

New Account Paperwork Requirements

Specific paperwork is required when opening new accounts. The table below outlines the National Financial Services LLC (NFS) paperwork requirements based on the registration type, features allowed on the account, and retention responsibilities.

If checkwriting or margin features are applicable and are requested by the customer, additional NFS paperwork is required before the features can be added to the account. Refer to OnLine Reference for Correspondents in Streetscape[®] for additional information on margin eligibility.

NOTE

Refer to the Agreement and Signature page for signature and date requirements to avoid delays in processing your request.

| Mailing Options | Other Options |
|--|---|
| Package the required paperwork in a New Accounts envelope and mail to NFS: National Financial Services LLC 100 Crosby Parkway Mailzone: KC1A Covington, KY 41015 | <ul style="list-style-type: none"> ▪ New account paperwork can be faxed to NFS: (877) 330-2504 ▪ New account paperwork can be submitted through Streetscape Service Center using the Attach a File feature. |

NOTE

The following documents cannot be faxed: Letters Testamentary, Death Certificates, and Court Appointments. These documents can be mailed to the address shown above, or sent electronically using Streetscape Service Center.

Paperwork Requirements by Registration Type

| Registration Type | Features | Required Forms And Signatures | Retained By |
|--|-----------------------|--|-----------------------|
| Administrator (ADM) An account opened for an individual designated by probate court to manage and distribute the proceeds of an administration according to the will. | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application signed and dated by all authorized persons. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio[®] Form and Checkwriting Signature Card signed and dated by all authorized persons and a principal from the correspondent firm. ▪ Affidavit of Domicile Death Certificate ▪ In addition, one of the following: Court Appointment Letters Testamentary Letter of Administration | Correspondent and NFS |
| | Margin: Not Allowed | Not Applicable | Not Applicable |

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New Account Paperwork Requirements

| Registration Type | Features | Required Forms And Signatures | Retained By |
|--|-----------------------|---|-----------------------|
| Bank (BK) An account opened for an unincorporated bank. This type of account is not to be used if a bank is acting in a fiduciary capacity, such as custodian or trustee. | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application signed and dated by at least one authorized person. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all authorized persons and a principal from the correspondent firm. ▪ Bank Resolution – A letter on company letterhead, signed by a senior bank officer authorizing establishment of the account, the purpose of the account, and who has trade authorization. | Correspondent and NFS |
| | Margin: Allowed | <ul style="list-style-type: none"> ▪ Supplemental Application for NFS Margin Account Privileges signed and dated by at least one authorized person and a principal from the correspondent firm. ▪ Bank Resolution – A letter on company letterhead, signed by a senior bank officer authorizing establishment of the account, the purpose of the account, and who has trade authorization. | Correspondent and NFS |
| Church (CH) An account opened for church groups and religious associations governed by a board of trustees or a similar governing body but not incorporated as a legal entity. | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application signed and dated by all authorized members. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all authorized members and a principal from the correspondent firm. ▪ NFS Corporate Resolution form signed by the President, Secretary or other authorized individuals in addition to one of the following: Corporate Seal embossed on the NFS Corporate Resolution form OR Copy of the Articles of Incorporation | Correspondent and NFS |

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| | Margin: Allowed | <ul style="list-style-type: none"> ▪ Supplemental Application for NFS Margin Account Privileges signed and dated by all authorized members and a principal from the correspondent firm. ▪ NFS Corporate Resolution form signed by the President, Secretary or other authorized individuals in addition to one of the following: <ul style="list-style-type: none"> Corporate Seal embossed on the NFS Corporate Resolution form OR Copy of the Articles of Incorporation | Correspondent and NFS |
| Conservator (CV) An account opened for a court-appointed person who manages and administers the property of a ward. | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application signed and dated by all authorized persons. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all authorized persons and a principal from the correspondent firm. ▪ Court Appointment | Correspondent and NFS |
| | Margin: Not Allowed | Not Applicable | Not Applicable |
| Corporate (CP) An account opened for an association of persons | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application signed and dated by all authorized persons. | Correspondent |

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| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all authorized persons and a principal from the correspondent firm. ▪ NFS Corporate Resolution form signed by the President, Secretary or other authorized individuals in addition to one of the following: <ul style="list-style-type: none"> Corporate Seal embossed on the NFS Corporate Resolution form OR Copy of the Articles of Incorporation | Correspondent and NFS |
| | Margin: Allowed | <ul style="list-style-type: none"> ▪ Supplemental Application for NFS Margin Account Privileges signed and dated by all authorized members and a principal from the correspondent firm. ▪ NFS Corporate Resolution form signed by the President, Secretary or other authorized individuals in addition to one of the following: <ul style="list-style-type: none"> Corporate Seal embossed on the NFS Corporate Resolution form OR Copy of the Articles of Incorporation | Correspondent and NFS |
| Executor (EXEC) An account opened for an individual designated in the will by the decedent to distribute the proceeds of the estate according to the will. | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application Signed and dated by the executors. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by the executors and a principal from the correspondent firm. ▪ Affidavit of Domicile Death Certificate <p>In addition, one of the following: Court Appointment Letters Testamentary Letter of Administration</p> | Correspondent and NFS |
| | Margin: Not Allowed | Not Applicable | Not Applicable |

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| Guardian (GD) An account opened for a court appointed person who has the legal authority and duty to administer the property of an individual. | Brokerage Account | <ul style="list-style-type: none"> Brokerage Account Application signed and dated by the account owner. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by the account owner and a principal from the correspondent firm. Court Appointment | Correspondent and NFS |
| | Margin: Not Allowed | Not Applicable | Not Applicable |
| Individual (I) An account opened for an individual to buy and sell stocks, bonds, and other securities. Only the account owner and those granted trading authority can act on the account. | Brokerage Account | <ul style="list-style-type: none"> Brokerage Account Application signed and dated by the account owner. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by the account owner and a principal from the correspondent firm. | Correspondent and NFS |
| | Margin: Allowed | <ul style="list-style-type: none"> Supplemental Application for NFS Margin Account Privileges signed and dated by the account owner and a principal from the correspondent firm. | Correspondent and NFS |
| Investment Club (IC) An account opened for an organized group of individuals who pool their money for investing as determined by a member vote. | Brokerage Account | <ul style="list-style-type: none"> Brokerage Account Application signed and dated by an authorized person of the investment club. A maximum of two members can sign the application. Some agents may require a signed copy of the Partnership Agreement, which indicates who can act on behalf of an investment club registration. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all authorized persons and a principal from the correspondent firm. Partnership Agreement form signed by all members of the investment club. The authorized person to trade and write checks must be listed on the form. | Correspondent and NFS |

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| | Margin: Allowed | <ul style="list-style-type: none"> Supplemental Application for NFS Margin Account Privileges signed and dated by all authorized persons and a principal from the correspondent firm. Partnership Agreement form signed by all members of the investment club. The authorized person to trade and write checks must be listed on the form. | Correspondent and NFS |
| IRA – Traditional (IRA) A tax-deferred retirement account opened for person with earned U.S. income under age 70½ and spouse. Contributions are tax-deductible up to certain income limits. Annual contribution limits apply. Penalties may be assessed for early withdrawals. Minimum required distributions begin at age 70½. | Brokerage Account | <ul style="list-style-type: none"> Premiere Select® IRA Account Application signed and dated by the account owner and a principal from the correspondent firm. | Correspondent and NFS |
| | Checkwriting: Limited NOTE Account owner must be at least age 59½ for checkwriting to be enabled. | <ul style="list-style-type: none"> Premiere Select IRA Checkwriting Application signed and dated by the account owner. | Correspondent and NFS |
| | Margin: Not Allowed | Not Applicable | Not Applicable |
| IRA – Rollover (IRRL) A tax-deferred retirement account for an individual, primarily for rollover assets from an employer-sponsored retirement plan. Registration is intended to allow such assets to retain their rollover status. Taxes and penalties may be assessed for early withdrawals. | Brokerage Account | <ul style="list-style-type: none"> Premiere Select IRA Account Application signed and dated by the account owner and a principal from the correspondent firm. | Correspondent and NFS |
| | Checkwriting: Limited NOTE Account owner must be at least age 59½ for checkwriting to be enabled. | <ul style="list-style-type: none"> Premiere Select IRA Checkwriting Application signed and dated by the account owner. | Correspondent and NFS |
| | Margin: Not Allowed | Not Applicable | Not Applicable |
| IRA – Roth (ROTH) A retirement account opened for individuals (and their spouse) with adjusted gross income below certain levels. If customers hold their Roth IRA assets in the account for five years and meet certain qualifications, they can then withdraw the money | Brokerage Account | <ul style="list-style-type: none"> Premiere Select IRA Account Application signed and dated by the account owner and a principal from the correspondent firm. | Correspondent and NFS |
| | Checkwriting: Limited NOTE Account owner must be at least age 59½ for checkwriting to be enabled. | <ul style="list-style-type: none"> Premiere Select IRA Checkwriting Application signed and dated by the account owner. | Correspondent and NFS |

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| tax-free. Annual contribution limits apply. Taxes and penalties may be assessed for early withdrawals. | Margin: Not Allowed | Not Applicable | Not Applicable |
| <p>IRA – SEP (IS)</p> <p>An individual retirement account opened for employers to contribute under a Simplified Employment Pension (SEP) IRA Plan. Annual contribution limits apply. Penalties may be assessed for early withdrawals.</p> <p>Ensure that a SEP IRA Plan has been established prior to establishing SEP IRA accounts.</p> | Brokerage Account | <ul style="list-style-type: none"> Premiere Select IRA Account Application signed and dated by the account owner and a principal from the correspondent firm. | Correspondent and NFS |
| | Checkwriting: Limited NOTE Account owner must be at least age 59½ for checkwriting to be enabled. | <ul style="list-style-type: none"> Premiere Select IRA Checkwriting Application signed and dated by the account owner. | Correspondent and NFS |
| | Margin: Not Allowed | Not Applicable | Not Applicable |
| <p>IRA – SIMPLE (SMPL)</p> <p>A tax-deferred retirement plan provided by sole proprietors or small businesses (fewer than 100 eligible employees) that do not maintain or contribute to any other retirement plan. Employee salary-deferred and employer contributions can be made pursuant to a SIMPLE IRA Plan. The contributions and the investment earnings grow tax-deferred in a SIMPLE IRA until withdrawal (assumed to be retirement) at which time they are taxed as ordinary income.</p> <p>Ensure that SIMPLE IRA Plan has been established prior to using the new account service for SIMPLE IRAs.</p> | Brokerage Account | <p>To establish the SIMPLE IRA Plan:</p> <ul style="list-style-type: none"> Premiere Select SIMPLE IRA Plan Company Profile Form signed by the employer and the employer's investment professional prior to SIMPLE IRA account setup. Premiere Select SIMPLE IRA Plan Adoption Agreement signed by the employer and the employer's investment professional prior to SIMPLE IRA account setup. <p>To establish the employee's SIMPLE IRA account:</p> <ul style="list-style-type: none"> Premiere Select SIMPLE IRA Plan Account Application signed and dated by the employee and a principal from the correspondent firm. | Correspondent and NFS |
| | Checkwriting: Not Allowed | Not Applicable | Not Applicable |
| | Margin: Not Allowed | Not Applicable | Not Applicable |

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| Joint – Community Property (COMP) An account owned by husband and wife, in a community property state, each having an indivisible one-half interest by reason of marital status. Upon the death of either, the survivor takes half and the remaining half is probated and taxable. | Brokerage Account | <ul style="list-style-type: none"> Brokerage Account Application signed and dated by all account owners. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all account owners and a principal from the correspondent firm. | Correspondent and NFS |
| | Margin: Allowed | <ul style="list-style-type: none"> Supplemental Application for NFS Margin Account Privileges signed and dated by all account owners and a principal from the correspondent firm. | Correspondent and NFS |
| Joint – Tenants In Common (TIC) An account opened where each tenant has a divisible interest in the account. Each divisible interest is determined and recorded by the account owners. Divisible interest may or may not be equal. Upon the death of one owner, the account is divided into pre-determined amounts and the decedent's share goes to his or her estate. | Brokerage Account | <ul style="list-style-type: none"> Brokerage Account Application signed and dated by all account owners. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all account owners and a principal from the correspondent firm. | Correspondent and NFS |
| | Margin: Allowed | <ul style="list-style-type: none"> Supplemental Application for NFS Margin Account Privileges signed and dated by all account owners and a principal from the correspondent firm. | Correspondent and NFS |
| Joint – Tenants in Entirety (TIE) An account opened for a husband and wife only and each tenant has a full interest in the account. Upon the death of one spouse, the account goes to the survivor. NOTE Valid in some states. | Brokerage Account | <ul style="list-style-type: none"> Brokerage Account Application signed and dated by all account owners. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all account owners and a principal from the correspondent firm | Correspondent and NFS |
| | Margin: Allowed | <ul style="list-style-type: none"> Supplemental Application for NFS Margin Account Privileges signed and dated by all account owners and a principal from the correspondent firm. | Correspondent and NFS |

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|--|---------------------------|---|-----------------------|
| Joint – Usufruct (UF) An account opened for an individual, known as a "naked owner," gives the assets to one or more individuals to use and enjoy, to the exclusion of the naked owner, but upon the death of the individuals using the assets (usufructuary) the ownership reverts to the naked owner. NOTE Only Louisiana offers this type of joint registration. | Brokerage Account | <ul style="list-style-type: none"> Brokerage Account Application signed and dated by all account owners. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all account owners and a principal from the correspondent firm. | Correspondent and NFS |
| | Margin: Allowed | <ul style="list-style-type: none"> Supplemental Application for NFS Margin Account Privileges signed and dated by all account owners and a principal from the correspondent firm. | Correspondent and NFS |
| Joint – With Rights of Survivorship (J) An account opened for two or more individuals who hold the title for the whole account. Upon death of any owner, the whole passes to the others. | Brokerage Account | <ul style="list-style-type: none"> Brokerage Account Application signed and dated by all account owners. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all account owners and a principal from the correspondent firm. | Correspondent and NFS |
| | Margin: Allowed | <ul style="list-style-type: none"> Supplemental Application for NFS Margin Account Privileges signed and dated by all account owners and a principal from the correspondent firm. | Correspondent and NFS |
| Keogh – Money Purchase Plan (KMP / KMV) A tax-deferred pension plan account opened for self-employed and employees or small business owners. Earnings grow tax-deferred until assets are distributed. The employer commits to contributing a fixed percentage of each participant's compensation for each plan year. Annual contribution limits apply. Taxes and penalties may be assessed for early | Brokerage Account | To establish the plan: <ul style="list-style-type: none"> Premiere Select Retirement Plan Money Purchase Plan (MPP) Adoption Agreement No. 002 signed and dated by the employer prior to MPP participant account setup. To establish the participant account: <ul style="list-style-type: none"> Premiere Select Retirement Plan Account Application completed, signed, and dated by the employer's plan administrator, participant, and a principal from the correspondent firm. | Correspondent and NFS |
| | Checkwriting: Not Allowed | Not Applicable | Not Applicable |

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|---|---------------------------|--|-----------------------|
| <p>withdrawals.</p> <p>NOTE NFS does not establish the plan. The plan paperwork must be received and coded prior to the Retirement Account Application.</p> | Margin: Not Allowed | Not Applicable | Not Applicable |
| <p>Keogh – Profit Sharing Plan (KPS / KPV)</p> <p>A tax-deferred Profit Sharing Plan (PSP) opened for self-employed (and their employees) and small business owners. Earnings grow tax-deferred until assets are distributed. With a Keogh PSP, contributions are discretionary each year. Contribution percentage is uniform for each participant. Annual contribution limits apply. Taxes and penalties apply for early withdrawals.</p> <p>NOTE NFS does not establish the plan. The plan paperwork must be received and coded prior to the Retirement Account Application.</p> | Brokerage Account | <p>To establish the plan:</p> <ul style="list-style-type: none"> ▪ Premiere Select Retirement Plan Profit Sharing Plan Adoption Agreement No. 001 completed and signed by the employer prior to PSP participant account setup. <p>To establish PSP participant accounts:</p> <ul style="list-style-type: none"> ▪ Premiere Select Retirement Plan Account Application completed and signed and dated by both the employer and participant. | Correspondent and NFS |
| | Checkwriting: Not Allowed | Not Applicable | Not Applicable |
| | Margin: Not Allowed | Not Applicable | Not Applicable |
| <p>Limited Liability Corporation (LLC)</p> <p>An account opened for a business structure that is a hybrid of a partnership and a corporation. Its owners are shielded from personal liability and all profits and losses are passed directly to the owners without</p> | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application signed by all authorized persons. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed by all authorized persons and a principal from the correspondent firm. ▪ Limited Liability Company Agreement – LLC Form signed by authorized persons. | Correspondent and NFS |

New Account Paperwork Requirements

| Registration Type | Features | Required Forms And Signatures | Retained By |
|--|---------------------------|--|-----------------------|
| taxation of the entity itself. | Margin: Allowed | <ul style="list-style-type: none"> ▪ Supplemental Application for NFS Margin Account Privileges signed and dated by all authorized members and a principal from the correspondent firm. ▪ Limited Liability Company Agreement – LLC Form signed by authorized persons. To add the margin feature, the margin box on the form must be checked. | Correspondent and NFS |
| Non-Prototype Retirement Plan (NP) A retirement account opened by an employer. Fidelity does not act as a trustee or record keeper. The employer designs a retirement plan to meet their unique needs. | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application Signed and dated by all trustees. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all trustees and a principal from the correspondent firm. ▪ Trustee Certification of Investment Powers (TCIP) signed by all trustees. ▪ If trustee is an incorporation, NFS Corporate Resolution form signed by the President, Secretary or other authorized individuals in addition to one of the following: Corporate Seal embossed on the NFS Corporate Resolution form OR Copy of the Articles of Incorporation | Correspondent and NFS |
| | Margin: Not Allowed | Not Applicable | Not Applicable |
| Non-Prototype IRA (NIRA) An individual retirement account opened in which a third party acts as custodian or trustee. | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application Signed and dated by all authorized persons. | Correspondent |
| | Checkwriting: Not Allowed | Not Applicable | Not Applicable |
| | Margin: Not Allowed | Not Applicable | Not Applicable |
| Personal Representative (PR) | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application signed by all authorized persons. | Correspondent |

New Account Paperwork Requirements

| Registration Type | Features | Required Forms And Signatures | Retained By |
|---|-----------------------|---|-----------------------|
| An account opened for a personal representative of an estate account. | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed by all authorized persons and a principal from the correspondent firm. ▪ Affidavit of Domicile Death Certificate ▪ In addition, one of the following: <ul style="list-style-type: none"> ▪ Court Appointment ▪ Letters Testamentary ▪ Letter of Administration | Correspondent and NFS |
| | Margin: Not Allowed | Not Applicable | Not Applicable |

New Account Paperwork Requirements

| Registration Type | Features | Required Forms And Signatures | Retained By |
|---|-----------------------|---|-----------------------|
| Professional Association (PA) An account opened for an association that is chartered by state or federal government to conduct business. NOTE These accounts are typically medical associations. | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application signed and dated by all authorized members. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all authorized members and a principal from the correspondent firm. ▪ NFS Corporate Resolution form signed by the President, Secretary or other authorized individuals in addition to one of the following: Corporate Seal embossed on the NFS Corporate Resolution form OR Copy of the Articles of Incorporation | Correspondent and NFS |
| | Margin: Allowed | <ul style="list-style-type: none"> ▪ Supplemental Application for NFS Margin Account Privileges signed and dated by all authorized members and a principal from the correspondent firm. ▪ NFS Corporate Resolution form signed by the President, Secretary or other authorized individuals in addition to one of the following: Corporate Seal embossed on the NFS Corporate Resolution form OR Copy of the Articles of Incorporation | Correspondent and NFS |
| Professional Corporation (PC) | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application Signed and dated by officers. | Correspondent |

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|--|------------------------------|---|------------------------------|
| <p>An account opened for a legal entity formed by a group of professionals such as doctors, lawyers, or accountants.</p> | <p>Checkwriting: Allowed</p> | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by officers and a principal from the correspondent firm. ▪ NFS Corporate Resolution form signed by the President, Secretary or other authorized individuals in addition to one of the following: <ul style="list-style-type: none"> Corporate Seal embossed on the NFS Corporate Resolution form OR Copy of the Articles of Incorporation | <p>Correspondent and NFS</p> |
| | <p>Margin: Allowed</p> | <ul style="list-style-type: none"> ▪ Supplemental Application for NFS Margin Account Privileges signed and dated by officers and a principal from the correspondent firm. ▪ NFS Corporate Resolution form signed by the President, Secretary or other authorized individuals in addition to one of the following: <ul style="list-style-type: none"> Corporate Seal embossed on the NFS Corporate Resolution form OR Copy of the Articles of Incorporation | <p>Correspondent and NFS</p> |

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| Partnership (PT) An account opened for an association of two or more persons to carry on, as co-owners, a business for profit. General partners participate fully in the profits, losses, and management of the partnership, and are personally liable for the debts. | Brokerage Account | <ul style="list-style-type: none"> Brokerage Account Application Signed and dated by at least one authorized general partner. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by the authorized general partners and a principal from the correspondent firm. Partnership Agreement signed by all general partners. Must indicate the names and titles of individuals authorized to act on the account. | Correspondent and NFS |
| | Margin: Allowed NOTE If the general partners do not sign the Partnership Agreement, documentation must be provided that confirms the number of partners needed to act on the account. | <ul style="list-style-type: none"> Supplemental Application for NFS Margin Account Privileges signed and dated by the authorized general partners and a principal from the correspondent firm. Partnership Agreement signed by all general partners. Must indicate the names and titles of individuals authorized to act on the account. | Correspondent and NFS |
| Sole Proprietor (SP) An account opened for an unincorporated business organization comprised of one owner. The sole proprietor is solely liable for all the debts of the business. | Brokerage Account | <ul style="list-style-type: none"> Brokerage Account Application Signed and dated by the sole proprietor. Sole Proprietorship – A letter written on company letterhead stating that the business is the sole proprietor and signed by the sole proprietor. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by the sole proprietor and a principal from the correspondent firm. Sole Proprietorship – A letter written on company letterhead stating that the business is the sole proprietor and signed by the sole proprietor. | Correspondent and NFS |

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| | Margin: Allowed | <ul style="list-style-type: none"> ▪ Supplemental Application for NFS Margin Account Privileges signed and dated by the sole proprietor and a principal from the correspondent firm. ▪ Sole Proprietorship – A letter written on company letterhead stating that the business is the sole proprietor and signed by the sole proprietor. | Correspondent and NFS |
| Transfer on Death (TODI, TODJ, TODE) An account opened for a uniform method of registering account in beneficiary form that allows a direct transfer of non-retirement assets to designated beneficiaries upon the death of the account owner. NOTE Transfer on Death registrations must have a U.S. address. | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application signed and dated by the account owner. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by the account owner and a principal from the correspondent firm. | Correspondent and NFS |
| | Margin: Allowed | <ul style="list-style-type: none"> ▪ Supplemental Application for NFS Margin Account Privileges signed and dated by the account owner and a principal from the correspondent firm. To add the margin feature, the TOD box on this form must be checked. | Correspondent and NFS |
| Trust Under Agreement (TRUA) | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application signed and dated by all trustees. | Correspondent |

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| Registration Type | Features | Required Forms And Signatures | Retained By |
|--|------------------------------|---|------------------------------|
| <p>Trust Under Will (TRUW) An account opened for a legal entity created by a grantor and managed by trustees for the benefit of a beneficiary.</p> | <p>Checkwriting: Allowed</p> | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by all trustees and a principal from the correspondent firm. ▪ Trustee Certification of Investment Powers (TCIP) signed by all trustees. ▪ If the trustee is a corporation, NFS Corporate Resolution form signed by the President, Secretary or other authorized individuals in addition to one of the following: <ul style="list-style-type: none"> Corporate Seal embossed on the NFS Corporate Resolution form OR Copy of the Articles of Incorporation ▪ Court Appointment authorized by the executor. Required for TRUW registrations, otherwise a TRUA registration is opened. | <p>Correspondent and NFS</p> |
| | <p>Margin: Allowed</p> | <ul style="list-style-type: none"> ▪ Supplemental Application for NFS Margin Account Privileges signed and dated by all trustees and a principal from the correspondent firm. ▪ Trustee Certification of Investment Powers (TCIP) signed by all trustees and a principal from the correspondent firm. ▪ If the trustee is a corporation, NFS Corporate Resolution form signed by the President, Secretary or other authorized individuals in addition to one of the following: <ul style="list-style-type: none"> Corporate Seal embossed on the NFS Corporate Resolution form OR Copy of the Articles of Incorporation ▪ Court Appointment Authorized by the executor. Required for TRUW registrations, otherwise a TRUA registration is opened. | <p>Correspondent and NFS</p> |

New Account Paperwork Requirements

| Registration Type | Features | Required Forms And Signatures | Retained By |
|--|-----------------------|--|-----------------------|
| Unincorporated Association (UA) | Brokerage Accounts | <ul style="list-style-type: none"> ▪ Brokerage Account Application Signed and dated by the account owner. ▪ Some agents may require a copy of the Corporate Resolution form (without the seal in Section 5), which indicates who is authorized to sign an unincorporated association registration. If the NF Corporate Resolution form is used, the margin box on the form must be marked to add the feature. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Non-Incorporated Resolution signed by all authorized members. Seal not required. ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by the custodian and a principal from the correspondent firm. ▪ Corporate Resolution form (without the seal in Section 5), which indicates who is authorized to sign an unincorporated association registration. | Correspondent and NFS |
| | Margin: Allowed | <ul style="list-style-type: none"> ▪ Corporate Resolution form (without the seal in Section 5), which indicates who is authorized to sign an unincorporated association registration. | Correspondent and NFS |
| UGMA Custodial (UGMA) An account opened by an adult to fund an investment for a minor under the minor's tax reporting number and at the minor's tax rate. The adult acts as | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application signed and dated by the custodian. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by the custodian and a principal from the correspondent firm. | Correspondent and NFS |

New Account Paperwork Requirements

| Registration Type | Features | Required Forms And Signatures | Retained By |
|--|-----------------------|--|-----------------------|
| <p>custodian and places the investment in the minor's name. Custodian has full power to act on the account and make all transactions. Withdrawal must be for the minor's benefit. Only one custodian and minor per account. A custodian can open the account with a gift of cash or securities.</p> <p>NOTE UGMA accounts are subject to specific law. Only Guam, Puerto Rico, South Carolina, Virgin Islands, and Vermont offer this type of registration.</p> | Margin: Not Allowed | Not Applicable | Not Applicable |
| <p>UTMA Custodial (UTMA)</p> <p>An account opened by an adult to fund an investment for a minor under the minor's tax reporting number and at the minor's tax rate. The adult acts as the custodian and places the investment in the minor's name. The custodian has full power to act on the account and can make all transactions, including withdrawals, as long as these transactions are for the benefit of the minor. Only one custodian and minor allowed per account. The minor can withdraw the funds when he or she reaches the age of majority.</p> <p>NOTE UTMA accounts are subject to specific law.</p> | Brokerage Account | <ul style="list-style-type: none"> ▪ Brokerage Account Application signed and dated by the custodian. | Correspondent |
| | Checkwriting: Allowed | <ul style="list-style-type: none"> ▪ Brokerage Access / Brokerage Portfolio Form and Checkwriting Signature Card signed and dated by the custodian and a principal from the correspondent firm. | Correspondent and NFS |
| | Margin: Not Allowed | Not Applicable | Not Applicable |

New Account Paperwork Requirements

Additional Forms and Paperwork

Most paperwork described in this document can be found at the National Financial Marketing Fulfillment Central site in Streetscape or directly at the Web site www.nfmarketingcentral.com. Documentation not supplied by NFS that must be supplied by the correspondent or customer is described in the following table.

Documentation – Supplied By the Correspondent or the Customer (Not Supplied By NFS)

| Documentation | Description |
|---|--|
| Affidavit of Domicile | Created by the executor of an estate that certifies the decedent's place of residence at the time of death. |
| Bank Resolution | Defines the authority and powers of individual officers on the bank registration. |
| Corporate Resolution. Seal or Articles of Incorporation required. | Written legal document defining which individuals are authorized to act on behalf of a corporation. |
| Corporate Resolution (Without the seal in Section 5) | Written document created by a body of people who are not a legal corporation, authorizing the trading, money movement, and transfer of securities in the name of the organization. |
| Court Appointment | Written document from the probate court assigning an administrator, executor, or personal representative of an estate account dated within 60 days. |
| Power of Attorney | Written document authorizing full or limited power of attorney for a particular person to perform certain acts on behalf of the account owner. |
| Death Certificate | Issued by a government official such as a registrar of vital statistics that declares the date, location, and cause of a person's death. |
| Investment Club Account Form | Written document, similar to a Corporate Resolution, created by the Investment Club, authorizing trading, money movement, and investment type. |
| Letter of Administration | Granted by a court or probate registry to appoint appropriate people to deal with a decedent's estate where property will pass under Intestacy Rules or where there are no executors living (and willing and able to act) having been validly appointed under the decedent's will. |
| Letters Testamentary | Finding by a probate court of competent jurisdiction that includes that a will has or has not been filed, and that an executor or administrator has been appointed. This document is what the person needs to do the banking, stock trading, real estate transactions, and other actions necessary to marshal and dispose of the decedent's estate in the name of the estate itself. |
| Sole Proprietorship Letter | Written document confirming individual sole proprietor of a business account. |