Best Practice for Exchanging Transfer Initiation Form between New and Ceding Broker/Dealer

Note: The following Best Practice applies for Custodial Business only.

1. Comply with and follow the recommended OMR Paperwork Agreement best practice standard procedure for:
   o Delivering the ‘new’ broker/dealer customer signed Transfer Initiation Form (TIF) to the ceding broker/dealer.

2. Ceding broker/dealer will complete, sign and return the TIF within 7 business days to the ‘new’ broker/dealer.
   o Follow provided ‘new’ broker/dealer return Form instructions.
   o In case the ‘new’ broker/dealer did not receive the Form within completion time tolerance, the documented OMR Paperwork Agreement best practice escalation procedure will apply.

3. Upon ‘new’ broker/dealer receipt of the signed TIF, the ‘new’ broker/dealer will:
   o Attach the signed document to the broker/dealer of record change electronic request message.

4. Request message (with attached documentation) will be transmitted to the carrier for processing.