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# AIP New Client Overview & Membership Requirements

## New Client Overview

### Getting Started

- Prospective clients should contact [aipbusdev@dtcc.com](mailto:aipbusdev@dtcc.com) to discuss AIP membership
- DTCC will need the full legal entity name, address and contact person requesting membership

### The Membership and Activation Process

- After providing the full legal entity name, address and up to two contacts via email, clients should expect to receive login credentials to the DTCC Membership Portal within 24-48 hours to begin the process of completing the online application  

Note: Login credentials will be sent via email so checking spam/other email folders is recommended; clients will also receive a welcome email from a member of the Onboarding Team
- Once the membership process is in-flight, clients should contact [aipintegration@dtcc.com](mailto:aipintegration@dtcc.com) with any questions
- The process for completing the membership requirements and activating generally takes 4-6 weeks but can extend longer if there are documentation issues or submission delays
- Once a new account is activated, AIP Product Management will provide training on how to use the system

### Using AIP

- Fund clients will submit Security General Profile(s) and Security Contact Record(s) for the Fund(s) they need to transmit to their Custodian and Broker-Dealer partners
- Fund clients will be expected to report Positions for their investors monthly, quarterly or a duration set by the Custodians/Broker-Dealers along with Activity & Distribution records for Purchases, Redemptions, Distributions, etc.
- Additional services, including order processing and money settlement are also supported

### Billing & Fees

- There are no fees to apply for membership or to maintain an AIP account
- Fees are charged for records that are successfully processed and transmitted to the intended contra party; there are no fees for rejected records
- There are two categories for billing purposes: High Volume and Low Volume
- Fee amounts are determined by the Security Type selected on the Security General Profile and the type of transaction that is sent and/or received
- All fee information can be found in the NSCC Fee Guide located within the [AIP Billing FAQ](#)

For additional information, please visit [www.dtcc.com/aip](http://www.dtcc.com/aip)

## **General Document Requirements for AIP Membership<sup>1</sup>**

The Following is a summary list of requirements needed to become a member of the AIP service:

### **MEMBERSHIP QUESTIONNAIRE**

A DTCC form requiring information such as the legal entity name, primary contact(s), type of financial institution, country and state of incorporation, ownership information, etc.

### **FORMATION DOCUMENTS**

Articles of incorporation, formation, partnership, etc.

### **LEGAL ENTITY CHART**

A chart detailing any parents, subsidiaries, affiliated or other entities.

### **U.S. I.R.S. TAX FORM W9**

Blank forms can be found at [www.irs.gov](http://www.irs.gov).

### **OFAC LETTER**

Intended to evidence that the Applicant has the primary relationship with the customers for whom they will be conducting activity through our organization; and has implemented a risk-based program reasonably designed to comply with applicable OFAC sanctions and regulations.

### **AIP MEMBERSHIP AGREEMENT**

The legal agreement required to become an AIP Member.

### **RESOLUTION AND CERTIFICATE OF INCUMBENCY**

Applicant must submit a listing of authorized signers that are authorized to submit any written request with regards to its AIP account.

### **CLIENT CYBERSECURITY CONFIRMATION**

Applicant is required to confirm which Cybersecurity Program and framework their firm adheres to and ensure that it meets the standards and requirements of DTCC and our regulators.

**For additional information or to begin the membership process, please contact [aipbusdev@dtcc.com](mailto:aipbusdev@dtcc.com)**

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<sup>1</sup>This document outlines basic requirements for membership only. Applicants are subject to all requirements/ standards for membership pursuant to the NSCC Rules, which may be viewed online at [www.dtcc.com](http://www.dtcc.com).