

Contract Spreadsheet - Transition 01/04/2016									
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[illegible]

Contract Spreadsheet - Transition 01/04/2016

	Tasks		First Draft sent/received	Comments received	Target Date to Send First Drafts	Charitable Donation Policy	Gift Ban Policy	Placement Agent Policy Reviewed	House Bill 56 Form	Date Finalised
2.	Custodian Contract		9/4/2015		9/18/2015	✓	✓			
a.	Business Requirement Document		8/11/2015							
b.	Appointment Letter				8/18/2015					
c.	Operating Agreement									
d.	Subcustodian Account opening	India - 09/09/2015	8/21/2015		9/9/2015					
e.	General Power of Attorney		8/21/2015		9/7/2015					
f.	Administrative Authorization letter		8/21/2015		9/7/2015					
3.	Trust Document	Completed								8/11/2015
a.	Tax I.D. - IRS 8802		8/20/2015		8/28/2015					
b.	Authorised Signatories	Completed								
c.	Letter of Determination	Groom to file			9/30/2015					
4.	Recordkeeping Agreement									
a.	Fund Fact Sheet									
b.										
c.										
5.	Investment Consultant Contract									

Completed

Need attention due date nearing

Urgent