AIP New Client Overview & Membership Requirements

New Client Overview

GETTING STARTED - MEMBERSHIP ACTIVATION PROCESS

- Prospect clients should contact the Product team at aipbusdev@dtcc.com to discuss AIP membership.

- Clients will be required to complete a pre-onboarding questionnaire to provide information about their Legal Entity and answer questions to help DTCC with the pre-vetting process.

- Once completed, clients will receive login credentials for the **MyDTCC Portal** to access the **Onboarding Hub** application to complete the onboarding process. Login credentials will be sent via email within 24 hours - checking spam/other email folders is recommended. Clients will be assigned an Integration Consultant to assist them through their onboarding journey.

- The onboarding process generally takes 6 to 8 weeks but can extend longer if there are documentation issues or submission delays.

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 the DTCC - AIP Website by clicking the hyperlink

General Document Requirements for AIP Membership[1]

The following is a summary list of documents needed to become a member of the AIP service:

- **U.S. I.R.S. TAX FORM W9**
  Blank forms can be found at 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 & NSCC MEMBERSHIP AGREEMENTS**
  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

[1]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.