



Documents Required Checklist Private Placements

Use this checklist to submit items to purchase Private Equity in your IRA
Send all items for purchase in one package and allow 48 hours before you set Funding Date

Private Placement Requirements

All vesting to read "CAMA SDIRA LLC FBO [your name] IRA"

Example: CAMA SDIRA LLC FBO John Smith IRA

Funding can only occur if documents are complete and vested properly

Original Documents listed below must be received at least 48 hours prior to funding

Asset Purchase Directive	➡	Completed and signed by client
Asset Purchase Disclaimer and Indemnity Agreement	➡	Read and acknowledged – keep for your records
*Operating or Partnership Agreement, and/or Subscription Agreement	➡	Reviewed and approved by client** by signing or initialing "read and approved", originals needed
Wiring Instructions	➡	If applicable

*I understand the Administrator's EIN can only be used for interest or dividend payments (ex: issuance of a K-1 or similar tax document). If an EIN is needed for any reason other than dividend or interest payments you will be required to procure an EIN for your IRA.

**A letter stating you have "read and approved" each required document may be substituted for signing each document, especially if additional signature space is not available.

These documents are needed to efficiently complete your transaction. Any delays or incomplete documentation can result in the application of hourly charges to the client and delays in closing. Any exceptions need to be documented and must be approved in writing by the administrator. If you have questions, please contact our office at 215-283-2868 ~ 866-559-4430 or email us at operations@camaplan.com.

Asset Purchase Directive, Disclaimer & Indemnity Agreement

WHEN TO USE

Please use this form for the following:

When purchasing a new asset with your IRA.

Example: purchasing Real Estate, investing in a Note or a Private Placement.

INSTRUCTIONS

Complete and sign the Asset Purchase Directive. By doing so you acknowledge that you have read and approved the Disclaimer & Indemnity Agreement. Keep the Disclaimer & Indemnity Agreement for your records. Send to CamaPlan your completed, signed Asset Purchase Directive and include all required documentation. Refer to our investment checklists on our website, under Forms and Downloads, tab “Buy an Asset”.

HOW TO FILL OUT THE FORM

1. General Information

Participant: Client's Name

Account Number: Client's CAMA account number

2. Investment Information

Asset Description & Contact Information: Describe the Asset and provide contact information

- a) If purchasing real estate, provide the address (or legal description) of the property. Contact information: Supply name, address, phone # of Realtor or Title Co., etc.
- b) If executing a Promissory Note, list the name and address of the borrower.
- a) Private Placements - provide the name and address of the entity (e.g., LLCs, Partnerships, Structured Settlements, etc.)

Percentage of Ownership: provide the percentage of ownership your IRA has with the investment.

Purchase Price: Amount to be funded from IRA

If You Are Purchasing Real Estate, Notes or Private Placements: Fill in appropriate section. Not applicable to all other investments.

A. For Real Estate:

- a) Indicate if a deposit is required and amount
- b) If you are taking a non-recourse loan to finance the property, check the box indicating there will be a mortgage on the property.

B. For Notes:

- a) Check whether this is a new or existing Note
- b) Is the Note secured? Yes or No
- c) Interest Rate %: Rate of return on Note
- d) Maturity Date: Date the Note matures or ends

C. For Private Placements:

Indicate the number of shares being purchased as well as the purchase price. If there is no share price for your investment, then assume \$1 per share, and the number of shares is the purchase price.

Transaction Fees to be paid: Indicate whether your fees will be paid from your account, check or credit card. If paying by check, please mail in with your paperwork.

How would you like to fund the investment?

Check – Please fill in “Check Payable To:” and “Mail Check To:”

Wire & ACH – Provide wiring or ACH instructions

FEES - Refer to the **Fee Schedule** for a full explanation

- Asset annual maintenance charge
- \$150.00 Real Estate purchase
- \$95.00 All other asset purchases
- \$30.00 For a wire transfer
- \$10.00 For check
- \$ 5.00 For ACH

PROCESSING TIME

NORMAL PROCESSING TIME IS 48 HOURS FROM THE TIME COMPLETE DOCUMENTS HAVE BEEN RECEIVED.

1. GENERAL INFORMATION

 Participant: Account No.:

2. INVESTMENT INFORMATION

 and
 Contact Information

IF YOU ARE PURCHASING:

REAL ESTATE

 IS THERE A DEPOSIT ☐ YES ☐ NO AMOUNT: \$
 IS THE PROPERTY TO BE MORTGAGED? ☐ YES ☐ NO

After Closing

You are responsible to assure the Administrator receives the following:

- Fully executed HUD1 closing statement
- Original Grant Deed (properly recorded)
- Hazard/Title insurance policies if purchased after closing
- All Property Tax bills or other required payments

NOTES

 THIS IS A ☐ NEW NOTE ☐ EXISTING NOTE

 IS THIS A SECURED NOTE? ☐ YES ☐ NO

 INTEREST RATE: % MATURITY DATE:

After Closing

You are responsible to assure the Administrator receives the following:

- The original signed note /recorded mortgage/assignments etc.
- All payments and/or payoffs for this holding

PRIVATE PLACEMENT - LLC, LP (or Structured Settlements)

 No. of Shares Price Per Share

Please Note:

You are responsible to assure the Administrator receives the following:

- Original stock certificates, membership certificates or other proof of ownership showing the proper vesting

You are responsible for the following:

- Any future capital contributions must come from the IRA Account. The Account Owner may not advance funds on behalf of the Account

☐ ☐ ☐
☐ ☐ ☐

 Card Number:

 Expiration Date: Security Code:

 Name on Card:
 (credit card transactions will be assessed a 3.5% service charge)

 Check Payable To:

 Mail Check To:

 Account Name/

 Account Address

 Account #

 Bank Name /

 Bank ABA #

 PARTICIPANTS SIGNATURE: DATE:

Asset Purchase Disclaimer & Indemnity Agreement

This Disclaimer and Indemnity Agreement will confirm our mutual understanding and agreement regarding the proposed investment by your Account in the above named entity. Your account is referred to in this document as the "Account", regardless of whether it is a retirement account under Internal Revenue Code (the "IRC") 401, 408 or 408A, a Coverdell Education Savings Account under IRC 530, or a Health Savings Account under IRC 223. You must sign this agreement and return it to us prior to making an investment.

1. I understand and confirm that I am directing CamaPlan LLC, to complete this transaction as specified above. I understand that my account with CamaPlan LLC is self-directed, and I take complete responsibility for any investment I choose for my account, including the investment specified in this Asset Purchase Directive. I understand and agree that the Custodian, the Administrator and/or the Record-keeper of my account does not sell or endorse any investment products, and that they are not affiliated in any way with any investment provider. I understand that the roles of the Custodian, the Administrator and/or the Record-keeper are limited, and their responsibilities do not include investment selection.
2. I understand that neither the Custodian, the Administrator and/or the Record-keeper has reviewed or will review the legitimacy, appropriateness or suitability of this investment, and I certify that I have done my own due diligence investigation prior to instructing the Administrator and/or Record-keeper to make this investment for my account. I understand that neither the Custodian, the Administrator and/or the Record-keeper determines whether this investment is acceptable under the Employee Retirement Income Securities Act (ERISA), the Internal Revenue Code (IRC), or any applicable federal, state, or local laws, including securities laws. I also understand the Custodian, the Administrator and/or the Record-keeper will not check with the Better Business Bureau or any other governmental or non-governmental agency to see if any complaints have been filed against the investment entity. I understand that it is my responsibility to review any investments to ensure compliance with these requirements.
3. I understand that my account is subject to the provisions of Internal Revenue Code (IRC) §4975, which defines certain prohibited transactions and disqualified persons. I understand that if this investment is an entity and the Plan Asset Regulations issued by the U.S. Department of Labor apply, the entity is disregarded for purposes of the prohibited transaction rules of IRC §4975. I understand that I am responsible for confirming that no "disqualified person" with respect to my account will benefit from this investment in any way which is prohibited by IRC §4975. I acknowledge that neither the Custodian, the Administrator and/or Record-keeper has made or will make any determination as to whether this investment is prohibited. I certify that making this investment will not constitute a prohibited transaction and that it complies with all applicable federal, state, and local laws, regulations and requirements. I assume all responsibility and consequences if this investment becomes a prohibited transaction.
4. I understand that my account is subject to the provisions of IRC §§511-514 relating to Unrelated Business Taxable Income (UBTI) of tax-exempt organizations. I understand and agree that the Custodian, the Administrator and/or the Record-keeper has not provided tax advice regarding the subject of Unrelated Business Income Tax (UBIT) as a result of this investment. I understand that I will be responsible for preparing or having prepared the required IRS Form 990-T tax return and any other documents, including expenses of preparation and filing. You understand and agree that any UBIT owed must come from funds belonging to the Account. In addition all expenses associated with the preparation and filing will be paid by the Account.
5. All vestings to read: **CAMA SDIRA, LLC FBO (client name) IRA or: CAMA SDIRA, LLC FBO Account # IRA.**

Contact information and correct mailing address for this investment should be listed as follows in your records:

CamaPlan
512 E. Township Line Road
5 Valley Square Ste 200
Blue Bell, PA 19422
Phone: 215-283-2868 Fax: 973-302-8622

All notices concerning the investment in the entity should be sent to the Administrator at the above address, with a copy to the Account Owner. Any questions pertaining to the Account should be referred to the Administrator.

6. I understand that all payments, income, distributions or payoffs for this investment must be sent to the Administrator and/or Record-keeper for the benefit of the Account Holder. Under the Internal Revenue Code, it is not acceptable to send funds directly to the Account Owners (or the Account Owner's nominee or designee) personal funds.

7. I understand that funds for all expenses generated to support and maintain the asset in an account needs to come from the account. (example; Property taxes, mortgage payments, Homeowner Association dues)
8. I understand that with some types of accounts there are rules for Required Minimum Distributions (RMDs) from the account. If I am now subject to the RMD rules in my account, or if I will become subject to those rules during the term of this investment, I represent that I have verified either that the investment will provide income or distributions sufficient to cover each RMD, or that there are other assets in my account or in other accounts that are sufficiently liquid (including cash) from which I will be able to withdraw my RMDs. I understand that failure to take RMDs may result in a tax penalty of 50% of the amount I should have withdrawn.
9. I understand I am to provide the Administrator with a year-end fair market value of the Account by January 15th of each year, in a form acceptable to the Administrator. The Administrator, acting on behalf of the Custodian, is required to send the Account Owner a year end account statement by January 31 each year showing the value as of December 31 of the prior year. This valuation information is also reported to the IRS on Form 5498. The fair market value information is needed in order to complete that reporting.
10. I understand that in the event of a change with the investment ownership, for example, account owner death, distribution of asset, conversion or divorce the account holder or new account holder will be responsible for change to the title of investment, notifying the Administrator and providing Administrator with updated documents.
11. I understand that the Account is a separate entity and I have no right to sign on behalf of the account, or to sign for the Custodian, Administrator and/or the Record-keeper. The Administrator may request that you initial the documents as verification of approval.
12. I understand the Account Owner may not personally guarantee on behalf of the Account any indebtedness of the investment to a third party nor may the Account Owner guarantee any indebtedness of the Account to the entity.
13. I understand that in processing this transaction the Custodian, the Administrator and/or the Record-keeper are only acting as my agent. I agree that the Custodian, the Administrator and/or the Record-keeper will not be liable for any investment losses sustained by me or my account as a result of this transaction. I agree to indemnify and hold harmless the Custodian and the Administrator any and all claims, damages, liability, actions, costs, expenses (including reasonable attorneys' fees) and any loss to my account as a result of any action taken in connection with this investment transaction.
14. Because of federal privacy laws the Administrator is not able to answer third party inquiries about the Account unless the Account Owner has filed with the Administrator an original Interested Party Designation or Limited Power of Attorney, with the signature(s) either notarized or Medallion Guaranteed, giving the person making the inquiry authority to obtain information on the Account.
15. I understand the administrator's EIN can only be used for interest or dividend payments. If an EIN is needed for any reason other than dividend or interest payments I will be required to procure an EIN for my IRA. I also understand my social security number cannot be used for account reporting.

In the event you read the Asset Purchase Disclaimer and Indemnity Agreement and do not understand all or part of this document, please seek legal counsel before executing the asset purchase.