

DuncanCotterill

INVESTMENT ADVISORS LTD

PRIMARY DISCLOSURE STATEMENT (AUTHORISED FINANCIAL ADVISER)

Financial Adviser details

Name: Joanne Catherine Creedon
Registration number: FSP140744
Address: 1 Sir William Pickering Drive, Burnside, Christchurch, 8053
Trading name: Duncan Cotterill Investment Advisors Ltd
Telephone number: 03 3792 430
Fax number: 03 3797 097
Email address: jo.creedon@dcia.co.nz

This disclosure statement was prepared on 1 October 2011

It is important that you read this document

This information will help you to choose a financial adviser that best suits your needs. It will also provide some useful information about the financial adviser that you choose.

In addition to the information that I must disclose to you in this statement, I must also disclose other information to you in a separate disclosure statement (or statements), including information about the types of services that I provide, the fees that I charge, and any actual or potential conflicts of interest. If I have not provided that information to you at the same time as I give you this statement, I must provide it to you as soon as practical.

What sort of adviser am I?

I am an Authorised Financial Adviser. This means I have been authorised by the Financial Markets Authority (the government agency that monitors financial advisers) to provide the financial adviser services described below.

How can I help you?

I have been authorised to provide you with financial adviser services of the following categories:

- Financial advice
- Discretionary investment management services
- Investment planning services

When I do this, I will be able to give you advice about—

- financial products provided by only 1 organisation:
- financial products provided by a small number of organisations (2 to 5 organisations):
- financial products provided by a broad range of organisations (more than 5 organisations).

How do I get paid for the services that I provide to you?

- Fees only
My services are only paid for by the fees that you pay. I do not receive payments from other people or organisations that might influence my advice.
- Fees
My services are paid for by the fees that you pay as well as in other ways.
- Commissions
There are situations in which my employer will be paid by other organisations. How much that payment will be depends on the decisions that you make.

- | | |
|--|--|
| <input type="checkbox"/> Extra payments from my employer | I may receive extra payments from my employer depending upon the decisions that you make. |
| <input type="checkbox"/> Non-financial benefits from other organisations | Other organisations may give [me/my employer/my employer and me/my principal/my principal and me] non-financial benefits depending on the decisions that you make. |

I am required to tell you the specific fees, commissions, extra payments, and other benefits that I have received or will, or may, receive in relation to the services that I provide to you. I must tell you these things before I give you advice or, if that is not practicable, as soon as practicable after I give you that advice.

What are my obligations?

As an Authorised Financial Adviser, I must comply with the Code of Professional Conduct for Authorised Financial Advisers. I also have other obligations under the Financial Advisers Act 2008 (including regulations made under that Act) and under the general law.

What should you do if something goes wrong?

If you have a problem, concern, or complaint about any part of my service, please tell me so that my internal complaints scheme can try to fix the problem.

You may contact the internal complaints scheme by writing to The Directors, Duncan Cotterill Investment Advisors Ltd, PO Box 5, Christchurch 8140.

If we cannot agree on how to fix the issue, or if you decide not to use the internal complaints scheme, you can contact FSCL Disputes Resolution Scheme.

This service will cost you nothing, and will help us resolve any disagreements. You can contact FSCL Disputes Resolution Scheme at—

Address: 13th Floor, 45 Johnston Street, Wellington
 Telephone number: 04 4723725
 Email address: amanda@fscl.org.nz

If you need to know more, where can you get more information?

- If you have a question about anything in this disclosure statement or you would like to know anything more about me, please ask me.
- If you have a question about financial advisers generally, you can contact the Financial Markets Authority.

How am I regulated by the Government?

You can check that I am a registered financial services provider and an Authorised Financial Adviser at <http://www.fspr.govt.nz>.

The Financial Markets Authority regulates financial advisers. Contact the Financial Markets Authority for more information, including financial tips and warnings.

You can report information or complain about my conduct to the Financial Markets Authority, but in the event of a disagreement, you may choose to first use the dispute resolution procedures described above (under What should you do if something goes wrong?).

Declaration

I, Joanne Catherine Creedon declare that, to the best of my knowledge and belief, the information contained in this disclosure statement is true and complete and complies with the disclosure requirements in the Financial Advisers Act 2008 and the Financial Advisers (Disclosure) Regulations 2010.

Signed:  _____

DuncanCotterill

INVESTMENT ADVISORS LTD

SECONDARY DISCLOSURE STATEMENT (AUTHORISED FINANCIAL ADVISER)

Authorised Financial Adviser details

Name: Joanne Catherine Creedon
Registration number: FSP140744
Address: 1 Sir William Pickering Drive, Burnside, Christchurch, 8053
Trading name: Duncan Cotterill Investment Advisors Ltd
Telephone number: 03 3792 430
Fax number: 03 3797 097
Email address: jo.creedon@dcia.co.nz

This disclosure statement was prepared on 1 October 2011

My experience and qualifications

I have been employed by Duncan Cotterill Lawyers for a number of years and have been involved with investment management since 1998.

From 1 July 2011 Duncan Cotterill Investment Advisors Ltd ("DCIA Ltd") acquired the investment advisory business of Duncan Cotterill Lawyers. DCIA Ltd is owned by the partners of Duncan Cotterill and Ian Dalley (who is also the general manager of DCIA). DCIA Ltd is a company specialising in providing investment and retirement planning advice and a discretionary investment management service to our clients.

My relevant qualifications include:

Authorised Financial Advisor (AFA)	2011	Financial Markets Authority
Certified Financial Planner (CFP)	2005	Institute of Financial Advisers
Diploma of Business Studies	2004	Massey University

I keep my qualifications up-to-date through continuing education (consisting of seminars, technical briefings, product accreditation and conference workshops) for a minimum of twenty hours per year and sixty hours of continuing professional development every two years. This includes keeping up-to-date with changes to the Code of Professional Conduct for Authorised Financial Advisers and relevant consumers laws such as the Fair Trading Act.

How I Operate

When I give advice I follow the internationally recognised six-step process:

1. Establishing the client-adviser relationship,
2. Gathering client data and determining your goals and expectations,
3. Analysing and evaluating the client's financial position, cash management, retirement planning, estate and tax planning, and/or investment needs.
4. Developing and presenting our written advice,
5. Overseeing the implementation of the plan, and
6. Monitoring and reviewing the plan.

This can require a series of meetings with a prospective client before our advice is finalised. It also means I maintain a close ongoing relationship with clients, regularly reviewing progress and working with them over time to ensure their goals can be met.

The services I provide will depend on your needs. They may include any or all of those detailed in this Disclosure Statement.

My advice will take account of your personal objectives, financial situation and needs. It will be clear and concise, with enough detail for you to make an informed decision about whether to act on it.

Professional Bodies

I am a member of the Institute of Financial Advisers and, as a condition of my membership I adhere to the IFA Code of Ethics and IFA Practice Standards in all facets of my practice.

Professional Indemnity Insurance

I have professional indemnity insurance which covers all my areas of practice as listed above.

This insurance provides protection for clients for:

- any error or omission;
- defamation;
- employee dishonesty; and
- includes full "prior acts" protection.

The underwriter is Aon Ltd. As with all insurance, this cover has limitations and is subject to certain exclusions and terms and conditions.

Services and products I provide

I provide advice in the following products and service areas:

- Financial advice
- Discretionary investment management services
- Investment planning services
- Shares, Fixed Interest and other listed investments
- Managed Funds, PIE Funds, Unit Trusts
- KiwiSaver & Savings products

I am able to provide advice on both Category 1 and Category 2 Products as defined by the FAA, with the exception of insurance policies & contracts and consumer credit.

I am able to offer you the following services:

- **Cash Management** - which includes identifying your income needs and/or capital requirements and setting aside funds, on call or term deposit as required.
- **Investment Planning Service** - I will develop a plan based on an analysis of your financial goals and recommend investment solutions to realise these goals.
- **Financial Advice** - I will review your existing investments and recommend whether they should be retained, sold, or other investments bought
- **Discretionary Management Service** - I will implement any changes to your investment portfolio as per the advice given in this plan, and in accordance with the mandate you have given DCIA Ltd to manage your investment portfolio.
- **Retirement planning** – including providing advice on KiwiSaver and other managed fund products

I only give advice in the particular subject areas set out above.

Fees

I charge a fee for the financial adviser service I provide to you.

The fees are:

- **Investment & Retirement Planning** – a plan writing fee of a fixed dollar amount payable by you before implementation.
- **Investment Plan Implementation** – a fixed amount fee based on the value of the portfolio.

- **Discretionary Investment Management Service** – a fee based on the value of funds under management.

Additional time based fees may be charged for annual and one-off reviews and financial plans, as well as other cash management services. The hourly rate is \$280.

The fees you will need to pay me for the services I provide are set out below:

- **Financial Planning** – a plan writing fee of a fixed dollar amount payable by the client before implementation ranging from a minimum of \$600 plus GST to a maximum of \$1500 plus GST.
- **Investment Plan Implementation** – a fixed amount fee based on the 1.5% of the value of the portfolio (but no more than \$2500).
- **Discretionary Investment Management Service** – a fee based on the value of funds under management ranging from 0.37% p.a. to a 1.25% maximum (including the custodial service charges).
- **Commissions paid on managed funds & KiwiSaver schemes** – these are paid directly to DCIA Ltd and range from 0-1% p.a. of the investment balance held. All up front brokerages and/or commissions paid on the placement of funds to me are refunded to your cash account if possible.

An estimate of the fees you will need to pay for my services will be included in the scope of engagement letter. If it becomes apparent that this fee estimate is likely to be exceeded I will provide you with a further fee estimate at this time.

You will need to pay this fee to me within fourteen (14) days of the invoice being dispatched to you.

Other interests and relationships

DCIA Ltd uses the Aegis custodial service for the management and administration of client investment portfolios. Aegis and its custodial trustee, Investment Custodial Services Ltd (ICSL) is wholly owned subsidiaries of the ASB Bank Ltd.

DCIA Ltd is owned by the partners of the law firm Duncan Cotterill and I S Dalley. I do not have any preferential terms (other than those readily offered to other market participants) or production performance agreements with any particular product provider. I do not have any commercial relationships or contractual arrangements that present any particular conflicts of interest to consumers generally which would be reasonably likely to materially influence me in providing the financial adviser service.

I am not required to place any level of business with any supplier or financial organisation.

I do not have any other financial or other relationship with any other person that would be reasonably likely to influence me in giving advice, except as described above.

Remuneration

I am paid a salary by my employer (DCIA Ltd). Neither my employer nor I receive any remuneration from any product provider, which is significant or likely to influence my financial advice.