



# Checklist

## REQUIRED DOCUMENTS FOR PRIVATE EQUITY INVESTMENT AUTHORIZATION:

*NOTE: FOR A SINGLE MEMBER OR FAMILY-CONTROLLED LLC, PLEASE USE THE RESPECTIVELY NAMED FORM.*

- Fully completed, signed and dated Private Equity Investment Authorization
- Fully completed, signed and dated Private Equity Investment Notification
  - If investment is not already held on PENSICO's platform

### Applicable items for investment type:

#### Corporate Stock

*IRAs MAY ONLY INVEST IN C-CORPORATIONS. SOLO(K)S MAY INVEST IN EITHER S- OR C-CORPORATIONS*

- Certificate of Incorporation
- Articles of Incorporation
- Bylaws
- Offering Memorandum (Private Placement Memorandum)
- Subscription Agreement, Stock Purchase Agreement and/or any other form the investor is required to sign

#### Limited Liability Company

- Certificate of Organization
- Articles of Organization
- Operating Agreement
- Subscription Agreement, or any other agreement or form the investor is required to sign

#### Limited Partnership

*PENSICO DOES NOT ACCEPT GENERAL PARTNERSHIP INVESTMENTS*

- Certificate of Partnership
- Articles of Organization
- Limited Partnership Agreement

#### Offshore, Hedge Funds and REITs

- Offering Materials
- Subscription/enrollment agreement, or any other agreement or form the investor is required to sign

#### Important Reminders:

- Please complete all documents (*incomplete forms will delay the review and funding process*).
- Please ensure your PENSICO account has sufficient cash to fund your investment, applicable transaction fees AND account minimum cash requirements.

INVESTMENT PRODUCTS: NOT FDIC INSURED • NO BANK GUARANTEE • MAY LOSE VALUE



SOLO(K) PRIVATE EQUITY  
INVESTMENT AUTHORIZATION

**GENERAL INSTRUCTIONS**

Please note that there is a separate PENSCO form for Private Debt, Real Estate or Promissory Note Investments secured by Mortgages/Trust Deeds. Always obtain the most current form from our website at [www.pensco.com/forms/atoz](http://www.pensco.com/forms/atoz). Do not copy for future use.

The items listed in A and B below must be received by PENSCO Trust Company (PENSCO) to begin a review for Administrative Feasibility. If the asset you desire to purchase in your account has already been reviewed and determined Administratively Feasible, please provide only the documents listed below in B. **Documents and forms will be returned if they are not completed and signed where required.**

**A.**

- Completed and signed Private Equity Investment Notification Form. Required if the asset has not been previously reviewed for Administrative Feasibility. Must be signed by the General Partner, Managing Member, Fund Manager, Corporate Officer or an authorized individual for one of the aforementioned. The form may not be modified.
- Offering materials, including items such as offering memorandums, prospectuses, subscription agreements, etc.

**B.**

- PENSCO Account application (if applicable)
- PENSCO Transfer/Rollover Form (if applicable)
- PENSCO Alternative Equity Investment Authorization Form
- Applicable Subscription Agreement or enrollment documents completed and signed by Account Owner (Must be signed by Account Owner in all locations that PENSCO is required to sign.)

*PENSCO will execute subscription documents in its nominee capacity as a directed custodian/trustee; however, Investor Suitability standards/questions (investor accreditation) must be completed and signed by the Account Owner.*

*If you, a family member or another disqualified party (see Prohibited Transaction Disclosure) is an officer of, or has an ownership interest in the entry in which you are investing, PENSCO reserves the right to require that you obtain an opinion of counsel from an ERISA or tax attorney regarding the matter of Prohibited Transactions. If you have questions, please consult with your tax advisor prior to submitting your investment instructions.*

**1. ACCOUNT OWNER INFORMATION (All Sections Required)**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Type:  Cell  Home  Business

Other Phone: \_\_\_\_\_ Type:  Cell  Home  Business

Email Address: \_\_\_\_\_

Account Number	Number of Shares or Units	Amount
		\$
		\$
		\$
		\$
<b>Total:</b>		\$

---

**2. INVESTMENT INSTRUCTIONS (All Sections Required)**

Name of Investment: \_\_\_\_\_

Number of Units/Shares: \_\_\_\_\_ Price per Units/Shares: \_\_\_\_\_

Amount of Investment: \$ \_\_\_\_\_

Percentage of Ownership in this investment after this purchase is complete: \_\_\_\_\_% (Obtain from asset sponsor.)

I Authorize PENSCO Trust to (check one):

 New Purchase Additional Purchase Capital Call  Increase Value  Expenses (Include the Capital Call Notice from the investment sponsor.) Exchange-Name of Investment from which exchanging: \_\_\_\_\_Total amount of investment to be exchanged:  \$ \_\_\_\_\_  100%  other: \_\_\_\_\_

---

**3. FUNDING INSTRUCTIONS****Payee Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Type:  Cell  Home  BusinessOther Phone: \_\_\_\_\_ Type:  Cell  Home  Business**(Select one below)** **Check** **Wire**Please write or type wire instructions below. **Submitting incomplete information or attaching instructions separately will delay funding**, as additional verification will be needed.

Bank Name: \_\_\_\_\_

ABA Number: \_\_\_\_\_

Bank Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Ref Number: \_\_\_\_\_

---

**4. DOCUMENT FORWARDING INSTRUCTIONS** **Use the address provided in the Funding Instructions above** **Other** (Please complete the information below.)**Recipient's Name:** \_\_\_\_\_**Street Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**(Select one below)** Regular Mail Overnight (charge my PENSCO Account) Overnight (use pre-addressed air bill, included) Overnight (send via 3rd party billing) Account # \_\_\_\_\_  Fed Ex  UPS Email to: \_\_\_\_\_**\*\*If no box is checked, the default will be to send via regular mail.\*\***

---

## 5. ACKNOWLEDGEMENT AND SIGNATURE

1. I understand that I am responsible, and PENSCO and its related entities are not responsible, for selecting and reviewing the above investment and for determining the suitability, nature, value, risk, safety and merits of the investment that I authorize PENSCO to make for my Account.
2. I verify that I have received and read all pertinent information relating to the investment(s) named herein (i.e., private placement memorandum, purchase agreement, subscription documents, etc.).
3. I acknowledge that no funds will be paid to my PENSCO account if an exchange from one asset (existing asset) held in my PENSCO account is made to another issued by the same asset sponsor (new asset). I request that PENSCO update its records to reflect the exchange transaction and the new asset into my account. I agree to indemnify and hold PENSCO and its related entities, its affiliates, successors and assigns harmless from any and all claims, damages and losses that may result from such transaction.
4. I understand that distributions or dividends other than cash (i.e., distributions in-kind) paid by this investment are subject to administrative review by PENSCO. In the event that an asset paid as part of a distribution/dividend paid-in-kind, is determined that it is not considered administrative feasible, I may be required to remove the asset from my PENSCO account by transfer or distribution.
5. I understand that PENSCO is not related to or affiliated with the management or selling agent(s) of the investment(s) that I have directed PENSCO to purchase for my account. I acknowledge that PENSCO has not reviewed, recommended or commented on the investment merits, risks, suitability or management of the asset(s) I have selected and I authorize PENSCO to process this transaction. I therefore agree to release, indemnify, defend, and hold PENSCO and its related entities harmless from any claims arising out of making such investment. I also understand and agree that PENSCO and its related entities will not be responsible to take any action should the investment noted herein become subject to default, including fraud, insolvency, bankruptcy, or other court order or legal process.
6. I understand that PENSCO will request confirmation of purchase as part of its role as custodian of my account, I also understand and agree that if the asset sponsor of the investment does not provide documentation to confirm this investment, PENSCO may resign as custodian of my account.
7. I agree that any dispute regarding this investment shall be submitted to binding arbitration pursuant to the Commercial Rules of the American Arbitration Association and the terms of the Custodial Agreement. I understand that the prevailing party shall be entitled to recover all legal fees, reasonable costs and expenses and that these shall be in addition to any award of damage or any other relief to which the prevailing party is entitled.
8. I represent that the above investment is not a prohibited transaction, as defined in the Internal Revenue Code and Department of Labor regulations.
9. I acknowledge that this investment is not insured by the FDIC, is not an obligation of or guaranteed by PENSCO and is subject to risk, including the possible loss of principal.
10. I understand that offshore entities are not organized under the laws of the United States and, most likely, are not subject to U.S. regulations and/or legal system. I am aware that I am responsible for all legal matters concerning my account, and that PENSCO may resign as a directed custodian in the event of future legal proceedings.

The asset sponsor of any offshore fund that I may direct PENSCO to purchase in my account may require that PENSCO provide additional documentation or other information pursuant to the anti-money laundering or other laws applicable to the asset sponsor in the country in which it operates or is domiciled. The particular requirement of each country and each asset sponsor may differ. It is my responsibility to determine these requirements prior to directing that an offshore investment be purchased in my account, and by signing this form, I acknowledge that I have done so.

Additionally, the asset sponsor may impose similar requirements for PENSCO related to the processing of this purchase. PENSCO's policy is that it will provide a certification of compliance with United States anti-money laundering/anti-terrorism regulations applicable to PENSCO. If the asset sponsor requires additional information beyond the certification, PENSCO reserves the right to decline to provide such information and to instead characterize the offshore fund investment as no longer administratively feasible. I understand and acknowledge that PENSCO and its related entities will not be responsible for any consequences resulting from such a determination.

*(continued)*

**5. ACKNOWLEDGEMENT AND SIGNATURE CONTINUED**

11. I have read and understand the disclosure printed on this form about foreign financial account reporting. I acknowledge that it is my responsibility to consult with my tax advisor and to determine if any actions are required on my part as an individual taxpayer with respect to any of the IRS requirements for reporting foreign financial accounts.

12. I agree that this Private Equity Investment Authorization is further subject to all the terms and conditions of the Custodial Agreement. *(Please sign below and provide all requested information)*

Account Owner Signature

Date

PrintName: \_\_\_\_\_

Name of Investment: \_\_\_\_\_ Investment Amount: \$ \_\_\_\_\_

**INVESTMENT PRODUCTS: NOT FDIC INSURED • NO BANK GUARANTEE • MAY LOSE VALUE**

Upload forms to:  
[www.pensco.com/upload](http://www.pensco.com/upload)

Send mail to:  
PENSCO  
P.O. Box 173859  
Denver, CO 80217-3859

For express deliveries:  
PENSCO  
1560 Broadway, Suite 400  
Denver, CO 80202-3331

Questions?  
Call 1-800-962-4238

Fax to: 303-614-7051