

Qualified Retirement Plan Setup Form

Use this form to gather all of the information required to setup a Qualified Plan account and if the Plan permits, individual employee participant sub-accounts online, and to obtain the trustee signature.

You do not need to use the “New Client/Account Information Form” or the “New Account Certifications Form” for Qualified Plan accounts.

Instructions:

1. To open a Qualified Plan account, gather all of the information requested on this form and enter the information into our Qualified Plan online account opening web pages after logging into our site.
2. Trustee signs the last page and sends us this document if they will not be electronically signing the Qualified Plan Customer Agreement on our site.

Scan and Email

retirementservices@folioinstitutional.com

Fax

703-649-6288

U.S. Mail

Folio Institutional
8180 Greensboro Drive, 8th Floor
McLean, VA 22102

Note: When a Qualified Plan account is opened online and not electronically signed, the account will be restricted until this signed form is received and processed by us. Trustee will be notified once the new account restriction is lifted, so that assets may be transferred into this account.

If you need assistance, call us at **1-888-485-3456**.

Qualified Plan Account Information

	Trustee Information		Additional Trustee Information							
Title (choose one)	Dr.	Miss	Mr.	Mrs.	Ms.	Dr.	Miss	Mr.	Mrs.	Ms.
Name	First Name		Middle Initial	First Name		Middle Initial				
	Last Name				Last Name					
Date of Birth (mm/dd/yyyy)	/	/	/	/						
Social Security Number	-	-	-	-						
Primary Address (Street addresses only; No P.O. Boxes)	Address 1		Address 1							
	Address 2		Address 2							
	City		City							
	State	Zip Code	State	Zip Code						
	Country (If other than United States)		Country (If other than United States)							
Mailing Address (If different than Primary Address; P.O. Boxes allowed)	Address 1		Address 1							
	Address 2		Address 2							
	City		City							
	State	Zip Code	State	Zip Code						
	Country (If other than United States)		Country (If other than United States)							
Email Address (A valid email address is required for all clients)										
Phone Number (Both day and evening phone numbers must be provided – even if the same)	Day () -	Day () -								
	Evening () -	Evening () -								

Trustee Username

For security purposes, we require that each trustee have a unique user name and password.

- **Username Requirements:** 8–12 characters and not case sensitive. Note: You cannot change the username after it is created.

Username	Trustee Username	Additional Trustee Username		
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Plan Account Name

Plan Account Name	(The designation for Plan omnibus and/or house account. Up to 16 characters)
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Plan Information

Information	Sponsor Name		Plan Tax ID		
Official Plan Registration	(Provide the official or legal name of this trust exactly as it appears on the organization's legal documents)				
Plan Primary Address (Street addresses only; No PO Boxes)	Address 1		Address 2		
	City	State	Zip Code	Country	
Plan Mailing Address (If different than Primary Address; PO Boxes allowed)	Address 1		Address 2		
	City	State	Zip Code	Country	

Additional Questions

Primary Account Owner		Additional Account Owner		
Are any beneficial owners of this account a director, 10% shareholder, or executive who makes policy at a public company?				
Yes	No	Yes	No	
If yes, provide the information for the company(s) in which the beneficial owner is a director, policy-making executive, or 10% shareholder:				
Company Name		Company Name		
Stock Symbol(s)		Stock Symbol(s)		
Are any beneficial owners, their spouses, or any other immediate family members, including parents, in-laws, and siblings that are dependents, employed by or associated with the securities industry (for example, investment advisor, sole proprietor, partner, officer, director, branch manager or broker at a broker-dealer firm or municipal securities dealer) or a financial regulatory agency, such as FINRA or the New York Stock Exchange? If yes, and if this entity requires that the client obtain its approval to open this account, select the Yes checkbox:				
Yes	No	Yes	No	

* **Note:** If the answer is yes to the question above, you will need the identified person and his or her employer's compliance officer to complete the FINRA Compliance Account Opening Addendum form, and have it returned to us before we can complete opening the account. Account access will be restricted until we receive this completed form. This form can be found under the **Resources** page of the Folio Institutional website.

Third-Party Administrator (TPA) Information

If using existing third-party administrator firm already set up on the Folio platform:

Firm Name	
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If creating a new third-party administration firm:

Firm Name			
Firm Address	Address		
	City	State	Zip Code

If using an existing third-party administrative firm, identify that firm's authorized users:

Name/User Name	Name	Username
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If creating a new third-party administrative firm, identify that firm's authorized users or administrators:

We require that each third-party administrative firm's authorized users or administrators have a unique username.

- **Username Requirements:** 8–12 characters and not case sensitive. Note: You cannot change the username after it is created.

Authorized Firm User Information	Name	Date of Birth (mm/dd/yyyy) / /
	Email	Username

Individual Plan Participant Information (For Participant Level Accounts ONLY)

Individual Plan Participant Information	Name		
	Date of Birth / /	Social Security Number - -	Email
Primary Address (US Only)	Address		
	City	State	Zip Code
Phone Number	Day Phone () -	Evening Phone () -	

We require that each individual plan participant have a unique username.

- **Username Requirements:** 8–12 characters and not case sensitive. Note: You cannot change the username after it is created.

Individual Plan Participant Username	
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* Gather this same information to set up additional Individual Plan Participants.

Qualified Retirement Plan Custodial Services Agreement

This Agreement is made by, between, and among the employer identified in this Agreement (the "Employer"), the trustee(s) identified in this Agreement and any substitutes for or successors to such trustee(s) (the "Trustees"), and Folio Investments, Inc. ("Folio"). The Employer, the Trustees, and Folio mutually agree as follows:

THE PLAN AND THE TRUST

The Employer has adopted an employee benefit plan (the "Plan") for the benefit of its employees. Any change in the name of the Plan, and any merger of the Plan with any other employee benefit plan, shall not affect this Agreement. The Trustees are the trustees of some or all of the assets of the Plan. Folio has been engaged to provide brokerage services with respect to some or all of the assets of the Plan pursuant to the Folio Advisor Institutional Agreement by and between Folio and the investment advisor of the Plan and related Customer Agreement(s) by and between Folio and the Plan, acting for itself on the duly authorized agent (such Institutional Agreement and related Customer Agreements to be referred to hereinafter collectively as the "Related Agreements").

THE CUSTODIAN

The Trustees hereby appoint Folio as the custodian of the property delivered to Folio hereunder for deposit to the Custodial Account established pursuant to this Agreement (the "Account") and as the custodian of any property that is attributable thereto and actually received by Folio, such as any gains or income thereon and any property in which such gains or income are reinvested.

MANNER OF CUSTODY

All right, title, and interest in and to the property held in the Account shall at all times be vested in the Plan, acting through the Trustees. All property held in the Account shall be kept with the same care as Folio exercises in respect of its own assets. Folio shall be authorized to hold or permit the holding of such property (i) in its vaults, (ii) with a clearing and/or depository corporation, or (iii) in bearer form so that title may pass by delivery. Folio shall promptly, upon receiving the Trustees' written direction, cause any securities held hereunder to be reissued in its own name as Custodian for the Account or in the name of the Trustees, but Folio shall be entitled to deduct any costs and taxes associated with the foregoing from the property in the Account. Folio shall make distributions from the Account only in accordance with written or mutually agreed upon electronic directions it receives from the Trustees or their designee(s).

DUTIES OF THE CUSTODIAN

Folio's sole duty under this Agreement is to maintain custody of the property held in the Account and to carry out directions given to it in accordance with this Agreement and the Related Agreements. Folio shall in no way act as or be considered a fiduciary with respect to the Plan. Folio will deliver all trade confirmations, monthly statements and other required regulatory notices electronically. Pursuant to the Related Agreements, Folio will deliver trade confirmations only to your advisor. The Trustees will receive email notices that the account statements and all other required regulatory notices are available for viewing or printing from the account's filing cabinet on our Web site. You agree that these email notices constitute delivery of these statements and notices, and that email notice to your advisor satisfies our confirmation delivery obligation. Folio shall have no responsibility for the management and control of the Account, it being contemplated that all property held in the Account shall be under the control or direction of a third party in accordance with this Agreement and the Related Agreements. Folio shall not be responsible for reviewing reports provided by any investment manager or investment advisor engaged under the Plan.

Folio shall have no duty to demand or require that contributions be made to the Plan, nor shall Folio be liable to determine the amount of any contributions to the Plan or the adequacy of such contributions to meet or discharge any liabilities under the Plan. Folio shall not be responsible for the adequacy of the Account to discharge the Plan's liabilities. Folio shall not be responsible for managing or investing the

assets in the Account, shall be under no duty under this Agreement to, and shall not, supervise, recommend, or advise the Trustees or any investment manager or any participant or beneficiary with respect to the investment, purchase, sale, retention, or other disposition of any property held hereunder and shall not be liable for any losses to the Account as a result of the acts or omissions of the Trustees or any investment manager to or participant or beneficiary of the Plan or any duly authorized agent(s) of the foregoing. Folio shall not be liable for interest on any cash balances it holds uninvested in the Account pending receipt of instructions. In the absence of instructions in accordance with the Related Agreements, Folio shall have no power, duty, or authority to invest property held in the Account. Folio shall have no power or duty to recommend, select, or approve investments for the Account or otherwise to furnish advice with respect thereto. Folio shall have no power or duty to review any investment or reinvestment made in accordance with the Related Agreements. In acting upon any instruction of the Trustees, Folio shall not be required to ascertain whether the Trustees properly gave such instruction or whether such instruction was lawful or otherwise permissible. Folio shall not be responsible for property paid or delivered to any person upon the written direction of the Trustees. Folio shall have no power or duty to prepare income tax returns or financial or other reports for the Plan and no power or duty to determine the rights of participants, beneficiaries, or other persons under the Plan. Without limiting the generality of the foregoing, in the case of any transaction in accordance with this Agreement or the Related Agreements, the party giving the instructions to Folio shall have the entire responsibility for assuring that the transaction does not violate the prohibitions of any applicable federal or state law or court order or judgment affecting the administration of the Plan and/or Account.

PLAN ADMINISTRATION

Folio shall not be the administrator or a fiduciary of the Plan, and shall not be responsible for any aspect of the administration of the Plan. Folio shall not be required to look into any action taken by the Employer or the Trustees or any of their duly authorized agents and shall be fully protected in taking, permitting, or omitting any action on the basis of any instructions that it receives in accordance with this Agreement and the Related Agreements.

AMENDMENT

The Employer, the Trustees, and Folio jointly reserve the right to amend this Agreement by written instrument executed by all three parties at any time upon mutually acceptable terms.

TERMINATION

This Agreement shall automatically terminate upon the expiration or termination of the Related Agreements. Upon the termination of this Agreement, Folio shall deliver the property then in the Account to the Trustees in accordance with such written directions as it receives from the Trustees or their duly authorized agent; provided that Folio shall have the right to deduct from such property any costs (including taxes) incurred delivering such property.

LIMITATION OF LIABILITY

Folio may rely upon any and all directions or instructions reasonably believed by it to be genuine and shall be fully protected in acting in accordance therewith. The Employer shall indemnify and hold Folio harmless against any loss, cost, claim damage, expense, and liability (including attorney's fees) and other costs it may incur directly or indirectly resulting or arising from acting upon such directions or instructions. Except for gross negligence or willful misconduct, Folio shall incur no liability for any act or failure to act pursuant to this Agreement.

CUSTODIAL FEES

The fees due to Folio shall be solely those specified by the Related Agreements.

ARBITRATION

This Agreement contains a predispute arbitration clause. By signing an arbitration agreement the parties agree as follows:

- a. All parties to this agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
- b. Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
- c. The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
- d. The arbitrators do not have to explain the reason(s) for their award.
- e. The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
- f. The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
- g. The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this agreement. All controversies between or among the parties hereto shall be settled through arbitration as provided for by the Financial Industry Regulatory Authority. Any judgment resulting from arbitration may be entered by any court of competent jurisdiction.

MISCELLANEOUS

- a. **No Liability for Actions of Others.** Folio shall not be responsible for any act or omission of the Employer, the Trustees, or any other party under the Plan. Folio shall be under no duty to inquire into any rule, regulation, instruction, direction, or order purporting to have been issued by the Employer or the Trustees or any of their respective agents, or any other party that the Related Agreements authorize to instruct Folio.
- b. **Assignment.** This Agreement is not assignable without the prior written consent of all of the parties hereto, except that Folio may assign its rights and obligations under this Agreement to an affiliate that it controls or to an affiliate that is controlled by or under common control with Folio.
- c. **No Implied Duties.** The duties and obligations of Folio shall be determined solely by the express provisions of this Agreement, and no implied duties, obligations, or covenants shall be implied or read into this Agreement with respect to Folio.
- d. **Property.** As used in this Agreement, "property" means cash, bonds, stocks, options, warrants, rights, notes, certificates of deposit, commercial paper, property (real, personal, or mixed), or any other investments of any kind or nature, and any interest, beneficial or otherwise, in a common, collective, or commingled trust or fund of any kind.
- e. **Survival.** The provisions of Sections 8 and 10 and this Section 11 shall survive the termination, amendment, or restatement of this Agreement.
- f. **Governing Law.** The internal laws of the Commonwealth of Virginia, without regard to its choice of law provisions, shall govern this Agreement and its enforcement.
- g. **Entire Agreement.** This Agreement constitutes the entire agreement among the parties concerning the subjects covered herein and supersedes any previous agreements concerning such subjects.

CERTIFICATIONS

I certify, under the penalty of perjury, that

- 1. The tax identification number on this application is the Trust's true tax identification number. The Trust is a U.S. person.
- 2. The Trust is not subject to backup withholding as a result of the failure to report all interest and dividends, or the Internal Revenue Service (IRS) has notified the Trust that it is no longer subject to backup withholding. The IRS does not require consent to any provision of this document other than the certifications required to avoid backup withholding.
- 3. I am authorized to open an account at Folio for the Trust specified of this form. I am also authorized to control this account and designate the other Trustees as authorized to act on this account.
- 4. On behalf of the Trust, I have read, I understand, and I agree to be bound by the terms and the conditions set forth in the Folio Customer Agreement and the Qualified Retirement Plan Custodial Services Agreement above. The Trust agrees that Folio does not recommend any securities or investments.
- 5. The Trust agrees to resolve all disputes through arbitration and not through the courts as required in the Custodial Agreement above and on the last page of the Customer Agreement.

Plan Information	Plan Name		Folio Account Number (if set up)	
	First Name	Middle Initial	Last Name	
Trustee Information	Date of Birth / /	Social Security Number - -		Email
	Address			
	City		State	Zip Code
Trustee Signature	X			Date (mm/dd/yyyy) / /