



Home Office: Thief River Falls MN
www.polarinvest1.com
218.681.7344 - 218.681.1329 [fax]

Polar Investment Counsel Inc.

Member: FINRA, NFA, MSRB, SIPC
Securities Cleared: Hilltop Securities Inc.
Member NYSE, FINRA, SIPC

Acct#: _____ Office: _____ Rep ID: _____

Filing Name: _____

PICI New Account Opening Procedures & Forms

This document is a reference guide to help you with the opening of a new account and is not required to be kept in client file.

- Type of Account:** Brokerage HTS Custodian Held Away Futures
Type of Funding: Transfer- R/O Check
Type of Account: Securities Retirement Institutional Corporate Trust Estate Partnership Alt Transaction

The following are required forms and documents for opening accounts. Some forms may only be applicable if appropriate for the type of account being opened. Additional forms not listed below may be requested.

Brokerage Account

- PICI New Account Form
 HTS New Account Form (specific to acct type)
 HTS Acat Form (if transfer)
 Government Photo ID (current & valid)
 Consent for Electronic Consent: Verbally Written
 OFAC Search date: _____

Alternative Transaction

- PICI New Account Form
 Alt Transaction Subscription Documents
 Check - Wire Transfer
 Alt Transaction Disclosure Form
 Government Photo ID (current & valid)
 Consent for Electronic Consent: Verbally Written
 OFAC Search date: _____

In addition to the basic brokerage account forms, the following are required for each specific account type:

HTS Retirement Account Forms

- Traditional ROTH Simple SEP
 Rollover Certification Form (R/O)

Partnership Account Forms

- HTS LP Account Agmt Partnership Documents
 PICI Partnership Supplement

Trust Account Forms

- Trust Documents (First 6 pages & signature pages required)
 PICI Trust Account Supplement

Estate Account Forms

- Death Certificate Affidavit of Domicile
 Letters of Testamentary

Institutional Account Forms

- Corporate Resolution
Note: Use PICI & HTS Institutional Acct Doc (in lieu of basic forms)

Futures Account Forms

- IB Clearing Firm Acct Form
 Addl Risk Disclosure Form

Corporate Account Forms

- HTS Corporate Resolution
 Corporate Charter

Additional account documents that may be required based upon type and title of account.

- Low-Priced Securities Documents (Penny stock trading) Uncovered Options Trading (For Level 4 options trading only)
 Low-Priced Stock Purchase Request (Penny stock trading) NCFA Forms (LP subscription agreements, mutual funds, etc)
 Power-of-Attorney

Additional Account Notes:

- Account holder must be 21 yrs of age regardless of state laws.
- Accepted forms of Government ID (must be current and valid) are a drivers license, military ID or passport.
- Be sure client initials receiving/viewing PICI CIB on PICI New Account form.
- If online access is requested remember to capture email address on new account documents
- Penny Stocks: Documents required for any non-exchange listed security under \$5.00 (not permitted in gifts to minors). Purchase request required on (at a min) the first two trades, under \$5, non-solicited.
- ACAT: A copy of client's current brokerage statement is required and must be submitted with ACAT form.

PICI Account Approval Form - complete and scan in all signed documents and email to the Home Office sabbott@polarinvest1.com for processing. You will receive an email containing fully executed documents with an account number.