

Looking for an easier, faster way to submit paperwork? Try the **SERVICENOW** option at [www.StrataTrust.com/Forms](http://www.StrataTrust.com/Forms)  
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Use this form to onboard a new private alternative investment to STRATA Trust Company's ("STRATA's") platform.

This Representation Letter must be **completed and signed by the "Investment Sponsor,"** which includes the investment issuer, general partner, managing member, officer, or trustee of the specified investment. If you are an investor, do not complete this form, fill out STRATA's [Investment Sponsor Request](#) form.

- ➔ For any documentation submitted, STRATA's Tax ID: 26-2637994 should be used in place of the investor's SSN to retain the tax-exempt status for the IRA investment. Asset registration details are included in Paragraph 1 of the Terms and Conditions.
- ➔ Refer to STRATA's [Financial Professional Knowledge Center](#) for more information.

Investment Type (Select One):	Custody Requirements	Supporting Documentation Required
<b>Limited Liability Company (LLC)</b> <input type="checkbox"/> LLC <input type="checkbox"/> REIT	<ul style="list-style-type: none"> <li>✓ Has multiple members (i.e., not a single-member LLC)</li> <li>✓ Is located within the U.S. or have a U.S. office/agent</li> <li>✓ Is not in default, bankruptcy, or receivership</li> <li>✓ Is not working interests – in the case of oil &amp; gas offerings</li> </ul>	<ul style="list-style-type: none"> <li>• The LLC offering document: Operating Agreement, LLC Agreement, Private Placement Memorandum or offering circular</li> <li>• Subscription document (if any)</li> <li>• A copy of the formation document or corporate filing, with the state filing stamp - Articles of Incorporation, Articles of Organization or Certificate of Formation</li> <li>• Any other offering documents</li> </ul>
<b>Limited Partnership (LP)</b> <input type="checkbox"/> LP	<ul style="list-style-type: none"> <li>✓ Is located within the U.S. or have a U.S. office/agent</li> <li>✓ Is not in default, bankruptcy, or receivership</li> <li>✓ Is not working interests – in the case of oil &amp; gas offerings</li> </ul>	<ul style="list-style-type: none"> <li>• The LP offering document – Limited Partnership Agreement, Private Placement Memorandum, or offering circular</li> <li>• The subscription document (if any)</li> <li>• Any other offering documents</li> <li>• A copy of the formation document or corporate filing, with the state filing stamp - Articles of Incorporation, Articles of Organization, or Certificate of Formation</li> </ul>
<b>Stock</b> <input type="checkbox"/> Common Stock <input type="checkbox"/> Preferred Stock	<ul style="list-style-type: none"> <li>✓ C-corp stock; S-corp rules do not allow investment by an IRA</li> <li>✓ Not in default, bankruptcy, or receivership</li> <li>✓ Located inside the U.S. or has a U.S. office/agent</li> </ul>	<ul style="list-style-type: none"> <li>• The stock offering document – Private Placement Memorandum or offering circular</li> <li>• Stock subscription agreement</li> <li>• A copy of the formation document or corporate filing, with the state filing stamp - Articles of Incorporation, Articles of Organization, or Certificate of Formation</li> <li>• Any other offering documents</li> </ul>
<b>Debt</b> <input type="checkbox"/> Secured Note <input type="checkbox"/> Corporate Debt <input type="checkbox"/> Convertible Note <input type="checkbox"/> Other	<ul style="list-style-type: none"> <li>✓ The debtor is located within the U.S. or has a U.S. office/agent</li> <li>✓ Is not in default, bankruptcy, or receivership</li> <li>✓ If the IRA will not own 100% of the note, the debt instrument should reflect: STRATA Trust Company Custodian FBO (Accountholder Name) IRA (Account #) as to an undivided interest of ____%.</li> </ul>	<ul style="list-style-type: none"> <li>• The secured corporate debt offering document or Private Placement Memorandum (PPM)</li> <li>• Subscription document</li> <li>• A copy of the corporate debt instrument/note</li> <li>• A copy of the formation document or corporate filing, with the state filing stamp - Articles of Incorporation, Articles of Organization, or Certificate of Formation</li> </ul>
<input type="checkbox"/> <b>Checking this box certifies this investment meets the above custody requirements.</b>		

Client Services 866.928.9394 | NewInvestments@StrataTrust.com | Online: [www.StrataTrust.com/Service-Request](http://www.StrataTrust.com/Service-Request)

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Section 1		Tell Us About Yourself	
First Name		Last Name	
Email		Phone	
Mailing Address			
City	State	Zip	
Select Your Role: <input type="checkbox"/> Investment Sponsor: If the Investment Sponsor contact details (Name, Address, Phone, Email) are the same as above, omit these fields in <b>Section 2</b> . <input type="checkbox"/> Other Financial Professional: Title _____			
<b>→ How Did You Hear About Us?</b>			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend Referral: _____		
<input type="checkbox"/> Conference/Event	<input type="checkbox"/> Investment Provider or Advisor: _____		
<input type="checkbox"/> Social Media	<input type="checkbox"/> STRATA Employee – Select One: <input type="checkbox"/> Patrick Hagen <input type="checkbox"/> Dan Rupper <input type="checkbox"/> Other		
<input type="checkbox"/> Internet Search	<input type="checkbox"/> Other: _____		
Section 2		Investment Sponsor Information	
Investment Sponsor First Name		Investment Sponsor Last Name	
Investment Sponsor Email		Investment Sponsor Phone	
Investment Sponsor Company Name			
Investment Sponsor Mailing Address			
Investment Sponsor City	Investment Sponsor State	Investment Sponsor Zip	
Has the Investment Sponsor previously onboarded an investment with STRATA? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, what is the name of the investment?			
<b>→ Additional Contacts:</b> If different from the listed Investment Sponsor above, please provide the appropriate point of contact:			
Investor Relations Contact Name	Email	Phone	
Purchase Confirmation Contact Name	Email	Phone	
List any third-party services currently used for:			
<ul style="list-style-type: none"> <li>Investor Relations (e.g. Carta, Nav, Opus): _____</li> <li>Transfer Agents (e.g. American Stock Transfer, Computershare, Pacific Stock Transfer): _____</li> <li>Data Feeds (e.g. Black Diamond, Orion, MorningStar): _____</li> </ul>			

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## Section 3 Investment Information

Providing investment details enables STRATA to deliver enhanced support to accountholders throughout the investment's lifecycle. Please complete the relevant sections below if they apply to the investment being onboarded.

Name of Investment Offering: \_\_\_\_\_

Specify the Investment Industry Sector (Select One):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Consumer Finance/Small Business Lending  | <input type="checkbox"/> Equipment Leasing             | <input type="checkbox"/> Simple Agreement for Future Equity  |
| <input type="checkbox"/> Construction/Engineering                 | <input type="checkbox"/> Food & Agriculture            | <input type="checkbox"/> Startups/Angel Investing            |
| <input type="checkbox"/> Cryptocurrencies/Blockchain Technologies | <input type="checkbox"/> Hedge Fund/ Fund of Funds     | <input type="checkbox"/> Software                            |
| <input type="checkbox"/> Data/Artificial Intelligence             | <input type="checkbox"/> Medical Healthcare            | <input type="checkbox"/> Secured Promissory Notes            |
| <input type="checkbox"/> Education                                | <input type="checkbox"/> Manufacturing                 | <input type="checkbox"/> Technology/Transportation/Logistics |
| <input type="checkbox"/> Energy, Oil & Gas, Natural Resources     | <input type="checkbox"/> Patents Intellectual Property | <input type="checkbox"/> Venture Capital                     |
|   | <input type="checkbox"/> Private Bank Stock            | <input type="checkbox"/> Other                               |
|   | <input type="checkbox"/> Real Estate Syndications      |  |

Will an original document of ownership be issued for stock or notes?  No  Yes  If Yes, please send documentation to [InvestmentUpdates@stratatrust.com](mailto:InvestmentUpdates@stratatrust.com) within 30 days of funds being received.

Will convertible notes automatically convert?  No  Yes If Yes, by which date will they automatically convert? \_\_\_\_\_

Will there be capital calls?  No  Yes If Yes, what frequency?  
 Quarterly  Annually  Other: \_\_\_\_\_  
 Please specify the date: \_\_\_\_\_

Is there an expected lifecycle (maturity date) of the investment?  No  Yes If Yes, please specify the date: \_\_\_\_\_

Will warrants be issued?  No  Yes If Yes, will they automatically convert to stock at any time? Specify date: \_\_\_\_\_  
 - Any other special instructions that will help us service this investment?

## Section 4 Investment Distribution Information

Any investment distributions for IRA-owned assets must be sent directly to STRATA for the accountholder to preserve the tax advantages of the IRA. Learn more about how to make payments to a STRATA account in STRATA's [Financial Professional Knowledge Center](#).

Will this investment payout periodic cash distributions?  No  Yes If Yes, what frequency?  
 Monthly  Quarterly  Annually  Other: \_\_\_\_\_  
 Please list the date we can expect the payment: \_\_\_\_\_  
 Payments are typically sent:  ACH  Wire  Check

Will any portion of the investment distribution impact the number of shares or units?  No  Yes If Yes, please indicate the breakdown with the payment (e.g. \$500 total distribution; \$250 for shares, and \$250 income).  
 \_\_\_\_\_

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## Section 5 Valuation Information

STRATA is required to report on the fair market value (FMV) of IRA-held assets each year. STRATA typically relies on the Investment Sponsor to provide this. Refer to STRATA's [Financial Professional Knowledge Center](#) to learn more about annual timelines and bulk uploads that make annual reporting seamless.

Current Price per Share/Unit \$ _____  (A default price of \$1 will be used if an investment is not unitized and the Investment Sponsor reports individual values per investor.)	Pricing Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other: _____  List the approximate month valuations are expected to be delivered to STRATA: _____
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Will the Investment Sponsor report the annual FMV through a fund administrator, transfer agent, or other third party?  Yes  No

If Yes, please specify:  Fund Administrator  Transfer Agent  Other: \_\_\_\_\_

Will the Investment Sponsor or its third-party fund administrator provide periodic fund statements to investors?  Yes  No

If "Yes," I certify duplicate copies will be sent to STRATA via email at: [InvestmentUpdates@StrataTrust.com](mailto:InvestmentUpdates@StrataTrust.com).

➔ **Additional Contacts:** If different from the listed Investment Sponsor above, please provide the appropriate point of contact:

Valuation Contact Name	
Valuation Contact Email	Valuation Contact Phone
Fund Administrator Contact Name	
Fund Administrator Contact Email	Fund Administrator Contact Phone

I certify that as the Investment Sponsor, I understand my obligation to provide annual updates to STRATA.

## Section 6 Investment Funding Instructions

Please provide the wiring instructions for the investment below. (Future wiring instruction changes may be made in writing to STRATA, and signed by an authorized officer/signatory of the Investment Sponsor.)

Bank Information	Bank Name	Phone
Bank Location	City	State
ABA Routing # (must be 9 digits)		
For Credit To	Account Name	Account #
For Further Credit To	Account Name	Account #

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## Section 7 Terms and Conditions

1. Investment Sponsor agrees and represents that it will register ownership of the Investment, and issue and send any payments to the IRA custodian, in the following name:  
 STRATA Trust Company, Custodian  
 FBO (Accountholder Name) IRA (Account Number)  
 PO Box 23149  
 Waco, TX 76702  
 TAX ID: 26-2637994
2. Investment Sponsor agrees to send written confirmation to acknowledge the purchase to STRATA, and such confirmation may include the original stock certificate, debt instrument, LP or LLC certificate, periodic investor statements, or any agreement signed by both parties in the event an original certificate or instrument is not issued.
3. Investment Sponsor agrees to provide investors that invest through a STRATA account with all offering documents, including but not limited to any subscription documents, private placement memorandum, limited partnership agreement, operating agreement, or any other document it has available with regard to the Investment.
4. Investment Sponsor agrees to send all income associated with the Investment directly to STRATA in a timely manner. Investment Sponsor agrees that under no circumstances will the Investment Sponsor distribute monies or assets directly to STRATA Accountholders.
5. Investment Sponsor agrees that, upon request from STRATA to re-register and change the vested ownership of record, that it will promptly make the change of ownership and issue confirmation to evidence the new ownership change to the successor custodian or to the accountholder individually, in accordance with the instruction given by STRATA.
6. Investment Sponsor agrees that STRATA has not endorsed or approved the Investment in any way, and Investment Sponsor agrees that it will make no representation to the contrary. Investment Sponsor understands that STRATA does not conduct any due diligence review of Investment Sponsor's Investment. Investment Sponsor fully acknowledges that acceptance by STRATA of said Investment solely indicates that the Investment meets the criteria to be deemed administratively feasible by STRATA. This means that the Investment fits within the current operating systems and procedures that STRATA has in place. Investment Sponsor acknowledges that it will not construe acceptance by STRATA as any endorsement or evaluation of merit, prudence, viability, or suitability of any kind; nor will it construe such acceptance as any indication of compliance with any sanction, legal authority, or regulatory statute.
7. Investment Sponsor agrees to send correspondence such as tax forms (if applicable), K-1's (if applicable) financial statements, voting information, or other material directly to the Accountholder. The Investment Sponsor agrees to never use the Accountholder's Social Security Number on any tax forms and will use STRATA's EIN 26-2637994 unless otherwise provided with a Unique EIN dedicated to the Accountholder's IRA holding the investment. Refer to [IRS.gov](http://IRS.gov) for more information.
8. Investment Sponsor agrees to notify STRATA and Accountholders in writing of any address change, name change, dissolution, bankruptcy, or other relevant condition of the Investment, including any significant change in its legal structure.
9. Investment Sponsor agrees to not use STRATA's name in any form of advertising, including print, radio or web, or any other form of communication without the express written consent of STRATA. Investment Sponsor understands that upon receiving verbal acceptance of its Investment by STRATA, that it may direct potential investors to STRATA website for access to STRATA forms, including the new account applications and other materials.
10. If Investment Sponsor's Investment has the potential to generate Unrelated Business Taxable Income (UBTI), Investment Sponsor agrees to make the investor aware of the potential, and, if UBTI is generated, the Investment Sponsor represents that the UBTI information will be included on IRS Form 1065 (Schedule K-1) each year and issued directly to the IRA investor at the investor's home address.
11. Investment Sponsor understands that, as an IRA custodian, STRATA must report the fair market value of each account to the Internal Revenue Service each year. Investment Sponsor hereby agrees and acknowledges that it will provide, upon request, an annual fair market value or good faith estimate of the named Investment to STRATA as of year-end. The fair market value or good-faith estimate is required on an annual basis. If the investment is a trading fund (private equity fund, hedge fund, etc.), Investment Sponsor agrees to provide the capital account balance on an annual or more frequent basis.



Investment Sponsor Authorized Signature

Date

### Next Steps:

- **Written Confirmation is Required:** Within 30 days of receiving funds, Investment Sponsors are required to provide written confirmation of the purchase, including registration, purchase amount, and date of purchase, in order to finalize the purchase status within the client account. You may send the communication to [InvestmentUpdates@StrataTrust.com](mailto:InvestmentUpdates@StrataTrust.com).

### Form Submission Options

- Fax: 512.495.9554
- Email: [NewInvestment@StrataTrust.com](mailto:NewInvestment@StrataTrust.com)
- US Mail: PO Box 23149, Waco, TX 76702
- Overnight: 7901 Woodway Drive, Waco, TX 76712

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