



Custody and Administration Service.

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

Our Services.

Custody and full administration service

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

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

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

CSL provides custody through a nominee service* whereby securities are registered in the name of CSL, but held by CSL on your behalf in a bare trustee capacity. Although CSL assumes legal title of your securities, **you retain beneficial ownership of your securities at all times.**

Within our custody and administration service we:

- Receive all correspondence relating to your securities and process any related paperwork on your behalf;
- Provide for the efficient transfer of your securities, minimising any possible delays when trading foreign securities, including the delivery and receipt of your securities and cash;
- Collect income and other entitlements associated with your securities, exchange these to New Zealand dollars if requested, and process any New Zealand Withholding Tax as required;
- Ensure appropriate action is taken for any corporate action which affects your securities;
- Ensure the efficient transfer of all your securities for estate planning purposes, without the need to reseal probate in foreign jurisdictions; and
- Reconcile client holdings with Registries.

CSL will provide:

- Six monthly reports showing all transactions undertaken during the period.
- A confirmation of your holdings so you can keep track of your positions; and
- Annual reports showing income, taxes and trades to assist you with the preparation of your tax returns.

* Custodial Services Limited may use sub-custodians for specific assets (e.g. holdings of overseas shares) and CSL may replace these sub-custodians at its discretion from time to time. Sub-custodians may be related parties of Custodial Services Limited.



Quality.

Craigs Investment Partners Limited (CIP) is an accredited NZX Participant firm and operates under the NZX Participant Rules. CSL is subject to the NZX participant rules, the NZX Clearing and Settlement Rules and the Depository Operating Rules, due to being a wholly owned subsidiary of Craigs Investment Partners Limited.

CIP and CSL's custodial services are also regulated by the Financial Markets Authority (FMA) under the Financial Advisers Act and custody regulations.

CSL is required to record daily movements of all client custody investments, provide regular reporting to clients, advise clients of any changes to their holdings and provide clients with a schedule of all cash-related transactions:

- CSL's internal controls are subject to a regular independent review to ensure appropriate protection of clients' holdings;
- CSL is also subject to inspections by the New Zealand Exchange (NZX).

Custodial Services Limited Board of Directors.

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CSL has its own Board of Directors. The Board consists of three directors, two of whom are independent of Craigs Investment Partners Limited namely; Michael Smith, consultant to Holland Beckett Solicitors and Kylie van Heerden, partner with Sharp Tudhope Lawyers.

The remaining director is Ken Phillip an employee of Craigs Investment Partners Limited.

For further information please contact a Craigs Investment Partners Adviser by phoning 0800 272 442.

Craigs Investment Partners Limited is a NZX Participant firm. Adviser Disclosure Statements are available on request and free of charge.