DTCC

AIP New Client Overview & Membership Requirements

New Client Overview

GETTING STARTED

- Prospective clients should contact **aipbusdev@dtcc.com** to discuss AIP membership

- After initial contact is completed, prospective clients will be sent a link to the AIP Pre-Onboarding Questionnaire to complete

- Prospective clients will need a Legal Entity Identifier (LEI) as part of completing the AIP Pre-Onboarding Questionnaire; **LEI FAQ**

THE MEMBERSHIP ACTIVATION PROCESS

- After completing the AIP Pre-Onboarding Questionnaire clients should expect to receive login credentials to the DTCC Client Onboarding Hub within a few business days to begin the process of completing the online application via the Onboarding Hub

  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 AIP Integration Team

- Once the membership process is in-flight, clients should contact **aipintegration@dtcc.com** with any questions, or respond directly to the welcome email

- The process for completing the membership requirements and activating generally takes 6-8 weeks but can extend longer if there are documentation issues or submission delays; once 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 distribution partners

- Fund clients will be expected to report Positions for their investors monthly, quarterly or a duration set by the distributors 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

- Fee amounts are determined by the Security Type (High or Low Volume) 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 DTCC AIP