

# ***Polar Investment Counsel, Inc.***

Brokers and Investment Advisors; Member NASD, NFA, SIPC, MSRB  
Home Office: Burlington WI 262-537-2200  
Website: [www.polarinvest1.com](http://www.polarinvest1.com)

## **Monies and Securities – Received and Disbursement Instructions**

Regulation requires that we notify customer when monies and/or securities are either received for their investment account or disbursed from their investment account. This applies to checks and/or security certificates delivered by a customer & check requests and/or wire transfer requests.

The following are instructions for processing such transactions:

### **Checks Received and Disbursed**

1. Log check as received and disbursed on the “Checks Received & Disbursement” blotter.
2. Notify customer: Complete the form “Notice of Item Received for Your Investment Account” and copy the check. Both items are sent to the customer and filed.
3. Log event on “Client Documentation” blotter.

**Note: A copy of the notice and check must be kept in the “Checks Received” file.**

### **Security Certificates Received and Disbursed**

1. Log security as received and disbursed on the “Securities Received & Disbursement” blotter.
2. Notify customer: Complete the form “Notice of Item Received for Your Investment Account” and copy the certificate. Both items are sent to the customer and filed.
3. Log event on “Client Documentation” blotter.

**Note: A copy of the notice and certificate must be kept in the “Securities Received” file.**

**The above procedures and forms will replace the “Check Receipt” and “Security Receipt” (both these forms are not longer found on the Compliance website and all blank paper copies should be destroyed).**

The above procedures must also be followed by the Home Office for all check requests and wire transfer requests. The notice to the customer must come from the Home Office and as such, the Home Office will begin to charge a fee for processing all check request and wire transfer requests, beginning 2-1-05. As an alternative, customers can obtain free check writing privileges through their SWS account (IRA accounts: holder must be 59 ½ to obtain check writing privileges).