

**CENTER FOR DUE DILIGENCE**

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**APPLICATION FORM FOR LISTING IN  
ERISA ADVISOR EVALUATOR (EAE) DIRECTORY**  
(1/6/2011)

*(The EAE is an unbiased online RFP service designed to help plan sponsors find, identify, contrast & evaluate retirement plan advisors who meet minimum standards. Participation in the EAE directory requires a "YES" answer to each of the questions below.)*

	YES	NO
Are you a Registered Investment Advisor, an IAR, dually registered or an employee of an RIA registered under the 40 Act? *	<input type="checkbox"/>	<input type="checkbox"/>
I am free from disciplinary events in the last five years subject to criminal, civil or regulatory action. I am also free from convictions of any offense under ERISA section 411. **	<input type="checkbox"/>	<input type="checkbox"/>
Do you or your entity maintain E&O Insurance with affirmative fiduciary coverage? <i>(Based on financial resources the E&amp;O insurance requirement is waived for wirehouse employees if the self-insured firm allows the dually registered representative to acknowledge their ERISA fiduciary status in writing).</i>	<input type="checkbox"/>	<input type="checkbox"/>
Unless exempted, do you maintain an ERISA Investment Bond for all plans where you have discretionary authority over plan assets, act as a 3(38) Investment Manager, "handle" assets (any activity by you or your employees that expose plan assets to fraud or dishonesty) or get paid directly from plan assets without sponsor approval?	<input type="checkbox"/>	<input type="checkbox"/>
Over the last calendar year or trailing twelve months, have you serviced at least \$25 million in retirement plan assets between three or more different recordkeepers? ***	<input type="checkbox"/>	<input type="checkbox"/>
Have you serviced a minimum of ten employer-sponsored retirement plans during the last calendar year or trailing twelve months? ***	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a minimum of five years of retirement plan advisory experience?	<input type="checkbox"/>	<input type="checkbox"/>
Based on the last calendar year or trailing twelve months, is your retirement plans revenue from all sources at least 50% of your total business or assets ? ***	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the flexibility operate with a written investment advisory agreement?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the flexibility to acknowledge an ERISA fiduciary role in writing?	<input type="checkbox"/>	<input type="checkbox"/>
Do you subscribe/have access to due diligence tools for plan level investment analysis?	<input type="checkbox"/>	<input type="checkbox"/>

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Do you hold at least one retirement plan, fiduciary or premier industry designation?

*\*Requirement waived if regulatory reform or the DOL requires intermediaries servicing ERISA plans to operate in a fiduciary capacity. RIAs & IARs may be registered with the State, the SEC or both. Wirehouse & other B-D reps may be registered as IARs by their firm. Dually registered advisors are also FINRA registered. Non-principal employees of an RIA registered under the 40 Act may not be required to be registered as IARs. \*\*Excludes matters under investigation. \*\*\*Criteria are applicable to an individual advisor operating as a solo practice. If the advisor is part of a team or independent firm, the criteria may be met by the team or the firm. Given that some advisors may be part of a national BD organization, **the minimum criteria may not be met by the national organization.** The criteria are based on total business from all sources, including fee based/advisory business, brokerage business or a combination of the two.*

Name \_\_\_\_\_

Title \_\_\_\_\_

Check One:      Lead/Solo Advisor \_\_\_\_\_      Housed Advisor/Team Member \_\_\_\_\_

*Housed Advisors/Team Members may participate in the EAE directory at a significant discount, but they must be part of a participating Lead Advisor's team to qualify for the discount. Advisors who share the same office, but don't work together do not qualify for the discount. See the Advisor User License Agreement for more information on pricing.*

Group Name \_\_\_\_\_

Firm Name \_\_\_\_\_

B-D Affiliation (If Applicable) \_\_\_\_\_

Your Specific Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell \_\_\_\_\_

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Email \_\_\_\_\_

Website \_\_\_\_\_

*After entering the database, a standardized online questionnaire profiling the advisor's book of business and expertise must be completed. The CFDD's EAE Advisor Profile will be used for sponsor search criteria, it will NOT be viewable by other advisors in the database. For marketing purposes, the EAE Advisor Profile may be downloaded and forwarded to plan sponsors by participating advisors.*

*Upon completion of the questionnaire, a brochure, bios and other pertinent information showcasing the advisor's skills, awards and accomplishments may be uploaded.*

*To facilitate pre-population, all participating advisors will be provided with a list of standardized RFP questions after they enter the directory database. While polished responses play a role in the selection process, they take time to develop and may have to be approved by compliance. For efficiency purposes, the EAE allows advisors to save and retrieve their answers. Customized RFP questions cannot be supplied in advance of a search.*

***Advisors will not be allowed to participate in a search until the Form ADV, a sample investment advisory agreement and a copy of their E&O insurance policy is on file.***

*The insurance policy should include affirmative fiduciary language that protects the plan sponsor. By linking this affirmative fiduciary coverage to ERISA language, the wiggle room intent around the "gray area" is reduced or eliminated. Defining fiduciary coverage is important because policies are subject to Exclusions that could be in the contract or the FAQs. These exclusions often include retirement plans, liability resulting from a contractual agreement or non-incident services.*

*The EAE Application Form the User Agreement and all payments should be sent to: CFDD, PO Box 8, Western Springs, IL 60558. For more information, contact David Witz by phone at: (704) 564-0482 or by email at: [dwitz@fraplantools.com](mailto:dwitz@fraplantools.com).*

*The EAE Program & dedicated website are under development. For more information on the program, please visit the CFDD's bridge page located at: <http://www.thecfdd.com/ERISAadvisorevaluation>.*

*The information contained herein is confidential and will not be shared under any circumstances. The information is solely for the purpose of determining if applicants meet the minimum criteria to be listed in the CFDD's EAE directory. Under penalty of perjury, my signature below attests that this application, to the best of my knowledge, has been completed accurately and that my responses reflect what is true, correct and complete. I also attest that I will contact the CFDD with any material changes applicable to this application as they occur, including regulatory actions, disciplinary actions and items required to be disclosed.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date