



Group Retirement Plan Letter of Understanding for Trustees

Company/Plan Name: _____

Plan Type: 401(k) 401(a) Pension Plan Money Purchase Plan Defined Benefit Plan

Print Trustee Name(s): _____

Company Address: _____ City: _____ State: _____ Zip: _____

Investment(s) Purchased: _____

Individual Investment Selection: _____ Chosen by Trustee _____ Chosen by Participant

Department of Labor 408(b)(2) Service Provider Disclosure: The US Department of Labor requires an annual service provider disclosure that includes services, compensation, and fiduciary status. This disclosure is known as a DOL 408(b)(2) disclosure. Harbour Investments, Inc. (herein referred to as HII) as the service provider for your plan is providing you with this disclosure of services and fees. The HII Financial Professional servicing your account is _____. In consideration of the services, HII receives _____% of your plan's assets annually.

Status Acknowledged as ERISA fiduciary:

Not a Plan Fiduciary 3(21) Fiduciary 3(38) Fiduciary

Plan Investment Objective: _____ Income _____ Growth & Income _____ Growth

Plan Risk Tolerance: _____ Moderate _____ Aggressive _____ Aggressive

By signing below, you represent that you understand and acknowledge the following:

- 1. ADEQUATE INFORMATION.** You have received educational materials about the product, or a prospectus for the product(s), and a list of the Retirement Plan investment options. You also received a toll-free number that can be used to order a current prospectus regarding each of the investment choices. The charges and fees outlined in the current prospectus may differ from the fees and charges arranged through your plan. You understand the investment objectives and risks of the investment(s) for which you are applying. **THERE CAN BE NO ASSURANCE THAT THE OBJECTIVES WILL BE ACHIEVED.**
- 2. VALUE OF SHARES/FLUCTUATING YIELD.** The value of your shares or units may go up or down, and when you redeem your shares or units, you may receive more or less than you paid for them. Dividends or interest may also fluctuate, and the amount is not guaranteed.
- 3. INVESTMENT SELECTIONS/RE-ALLOCATIONS.** You understand that Harbour Investments, Inc. Representatives are available for guidance with regard to your Retirement Plan investment selections and decisions. **HOWEVER**, you are responsible for any and all decisions with regard to investment selections and any charges that may occur. You have received a toll-free number along with a web site address that will allow you to access your retirement plan account and complete any investment allocation changes.
- 4. MANAGEMENT RESPONSIBILITY.** Harbour Investments, Inc. does not sponsor or manage investment or insurance products. The performance of your investment will depend upon results achieved by the fund managers, general partners, or insurance companies responsible for managing your investment. Please check your confirmation statements received directly from vendors to make sure all information is correct. Confirmations and statements will come directly from the product issuer.
- 5. REVENUE SHARING ARRANGEMENTS.** Certain companies pay Harbour Investments, Inc. compensation for marketing, access to Harbour Representatives and for other purposes separate from and in addition to commission and compensations paid for the sale of their products as disclosed in the prospectus of each company. This practice is further discussed and reviewed at the Harbour website <http://harbourinv.com/clients/disclosures>
- 6. ANNUITIES.** A tax penalty will occur when liquidating an IRA, Retirement Plan or an annuity contract prior to age 59 1/2 without reinvestment into another similar IRA or Annuity contract at that time. There are no additional tax benefits when using Annuities in IRA's and Qualified accounts as these plans already have tax-deferred status. The purchase of a variable annuity for an IRA or Qualified account should be based on the benefits chosen.
- 7. MUTUAL FUND SHARES WITH CDSC.** You understand that by purchasing B or C shares, you will not receive any breakpoints. This may result in higher sales charges than A shares. You also acknowledge that by redeeming B or C shares, you may incur a back-end sales charge.
- 8. PREMATURE DISTRIBUTIONS.** Except in the case of death, disability, rollovers, the return of nondeductible contributions, or payments made in substantially equal payments, any distribution made before you reach age 59 1/2 will be fully taxable as ordinary income and subject to a federal penalty tax of 10% of the distribution amount.
- 9. INFORMED CONSENT OF REG BI.** The client hereby makes the following representations about informed consent of the receipt of certain information from Harbour: You acknowledge receipt of Harbour's Form CRS and understand its contents. You agree to receive, and have received, delivery of Harbour's Best Interest Disclosure by visiting <https://harbourinv.com/clients/regulation-bi/>.

Trustee's Signature: _____ Date: _____

Trustee's Signature: _____ Date: _____

FINANCIAL PROFESSIONAL STATEMENT. I am appropriately licensed in the Client's state of residence. I have reviewed the completed Group Retirement Plan Letter of Understanding and can attest that investments have been chosen according to their above listed investment objectives.

Financial Professional signature: _____ Rep. No.: _____