

Global Model Portfolio Update



Authorized Advisors/Strategists can manage Models online utilizing the Investment Management Center (IMC) at www.PCSRetirement.com. To learn more, please contact us at InvestmentAdministration@PCSRetirement.com or call our sales team at 877-272-4015.

Please note that options on this form will not affect standalone investment balances or elections. If changes are needed for standalone options, the Standalone Investment Update Form must be completed.

STEP 1 ADVISOR/STRATEGIST INFORMATION

Advisor / Strategist Name	Advisor / Strategist Firm Name

Please list Model ID and Model name on the "Model List" tab on the "Global Model Portfolio" Template for models to be updated.

STEP 2 IMPLEMENTATION INFORMATION

- As soon as possible
- Request will be processed within 3 business days if received before 12:00 PM ET or four (4) business days if received after 12:00 PM ET.
- Requested Effective Date: (month / day / year) _____
- Please allow at least 3 business days (if form is received before 12:00 PM ET) or four (4) business days (if form is submitted after 12:00 PM ET) between the date the form is submitted and the requested effective date.

Note: Implementation on the requested effective date is contingent on forms being submitted in good order prior to the minimum days as listed above. The Requested Effective date cannot fall on a weekend or Market Holiday.

STEP 3 MODEL PORTFOLIO NAME CHANGE (Select One Option)

- No model portfolio name changes
- Update the model portfolio name(s) based on the completed "Name Changes" tab of the attached "Global Model Portfolio Update" Template. If **NEW** model portfolio name(s) are being applied, please use the new naming convention throughout all other selection on this form and the "Global Model Portfolio Update" Template.

STEP 4 MODEL PORTFOLIO UPDATES (Select One Option)

- No updates to investments inside the model portfolio.
- Replace investments inside a model portfolio based on the completed "Replacements" tab of the attached "Global Model Portfolio Update" Template. This will result in 100% liquidation of the investment's balance within the designated model portfolio(s) with the proceeds from that liquidation being invested 100% into the replacement investment within the model portfolio(s). This will also update the allocation of future money coming into the model portfolio(s).
- Reallocate and rebalance the model portfolio(s) based on the completed "Updated Allocation(s)" tab of the attached "Global Model Portfolio Update Template". This will result in liquidation of investment balances in the model portfolio necessary to purchase investments in the percentages specified. This will also update the allocation of future money coming into the model portfolio(s).

STEP 5 AUTO REBALANCING FOR MODEL PORTFOLIOS (Select One Option)

Selecting an auto rebalance option will result in all underlying investment balances within the specified model portfolio being rebalanced to the model allocations that exist AT THE TIME of the rebalance. As a reminder, if model portfolio name changes were requested above, the NEW model portfolio names must be used when completing the Global Model Portfolio Update Template.

- No updates to auto rebalancing
- Update all models in the completed "Auto Rebalance" tab of the Global Model Portfolio Update Template to:

Email completed forms ONLY to: **CompletedFundChangeForms@PCSRetirement.com**. Email questions, inquiries, including status updates on existing requests to: **InvestmentAdministration@PCSRetirement.com**.

Select One Option:

Frequency	Will occur on or around
<input type="checkbox"/> No Auto Rebalance	Not Applicable
<input type="checkbox"/> Quarterly	3/15, 6/15, 9/15, 12/15
<input type="checkbox"/> Semi-Annual	6/15, 12/15
<input type="checkbox"/> Annual	12/15

STEP 6 CONTACT INFORMATION

- We will send confirmation of receipt of this request within two (2) business days after receipt, to the person named below. If you do not hear from us within this time period, please contact us to confirm receipt.
- We will send an email confirmation of the completion of the requested changes within five (5) business days following the requested effective date of the changes. Please review the confirmation information and let us know of any changes or issues related to the request.
- If we are not notified of any needed changes or issues within ten (10) business days following the requested effective date, all changes will be deemed to have been completed correctly, and we shall have no obligation to pay any amounts necessary to correct an error or issue later discovered.

Name (required): _____

Email Address (required): _____

Phone Number: _____

STEP 7 SIGNATURE & ACCEPTANCE

By signing below, the signer represents and warrants that he or she is duly authorized to execute this form on behalf of the applicable Advisory Firm or Strategist Firm and that, on behalf of the Advisory Firm or Strategist Firm, he or she represents and warrants that:

- the requesting person/entity has the requisite authority to make the changes requested on this form;
- the changes requested on this form are not prohibited by the affected plans' governing documents or applicable law, regulation, or agreement;
- the requesting party understands and agrees with the responsibilities outlined above;
- and the requesting party will indemnify and hold harmless PCS Retirement, LLC ("PCS Retirement"), PCS Retirement's affiliates, and the shareholders, directors, officers, employees, agents, successors, and assigns of each, for any claims arising out of implementation of the requested changes or for failure to correct any error or issue of which PCS Retirement did not receive notice within ten (10) business days following the requested effective date of the changes.

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Signature of Person Representing Advisory Firm/Strategist Firm

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Date (month | day | year)

Printed Name of Signer

Title

Name of Advisory Firm/Strategist Firm

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