

PERSHING STANDARD FILE LAYOUTS

APPENDIX M: DOCUMENT CODES AND DESCRIPTIONS

USED IN THE FOLLOWING STANDARD FILES: KTMS, KTRV

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| 1001 | 1001 Form - Reduced Rate Exemption |
| 101E | 1001 Form Expired |
| 1078 | Alien Claiming Residence |
| 1234 | New Account |
| 1441 | IRS Regulation 1.1441-5 Person not Subject Withhold |
| 144N | Rule 144 Non-Affiliate Representation Letter |
| 147C | IRS Letter 147c |
| 401K | LB Omni 401K Adoption Agreement |
| 407 | 407 Letter |
| 412 | 412 Form |
| 4224 | 4224 Foreign Tax Exempt Form |
| 422E | Expired 4224 Foreign Tax Exempt Form |
| 42CL | 1042 Client Acknowledgment Letter |
| 42PU | 1042 Statement of Purchase Form |
| 42KY | 1042 Deal Structuring KYC Confirmation |
| 457P | 457 Certification |
| 4KAP | 401k Adoption Agreement |
| 4KEN | 401k Enrollment Form |
| 5130 | IPO Certification 5130 Eligible |
| 5131 | IPO Certification 5131 Eligible |
| 5143 | Qualified Plan IRA Client Agreement |
| 529A | 529 CSP Account Application / Client Agreement |
| 529D | 529 Documents |
| 5304 | 5304 Form Simple |
| 5305 | 5305 SEP Form |
| 530R | 5305-SEP Form (Expire 2/28/1997) |
| 5500 | IRS Schedule P |
| 60DY | 60 Day Notification |
| 6BE1 | IRS 6166 - Belgium |
| 6DE1 | IRS 6166 - Germany 1 |
| 6DE2 | IRS 6166 - Germany 2 |
| 6DE3 | IRS 6166 - Germany 3 |
| 6DE4 | IRS 6166 - Germany 4 |
| 6DE5 | IRS 6166 - Germany 5 |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| 6DK1 | IRS 6166 - Denmark |
| 6ES1 | IRS 6166 - Spain |
| 6FI1 | IRS 6166 - Finland |
| 6FR1 | IRS 6166 - France |
| 6HU1 | IRS 6166 - Hungary |
| 6ID1 | IRS 6166 - Indonesia |
| 6IT1 | IRS 6166 - Italy |
| 6JP1 | IRS 6166 - Japan |
| 6KO1 | IRS 6166 - Korea |
| 6NL1 | IRS 6166 - Netherlands |
| 6NZ1 | IRS 6166 - New Zealand |
| 6SE1 | IRS 6166 - Sweden |
| 6ZA1 | IRS 6166 - South Africa |
| 7028 | SSA Form 7028 |
| 8 | New Account Over the Phone |
| 84W9 | Indemnify W9 Prior to 1984 |
| 8709 | IRS Form 8709 |
| 8BCT | Copy W8 Beneficial Owner with US TIN |
| 8BEC | W8 Copy Beneficial Owner |
| 8BET | W8 Beneficial Owner with US TIN |
| 8ECC | W8 Copy for Effectively Connected US Bus/Trd |
| 8ECI | W8 ECI Effect Connected |
| 8EXC | W8 Copy for Foreign Government/Organization |
| 8EXP | W8 Copy for Private Foundation |
| 8EXT | W8 Foreign Government/Org with US TIN |
| 8ICT | Copy W8 Intermediary with US TIN |
| 8IMC | W8 Copy for Intermediary |
| 8IMF | W8 IMY Withholding Foreign Trust |
| 8IMQ | W8 IMY Qualified Intermediary |
| 8IMT | W8 Intermediary with US Tax ID |
| 8IMU | W8 IMY US Branch |
| 8XCT | Copy W8 Foreign Government/Org with US TIN |
| 980A | Add Brokerage Account |
| 980U | Update Brokerage Account |
| A/C# | Account Designated by a Number |
| AAUF | Account Application Update Form |
| ABTA | Abstract of Trust Agreement |
| ACAM | ACAM 3 rd Party Payout (Standing Instructions) |
| ACAT | Customer Account Transfer |
| ACHA | ACH Authorization Forms |
| ACKN | Acknowledgement |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|--|
| ACNA | Amended Customer New Account Form |
| ACOR | Annuity Change of Ownership Request |
| ACRE | Additional Call Reports Evidencing Discussions with Client Related to AML or KYC |
| ACTT | Acceptance of Trustee |
| ADDL | Supporting W8 Documents |
| ADFI | Audited Financials |
| ADHC | Ad Hoc Form |
| ADIA | Addendum to IRA Adoption Agreement |
| ADMF | Client Administration and Asset Management Fees |
| ADOP | Adoption Agreement Form |
| ADRL | Home Address Refusal Letter |
| AFCU | Affidavit of Custodian |
| AFDD | Affidavit of Domicile - Original |
| AFDO | Affidavit of Domicile - Copy |
| AFPA | Affidavit of Durable Power of Attorney |
| AFT | Affidavit of Trust |
| AGE | Proof of Age |
| AGNT | Agent Agreement |
| AIAU | AIA Authorization |
| ALC2 | Acknowledgement Letter - Category II Fixed Income Offerings |
| ALC3 | Acknowledgement Letter - Category III Fixed Income Offerings |
| ALEN | Alien Registration Number |
| ALEO | Acknowledgement Letter - Equity Offerings |
| ALRT | Alert Change |
| ALTR | IRA Letter of Acceptance |
| AMGC | Asset Master to Harris Asset Master Conversion Agreement |
| AMLP | Written Description of Client's AML Program |
| AMLQ | Wolfsberg Questionnaire or other written description of AML program |
| AMMS | Alliance Money Market Fund Selector |
| AMTL | Amended Precious Metal Agreement |
| AMUC | Mass Updates/View Control Rec |
| AMUD | Mass Updates/Docs View Control Rec |
| ANAP | Annuity Application-Purchase |
| ANDR | Annuity Delink Request |
| ANLD | Annuity Delink Request |
| ANLR | Annuity Link Request |
| ANRE | Annual Report |
| AODE | Actual Owner of Disregarded Entity Tax Document |
| AOOC | Articles of Incorporation |
| APAF | Automatic Payment of Advisory Fees |
| APBC | All Point Bulletin Change |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| APBN | All Points Bulletin Notice |
| APPT | Letters of Appointment |
| APRF | Affidavit/Agreement in Lieu of Proof of Ownership |
| ARRC | Automated Registered Representative Change |
| ARTC | Articles of Incorporation |
| ARTS | Articles of Association |
| ASWR | Annuity Surrender Withdrawal Request |
| ATES | Attestation Letter |
| ATFR | Accommodation Transfer Authorization |
| ATTF | Power of Attorney - Foreign |
| ATTY | Power of Attorney |
| AUDL | Auditor's Letter |
| AUDT | IBD Agency Agreement Audit Results |
| AUTH | Letter of Authorization |
| AUTX | AUTEX Instructions |
| B2BR | Books and Records Certification |
| B2CR | Third Party Custodian/Trustee Certification |
| B789 | Prototype Plan |
| B801 | Pension Plan Adoption Agreement |
| B924 | Profit Sharing LB Customer Adoption Agreement |
| BADO | Outside Custodian Adoption Agreement |
| BANK | Banking Institution |
| BCRT | Bank Certification |
| BDCA | Broker Dealer Credit Account |
| BDSC | B-Share Disclosure |
| BENE | Beneficiary Designation Form |
| BIRC | Birth Certificate |
| BKCL | Bank Letter of Authority |
| BKDC | Broker Dealer Change Notice |
| BKLC | Banking License |
| BKLK | Banklink Authorization Form |
| BKPT | Breakpoint Disclosure |
| BLIC | Business License |
| BNOF | RASA (044) Billing Notification Forms |
| BNOT | IRS B-Notice |
| BNPR | B-Notice Processing Error |
| BSCT | Bear Stearns Custodial Trust |
| BYLW | Bylaws |
| BYSL | Customer Instruction for Purchase/Liquidation |
| C/OL | C/O Letter |
| C457 | 457 Plan Certification Form |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|--|
| CAAP | Customer Account Application |
| CACT | Certificate of Authority of Corporate Trustee |
| CADA | Custodian Authorization - Discretionary UGMA/UTMA Account |
| CADD | Change of Address |
| CAEA | Control Agreement Entire Securities Account |
| CAES | Customer Agreement Electronic Services |
| CAGR | Custodial Agreement |
| CAIC | Current Alien ID Card |
| CAMF | Current Armed Forces ID |
| CAOL | Compliance Approval for Relationship: Client has Offshore Banking License |
| CARC | Compliance Approval for Relationship: Client uses Account with Broker Dealer |
| CASH | Cash Account Agreement |
| CATO | Client Authorization to Transfer Out |
| CBCK | Proof For Credit Bureaus Check |
| CBKS | Current Bank Statement within Last 30 Days |
| CDAR | CDARs Agreement on File |
| CDLA | CEDULA Card |
| CDSC | C-Share Disclosure |
| CEOA | Officers Certificate |
| CERO | Client Eligibility Represent for Off Shore Fund |
| CGSS | Certificate of Good Standing from State |
| CHD | Check Distribution Copies |
| CHKR | Check Request |
| CHTR | Charter |
| CIAP | Investment Policy Statement |
| CIOP | Client Investment Objectives Agreement |
| CIP0 | CIP Document |
| CIP1 | CIP Document Requirement is Satisfied |
| CIP2 | CIP Not Required Form |
| CIPA | Customer Identification Protection Addendum |
| CIPD | Customer Identification Program Document |
| CIRS | IRS Correspondence |
| CIWA | Customer Information Worksheet |
| CKNJ | Letter of Authorization to Pay 3 rd Party Checks |
| CKS | Check Copies |
| CKWR | Check Writing Cards |
| CLML | Claim Letter |
| CLNT | Client Agreement |
| CLOW | Certificate of Limited Ownership |
| CLSC | Close/Waive Notice as per Compliance |
| CLSE | Authorization to Close Account |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| CLUB | Investment Club Agreement |
| CMHY | Community Property Husband can Trade |
| CMOD | CMO Disclosure |
| CMPY | Community Property (Both Authority to Trade) |
| CMXM | Current Mexican Matricula |
| CNGE | Change Made on the Account Record |
| CNGR | Change Request |
| CNST | NDF Consent to Assignment Agreement |
| COAG | Collateral Agreement |
| COBA | Cost Basis |
| COBB | Cost Basis Backup |
| COBD | Deleted Cost Basis |
| CODA | COD Agreement |
| COFA | Corporate Full Authority |
| COIN | Certificate of Incorporation |
| COLA | Collateral Receipt |
| COLI | Corporate Owned Life Insurance |
| COMM | Community Property Agreement |
| COMP | Compliance/Legal Authorization |
| CONA | Conversion Adoption Agreement |
| CONF | Commission Offset Notification Form |
| CONN | Connecticut Customer Information Document |
| CONS | Conservatorship |
| CORA | Corporate Account Agreement |
| CORC | Corporate Charter |
| CORE | Collateral Release Form |
| CORN | Non-Corporate Resolution |
| CORO | Corporate Resolution - Original |
| CORP | Corporate Resolution - Copy |
| CORR | Correspondence |
| CORU | Correspondence |
| COTN | Co-Tenant Information |
| COUR | Court Appointments |
| CPBL | IBD Prime Broker Letter |
| CPPS | Profit Sharing Plan Agreement |
| CPRC | Current Permanent Resident Card |
| CPRW | Certificate of Puerto Rico Tax Withholding |
| CR | Check Received |
| CRCA | Control Record Contact Add/Update |
| CRCS | Call Report for Client Site Visit to Verify Client Identity |
| CRDT | Credit Interest Agreement |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|--|
| CREC | Correction to Account |
| CREQ | IBD Request |
| CRLL | Corporate Resolution Limited Liability |
| CRPS | Corporate Secretary |
| CRTJ | Court Judgment |
| CRTL | Customer Rescind Letter |
| CSIN | Customer Service Inquiry |
| CSMA | Combined Statement Mailing Agreement |
| CSUP | Confirm Suppression Authorization Form |
| CTAC | Corporate Trading Authorization - Copy |
| CTAO | Corporate Trading Authorization - Original |
| CTLG | Court/Legal Documents |
| CTRA | Request to Open Control Record |
| CTRB | Contribution Deposit Form |
| CTRS | Corporate Owned Life Trust |
| CTRU | Request to Update Control Record |
| CUSC | Custodian Change Form |
| CUST | Custodian Agreement |
| CXLN | Cancellation Notice |
| DCAF | Dollar Cost Averaging Form |
| DEAC | Death Certificate - Copy |
| DEAD | Death Distributions |
| DEAO | Death Certificate - Original |
| DETE | Documentation Deleted |
| DISA | Discretionary Approval Form |
| DISB | Disability Statement |
| DISC | Disclosure Document |
| DISI | Discretionary Individual |
| DISJ | Discretionary Joint |
| DIST | Distribution Request Form |
| DIVD | Divorce Decree Court Issued |
| DIVR | Dividend Reinvestment Form |
| DL | Draft Letter on File |
| DLIC | Driver's License |
| DLJ2 | Pershing Second Document Request |
| DLJC | Pershing Customer Agreement with Margin |
| DLJD | Pershing Customer Agreement - No Margin |
| DLJO | Pershing First Option Request |
| DLJP | Pershing Portfolio Advisory Service Agreement |
| DLJR | Pershing First Document Request |
| DMBC | Certificate of Domicile, Birth, Marriage, or Death |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| DNTS | Disposition of Non-Transferable Security Form |
| DOC8 | Documentation |
| DOCA | Partnership Account Agreement |
| DOCT | Document Transfer Request |
| DOLC | Date of Last Contact |
| DODV | Date of Death Valuation |
| DOPT | Delete Option Agreement |
| DPCT | Document proof to prove that Client is publicly traded |
| DPPT | Document proof to prove that Parent is publicly traded |
| DQIF | Pershing Qualified Investor Form |
| DRLD | Direct Rollover Form |
| DRTA | Direct Rollover Transfer Authority |
| DRVR | Driver's License |
| DST | Distribution Statements |
| DSUB | Pershing Subscription Agreement |
| DVPI | DVP Indemnification |
| DWAC | DWAC Transfers |
| EBLD | Exhibit B/Pledge Act Letter of Direction |
| ECFM | Electronic Confirm Delivery Authorization |
| EDDS | Enhanced Due Diligence / Sources |
| EDGE | Cash Hedge Funds Transfer Service |
| EDRA | Equity Dividend Reinvestment Authorization |
| EDSC | ERISA Disclosure |
| EISF | Enrollment/Investment Selections Form |
| EMDS | Emerging Market Debt Structured Agreement |
| EPOA | Employee POA and Trustee Form |
| ERSA | ERISA Letter |
| ESAS | Electronic Services Agreement |
| ESCB | Education Savings Account (ESA) Client Agreement - CPB |
| ESCM | Education Savings Account (ESA) Client Agreement - CPWM |
| ESCR | Escrow Agreement |
| ESIP | Education Savings Account (ESA) Client Agreement - IPB |
| ESOP | Employee Stock Options |
| ESTT | Estate Papers |
| ETPR | ETP Risk Disclosure Letter |
| EVEX | Evidence of Existence (E.G., Website Screenshot) |
| EXCD | Excess Contributions |
| EXMP | Exempt Organization |
| EXMT | Exempt Coding Request |
| EXTN | Extension For Filing |
| F144 | Form 144 Notice of Proposed Sale of Security |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| F151 | Form 151 PB Executing |
| F1SA | Form 1 to Schedule A |
| F30N | IPO Cert. 5130 Not Eligible |
| F31N | IPO Cert. 5131 Not Eligible |
| FBBS | Asset Based Group Billing Form |
| FBCF | Foreign Bank Certification Form |
| FBIC | Full Best Interest Contract |
| FBNS | Fictitious Business Name Statement/Filing |
| FCIP | Fiduciary Cert. of Investment Powers |
| FDWR | Fed Fund Wire |
| FFNJ | Letter of Authorization to Wire Fed Funds |
| FGNA | Foreign Account Supplement Questionnaire |
| FIDC | Fiduciary Cash Agreement |
| FIDM | Fiduciary Margin Agreement |
| FINL | Financial Institution |
| FIRA | Request to Open Firm Account |
| FIRU | Request to Update Firm Account |
| FPFA | SLOA for Investment Advisor Disbursements |
| FPLA | Fully Paid Lending Agreement |
| FREE | Letter of Free Funds |
| FRID | Free Riding Withholding Agreement |
| FSTM | Financial Statement |
| GARD | Guardianship Papers |
| GLOS | GLOSS New Account Form |
| GNTY | Guarantee of Account |
| GOLD | M F Gold Level Authorization |
| GOVC | Government Charter |
| GOVI | Government Issued Identification |
| GOVT | Government Issued Proof of Citizenship |
| GRDN | Letter of Appointment |
| GREN | Green Card |
| GVT | Government Pairoff |
| HDMI | Hold Mail Instruction |
| HOCO | History of Commissions Offsets |
| ICAD | Investment Advisor CADD |
| IC76 | Can non-resident Tax Certification for FIs |
| IDAT | College Photo ID and academic transcript/ Bursar's receipt for current term |
| IGLC | Internet Gambling License |
| IMNQ | W8IMY Non-Qualifying Intermediary |
| IMS | Limited Trading Authorization |
| IMS0 | Ltd Trading Authorization with Management Fees Only |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| IMS1 | Ltd Trading Authorization with Management Fees & First Party Distribution |
| IMS2 | Ltd Trading Authorization with First Party Disbursements Only |
| IMS3 | Full Authorization 3rd Party Checks Management Fees |
| INAG | Investment Advisory Agreement |
| INFO | Informational Notice |
| INLI | Investor Lists |
| INOS | Investment Option Selection Form |
| INSI | INS Card |
| INST | Letter of Instruction |
| INTP | Interested Party Address Change |
| INVA | Investment Advisory |
| INVC | Investment Club |
| INVL | Investment Letter |
| IOPT | Institutional Option Agreement Received |
| IPOC | BWA Client Application - Cash |
| IPOL | Investment Policy |
| IPOP | IPO Acknowledgement Letter |
| IPOS | Certificate for the purchase of IPOs - Equity Securities |
| IRAC | IRA Application Simple |
| IRAR | Roth IRA Application |
| IRAS | SEP IRA Application |
| IRAT | IRA Application Traditional |
| IRDA | Investment Representative Disclosure Authorization Letter |
| IRDF | Interest Rate Disclosure Document |
| IRSB | IRS Documentation For B Notice Removal |
| IRSC | IRS C Notice |
| IRSD | IRS Determination Letter |
| IRSK | Securitized Product IR Acknowledgement |
| IRSR | IRS Remove C Notification |
| ISAD | Information Sharing Agreement Document |
| ISCA | Institutional Suitability Certificate Affirm Independent Judge |
| ISEC | Institutional Suitability Exemption Certificate |
| ISSA | Investors Select Account Application |
| ITAC | Institutional Trading Authorization - Copy |
| ITAO | Institutional Trading Authorization - Original |
| JBA | Journal Between Accounts Authorization |
| JGST | Judgment Satisfied |
| JLRQ | Journal Request |
| JNTN | Joint Account Agreement |
| KONE | K-1 Schedule |
| LBIC | Limited Purpose Best Interest Contract |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| LBMP | LB OMNI MP Adoption Agreement |
| LBPS | LBOMNI PS Adoption Agreement |
| LEDO | Legal Document |
| LEGL | Legal/Compliance Document |
| LEVY | Legal/Compliance Document |
| LFEE | Level Fee Fiduciary |
| LGCA | Legal/Compliance Authorization to Change |
| LIMF | Letter of Intent Mutual Fund |
| LINK | Internet Link Request Form |
| LLCA | Limited Liability Company Agreement |
| LOA | Letter of Authorization |
| LOAC | Letter Authorizing Combined Statements |
| LOAN | Loan Distribution Form |
| LOAS | Letter of Authorization/Standing |
| LOAW | Letter of Authorization/Wrap Fees |
| LOCB | Lockbox Documents |
| LOCK | Lock Up Agreement |
| LODE | Letter of Office of Decedent's Estate |
| LOIN | Letter of Indemnity |
| LOUT | Opt Out Letter Disagree |
| LPCG | Limited Partnership Change of Custodian Form |
| LPCP | Professional License with Photograph |
| LPFA | Retirement LPOA for Advisor Disbursements |
| LPIN | Limited Partnership Instructions for Buy/Sell |
| LPPA | Limited Partnership Agreement |
| LPPU | Limited Partnership Purchases |
| LPRE | Limited Partnership Re-Registration Forms |
| LPRL | Limited Partnership Redemptions LOA |
| LPSA | Limited Partnership Subscription Agreement |
| LPSC | Limited Partnership Sample Certificate |
| LQIF | Lister Watson Qualified Investor Form |
| LRES | Letter of Resignation |
| LSUB | Lister Watson Subscription Agreement |
| LTAC | Letter of Estate Administration - Copy |
| LTAO | Letter of Estate Administration - Original |
| LTDP | Limited Partnership Form (110) |
| LTEE | Letters of Trusteeship |
| LTPC | LOA for 3rd Party Check (requires Notary Public) |
| LTPF | Limited Partnership Form |
| LTPS | LOA for 3rd Party Check (requires client signature(s) only) |
| LTRA | Letter of Authority |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|--|
| LTRO | Letter of Testamentary - Original |
| LTRT | Letters of Testamentary - Copy |
| MAIC | Missing App'l Info from Conversion |
| MAIL | PCFN Electronic Mail |
| MAPC | Client Agreement |
| MAPQ | Questionnaire |
| MAPS | MAP Setup Form |
| MARC | Marriage Certificate |
| MARG | Margin Agreement |
| MAWD | Mail Waiver - Domestic |
| MAWI | Mail Waiver - International |
| MEDC | Medicare Card (65 older) |
| MEET | Minutes of a Meeting |
| MEMB | Member Acknowledgement |
| MEMO | Memo |
| MEMT | Memorandum of Trust/TCIP |
| METL | Precious Metals |
| MFDF | Mutual Fund Disclosure |
| MFDO | Mutual Fund Dividend Option Change |
| MFIT | Mutual Fund/UIT Disclosure Statement |
| MFL | Mutual Fund Liquidation |
| MFRD | Mutual Fund Risk Disclosure Stmt |
| MGFA | Management Fee Authorization |
| MGNC | Margin Agreement IBD |
| MGND | Deleted Margin Agreement |
| MGNF | Management Fee Authorization (IBD) |
| MGST | Mailgram Sent |
| MIPQ | Meridian Account Questionnaire |
| MISC | Miscellaneous |
| MLTY | Military Card |
| MMFA | Money Market Funds Account |
| MML | Money Market Liquidation |
| MNDC | Minnesota Disclosure |
| MNOR | Minor IRA - Letter of Authorization |
| MNYL | Money Market Liquidation |
| MOVE | ForwardTrak Move Update Authorization |
| MPAG | Money Purchase LB Customer Adoption Agreement |
| MRCL | Margin Calls |
| MRGS | Margin Agreement Sent to Pershing Approval |
| MURE | Multiple Change Request |
| N301 | NR301 CRA Declaration Non-Resident Taxpayer (Individual, Trust or Corporation) |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| N302 | NR302 CRA Declaration Non-Resident Partnerships |
| N303 | NR303 CRA Declaration Non-Resident Hybrid Entity |
| N9LP | New Account W9 for Limited Liability Co. Partnership |
| N9SE | New Account W9 for S-Corporation Exempt |
| NABL | New Account Form PAR509C |
| NAF2 | New Account Form Page Two |
| NAFC | Customer Information Sheet |
| NAFM | New Account Form |
| NAFX | New Account by Fax |
| NAMD | Name Change due to Divorce |
| NAME | Name of One Client on Two or More Accounts |
| NAMM | Name Change due to Marriage |
| NAOB | New Account and NOBO Customer Objection Form |
| NAPH | New Account Over the Phone |
| NATL | National Identification Card |
| NAW9 | New Account Form with a W9 |
| NBIC | Negative Consent Full Best Interest Contract |
| NDAC | Advisory Client Agreement |
| NDIC | Non-Driver's ID Card with Photograph |
| NEWF | New Account Information Card |
| NHMI | Northern Hold Mail Instruction |
| NLPB | Negative Consent Limited Purpose Best Interest Contract |
| NMSG | Notebook Message |
| NOBC | No Further Business as per Compliance |
| NOBO | NOBO - Customer Objection to Disclosure |
| NOBS | No Further Business |
| NOSL | Letter of Non Solicitation |
| NPLA | Loan Advance Lending Agreement |
| NPRO | Non-Profit Organization |
| NPT4 | Loan Advance Form T-4 |
| NPUR | Do Not Purge Request |
| NRIS | Naked Risk Letter |
| NTXC | NetExchange Pro Client Enrollment Form |
| NW9C | New Account Form For C-Corporation |
| NW9S | New Account Form For S-Corporation |
| OBIC | One Time Best Interest Contract |
| ODC | Over Delivery Claim |
| ODTD | On-Demand Disclosure |
| OFAC | OFAC Search |
| OFCE | Officer's Certificate |
| OFDP | Offering Document/Prospectus |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| OFFA | Office Add to KORR |
| OFFU | Change Made to Office |
| OGVT | Other Government Identification |
| OL8 | Online Customer Agreement / W8 |
| OL8M | Online Customer Agreement / W8 / Margin Agreement |
| OL9 | Online Customer Agreement / W9 |
| OL9M | Online Customer Agreement / W9 / Margin Agreement |
| OLCA | PCNF Customer Agreement Only |
| OLFD | Other Legal Formation Document |
| OLM | PCNF on Line Customer Agreement with Margin and No W9 |
| OLNN | PCNF on Line Customer Agreement. No W9 and No Margin |
| OLOU | Option Letter of Understanding |
| OMEM | Offering Memorandum |
| OPER | Operating Agreement |
| OPIN | Option Indicator Added NTRY |
| OPT0 | Option Form Requested |
| OPT1 | Option Agreement Received |
| OPT2 | Option Agreement Received |
| OPT3 | Option Agreement Received |
| OPT4 | Option Agreement Received |
| OPT5 | Option Agreement Received |
| OPT6 | Option Agreement Received |
| OPT7 | Option Agreement Received |
| OPT8 | Option Agreement Received |
| OPT9 | Option Agreement Received |
| OPTA | Option Agreement Sent to Pershing Compliance For Approval |
| OPTC | Option Agreement IBD |
| OPTD | Option Agreement Deleted |
| OPTR | Option Restriction |
| ORFM | Origination Form |
| ORGA | Organization Account Authorization |
| ORST | Option Restriction |
| OSUB | Proof of Ownership of a Subsidiary |
| OTOA | Outgoing Transfer Form |
| OWCE | Owner Certification |
| OWDO | Owner Documentation |
| OWRS | Owner Reporting Statement |
| PA3P | POA Agent Information/Agreement/Affidavit - 3rd Party |
| PAA | Pledge Asset Agreement |
| PACM | Durable POA - Cash Management - IP as Agent |
| PACT | USA PATRIOT Act |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| PADF | Durable POA - Debt/Fixed Income Only - IP as Agent |
| PAFA | Durable POA - Commodity - Limited - IP as Agent |
| PAFT | Durable POA Full Discretion Third Party |
| PAGY | Proof of Entity's Government status |
| PALF | Durable POA - Limited Duration - IP as Agent |
| PARA | Partnership Agreement |
| PARF | Partnership |
| PART | (Co-)Partnership Agreement |
| PASS | Passport |
| PATP | Durable POA Comm Limited Third Party |
| PBCS | Prime Brokerage Clearance Services Agreement |
| PBIA | Prime Broker Investment Advisor |
| PCAD | Parent CADD |
| PCAP | PCNF Adoption Agreement |
| PCCH | ProCash Cash Account Agreement and W9 |
| PCFN | PC Financial Network New Account Agreement |
| PCMG | ProCash Margin Account Agreement and W9 |
| PCN9 | PCNF New Account Form with W9 and No Margin Agreement |
| PCNM | PCNF New Acct. Form with Margin and No W9 |
| PCNN | PCNF New Acct. Form No W9 and No Margin Agreement |
| PCOR | Personal Correspondence |
| PDEL | Letter of Authorization to Deliver Securities |
| PEND | Pending Form on File |
| PERS | Proof of Entity's Regulated Status |
| PGAA | Pershing Government Account Authorization |
| PGAG | Personal Guaranty Agreement |
| PIP | Periodic Investment Plan Form |
| PLCP | Professional License with Photograph |
| PLGE | Proof That Plan Is Governed By ERISA |
| PLNR | Printout of Lexis Nexis Report confirming client data |
| PMMF | Representation Letter for FPRMMF |
| PMRD | Portfolio Margin Risk Disclosure |
| POAR | Tax Reclamation Services Power of Attorney form |
| POBL | Post Office Box Legal |
| POBW | Post Office Box Removal |
| POBX | Post Office Box Letter |
| PORT | Portfolio Manager/Customer Acknowledgement |
| PPAG | Portfolio Point Agreement |
| PPLP | Private Placements Limited Partnerships |
| PPRS | Pending Papers |
| PRCA | Prime Broker Customer Agreement |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| PRDR | Prospectus Redirection Consent |
| PRMB | Prime Broker Letter |
| PRNT | Promissory Note |
| PROA | Prototype Adoption Agreement |
| PROC | ProCash New Account Agreement |
| PROR | Problem Response Form |
| PRTA | Partnership Account Agreement |
| PRTE | Principal Trading Exemption Contract |
| PSCT | Prudential Securities Custodial Trust |
| PSEI | Computer Pay Stub or Employee ID from Recognized Company with Name and Photograph |
| PSP | Pension/Profit Sharing Plan |
| PTPD | Printout from Third Party Database |
| PTWC | Principal Trading Written Consent Form |
| PTWX | LOA Consenting to Principal Trading |
| QDRO | Qualified Domestic Relation Order |
| QIBB | Blanket QIB |
| QIBN | Qualified Institutional Buyer (QIB) Certificate - Non US |
| QIBU | Qualified Institutional Buyer (QIB) Certificate - US |
| QIB1 | Qualified Institutional Buyer (QIB) |
| QRPA | Qualified Retirement Plan Agreement |
| QRPB | Qualified Retirement Plan (QRP) Beneficiary Designation Form |
| QRPD | Qualified Distributions |
| QRPS | Simplified Adoption Agreement QRP |
| QUES | Questionnaire |
| QUOT | Non Professional Subscriber Agreement |
| R144 | Rule 144 Seller Representation |
| R145 | Rule 145 Seller Representation |
| R407 | Rule 407 |
| R701 | Rule 701 Sellers Representation |
| RA01 | Rejected Adoption Agreement - Missing Participant Social Security Number |
| RA02 | Rejected Adoption Agreement - Missing Participant Date of Birth |
| RCAP | Resource Checking Agreement |
| RCKA | Resource Checking Application |
| RCRT | Retirement Plan Trustee Certification Form |
| RDDL | Required Document Deleted |
| RDIS | Investment Professional Disc Authorization Letter |
| RDOC | Rollover Documentation |
| REAC | Account Reactivation |
| REAT | Restated and Amended Trust Agreement |
| RECH | Recharacterization |
| RECT | Receipt Received |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|--|
| REGS | Reg S - Principal |
| REJM | Mail Returned to IBD |
| REOP | Request to Re-Open Account |
| REPO | Return of Overpayment |
| RER | Re-Registration |
| RES | Research |
| RETA | Restated Trust Agreement |
| RETT | Resignation of Trustee |
| REVV | Review Account Category |
| RFAA | Retail Futures - Arbitration Agreement |
| RFAC | Retail Futures - Authorization of CGM on opposite side of customer trade |
| RFAK | Retail Futures Account Agreement Kit |
| RFAT | Retail Futures - Resolution Authorizing Futures Trading |
| RFHL | Retail Futures - Hedge Letter |
| RFPN | Retail Futures - Privacy Notice |
| RFPR | Representation Letter for First Pr Family Funds |
| RFSC | Retail Futures - Statement of Financial Condition |
| RFWI | Retail Futures - Wire Instructions |
| RISK | Risk Letter |
| RJAC | Reject NAW9 Missing Application from Conv. |
| RJAD | NAW9 Missing Legal Address |
| RJBD | NAW9 Missing Date of Birth |
| RJEM | NAW9 Missing Employer |
| RJSG | NAW9 Missing Signature of Joint Owner |
| RJSS | NAW9 Missing TaxID/SS# |
| RJSU | NAW9 Missing Suitability Info |
| RLOB | Reasonable Letter of Explanation/Birth Country |
| RLOE | Reasonable Letter of Explanation |
| RLOM | Reasonable Letter of Explanation/Mailing Country |
| RLOT | Reasonable Letter of Explanation/Treaty Country |
| RMD | 70 ½ Form Requirement Minimum Distribution |
| RMDD | Required Minimum Distribution Document |
| RMMF | Representation Letter for FPRMMF |
| ROLC | Rollover Contribution |
| ROLD | Rollover Distribution |
| ROTC | Roth Conversions |
| RPRC | Retirement Product |
| RRAD | Registered Representative Add |
| RRCG | Registered Representative Change |
| RSIG | Client Signed Rollover Documentation |
| RSUP | Rollover Supporting Documentation |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| RTCK | Returned Pershing Check |
| RTCN | Resources Trust Conversion |
| RTQU | Risk Tolerance Questionnaire |
| RVPO | Revocation of Power of Attorney |
| RVTA | Revocation of Full/Limited Trading Authorization |
| RVTR | Revocation of Trust |
| S1W8 | Supporting Documents for Individual Accounts |
| S2W8 | Supporting Documents for Non-Individual Accounts |
| SAB | Stocks and Bonds |
| SADP | Substitute Adoption Agreement |
| SAMA | Sub Advisor Authorization Form |
| SARS | IRS 5305A Form |
| SCES | Simplified Cashless Exercise Sell & Payment Authorization |
| SCPT | Sponsored Deferred Contribution Plan & Trust Agreement |
| SEC | Securities |
| SELC | Select Service Agreement |
| SENT | Papers Sent to Client |
| SEPP | SEP Prototype Adoption Agreement |
| SESA | Annual Calculation |
| SIGN | Signature Guarantee |
| SINF | Supplemental Account Information |
| SIOT | Structured Investment, Opportunity Type |
| SIPG | Structured Investment, Principal Guaranteed |
| SIPT | Structured Investment, Performance Type |
| SLAA | Security Loan Application |
| SLNK | Select Link Code |
| SMMP | Sophisticated Municipal Market Prof Document |
| SMRP | Smart Tier Three Participant |
| SMRT | Smart Tier Three Trustee |
| SMTP | Smart Tier Two Participant |
| SMTT | Smart Tier Two Trustee |
| SOBI | Sellout/Buy |
| SOCS | Social Security Change |
| SOEI | Sellout/Buyin |
| SOEN | Stock Option Exercise Notice |
| SOLE | Sole Proprietorship |
| SPCF | Spouse Consent Form |
| SPFF | Senior Public Figure Details FormFACTIVA |
| SPFG | Senior Public Figure Details FormGovernment Databases |
| SPFI | Senior Public Figure Details FormInternet Searches |
| SPFN | Senior Public Figure Details FormMajor News Publications |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| SPFO | Senior Public Figure Details Form Other Sources |
| SPFW | Senior Public Figure Details Form World Check |
| SPRD | SP Client Risk Disclosure |
| SRCA | Signature Retirement Client Agreement |
| SREC | Stock Received |
| SRTF | LOA Standing Request to Transfer Funds (requires Notary Public) |
| SRTS | LOA Standing Request to Transfer Funds (requires Client Signature Only) |
| SSA | SSA B Notice Card |
| SSAD | Statement Suppression Delete Document |
| SSAO | Statement Suppression at OMGEO |
| SSAP | Statement Suppression at Pershing |
| SSM | Mutual Short Sell Disclosure |
| SSRP | Supervisory Supplement for Retirement Plans |
| STA | Customer Statement |
| STBP | Stock or Bond Power |
| STCF | Statement & Confirm Req |
| STID | State Identification Card |
| STLN | State Tax Lien |
| STMT | Statement Message Document |
| STRL | Stop/Release Letter |
| STSA | 402 Street Side Add |
| SUBA | Subscription Agreement |
| SUIT | Suitability Update |
| SUMM | Summons |
| SUN | Sundry Charges |
| SUPS | BRM Supervisory Agreement |
| SWAG | Sweep Agreement |
| SWCH | Switch Form |
| SYEX | Systematic Exchanges |
| SYN0 | IPO Unrestricted Form |
| SYN1 | Executive Officer / Director Restrictions Form |
| SYWD | Systematic Withdrawal Form |
| T403 | Third Party 403B |
| TADJ | Tax Adjustment Form |
| TAXF | Tax Form |
| TBNA | Telephone Bill with Name & Address of Customer |
| TCER | Title Certificate |
| TCIP | Trustee Certification of Investment Powers |
| TCSF | Trade Confirmation Suppression Form |
| TD3F | Trading Authority Third Party Full |
| TD3L | Trading Authority Third Party Limited |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|---|
| TDAD | Trading Authorization Deleted |
| TDAF | Trading Authority Full |
| TDAL | Trading Authority Limited |
| TDSC | Transitional Disclosure |
| TESA | Third Party Education Savings Agreement |
| TFDW | LOA to transfer funds by wire |
| TFRA | TEFRA Agreement |
| TFRR | Transfer Request Form |
| TINC | TIN/EIN Change |
| TINR | TIN Requested |
| TIRA | Third Party Individual Retirement Agreement |
| TJAS | Texas Joint Account Supplement to Client Agreement |
| TJBA | NAW9 Need Updated Address |
| TLCP | Trade License with Photograph |
| TNOF | Termination of Notification |
| TOA | Transfer of an Account (from) |
| TOAT | Transfer of an Account (to) |
| TODA | Transfer on Death (TOD) Affidavit |
| TODI | Transfer on Death (Individual) |
| TODJ | Transfer on Death (Joint Account) |
| TPAF | Third Party Administrator Form |
| TPCK | Third Party Checks |
| TPIG | Third Party IRA Guardian Agreement |
| TPSA | Third Party SEP Agreement |
| TPSI | Third Party Simple IRA |
| TQRP | Third Party Qualified Retirement Plan (QRP) Agreement |
| TRIP | Trust Agreement First/Signature Page |
| TRAN | Document Transmittal |
| TRDA | Trustee Declination to Act |
| TRFS | Transfer and Ship |
| TRMD | Trust Amendment |
| TRST | Trust Agreement |
| TRTG | Third Party Roth Guardian Agreement |
| TSEP | Third Party SEP Agreement |
| TSOR | TSO Report Request |
| TSTA | Test Account Add |
| TTCH | Trustee Change |
| TXND | Pre-Transaction Disclosure |
| TXWC | Tax Waiver - Copy |
| TXWO | Tax Waiver - Original |
| UBIA | BIA Agreement |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|--|
| UBID | Defeasance BID Agreement |
| UBNA | Utility Bill with Name and Address of Customer |
| UBTI | Unrelated Business Taxable Income |
| UIND | Directed Share/Unit Indication |
| UKAL | United Kingdom Authorization Letter |
| ULAI | Authorized Individual |
| ULIC | Large Suitability Certification |
| UNCD | Union Card |
| UNIN | Unincorporated Agreement |
| UPDT | New Account Update |
| USEA | US Employment Card with Photograph |
| USGR | Small Client Application |
| USUB | Substitute Paperwork |
| UVST | UVEST/Centura Bank Adoption Agreement |
| V2A | Annuity Addendum |
| VAMA | Various Mass Updates(511 CTRL) |
| VARP | Variable Annuity Replacement Paperwork |
| VCCP | Valid Credit Card with Photo |
| VDEP | Verification of Deposit |
| VDSI | LOA - ROI Distribution Standing Instructions |
| VERB | Verbal Adoption Agreement |
| VEXP | Vanguard Exempt Verification |
| VIFD | Verification of the Identity of the Fund |
| VISA | VISA Number |
| VIST | Verification of ID of Settler/Trustee on Whose Behalf Applicant for Business fs Acting |
| VMXI | Valid Mexican Voter ID Card |
| VNIC | Valid National ID Card |
| VOD | Verification of Deposit |
| VOID | Void Check(s) |
| VOIF | Verification of Identity Form |
| VPLN | External Financial Plan |
| VPRO | External Investment Proposal |
| VRGD | Vehicle Registration Document |
| VS3 | Netherlands Antilles |
| VS3E | Expired Netherland Antilles |
| VS4 | Netherland Antilles |
| VS4E | Expired Netherland Antilles |
| VTGC | Voter Registration Card |
| VUID | Veterans Universal Access ID Card with Photograph |
| W2SS | W2 Form with Social Security Number |
| W8 | Foreign Tax Form W8 |

PERSHING STANDARD FILE LAYOUTS

| DOCUMENT CODE | DOCUMENT DESCRIPTION |
|---------------|--|
| W8BE | Foreign Status Beneficial Owner |
| W8CO | W8IBD |
| W8D | Original IRS Form W8 |
| W8E | Expired Foreign TaxForm |
| W8EC | Foreign with Effectively Connected US Business/Trd |
| W8ET | W8BEN-E (Entity) |
| W8EX | Foreign Status for Government/Organization |
| W8IM | Foreign Status for Intermediary |
| W8IT | W8BEN (Individual) |
| W8MT | W8IMY (Intermediary) |
| W9 | US Tax Form W9 |
| W9C | New AccountFormfor C-Corporation |
| W9DT | Add W9 Per Tax Reporting |
| W9LP | New AccountFormfor Limited Liability Co. Partnership |
| W9S | New Account Form for S-Corporation |
| W9SC | Generic W9 Code for Corporation & LLC Partnership |
| W9SE | W9 S-Corporation Exempt |
| W9WH | W9 but Subject to Backup Withholding |
| WEBP | Web Page of Customer |
| WESM | WESCOM Miscellaneous |
| WILL | Last Will and Testament |
| WJSA | Waiver of Joint and Survivor Annuity |
| WOI | Withdrawal on IRA |
| WRAP | Wrap Client Services Agreement |