



## **Part 2A of Form ADV: *Firm Brochure***

### **Congress Asset Management Company, LLP**

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March 20, 2018

This Firm Brochure (or "Brochure") provides information about the qualifications and business practices of Congress Asset Management Company, LLP. If you have any questions about the contents of this Brochure, please contact us at 617-737-1566 or [info@congressasset.com](mailto:info@congressasset.com). The information in this Firm Brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Additional information about Congress Asset Management Company, LLP also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). You can search this site by a unique identifying number, known as a CRD number. The Firm's CRD number is 105161.

## Item 2 Summary of Material Changes

### Background Information

The Securities and Exchange Commission (the “SEC”) adopted regulations requiring Amendments to Form ADV in July 2010. These rules required Registered Investment Advisors (Advisors) to develop and distribute to its Clients in narrative format, a “Plain English” Brochure as its official disclosure document. The rules also require an Advisor to provide a Summary of Material Changes document to its Clients along with an offer to provide a copy of the complete Brochure at least annually or if there is a material change. Under the rules, if a Client wishes to receive a copy of the Brochure, fulfillment of the request will be at the expense of the Advisor.

### Summary of Material Changes

This Brochure dated March 20, 2018 provides information about the qualifications and business practices of Congress Asset Management Company, LLP (“Congress Asset”). Except for the item listed below, the business practices of Congress Asset are substantially the same as represented in this Firm’s previous annual updated Brochures, dated March 21, 2017.

### Other Financial Industry Activities and Affiliations

Congress Asset is affiliated with Congress Wealth Management, LLC an investment advisor registered with the SEC (CRD No. 149446; SEC No. 801-69988). Prior to July 21, 2017, Congress Asset and Congress Wealth Management shared the same chief compliance officer. Effective July 21, 2017 Congress Asset and Congress Wealth Management have retained separate chief compliance officers. Please see Item 10. “Other Financial Activities and Affiliations” on page 11.

### Types of Advisory Services

On September 15, 2017, Congress Asset purchased the investment management business of Century Capital Management, LLC (CRD No. 130282; SEC No. 801-62860). As a result of this purchase, Congress Asset added a small cap value strategy to be made available to its clients. In addition by way of this purchase, Congress Asset added to its family of open-end investment companies, registered under the Investment Company Act of 1940, as amended (“1940 Act”), the Congress Small Cap Growth Fund (formerly the Century Small Cap Select Fund). Please see item 4 “Advisory Business” on pages 4 and 5, and Item 5 “Fees and Compensation” on page 6.

### Annual Offer to Clients

At any time, you may view the current Brochure on-line at the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). You may also request a copy of this Brochure upon written request to:

Congress Asset Management Company,  
LLP 2 Seaport Lane  
5<sup>th</sup> Floor,  
Boston, MA 02210-2001

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## Item 4 Advisory Business

### Firm Description and Ownership:

Congress Asset Management Company, LLP (“Congress Asset”, “we”, “us”, or, the “Firm”) is a SEC registered investment adviser with its principal place of business located in Boston, Massachusetts. Congress Asset began conducting business in 1985. The Firm is owned by Lagan Holding Company Trust and Lagan-Congress, Inc., who serve as general partners. Lagan Holding Company Trust owns 100% of Lagan-Congress, Inc.

### Types of Advisory Services:

#### *Overview*

Congress Asset provides discretionary and model portfolio investment management services to individual and institutional clients (“Clients”). Clients include charitable organizations, pension and profit sharing plans, including plans subject to the Taft-Hartley Act and the Employee Retirement and Income Security Act (“ERISA”), state and municipal government entities, corporations, taxable and tax-exempt institutions, high net worth individuals and commingled investment vehicles such as mutual funds. Congress Asset also provides these services in the capacity of a sub-adviser to mutual fund advisors and to wrap account programs sponsored by other investment advisers and broker-dealers (“Wrap Sponsors”).

Congress Asset is primarily a growth style equity investment manager and also provides investment management and advisory services for small cap value and fixed income and balanced portfolios. The Firm also provides customized private equity services, for institutional investors only. In addition, Congress Asset offers access to portfolio strategy, asset allocation, and construction advice to current and prospective institutional Clients. Such breadth enables Congress Asset to construct portfolios consistent with each Client’s objectives and risk tolerances.

Congress Asset’s investment strategies available to Clients include:

- Large Cap Growth Equity
- Mid-Cap Growth Equity
- Small Cap Growth Equity
- Dividend Growth Equity
- Multi-Cap Growth Equity
- SMID Core Opportunity
- SMid Cap Growth Equity
- Small Cap Value Equity
- Balanced
- Fixed Income
- Private Equity
- Strategic Satellite Assets

#### *Separately Managed Accounts (“SMA”)*

The Firm provides continuous investment advice to individual and institutional Client SMAs. Each Client SMA is managed based on the Client’s immediate and longer-term needs and goals. We also work with each Client, and/or their financial advisor or consultant, to identify his or her time horizon, risk tolerance, tax considerations and liquidity needs. As appropriate, we also consider a Client’s prior investment experience, as well as other background information to help us construct the most appropriate investment portfolio. Clients may impose reasonable restrictions on investing in certain securities, types of securities, or industry sectors. Such reasons may be for personal, religious and statutory purposes.

Client portfolios will generally include advice regarding the following securities: exchange-listed securities, securities traded over-the-counter, exchange-traded funds (“ETFs”), corporate debt securities (other than commercial paper), commercial paper, certificates of deposit, municipal securities, mutual fund shares, United States Government securities, warrants, option contracts on securities and private equity limited partnership interests (for institutions only).

#### *Advisory Services to Wrap Sponsors*

Discretionary portfolio management is also made available to Wrap Sponsors pursuant to a sub-advisory agreement with the Firm, where the Firm will manage all or a portion of the Wrap Sponsor’s Clients’ investment portfolios. Wrap Sponsors typically charge their Clients an all-inclusive “wrap fee” from which the investment advisor is paid a portion

of such fee. In addition, most Wrap Sponsors will require Congress Asset to direct brokerage on trades made by the Firm on behalf of their wrap clients to their designated broker-dealer.

Each Wrap Sponsor is required to deliver to the wrap fee clients a wrap fee program Brochure and a copy of Congress Asset's most recent Form ADV Part 2A, pursuant to the requirements of the Investment Advisers Act of 1940, as amended ("Adviser Act"). A list of each Wrap Sponsor and their corresponding Wrap Program may be found in Congress Asset's ADV, Part 1, Schedule D, Section 5.I. (2).

Congress Asset may terminate its services to one or more of its Clients under the agreement for any reason, or for no reason, upon at least 30 days of prior notice.

#### *Mutual Fund Portfolio Management*

Congress Asset provides discretionary investment management and related services to mutual funds (i.e., open-end investment companies registered under the 1940 Act). These funds are: The Congress Large Cap Growth Fund, the Congress Mid Cap Growth Fund, the Congress Small Cap Growth Fund and the Congress SMid Core Opportunity Fund (the "Congress Funds").

Interested investors should refer to the Congress Fund's prospectus and Statement of Additional Information ("SAI") for important information regarding objectives, investments, time-horizon, risks, fees, and additional disclosures. These documents are available on-line at: <http://www.congressasset.com/funds/>. Prior to making any investment in the Congress Funds, investors and prospective investors should carefully review these documents for a comprehensive understanding of the terms and conditions applicable for investment in the Congress Funds. Each Congress Fund's prospectus is available through the Firm's website: <http://www.congressasset.com/funds/>

#### *Sub Advisory to SEC Registered Investment Companies*

Congress Asset provides investment sub-advisory services for the mid cap growth portion of the Liberty All-Star Growth Fund, a closed-end fund registered under the 1940 Act, and traded on the New York Stock Exchange (Ticker: ASG). Congress is also a sub advisor to the JNL Multi-Manager Small Cap Value Fund.

#### *Sub-Advisory Arrangements with Affiliates*

Congress Asset also serves as sub-adviser to its registered adviser affiliate, Congress Wealth Management, LLC ("Congress Wealth"). In its capacity as sub-adviser to Congress Wealth, the Firm provides portfolio management, trading, and operational support. Please refer to "Other Financial Industry Activities and Affiliations", Item 10 of this Brochure, for more information regarding the Firm's relationship with Congress Wealth.

#### *Model Portfolio Management:*

Congress Asset provides model portfolio management services, for most of its investment strategies, to institutional Clients, primarily financial intermediaries of Unified Managed Account ("UMA") programs (each a "Model Portfolio Client"). Congress Asset will provide to each Model Portfolio Client an initial model of portfolio securities with recommended weightings, and communicate each subsequent model change to the Model Portfolio Client. In turn, each UMA Sponsor is responsible for accepting, rejecting or modifying each change to the model portfolio, and for placing trade orders and executing orders for their Clients' accounts.

#### *Private Equity*

Congress Asset provides discretionary and non-discretionary investment management services to pension and other institutions that invest in limited partnerships. Investment in these types of securities may involve certain additional degrees of risk and will only be recommended to institutional Clients and only when consistent with the Client's stated investment objectives, tolerance for risk, liquidity and suitability.

#### *Other Advisory Services*

Congress Asset also offers access to portfolio strategy, asset allocation, and construction advice ("Portfolio Construction Services") to its current and prospective institutional Clients. Such service may be included as part of the investment management agreement or as part of a distribution/referral or custody agreement. The Firm may also provide this service as a standalone arrangement. Fees for such services are generally based on a percentage of the institutional Client's assets under management. The Advisor at its discretion may also waive fees altogether.

## Amount of Assets Managed

As of 12/31/2017, Congress Asset's regulatory asset under management was \$7,271,891,578 all of which was on a discretionary basis. In addition, the Firm also provided Model Portfolios of its investment strategies, primarily to its UMA Sponsor Clients. As of 12/31/2017 there was \$3,274,177,615 invested by such Clients, utilizing Congress's Model Portfolio service. The total asset attributable to regulatory assets under management and Model Portfolio Management was \$10,546,069,192.

## Item 5 Fees and Compensation

### Investment Advisory Fees

#### *Overview*

Congress Asset typically charges an investment advisory fee based on a percentage of the assets under its management. Fees are calculated on either a monthly or quarterly basis, and may be payable either in advance based on the value of the account as of the beginning of each billing period, or in arrears based on the value of the account at the end of each billing period. The account management fee is prorated for periods less than a full billing cycle.

Congress Asset may, but generally does not, enter into performance based fee arrangements. All fee arrangements, terms and conditions of the fee structure will be mutually agreed upon prior to entering into an Investment Management Agreement. See Item 6 for more information on performance based fees.

Congress Asset retains the discretion to negotiate alternative fees on a Client-by-Client basis. Client facts, circumstances and needs are considered in determining the fee schedule. These include but are not limited to: complexity of the Client, amount of assets to be placed under management, anticipated future additional assets, assets under management in related accounts, complexity of Client specific guidelines and restrictions and special reporting/client service requirements. Each Client's fee is agreed to in writing within the investment management contract.

The Firm may group certain related Client accounts for the purposes of achieving the minimum account size requirements and determining the annualized fee. Discounts may be offered to family members and friends or associated persons of the Firm.

#### *Discretionary Portfolio Management*

Congress Asset's annual fees for Discretionary Portfolio Management Services are based upon a percentage of assets under management and generally range from 0.10% to 1.00%. The investment advisory fees are negotiable and differ from one Client to another based on certain criteria such as: amount of assets, client type, style, customization, and other factors discussed above.

#### *Mutual Fund Portfolio Management*

The annualized fee for each Congress Fund Portfolio Management services is charged as a percentage of assets under management. Management fees are accrued daily and paid monthly, in arrears. The Firm may also waive or defer all or a portion its advisory fee based upon an agreement with the mutual fund to limit a fund's overall expense ratio. Below is the fee schedule to the Congress Funds.

<b>Fund Name</b>	<b>Management Fee</b>
Congress Large Cap Growth Fund	0.50% per annum
Congress Mid Cap Growth Fund	0.60% per annum
Congress SMid Core Opportunity Fund	0.60% per annum
Congress Small Cap Growth Fund	0.85% per annum

### *Sub Advisory to Mutual Funds*

Congress Asset is a provider of sub advisory services to mutual fund advisors. Fees for this service are negotiable.

### *Sub Advisory to Affiliates*

Congress Asset also serves as sub-adviser to its registered adviser affiliate, Congress Wealth. The sub-advisory agreement provides for investment management and related trading and operational support.

In its capacity as sub-adviser to Congress Wealth, the Firm acts as investment manager to certain Congress Wealth clients who wish to solely contract with Congress Wealth, rather than contracting directly with Congress Asset. Congress Wealth pays the Firm a percentage of the advisory fee it collects.

### *Model Portfolio Management*

Congress Asset's annual fees for Model Portfolio Management Services are based upon a percentage of assets under management and generally range from 0.20% to 0.50%. The annualized fee for Model Portfolio Management Services is charged as a percentage of assets under management as negotiated with each Client, typically a financial intermediary sponsor to a UMA program.

A minimum of \$100,000 of assets under management is required for this service. This account size may be negotiable under certain circumstances. Congress Asset may group certain related Client accounts for the purposes of achieving the minimum account size and determining the annualized fee.

### *Private Equity*

Congress Asset assesses an annualized fee of up to 0.50% on a Client investment in private equity limited partnership. For the first two years of each investment, the fee is applied to total commitments made by the Client. Thereafter, the fee is applied to the amount of the Client's invested capital in each partnership. In certain cases, the Firm may enter into a flat fee arrangement, if appropriate to both the Client and Congress Asset.

## **Termination of the Advisory Relationship**

A Client agreement may be canceled by either party at any time and for any reason upon receipt of 30 days written notice. As disclosed above, certain fees are paid in advance of services provided. Upon termination of any account, any prepaid and/or unearned fees will be promptly refunded/collected. In calculating a Client's reimbursement of fees, we will pro rate the reimbursement according to the number of days remaining in the billing period.

## **Other Fees**

### *Additional Fees and Expenses*

Clients are also subject to fees and expenses charged by custodians and broker dealers for services such as safekeeping, brokerage and administration of their account. In addition, Clients who were referred to Congress by another investment adviser may be subject to advisory fees separate and apart from those of Congress Asset.

### *Mutual Fund and ETF Fees*

With respect to the Strategic Satellite Assets strategy, and under certain other circumstances, Congress Asset may invest all or a portion of a Client's assets in mutual funds and/or ETFs. Fees paid to Congress Asset for investment advisory services are separate and distinct from the fees and expenses charged by such funds to their shareholders. These fees and expenses are described in each fund's prospectus. These fees will generally include a management fee, a distribution fee and charges for fund operating expenses. If the fund also imposes sales charges, a Client may pay an initial or deferred sales charge.

In cases where a Client of Congress Asset is invested in a Congress Fund, the Congress Asset advisory fee will be waived relating to the amount of assets invested in the Congress Fund.

### *ERISA Accounts*

Congress Asset is deemed to be a fiduciary to advisory Clients that are employee benefit plans or individual retirement accounts ("IRAs") pursuant to ERISA, and regulations under the Internal Revenue Code. As such, Congress Asset is subject to specific duties and obligations under ERISA and the Internal Revenue Code that include among other things, restrictions concerning certain forms of compensation. Congress Asset may only charge fees for investment advice about products for which it and/or its related persons do not receive any commissions or 12b-1 fees, or conversely, when such fees are used to offset Congress Asset's advisory fees.

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

### **Performance Based Fees**

Congress Asset may, but generally does not, enter into performance based fee arrangements with its Clients. In such cases, fee arrangements will be based on a percentage of assets under management plus a percentage of the difference between the performance of the Client's account and that of a mutually agreed upon index.

### **Side by-side Management**

The Firm recognizes that managing Client accounts with a performance based fee arrangement may create conflicts where an account with a performance based fee may receive allocations of certain investment opportunities over another Client accounts. The Firm believes that opportunities for such conflict are mitigated by the high level of liquidity for comparable securities among all its Clients, the Firm's policies and procedures with regard to trading, its Code of Ethics and account review process.

## **Item 7 Types of Clients**

As discussed above in Item 4, Congress Asset provides discretionary and model portfolio investment management services to individual and institutional Clients. Clients include charitable organizations, pension and profit sharing plans (including plans subject to the Taft-Hartley Act), state and municipal government entities, taxable and tax-exempt institutions, high net worth individuals and commingled investment vehicles such as mutual funds. Congress Asset also provides these services in the capacity of a sub-adviser and through SMA wrap accounts and UMA program sponsored by other investment advisers or broker-dealers.

Generally, a minimum of \$100,000 of assets under management is required for this service. This account size may be negotiable under certain circumstances. Congress Asset may group certain related Client accounts for the purposes of achieving the minimum account size and determining the annualized fee.

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

### **Methods of Analysis**

#### *Overview - Equities*

Congress Asset employs a view that superior long-term performance of a company's stock price is a result of consistent earnings growth and cash flow. Stock selection is primarily based on a research-driven bottom up approach, and implemented using a congressional approach, where each investment strategy is governed by an investment product committee ("IPC"). The IPC is where research and recommendations are reviewed, debated and decided upon. Each Congress Asset IPC contains at least one member who also is a member of the Firm's Investment Oversight Committee ("IOC"). The IOC is responsible for oversight of all investment activity and for the Firm's general investment policies.



Congress Asset uses many research techniques which may be summarized as follows:

**Idea Generation:** Congress Asset exercises continuous and proactive idea generation. Portfolio managers and research analysts identify possible investment opportunities through fundamental analysis and using numerous tools, such as quantitative screening, third-party research reports, periodicals, news articles, direct company meetings, press releases, industry conferences and any other useful and reliable information sources. The best ideas move forward to the analysis stage.

**Fundamental Analysis:** The Firm performs its own analysis of the companies identified as having the most compelling investment opportunity. The teams validate key quantitative metrics such as earnings growth, cash flows and balance sheet strength and other key factors such as competitive advantages, market leadership, stability of revenue stream, product development and pricing power. The teams also assess the relevant external conditions of the economic and industry sectors related to each company, and the management of each company. The decision to invest is debated within the IPC on its investment merits, its fit within the investment discipline, and its fit within the current portfolio investment mix.

#### *Overview – Fixed Income*

Congress Asset's investment philosophy is to maximize potential return per unit of risk using fundamental and relative valuations that employ a combination of top down and bottom up techniques to deliver a consistent pattern of relative returns with minimal periods of underperformance. The Fixed Income IPC is the decision maker for all fixed income activity. The committee is also the central coordinating body that sets, implements, and supervises our screening process and investment policy. The Fixed Income IPC sets the sector allocation weights, duration targets, and reviews credit analysis performed by analysts and portfolio managers. The Fixed income IPC contains at least one member from the IOC.

**Top Down analysis:** This can include identifying global and domestic trends (i.e., fiscal policy, monetary policy, fund flows, etc.), anticipating future yield curve shape and position, determining which sectors to overweight and underweight via spread analysis, and identifying undervalued or overvalued securities.

**Bottom Up analysis:** A multistep process that can include identifying attractive issuers through proprietary screening tools, identifying mispriced securities through daily evaluation of broker runs, selecting individual securities for possible investment and processing potential through a break-even analysis, and comparative analysis of security versus security purchase and sale.

Additional research techniques may be utilized (depending on the asset class being evaluated) and can be summarized as follows:

**Quantitative Screening:** Each fixed income product has its own universe of securities in which it may invest. The universe is screened and reduced based primarily on security indicative features which can include, but are not limited to, maturity date, issuance size, credit ratings, market of issue, and other bond-specific features.

**Fundamental Analysis:** The Firm's portfolio managers and research team performs its own analysis of existing and potential issuers using our proprietary fundamental model. We seek to ensure proper payment of interest and principal by assessing the overall financial health of issuers using a variety of metrics as well as peer-based analyses.

#### **Investment Strategies**

Congress Asset professionals considers themselves investors and not traders. The Firm typically acquires a security with the intent holding it as a long-term investment. However, circumstances may arise where it is in the best interest of the Firm's Clients to sell sooner than expected. For example, a run-up in a securities price to a level higher than our analysis supports may cause us to exit or trim that position. Conversely, an unforeseen event, either internal or external to the securities issuer, may also cause us to exit or trim the position.

Congress Asset employs various investment strategies based on the objectives and risk appetite its Clients. Client portfolios with similar investment mandates, strategies and guidelines are generally managed similarly. Long term (securities held for at least one year), short term (securities sold within one year), trading (securities sold within thirty days) and option strategies, including option writing, may all be used if permitted by the applicable client investment guidelines. The Firm may also borrow securities in connection with short sales, borrow money to invest in additional portfolio securities or engage in transactions in futures contracts for some Clients. Congress Asset

may also provide asset allocation services to certain Clients, on either a discretionary or non-discretionary basis, with periodic rebalancing.

In employing investment strategies, Congress Asset may use certain strategies in an attempt to “hedge” or “neutralize” various risks associated with positions in a Client's portfolio. The instruments used to engage in these hedging strategies may include derivative instruments, such as options, warrants, interest rate swaps, interest rate caps and other derivative securities. The Firm's attempts to partially or fully hedge a portfolio may not be successful and may cause the portfolio to incur a loss.

Upon request and after discussion and agreement with the Client, the Firm will incorporate environmental, social and governance factors into its fundamental analysis to help identify risks and opportunities and to the extent that they are material to investment performance. In addition, the Firm will also employ certain socially conscious screens upon specific request and direction from our Clients.

### ***Risk of Loss***

Securities investments are not guaranteed and you may lose money on your investments. Each investment style or strategy will carry with it different levels of risk. Our investment styles and strategies can be matched with each Client's unique combination of desired returns, investment objectives, cash flow needs, and personal risk tolerance to determine the most suitable investments.

All investments in securities involve risk. It is possible that a Client's investment objectives will not be achieved or that a Client will lose all or a portion of their investments. The risks all investors face include the following:

**Market Risk:** All securities investments are subject to changes in the market place. At times, movements in the market can be significant, which will cause the value of an investor's account to change. For example, in 2008 the markets experienced significant broad-based decreases, due in part to a wide spread credit crisis and significantly negatively impacted investors' portfolios.

**Investment Selection Risk:** Congress Asset's analysis of an investment may be incorrect and may result in selections of investments that suffer losses or underperformance relative to other investments.

**Credit Risk:** The issuer of a fixed-income security could default on its obligation to pay principal and/or interest or its credit rating could be downgraded, resulting in loss of part or all such security or result in such security becoming illiquid for some period of time.

**Liquidity Risk:** Market dynamics can change over time, which may reduce the availability of certain securities for purchase or sale. Such a lack of liquidity may impact the marketability of a security, meaning that it may not be purchased or sold without negatively impacting its price.

**Interest Rate Risk:** As interest rates rise, the value of fixed-income securities is likely to decrease. Securities with longer durations tend to be more sensitive to changes in interest rates, and are usually more volatile than securities with shorter durations. In a rising interest rate environment a Client's fixed income portfolio may lose value.

**Investment Model Allocation Risk:** With regard to its Strategic Satellite Assets, Congress Asset's strategic allocation assumptions and decisions regarding cash balances, may be incorrect and may result in underperformance relative to other investments.

**Client Imposed Investment Restrictions Risk:** Clients who place restrictions on Congress Asset from investing in certain industries or specific companies for social, religious, statutory or other reasons, may result in Congress Asset forgoing investment opportunities which are in the best economic interest of the Client. Such restrictions may result in performance less favorable than other Client accounts managed by the Firm without such restrictions. Further, Clients may impose proxy voting requirements which may cause Congress Asset to vote in a manner not in the best economic interest of its Clients.

**Risks for all forms of analysis:** While we are alert to indications that data may be incorrect, there is always a risk that our analysis may be compromised by inaccurate or misleading information. Information which the Firm gathers and in-part depends upon to be accurate and unbiased includes, but is not limited to: corporate annual reports, filings with the Securities and Exchange Commission (SEC), company press releases, research material reported by others, financial newspapers and magazines, corporate ratings/analytical services, government reports, etc.

## **Item 9      Disciplinary Information**

Congress Asset is required to disclose any legal or disciplinary events that are material to a Client's or prospective Client's evaluation of our advisory business or the integrity of our management.

The Firm and the management personnel have no reportable disciplinary events to disclose.

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

### *General*

Congress Asset is not affiliated with any broker dealer, custodian, or non-advisory service provider which performs services to the Firm, its affiliates or its Clients. In addition, Congress Asset does not engage in financial industry activities except for the advisory services performed and disclosed in this Brochure.

The Firm is affiliated with Congress Wealth which is an investment adviser registered with the SEC. In addition, some employees of Congress Asset are separately licensed as registered representatives of Quasar Distributors LLC, an unaffiliated limited purpose broker-dealer and a subsidiary of U.S. Bank Corp ("Quasar" taken together with Congress Wealth, "Related Persons").

While Congress Asset and its Related Persons discussed below endeavor at all times to put the interest of the Clients first as part of their fiduciary duty, Clients should be aware that the receipt of additional compensation directly or indirectly by the Firm or its Related Persons may create a conflict of interest and may affect the judgment of these Related Persons and their employees when making recommendations.

As discussed throughout this Brochure, Congress Asset is affiliated but independent from Congress Wealth. The Congress Wealth has, historically, leveraged investment expertise and operations support from Congress Asset. Additionally the affiliated entities are and have - at times - jointly paid for expenses such as salaries and infrastructure costs, including those resulting from the opening of Congress Wealth's Connecticut office. Such arrangements are and have been at no cost to the Clients of either Congress Wealth or Congress Asset.

Where appropriate, Congress Asset and its employees may recommend the various investments and investment-related services provided by the Related Companies to our advisory Clients. The Related Companies and their employees may also recommend the advisory services of Congress Asset to their clients. The services provided by the Related Companies and the related compensation they may receive from Clients are separate and distinct from the advisory services provided by and fees paid to Congress Asset. No Congress Asset client is obligated to use the services of any of the Related Companies.

To address these potential conflicts the Firm and its affiliated investment adviser have taken the following actions:

- Executive management of Congress Asset and Congress Wealth including their respective chief compliance officer maintain frequent and open communication which facilitates identification, analysis and remediation of real and perceived conflicts;
- Each affiliate requires its employees seek prior approval of any outside employment activity so that we may ensure that any conflicts of interests in such activities are properly addressed;
- Each affiliate periodically monitors these outside employment activities to verify that any conflicts of interest continue to be properly addressed by the Firm; and
- Each affiliate educates its employees regarding the responsibilities of a fiduciary, including the need for having a reasonable and independent basis for the investment advice provided to clients.

### *Relationship with Congress Wealth Management*

Generally, Congress Wealth Management (CRD No. 149446; SEC No. 801-69988) recommends to its clients Congress Asset, as an investment manager for those strategies disclosed in this Brochure. Congress Wealth Management clients enter into a separate investment management agreement with Congress Asset (a 'dual contract' arrangement) for which Congress Wealth may retain discretion to increase or decrease assets managed by Congress Asset. For certain legacy clients of Congress Wealth Management, a 'single contract' agreement

exists where Congress Asset manages Congress Wealth clients' assets pursuant to a sub advisory agreement between Congress Wealth and Congress Asset.

Certain senior officers of Congress Wealth Management are also associated with Congress Asset. Paul A. Lonergan, President of Congress Wealth also serves on the Management Committee of Congress Asset.

Certain senior officers of Congress Asset are also associated with Congress Wealth. Daniel Lagan, President of Congress Asset and Christopher Lagan, Managing Director and Chief Operating Officer of Congress Asset are members of Congress Wealth Board of Directors.

The principal owners of Congress Wealth are Harborview Partners 2012, LLC (the majority owner) and Lagan Wildwood Investments LLC. Lagan Wildwood Investments LLC is wholly owned by Lagan Holding Company, Inc.

#### *Relationship with Unaffiliated Broker-Dealer*

Some employees of Congress Asset are separately licensed as registered representatives of Quasar Distributors LLC, an unaffiliated limited purpose broker-dealer and a wholly owned subsidiary of U.S. Bank Corp. Quasar serves as the principal underwriter to the Congress Funds. Dual employees of the Firm and Quasar, in their separate capacity as distributors, can effect securities transactions to purchase or sell the Congress Funds.

#### *Congress Funds*

Congress Asset is the investment adviser to the Congress Funds, registered mutual funds trustee at US Bancorp and distributed by Quasar. From time to time, Congress Asset and/or its affiliates may recommend that clients buy or sell shares of the Congress Funds. In cases where Congress Asset recommends its Clients invest through the Congress Funds, the Firm will waive its advisory fee on the assets invested in the Congress Funds. The Congress Funds' Prospectus and Statement of Additional Information are available on-line at: [www.congressasset.com/funds](http://www.congressasset.com/funds).

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

Congress Asset has adopted a Code of Ethics, pursuant to Rule 204A-1 of the Advisers Act. The Code of Ethics sets forth high ethical standards of business conduct, including compliance with applicable federal securities laws.

Congress Asset's personnel owe a duty of loyalty, fairness and good faith towards its Clients, and have an obligation to adhere not only to the specific provisions of the Code of Ethics but to the general principles that guide the Code of Ethics.

The Firm's Code of Ethics includes policies and procedures for the review of quarterly securities transactions reports as well as initial and annual securities holdings reports that must be submitted by each of the Firm's access persons. Among other things, our Code of Ethics also requires the prior approval of any acquisition of securities in a limited offering (e.g., private placement) or an initial public offering. Our code also provides for oversight, enforcement and recordkeeping provisions.

Congress Asset's Code of Ethics further includes the Firm's policy prohibiting the use of material non-public information. While the Firm does not believe that we have any particular access to non-public information, all employees are reminded that such information may not be used in a personal or professional capacity.

Congress Asset may recommend that clients buy or sell securities or investment products in which Congress Asset, its officers and its employees have a financial interest. Conversely, officers and employees may buy and sell for themselves securities which Clients hold. To safe guard against conflicts with the Firm's Clients, each employee and his or her immediate family members, as well as designated interns and contractors, are required to pre-clear all 'covered securities' trades, as defined in the Code of Ethics, for his or her own account. Each pre-clearance request is reviewed by an investment professional designated by the Chief Compliance Officer to ensure trading by officers and employees for their personal accounts is not prior to or contemporaneous with transactions effected by the Firm on behalf of its Clients.

The Firm's Code of Ethics also requires each employee to disclose each outside business activity they may have and to pre-clear with the Firm's management and its Chief Compliance Officer each prospective outside business activity.

A copy of our Code of Ethics is available to our advisory clients and prospective clients. You may request a copy by email sent to [info@congressasset.com](mailto:info@congressasset.com), or by calling us at 617-737-1566.

## Item 12 Brokerage Practices

### *General*

The Firm has the responsibility to effect orders correctly, promptly and in the best interests of its Clients. Congress Asset has the duty to treat all its Clients fairly, ensuring that over time no Client is advantaged or disadvantaged compared to other Clients. In the event a trade error occurs in the handling of any Client transactions due to the Firm's actions, or inaction, or actions of others, Congress Asset will seek to identify and correct any errors as promptly as possible without disadvantaging the Client or benefiting the Firm.

Congress Asset recognizes that brokerage is the property of the Clients, and as such, is to be allocated to broker-dealers in a manner that serves the interests of its Clients. It also recognizes an ongoing duty to seek to obtain best execution. While the Firm endeavors to obtain the best combination of price and execution for its Clients, "best execution" does not necessarily mean it will pay the lowest commission or spread.

The Firm also seeks competitively priced brokerage services where the broker-dealer can provide value-added, company-specific, and thematic industry research, including meetings with management and conferences. Additional factors in selecting a broker-dealer include, but are not limited to: quality of investment research; liquidity of the market in a security; financial stability of the broker-dealer; promptness of execution; quality of settlement; the broker's ability to handle a desired block; and efficiency in clearing and settling trades.

### *Research and Soft Dollars*

Congress Asset may use brokers who provide useful research and securities transaction services even though a lower commission may be charged by a broker who offers no research services and minimal securities transaction assistance. Some research services may be useful in servicing all our Clients while some research may be useful for only certain Client accounts.

Congress Asset's investment professionals periodically review the quality of research provided by brokers. The review is coordinated by the Director of Research and results in a 'research vote' which is presented to the Firm's Best Execution Committee for review. Consideration for retaining or replacing brokers occurs at this meeting.

Consistent with obtaining best execution for Clients, Congress Asset may direct brokerage transactions for Clients' portfolios to brokers who provide third-party research and execution services to Congress Asset and, indirectly, to Congress Asset's Clients. These services, which are eligible pursuant to Section 28(e) of the Securities Exchange Act of 1934, as amended ("Section 28(e)") are designed to augment the Firm's internal research and investment strategy capabilities. The Firm believes that the acquisition of such research through soft dollars is in the long-term benefit to all its Clients.

Congress Asset recognizes that when using Client brokerage commissions to obtain research or brokerage services, it receives a benefit to the extent that Congress Asset does not have to produce such products internally or compensate third-parties with its own money for the delivery of such services. Therefore, such use of Client brokerage commissions results in a conflict of interest, because Congress Asset has an incentive to direct Client brokerage to those brokers who provide research and services, even if such brokers do not offer the best price or commission rates for our Clients. Further, broker-dealers selected may be paid commissions for effecting transactions for our Clients that exceed the amounts other broker-dealers would have charged for effecting the same transactions. However, Congress Asset endeavors to determine in good faith that such amounts are reasonable in relation to the value of the brokerage and/or research services provided by those broker-dealers.

Certain items obtainable with soft dollars may not be used exclusively for either execution or research services. In such cases, the cost of such "mixed-use" products or services will be fairly allocated and Congress Asset makes a good faith effort to determine the percentage of such products or services which may be considered as investment research. The portions of the costs attributable to non-research usage of such products or services are paid by the Firm to the broker-dealer in accordance with the provisions of Section 28(e).

Congress Asset uses products and services including investment recommendations, investment research, and financial publications providing corporate financial data, financial statistical data, economic data and forecasts, and systems for arranging and assimilating data.

Congress Asset's Soft Dollar Committee conducts periodic soft-dollar reviews, analyzing price and commissions offered by the various brokers used and volume of Client commissions directed to each broker. Moreover, we perform a qualitative ranking of all brokers used by polling our trading staff, research analysts, and portfolio managers.

### *Order Allocation Trade Aggregation*

When decisions are made to buy or sell the same security simultaneously for a number of accounts, Congress Asset may aggregate the purchase or sale into a single trade order (a “bundled” trade) if it deems this to be appropriate and in the best interests of the accounts involved. Bundle trading may allow us to execute trades in a timely, and equitable manner, at the same average share price or spread for each Client account. Congress Asset will typically aggregate trades among Clients whose accounts can be traded at a given broker.

Congress Asset's policy prohibits any allocation of trades in a manner that favors one type of Client account over another. In addition to executing bundled trades, as described above, Congress Asset will also rotate the trading order of its discretionary and directed groupings, in cases where a portfolio model change is required. As a model change in a given investment strategy impacts all Clients in that investment strategy, the Firm feels it necessary to rotate the order of Client groupings to ensure equitable trading over time. Generally, UMA are excluded from the trade rotation and are traded following completion of the rotation.

### *Directed Brokerage*

Some Clients designate a particular broker or dealer through which trades are to be made (“directed trades”). In addition, wrap-fee arrangements generally require Congress Asset to direct all brokerage transactions to the sponsoring broker-dealer. Where a Client directs trades, Congress Asset may not be able to negotiate commission rates or spreads and is not able to obtain the same execution it receives for other Clients. This means that directed-trade Clients may receive worse prices than Clients who delegate trading responsibility to Congress Asset. Additionally, Clients who direct trades to a particular broker or dealer often pay higher commissions, greater spreads, or receive less favorable net prices than they would if Congress Asset were able to select brokers or dealers.

### *Brokerage for Client Referrals*

Brokers that the Firm selects to execute transactions may from time to time may refer Clients to the Firm. Congress Asset will not make commitments to any broker or dealer to compensate that broker or dealer through brokerage or dealer transactions for Client referrals; however, a potential conflict of interest may arise between the Client's interest in obtaining best price and execution and Congress Asset's interest in receiving future referrals.

## **Item 13      Review of Accounts**

### *General*

Congress Asset portfolio managers continually review Client accounts to ensure they are managed to meet the Clients goals, risk tolerances, liquidity needs and other stated objectives and constraints. Clients and/or their appointed agents are provided quarterly portfolio account appraisals for their review and comparison to other statements they may receive from broker dealers, custodians, trust companies, etc.

### *Review of Separately Managed Accounts (“SMA”)*

Underlying securities of each Client SMA are continually monitored. Generally, account reviews are held semi-annually by the Account Review Committee. Additional account reviews may be held due to market events, disruptions or trends. Client accounts are reviewed in the context of Congress Asset's model portfolios, approved lists, cash holding and each Client's stated investment objectives and guidelines.

Account Review Committee meetings are attended by Client portfolio managers, members of the IOC and compliance.

### *Review of Wrap and UMA Accounts*

Underlying securities in SMA and UMA Wrap Accounts are continually monitored. Formal account reviews are held, generally, semi-annually by the Wrap Account Review Committee. Additional account reviews may be held due to market events, disruptions or trends. Client accounts are reviewed in the context of Congress Asset's model portfolios, approved lists, cash holding and each Client's stated investment objectives and guidelines. Service levels of Wrap

Account sponsors and trading platforms are also reviewed.

Wrap Account Review Committee meetings are attended by Wrap Client portfolio managers, a member of the IOC, Operations and compliance.

#### *Review of Mutual Funds*

Congress Asset continually reviews and monitors each mutual fund for which it is the advisor or sub-advisor, in accordance with the 1940 Act, the policies and procedures adopted by each mutual fund's board of directors/trustees and investment objectives set forth in the each mutual fund's Prospectus. The Firm reviews each fund with its board as well as the business of the Firm annually, as required under Section 15c of the Investment Company Act.

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

### *General*

Congress Asset may pay referral fees to independent persons or firms ("Solicitors") for introducing Clients to us. Whenever we pay a referral fee, we require the Solicitor to provide the prospective Client with a copy of this document (our *Firm Brochure*) and a separate disclosure statement that includes the following information:

- The Solicitor's name, Congress Asset's name and the relationship with the Firm;
- The fact that the Solicitor is being paid a referral fee by Congress Asset;
- The terms of the fee paid or to be paid by Congress Asset; and
- Whether the fee paid to Congress Asset by the Client will be increased above Congress Asset's normal fees in order to compensate the Solicitor.

As a matter of Firm practice, the advisory fees paid to us by Clients referred by Solicitors are not increased.

### *Solicitation Arrangements*

Congress Asset has entered into an arrangement with rpAUM, an investment consulting firm serving institutional investors and money managers. This agreement pays rpAUM a percentage off the management fees generated from assets raised by Congress Asset through recommendations made by rpAUM.

### *Other Compensation*

Congress Asset is advisor to the Congress Funds and compensates certain broker-dealers for sale of the Congress Funds to Clients who purchase the retail classes of the Congress Funds' shares.

## **Item 15 Custody**

Although Congress does not hold assets of its Clients, it may be deemed to have custody of certain Clients' assets pursuant to the SEC's Custody Rule, Rule 206(4)-2 under the Investment Advisers Act of 1940. Client assets are held at qualified custodian(s) of the Client's choosing, who shall provide custody account statements directly to each Client, at least quarterly. Congress urges you, as the Client, to carefully review your account statements from your custodian(s), and compare them carefully with the account statements and related reporting that Congress provides to you. Our reports may vary from custodial statements based on accounting procedures, reporting dates, or valuation methodologies of certain securities.

## **Item 16 Investment Discretion**

Clients may hire Congress Asset to provide discretionary asset management services, in which case we place trades in a Client's account without contacting the Client prior to each trade to obtain the Client's permission. Our discretionary authority includes the ability to determine the security to buy or sell, and/or determine the amount of the security to buy or sell

Clients give us discretionary authority when they sign an investment management agreement ("IMA") with the Firm. Within the IMA or by separate written instructions, Clients may limit discretionary investment authority and/or place upon the Firm reasonable investment restrictions. Clients may also change or amend such limitations by once again providing us with written instructions.

## **Item 17 Voting Client Securities**

Congress Asset will vote proxies for Client accounts when such authority is granted and the Client's custodian can provide an electronic feed of the Client's proxy information to the Firm's proxy voting service provider. Any Client may choose to vote proxies on their own account.

Congress Asset will vote proxies in the best economic interests of its Clients and in accordance with our established policies and procedures. In the case of ERISA Clients, Congress Asset accepts its fiduciary responsibility to vote proxies in the best interest of plan participants and their beneficiaries.

Congress Asset will retain all proxy voting books and records for the requisite period of time, including a copy of each proxy statement received, a record of each vote cast, a copy of any document created by us that was material to making a decision how to vote proxies, and a copy of each written Client request for information on how the adviser voted proxies. Congress Asset also uses a third party research firm to assist in the decision making process for proxy voting.

With respect to ERISA accounts, we will vote proxies unless the plan documents specifically reserve the plan sponsor's right to vote proxies.

Clients may instruct us to vote proxies according to particular criteria (for example, to always vote with management, or to vote for or against a proposal to allow a so-called "poison pill" defense against a possible takeover). These requests must be made to Congress Asset in writing. Clients may also instruct us on how to cast their vote in a particular proxy contest by email to [info@congressasset.com](mailto:info@congressasset.com), or in writing to Congress Asset, 2 Seaport Lane, 5th Floor, Boston, MA 02210.

Clients and prospective Clients should be aware that Congress Asset Management typically follows the recommendation of the AFL-CIO when voting proxies for Taft-Hartley Clients, while at the same time is actively soliciting new business from the Taft-Hartley market. Voting to such recommendations may at times be different from how we vote our other Clients' proxies and in opposition to the interests of such other Clients.

From time to time conflicts may arise with regard to how Congress Asset should vote or abstain a particular proxy vote. Generally, in such cases the Chair of the Congress Asset Proxy Committee and the Chief Compliance Officer will be notified. If a true conflict is identified, a meeting of the Proxy Committee will be called to order to review the conflict and determine how the proxy will be voted.

We will neither advise nor act on behalf of the Client in legal proceedings involving companies whose securities are held in the Client's account(s), including, but not limited to, the filing of "Proofs of Claim" in class action settlements. If desired, Clients may direct us to transmit copies of class action notices to the Client or a third party. Upon such direction, we will make commercially reasonable efforts to forward such notices in a timely manner.

Clients may obtain a copy of our complete proxy voting policies and procedures by contacting Congress Asset by telephone at 617-737-1566, by email to [info@congressasset.com](mailto:info@congressasset.com), or in writing to Congress Asset 2 Seaport Lane, 5th Floor, Boston, MA 02210. Clients may request, in writing, information on how proxies for his/her shares were voted.



## **Item 18    Financial Information**

As Congress Asset does not require or solicit payment of fees in excess of \$1,200 per Client more than six months in advance of services rendered it is not required to include a financial statement with this Brochure.

Congress Asset is well capitalized with sufficient financial resources to fund continuing operations, growth, and meet all obligations to its Clients. Further, Congress Asset has not been the subject of a bankruptcy petition at any time during the past ten years.



# CONGRESS ASSET MANAGEMENT COMPANY

## Form ADV Part 2B – Brochure Supplement

for

**Daniel A. Lagan, CFA  
CEO & President**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of Daniel A. Lagan, CFA (CRD# **2236297**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD# **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Mr. Lagan is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Item 2 – Educational Background and Business Experience**

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Daniel A. Lagan is the Chief Executive Officer, President, and Chief Investment Officer of CAM. Mr. Lagan, born in 1964, is dedicated to advising clients of CAM. He is the chair of the Firm’s Management Committee and the Investment Oversight Committee. Additionally, Mr. Lagan is a member of all investment committees ex officio his role as CIO. Mr. Lagan completed his undergraduate studies at St. Michael’s College in 1987. He later received

his MBA with a specialization in Finance from Boston College in 1993. Additional information regarding Mr. Lagan's employment history is included below.

#### **Employment History:**

Congress Asset Management; CEO, President and Chief Investment Officer	08/2013 to Present
Congress Asset Management; President	07/1999 to 08/2013
Congress Asset Management; Executive Vice President	08/1989 to 06/1999
Price Waterhouse; Auditor	09/1987 to 04/1989
Congress Trust National Association; Executive Vice President & Trust Officer	12/1997 to 11/2009
Congress Wealth Management, LLC; Director	04/2009 to Present

#### **Chartered Financial Analyst ("CFA")**

The Chartered Financial Analyst ("CFA") charter is a professional designation established in 1962 and awarded by CFA Institute. To earn the CFA charter, candidates must pass three sequential, six-hour examinations over two to four years. The three levels of the CFA Program test a wide range of investment topics, including ethical and professional standards, fixed-income analysis, alternative and derivative investments, and portfolio management and wealth planning. In addition, CFA charter holders must have at least four years of acceptable professional experience in the investment decision-making process and must commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

#### **Item 3 – Disciplinary Information**

**There are no legal, civil, or disciplinary events to disclose regarding Mr. Lagan.** Mr. Lagan has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Mr. Lagan.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. **As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Mr. Lagan.**

However, we do encourage you to independently view the background of Mr. Lagan on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Select "Investment Adviser Search" from the left navigation menu. Then select the option for "Individual" and enter **2236297** in the field labeled "Individual Name or CRD#".

#### **Item 4 – Other Business Activities**

##### Congress Wealth Management, LLC

Mr. Lagan is a member of the Board of Directors of Congress Wealth Management, LLC. He does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. He is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of his time. Daniel A. Lagan does not receive any economic benefit from a non-advisory client for the provision of advisory services.

#### **Item 5 – Additional Compensation**

Mr. Lagan does not have additional business activities where compensation is received. His business activities are detailed in Item 4 above.

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**Congress Asset Management, LLP**  
2 Seaport Lane, Suite 500, Boston, MA 02210  
Phone: (617) 428-4300 Fax: (617) 428-4399  
[congressasset.com](http://congressasset.com)

## Item 6 – Supervision

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Mr. Lagan's activities are overseen by the CAM Management Committee and he is subject to the firm's compliance program administered by the CAM Chief Compliance Officer.

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.



# CONGRESS ASSET MANAGEMENT COMPANY

## Form ADV Part 2B – Brochure Supplement

for

**Christopher M. Lagan, CFA,  
Managing Director, COO**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of Christopher M. Lagan, CFA (CRD# **2497190**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD# **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Mr. Lagan is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Item 2 – Educational Background and Business Experience**

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Christopher M. Lagan is Managing Director and Chief Operating Officer (COO) of CAM. Mr. Lagan, born in 1970, is dedicated to advising clients of CAM. He is a member of the firm’s Management Committee and is also head of the Private Equity Investment Policy Committee. Mr. Lagan received a Bachelor of Science degree in

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Business Administration from Saint Michael's College, Colchester, Vermont, in 1992. In January, 1999 he received a Master's of Business Administration from Boston University's Graduate School of Management. Additional information regarding Mr. Lagan's employment history is included below.

#### **Employment History:**

Congress Asset Management; Managing Director and Chief Operating Officer	08/2013 to Present
Congress Asset Management; Senior Vice President	02/1999 to 08/2013
Congress Wealth Management, LLC; Director	04/2009 to Present
Congress Trust National Association; Vice President and Trust Officer	02/1999 to 12/2005
Congress Asset Management; Research Analyst	02/1997 to 02/1999
Rentex Inc; Purchasing Agent	07/1992 to 07/1993

#### **Chartered Financial Analyst ("CFA")**

The Chartered Financial Analyst ("CFA") charter is a professional designation established in 1962 and awarded by CFA Institute. To earn the CFA charter, candidates must pass three sequential, six-hour examinations over two to four years. The three levels of the CFA Program test a wide range of investment topics, including ethical and professional standards, fixed-income analysis, alternative and derivative investments, and portfolio management and wealth planning. In addition, CFA charter holders must have at least four years of acceptable professional experience in the investment decision-making process and must commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

#### **Item 3 – Disciplinary Information**

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***There are no legal, civil, or disciplinary events to disclose regarding Mr. Lagan.*** Mr. Lagan has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Mr. Lagan.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Mr. Lagan.***

However, we do encourage you to independently view the background of Mr. Lagan on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Select "Investment Adviser Search" from the left navigation menu. Then select the option for "Individual" and enter **2497190** in the field labeled "Individual Name or CRD#".

#### **Item 4 – Other Business Activities**

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##### Congress Wealth Management, LLC

Mr. Lagan is a member of the Board of Directors of Congress Wealth Management, LLC. Mr. Lagan does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. Mr. Lagan is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of his time. Christopher Michael Lagan does not receive any economic benefit from a non-advisory client for the provision of advisory services.

#### **Item 5 – Additional Compensation**

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Mr. Lagan has additional business activities that are detailed in item 4 above.

#### **Item 6 – Supervision**

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2 Seaport Lane, Suite 500, Boston, MA 02210  
Phone: (617) 428-4300 Fax: (617) 428-4399  
[congressasset.com](http://congressasset.com)

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Mr. Lagan serves as the Managing Director and COO of CAM and is supervised by Daniel A. Lagan, the CEO and President of the Advisor. Daniel A. Lagan can be reached at (617) 428-4300 or by email at [dlagan@congressasset.com](mailto:dlagan@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.



**CONGRESS ASSET  
MANAGEMENT COMPANY**

**Form ADV Part 2B – Brochure Supplement**

**for**

**Matthew Terence Lagan, CFA  
Vice President, Portfolio Manager**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of Matthew Terence Lagan, CFA (CRD# **4345233**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD# **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Mr. Lagan is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**Item 2 – Educational Background and Business Experience**

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Matthew Lagan is a Portfolio Manager of CAM. Mr. Lagan, born in 1973, is dedicated to advising clients of CAM. He is a member of the firm’s Management Committee and a member of the Large Cap Growth Investment Policy Committee and All Cap Opportunity Investment Policy Committee. Mr. Lagan attended Bridgewater State

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Phone: (617) 428-4300 Fax: (617) 428-4399  
congressasset.com



University for his undergraduate studies. Mr. Lagan received a Master's of Business Administration from the University of Dublin in 2003. Additional information regarding Mr. Lagan's employment history is included below.

#### **Employment History:**

Congress Asset Management; Vice President, Portfolio Manager	01/2014 to Present
Congress Asset Management; Senior Research Analyst	01/2003 to 01/2014
Giantloop Network; Recruiter	08/2000 to 08/2001
NetGenesis; Recruiter	09/1999 to 08/2000

#### **Chartered Financial Analyst ("CFA")**

The Chartered Financial Analyst ("CFA") charter is a professional designation established in 1962 and awarded by CFA Institute. To earn the CFA charter, candidates must pass three sequential, six-hour examinations over two to four years. The three levels of the CFA Program test a wide range of investment topics, including ethical and professional standards, fixed-income analysis, alternative and derivative investments, and portfolio management and wealth planning. In addition, CFA charter holders must have at least four years of acceptable professional experience in the investment decision-making process and must commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

#### **Item 3 – Disciplinary Information**

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***There are no legal, civil, or disciplinary events to disclose regarding Mr. Lagan.*** Mr. Lagan has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Mr. Lagan.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Mr. Lagan.***

However, we do encourage you to independently view the background of Mr. Lagan on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Select "Investment Adviser Search" from the left navigation menu. Then select the option for "Individual" and enter **2397678** in the field labeled "Individual Name or CRD#".

#### **Item 4 – Other Business Activities**

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Mr. Lagan does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. He is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of his time. He does not receive any economic benefit from a non-advisory client for the provision of advisory services.

#### **Item 5 – Additional Compensation**

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Mr. Lagan does not have additional business activities where compensation is received. His business activities are detailed in item 4 above.

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## **Item 6 – Supervision**

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Mr. Lagan serves as Vice President, Portfolio Manager of CAM and is supervised by Daniel A. Lagan, the CEO and President of the Advisor. Mr. Daniel A. Lagan can be reached at (617) 428-4300 or by email at [dlagan@congressasset.com](mailto:dlagan@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.



**CONGRESS ASSET  
MANAGEMENT COMPANY**

**Form ADV Part 2B – Brochure Supplement**

**for**

**John M. Beaver, CFA  
Vice President, Portfolio Manager**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of John M. Beaver, CFA (CRD# **4587495**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD# **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Mr. Beaver is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**Item 2 – Educational Background and Business Experience**

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John M. Beaver is a Portfolio Manager of CAM. Mr. Beaver, born in 1969, is dedicated to advising clients of CAM. He is a member of the Investment Oversight Committee, the Fixed Income Investment Policy Committee and the All Cap Opportunity Investment Committee. Mr. Beaver completed his undergraduate studies at Colby

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College. He also attended the two-year graduate program at Babson College. Additional information regarding Mr. Beaver's employment history is included below.

#### **Employment History:**

Congress Asset Management; Vice President, Portfolio Manager	12/2006 to Present
Congress Asset Management; Credit Analyst	06/2002 to 12/2006
Massachusetts Financial Services Company; Quantitative Research Associate	11/1996 to 08/2002
Fidelity Investments; Performance Analyst	09/1992 to 07/1996

#### **Chartered Financial Analyst ("CFA")**

The Chartered Financial Analyst ("CFA") charter is a professional designation established in 1962 and awarded by CFA Institute. To earn the CFA charter, candidates must pass three sequential, six-hour examinations over two to four years. The three levels of the CFA Program test a wide range of investment topics, including ethical and professional standards, fixed-income analysis, alternative and derivative investments, and portfolio management and wealth planning. In addition, CFA charter holders must have at least four years of acceptable professional experience in the investment decision-making process and must commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

#### **Item 3 – Disciplinary Information**

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***There are no legal, civil, or disciplinary events to disclose regarding Mr. Beaver.*** Mr. Beaver has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Mr. Beaver.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Mr. Beaver.***

However, we do encourage you to independently view the background of Mr. Beaver on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Select "Investment Adviser Search" from the left navigation menu. Then select the option for "Individual" and enter **4587495** in the field labeled "Individual Name or CRD#".

#### **Item 4 – Other Business Activities**

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John M. Beaver does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. He is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of his time. He does not receive any economic benefit from a non-advisory client for the provision of advisory services.

#### **Item 5 – Additional Compensation**

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Mr. Beaver does not have additional business activities where compensation is received. His business activities are detailed in item 4 above.

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## **Item 6 – Supervision**

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Mr. Beaver serves as Vice President, Portfolio Manager of CAM and is supervised by Jeffrey R. Porter, the EVP and Director of Fixed Income of the Advisor. Mr. Porter can be reached at (617)-428-4300 or by email at [jporter@congressasset.com](mailto:jporter@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.



# CONGRESS ASSET MANAGEMENT COMPANY

## Form ADV Part 2B – Brochure Supplement

for

**E. Martine Elie, CFA**  
**Vice President, Portfolio Manager**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of E. Martine Elie, CFA (CRD# **4345533**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD# **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Ms. Elie is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Item 2 – Educational Background and Business Experience**

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E. Martine Elie is a Portfolio Manager of CAM. Ms. Elie, born in 1972, is dedicated to advising clients of CAM. She is a member of the firm’s Investment Oversight Committee and a member of the Private Equity Investment Policy Committee, the Large Cap Investment Policy Committee, and Dividend Growth Investment Policy Committee. Ms. Elie received an MBA from Northeastern in 1999 with a concentration in Finance. She earned

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her undergraduate degree from HEC Montreal in 1994. Additional information regarding Ms. Elie's employment history is included below.

#### **Employment History:**

Congress Asset Management; Vice President, Portfolio Manager	01/2002 to Present
Congress Trust National Association; Vice President and Trust officer	08/2005 to 09/2009
Congress Asset Management; Research Analyst	06/1999 to 01/2002
Credifinance Securities (formerly Majendie Charlton Securities); Analyst	05/1995 to 06/1997

#### **Chartered Financial Analyst ("CFA")**

The Chartered Financial Analyst ("CFA") charter is a professional designation established in 1962 and awarded by CFA Institute. To earn the CFA charter, candidates must pass three sequential, six-hour examinations over two to four years. The three levels of the CFA Program test a wide range of investment topics, including ethical and professional standards, fixed-income analysis, alternative and derivative investments, and portfolio management and wealth planning. In addition, CFA charter holders must have at least four years of acceptable professional experience in the investment decision-making process and must commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

### **Item 3 – Disciplinary Information**

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***There are no legal, civil, or disciplinary events to disclose regarding Ms. Elie.*** Ms. Elie has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Ms. Elie.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Ms. Elie.***

However, we do encourage you to independently view the background of Ms. Elie on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Select "Investment Adviser Search" from the left navigation menu. Then select the option for "Individual" and enter **4345533** in the field labeled "Individual Name or CRD#".

### **Item 4 – Other Business Activities**

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Ms. Elie is not engaged in any other investment-related activities. She does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. She is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of her time. She does not receive any economic benefit from a non-advisory client for the provision of advisory services.

### **Item 5 – Additional Compensation**

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Ms. Elie does not have additional business activities where compensation is received. Her business activities are detailed in item 4 above.

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## Item 6 – Supervision

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Ms. Elie serves as Vice President, Portfolio Manager of CAM and is supervised by Daniel A. Lagan, the CEO and President of the Advisor. Mr. Lagan can be reached at (617) 428-4300 or by email at [dlagan@congressasset.com](mailto:dlagan@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.





## **Form ADV Part 2B – Brochure Supplement**

for

**John G. Fitzgerald, CFA  
Vice President, Portfolio Manager**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of John G. Fitzgerald, CFA (CRD# **2958946**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD# **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Mr. Fitzgerald is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Item 2 – Educational Background and Business Experience**

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John G. Fitzgerald is a Portfolio Manager of CAM. Mr. Fitzgerald, born in 1964, is dedicated to advising clients of CAM. He is a member of the Private Equity Investment Policy Committee, the All Cap Opportunity Investment Policy Committee, and the Small Cap Investment Policy Committee. Mr. Fitzgerald completed a Bachelor of Business Administration from the University of Massachusetts in 1986 with a concentration in Finance. He also

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received an MBA from Suffolk University in 1991. Additional information regarding Mr. Fitzgerald's employment history is included below.

#### **Employment History:**

Congress Asset Management; Vice President, Portfolio Manager	06/2001 to Present
Congress Trust National Association; Vice president and Trust Officer	04/2002 to 06/2009
MG Financial; Principal	09/1996 to 06/2001
Gannett Welsh & Kotler; Vice President	08/1994 to 8/1996
Wellington Management Company; Assistant Vice President	01/1989 to 07/1994
Putnam Investor Services; Senior Accountant	09/1986 to 12/1988

#### **Chartered Financial Analyst ("CFA")**

The Chartered Financial Analyst ("CFA") charter is a professional designation established in 1962 and awarded by CFA Institute. To earn the CFA charter, candidates must pass three sequential, six-hour examinations over two to four years. The three levels of the CFA Program test a wide range of investment topics, including ethical and professional standards, fixed-income analysis, alternative and derivative investments, and portfolio management and wealth planning. In addition, CFA charter holders must have at least four years of acceptable professional experience in the investment decision-making process and must commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

#### **Item 3 – Disciplinary Information**

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***There are no legal, civil, or disciplinary events to disclose regarding Mr. Fitzgerald.*** Mr. Fitzgerald has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Mr. Fitzgerald.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Mr. Fitzgerald.***

However, we do encourage you to independently view the background of Mr. Fitzgerald on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Select "Investment Adviser Search" from the left navigation menu. Then select the option for "Individual" and enter **2958946** in the field labeled "Individual Name or CRD#".

#### **Item 4 – Other Business Activities**

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Mr. Fitzgerald is not engaged in any other investment-related activities. He does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. He is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of his time. He does not receive any economic benefit from a non-advisory client for the provision of advisory services.

#### **Item 5 – Additional Compensation**

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Mr. Fitzgerald does not have additional business activities where compensation is received. His business activities are detailed in item 4 above.

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2 Seaport Lane, Suite 500, Boston, MA 02210  
Phone: (617) 428-4300 Fax: (617) 428-4399  
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## Item 6 – Supervision

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Mr. Fitzgerald serves as Vice President, Portfolio Manager of CAM and is supervised by Daniel A. Lagan, the CEO and President of the Advisor. Mr. Daniel A. Lagan can be reached at (617) 428-4300 or by email at [dlagan@congressasset.com](mailto:dlagan@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.



# CONGRESS ASSET MANAGEMENT COMPANY

## Form ADV Part 2B – Brochure Supplement

for

**Amy B. Noyes, CFA**  
**Vice President, Portfolio Manager**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of Amy Noyes, CFA (CRD# **2097723**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD# **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Ms. Noyes is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Item 2 – Educational Background and Business Experience**

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Amy Noyes is a Portfolio Manager of CAM. Ms. Noyes, born in 1968, is dedicated to advising clients of CAM. She is a member of the Mid Cap Investment Policy Committee and Small Cap Investment Policy Committee. Ms. Noyes received an MBA from Northeastern University in 1994. She earned her undergraduate degree from Castleton University in 1990. Additional information regarding Ms. Noyes’ employment history is included below.

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2 Seaport Lane, Suite 500, Boston, MA 02210  
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### Employment History:

Congress Asset Management; Vice President, Portfolio Manager	01/2002 to Present
Congress Asset Management; Portfolio Manager	01/2001 to 01/2002
Congress Asset Management; Research Analyst	05/1996 to 01/2001
New England Insurance and Investment; Senior Investment Analyst	09/1995 to 05/1996
Fidelity Investments; Research Assistant	09/1994 to 09/1995
Newbury, Piret & Companies, Inc.; Controller & Office Manager	06/1991 to 09/1994

### Chartered Financial Analyst (“CFA”)

The Chartered Financial Analyst (“CFA”) charter is a professional designation established in 1962 and awarded by CFA Institute. To earn the CFA charter, candidates must pass three sequential, six-hour examinations over two to four years. The three levels of the CFA Program test a wide range of investment topics, including ethical and professional standards, fixed-income analysis, alternative and derivative investments, and portfolio management and wealth planning. In addition, CFA charter holders must have at least four years of acceptable professional experience in the investment decision-making process and must commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

### Item 3 – Disciplinary Information

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**There are no legal, civil, or disciplinary events to disclose regarding Ms. Noyes.** Ms. Noyes has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Ms. Noyes.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. **As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Ms. Noyes.**

However, we do encourage you to independently view the background of Ms. Noyes on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Select “Investment Adviser Search” from the left navigation menu. Then select the option for “Individual” and enter **2097723** in the field labeled “Individual Name or CRD#”.

### Item 4 – Other Business Activities

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Ms. Noyes is not engaged in any other investment-related activities. She does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. She is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of her time. She does not receive any economic benefit from a non-advisory client for the provision of advisory services.

### Item 5 – Additional Compensation

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Ms. Noyes does not have additional business activities where compensation is received. Her business activities are detailed in item 4 above.

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## Item 6 – Supervision

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Ms. Noyes serves as Vice President, Portfolio Manager of CAM and is supervised by Daniel A. Lagan, the CEO and President of the Advisor. Mr. Lagan can be reached at (617) 428-4300 or by email at [dlagan@congressasset.com](mailto:dlagan@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.



# CONGRESS ASSET MANAGEMENT COMPANY

## Form ADV Part 2B – Brochure Supplement

for

**Gregg A. O’Keefe, CFA**  
**Executive Vice President, Portfolio Manager**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of Gregg A. O’Keefe, CFA (CRD# **2276823**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD# **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Mr. O’Keefe is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Item 2 – Educational Background and Business Experience**

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Gregg A. O’Keefe is a Portfolio Manager of CAM. Mr. O’Keefe, born in 1960, is dedicated to advising clients of CAM. He is Head of the Small Cap Investment Policy Committee. Mr. O’Keefe is also a member of the firm’s Management Committee, the Investment Oversight Committee, the Large Cap Investment Policy Committee, and the Mid Cap Investment Policy Committee. Mr. O’Keefe completed a Bachelor of Science in Business

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Administration from Boston University with a concentration in Finance in 1982. He also received an MBA from Boston College in 1989. Additional information regarding Mr. O'Keefe's employment history is included below.

#### **Employment History:**

Congress Asset Management; Executive Vice President	07/1999 to Present
Congress Asset Management; Senior Vice President	05/1986 to 06/1999
Congress Trust National Association; Vice President & Trust Officer	12/1997 to 10/2005
Congress Trust National Association; Vice President	08/1994 to 8/1996
Trustee & Investors Co., Inc.; Analyst	06/1982 to 04/1986

#### **Chartered Financial Analyst ("CFA")**

The Chartered Financial Analyst ("CFA") charter is a professional designation established in 1962 and awarded by CFA Institute. To earn the CFA charter, candidates must pass three sequential, six-hour examinations over two to four years. The three levels of the CFA Program test a wide range of investment topics, including ethical and professional standards, fixed-income analysis, alternative and derivative investments, and portfolio management and wealth planning. In addition, CFA charter holders must have at least four years of acceptable professional experience in the investment decision-making process and must commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

#### **Item 3 – Disciplinary Information**

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***There are no legal, civil, or disciplinary events to disclose regarding Mr. O'Keefe.*** Mr. O'Keefe has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Mr. O'Keefe.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Mr. O'Keefe.***

However, we do encourage you to independently view the background of Mr. O'Keefe on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Select "Investment Adviser Search" from the left navigation menu. Then select the option for "Individual" and enter **2958946** in the field labeled "Individual Name or CRD#".

#### **Item 4 – Other Business Activities**

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Mr. O'Keefe is not engaged in any other investment-related activities. Mr. O'Keefe does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. Mr. O'Keefe is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of his time. Gregg A. O'Keefe does not receive any economic benefit from a non-advisory client for the provision of advisory services.

#### **Item 5 – Additional Compensation**

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Mr. O'Keefe does not have additional business activities where compensation is received. His business activities are detailed in item 4 above.

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2 Seaport Lane, Suite 500, Boston, MA 02210  
Phone: (617) 428-4300 Fax: (617) 428-4399  
[congressasset.com](http://congressasset.com)



## Item 6 – Supervision

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Mr. O'Keefe serves as Executive Vice President, Portfolio Manager of CAM and is supervised by Daniel A. Lagan, the CEO and President of the Advisor. Mr. Daniel A. Lagan can be reached at (617) 428-4300 or by email at [dlagan@congressasset.com](mailto:dlagan@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.



# CONGRESS ASSET MANAGEMENT COMPANY

## Form ADV Part 2B – Brochure Supplement

for

**John B. O'Reilly, CFA**  
**Senior Vice President, Portfolio Manager**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of John B. O'Reilly, CFA (CRD# **1694781**) in addition to the information contained in the Congress Asset Management, LLP ("CAM" or the "Advisor") (CRD# **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Mr. O'Reilly is available on the SEC's Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Item 2 – Educational Background and Business Experience**

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John B. O'Reilly is a Portfolio Manager of CAM. Mr. O'Reilly, born in 1964, is dedicated to advising clients of CAM. He is Chair of the Multi-Cap Investment Policy Committee. He is also a member of the Investment Oversight Committee, the Mid Cap Investment Policy Committee, and the Large Cap Investment Policy Committee. Mr. O'Reilly completed a Bachelor of Arts from Providence College in 1986. He also received an

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MBA from Bryant College in 1992. Additional information regarding Mr. O'Reilly's employment history is included below.

#### **Employment History:**

Congress Asset Management; Vice President, Portfolio Manager	06/2001 to Present
Mellon Private Asset Management; Portfolio Manager	07/2000 to 06/2001
State Street Bank & Trust; Vice President	03/1991 to 07/2000

#### **Chartered Financial Analyst ("CFA")**

The Chartered Financial Analyst ("CFA") charter is a professional designation established in 1962 and awarded by CFA Institute. To earn the CFA charter, candidates must pass three sequential, six-hour examinations over two to four years. The three levels of the CFA Program test a wide range of investment topics, including ethical and professional standards, fixed-income analysis, alternative and derivative investments, and portfolio management and wealth planning. In addition, CFA charter holders must have at least four years of acceptable professional experience in the investment decision-making process and must commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

### **Item 3 – Disciplinary Information**

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***There are no legal, civil, or disciplinary events to disclose regarding Mr. O'Reilly.*** Mr. O'Reilly has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Mr. O'Reilly.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Mr. O'Reilly.***

However, we do encourage you to independently view the background of Mr. O'Reilly on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Select "Investment Adviser Search" from the left navigation menu. Then select the option for "Individual" and enter **1694781** in the field labeled "Individual Name or CRD#".

### **Item 4 – Other Business Activities**

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Mr. O'Reilly is not engaged in any other investment-related activities. He does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. He is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of his time. He does not receive any economic benefit from a non-advisory client for the provision of advisory services.

### **Item 5 – Additional Compensation**

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Mr. O'Reilly does not have additional business activities where compensation is received. His business activities are detailed in item 4 above.

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[congressasset.com](http://congressasset.com)

## Item 6 – Supervision

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Mr. O'Reilly serves as Vice President, Portfolio Manager of CAM and is supervised by Daniel A. Lagan, the CEO and President of the Advisor. Mr. Daniel A. Lagan can be reached at (617) 428-4300 or by email at [dlagan@congressasset.com](mailto:dlagan@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.



**CONGRESS ASSET  
MANAGEMENT COMPANY**

**Form ADV Part 2B – Brochure Supplement**

for

**Jeffrey R. Porter, CFA  
Executive Vice President & Director Fixed Income**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of Jeffrey R. Porter, CFA (CRD# **5096700**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD# **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Mr. Porter is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**Item 2 – Educational Background and Business Experience**

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Jeffrey R. Porter, born in 1964, is an Executive Vice President and Director of Fixed Income of CAM. He is head of the Fixed Income Committee. He is also member of the firm's Management Committee, the Investment Oversight Committee, and the Risk Management Investment Policy Committee. Mr. Porter received two Bachelor

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**Congress Asset Management, LLP**  
2 Seaport Lane, Suite 500, Boston, MA 02210  
Phone: (617) 428-4300 Fax: (617) 428-4399  
congressasset.com

degrees, Accounting and Business Management, from North Carolina State University. He also received an MBA from East Carolina University in 1990. Additional information regarding Mr. Porter's employment history is included below.

#### **Employment History:**

Congress Asset Management; EVP & Director Fixed Income	03/2010 to Present
Prelude Asset Management; Co-Founder & Chief Executive Officer	06/2009 to 03/2010
Kellport Capital Management/Crescam Asset Management; Co-Founder	04/2005 to 05/2009
Partners HealthCare Systems, Inc.; Director of Portfolio Management	05/1997 to 04/2005
North Carolina Retirement Systems; Investment Professional	08/1992 to 04/1997
KPMG Peat Marwick; Staff Auditor	08/1987 to 04/1988

#### **Chartered Financial Analyst ("CFA")**

The Chartered Financial Analyst ("CFA") charter is a professional designation established in 1962 and awarded by CFA Institute. To earn the CFA charter, candidates must pass three sequential, six-hour examinations over two to four years. The three levels of the CFA Program test a wide range of investment topics, including ethical and professional standards, fixed-income analysis, alternative and derivative investments, and portfolio management and wealth planning. In addition, CFA charter holders must have at least four years of acceptable professional experience in the investment decision-making process and must commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

#### **Item 3 – Disciplinary Information**

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***There are no legal, civil, or disciplinary events to disclose regarding Mr. Porter.*** Mr. Porter has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Mr. Porter.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Mr. Porter.***

However, we do encourage you to independently view the background of Mr. Porter on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Select "Investment Adviser Search" from the left navigation menu. Then select the option for "Individual" and enter **5096700** in the field labeled "Individual Name or CRD#".

#### **Item 4 – Other Business Activities**

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Mr. Porter is not engaged in any other investment-related activities. He does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. He is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of his time. He does not receive any economic benefit from a non-advisory client for the provision of advisory services.

#### **Item 5 – Additional Compensation**

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Mr. Porter does not have additional business activities where compensation is received. His business activities are detailed in item 4 above.

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## **Item 6 – Supervision**

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Mr. Porter serves as Executive Vice President and Director of Fixed Income for CAM and is supervised by Daniel A. Lagan, the CEO and President of the Advisor. Mr. Daniel A. Lagan can be reached at (617) 428-4300 or by email at [dlagan@congressasset.com](mailto:dlagan@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.



# CONGRESS ASSET MANAGEMENT COMPANY

## Form ADV Part 2B – Brochure Supplement

for

**Todd W. Solomon, CFA  
Senior Vice President, Portfolio Manager**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of Todd W. Solomon, CFA (CRD# **2272877**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD# **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Mr. Solomon is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Item 2 – Educational Background and Business Experience**

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Todd W. Solomon, born in 1970, is a Senior Vice President Portfolio Manager of CAM. He is head of the Mid Cap Growth Investment Policy Committee. Mr. Solomon is also a member of the Investment Oversight Committee and the Multi-Cap Investment Policy Committee. Mr. Solomon earned his Bachelor degree from Georgetown

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2 Seaport Lane, Suite 500, Boston, MA 02210  
Phone: (617) 428-4300 Fax: (617) 428-4399  
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University. He also received an MBA from New York University in 1996. Additional information regarding Mr. Solomon's employment history is included below.

#### **Employment History:**

Congress Asset Management; Senior Vice President	04/2001 to Present
Congress Trust National Association; Vice President and Trust Officer	05/2003 to 06/2009
United States Trust Company of Boston; Investment Officer	05/1998 to 02/2001
Fidelity Management & Research Company; Sector Research	08/1996 to 05/1998
The Pioneer Group, Inc.; Assistant Analyst	01/1993 to 08/1994

#### **Chartered Financial Analyst ("CFA")**

The Chartered Financial Analyst ("CFA") charter is a professional designation established in 1962 and awarded by CFA Institute. To earn the CFA charter, candidates must pass three sequential, six-hour examinations over two to four years. The three levels of the CFA Program test a wide range of investment topics, including ethical and professional standards, fixed-income analysis, alternative and derivative investments, and portfolio management and wealth planning. In addition, CFA charter holders must have at least four years of acceptable professional experience in the investment decision-making process and must commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

#### **Item 3 – Disciplinary Information**

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***There are no legal, civil, or disciplinary events to disclose regarding Mr. Solomon.*** Mr. Solomon has never been involved in any regulatory, civil or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Mr. Solomon.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Mr. Solomon.***

However, we do encourage you to independently view the background of Mr. Solomon on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Select "Investment Adviser Search" from the left navigation menu. Then select the option for "Individual" and enter **2272877** in the field labeled "Individual Name or CRD#".

#### **Item 4 – Other Business Activities**

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Mr. Solomon is not engaged in any other investment-related activities. He does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. He is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of his time. He does not receive any economic benefit from a non-advisory client for the provision of advisory services.

#### **Item 5 – Additional Compensation**

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Mr. Solomon does not have additional business activities where compensation is received. His business activities are detailed in item 4 above.

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2 Seaport Lane, Suite 500, Boston, MA 02210  
Phone: (617) 428-4300 Fax: (617) 428-4399  
[congressasset.com](http://congressasset.com)

## Item 6 – Supervision

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Mr. Solomon serves as Senior Vice President Portfolio Manager for CAM and is supervised by Daniel A. Lagan, the CEO and President of the Advisor. Mr. Daniel A. Lagan can be reached at (617) 428-4300 or by email at [dlagan@congressasset.com](mailto:dlagan@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.



CONGRESS ASSET  
MANAGEMENT COMPANY

## Form ADV Part 2B – Brochure Supplement

for

**Brian T. Guild**  
**Vice President, Portfolio Manager**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of Brian T. Guild (CRD# **5780952**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD # **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Mr. Guild is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Item 2 – Educational Background and Business Experience**

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**Congress Asset Management, LLP**  
2 Seaport Lane, Suite 500, Boston, MA 02210  
Phone: (617) 428-4300 Fax: (617) 428-4399  
congressasset.com

Brian T. Guild, born in 1977, is dedicated to advising clients of CAM in his role as a Vice President and Portfolio Manager. He is also a member of the Fixed Income Investment Policy Committee and the All Cap Investment Policy Committee. Mr. Guild earned a B.S. Economics Finance from Bentley College in 2000 and an MBA from Northeastern University in 2011. Additional information regarding Mr. Guild's employment history is included below.

#### Employment History:

Congress Asset Management; Portfolio Manager	01/2016 to Present
Congress Wealth Management; Portfolio Manager	12/2010 to 03/2017
Congress Asset Management; Research Analyst	05/2008 to 01/2016
Congress Asset Management; Fixed Income Trader	11/2001 to 05/2008
Congress Asset Management; Portfolio Accountant	08/2000 to 11/2001

### Item 3 – Disciplinary Information

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***There are no legal, civil, or disciplinary events to disclose regarding Mr. Guild.*** Mr. Guild has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Mr. Guild.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Mr. Guild.***

However, we do encourage you to independently view the background of Mr. Guild on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching for his individual CRD # **5780952**.

### Item 4 – Other Business Activities

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Mr. Guild is not engaged in any other investment-related activities. He does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. He is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of his time. He does not receive any economic benefit from a non-advisory client for the provision of advisory services.

### Item 5 – Additional Compensation

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Mr. Guild does not have additional business activities where compensation is received. His business activities are detailed in item 4 above.

### Item 6 – Supervision

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**Congress Asset Management, LLP**  
2 Seaport Lane, Suite 500, Boston, MA 02210  
Phone: (617) 428-4300 Fax: (617) 428-4399  
[congressasset.com](http://congressasset.com)

Mr. Guild serves as Vice President and Portfolio Manager of CAM and is supervised by Daniel A. Lagan, the CEO and President of the Advisor. Mr. Daniel A. Lagan can be reached at (617) 428-4300 or by email at [dlagan@congressasset.com](mailto:dlagan@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.



**CONGRESS ASSET  
MANAGEMENT COMPANY**

## **Form ADV Part 2B – Brochure Supplement**

**for**

**Jeffrey K. Kerrigan, CFA  
Vice President, Portfolio Manager**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of Jeffrey K. Kerrigan, CFA (CRD# **24923389**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD# **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Mr. Kerrigan is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Item 2 – Educational Background and Business Experience**

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**Congress Asset Management, LLP**  
2 Seaport Lane, Suite 500, Boston, MA 02210  
Phone: (617) 428-4300 Fax: (617) 428-4399  
[congressasset.com](http://congressasset.com)

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Jeffrey K. Kerrigan, born in 1971, is a Vice President and Portfolio Manager of CAM. He is head of the Small Cap Value strategy. Mr. Kerrigan earned his Bachelor degree and Master's degree in Economics from Boston University. Additional information regarding Mr. Kerrigan's employment history is included below.

**Employment History:**

Congress Asset Management; Vice President and Portfolio Manager	09/2017 to Present
Century Capital Management, LLC; Vice President and Portfolio Manager	03/2014 to 09/2017
Haber Trilix; Portfolio Manager and Chief Investment Officer	05/2013 to 03/2014
Ten Asset Management	08/2010 to 05/2013

**Chartered Financial Analyst (“CFA”)**

The Chartered Financial Analyst (“CFA”) charter is a professional designation established in 1962 and awarded by CFA Institute. To earn the CFA charter, candidates must pass three sequential, six-hour examinations over two to four years. The three levels of the CFA Program test a wide range of investment topics, including ethical and professional standards, fixed-income analysis, alternative and derivative investments, and portfolio management and wealth planning. In addition, CFA charter holders must have at least four years of acceptable professional experience in the investment decision-making process and must commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.

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**Item 3 – Disciplinary Information**

***There are no legal, civil, or disciplinary events to disclose regarding Mr. Kerrigan.*** Mr. Kerrigan has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Mr. Kerrigan.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. ***As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Mr. Kerrigan.***

However, we do encourage you to independently view the background of Mr. Kerrigan on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching for his full name or CRD # **2492389**.

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**Item 4 – Other Business Activities**

Mr. Kerrigan serves as a Board Member for a private family office. This activity is separate from Mr. Kerrigan's capacity with CAM. Mr. Kerrigan spends less than 10% of his time at this activity.

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**Item 5 – Additional Compensation**

Mr. Kerrigan has additional business activities that are detailed in item 4 above.

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**Item 6 – Supervision**

Congress Asset Management, LLP  
2 Seaport Lane, Suite 500, Boston, MA 02210  
Phone: (617) 428-4300 Fax: (617) 428-4399  
[congressasset.com](http://congressasset.com)

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Mr. Kerrigan serves as Senior Vice President, Portfolio Manager for CAM and is supervised by Daniel A. Lagan, the CEO and President of the Advisor. Mr. Daniel A. Lagan can be reached at (617) 428-4300 or by email at [dlagan@congressasset.com](mailto:dlagan@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.





**CONGRESS ASSET  
MANAGEMENT COMPANY**

**Form ADV Part 2B – Brochure Supplement**

**for**

**Alexander L. Thorndike  
Executive Vice President, Portfolio Manager**

**Effective: March 20, 2018**

This Brochure Supplement provides information about the background and qualifications of Alexander L. Thorndike (CRD# **2530341**) in addition to the information contained in the Congress Asset Management, LLP (“CAM” or the “Advisor”) (CRD # **105161**) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the CAM Disclosure Brochure or this Brochure Supplement, please contact us at (617) 428-4300.

Additional information about Mr. Thorndike is available on the SEC’s Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**Item 2 – Educational Background and Business Experience**

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**Congress Asset Management, LLP**  
2 Seaport Lane, Suite 500, Boston, MA 02210  
Phone: (617) 428-4300 Fax: (617) 428-4399  
[congressasset.com](http://congressasset.com)

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Alexander L. Thorndike, born in 1966, is dedicated to advising clients of CAM in his role as an Executive Vice President and Portfolio Manager. He is also a member of the Large Cap Growth and Small Cap Growth Policy Committees and a member of the CAM Management Committee. Mr. Thorndike earned a Bachelor's degree from Harvard University and an MBA from Northwestern University. Additional information regarding Mr. Thorndike's employment history is included below.

#### Employment History:

Congress Asset Management; Executive Vice President and Portfolio Manager	09/2017 to Present
Century Capital Management, LLC: Managing Partner, CEO and Portfolio Manager	01/2004 to 09/2017
Century Capital Management, LLC: Managing Director, CIO and Portfolio Manager	01/1999 to 01/2004
William Blair & Company: Senior Research Analyst and Manager	07/1994 to 01/1999

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#### Item 3 – Disciplinary Information

**There are no legal, civil, or disciplinary events to disclose regarding Mr. Thorndike.** Mr. Thorndike has never been involved in any regulatory, civil, or criminal action. There have been no client complaints, lawsuits, arbitration claims, or administrative proceedings against Mr. Thorndike.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil, or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. **As previously noted, there are no legal, civil, or disciplinary events to disclose regarding Mr. Thorndike.**

However, we do encourage you to independently view the background of Mr. Thorndike on the Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching for his individual CRD # **2530341**.

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#### Item 4 – Other Business Activities

Mr. Thorndike is not engaged in any other investment-related activities. He does not receive commissions, bonuses, or other compensation on the sale of securities or other investment products. He is not engaged in any other business or occupation that provides substantial compensation or involves a substantial amount of his time. He does not receive any economic benefit from a non-advisory client for the provision of advisory services.

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#### Item 5 – Additional Compensation

Mr. Thorndike does not have additional business activities where compensation is received. His business activities are detailed in item 4 above.

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#### Item 6 – Supervision

Mr. Thorndike serves as Executive Vice President and Portfolio Manager of CAM and is supervised by Daniel A. Lagan, the CEO and President of the Advisor. Mr. Daniel A. Lagan can be reached at (617) 428-4300 or by email at [dlagan@congressasset.com](mailto:dlagan@congressasset.com).

CAM has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to clients of CAM. Further, CAM is subject to regulatory oversight by various agencies. These agencies require registration by CAM and its employees. As a registered entity, CAM is subject to examinations by regulators, which may be announced or unannounced. CAM is required to periodically update

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[congressasset.com](http://congressasset.com)

the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.

## 2018 PRIVACY & PROXY NOTICE

### PRIVACY POLICIES AND PROCEDURES

The trust and confidence of our customers is important to Congress Asset Management Company. For this reason, we are careful in the way we collect and handle non-public, personal information about our clients ("Client Information"). This Privacy Notice describes our policies and practices regarding Client Information and how it is obtained, disseminated, and protected.

#### Information We Collect

We may collect Client Information from the following sources:

- Information we receive on contracts or other forms, such as name, address, date of birth, and social security number
- Information relating to transactions with us, our affiliates and others, such as the purchase and sale of securities and account balances
- Information we receive from third parties, such as custodians, wealth management and financial services firms, as required or permitted by law

#### Information We Disclose

We disclose Client Information about our present or former Clients to third parties only to the extent required or permitted by law. Such sharing of Client Information is applied to:

- Everyday business purposes such as processing transactions, maintaining and or servicing your account
- Cooperating with regulatory authorities, responding to court orders and legal investigations
- Taking reasonable and necessary steps to prevent fraud, unauthorized transactions, etc.

#### Opting-Out

The information we disclose is limited, and essential to servicing your account, protecting your privacy and meeting obligations under state and federal law. We do not disclose Client Information requiring a notice to you for limiting such disclosure, otherwise known as "opting-out". However, should we wish to disclose additional Client Information of yours, we will only do so with your written permission as discussed below.

#### Opt-In Process for Sharing Additional Client Information

Our current business practices require us to obtain from you affirmative written permission ("Opting-In"), before we disclose any Client Information outside of what is discussed above in the "Information We Disclose" section of this notice. In the event we wish to share such additional Client Information, we will provide you an Opt-In form describing the additional Client Information we seek to share, with whom we wish to share it with, and for what purpose. Until such form is received by us from you, indicating your permission, such additional Client Information about you will not be shared.

#### Information Security

- We maintain an Information Protection and Cybersecurity program and provide ongoing awareness and training to our employees
- We continue to evaluate our efforts to protect confidential Client information and to keep our privacy policy and practices current
- We restrict access to Client Information to employees and service providers who are involved in providing products and services to our clients
- Employees with access to Client information may not use or disclose such information, except for Congress Asset Management Company business use
- We maintain physical, electronic, and procedural safeguards in order to protect Client Information.
- When there is a need to dispose of confidential Client information, we require our employees to shred, not discard the information

If you have any questions regarding our Privacy Policy, call us at 800-542-7888 or write to us at 2 Seaport Lane, Boston, MA 02210.

# PROXY POLICIES AND PROCEDURES

## PROXY POLICIES

### Responsibility

Congress Asset Management Company's responsibility as an investment manager and plan fiduciary, as outlined in rule 206(4)-6 under the Investment Advisers Act of 1940, and the Employee Retirement Income Security Act of 1974 and subsequent Department of Labor policy statements, includes the duty to vote proxies on behalf of our clients when proxy voting authority has been delegated to us. Congress Asset Management Company accepts its fiduciary responsibility to vote proxies under these circumstances. This statement is intended to set forth those policies and guidelines to be followed in carrying out our responsibility.

### General Principles of Voting

Proxy voting rights have been declared by the Department of Labor to be valuable plan assets and therefore must be exercised in accordance with the fiduciary duties of loyalty and prudence. This policy statement has been carefully crafted to meet the requirements of loyalty and prudence and will be employed by the Proxy Committee in its proxy voting procedures and decisions.

The duty of loyalty requires that a voting fiduciary exercise its proxy voting authority solely in the interests of its clients, or plan participants and beneficiaries and for the exclusive purpose of providing plan benefits to participants and beneficiaries. The voting fiduciary is prohibited from subordinating the interests of participants and beneficiaries to unrelated objectives.

The duty of prudence requires that proxy voting authority be exercised with the care, skill, prudence, and diligence that a similarly situated prudent person knowledgeable in such matters would exercise. Thus, in making proxy voting decisions, Congress Asset Management Company shall seek out information from a variety of sources to determine what is in the long term economic best interest of its clients, plan participants, and beneficiaries prior to making a proxy voting decision. In keeping with its fiduciary responsibilities, Congress Asset Management Company will vote proxies in accordance with the "economic best interests" of its clients, plan participants and beneficiaries. Congress Asset Management Company will consider the long-term impact of business plans on all affected parties including shareholders, debt holders, employees, retired workers, and communities in which the firm operates.

### Decisions Free of Outside Influence

Generally, Congress Asset Management Company will vote on the recommendation of the issuer's management. However, Congress shall take into consideration the general positions of trustees and other fiduciaries in deciding how to vote proxies. Congress Asset Management Company currently utilizes the services of Broadridge Investor Communications, an independent provider of proxy voting services. Such services may include voting execution, comprehensive reporting, and supporting justification. However, any influence imposed upon us by a person or persons who have a direct personal or financial interest in the outcome will be rejected as a violation of ERISA and our moral obligation to plan participants, and clients. On contested issues the guiding principle shall be the long term "economic best interests" of all affected parties. The interest of any one group shall not dominate the decision to the detriment of other affected parties.

Clients and prospective clients should be aware that Congress Asset Management typically follows the recommendation of the AFL-CIO when voting proxies for Taft-Hartley clients, while at the same time is actively soliciting new business from the Taft-Hartley market. Voting to such recommendations may at times be different from how we vote our other clients' proxies and in opposition to the interests of such other clients.

Congress Asset Management at the direction of a client's Investment Policy statement has the ability to direct proxy voting decisions to a 3<sup>rd</sup> party proxy advice vendor. These voting recommendations may at times be different from how we vote other clients' proxies and in opposition to the interests of such other clients.

## PROXY PROCEDURES

### Proxy Committee

The Proxy committee shall have responsibility for setting the proxy voting policy at Congress Asset Management Company. Proxies will be voted in the economic best interest of each individual client, ERISA plan participant, and beneficiaries. The Proxy Committee will use all available resources to help in evaluating proxy issues, and setting policies that are appropriate for each client. Congress Asset Management Company has an agreement with Broadridge Investor Communications to provide integrated third party research and electronic, automated, rules based voting capabilities via the Broadridge ProxyEdge service for each individual proxy.

In the event of a vote that falls outside of the standard proxy voting rules for Congress Asset Management Company, the Proxy Committee will meet to review a specific vote. When the Proxy Committee reaches a decision concerning the proxy vote in question, Broadridge ProxyEdge shall be instructed to vote accordingly and no further action shall be required. A simple majority of the Proxy Committee shall be required for a final ruling on proxy issues.

### Record Keeping

- 1) Proxy Committee minutes and meeting material including the basis for any voting decision including whether the advice of any individual outside of the organization was acted upon.
- 2) Records will be maintained detailing how proxies were voted and for which accounts they were voted.

Records of proxy voting will be made available to Clients and ERISA Plan Sponsors upon a written request by email to [proxies@congressasset.com](mailto:proxies@congressasset.com) or by mail to Congress Asset Management Company, 2 Seaport Lane, 5<sup>th</sup> Floor, Boston, MA 02210.

### PROXY COMMITTEE:

Daniel A. Lagan

Gregg A. O'Keefe

Dory Bowers



## **ERISA 408(b)(2) - Compensation Disclosure Statement**

### **Disclosure to ERISA Plan Sponsors**

#### **Congress Asset Management Company, LLP**

**January 2, 2018**

In compliance with the Department of Labor's final rules relating to ERISA Section 408(b)(2), Congress Asset Management Company, LLP (CAM) is providing the following disclosures:

CAM provides investment advisory or sub-advisory services to the Plan under a fully executed discretionary Investment Management Agreement (the Agreement).

CAM provides services to Plan as an SEC Registered Investment Advisor subject to the Investment Advisors Act of 1940 and in this capacity fully accepts our responsibility to act as a Fiduciary as defined in the Employee Retirement Income Security Act (ERISA) of 1974.

CAM receives direct compensation from the Plan in the form of cash compensation for investment management fees under the Agreement. CAM may also receive indirect compensation from the Plan which will solely come in the form of soft dollar commissions that are used to pay for certain Section 28(e) "safe harbor" research obtained by CAM from third party research service providers.

In the event CAM is terminated as investment advisor to the Plan, the Plan would only be required to pay a pro-rated final bill for management fees if such billing is done in arrears (CAM is compensated after the services are provided). If CAM were billing in advance, a refund of fees would be paid to the Plan.

Congress Asset Management does not provide any record-keeping services to the Plan.

If you have any questions or need further information about compensation received in connection with services to the Plan, you may contact CAM directly.

A handwritten signature in black ink, appearing to read "Dory Bowers", is written over a light blue horizontal line.

Dory Bowers  
Director of Operations  
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