Annual Brochure Delivery

When delivering to your clients a Summary of Material Changes, it must be accompanied by the following in order to satisfy the annual delivery requirements:

1. An offer to provide your current brochure without charge. *(Please note that you are required to respond to requests for a brochure and should always document such requests and responses.)*
2. Firm website address *(if available)*
3. Email address by which a client may obtain the current brochure
4. Telephone number by which a client may obtain the current brochure
5. Website address for obtaining further information about the firm: adviserinfo.sec.gov

For sample language to get you started, please see below.

To receive a Microsoft Word version of this document, please contact us at info@npcomply.com.

[Client Name]
[Client Address]

Dear [Client Name],

Form ADV Part 2A (also known as the "brochure") describes the investment advisory services we provide to our clients, as well as any conflicts of interest or other business practices regarding your relationship with our firm.

OPTION 1: INSERT IF YOU ARE PROVIDING A SUMMARY OF MATERIAL CHANGES ONLY AND NOT THE FULL BROCHURE
For your records, enclosed is a summary of the material changes made to the brochure between [Date of last year's annual amendment] and [Date of this year's annual amendment].

If you would like to receive a full copy of the brochure, you can contact us to make such request as follows:

By Phone: [Telephone Number]
By Email: [Email Address]
By Mail: [Mailing Address]

OPTION 2: INSERT IF YOU ARE PROVIDING THE FULL BROCHURE
For your convenience, enclosed is our current brochure, dated [Date of current brochure].

You may also find the brochure online, along with additional information about our firm, by visiting adviserinfo.sec.gov. As always, we invite you to visit our website [Website address] at any time to read more about the firm and the services we provide.

Please feel free to contact us with any questions or concerns.

Sincerely,

[Name]
[Title]