

## Retirement Solutions Description of Services

Morgan Stanley Smith Barney LLC (“MSSB”) offers Plan Sponsors access to a wide selection of services in support of their corporate retirement plan. In order to more effectively service our plan clients, Morgan Stanley provides retirement education, tools, access to certain plan account information, and other plan level services through its Financial Advisors and Private Wealth Advisors (collectively, “Financial Advisors”).

Financial Advisors provide guidance by reviewing a plan’s objectives, evaluating the capabilities of certain providers, and assisting Plan Sponsors to identify one or more recordkeeping providers that meet the plan’s needs. The selection of any retirement plan provider is not done at the discretion of Morgan Stanley or its Financial Advisors.

In its capacity as broker of record for a held-away qualified retirement plans (“broker of record plan”), Morgan Stanley, its Financial Advisors, and other associated persons, may provide certain services as requested and agreed upon by the Plan Sponsor.

Broker of record plan level services may include:

- providing education on general investment concepts such as diversification, risk tolerance, and asset allocation;
- assisting in the selection of asset classes and investment options for the plan menu;
- interfacing with a provider to resolve issues that arise in connection with the day-to-day servicing of a plan;
- explaining reports on plan metrics such as participation rates, deferral rates and diversification;
- helping to understand and review plan fees and expenses;
- providing education and resources to support plan fiduciaries in managing their responsibilities;
- providing annual investment performance monitoring through an investment report. Performance monitoring is done in accordance with Morgan Stanley’s standard Investment Policy Statement, which a Plan Sponsor may elect to adopt. A Plan Sponsor also has the opportunity to opt out of this service by notifying their Financial Advisor; and
- providing a Plan Sponsor service team to assist with inquiries pertaining to the plan.

The aforementioned annual investment report will include market commentary from the Morgan Stanley Wealth Management Global Investment Committee, investment performance, Morgan Stanley’s Investment Evaluation summary, and in certain cases possible investment alternatives to funds that do not pass the evaluation process<sup>1</sup>.

Broker of record plan participant level services may include helping plan participants understand plan benefits; providing general investment education and guidance about asset allocation and plan investment options; and reinforcing the importance of retirement planning strategies through education sessions.

---

<sup>1</sup> Morgan Stanley’s investment reports for broker of record clients do not include any forfeitures, self-directed brokerage, company stock, and participant loans. Morgan Stanley is unable to make alternative recommendations for Group Annuity separate accounts and therefore is not considered an investment advice fiduciary with respect to such products in your plan. Due to the complexities of retirement plan investment options, we ask that you consult your recordkeeping partner for more information about potential offerings.