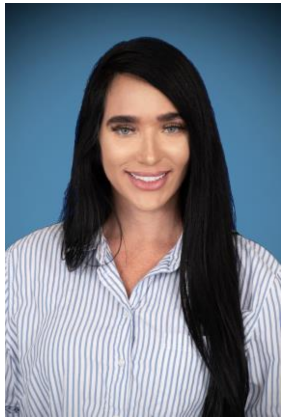
Kovack Advisory

MICHEL TSAPARLIS-V.P. OF ADVISORY SERVICES

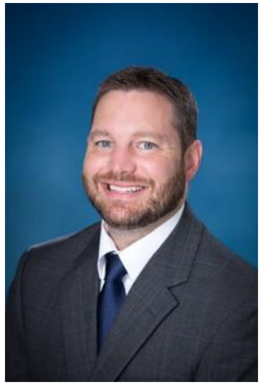
Meet Our Team

- **Michel Tsaparlis, VP of Advisory Services** – Oversees the day-to-day operations of the RIA. Assists advisors on available programs, billing and advisory procedures.

- **Holly Scott, Advisor Relations Associate** – Establishes and updates advisory accounts on Envestnet, for billing and performance reporting. Assists advisors with questions related to the IMA and general account inquires.



- **Peter Monks, CIMA, Business Consultant Associate** – Assists advisors on available Choice program options, third-party managers and Envestnet training. Peter holds a CIMA designation for the review and selection of managers.



Intro to Advisory

As we all know, not every account or client may be a candidate for advisory. Now there are better tools that help you and the client determine whether advisory is the proper fit. Most of what determines this is the following;

- Value of the account
- Assets funding the account
- Actively traded or buy and hold strategy
- Risk level and time horizon
- Is the client comfortable with paying an annual fee

Choosing the Right Choice Program

- Rep Directed Programs; Transaction Based Client (TBC), Transaction Based (TBFA) and Asset Based Pricing (ABP)
  - Discretionary or Non-discretionary

- Third-Party Asset Managed Programs (TPAM); ETF, MF, SMA and UMA
  - Model/Strategy Selection

- Determine Qualification
  - Asset Eligibility
    - Investments Must be Advisory Based
    - Must be Convertible, if keeping

Completing/Updating the IMA

One Universal form, Investment Management Agreement (IMA), for all new and existing Choice Programs

- One IMA per Account (add Hyperlink)
- IMA Completion Instructions
- FAQ

Financial Planning Services

- Providing Advise/Consultations
- Client Services Agreement for Financial Plan
  - Approved Financial Planning Software (Advizr, Bucket List, eMoney, Fed Benefit, Money Guide Pro, MoneyTree, Retirement Analyzer Pro, Retireup, Riskalyze, Scanalytics, Wealth2K)
  - Deliverable
  - Non-Deliverable

Housekeeping Do's & Don'ts

Housekeeping Items To Remember

- ADV & Form CRS Delivery Requirements
- Referral Arrangement Requirements for TAMPs
- Converting Mutual Funds
- Advisory Share Classes
- Actively Traded/Rebalanced and Diversified
- Meeting Minimums
- Reassess Qualification for Advisory Account
- Closing Advisory Accounts and Client Notification
- Review your Commission Statements Regularly
- Do Not Save Agreements as PDF

Questions?

Specific Scenario Questions

If you have specific client scenarios, feel free to contact us to discuss.

Thank you, for attending this session.