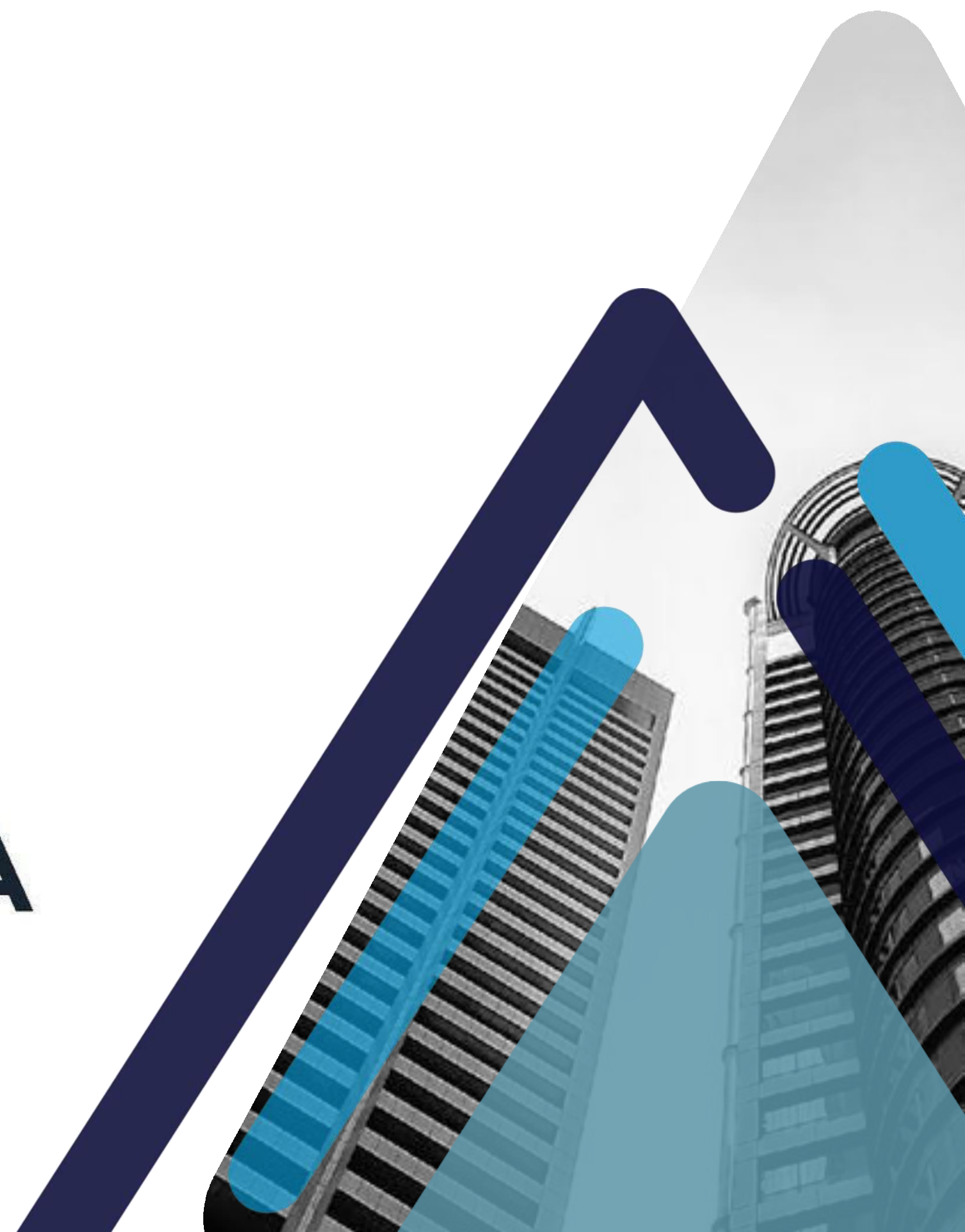


3(16) Plan Administration



1373 Veterans Highway
Hauppauge, New York
11788 631-249-0500



Who We Are

Established in 1971, ERISA Fiduciary Services has embraced the following core values. Operating as a national provider with an in-house ERISA council, we serve a wide range of industries and cater to retirement plans with varying employee counts.

Core Values:

- | | | | | | |
|----|---------------------------------|---|----|---------------------------------|--|
| 01 | Fiduciary Standards | It is our duty to put our client's interests ahead of our own - always. | 06 | Deliver on Every Promise | Promise only that which we can deliver, then deliver everything that was promised and more. |
| 02 | Foundational Plan Design | Good plan design determines the long-term success of the program. | 07 | Qualifications Matter | We must always be prepared to operate with complicated, ever-changing laws and circumstances |
| 03 | Full Accountability | When coupled with stringent ongoing administration, good plan design ensures team approach ensures full accountability. | 08 | Experience Empowers | All the qualifications in the world are worthless without practical experience. |
| 04 | Teamwork is Crucial | A team approach transcends individuals and ensures seamless continuity over the decades | 09 | Commitment | The quality of commitment is rare. Be 110% committed. |
| 05 | Performance is Reality | Talk is talk. Words are words. Performance is reality. | 10 | Sweat the Details | Any goal can be met if you are prepared to "sweat" the details. |

3(16) Plan Administration Highlights

- **Plan Operational Oversight and Compliance**
- **Plan Document Administration**
- **Hardship Approval Management**
- **Sending Enrollment Packages to All Newly Eligible Participants**
- **Ensure Distribution of All Relevant Participant Notices and Disclosures**
- **Managing Involuntary Force-Out Process for Terminated Participants with Balances Under \$7,000**
- **Plan Audit Assistance**
- **Consulting for Plan Corrections and VCP Process**
- **Annual Plan Review Process**
- **Sign and File Both Form 5500 and 8955-SAA**

3(16) Plan Administration Services

PLAN OPERATIONAL OVERSIGHT AND COMPLIANCE:

- Report to plan sponsor any errors or defects discovered in the operation of the plan in accordance with the plan document, ERISA, and the Internal Revenue Code.
- Review compliance testing performed by recordkeeper, including as applicable 401(a)(4) nondiscriminatory allocation, 401(a)(26) minimum participation, 402(g) minimum coverage testing, 414(s) non-safe harbor compensation, ADP/ACP, 415 annual addition, and 416 top heavy.

PLAN DOCUMENT ADMINISTRATION:

- Verify required plan document is in place.

HARDSHIP DISTRIBUTIONS:

- Review hardship distribution requests and approve for processing.

ENROLLMENT PACKAGES:

- Mail enrollment packages to newly eligible participants in advance of

ENSURE DISTRIBUTION OF THE FOLLOWING PARTICIPANT

NOTICES AND DISCLOSURES:

- Summary Annual Report (SAR)
- Safe Harbor Notice
- Notice of Automatic Contribution Arrangement (ACA)
- Notice of Qualified Default Investment Alternative (QDIA)
- Annual Participant Fee Disclosure
- Blackout Notice
- Participant disclosures will be done electronically. The plan's recordkeeper will provide participants with electronic access to periodic benefit statements. The plan sponsor will be responsible for distributing any hardcopy periodic benefit statements required.
- Non-routine disclosures will be provided upon request for an additional fee. These include: Changes in Plan/Trust Year; Summaries of Material Modifications (SMM); Summary Plan Descriptions (SPD); Notices of Qualified Change in Investment Options (QCIO); Notices of Rights Concerning Employer Securities; Participant Fee Disclosures required to be provided more frequently than annually; and Notices of Receipt of Domestic Relations Order.

3(16) Plan Administration Services

SIGN AND TIMELY FILING OF THE FOLLOWING REQUIRED

GOVERNMENT REPORTS:

- Form 5500
- Form 8955-SSA
- Form 5558, extension to file 5500/8955-SSA, will be automatically filed if a signature-ready 5500 has not been made available by the recordkeeper at least 30 days in advance of the 5500 due date.
- The plan sponsor and/or recordkeeper will be responsible to prepare, distribute, and file the following forms as required: Form 1099-R, Form 1096, Form 941, Rollover Notices, and Notices of Right to Defer Distribution.

INVOLUNTARY DISTRIBUTION OF TERMINATED

PARTICIPANTS WITH VESTED BALANCES UNDER \$7,000

- Assist with cashout process for terminated participants with balances under \$7,000 on a quarterly basis.

ANNUAL PLAN REVIEW PROCESS

PLAN AUDIT

- Select and monitor Plan auditor if one has not been retained by plan sponsor. Recordkeeper and plan sponsor will be responsible for providing auditor with all necessary information. Plan sponsor will be responsible for the cost of the audit and the auditor's fees.
- Verify that all required compliance testing is performed, including 401(a)(4) nondiscriminatory allocation, 401(a)(26) minimum participation, 402(g) excess deferrals, 404 maximum deductible contributions, 410(b) minimum coverage testing, 414(s) non-safe harbor compensation, ADP/ACP, 415 annual addition, and 416 top heavy.

CORRECTIONS

- Report any instances of operational or disqualifying defects discovered.
- Identify options for voluntary correction, including SCP, VCP, Audit CAP, DFVCP, and VFPCP.
- Calculate, prepare, and submit correction to government agencies as necessary, and implement corrections.

Pricing

Annual 3(16) Administration Services Fee: \$ TBD

