

AIMA'S QUESTIONNAIRE FOR DUE DILIGENCE OF

**MANAGED FUTURES FUND
MANAGERS/COMMODITY TRADING
ADVISORS (CTAs)**



Published by
The Alternative Investment Management Association (AIMA)

AIMA's Illustrative Questionnaire for Due Diligence Review of MANAGED FUTURES FUND MANAGERS/COMMODITY TRADING ADVISORS (CTAS)

The purpose of this document is to serve as a guide to investors in their review and assessment of managed futures fund managers/CTAs. This due diligence questionnaire is an unavoidable process that investors must follow in order to choose a manager. It is most important to understand clearly what you plan to invest in. You will also have to:

- identify the markets covered,
- understand what takes place in the portfolio,
- understand the instruments used and how they are used,
- understand how the strategy is operated,
- identify the sources of return,
- understand how ideas are generated,
- check the risk control mechanism,
- know the people you invest with professionally and, sometimes, personally.

Not all of the following questions are applicable to all managers but we recommend that you ask as many questions as possible before making a decision.

IMPORTANT

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DISCLAIMER

Whilst AIMA has used all reasonable efforts to produce a questionnaire of general application in connection with a due diligence appraisal of managed futures fund managers/CTAs, in any particular case an investor is likely to have his own individual requirements and each managed futures fund manager/CTA his own characteristics. As a result, prior to any individual investor sending out the questionnaire, it is strongly recommended that the questions are reviewed and, where necessary, amended to suit his own requirements and his state of knowledge of the managed futures fund manager's/CTA's operations.

In addition, responses to the questionnaire should not be relied upon without review and, where considered appropriate, further investigation. In order to obtain the best possible information on any specific managed futures fund manager additional questions should be raised to clarify any point of uncertainty, and where practicable verbal examination should be undertaken. In particular, AIMA recommends that in respect of special areas of concern, such as fund performance or risk profile, independent third party data should, if possible, be obtained in order to verify these facts.

Accordingly, none of AIMA, its officers, employees or agents make any representation or warranty, express or implied, as to the adequacy, completeness or correctness of the questionnaire. No liability whatsoever is accepted by AIMA, its officers, employees or agents for any loss howsoever arising from any use of this questionnaire or its contents or otherwise arising in connection therewith.

This questionnaire has been developed for Managed Futures Fund Managers/CTAs only and incorporates the input of leading U.S. CTAs and Commodity Pool Operators (CPOs). It is not intended for managers implementing securities-based strategies. A separate questionnaire relating to hedge fund managers is available from AIMA.

Other AIMA questionnaires available for selection of:
Fund of Funds Custody and Administration
Fund of Funds Managers
Fund Administration (excl. Fund of Funds) for Investors
Fund Administration (excl. Fund of Funds) for Managers
Hedge Fund Managers
Prime Brokers

AIMA's Illustrative Questionnaire for Due Diligence Review of MANAGED FUTURES FUND MANAGERS/COMMODITY TRADING ADVISORS (CTAs)

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NAVIGATING THIS DOCUMENT	Please use tab-key or point mouse to the beginning of the input field
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BACKGROUND

ORGANISATION

Company name:	
Form of organisation (limited partnership, corporation, etc.):	
Address:	
Telephone:	
Fax:	
E-mail:	
Internet/web-site	

COMPANY

How many employees does the firm currently have?	
What is the greatest and least number of employees the firm has had in the last 3 years? Explain any significant employee turnover:	
List the names of senior managers in charge of the following areas:	
• Trading:	
• Research and development:	
• Marketing and business development:	
• Administration:	
• Programming:	
• Compliance, reporting, performance:	
• Other (please specify):	
Provide a brief background of the registered principals and senior managers (education, career background, etc.). Have any principals or senior managers left the firm since inception? If yes, please explain:	
Provide details of the firm's current ownership structure and any changes in the last 3 years. Are there any pending plans for further ownership changes?	
What is the firm's approximate net worth? Is the firm subject to any minimum net worth requirements or covenants?	
List all branch or affiliated offices, if any:	
List the name, location, and function of any non-employee representatives being used:	
Has the firm ever been registered as any of the following?	
• Commodity Pool Operator (CPO):	
• Commodity Trading Advisor (CTA):	
• Futures Commission Merchant (FCM):	
• Introducing Broker (IB):	
• Registered Investment Advisor (RIA):	
• Other (please specify):	
Has the firm or any of its officers ever been associated or connected with any:	
• Bank:	
• CPO:	
• Other CTA:	
• FCM:	

<ul style="list-style-type: none"> • Hedge Fund: • IB: • RIA: • Other investment management activity (please specify): <p>If yes, please explain:</p>	
<p>With which regulatory authority is the firm registered?</p> <ul style="list-style-type: none"> • Date of registration: • Are all employees registered with the same authority? 	
List any professional affiliations and memberships of the firm and its principals:	
List the firm's accountant/CPA, auditors, and attorneys:	
Do any of the firm's principals have other significant business involvements? If yes, please describe them and indicate how much professional time is dedicated to each?	
Has an independent auditor ever reviewed the performance record? If yes, please enclose a copy of the most recent Audit Report.	
Has the performance record been included in any public fund prospectus in the past five years? Was there a "comfort letter" given in respect of the record?	
Are there any issues from the firm's most recent regulatory review (NFA, SEC, CFTC, etc.) currently unresolved? If yes, please provide a detailed explanation:	
Does the firm have a current CFTC Reg. 4.21 Disclosure Document or a Reg. 4.7 Disclosure Document? If yes, please provide a copy:	
How soon is the next update due to the firm's Disclosure Document? Are any material disclosure changes anticipated?	
Does the firm publish any newsletters or other publications? If yes, please provide copies.	
Provide two samples of reports typically sent to clients:	
If not confidential, please provide a partial list of existing clients with an indication of how long they have been clients. Please also show the amount of assets managed for them currently, as well as at the beginning of the last four fiscal years:	
Provide three client references:	
What is the greatest percentage of assets under management represented by any single client?	
Does the firm manage an account for any government pension plans or entities?	
Which investor groups does the firm primarily target?	
Does the firm permit "feeder funds" into its own investment products?	
Has the firm made any future capacity commitments in terms of the right to place additional assets under the firm's management?	
PERFORMANCE & STATISTICS	
Attach 13-column composite performance tables for all accounts traded pursuant to each of the firm's programmes (if available – see below):	

List assets under management (and percentage of total assets) for each of the following:	
<ul style="list-style-type: none"> • Public funds: • Private pools: • Individual accounts: • Institutional accounts: • Proprietary accounts: • Total assets under management: 	
If 13-column tables are not attached, attach a schedule showing month-end assets under management for each programme since inception.	
<u>Note:</u> indicate any notional funding and any non-standard leverage applied, if any.	
Is the performance record actual or hypothetical?	
Is the performance record in any respect derived or excerpted?	
Is proprietary (and, presumably, non-fee-paying) capital included in the performance record? If yes, what amount?	
Are there any material differences among the accounts included in the composite tables?	
Are "exempt accounts" included or excluded from the performance record?	
Does the performance record reflect the full brokerage charged to the client or have certain fund sponsors identified a portion of such brokerage as excludable from the firm's performance calculations?	
List all markets now traded which are not included in the past five years' performance:	
What was the peak of assets under management?	
<ul style="list-style-type: none"> • US\$: • Date: 	
Has the firm ever voluntarily returned assets to investors? If so, when, how much and why?	
How many separately managed accounts are currently open, grouped by size?	
<ul style="list-style-type: none"> • \$0 to \$250,000: • \$250,001 to \$1,000,000: • \$1,000,001 to \$5,000,000: • \$5,000,001 to \$10,000,000: • \$10,000,001 to \$20,000,000: • \$20,000,001 +: • Total: 	
What percentage of the assets under management consists of "notional equity"?	
What is the current equity value and starting date of the oldest continuously traded account?	
Does the performance record include interest income? If yes, explain basis of inclusion.	
Have any agreements or understandings been reached with the CFTC/NFA regarding any aspects of the performance record?	
Are there any <i>pro forma</i> adjustments included in the performance record? If so, how are these calculated?	
What is the average number of round-turns traded per \$1million per year in each programme?	
Approximately how many trades are made in each market, each year, in each programme?	
Does trading frequency tend to increase/decrease during profitable/unprofitable periods?	
What is the average annual commission as a percentage	

of assets included in the performance record for each programme? Does this vary significantly from year to year?	
What is the average management and performance fee structure included in the performance record?	
Do fees and/or commissions vary significantly from year to year? If so, by how much?	
What is the average percentage of winning and losing trades in each programme since inception? Are these percentages materially different to the past 12 months? If yes, please explain:	
What is the average gain per winning trade and average loss per losing trade? <ul style="list-style-type: none"> • \$ per contract: • As a % of equity: 	
What is the average holding period for: <ul style="list-style-type: none"> • All trades: • Winning trades: • Losing trades: 	
What is the maximum amount of equity that the firm estimates can be traded in each programme?	
What is the annualised standard deviation, Sharpe Ratio and compound annual rate of return for each programme? How do these compare with the firm's objectives?	
List the three <u>largest</u> drawdowns as percentages of equity for each programme. Please also explain why each drawdown occurred, and show the recovery periods:	
What were the three <u>longest</u> drawdowns for each programme? Please explain:	
What were the largest withdrawals in each programme since inception? <ul style="list-style-type: none"> • Date: • % of equity: • Reasons: 	
Has the firm ever permitted a client to intervene during the course of a relationship to adjust leverage or portfolio structure? If yes, please explain:	
What do you believe is the most important performance measurement with respect to each programme?	
What is the projected growth in assets under management over the next twelve months?	
Have there been any material leverage or other adjustments in the past five years, and how have such adjustments affected the performance record?	
METHODOLOGY	
How would you characterise the firm's basic trading approach (in %)? <ul style="list-style-type: none"> • Discretionary: • Systematic: • Other, please explain: 	
How would you characterise the firm's main decision-making inputs (in %)? <ul style="list-style-type: none"> • Fundamental: • Technical: • Other, please explain: 	

Do you believe that one trader can have materially better systems than another? Please explain:	
What other advisors would you compare your firm to as most similar? In what respects?	
Which components of the firm's system, if any, do you regard as proprietary (no details necessary)?	
Why are major financial institutions, with their extensive resources, not implementing the same programmes as the firm in their proprietary trading?	
Are there any "relative value" or "arbitrage" aspects to the programme?	
Are calendar spreads or inter-market spreads used?	
How would you characterise the firm's trading methodology (in %)?	
<ul style="list-style-type: none"> • Trend Following <ul style="list-style-type: none"> 1. Regression analysis: 2. Moving Average: 3. Breakout systems: 4. Pattern recognition: 5. Oscillators; 6. Other (please explain): • Cyclical: • Countertrend: • Special Situation: • Arbitrage: • Market Neutral: • Other (please explain): 	
How, if at all, is "game theory" incorporated into the firm's trading strategies?	
If the firm operates different programmes, are they managed by "independent account control" or are positions aggregated for Speculative Position Limit purposes?	
Do all the programmes use the same trading methodology? If not, please explain.	
Describe the firm's broad trading philosophy, strategy and core principles in as much detail as possible.	
Describe the development of the firm's trading methodology. Please include all material modifications made to the methodology over the period of the performance record:	
What do you believe gives the firm a competitive advantage or an "edge"?	
What are the strengths and weaknesses of the firm's trading methodology?	
What makes the firm's trading methodology different from other CTAs?	
How do you determine the programmes' commitment to different market sectors?	
How frequently do you alter the programmes' commitment to different market sectors?	
Do you alter the programme during drawdowns? As a result of drawdowns?	
During drawdowns, does the firm tend to increase or decrease the scope of its discretionary decision-making and non-systematic responses?	
Did one or more of the current principals develop the firm's trading methodology? If not, who did?	

<p>Could the unavailability of any of the firm's principals influence the trading methodology?</p>	
<p>Does the firm own the trading methodology currently being used? If not, who does?</p>	
<p>Are there any patents, trademarks, etc. held by the firm or any of its principals?</p>	
<p>Describe the three worst trading experiences the firm has had, and explain how they influenced the evolution of the firm's trading methodology.</p>	
<p>If the firm's trading methodology is computerised and systematic:</p> <ul style="list-style-type: none"> • Is the trading system ever overridden? If yes, under what circumstances? • Does the trading system ever add to or reduce profitable or losing positions? If yes, under what circumstances? Are there maximum additions? If so, how is the maximum determined? • Are multiple trading systems used? If yes, please explain: • Does the firm apply the same system to all markets or are there different systems for each? • What technical or fundamental information is considered important for a trade entry signal? • Are entry and exit signals generated by the same trading system? If not, please explain how they are generated differently. • Does the trading methodology differ from market to market? If yes, please describe what the difference is based on? • Is the trading system always with long or short, or is there also a neutral zone? Please explain: • How frequently are changes made to the trading system? Please explain the development and implementation process: • Is the firm's research focused on developing new trading systems or on further refining the existing systems? 	
<p>Is the "cost of carry" a factor in the current methodology?</p>	
<p>Which of the following activities are influenced by subjective judgement? Please answer by Yes or No, and indicate a % where applicable:</p> <ul style="list-style-type: none"> • Portfolio structure: • Trade entry: • Trade exit: • Stops: • Position size: • Overall leverage: • Selection of contract maturity: • Addition to or reduction of winning or losing positions: • Decision to halt trading: • Other (please specify): 	
<p>If fundamental information is used, what are its</p>	

sources?	
How would the firm approach sudden and unexpected illiquidity in any of the markets traded?	
Do you permit fundamental factors to influence risk management (e.g. liquidating or reducing certain positions before a G-7 meeting)?	
Are any filters used when selecting trades? If yes, please explain:	
Has the firm made any leverage adjustments in the past? If yes, why? When and how were they implemented?	
Has the firm made any specific modifications intended to reduce volatility? If yes, why? When and how were they implemented?	
Will the firm modify a trading methodology or portfolio at particular clients' request? If yes, please explain:	
Of the techniques below, which are used in the firm's trading methodology?	
<ul style="list-style-type: none"> • Moving averages of prices: • Chart patterns (head & shoulders, triangles, flags, etc.): • Momentum oscillators (rate of change of price or volume): • Point and figure; • Support and resistance: • Volume or open interest: • Spread relationships: • Statistical probabilities: • Penetration identification: • Overbought/oversold indicators: • Cyclical analysis: • Seasonal analysis: • Fundamental or economic analysis: • Bottom up analysis: • Top down analysis: 	
If the trading methodology involves a neural network, what are its main inputs?	
Are any of the methods below used to close out profitable positions? Please indicate by Yes or No, and %:	
<ul style="list-style-type: none"> • Trend reversal: • Trailing stops: • Overbought/oversold indicators: • Volatility: • Price patterns: • Volume/open interest: • Spread relationships: • Change in fundamentals: • Other (please explain): 	
Does the trading system have a long or short bias?	
Has the trading method been adjusted, or have the markets traded changed due to increased assets under management? If yes, please explain:	
Do you believe that the firm's performance is likely to be non-correlated with other trading advisors? If yes, please explain:	
What are the firm's rate or return, volatility, and Sharpe Ratio objectives?	

What is the firm's S&P non-correlation objective?	
Does the trading methodology work better in some markets than in others? If yes, please explain:	
Are certain markets excluded from the portfolios? If yes, please explain:	
Are there liquidity, regulatory or other requirements for the inclusion of markets in the firm's portfolios? If yes, please explain:	
In which kind of markets does the trading methodology perform best and worst?	
<ul style="list-style-type: none"> • Bull markets • Bear markets • Congested markets • Bull and bear markets, but not congested markets: • The same in all market conditions: • High volatility markets: • Low volatility markets: • Other (please explain): 	
Are agricultural commodities a significant component in any of the firm's portfolios?	
Does the firm's methodology permit or require making or taking delivery of physical commodities?	
Does the firm trade "cash" securities (stocks and bonds)? Why would or would not the firm's programme be effective in doing so?	
What was the firm's response to the introduction of the Euro?	
Will increasingly competitive markets affect the performance of firm's programmes? Will they affect managed futures in general?	
Do you perceive any basic and significant changes in the managed futures industry over the past five years?	
Does the firm offer "overlay" as well as "standard" programmes? If so, please explain the difference:	
Does the firm use third-party research or valuation service providers?	

PORTFOLIO & ACCOUNTS

Which of the following instruments are traded and in what percentages?	
<ul style="list-style-type: none"> • Exchange-traded futures: • Exchange-traded options: • EFPs: • OTC forwards: • OTC options: • Swaps: • Cash debt instruments: • Cash equities: 	
Attach a complete list of all markets traded in each of the above categories. With respect to all OTC, swap, and cash markets, please list the counterparts used in each market:	
If options are traded, please explain which types:	
<ul style="list-style-type: none"> • Covered only, naked, as part of a hedging strategy, "exotic", etc.: • How they are used: • How they are revalued: 	

If options are traded, what option-related volatility measures are incorporated into the programme?	
Do the markets traded vary according to the account size? If yes, please explain:	
How are the markets included in each portfolio selected?	
Can a portfolio be customised according to specific customer requirements?	
Do customised accounts appear in the firm's composite performance record?	
What is the minimum account size? What is the minimum optimal account size?	
For each programme, what would a \$1 million portfolio look like? <i>For example,</i>	
<ul style="list-style-type: none"> • Which markets would be included? • How many contracts of each market would be included? 	
Which criteria are considered in portfolio selection (risk, performance, liquidity, volume, open interest, etc.)?	
Position limits:	
<ul style="list-style-type: none"> • Describe any past problems with Position Limits. Which markets or exchanges were involved? • How much money could be managed under the current trading methodology without being restricted by Position Limits? • If, or when, Position Limits are reached, how will the firm modify its methodology? 	
Do you believe that most trading advisors' rates of return decrease as assets under management increase? Why? What about your firm's programmes?	

EXECUTION & TRADING

How are positions established for new accounts, liquidated for terminating accounts, or adjusted for existing accounts to reflect material changes in account equity? Please explain in detail:	
Does the firm's trading staff trade 24 hours per day? If yes, please explain. Do they trade from the office premises or elsewhere? How many staff are involved in each shift, and what are their functions?	
How are executed trades allocated to accounts? Please explain in detail, particularly with respect to split fills. Are any positions allocated as of the end of the trading day rather than prior to or at the time of order entry?	
What is the firm's policy with respect to trading and system errors? Please explain in detail.	
Have there been any major "out-trades"? If so, please describe.	
Trading Orders:	
<ul style="list-style-type: none"> • What types of trading orders are used? • Are different types of orders used for entry and exit? Please explain: • Are orders entered onto a trading desk or relayed directly to the exchange floor? • Are large orders broken up? If yes, please explain how: • Does the firm use give-ups for futures? If 	

<p>yes, please provide a complete list of executing brokers used and give-up fees charged by those brokers. If no, please provide a complete list of executing brokers used:</p> <ul style="list-style-type: none"> • If the firm uses a Prime Broker for FX, please describe the structure and any fees charged: 	
<p>What is the firm's policy with respect to trading by:</p> <ul style="list-style-type: none"> • Staff: • Principals: • The firm itself: 	
<p>Does the firm have any special relationship or affiliation with any FCM?</p>	
<p>If the firm trades EFPs, describe the manner in which appropriate documentation is maintained:</p>	
<p>If the firm trades EFPs, please list all markets in which they are traded. Please also list the counterparts with whom they are traded:</p>	
RISK MANAGEMENT	
<p>Describe the firm's overall risk management principles and approach:</p>	
<p>How does the firm calculate risk?</p>	
<p>Is the risk calculated for each trade? If yes, please explain:</p>	
<p>Do all the programmes use the same risk management methodology? If not, please explain:</p>	
<p>Is "value at risk" used in the firm's programme? If so, how do you assess the value at risk of your different market positions and what confidence level do you use?</p>	
<p>What determines the amount of leverage used?</p>	
<p>How much leverage (% of margin to equity) is used in each programme?</p> <ul style="list-style-type: none"> • Highest: • Lowest: • Average: 	
<p>What is the percentage of risk invested in any single market?</p> <ul style="list-style-type: none"> • Highest: • Lowest: • Average: <p>How is this percentage determined?</p>	
<p>Are "higher leverage" and "lower leverage" versions of the same programme offered? If yes, please explain how they are structured?</p>	
<p>Does the firm impose limits on the amount of margin committed to different markets, sectors, or portfolios?</p>	
<p>How does the firm react if the volume and/or open interest of a market in which a position is held are suddenly reduced significantly?</p>	
<p>Does adding or reducing a position in one market ever influence the size of positions held in other markets? If yes, please explain:</p>	
<p>Does the firm calculate and analyse the historical or contemporary correlation between markets? If yes, how does such analysis influence portfolio design?</p>	

Does the firm establish position limits for correlated market groups? If yes, please explain:	
Are there a minimum number of markets in which the firm always holds positions in order to achieve a minimal portfolio diversification effect?	
If stops are used, please answer the following questions:	
<ul style="list-style-type: none"> • On what principles are stops calculated? • How often are stops adjusted? • Is the method of establishing stops based on any of the following? <ol style="list-style-type: none"> 1. Price stops: 2. Time stops: 3. Volatility stops: 4. Money management stops: 5. Other (please specify): • If a stop is reached, is the entire position closed out at one time, or is the position reduced gradually? 	
How are positions adjusted when there is a significant increase or decrease in equity due to trading profits or losses?	
Are there any circumstances under which all positions in the portfolio will be closed?	
At what percent drawdown would the firm either stop trading or recommend that an account be closed?	
Does the methodology react to volatility changes in the markets? If yes, please explain how.	
Does the firm trade on exchanges that are open outside local office hours? If yes:	
<ul style="list-style-type: none"> • How is the time difference managed? • Are there routines in place to minimise the risk of adverse price movements, or price gaps which are due to price movements that occur outside local office hours? 	
What is the estimated maximum risk on a total portfolio? Please describe the method by which such risk is measured:	
What is the firm's cash management method? Does this create an additional source of risk?	

RESEARCH

Describe the firm's efforts to improve its trading methodology through on-going research?	
What is the firm's current annual research budget?	
How much money has the firm invested in research since its inception?	
Has the firm or any of its research staff published any research or academic papers? If yes, please provide details:	
Does the firm use any external parties or resources for research? If yes, please explain.	

ADMINISTRATION, OPERATIONS AND FEES

Describe detailed backup procedures in the event that the firm's offices, trading facilities or computer system became unexpectedly non-operational or inaccessible.	
Does the firm maintain a detailed Operations Manual?	

What insurance coverage does the firm maintain? Please provide a schedule showing coverage:	
Are the operations of the firm dependent on one person or a limited number of people?	
Is there a minimum number of personnel needed for the firm's operations?	
Have there been any significant operational or administrative "bottlenecks" or difficulties in the past five years?	
Are new investments currently being accepted in the form of: <ul style="list-style-type: none"> • Separately managed accounts: • Pools and funds: • Both of the above: 	
Is the client free to choose a clearing firm and to negotiate the account terms directly with them?	
Which clearing firms does the firm currently use?	
What fees do the firm charge? Do they vary? If so, please explain: <ul style="list-style-type: none"> • Management fee (include frequency of payment): • Performance fee (include frequency of payment): • If a "hurdle rate" is included in the Performance fee calculation, is it a "hard" or a "soft" hurdle? 	
Does the firm charge all customers the same fees? If not, on what basis are fees waived or modified?	
Does the firm share its fees with any third parties?	
Are there any present plans to relocate the firm's offices?	
Does the firm have a lockup period or any special requirements for withdrawal?	
Does the firm or any of its officers or employees receive, directly or indirectly, any rebate on brokerage commissions? If yes, please explain on what basis, and from which brokerage firms:	
Has the firm ever been required to restate NAVs, fees or other calculations? If yes, please explain:	

LEGAL

Does the firm hire traders from other investment management firms?	
Has the firm had any disputes over non-compete, non-disclosure or similar covenants?	
Are any of the firm's employees subject to non-competes, "golden handcuffs", etc.?	
Does the firm have any existing marketing or consulting agreements?	
Has the firm appeared in any recent advertisement or newspaper or magazine articles?	
Have there ever been any criminal, civil or administrative proceedings against the firm or any of its principals, or any similar such matters including reparations, arbitrations and negotiated settlements?	
Does the firm maintain a written Compliance Manual? If yes, please provide a copy.	
Does the firm or any affiliate ever take "custody" of client assets?	

Does the firm or any affiliate ever deduct its fees directly from any client accounts?	
What is the firm's liability/indemnity standard?	
Does the firm make use of "soft dollars"?	

Please attach copies of the following documents and forms where applicable:

- Management/Advisory Agreement
- Corporate brochure, and other marketing literature
- Disclosure Document
- Newsletters or other publications
- Client Reports
- Client References
- 13-Column Performance Tables
- Compliance Manual

Please state the name and title of the officer at your firm who has prepared and reviewed this questionnaire.

Signature:	
Name:	
Date:	
Position:	