



Bay Colony Advisory Group, Inc d/b/a Bay Colony Advisors Retirement Investor/Rollover Recommendation Documentation List

The following is a list of documentation that should be created and maintained when the Advisor provides the following types of advice concerning retirement accounts:

- Whether to buy/hold/sell/exchange investments in a retirement account, if that recommendation results in change of fee or increase of AUM
- What accounts to roll over into an IRA managed by the Advisor
- How to invest after a rollover
- Which investment strategies or managers to use

Fill-in the below items to indicate what is being maintained as internal documentation (due diligence file) for each client that has received the above described recommendations on or after June 9, 2017:

| Documentation for the Client's File | In File? | Answers/Details |
|---|----------|-----------------|
| The process for investment selection that will be utilized for the Client's retirement accounts, including the research materials that are associated with the selection of the investments. | Y / N | |
| The monitoring process for the selected investments utilized for the Client's retirement accounts. | Y / N | |
| The advisory fees that will apply to the Client's retirement accounts including the advisory fees and all fees associated with the selected investments. Ex. advisory fees, distribution fees, and ordinary expenses associated with investments (mutual fund, ETF administrative fees) in the typical IRA portfolio. | Y / N | |
| Any additional fees associated with the selected investments in the Client's retirement accounts. | Y / N | |
| Research materials on investments that have been reviewed, but were not selected as part of recommendations to the Client. | Y / N | |
| The additional services being received by the Client that will make the additional fees reasonable. | Y / N | |

| The fees, services, and investment options available to the Client in the plan or account that will be rolled over, including answers to the following questions: | Answers |
|---|---------|
| Does the sponsor of the retirement plan pay any of the Client's current fees? | |
| Does the plan or account have limited investment options? | |
| Are annuity accounts available to Client? What are the fees and services of the annuity account? | |
| Does the Client have another plan or account that the rollover can be made into? What are the fees and services associated with that plan or account? | |

| If advice is provided using a 3rd party or RoboAdvisor: | Provided to Client? | Answers/Details |
|---|---------------------|-----------------|
| Provide Client with disclosures concerning the limitations of the robo-advisor's ability to act as a fiduciary. | Y / N | |
| If using a 3rd party, provide Client with disclosure of the 3rd party providing advice and any additional fees. | Y / N | |
| If using a 3rd party robo-advisor or automated platform, provide disclosure of the 3rd party robo-advisor or automated platform (including any investment limitations) and any additional fees. | Y / N | |