

# LTC/Life & Annuity General Guidelines

*Good Life Insurance Associates requires that you abide by all the rules and regulations outlined by LPL Financial regarding insurance sales and fixed business per your contracting agreement. You also agree to follow the rules listed below when making proper investment and insurance selections for your clients.*

- 1 A client profile and risk tolerance questionnaire should accompany all new business applications  
*"The client's financial profile is the most important factor to consider in regards to regulatory considerations, policies, and documentation. To capture the complete financial profile, the client financial situation and client needs must be obtained accurately." See attached LPL Best Practices for VA for more detail*
- 2 We prohibit the use of any senior designations unless approved through the OSJ and LPL's Compliance.
- 3 A transaction where the client will incur more than 2% surrender charge or \$4,000 penalty will have to go through an additional approval process before released to carrier *(Note: This rule will supercede the carriers guidelines)*
- 4 All fixed annuities will have to stay within the FINRA 10-10 Rule, which states no product offered will have more than a 10 year surrender period with greater than 10% surrender charge in year one.
- 5 Per LPL's guidelines, you MUST obtain a delivery receipt for every insurance product sold and maintain a copy in the client file for 6 years after the account closes. If the company doesn't have a delivery receipt with the contract, then form GLIA-DR 1.16 (Attached) must be used.
- 6 We will only offer contracts that offer FULL cash value as a death benefit...no forced annuitization for the beneficiaries.
- 7 You manually complete the annuity suitability form GLIA-ASF 1.16 for ALL fixed annuity transactions (Attached)
- 8 Checks made payable to the carrier, should be sent to the carrier, not LPL.
- 9 If the existing contract will incur a surrender penalty and it's within three months of the contract anniversary, you provide detailed rationale outlining why the transaction must take place prior to the contract anniversary date (assumes a drop in CDSC percentage upon the anniversary).
- 10 Our promise is to offer you a large selection of fixed annuity, fixed life, long-term care and disability coverage, through competitive carries (investment grade only) which will allow you an unbiased product selection above and beyond what is offered directly through the LPL insurance platform. We will constantly conduct due diligence on both the carriers and products, adding and removing carriers if our minimum standards aren't met. Any changes made to our product line-up will be brought to your attention via email 30 days prior to change.

I, \_\_\_\_\_, fully understand and agree to the terms listed above when conducting business through Good Life Insurance Associates on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Advisor: \_\_\_\_\_ Principle: \_\_\_\_\_

