Formative

Advisor Onboarding *Roadmap*

Your step-by-step path to joining Formative - from initial diligence through a fully transitioned practice.

1 Diligence, Discovery & Planning

Getting to know your practice and preparing your clients for a smooth transitilon.

Formative Conducts Initial Review

- **Diligence & registration** — Formative reviews your BrokerCheck record, performs diligence, and confirms your state registrations.

What you'll share with Formative

- **Account list (anonymized)** — For each account: type/registration, custodian, fee schedule, whether it's managed by an outside manager (and who), and holdings — either specific positions or by type (stock, bond, ETF, mutual fund, cash, alternatives).
  - Details on any held-away, outside-custodian, or iliquid assets.
- **Brand preference** — Whether you'd like to keep your existing brand name or adopt the Formative brand.
- **Email, website, office setup** — Details on your current email and website hosting, IT, and office setup.
- **Technology subscriptions** — A list of your current IT/software subscriptions, including fees and renewal dates.

> **FOR RIA & BD EMPLOYEES/REPS**
> - Review your agreement with your firm for non-compete, non-solicit, and confidentiality clauses.
> - Discuss client data transfer (depends on state).
> - *Important* You cannot tell clients you are leaving in advance.

Plan for a smooth transition

- **Client communication plan** — We collaboratively develop your messaging and craft a custom FAQ list. Formative provides ready-to-use one-pagers, and can produce co-branded materials tailored to you. See this folder for sample communication materials, expected timeline, and helpful tips.
- **Discuss client fees** — We will talk through client fees and prepare your fee schedule (only if you want -- nothing needs to change).

Your points of contact

- **Transition manager** — Gabe Rissman is your main point of contact for questions and feedback during your transition. Contact information: gabe.rissman@formativefinancial.com · 908.358.9149.
- **Service team** — Please use service@formativefinancial.com for day-to-day transition support.

» *All transition team members and their roles are listed in this shared spreadsheet.*

2 Transition Day Plan

Getting everything in order for a smooth transition

Agreements & registration (Day 1)

- **Sign your IAR contract packet** — Includes the IAR contract, supplemental materials, and the code of ethics
- **Sign your equity packet** — Provided by YourStake.
- **Back-office registration** — Formative files your U4, adds you to insurance coverage, and files ADV amendments and your supplement.
- **Formative sends you client material packet** — Includes client contract, fee addendum, template LPOA, form CRS, ADV supplement.
- **Disclosures** — We help you add the appropriate disclosures across all materials:
  - Website, email signatures, office signs, letterhead & logos, and all other client-facing communication channels.

Platform onboarding meeting (Day 1)

- **Core tools setup** — We set you up on YourStake case management and related tools.
- **Compliance system** — We add you to our compliance system, Hadrius, and provide a walkthrough.
- **Custodians & Orion** — You're added to relevant custodians and Orion, with a walkthrough.

Core technology onboarding call (Day 1)

- **Email & domain** — You transfer your email and domain to Formative. We set up your email and Microsoft account, with an alias for your old domain (if applicable).
- **Compliant texting** — You're added to our compliant texting service (CurrentClient) if required.

> **FOR RIA & BD EMPLOYEES/REPS**
>
> - Submit your resignation letter to your existing firm.

Beginning the client transition

- **Announce to clients** — You call or email all clients to explain the transition and next steps.
- **Coordinate transfers** — You work with the service team to coordinate each client's account transition. Formative agreements and custodian forms are sent to clients (custodian forms depend on the client information provided in Stage 1).
- **Website directory** — You're added to the Formative advisor directory.

3 Extended Tools & Marketing

Rounding out your platform and shaping how you'll grow.

- **Non-core technology** — Formative onboards you to additional systems as applicable — note-taking and document management, the financial planning platform (including the paraplanning team), private impact investing platforms, and more.
- **Transfer licenses** — You transfer your pre-existing technology licenses to Formative.
- **Brand & marketing plan** — You meet with the Formative marketing team to develop a plan for your brand and growth.

4 Completing the Transition

Closing out your old structure and aligning portfolios.

- **Transition client accounts** — Work with the investment team to move existing client accounts to Formative-managed portfolios where applicable
- **Legacy portfolio supervision** — Learn processes for legacy portfolio supervision for portfolios that won't be transferred to Formative asset management.

For RIA owners, where applicable:

- **File Form ADV-W** — Wind down your old RIA, typically within one to three months after joining.

Every *formative* step, handled together.

Your transition manager will walk you through anything specific to your situation, and is happy to answer questions at any stage along the way.