

**FORM ADV Part 2A  
Disclosure Brochure**

**May 2, 2018**

**ANCHOR CAPITAL ADVISORS LLC  
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This brochure provides information about the qualifications and business practices of Anchor Capital Advisors LLC (“Anchor Capital” or the “Company”). If you have any questions about the contents of this brochure, please contact us at 617-338-3800 or [info@AnchorCapital.com](mailto:info@AnchorCapital.com). The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission (the “SEC”) or by any state securities authority.

Additional information about Anchor Capital is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov)

## **Item 2: Material Changes**

Following are the material changes that have been made to our Brochure since our last annual update on March 21, 2018:

In April, 2018 Anchor completed a buy-out from Boston Private Financial Holdings, (“BPFH”) to assume majority ownership and management control of the firm. Anchor management owns 70% of the firm and Lincoln Peak Capital, a private investment firm holds 30%. BPFH has an interest that terminates once it has received distributions of an agreed-upon amount from Anchor’s gross revenues.

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#### **Item 4: Advisory Business**

Anchor Capital was established in 1983 to provide investment management services. Approximately eighty percent (80%) of Anchor Capital was owned by Anchor Capital Holdings LLC, which is a wholly-owned subsidiary of publicly-held Boston Private Financial Holdings, Inc. (ticker: BPFH) (“BPFH”). The remaining approximately 20% of Anchor Capital was owned by the Anchor Capital Non-Managing Members LLC, which is wholly-owned by professionals of Anchor Capital. In April, 2018 Anchor completed a buy-out from Boston Private Financial Holdings, (“BPFH”) to assume majority ownership and management control of the firm. Anchor management owns 70% of the firm and Lincoln Peak Capital, a private investment firm holds 30%. BPFH has an interest that terminates once it has received distributions of an agreed-upon amount from Anchor’s gross revenues.

Anchor Capital provides investment management services through three principal divisions: the Institutional Division, (“Institutional”), the Managed Accounts Division, (“MA”), and the Private Client Division, (“PC”).

#### **Institutional Division**

The Institutional Division manages investment advisory accounts on a discretionary basis. Clients retain Anchor Capital to formulate an investment program within a selected investment strategy which is deemed prudent and appropriate to the nature of the account and Anchor Capital's understanding of the client’s investment objectives and risk tolerance. The primary investment strategies offered are Mid-Cap Value, Small-Cap Value, Small Mid-Cap Value, All-Cap Value, Focused Value, Balanced Value, Select-Dividend and Fixed Income.

The Institutional Division provides investment management with respect to the following types of securities: exchange-listed securities, over-the-counter securities, corporate debt securities, warrants, commercial paper, bank certificates of deposit, municipal securities, U.S. government securities, foreign issuers, ETFs, options and mutual funds.

Anchor Capital will tailor its investment advisory services on the basis of clients’ needs and objectives and will accept restrictions on investing in certain securities or types of securities. The investment management process includes analysis of each client's objectives, requirements, risk tolerance and portfolio holdings.

#### **Managed Accounts Division**

The Managed Accounts Division participates in Separate Managed Account programs, (SMA or Wrap) acting as a sub-adviser to a number of sponsor firms. The sponsor firms include brokerage firms, public accounting firms, the brokerage divisions of banks and other organizations. Through the SMA programs, clients of the sponsor firms are referred to Anchor Capital for discretionary investment management services.

The MA Division discretionary investment management process utilizes a set of model investment portfolios for each strategy that is offered to clients of sponsor firms. The MA Division model portfolio strategies will invest in the following types of securities: exchange-listed securities, over-

the-counter securities, corporate debt securities, municipal securities, U.S. government securities, foreign issuers, ETFs, mutual funds.

The MA Division will accept only limited restrictions on investing in certain securities or types of securities. The MA Division does not provide investment advice on any other basis than those described above.

When acting as investment sub-adviser to Unified Managed Accounts (UMA) Programs, the MA Division becomes involved after the client executes a contract with the UMA Program sponsor. The sponsor then recommends or directs which sub-advisers will be used in the client's investment program. When chosen, Anchor Capital provides the sponsor with a model portfolio for each strategy that has been selected by the UMA program sponsor. An updated model portfolio is provided to the sponsor whenever a change is made in the model portfolio. Anchor Capital does not enter trades, receive trade reports, perform or have access to recordkeeping, performance data or reporting or any client reporting. Anchor Capital does not generally interface with the sponsors' clients.

Anchor Capital has contracts with the following SMA and UMA sponsors.

<ul style="list-style-type: none"><li>• Adhesion Wealth Advisor Solutions</li><li>• Ameriprise Financial Services, Inc.</li><li>• Charles Schwab</li><li>• Edward D. Jones &amp; Co.</li><li>• Envestnet</li><li>• Folio Dynamix</li><li>• HedgeCoVest</li><li>• Janney Montgomery Scott LLC</li><li>• Lockwood Advisors, Inc.</li><li>• LPL Financial Corp.</li></ul>	<ul style="list-style-type: none"><li>• Merrill Lynch</li><li>• Morgan Stanley Wealth Management</li><li>• Natixis Global Asset Management</li><li>• Raymond James</li><li>• RBC Capital Markets Corp.</li><li>• Stifel, Nicolaus &amp; Company, Inc.</li><li>• Sowell Management Services</li><li>• UBS Financial Services</li><li>• Wells Fargo Advisors</li><li>• Wells Fargo Private Bank</li></ul>
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#### Private Client Division

The Private Client Division provides financial advice and makes investments based on the individual needs of the client. When goals and objectives based on a client's particular circumstances are established the PC division utilizes an asset allocation model and manages the client's portfolio based on that model. PC clients will generally fall into two categories.

#### Wealth Advisory Accounts

For each Wealth Advisory client a portfolio is created generally consisting of one or more of the following: non-affiliated mutual funds, affiliated and/or non-affiliated separate accounts, exchange traded funds, limited partnerships and structured notes or a combination of the aforementioned.

#### Investment Advisory Accounts

For each Investment Advisory client, an account is created consisting of one individually managed Anchor Capital strategy.

### Assets Under Management

As of December 31, 2017 Anchor Capital had approximately \$3.4 billion of client assets on a discretionary basis. Anchor also provides investment advisory services for UMA clients with \$5.8 billion on a non-discretionary basis; these assets are not part of Anchor's regulatory assets under management.

### Item 5: Fees and Compensation

Anchor Capital charges a fee for its services based on a client's assets under management. Anchor Capital's fee schedule is as follows.

#### Institutional Division

1.00%	on the first \$15 million
0.75%	on the next \$25 million
0.60%	on additional assets

#### Private Client Division

1.00%	on the first \$3 million
0.75%	on the next \$2 million
0.65%	on the next \$5 million
0.50%	on additional assets

The fee schedule stated above is inclusive of all wealth management advice and implementation of Anchor Capital strategies. Under certain circumstances, to achieve further diversification, Anchor Capital may recommend other non-affiliated investment strategies in the form of mutual funds, ETFs, separate accounts or private placements which charge an imbedded fee separate from the fee schedule stated above. The PC Division recommends both "no-load" and "load" mutual funds but keeps no commissions, service fees or Rule 12b-1 fees.

#### Managed Accounts Division

Under the SMA and UMA programs, the client pays the sponsor a percentage of assets fee ("wrap fee") and the sponsor, in turn, pays Anchor Capital a portion of that fee. In most cases, Anchor Capital does not know the fee the client is paying to the sponsor. The fees paid to Anchor Capital by the sponsor are based on a percentage of each sponsor's SMA assets under management or UMA assets under advisement with Anchor Capital. The contractual fee rates vary from sponsor to sponsor. Fees are paid either quarterly or monthly and either in advance or in arrears.

#### Fees in General

The majority of accounts are billed in advance for the coming quarter based on the prior quarter-end market value; some accounts are billed in arrears as determined by the Investment

Management Agreement. Many clients have authorized Anchor Capital to deduct management fees from their custodial account. Clients participating in wrap programs typically pay the sponsor an all-inclusive fee, a portion of which is paid to Anchor Capital as compensation for the investment advisory services rendered to the client. Detailed information on the sponsor's fees may be found in the sponsor's fee brochure.

Under certain circumstances fees in the Institutional and Private Client divisions may be negotiable. Charitable accounts may be granted the courtesy of a 10% discount. Multiple accounts from the same client or organization, or accounts of related persons may have flat fees and/or have the option of being billed on an aggregate basis.

In the event of a termination before the end of the billing period, the unearned fees are refunded on a pro-rata basis. Notification of termination is generally accepted in writing or by electronic media.

Anchor Capital pays solicitor or referral fees. Please see Item 14 for more information. Clients may purchase other Anchor Capital investment products through brokers or agents that are not affiliated with Anchor Capital.

No portion of Anchor Capital's revenue is derived from commissions and the firm does not charge commissions or mark-ups.

Clients are responsible for any custodian fees and/or applicable brokerage commissions. Please see Item 12 for more information on Anchor Capital's brokerage practices.

#### **Item 6: Performance-Based Fees and Side-By-Side Management**

Anchor Capital does not accept or charge performance-based fees.

#### **Item 7: Types of Clients**

Anchor Capital offers investment advisory services to pension and profit-sharing accounts (corporate, joint trustee and professional corporations), charitable accounts including religious, non-profit foundations and educational institutions, corporations (taxable), banks/thrift institutions, individuals, high-net-worth individuals, trusts and estates, and registered investment companies. Each client division has guidelines around the appropriate minimum account size.

#### **Item 8: Methods of Analysis, Investment Strategies and Risk of Loss**

##### Methods of Analysis

##### Institutional and Managed Account Divisions

Anchor Capital's Investment Committee utilizes a combination of internal and external sources to analyze securities. The principal methods of analysis are as follows:

*Screening:* Initially a broad universe is screened using different multi-factor valuation criteria: low valuation, high dividend yield, dividend growth, private market value and numerous other metrics.

*Fundamental analysis:* Fundamental analysis is the key component of our investment process and includes reviewing numerous information sources to determine which securities represent real value in the economic and investment environment that is evolving. Our analysts interview corporate management, competitors, customers and independent research sources.

### Private Client Division

#### Wealth Advisory

*Apply capital market forecasts:* Anchor Capital utilizes research on the expected behavior of securities, markets and currencies, and integrates these with capital markets insights to develop a diversified global portfolio.

*Quantitative tools and fundamental research:* These tools are employed to select active and/or passive investment approaches within each distinctive asset class. This strategic asset allocation is designed to have a high probability of delivering the client's required rate of return, with a level and mix of risks they can commit to over the market's fluctuation.

#### Investment Advisory

Investment Advisory clients utilize one of Anchor Capital's stated investment strategies which employ the methods of analysis described in the Institutional and Managed Accounts section.

### Investment Strategies

#### Institutional and Managed Account Divisions

Anchor Capital typically pursues a long-term investment strategy. Anchor Capital strives for the portfolios to have a higher yield, a lower price to earnings ratio and higher growth than comparable indices. Our principal emphasis is to invest our clients' funds to achieve long-term capital appreciation with a focus on preservation of capital.

Anchor Capital primarily employs the following specific investment strategies: Mid-Cap Value, Small-Cap Value, Small Mid-Cap Value, All-Cap Value, Select-Dividend Value, Focused Value, Balanced Value and Fixed Income to manage client assets. Each strategy generally differs according to the market capitalization or type of security held.

*Mid-Cap Value:* Targets stocks with market caps between \$2 billion and \$20 billion. Portfolios generally hold 45-65 individual securities.



*All-Cap Value:* Targets stocks with market caps greater than \$1 billion. Portfolios generally hold 40-60 individual securities.

*Small-Cap Value:* Targets stocks with market caps up to \$2 billion. Portfolios generally hold 40-65 individual securities and are broadly diversified across major sectors.

*Small Mid-Cap Value:* Targets stocks with market caps up to \$12 billion. Portfolios generally hold 55-75 individual securities and are broadly diversified across major sectors.

*Select-Dividend Value:* Targets dividend paying stocks with market caps greater than \$1 billion. Portfolios generally hold 40-60 individual securities.

*Focused Value:* Targets sound businesses that are undervalued relative to earnings, cash flows, assets and future prospects and pursues investments with strong return potential across the capitalization spectrum.

*Balanced Value:* Targets stocks with market caps greater than \$1 billion and investment grade fixed income instruments. Portfolios generally hold 40-60 individual securities.

*Fixed Income:* Targets investment grade fixed income with the objective of producing current income and preserving capital.

#### Private Client Division

##### Wealth Advisory

Wealth Advisory clients have diversified global portfolio based on their specific objectives.

##### Investment Advisory

Investment Advisory clients utilize one of the stated Anchor Capital strategies.

#### Material Risks

The risks described below are certain of the more significant risks associated with the investment strategies. The description of risks below does not purport to be a complete description of the risks associated with Anchor Capital's investments.

*General:* All investments involve a risk of losing money (including the entire loss of principal) that our clients should be willing to bear.

*Analyses:* Each method of analysis requires subjective assessments and decision-making by experienced investment professionals. It is possible that in making such assessments and decisions, an error in judgment may be made.

*Investment Style:* When the stock market strongly favors a particular strategy (such as value versus growth investing or Small-Cap versus Mid or Large-Cap), Anchor Capital's other strategies could underperform.

*International Investing:* Global Investments expose the investor to currency risk and political, social and economic risks of the countries in which the securities are domiciled, in addition to risk assumed by any investment.

*Sub-Advisors:* While Anchor Capital's strategies do not engage in frequent trading, active short selling or option writing, (except as noted), the non-proprietary investment managers and funds that the Private Client Division recommends may employ such strategies.

#### **Item 9: Disciplinary Information**

Anchor Capital has no material legal or disciplinary events to disclose regarding its advisory business or the integrity of its management.

#### **Item 10: Other Financial Industry Activities and Affiliations**

No Anchor Capital management persons are registered or have an application pending to register as a broker-dealer or as a registered representative of a broker-dealer.

No Anchor Capital management persons are registered or have an application pending to register as a futures commission merchant, commodity pool operator, a commodity trader advisor or an associated person of the foregoing entities.

Lincoln Peak Capital is a passive minority stakeholder of Anchor Capital. Lincoln Peak is a private investment firm focused exclusively on investing in asset management firms.

#### **Item 11: Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

Anchor Capital has a code of ethics which provides company employees detailed guidelines governing their conduct including, but not limited to, the conduct of business with company clients, knowledge and enforcement of company privacy policies, conflicts of interest, personal trading activities and possession and actions with regard to "insider information." Anchor Capital will provide a copy of its code of ethics to any client or prospective client upon request.

Employees of Anchor Capital have, from time-to-time, acted as coordinator to raise funds from investors for "venture capital" investments in venture capital limited partnership funds or smaller businesses which are starting up or are relatively new. Anchor Capital does not solicit or receive any sales or management fees for this role. However, Anchor Capital will be reimbursed for "out of pocket" legal and accounting expenses. This activity does not consume substantial time or resources, and makes no financial contribution to Anchor Capital. At times select clients have participated in these ventures and in all cases one or more of Anchor Capital's employees have been investors. To address the conflict of interest that an Anchor Capital employee may benefit more than the client, we disclose to the client that Anchor Capital employees participate alongside the client with no preferential treatment. Moreover, since Anchor Capital employees receive no sales or management fees they are not incentivized to raise disproportionate funds from clients.

Employees of Anchor Capital, including its officers and directors, may purchase securities in private offerings and subsequently sell them after the issuer commences a public offering of the securities which may in certain situations garner a significant profit to the employee. Anchor Capital may also purchase the same securities for clients after the initial public offering. However, since Anchor Capital did not purchase the securities for the client prior to the public offering, the client may not be able to achieve the same profit potential as Anchor Capital employees. To ensure that employees do not dispose of such securities during an initial public offering that Anchor Capital clients participate in, Anchor Capital employees are prohibited by Anchor Capital's Personal Trading Policy from trading in any initial public offering and from disposing of any security purchased in a private offering for six months after commencement of the public offering, unless specifically approved by Anchor Capital's compliance officer. Purchase of securities for a client account in which an employee had invested while still private, could have the appearance of a conflict of interest. Such conflict will be disclosed directly to all applicable clients. Each such instance will also be disclosed to the CCO, who will handle each case as appropriate.

Employees of Anchor Capital may invest in the same securities that Anchor Capital recommends or buys or sells for clients. However, under the Anchor Capital code of ethics Anchor Capital employees may not do so unless the transaction occurs in an exempted security or the employee has complied with Anchor Capital's Personal Security Transaction Policy. Anchor Capital has established guidelines for employees investing in private placement transactions. Anchor Capital's personal trading pre-clearance policy should prohibit the conflict that may arise, however, if a violation of the pre-clearance policy occurs then the employee may be required to reverse the trade.

## **Item 12: Brokerage Practices**

### **Research and Other Soft Dollar Benefits**

Subject to Section 28e of the Securities and Exchange Act of 1934, Anchor Capital will enter into verbal or written arrangements with specifically designated firms to compensate for products and services being provided to Anchor Capital through the use of soft dollars. Anchor Capital indirectly receives a benefit from this practice. Anchor Capital will use soft dollars generated by client commissions only to obtain products and services that aid in the making of investment decisions. These products and services include brokerage and economic research, analytical data, pricing and portfolio attribution analysis. Commission rates paid to these broker-dealers may be higher than those of execution-only broker-dealers.

These products and services are utilized in the management of both client accounts whose commission dollars are used to acquire research products and services, as well as client accounts whose commission dollars are not able to be used to acquire these services.

### **Brokerage for Client Referrals**

Anchor Capital does not trade with broker-dealers in exchange for client referrals.

### Best Execution

Anchor Capital makes every effort to insure that transactions on behalf of non-directed client portfolios are executed on a competitive execution basis. In selecting a broker for a specific transaction, Anchor Capital will consider the quality of the broker's execution capabilities in light of the size and difficulty of the transaction, ability to execute trades on a timely basis, ability to get a favorable price at which the securities will be traded, as well as the commission rate to be charged for executing the transaction. Anchor Capital may negotiate brokerage commission for a specific transaction at a rate which is in excess of the commission rate that another broker may have charged for executing the same transaction. Anchor Capital attempts to receive competitive rates.

### Directed Brokerage

#### Institutional and Private Client Divisions

Many of the clients in Anchor Capital's Institutional and Private Client Divisions direct that all trading be executed by a specific broker. Generally, the client agrees upon a commission rate or fee with that broker and Anchor Capital is unable to negotiate. Commissions paid by client accounts in these arrangements may be higher than those obtainable from other brokers, and fixed income securities sold or purchased for these client accounts may not be at the same prices obtainable in a competitive bidding situation. Clients who use directed brokerage may not be able to participate in block trades, which may offer better execution.

When a security is to be traded across numerous portfolios, Anchor Capital will make an effort to aggregate the trades to attempt to achieve best execution. Clients who have elected to use a directed broker may not be able to participate in the trade aggregation. Anchor Capital utilizes a Microsoft Excel program to randomly select among directed brokers for position in the order entry queue. This system is designed to ensure that certain clients and brokers do not receive preferential treatment in executing trading programs.

#### Managed Accounts Division

All accounts in the Managed Accounts Division have directed brokerage agreements with the plan sponsors. MA uses a disciplined order entry rotation to ensure that all program sponsors and their clients are treated fairly over time.

### Trade Error Policy

#### Institutional and Private Client Divisions

Anchor Capital has established procedures which provide that the resolution of all errors will be made in a timely manner and in accordance with Anchor Capital's fiduciary duties. Clients will be made whole for any errors resulting in a loss. Any gains will be donated to a charitable organization.

#### Managed Accounts Division

The MA division is bound by the error policies of the individual Sponsors.

### **Item 13: Review of Accounts**

#### **Institutional and Private Client Divisions**

Individual accounts are reviewed by the responsible portfolio manager. The review will include, but is not limited to, account performance and investment objectives. All accounts are continually monitored on a portfolio accounting system which provides comprehensive information concerning account performance and the progress of specific portfolio holdings.

In addition to a normal review, a special examination may be triggered by unusual performance, contributions or withdrawals, sell decisions triggered by price performance, or buy decisions triggered by the Investment Committee or other special client needs.

Anchor Capital's Institutional and Private Client Division clients receive quarterly portfolio appraisals generated by the portfolio accounting system. The appraisal contains a statement of holdings and net asset values. Clients may, by specific request, receive reports more frequently. Included on the quarterly statement of holdings is a disclosure recommending that clients review their quarter end Anchor Capital statement against the separate statement provided by their custodian and notify us immediately of any inaccuracies or discrepancies.

Anchor Capital will also communicate (by telephone or email) and may meet with clients as requested.

#### **Managed Accounts Division**

Aggregate holding reports and activity reports are provided to the portfolio manager on a weekly basis allowing the manager to review security weightings. In addition, the SMA trade team performs security audits on a bi-weekly basis. The trade desk manager reviews the holding audits for compliance and accuracy and tracks the information in a spreadsheet.

Clients of the MA Division receive reports (appraisals, trade confirmations and performance summaries) from the SMA Program Sponsors. Anchor Capital is neither the record keeper nor the reporting agent for the MA Programs.

### **Item 14: Client Referrals and Other Compensation**

Anchor Capital has entered into agreements with various independent marketing representatives, including accountants, attorneys and other financial service providers. The agreements provide for the representative to receive a fee from Anchor Capital that is based upon a portion of Anchor Capital's investment management fees if the representative is responsible for introducing the client to Anchor Capital. The fee paid to a representative varies depending on the agreement but in no instance does the fee arrangement increase the fee that the client pays.

Anchor Capital has entered into a fee-sharing agreement with the Principal Financial Group ("Principal"). Anchor Capital is not affiliated with Principal. Under this agreement Anchor Capital may introduce a 401(k) plan sponsor to Principal and receive a fee from Principal that is based

upon a portion of the plan fee to cover employee education expense, asset allocation consulting and performance attribution analysis. In no instance does the fee arrangement increase the fee that the client pays.

Anchor Capital participates in the Fidelity Wealth Advisor Solutions<sup>®</sup> Program (the “WAS Program”) through which Anchor Capital receives referrals from Strategic Advisers, Inc. (“SAI”), a registered investment adviser and subsidiary of FMR LLC, the parent company of Fidelity Investments. Anchor Capital is independent and not affiliated with SAI or FMR LLC.

Under the WAS Program, SAI acts as a solicitor for Anchor Capital, and Anchor Capital pays referral fees to SAI based on Anchor Capital’s assets under management attributable to each client referred by SAI or members of each client’s household. The WAS Program is designed to help investors find an independent investment adviser, and any referral from SAI to Anchor Capital does not constitute a recommendation or endorsement by SAI. Anchor Capital pays the following amounts to SAI for referrals: For referrals made prior to April 1, 2017 an annual percentage of 0.20% of any and all assets in client accounts; for referrals made after April 1, 2017, the sum of (i) an annual percentage of 0.10% of any and all assets in client accounts where such assets are identified as “fixed income” assets by SAI and (ii) an annual percentage of 0.25% of all other assets held in client accounts. For referrals made prior to April 1, 2017, these fees are payable for a maximum of seven years. Fees with respect to referrals made after that date are not subject to the seven year limitation. In addition Anchor Capital has agreed to pay SAI a minimum annual fee amount in connection with its participation in the WAS Program. These referral fees are paid by Anchor Capital and not the client.

To receive referrals from the WAS Program, Anchor Capital must meet certain minimum participation criteria, but may have been selected for participation in the WAS Program as a result of its other business relationships with SAI and its affiliates, including Fidelity Brokerage Services, (FBS). As a result of its participation in the WAS Program, Anchor Capital may have a potential conflict of interest with respect to its decision to use certain affiliates of SAI, including FBS, for execution, custody and clearing for certain client accounts, and Anchor Capital may have a potential incentive to suggest the use of FBS and its affiliates to its advisory clients, whether or not those clients were referred to Anchor Capital as part of the WAS Program. Under an agreement with SAI, Anchor Capital has agreed that it will not charge clients more than the standard range of advisory fees disclosed in its Form ADV 2A Brochure to cover solicitation fees paid to SAI as part of the WAS Program. Pursuant to these arrangements, Anchor Capital has agreed not to solicit clients to transfer their brokerage accounts from affiliates of SAI or establish brokerage accounts at other custodians for referred clients other than when Anchor Capital’s fiduciary duties would so require, and Advisor has agreed to pay SAI a one-time fee equal to 0.75% of the assets in a client account that is transferred from SAI’s affiliated to another custodian; therefore, Anchor Capital may have an incentive to suggest that referred clients and their household members maintain custody of their accounts with affiliates of SAI. However, participation in the WAS Program does not limit Anchor Capital’s duty to select brokers on the basis of best execution.

These agreements contain provisions to ensure compliance with applicable provisions of the Advisers Act and specifically Rule 206(4)-3. Such agreements provide for full disclosure to the client of any fee-sharing arrangements.

### **Item 15: Custody**

The funds and securities of all Anchor Capital client accounts are held by qualified custodians. Anchor Capital is deemed to have a limited form of custody with respect to client funds and securities where: 1) Anchor Capital directly debits fees from client accounts; 2) a control person of Anchor Capital is a trustee; and 3) Anchor Capital has authorization from a client to instruct their qualified custodian to act on their Standing Letter Of Authorization (SLOA). In accordance with Rule 206(4)-2, Anchor Capital undergoes an annual surprise audit of the accounts for which a control person of Anchor Capital is a trustee. All clients of Anchor Capital receive account statements from a third-party qualified custodian. Clients are urged to compare Anchor Capital quarterly account appraisals to the statements they receive from their qualified custodian, as the statements may vary based on reporting dates, accounting methods, etc. Custodian statements reflect the official books and records for the accounts managed.

### **Item 16: Investment Discretion**

Anchor Capital accepts discretionary authority to manage securities accounts on behalf of the majority of its Institutional and Private Client clients. Typically a client will grant Anchor Capital discretionary authority at the outset of an advisory relationship by executing an investment management agreement which includes, among other items, a statement giving Anchor Capital full authority to invest the assets identified by the client in a manner consistent with the investment objectives and limitations delineated by the client. These clients may place limitations on this authority. In order for Anchor Capital to assume discretionary authority both the client and either the president, CIO, or CFO/COO of Anchor Capital must sign this agreement

### **Item 17: Voting Client Securities**

Anchor Capital votes proxies on behalf of clients who have delegated us the authority. In accordance with SEC rule 206(4)-6 Anchor Capital has adopted and implemented written policies and procedures to govern proxy voting.

Anchor Capital will vote proxies in accordance with its proxy voting policy, which is reviewed annually. In general, the policy requires the Company to vote client proxies in a way that we believe is consistent with our fiduciary duty. Consideration will be given to both the short and long term implications of the proposal to be voted on when considering the optimal vote.

If Anchor Capital determines there is a material conflict of interest in connection with a proxy vote, determination will be made as to whether voting in accordance with the guidelines is in the best interest of the client. Anchor Capital will also determine whether it is appropriate to disclose the conflict and decide whether further action is required.

*Broadridge Financial Solutions* is used to provide an electronic proxy voting service which notifies transfer agents and other service providers that *Proxy Edge* is authorized to transmit voting instructions and to vote proxies as instructed by the Company.

Institutional and Private Client clients may propose Anchor Capital's vote on one or more securities by submitting detailed instructions to their portfolio manager, who will coordinate with the Proxy Voting Officer. Anchor Capital will make a best-effort to comply with requests, but may not be able to. The Proxy Voting Officer will keep records on all client-specific instructions.

Any client who has not delegated us the authority to vote proxies on its behalf will be responsible for voting a company's proxy directly.

Anchor Capital's proxy voting policies and procedures and a record of voting is available upon request. Please submit requests in writing to:

Proxy Voting Associate  
Anchor Capital Advisors LLC  
One Post Office Square  
Boston, MA 02109-2103

#### Class Actions

Periodically Anchor Capital will receive notice of class action suit settlements and will decide on a case-by-case basis whether to participate or opt-out.

#### **Item 18: Financial Information**

Anchor Capital does not require or solicit prepayment of more than \$1,200 in fees per client six months or more in advance.

Anchor Capital has no financial condition that is reasonably likely to impair its ability to meet contractual commitments to clients.

Anchor Capital has not been the subject of a bankruptcy petition at any time during the past ten years.