OAKWOOD CAPITAL SECURITIES

OAKWOOD CAPITAL

Business Information Questionnaire

Thank you for your interest in learning about our independent broker-dealer (IBD) and/or registered investment adviser (RIA) firm(s). We have prepared this questionnaire so that we can understand how you operate your business today and how you would like to do so in the in the future.

We understand this questionnaire may look a little long and intimidating but please know the more we understand your business, the better we will be able to provide the relevant information you will want to know about our companies. And, if you should decide to join our team, this information will help us understand how best to support your team in the future.

Please do your best to provide answers to all questions. However, if there are questions that you cannot answer or would take too long to research, feel free to skip over those sections or provide the answers later.

Team Profile

Team Name:____

Website: ______________________ ______________ ____ Yes ____ No

Address (URL) | Host Location | Are changes sent to compliance automatically?

Team Member Full Names, CRD #, and Ownership %:

(larger teams can submit on Excel spreadsheet, if needed)

Producing Advisors:

Name & Professional Designations	CRD #	Ownership	Phone #	Email Address
		%		
		%		
		%		
		%		
		%		
		%		

Non-Producing Personnel:

Name & Professional Designations	CRD#	Ownership	Position / Title
		%	
		%	
		%	
		%	
		%	

Office Locations:

Street Address	City	State	Zip	# Desks	Sq.Ft.

Broker-Dealer Affiliation:

Company Name	Location	Website	How Long?

Registered Investment Adviser (RIA) Affiliation:

Company Name	Location	Website	How Long?

Custodians / Clearing Firms / Direct Way Companies Where Assets are Held

______________________________ ______________________________

______________________________ ______________________________

______________________________ ______________________________

Company / Team / Individual Recognition

Have you received any awards, recognition, or publications? ____ Yes ____ No

If yes, please briefly list or describe which ones?

____

____

____

____

Succession Plan

Do you have a formal, written contingency plan in place? If so, please briefly describe.

____

____

Outside Business Activities (OBAs)

Please provide a listing of all OBAs for every team member. If you prefer, you can provide the actual OBA forms submitted to your current IBD and/or RIA.

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____

Compliance Questions

Do you have a Non-Compete / Non-Solicit contract with your current IBD, RIA, or any other company? ____ Yes ____ No If so, please provide your signed copies.

Have any team members ever had any regulatory complaints, disciplinary actions, suspensions, heightened supervision, or terminations in the past? ____ Yes ____ No

If yes, please provide a detailed explanation on a separate document describing the events leading up to the action and any current, pending, or final actions for each event.

Do you have a Non-Compete / Non-Solicit contract with your current IBD, RIA, or any other company? ____ Yes ____ No *If yes, please provide your signed copies.*

Technology / Software

Does your team use a ____ Windows or ____ Mac operating system?

What software or technology do you use today for the following services?

Type	Software Name(s)	Team Proficiency (High/Medium/Low)
CRM	______________________	________
Client Portal	______________________	________
Advisor Portal	______________________	________
Financial Planning	______________________	________
Scheduling	______________________	________
Asset/Portfolio Management	______________________	________
Performance Reporting	______________________	________
Portfolio Rebalancing	______________________	________
Risk Management	______________________	________
Document Management	______________________	________
Account Aggregation	______________________	________
Accounting	______________________	________
Billing & Commission reporting	______________________	________
Trading	______________________	________
eSignature Apps	______________________	________
Compliance & Supervision	______________________	________
Cyber Security	______________________	________
Other	______________________	________
	______________________	________
	______________________	________

What technology or software are you *not using* now, but would like to use in the future?
____
____

What are your Cyber Security policies and procedures do you have in place and follow?
____
____
____
____

Asset Management Process

Do you manage your own portfolios? ____ Yes ____ No

If yes,

Do you have an active or passive management style? ____ Active ____ Passive

Do you have an investment committee? ____ Yes ____ No
If yes,

How often does the investment committee meet? ______________________
How many people are part of the investment committee? ______________________

Do you create Custom or Model Portfolios? ____ Yes ____ No
If yes,

How many different model portfolios to you use? ______________________

Are any of your portfolios focused on ESG? ____ Yes ____ No

How often do you analyze your portfolios? ______________________

How often do you rebalance your portfolios? ______________________

Do you use 3rd Party Asset Managers or TAMPs? ____ Yes ____ No
If yes, which ones?

________________________________ ________________________________
________________________________ ________________________________
________________________________ ________________________________

Please explain other pertinent information regarding your client asset management style

____
____
____
____

Financial Planning

Do you prepare written financial plans for clients and prospects? ____ Yes ____ No
If yes, please answer the following questions.

On average, how many financial plans are completed per year? ____________________

What percentage of your existing households receive annual financial plans? _____%

How much do you charge for written financial plans (range is fine) $________________

For existing clients, do you charge separately for your financial plans or include the cost in their AUM fees? ____ Charge additional fee ____ Included in AUM fees

Do you use any other specialty financial planning software not already indicated in the technology section above? If so, which ones? ____ Yes ____ No

________________________________ ________________________________
________________________________ ________________________________

Do you offer Estate & Trust Services to your high-net-worth clients? ____ Yes ____ No

If yes, please describe your services offered?

____

____

____

Do you have tax planning services? ____ Yes ____ No

If yes, please describe your services offered?

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____

Do you have real estate advice or services? ____ Yes ____ No

If yes, please describe your services offered?

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Client Service Process

Briefly describe your client service process

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____

Please select all the methods in which you communicate with clients.

____ Email ____ Phone ____ Client Letters ____ In-Person Meetings

____ Newsletters ____ Blog Posts ____ Occasion Cards ____ Video Conferencing

____ Educational Client Events ____ Client Appreciation Events

____ Other *(lists)*

Do you use social media for business purposes? If so, which ones?

____ Facebook ____ LinkedIn ____ Twitter ____ Instagram ____ Other

______________________________ Other (*list*) ____ Text Messaging

Do you send client gifts for special occasions? ____ Yes ____ No

Business Development Process

Briefly describe how you have historically grown your business?

____
____
____
____

What future plans or desires do you have for growing your business?

____
____
____
____

Does your team have a unique competitive advantage over other teams? ____ Yes ____ No

If yes, please describe

____
____

Do you tend to prospect with a unique or specific niche? ____ Yes ____ No

If yes, please describe

____
____

Have you ever acquired another book of business? ____ Yes ____ No

Do you have plans or a desire to do so in the future? ____ Yes ____ No

What else should we know on this topic that may help us support your future efforts?

____
____
____
____

Qualified Retirement Plan (QRP) Business

Do you have a QRP or 401k Business? ____ Yes ____ No

If yes, please respond to the following questions:

Is this a core part of your business? ____ Yes ____ No

How many plans do you service today? ________________

Approximately how much in QRP assets do you manage? ________________

Do you offer fiduciary services? If so, which ones? ____ 3(16) ____ 3(21) ____ 3(38)

What specific training and/or designations have you taken or earned in this area?

____

What types of plans do you manage?

____ Private ____ Public ____ Non-Profit ____ Government ________________ Other

Number of team members dedicated to the 401k practice ________________

Practice Data

Total Team Revenue

	Trailing 12-mo	2024	2023	2021	2020
Recurring (Fee-Based)	________	________	________	________	________
Non-Recurring (Commissions)	________	________	________	________	________
Total	________	________	________	________	________

(individual team member revenue can be provided later, or you can provide on a separate sheet now)

Current Estimated Revenue Mix and Assets by Type:

	Overall Business	Revenues	Assets
Advisory Fees	%________	$________	$________
Financial Planning Fees	%________	$________	
Tax Preparation Fees	%________	$________	
Hourly Consulting Fees	%________	$________	
Retainer-Based Fees	%________	$________	
Mutual Funds	%________	$________	$________
ETFs	%________	$________	$________
Stocks	%________	$________	$________
Fixed Income / Bonds	%________	$________	$________
Alternative Investments	%________	$________	$________
3rd-Party Asset Managers (TAMPs)	%________	$________	$________
Qualified Retirement Plans	%________	$________	$________
Variable Annuities	%________	$________	$________
Fixed & Fixed Index Annuities	%________	$________	$________
Variable Insurance	%________	$________	$________
Fixed Insurance	%________	$________	$________
Other	%________	$________	$________

(list other types of business) ____

List the primary company vendors, if applicable, you use for each product type:
(please provide the names that make up roughly 80-90% of all your business)

Mutual Fund Companies

____

____

Variable Annuity Carriers

____

Fixed & Fixed Index Annuity Carriers

____

Insurance Organizations – FMOs, IMOs, BGAs

____

Alternative Investment Companies

____

Others

____

Insurance Lines of Business
If you offer insurance products and services to clients and prospects, what lines of business do you do?

	Yes/No	Approximate $ Amount / Year
Life	______	______________
Health	______	______________
Long-Term Care	______	______________
Disability	______	______________
Medicare Supplement	______	______________
Property & Casualty	______	______________
Business Insurance	______	______________
Other	______	______________

Current Payout Levels (Grid):

	Brokerage Commissions	Advisory Fees
Team Payout Level:	________%	________%
Individual Advisor Payout Level:		
Advisor Name		
______________________	________%	________%
______________________	________%	________%
______________________	________%	________%
______________________	________%	________%
______________________	________%	________%
______________________	________%	________%

Client Data

Number of Accounts	$5MM+	$1-5MM	$250k- $1M	$100k-$250k	<$100k
# Households	________	________	________	________	________
# Individual Accounts					
Individual/Joint/UTMA	________	________	________	________	________
Trusts	________	________	________	________	________
Retirement	________	________	________	________	________
Other	________	________	________	________	________

Total Clients Assets	$5MM+	$1-5MM	$250k- $1M	$100k-$250k	<$100k
(total #$ for each asset size)	________	________	________	________	________

Average Client Revenue	$5MM+	$1-5MM	$250k- $1M	$100k-$250k	<$100k
(total #$ for each asset size)	________	________	________	________	________

The Average Age for all Clients is approximately ______

The Average Length of Relationship for All Clients is Approximately ______

Supporting Documents

Please provide copies of the following documents, if available, at your earliest convenience

- Broker-dealer, RIA, or custodian reports showing team revenue, assets, and number & types of accounts
- Copies of Outside Business Activities reported for each team member
- Copies of any non-compete or non-solicitation agreements
- Copies of current Registered Representative or Investment Advisor Representative agreements signed by each team member
- Any other relevant documents that would be important for us to review
- DO NOT provide *any* personal private client information to us now or before you join us!

Additional Information We Should Know

What else should we know about your team that is important to you or would be helpful for us to understand your reasons for considering a move to a new firm?

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