

# Private Debt Custody Checklist

## Required Documentation

**Overview:** Use this checklist to ensure you've gathered all of the necessary documentation to proceed with your investment. Millennium does not evaluate or perform any due diligence or suitability reviews on any investment or investment sponsor.

### Pre-Custody Requirement Documents

Prior to accepting custody of an investment, Millennium Trust performs a Pre-Custody Process to make sure we can meet our custodial responsibilities and the administrative requirements of the investment. Outlined below are the documents required to perform the pre-custody process, which include Millennium and supporting third party documents.

✓	DOCUMENTS REQUIRED BY MTC	SOURCE OF DOCUMENTS	
		MILLENNIUM TRUST	BORROWER <sup>1</sup>
	<b>Promissory Note</b> (secured or unsecured - if secured by a Mortgage or Deed of Trust, see below)		
<input type="checkbox"/>	Private Placement Certification (for company-issued notes or Regulation D's)	X	
<input type="checkbox"/>	Form of Promissory Note (unexecuted)		X
<input type="checkbox"/>	Purchase or Subscription Agreement (if applicable)		X
<input type="checkbox"/>	Offering Document (if applicable)		X
<input type="checkbox"/>	Security Document (if secured)		X
<input type="checkbox"/>	Payment Schedule		X
<input type="checkbox"/>	All exhibits and/or addendums		X
<input type="checkbox"/>	Check/Wire Instructions for Investment		X
<input type="checkbox"/>	Form D Filing (if applicable)		X
<input type="checkbox"/>	Borrower's signed W9		X

### Mortgage/Deed of Trust<sup>2</sup>

<input type="checkbox"/>	Private Placement Certification (for company-issued notes or Regulation D's)	X	
<input type="checkbox"/>	Form of Promissory Note (unexecuted)		X
<input type="checkbox"/>	Copy of Mortgage/Deed of Trust		X
<input type="checkbox"/>	Payment Schedule		X
<input type="checkbox"/>	Check/wire instructions for investment		X
<input type="checkbox"/>	Borrower's signed W9		X

### NON-SUPPORTED INVESTMENT TYPES

- Assets which are prohibited in IRAs: Collectables, Life Insurance, etc. according to IRC 4975
- Direct Holdings of Foreign Real Estate
- Foreign CDs
- General Partnerships
- Joint Ventures
- Life Settlements
- S-Corporation Stock
- Single Member LLCs
- Structured Settlements
- Swiss Annuities
- Tax Liens
- Viaticals

Continue to back page for Transaction Documentation

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## Transactions

In order for Millennium Trust ("Millennium") to process a transaction for an account, we require specific documentation. Outlined below are the documents required to complete a transaction, which include Millennium and supporting third party documents. Upon execution and the account owner's signature, all documentation should be sent directly to Millennium for processing.

DOCUMENTS REQUIRED BY MTC	SOURCE OF DOCUMENTS	
	MILLENNIUM TRUST	BORROWER <sup>1</sup>
✓		
<b>Promissory Note<sup>2</sup></b> (secured or unsecured - if secured by a Mortgage or Deed of Trust, see below)		
<input type="checkbox"/> Private Placement Purchase Direction	X	
<input type="checkbox"/> Promissory Note Servicing Terms Agreement	X	
<input type="checkbox"/> Original signed Promissory Note or signed and executed Purchase/Subscription Agreement		X
<b>Mortgage/Deed of Trust<sup>2</sup></b>		
<input type="checkbox"/> Private Placement Purchase Direction	X	
<input type="checkbox"/> Mortgage/Deed of Trust Note Servicing Terms Agreement	X	
<input type="checkbox"/> Original signed Promissory Note		X
<input type="checkbox"/> Copy of Mortgage/Deed of Trust		X

<sup>1</sup> The documents listed provide a guideline for typical documents Millennium receives for a specific investment type. Please note that the list may not be all-inclusive and that Millennium may also request additional documentation.

<sup>2</sup> Signed check/wire instructions are required if funds are not being sent directly to bank account in the investment or borrower's name. For Promissory Notes, the account owner and borrower must sign.

For more information, visit us at [mtrustcompany.com](http://mtrustcompany.com) or call us at 800.258.7878

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