Procedure
Non-Exchange Traded REIT

Prior to solicitation or sale, registered rep must receive approval to sell. This procedure should be followed if the REIT sale is $50,000+ or additional deposit will bring clients total REIT holdings to $50,000+.

1. Establish the client level records on V2020.

2. Establish a Non-Brokerage account, STC retirement account in V2020 or open a Pershing LLC retirement account through Home Office.

3. Complete the following forms:

   - *Fax Cover Sheet for Pre-Approval Request Form*
   - *Transaction/Client Pre-Approval Request Form*
   - *Sponsor Subscription Agreement with all documentation*
   - *Private Investment form* **(for Pershing brokerage retirement purchases only)**

4. Send all above documentation to Salem Corporate Office for review and processing.

5. Approval notices will be sent via email.

6. Upon approval Salem Corporate Office will process original sponsor company paperwork.

7. Enter transaction into V2020 Core, through Direct Order Entry. This is so that the transaction can go through Transaction Review and populate into the required logs and records.

8. This completes the process for approvals.

9. If pre-approval is rejected, a rejection notice will be sent via email.

10. Contact the client to provide an explanation as to why the transaction will not be accepted and return any checks back to the client.

11. The original documentation will be forwarded to Regional Management along with the rejection notice, with copies being retained in your files optically.

12. This completes the process for rejections.