

## DISCLOSURE STATEMENT

**Name: Joanne “Jo” Catherine Creedon**

In accordance with the provisions of the Securities Markets Act 1988 and the Securities Markets (Investment Advisers and Brokers) Regulations 2007 this Disclosure Statement provides you with information and answers to questions about me. It provides details about:

- the services I can provide;
- how I operate my business;
- my qualifications as an investment adviser;
- what investment products I am able to sell you;
- which financial organisations I am able to place business with; and
- how I am remunerated.

This document was prepared on 13 March 2008.

<b>Employer</b>	Duncan Cotterill Asset Management, a division of Duncan Cotterill legal professionals, based in Christchurch New Zealand but with offices in Auckland, Wellington and Nelson.
<b>Physical address</b>	Level 9, Clarendon Tower 78 Worcester Street Christchurch 8011
<b>Postal address</b>	P O Box 5 Christchurch 8140
<b>Phone</b>	3-379-2430 0800 106 020
<b>Email</b>	<a href="mailto:j.creedon@duncancotterill.com">j.creedon@duncancotterill.com</a>

## Experience

I have been with DuncanCotterill for a number of years and have been involved with investment management since 1998.

I give advice on savings, retirement savings, estate planning, investment and financial planning and portfolio management, but not insurance.

## Qualifications

Relevant qualifications include:

Certified Financial Planner (CFP) <sup>cm</sup>	2005
Diploma of Business Studies (Massey University)	2004

I keep my qualifications up-to-date by completing the continuing education program as prescribed by the Institute of Financial Advisors (IFA).

## How we operate

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

- establishing the client-adviser relationship and scope of service;
- gathering client data and determining the clients goals and expectations;
- analysing and evaluating the client's financial position, cash and debt management, retirement planning, and investment needs;
- developing and presenting our written advice
- overseeing the implementation of the plan; and
- monitoring and reviewing the plan.

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

Our 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 Relationships

Other than disclosed commissions we do not have any arrangement for remuneration from suppliers of products and services (eg referral fees, extraordinary payment or benefits).

No Duncan Cotterill partners hold directorships of any product supplier or service supplier, and we do not have tied arrangements or quotas with any product or service supplier.

To the best of our knowledge and belief we are not aware of any other existing or potential conflict of interest which could impair our independence and objectivity as an

advisor or provider of professional services. If we do become aware of such conflict we shall inform you.

I have a relationship with AEGIS Ltd who provides custodial and administration services for clients of Duncan Cotterill Asset Management who elect to use that service on an agreed basis.

## Professional Bodies

I am a member of the Institute of Financial Advisers (IFA) 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

In compliance with the Institute of Financial Advisers Code of Ethics, 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 minimum level of cover is in compliance with Institute of Financial Adviser's Membership By-laws.

The underwriter is AON Insurance Ltd, arranged as part of the Duncan Cotterill professional indemnity insurance cover.

## Dispute Resolution

A dispute resolution facility is available by contacting the IFA, telephone 0800 404 422 or by writing to National Office, P O Box 5513, Wellington.

## Areas of Advice

I provide advice in the following subject areas:

### *Cash/Debt management*

Budgeting and debt reduction or restructuring, establishing sufficient cash reserves and investing accordingly.

### *Risk Management*

I identify areas requiring specialist advice and recommend an appropriate advisor

### *Retirement & Estate Planning*

Determining retirement needs, assessing current provisions and providing solutions for any gaps. Identifying estate planning issues, and referring to appropriate legal advisors.

### *Investment Advice*

Considering risk profile, investment timeframes and cashflow needs, recommending appropriate solutions on that basis.

### *Portfolio Management*

Managing investment cashflows and payment of expenses. Monitoring investments and regular reviews.

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

## **Products**

I can provide advice on all securities available in the New Zealand market including listed and unlisted fixed interest and debt securities, listed and unlisted shares, managed funds and investment trusts, superannuation funds, KiwiSaver products, capital guarantees, hedged investments and term deposits.

## **Disclosure of criminal convictions**

I have not been:

- convicted of an offence under the Securities Markets Act 1988; the Investment Advisers (Disclosure) Act 1996 or the Securities Act 1978, or for crime involving dishonesty;
- a director or principal officer of a body corporate that has committed an offence against the Securities Markets Act 1988, the Investment Advisers (Disclosure) Act 1996 or the Securities Act 1978 or for a crime involving dishonesty;
- adjudged bankrupt;
- prohibited by an Act or by a court in any proceeding taken against me in my professional capacity; or
- expelled from, or prohibited from being a member of, a professional body.

## **Fees**

My professional fees vary according to the precise nature of our engagement and may be based on:

- a fee charged by Duncan Cotterill to you
- a commission paid by the product suppliers to Duncan Cotterill following business placed with them
- a combination of fees and commission.

The fees you will have to pay Duncan Cotterill are set out in the schedule attached.

## **Handling of client monies**

Client monies handled by me are deposited in a trust account complying with the Association's standards and with the New Zealand Law Society rules and other legal requirements. An internal file review programme audits legal compliance.

Our method of payment or delivery of investment money or investment property is as follows:

1. Funds made payable to Duncan Cotterill ("the firm") are credited to the client's trust account with the firm and placed on deposit until instructions from the client to invest are received. On receipt of instructions a cheque is drawn from the client's Trust Account and made payable to the Fund Manager or organisation to complete settlement of the transaction. Any security document then issued in the client's name will either be held by our firm or forwarded to the client directly for safe keeping.
2. Records will be kept in relation to money or property. These records will include relevant information about the transaction and as an investor/client you will have access to these records on request.

## **Fidelity Fund**

Under s.169A of the Law Practitioners Act, the Solicitors Fidelity Guarantee Fund will not reimburse any loss incurred by a client who instructs Duncan Cotterill to invest money on his/her behalf.

## **Declaration**

I declare that this document when completed and signed incorporates the required standards of disclosure in terms of the Standards of Professional Practice required by the Institute of Financial Advisers (IFA) and a master copy of this document is on file with the IFA.

Jo Creedon  
Certified Financial Planner <sup>cm</sup>  
Duncan Cotterill Asset Management

## DISCLOSURE STATEMENT

### Fee and Remuneration Schedule

#### Fees

Duncan Cotterill charges a fee for the services I provide to you. The fees are as follows:

- Investment Planning – minimum \$250; maximum \$1500
- Investment Implementation – up to 1.5% of portfolio value
- Portfolio Management – up to 1.5% of portfolio value (including custodial service fees)
- Other Services – charged on a time and attendance basis. Current hourly rate - \$270.

#### Remuneration

##### *Share Broking*

Duncan Cotterill Asset Management is not a share broker but will transact share trades using a recognised NZX firm. Standard brokerage rates will apply dependent on the value of the transaction of up to 2.5% plus any stamp duties, trade levies and other agency charges. Any brokerage rebated to Duncan Cotterill will be credited to the clients account unless under \$50 in value. A minimum charge may apply.

##### *Managed Funds & other investment products*

Duncan Cotterill may receive remuneration (in the form of rebates, brokerage or trail commissions) from the following product suppliers, depending on the advice given.

Source	Phone	Type	% of Investment	Rebated to Client
Assure Funds Management P O Box 603 Wellington 6140 <i>(Member of Global AXA Group)</i>	0800 081 081	Trail Commission	0.25%	No
Auckland Mortgage Trust P O Box 90 526 Auckland 1142	09 377 6371	Commission	0.50%	No
AXA New Zealand P O Box 1692 Wellington	0800 106 652	Trail Commission	Up to 0.50%	No
Canterbury Mortgage Trust P O Box 13 229 Christchurch	03 377 5201	Commission	0.50%	No
Fisher Funds Management Limited P O Box 33 549 Takapuna Auckland 1332	0508 347 437	N/A	Nil	NA
Hanover Finance Limited Private Bag 92129 Auckland	09 357 2600	Brokerage	From 0.125% (3 month term) to 1.50% (36-60 month term)	Yes
Hunter Hall Investment Management Limited GPO Box 3955 Sydney New South Wales 2001 Australia	0061 2 8224 0300	N/A	Nil	NA
ING New Zealand Limited P O Box 7149 Wellesley Street Auckland 1141	0800 737 575	Trail Commission	0.25% to 5.00%	No
Lifestages Portfolios Funds Administration NZ Limited P O Box 13801 Christchurch	0800 650 835	Trail Commission	Up to 0.35%	No

Source	Phone	Type	% of Investment	Rebated to Client
Liontamer Investment Services Limited P O Box 2002 Shortland Street Auckland	09 522 8056	Brokerage	Up to 2.00%	No
Marac Finance Limited P O Box 9919 Newmarket Auckland 1149		Brokerage	From 0.042% (1 month term) to 0.75% (2 years plus)	Yes
Macquarie Investment Services P O Box 2006 Shortland Street Auckland	0800 800 638	Trail Brokerage	Up to 0.50%	No
Man Investments Australia Limited P O Box N672 Grosvenor Place New South Wales 1220 Australia (OM-IP Products)	0061 2 8259 9999	Trail Commission	0.50%	No
New Zealand Debt Management Office Private Bag 92119 Auckland 1020	0800 655 494	Brokerage	From 0.25% to 0.50%	Yes
NZ Guardian Trust Company Limited P O Box 1934 Auckland 1015	09 377 7300	Brokerage	Up to 0.50%	No
Perpetual Trust P O Box 112 Christchurch	0800 737 738	Trail Brokerage	From 0.275% to 0.35%	No
PM Capital Limited GPO Box 3965 Sydney New South Wales 2001 Australia	0061 2 8243. 0888	Trail Commission	Up to 1.00%	No
Public Trust P O Box 13 853 Christchurch	0800 371 471	Rebate	Rebate \$112.50 of application fee totalling \$150	Yes
Sentinel P O Box 33 1040 Takapuna North Shore 1332	0800 488 740	Commission	1.50%	No
South Canterbury Finance Limited P O Box 125 Timaru	03 684 9550	Brokerage	From 0.125% (3 month term) to 2.00% (5 year term)	Yes
Sovereign Limited Private Bag 93518 Takapuna North Shore 1332	0800 500 108	Servicing Commission	From 0.50% to 5.00%	No
Tower Investments P O Box 590 Wellington 6140	0800 486 937	Trail Commission		No

**Notes** - Where investment is held through Aegis (Investment Custodial Services Limited) all trails are rebated to the client account.