



Adding the MIZĀN Fund to Your Retirement Plan

- ✓ Determine that your retirement plan is qualified under Internal Revenue Code 401(a). This can be found in your plan document.
- ✓ Confirm that your plan's TPA/recordkeeper trades the assets of your plan through DTCC/NSCC and has access to the HB&T Collective Investment Funds.
- ✓ If you find that your TPA/recordkeeper does not have access to the HB&T Collective Investment Funds (NSCC member number 4866), have them contact Kathy Harvey at (713)744-3839 or by email to kharvey@bpas.com to make them available.
- ✓ Obtain and complete a Participation Agreement; forward it to your TPA/recordkeeper and request that the MIZĀN All Equity Moderate Allocation Fund be added to your plan's investment options. Make sure that you choose the share class you desire in the Agreement.
- ✓ Coordinate with your TPA/recordkeeper about the date the Fund will be available to you.

Adding the MIZĀN Fund to Your Trading Platform

- Contact Kathy Harvey at (713)744-3839 or by email to kharvey@bpas.com and request a FundServ Agreement and Trading Profile. This will allow the trading platform to trade with HB&T via DTCC/NSCC FundServ.
- HB&T collective investment funds are only traded through DTCC.
- Once the Agreement has been fully executed and the Profile has been completed, the Trading Platform can begin opening new accounts.

- While test trading is not required, we can work with you to satisfy your requirements.
- The Fund offers service fees to plan service providers. A Services Agreement would need to be executed by each provider to allow for the payment of the fees on behalf of the plan shareholder. Contact Kathy Harvey at (713)744-3839 or by email at kharvey@bpas.com.
 - Service fees are normally paid out to a broker and/or TPA/recordkeeper, or to a trading platform serving as revenue paying agent for its clients. Payments are made monthly, and there are no invoicing requirements.
- Requests to open new fund accounts are to be emailed to nsc@bpas.com along with the executed Participation Agreement and a completed New Account Application. New registrations using a B50 through NSCC is not preferred as the Participation Agreement must be received prior to the account opening. Special arrangements can be made for trading plan shareholders in an omnibus account. Please ask about this when you contact HB&T about trading agreements.
- There are no income distributions from this Fund.