



# TRANSITION CHECKLIST

Once the advisor commits to working with Varium, we conduct a thorough interview to understand the current investment process, products, and costs. In order to facilitate this, we ask advisors to:

1. Identify the clients
2. Identify the Accounts
3. Identify the Asset Allocation Strategy client will utilize (*Risk-based - i.e. Riskalyze*)
4. Provide recent copies of client statements
5. Create a spreadsheet with the following information:

Client Name	Account Number	Custodian	Asset Alloc. Strategy	Asset Alloc. Category	Assets	Discretionary
John Smith	123-456x9	TD	Tactical	Balanced	\$500,000	YES

## VARIUM

- o Create an Investment Policy Statement (IPS) for each client based on the information provided by the advisor for:
  - a. Asset allocation Strategy
  - b. Assets
  - c. Identify Recommended Investments - ETFs, SMAs, Options
    - i. If options are used - Make sure option paperwork is on file with custodian

## ADVISOR

- o Advisor can choose to have the client utilize the IPS, use their own IPS, or simply inform Varium Investment Partners, in writing, that under their discretionary authority they authorize Varium to manage the accounts.
  - a. If Varium IPS is used, have client sign the IPS on all required signature lines.
    - i. Provide a copy of the signed IPS to Varium
  - b. If advisor uses their IPS,
    - i. Provide a copy of the signed IPS to Varium
  - c. If no IPS, provide a letter containing the account numbers and names of the client's instructing Varium that VIP has sub-advisory authority to manage the accounts, sign and send the letter to Varium Investment Partners.
- o Identify to Custodian which accounts Varium will have Sub-advisory access to.
  - a. Provide custodian with the authority to grant access to Varium to the accounts managed.
- o Join the Weekly Investment Strategy meeting to learn about VIP investment strategies and market views.