

## ACCESS PORTFOLIO

# Step-By-Step Guide on Asset Transfers

In response to recent feedback from our Introducers, we feel that a step-by-step guide on the process of asset transfers for the Access Portfolio products would be beneficial. Below we have put together the order of necessary actions for making asset transfers.

1. Submit the information of the assets to be transferred (ex: ISIN, Ticker, CUSIP or Bloomberg #), including an account statement of the counterparty in the name of the client, to the Resolution Center.
2. After our ACS team confirms the acceptance of the assets, you may then submit the client's application along with other new business requirements.
3. Complete and submit form IP154 with the information of the assets to be transferred. Make sure to include the contact information of the financial institution holding the assets in this form.
4. The client must contact his/her financial institution authorizing Investors Trust to communicate with them directly, on behalf of the client, in order to work on the transfer of assets.
5. Transfer process starts between the institutions involved.
6. As always, make sure to check the Resolution Center for any new messages regarding the progress of the case.

*Please note that since there are other parties involved in the transfer of assets, the time it takes to complete a transfer may vary. Therefore, it is important that you explain to your client that we cannot estimate a time frame of completion; however, you can rest assured that our ACS team will do their best to finalize the transaction as early as possible.*

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