



**CRAIGS**  
INVESTMENT PARTNERS

# Craig's KiwiSaver Scheme

## Product Disclosure Statement

**13 July 2023**

Craig's Investment Partners  
Superannuation Management Limited

This document replaces the Product Disclosure Statement dated 23 February 2023.

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](https://disclose-register.companiesoffice.govt.nz). Craig's Investment Partners Superannuation Management Limited has prepared this document in accordance with the Financial Markets Conduct Act 2013. You can also seek advice from a financial advice provider to help you make an investment decision.



01.

# Key information summary

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## 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, our 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.

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### 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 (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 contained in the Scheme's Investment Options Supplement.

The Investment Options Supplement can be found on the Craigs Investment Partners ("CIP" or "Craigs") website [craigsip.com/document-library](http://craigsip.com/document-library) and the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).

The Investment Options you can select from include a range of investments, including global, New Zealand and Australian equities, investment trusts, managed funds, index funds and listed property trusts. Cash can be held in the cash accounts within your portfolio.

You must hold a minimum of 0.25% of your portfolio as cash to ensure we can recover taxes and fees.

The CIP Product Committee is responsible for approving and removing Investment Options. They will review and update the Investment Options at least quarterly. For more information, see the Scheme's 'Other Material Information' document available on [craigsip.com/document-library](https://craigsip.com/document-library) or the offer register at [disclose-register.companiesoffice.govt.nz](https://disclose-register.companiesoffice.govt.nz).

When an investment is removed as an Investment Option, all members who hold the investment are contacted with a recommendation to review their portfolio and Investment Direction (as defined in the Scheme's Trust Deed) and advise us of any changes. Any investment not listed in the Investment Options Supplement will be identified in your holdings statement. We will request a new Investment Direction where your current Investment Direction includes an investment which has been removed from the Investment Options Supplement.

There may be circumstances where we need to sell an investment 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 Investment Option, whether it is covered by the CIP Private Wealth Research team, whether it is offered by a related party, the risk indicator for each Investment Option, an explanation of the risk indicator, the estimated total annual fund charges for each Investment Option, whether any performance fee, individual action fees and other charges are applicable and information about the fees for the Scheme and fees for Investment Options.

### **Who manages the Craigs KiwiSaver Scheme?**

CIPSML is the manager of the Scheme.

See section 7 'Who is involved?' for more information.

### **How can you get your money out?**

You may be eligible to withdraw funds if you satisfy certain criteria such as when you:

- reach the New Zealand superannuation qualification age (currently 65)\*;
- buy your first home;
- suffer serious illness or a life-shortening congenital condition;
- suffer significant financial hardship;
- die;
- permanently emigrate: or  
have to pay tax or make a student loan repayment which arises from a foreign superannuation scheme withdrawal.

There are rules around when each of these withdrawals can be made and how much of your account can be withdrawn. See section 2 'How does the investment work?' for more information.

*\*If you joined KiwiSaver prior 1 July 2019 and were over age 60 when you joined, you may withdraw your funds at age 65 if you opt-out of the compulsory five year membership requirement by notifying us. If you joined KiwiSaver from 1 July 2019, there is no compulsory five year lock-in period.*

### **How will your investment be taxed?**

The 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?**

CIPSML is not required to publish quarterly fund updates due to the nature of the Scheme. Members will receive a personalised quarterly report which will show the returns, the risk indicator and the total fees actually charged in relation to their investment portfolio in the Scheme.

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## 02.

# How does this investment work?

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

### Structure of the Scheme

The Scheme is a trust governed by a trust deed between us and The New Zealand Guardian Trust Company Limited, as the Scheme's supervisor ("the Supervisor").

This Product Disclosure Statement ("PDS") offers you membership in a KiwiSaver scheme.

The Scheme 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 ("Craig's 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 Craig's Investment Adviser or by completing an 'Investment Direction and Switch' form available on [craigsip.com/document-library](https://www.craigsip.com/document-library).

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 Investment Options 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 Investment Options 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 investments such as global, New Zealand and Australian equities, investment trusts, managed funds, index funds and listed property trusts. Cash can be held in the cash accounts within your portfolio.

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

Covered Investment Options are reviewed and recommended by CIP Private Wealth Research analysts. The team will analyse, or use analysis from chosen providers, which relates to the investment, 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 CIP Product Committee includes a check of the characteristics of the investment and a review of the issuing manager. More information is available in the Scheme's 'Other Material Information' document available at [craigsip.com/document-library](http://craigsip.com/document-library) or the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).

The Investment Options are reviewed and updated each quarter, although changes can be made at any time. If an investment is removed from the Investment Options, members who hold the investment will be contacted. The Investment Options Supplement is available from your Craigs Investment Adviser, on the CIP website [craigsip.com/document-library](http://craigsip.com/document-library) or the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).

Key benefits of investing in the Scheme are:

- **self-selecting** your investment portfolio. This allows you to choose from 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 Scheme portfolio has a cash account. You must hold a minimum of 0.25% of your portfolio as cash to ensure we can recover taxes and fees. The cash account is used to record contributions, any income distributions, and payments such as tax, fees and 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 PDS. However, some managed funds available as Investment Options have responsible investment policies and procedures. Please see the offer documents of the relevant fund for more information on the extent to which responsible investment is taken into account.

## Joining the Scheme

You can join the Scheme if you are:

- Transferring from an existing KiwiSaver scheme; or
- A non-KiwiSaver investor who is:
  - a New Zealand citizen or entitled to be in New Zealand indefinitely; and
  - living, or normally living, in New Zealand (subject to exceptions for state services employees).

You can become a member of the Scheme by:

- completing the application form at the end of this document; or
- automatic enrolment through your employer (if applicable) if you're not already a member of another KiwiSaver scheme, and the Scheme is your employer's preferred KiwiSaver scheme.

More information on joining the Scheme is in the 'Other Material Information' document available at [craigsip.com/document-library](http://craigsip.com/document-library) or from the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz)

## 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 by contacting your employer, us, or Inland Revenue. You can also take a 'savings suspension' but not until 12 months after your first KiwiSaver contribution is paid to Inland Revenue (unless you're suffering, or likely to suffer, financial hardship).

You may also pay additional regular or lump sum amounts at any time.

If you are over 18 and contributing into KiwiSaver, you may 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), 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 be eligible to receive a "Government Contribution" of up to 50 cents for every \$1 you contribute up to \$521.43 a year (from 1 July to 30 June), if you:

- are aged:
  - 18-64; or
  - 65 years or over, joined KiwiSaver prior to 1 July 2019 and have yet to complete five years KiwiSaver membership (provided you have not opted out of the five year membership requirement), and
- mainly live in New Zealand or meet certain other criteria; and
- have not made a withdrawal in relation to a life-shortening congenital condition.

You can change your Investment Direction for future contributions at any time by completing an 'Investment Direction and Switch' form which is available on [craigsip.com/document-library](https://craigsip.com/document-library). More information is available on [craigsip.com/person-wealth/craigs-kiwisaver](https://craigsip.com/person-wealth/craigs-kiwisaver) and [ird.govt.nz/kiwisaver](https://ird.govt.nz/kiwisaver).



# Withdrawing your investments

KiwiSaver is designed to help you save for your retirement. You can only withdraw funds from KiwiSaver if you satisfy specific criteria. The main types of withdrawals, and what you can withdraw, are summarised in the table below.

More detailed information relating to withdrawal criteria and rules is in the Scheme's 'Other Material Information' document available on the offer register, [disclose-register.companiesoffice.govt.nz](https://disclose-register.companiesoffice.govt.nz) and [craigsip.com/personal-wealth/craigs-kiwisaver/faqs](https://craigsip.com/personal-wealth/craigs-kiwisaver/faqs). You will need to satisfy any relevant legal requirements before you can make a withdrawal, which may include providing a statutory declaration.

<b>Permitted withdrawals</b> <i>(as referred to in the KiwiSaver Act 2006)</i>	<b>Your contributions and returns</b>	<b>Your employer's contributions and returns</b>	<b>Government contribution</b>	<b>Government kick-start payment<sup>1</sup></b>	<b>Australian transferred savings</b>
Retirement (currently 65) <sup>2</sup>	✓	✓	✓	✓	✓
Buying your first home <sup>3</sup>	✓	✓	✓		
Life-shortening congenital conditions	✓	✓	✓	✓	✓
Serious illness	✓	✓	✓	✓	✓
Significant financial hardship <sup>4</sup>	✓	✓			✓
Permanent emigration - to countries other than Australia	✓	✓		✓	
Permanent emigration - to Australia <sup>5</sup>	✓	✓	✓	✓	✓
Death of member	✓	✓	✓	✓	✓
Transfer to another KiwiSaver scheme	✓	✓	✓	✓	✓
To pay tax which arises from a foreign superannuation scheme withdrawal	✓	✓			✓

<sup>1</sup> Only applicable to members who joined KiwiSaver before 2pm on 21 May 2015 and received a kick-start incentive payment into their KiwiSaver account.

<sup>2</sup> Refers to the New Zealand superannuation qualification age (currently 65). If you joined KiwiSaver before 1 July 2019 and were aged over 60 you are locked into your KiwiSaver until the age of 65 or 5 years after you first joined KiwiSaver (or a complying superannuation fund), whichever is later. However, you can:

- choose to opt out of the 5-year lock-in by notifying us and withdraw your funds any time after you turn 65. If you choose to opt out of the 5-year lock-in, you will no longer be eligible to receive the Government contribution and compulsory employer contribution, or
- keep your funds in your KiwiSaver for the full 5-year term and withdraw them after that.

<sup>3</sup> You must retain a minimum balance of \$1,000 in your KiwiSaver account and any amount transferred from an Australian complying superannuation scheme.

<sup>4</sup> The amount of the withdrawal is limited to the amount that, in the supervisor's opinion, is needed to alleviate your hardship.

<sup>5</sup> These amounts must be transferred to an Australian complying superannuation scheme.

Other criteria may apply to withdrawals if you have transferred Australian superannuation savings into the Scheme.



### **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 NZ 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 see the Scheme's 'Other Material Information' document available on [craigsip.com/document-library](http://craigsip.com/document-library) or the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).

### **How to switch between Investment Options**

You can switch all or part of your investment into another Investment Option by completing the 'Investment Direction and Switch form' available from your Craigs Investment Adviser or the CIP website [craigsip.com/document-library](http://craigsip.com/document-library).

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

Additional trading expenses, being the actual costs to the member of buying and selling investments, (including brokerage of up to 1.25% of the amount of the relevant listed equity transaction) may also be incurred when a switch is being executed.





## 03.

# Description of your Investment Options

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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 global, New Zealand and Australian equities, investment trusts, managed funds, index funds and listed property trusts. Cash can be held in the cash accounts within your portfolio.

All cash is deposited with ANZ Bank New Zealand Limited, including cash received and held prior to investment. Cash may be held in multi-currency accounts which may be interest bearing.

### **Selection of Investment Options**

The CIP Product Committee decides which investments will be included as 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 an Investment Option that is removed, we will notify you. Any resulting change to your portfolio will be shown in your next quarterly report.

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

CIPSML reserves the right to sell an investment held by a member if CIPSML 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 Investment Options are sold. The proceeds will be held as cash until we receive a new Investment Direction.

The Investment Options Supplement contains information which includes;

- a description of each Investment Option;
- if an Investment Option is covered by Craigs Private Wealth Research;
- if an Investment Option is offered by a related party;
- an explanation of the risk indicators and the risk indicator applicable to each Investment Option;
- estimated total annual fund charges, performance fees, individual action fees, other charges and whether management fee rebates are applicable for each Investment Option; and
- information about the fees for the Scheme and each Investment Option.

The most recent Investment Options Supplement is available from your Craigs Investment Adviser, [craigsip.com/document-library](https://craigsip.com/document-library) or the offer register, [disclose-register.companiesoffice.govt.nz](https://disclose-register.companiesoffice.govt.nz).

For more information regarding the Investment Options and Product Committee, refer to the Scheme's 'Other Material Information' document on [craigsip.com/document-library](https://craigsip.com/document-library) or the offer register, [disclose-register.companiesoffice.govt.nz](https://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 financial products and other 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.

## 04.

# 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](https://craigsip.formsbyair.com/forms/risk-profiler).

A risk indicator for each Investment Option, and an explanation of the risk indicator, is included in our Investment Options Supplement.

Where an Investment Option is a New Zealand managed fund or a New Zealand Exchange Traded Fund ("ETF") and has its own fund update produced by the manager of that fund, the latest risk indicator

for that fund can be found in its most recent fund update. The Investment Options Supplement contains a link to these fund updates.

The most recent Investment Options Supplement is available on [craigsip.com/document-library](https://craigsip.com/document-library) or the offer register at [disclose-register.companiesoffice.govt.nz](https://disclose-register.companiesoffice.govt.nz).

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

## 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	Investment 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, climate change, pandemics or economic conditions and events such as inflation, interest rates or recession.
Specific Investment Risk	The Investment Options 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 are offered 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 Option 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 Investment Option, sector, industry, region or products, which lacks adequate diversification and could leave your portfolio vulnerable.
Security Liquidity Risk	This is the possibility that if an Investment Option is not widely traded (i.e. is illiquid) then the Investment Option may not be able to be purchased or sold at the requested time or at a reasonable price.

## Other specific risks

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

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**Key Person Risk** The selection of investments forming part of the Investment Options Supplement is dependent on the knowledge, commitment and continued involvement of the CIP Product Committee. There is a risk that the Committee members do not have the necessary skill or experience to provide the necessary recommendations, We have taken steps to mitigate the risk by only appointing Committee members who have relevant qualifications and experience. It is also possible that one or more may wish to step down from their role. If this were to occur, this could have an adverse effect on performance. We manage this risk by ensuring there are alternate employees who could be appointed to the CIP Product Committee.

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**Security Selection Risk** Members select Investment Options from the Investment Options Supplement. Investment Options may be removed from the Investment Options Supplement from time to time. Members may elect to continue to hold an investment that has been removed as an Investment Option or, if their current Investment Direction includes a removed investment, continue investing in a removed investment. Neither CIPSM, nor CIP, has any liability to members for any losses incurred as a result of an Investment Option being removed from the Investment Options Supplement and any decision to maintain or alter the member's portfolio following that removal.

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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, regulatory risk, IT and cyber risk, insolvency risk, asset allocation risk and asset class risk. Details of these can be found in the 'Other Material Information' document available at [craigip.com/document-library](http://craigip.com/document-library) or from the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz).

## 05.

# What are the fees?

You will be charged fees for investing in the Craigs KiwiSaver Scheme. 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 the Craigs KiwiSaver Scheme can be found in the Investment Options Supplement. The actual fees charged during the most recent year will be provided in your personalised quarterly report.

### Management fees

The Scheme has a tiered management fee structure. This means the management fees charged to your Scheme account are determined by the asset class of the Investment Options you hold and the market value of your investment in those particular asset classes.

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

### Tiered management fee structure

Asset class	Management fee (per annum)			
	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 fee (per annum)
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 at [craigsip.com/document-library](https://craigsip.com/document-library) or from the offer register at [disclose-register.companiesoffice.govt.nz](https://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 on the next page.

## Performance-based fees

Performance fees may be charged within certain Investment Options. 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.

## Management fee rebates

Fee rebate arrangements may apply to Investment Options available in the Investment Options Supplement. If you choose to purchase or hold an Investment Option where a management fee rebate arrangement is in place, part of the management fee charged by the manager of that underlying fund will be paid back to you as a rebate. Further information about management fee rebates can be found in the Investment Options Supplement available at [craigsip.com/document-library](http://craigsip.com/document-library). Rebate arrangements are subject to change from time to time, please speak to your financial adviser for more information.

## 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.
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 cover the costs and expenses incurred in the Scheme for operating and managing the Scheme including audit, legal and transaction fees. The Scheme expenses are deducted from your cash holding. If there is not enough cash in your portfolio to cover these expenses, they can be recovered by selling down investments within your portfolio proportionately.

## Explanation of Total Annual Fund Charges

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

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

- **Management fees** – are calculated based on the number of days the Investment Option 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 Investment Options within your portfolio proportionately.

- **Fees and expenses of underlying funds** – Investment Options 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 Investment Options charge performance fees.

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

For further information on fees and charges, please refer to the Scheme's 'Investment Options Supplement' document available at [craigsip.com/document-library](http://craigsip.com/document-library) or from the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz)

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

## 06.

# What taxes will you pay?

The 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.

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 the Scheme's 'Other Material Information' document available at [craigsip.com/document-library](http://craigsip.com/document-library) or from the offer register at [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz)



## 07.

# Who is involved?

### About Craigs Investment Partners Superannuation Management Limited

CIPSML is the manager of the Scheme.

You can contact us at:

#### **Craigs Investment Partners Superannuation Management Limited**

158 Cameron Road

PO Box 13155

TAURANGA 3141

Phone: 0800 878 278

Email: [clientservices@craigsip.com](mailto:clientservices@craigsip.com)

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

### Who else is involved?

	<b>Name</b>	<b>Role</b>
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.

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# How to complain

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If you have a complaint, contact:

**The Head of Compliance  
Craigs Investment Partners Superannuation  
Management Limited**

158 Cameron Road  
PO Box 13155  
TAURANGA 3141

Phone: 0800 878 278

Email: [clientservices@craigsip.com](mailto:clientservices@craigsip.com)

Or if we cannot resolve your problem, you may contact the supervisor:

**Relationship Manager Corporate Client Services  
The New Zealand Guardian Trust Company Limited**

Level 6  
191 Queen Street  
PO Box 274, Shortland Street  
AUCKLAND 1140

Phone: 09 909 5100

Email: [ct-auckland@nzgt.co.nz](mailto:ct-auckland@nzgt.co.nz)

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You may refer your complaint to Financial Services Complaints Ltd (FSCL) - A financial ombudsman service. FSCL is our independent external ombudsman and dispute resolution service that has been approved by the Minister of Consumer Affairs under the Financial Service Providers (Registration and Dispute Resolution) Act 2008. FSCL will not charge you a fee to investigate or resolve a complaint.

**Financial Services Complaints Ltd (FSCL) - A Financial Ombudsman Service**

PO Box 5967  
Lambton Quay  
Level 4, 101 Lambton Quay  
WELLINGTON 6140

Phone: 0800 347 257

Email: [complaints@fscl.org.nz](mailto:complaints@fscl.org.nz)

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## Where you can find more information

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Further information relating to the Scheme is available on the offer register and the scheme register at [disclose-register.companiesoffice.govt.nz](https://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 Scheme is available free of charge at [craigsip.com/document-library](https://craigsip.com/document-library) or on request to us in writing or by phone.

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## How to apply

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To start investing in the Scheme, complete the Application Form online at [craigsip.com/personal-wealth/craigs-kiwisaver](https://craigsip.com/personal-wealth/craigs-kiwisaver) or complete the Application Form at the end of this document.



You can complete and submit this application online:

[craigisp.com/kiwisaver](https://craigisp.com/kiwisaver)

OR

**Complete a physical Application Form**

Please either deliver your completed Application Form to the nearest Craigs Investment Partners branch, or post it to:

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

Phone: 0800 878 278

# Craigs KiwiSaver Scheme Application Form

## Please read and follow all instructions when completing this Application Form

If you have any questions or require assistance, please contact your Craigs Investment Partners Adviser or the Client Services team on 0800 878 278 or email [clientservices@craigisp.com](mailto:clientservices@craigisp.com).

### A Account Details

Section A1 must be completed

### A1 Applicant

If the applicant is under 16 years, both parents/guardians will need to sign the Application Form.

If the applicant is aged 16 or 17 years, one parent/guardian and the minor must sign the Application Form.

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

#### NAME & ADDRESS

Title *please select one*

Mr  Mrs  Miss  Ms  Mx  Dr  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

Client Account No.

Adviser

**How would you like to receive your reports and communication?**

- Electronically  Post as per mailing address

*Please note: Order confirmations are only available via the Craigs website.*

Please indicate if you would like to receive:

- News and Views publication**  Email  Post

A quarterly publication with topical articles and company events

**Market Insights e-newsletter**

- A fortnightly email that covers current market information  Yes email only

**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.

**Section A2 must be completed**

## 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    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).

## 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@craigsjp.com](mailto:clientservices@craigsjp.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. It 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 Director, Partner, Managing Principal, Responsible Executive, shareholder or employee of an NZX Market Participant; or
- 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](http://business.govt.nz/disclose).

Commencement Date | D | D | D | | M | M | | 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 available investment day. Currently we operate two investment days each week (although this is subject to change). We do not operate investment days on weekends and public holidays.

### Self-selected Portfolio

Please list securities below

	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	%	%
<b>Total regular and/or lump sum investments</b>	<b>%</b>	<b>%</b>

\* 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](http://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](http://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.

Section F must be completed

## F Contributions

### CONTRIBUTION TYPE

select one option to indicate your contribution type

- Employee
  Non-employed
  Self-employed
  Under 18

Complete section F1 if applicable

#### Contribution Rate

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

## F1 Employee Contributions

### 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 available investment day. Currently we operate two investment days each week (although this is subject to change). We do not operate investment days on weekends and public holidays.

- Amount \$ \_\_\_\_\_
  Weekly
  Fortnightly
  Monthly
  Quarterly
  6 Monthly
  Annually

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

### Regular contributions funds are to be sourced from

Select one only

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

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Name *first, middle and last name*

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Name *first, middle and last name*

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## H Declaration and Signatures(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](http://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*

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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.

## Manual Identity Verification Requirements

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:

OR

#### 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



OR

#### Option 2

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

A certified copy of:

- New Zealand Driver Licence



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

#### 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.



### **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)

Complete section J  
if applicable

## 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  Mx  Dr  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 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 | M | | Y | Y | Y | Y | Y | Y |

**NZ Driver Licence**

NZ Driver Licence Number \_\_\_\_\_

Version Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

| D | D | D | | M | M | M | | Y | Y | 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).

### 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.

## J2 Second Parent/Guardian

### NAME & ADDRESS

Title *please select one*

Mr  Mrs  Miss  Ms  Mx  Dr  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

### 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

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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.

### 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:

- 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

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).

Complete Section K  
if applicable

## 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

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

Day of Direct Debit (if required)  Mon  Tue  Wed  Thu  Fri

Frequency of Direct Debit  Wkly  Fortn  Mthly  Qtrly  6 Mthly  Annually

Account Name \_\_\_\_\_

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

**Scheme Account Number**  
If unknown, Client Services will complete

Please read conditions overleaf

## 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

\_\_\_\_\_

### Account Details

| | | | | | | | | | | | | | | | | | | | | |

BANK BRANCH ACCOUNT NUMBER SUFFIX

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

To The Bank Manager,

Bank Name \_\_\_\_\_

Bank Branch \_\_\_\_\_

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

## AUTHORISED SIGNATURE(S)

Full Name first, middle and last name

Signature \_\_\_\_\_

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

Full Name first, middle and last name

Signature \_\_\_\_\_

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

Client Account No.

\_\_\_\_\_

Adviser

\_\_\_\_\_

### For Bank Use Only

Approved	Date Received	D   D   D     M   M   M     Y   Y   Y   Y   Y   Y	Bank Stamp
1960	Recorded By	_____	
09 2007	Checked By	_____	

## CONDITIONS OF THIS AUTHORITY TO ACCEPT DIRECT DEBITS

### 1. The Initiator:

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

**The advance notice will include the following message:**

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

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

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

### 2. The Customer may:

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

### 3. The Customer acknowledges that:

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

### 4. The Bank may:

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



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INVESTMENT PARTNERS



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Investments are subject to risk and not guaranteed. For more information on Craigs Financial adviser service, please see [craigsip.com/terms-and-conditions](https://craigsip.com/terms-and-conditions).

KiwiSaver Product Disclosure Statement - 7.23