

Kingwood Team,

We're sending out this memo to provide some important updates regarding our compliance procedures. Your adherence to these guidelines is essential for maintaining a strong compliance posture and ensuring the continued success of Kingwood. Please take a few minutes to review the following information carefully.

**Mandatory Brokerage Account Linking with Cypher:**

Our compliance software vendor, Cypher, will be sending an email *today* from **Kingswood Notifications** with instructions on linking your brokerage accounts to our compliance system. **This is mandatory.** You must link *all* trading accounts within your household. It is critical that this initial linking is completed promptly. Furthermore, you are required to link any new trading account opened in your household *immediately* upon account opening. Failure to comply with this requirement will be considered a compliance violation. If you experience any issues linking your accounts, please contact [support@decodedtechnologies.com](mailto:support@decodedtechnologies.com) for assistance.

**DBA Email Usage:**

As a reminder, if you are using a DBA (Doing Business As) email address, it is imperative that the DBA has been formally approved and the email address has been properly archived. Using a DBA email address that has not undergone these processes is a compliance violation and must be rectified immediately. Please contact the Compliance Department if you have any questions regarding the status of your DBA email.

**State Licensing Requirements:**

All representatives are reminded that conducting business with residents of any state requires you to be properly licensed in that state. Engaging in business activities with residents of a state where you are not licensed will result in the cancellation of any transactions conducted and may lead to further sanctions by the firm and state regulatory bodies. It is your responsibility to ensure you maintain the appropriate licenses before conducting any business.

We appreciate your prompt attention to these important compliance matters. If you have any other questions, please do not hesitate to contact the Compliance Department.

Thank you