instruct Craigs Investment Partners Superannuation Management Limited in relation to this Craigs KiwiSaver 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 my/our right shall cease.

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 Superannuation Management Limited 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 Applicant; Parent or Guardian for a Minor.

I Manual Identity Verification Requirements

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

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 preceding presentation of the sighted 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, original documents can be sighted by your Craigs Investment Partners Adviser.

PROOF OF IDENTITY

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

Option 1

A certified copy of ONE of the following:



- New Zealand or overseas passport containing your name, date of birth, photo 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, photo and signature

Option 2

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

A certified copy of:



- New Zealand Driver Licence (both sides)

AND a certified copy 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 preceding the date of the application
- A statement issued to you by a government agency in the 12 months immediately preceding the date of the application e.g. Inland Revenue, ACC or WINZ
- SuperGold card

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, ACC or WINZ



PROOF OF IDENTITY FOR A MINOR

Please provide a certified copy of the following:

Required

- Full birth certificate - for Minor; and
- New Zealand or overseas passport containing the Minor's name, date of birth, photo and signature (if available); and
- Parent/Guardian proof of identity (as in proof of identity section)

If Guardian

- Guardianship Order (if relevant)

J Parent/Guardian of a Minor

If the applicant is under 16 years old both parents/ guardians will need to complete Section J and sign the Application Form. Alternatively, one CYPFA Guardian must sign.

If the applicant is aged 17 years one parent/guardian and the minor will need to complete Section J and sign the Application Form.

J1 First Parent / Guardian

NAME & ADDRESS

Title *please select one*

Mr Mrs Miss Ms Dr Mx Other

First Name

Middle Name

Last Name

Preferred Name *if different from above*

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

Postcode

Mailing Address *if not the same as residential address*

Postcode

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

PERSONAL DETAILS, CITIZENSHIP & RESIDENCY STATUS

Gender

Male

Female

Prefer not to say

Date of Birth

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

Country of Birth

NZ

Other *specify*

Town or City of Birth

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 (please provide details below)

Name _____

Relationship to Account Holder _____

Public Office Position Held _____

Dates Position Held _____

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

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

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. See section I for details of the wording required for the certification.

Alternatively, original documents can be sighted by a Craigs Investment Partners employee.

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 and also **provide us with a copy** of the document you select below - either your valid New Zealand Passport or New Zealand Driver Licence (both sides). 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).

IF ELECTRONICALLY please provide details for **one** of the following:

NZ Passport

NZ Passport Number _____

Expiry Date _____

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

NZ Driver Licence

NZ Driver Licence Number _____

Card Version
Number _____

Expiry Date _____

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

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

I authorise Craigs Investment Partners to electronically verify my identity and residential address.

2. **Manually** - If you choose manual verification, you will need to provide us with certified copies of the documents listed in the Manual Identity Verification Requirements (Section I).

J2 Second Parent / Guardian

NAME & ADDRESS

Title *please select one*

Mr Mrs Miss Ms Dr Mx Other

First Name

Middle Name

Last Name

Preferred Name *if different from above*

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

Postcode | | | | |

Mailing Address *if not the same as residential address*

Postcode | | | | |

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

PERSONAL DETAILS, CITIZENSHIP & RESIDENCY STATUS

Gender

Male

Female

Prefer not to say

Date of Birth

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

Town or City of Birth

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 *(please provide details below)*

Name

Relationship to Account Holder

Public Office Position Held

Dates Position Held

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

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

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. See section I for details of the wording required for the certification.

Alternatively, original documents can be sighted by a Craigs Investment Partners employee.

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 and also **provide us with a copy** of the document you select below - either your valid New Zealand Passport or New Zealand Driver Licence (both sides). 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).

IF ELECTRONICALLY *please provide details for **one** of the following:*

NZ Passport

NZ Passport Number

Expiry Date

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

NZ Driver Licence

NZ Driver Licence Number

Card Version
Number

Expiry Date

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

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

I authorise Craigs Investment Partners to electronically verify my identity and residential address.

2. **Manually** - If you choose manual verification, you will need to provide us with certified copies of the documents listed in the Manual Identity Verification Requirements (Section I).

K 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 Client Services 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 |



L Craigs KiwiSaver Scheme Direct Debit Form

Please read conditions overleaf.

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 frequency and commencement date for this Direct Debit to be deducted from your account. If you require the funds to be deducted on a set day, please indicate below. If the days falls on a non-business day, the Direct Debit will take effect on the next business day.

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

Day of Direct Debit (if required) Mon Tues Wed Thurs Fri

Frequency of Direct Debit Wkly Fntly Mthly Qtly 6 Mthly Annually

Account Name _____

Scheme Account Number | | | | | | | | | |

Scheme Account Number

If unknown, Craigs Client Services will complete.

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 (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* _____

If 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 Authorised persons.

Account Details

| | | | | | | | | | | | | | | | | | | | | |
BANK BRANCH ACCOUNT NUMBER SUFFIX

Authorisation Code | 0 | 6 | 1 | 9 | 6 | 0 | 4 | Date | D | D | | M | M | | 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 | | M | M | | Y | Y | Y | Y | Y |

Full Name *first, middle and last name* _____

Signature _____

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

WHERE TO SEND YOUR COMPLETED FORM

Please either deliver your completed 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
Email: clientservices@craigsp.com

CLIENT ACCOUNT NO.

INVESTMENT ADVISER

For bank use only

Approved

1960
09 2007

Date Received

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

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 two 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.

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CRAIGS[®]

INVESTMENT PARTNERS

HEAD OFFICE - TAURANGA

Craigs Investment Partners House
158 Cameron Road
PO Box 13155, Tauranga 3141
E. headoffice@craigsip.com

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14 Hobson Avenue
PO Box 841, Kerikeri 0245
P. 09 407 7926 F. 09 407 7429
E. kerikeri@craigsip.com

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PO Box 573, Whangarei 0140
P. 09 438 1988 F. 09 438 5167
E. whangarei@craigsip.com

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E. hamilton@craigsip.com

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158 Cameron Road
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E. tauranga@craigsip.com

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1196 Whakaue Street
PO Box 1148, Rotorua 3040
P. 07 348 1860 F. 07 348 1863
E. rotorua@craigsip.com

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PO Box 153, Gisborne 4040
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E. gisborne@craigsip.com

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E. havelocknorth@craigsip.com

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E. whanganui@craigsip.com

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Cnr Broadway Avenue & Vivian Street
PO Box 1543, Palmerston North 4414
P. 06 953 3460 F. 06 953 0640
E. palmerstonnorth@craigsip.com

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Level 4, 20 Customhouse Quay
PO Box 10556, Wellington 6143
P. 04 917 4330 F. 04 917 4350
E. wellington@craigsip.com

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2 Alfred Street
PO Box 678, Blenheim 7240
P. 03 577 7410 F. 03 577 7440
E. blenheim@craigsip.com

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E. nelson@craigsip.com

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Craigs Investment Partners House
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PO Box 90, Christchurch 8140
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E. christchurch@craigsip.com

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Queenstown 9349
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E. queenstown@craigsip.com

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PO Box 5545, Dunedin 9054
P. 03 477 5900 F. 03 477 6743
E. dunedin@craigsip.com

GORE

120 Main Street
PO Box 317, Gore 9740
P. 03 208 9310 F. 03 208 4161
E. gore@craigsip.com

INVERCARGILL

Level 2, 20 Don Street
PO Box 1246, Invercargill 9840
P. 03 214 9939 F. 03 214 9933
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0800 272 442 / craigsip.com

Craigs Investment Partners is a NZX Participant Firm. Adviser Disclosure Statements are available on request and free of charge. The Craigs Investment Partners Limited Financial Advice Provider Disclosure Statement can be viewed at craigsip.com/tcs. Please visit craigsip.com.